

HANOVER FIRE PROTECTION DISTRICT BOARD
MEETING MINUTES
SEPTEMBER 12, 2017

CALL TO ORDER

Dwane Baker called the meeting to order at 6:29pm.

ATTENDING

Dwane Baker, Dwight Smith and Lori Hall-Underwood were in attendance.
Cathy Junglen and Vicki Leaf were absent.

1. MODIFICATION/APPROVAL OF AGENDA

None

2. PUBLIC COMMENT

None

3. MINUTES

Dwight Smith made a motion to approve the amended August minutes. Lori Hall-Underwood seconded. All voted, “aye.”

4. REGULAR BUSINESS

- a. **TREASURER REPORT:** The Board reviewed the 2017 Supplemental Budget along with the Proposed 2018 Budget with Chief Tatum. The Board was provided a copy of the Profit & Loss YTD as of July 2017 was given an opportunity to review and ask questions. Dwight Smith made a motion to approve the July’s Budget Report subject for audit, Lori Hall-Underwood seconded. All voted “aye.”
- b. **CHIEF’S REPORT:** Chief Tatum briefed the Board on several deployments over the last month and the process of switching out equipment that is in the works. Type 2 ICS teams are currently stretched thin with the number of current wildfires and hurricane’s hitting the southern region, resources are tight across the country. Command teams on wildfires are tending to run over their normal time to accommodate the stretched-thin resources.

Chief Tatum submitted the DOLA packet along with board minutes and Cathy Salmon-Wolfe’s resignation.

Last month, the Department performed pump testing and all trucks passed. Chief Tatum described the changes ISO has made on certification. He is concerned regarding pump 22 and expressed the reasons behind testing equipment every two

years and that giving them an opportunity to anticipate issues. Over the last two testing periods, pump 22 hasn't gotten worse, but it hasn't gotten better either. At this point, there is no foreseen reason to take the truck out of service. Chief Tatum is hoping to have the truck looked at over the next year to find the underlying problem. There's a good chance the deterioration is due to the District's hard water. He also advised the Board that from the ladder testing performed last year, three failed. In order to fix the ladders, you need a UL Certified Welder and currently one is not available in our state. As far as cost/benefit, it's beneficial to replace the ladders and surrounding Departments are adopting the same method.

Chief Tatum advised the Board on the exceeding call volume; currently 400 as of today. The projected end of the year call expectancy is 515. The biggest concern is fire season hasn't started.

- c. **DUPUTY CHIEF'S REPORT:** Deputy Chief Kevin Junglen was on a call during the board meeting.

Deputy Chief Junglen arrived after responding to a call and updated the Board on the types of shifts the Chiefs and Officers are discussing, ie: ABC shift with an Officer assigned to each. They are exploring ideas to ensure the Department continues to run efficiently as the call volume increases each year. Currently the response time is averaging eleven minutes.

5. OLD BUSINESS

- a. **STATUS ON ADDING A BOARD MEMBER TO SIGN CHECKS:** Those signing checks must go into the bank to sign a signature card. Vicki Leaf is due back around the 22nd of September and appropriate Board Members are hoping to go to the bank around that time to update the signature card.
- b. **DISCUSS NEW BOARD TREASURER TRAINEE:** Chief Tatum recommends Cathy Junglen and Vicki Leaf work together to finish off the 2017-year books. With doing the treasurer switch on January 1st, to prepare for exemption audit. Chief Tatum is confident the role change will flow smoothly.
- c. **DRAFT 2018 BUDGET:** This will be discussed during the October board meeting giving the Board a month to review.
- d. **CHRISTMAS PARTY AND GIFTS FROM THE BOARD:** The Christmas party is scheduled for December 5th. Chief Tatum has an officers meeting next Thursday and seek input. Dwight Smith asked if there is something the Volunteers need. Lori Hall-Underwood suggested specialty gloves and Dwight suggested pants. The Board members would like to give them something they truly need and will use Chief Tatum will discuss these possibilities with the Officers.

- e. **SOLAR PANEL PROJECT:** There are 1,000 acres projected to use for this project around exit 119 off I25. There is an Open House scheduled tomorrow at Prairie Heights Elementary School to discuss the project with the public.

6. NEW BUSINESS

- a. **ACTUAL 2016 BUDGET NUMBERS:** Chief Tatum provided the Board with the actual budget numbers balanced to the dollar.
- b. **2017 SUPPLEMENTAL BUDGET:** The Board reviewed this asking a few questions and decided to wait until November to vote allowing time for all checks to come in. Chief Tatum added a firefighter's salary to this in order to combat the concerns the Board and Department has for increased call volume, in case the Board approves this position before the year is over. For 2018, there is a \$48k line item for this position in the Proposed Budget. The 2014 contract salary (\$57k) for Chief Tatum's job offer did not factor in the taxes taken out, dropping his annual salary down to \$52k. Since 2014, Chief Tatum has been paying his and the District's portion of the taxes. He discussed the numbers with Vicki Leaf. Chief Tatum stated Vicki Leaf was in agreement with the numbers for his new salary as it is a four percent increase from his original salary to the proposed \$62k salary.

Dwight Smith asked if the one firefighter proposed job be distributed among more than one firefighter to broaden the opportunity in the Department. Chief Tatum explained how someone can't volunteer for a job they are paid to do. He explained when adding in benefits and Social Security, the amount of time the firefighter will be able to work will be minimal. He is looking at this opportunity to be competitive to surrounding Departments. Dwight Smith asked if the \$48k salary includes everything. Chief Tatum stated it includes everything the employee will have to pay, ie: taxes, Social Security. The 'employee tax expense' line item includes the increase in the Chief's pay and the increase of adding an additional paid employee that is the District's responsibility. Dwight Smith confirmed the amount of the employee costing the District is estimated around \$51-\$52K/annually. Chief separated the numbers to avoid another issue with employee cost and Department cost.

Dwight Smith questioned what requirements the new employee will have. Chief Tatum, stated they will be required to already be a FF1 and some medical certifications. Chief Tatum stressed that would leave the department with two people during the day. Lori Hall-Underwood asked if this employee will work out of Station Two. Chief Tatum replied yes, but is not opposed for moving the employee around to the different stations as needed. He also stated he would like this employee to be exempt so that there is no overtime. The Board asked for firefighter salaries in likewise Districts to compare next month.

- c. **DISTRICT TRANSITION INTO ALTERNATIVE ENERGY:** Chief Tatum is looking into the cost benefit of transitioning into solar energy as electric cost increase. Before he dives into getting numbers together, he would like feedback from the Board to see if they're interested. The Board is interested in looking at the numbers at a future Board meeting to see the investment and return on investment along with the cost associated with this project.

- d. **COLORADO TRUST PUBLIC FUNDS MANAGEMENT SEMINAR:** Chief Tatum advised the Board of a seminar scheduled for Thursday, October 26th from 9am-4pm. It's a free seminar on leadership, government accounting, working with government funds and what you can do with funds.

7. OTHER BUSINESS

None

8. FUTURE AGENDA ITEMS

Dwane Baker asked for input for future agenda items. Items mentioned: 2018 Budget and any changes from the Board, Supplemental budget, Bank signature card, Treasurer trainee, Christmas gift update and Alternative energy.

9. BOARD COMMENTS

Lori Hall-Underwood: none. Dwight Smith: thanked the department for all they do and continued to encourage them to work out a relief plan. Duane Baker: thanked everyone.

10. ADJOURNED

Dwight Smith made a motion to adjourn the meeting. Lori Hall-Underwood seconded. All voted, "aye." Meeting adjourned at 8:35pm.