

PINEWOOD SPRINGS FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
Minutes of the February 8, 2017, Regular Meeting

The Board of Directors of the Pinewood Springs Fire Protection District held the monthly Board meeting on February 8, 2017. The meeting was held at the Pinewood Spring Fire Station in Larimer County, Colorado. President John Bologna called the meeting to order at 7:00 P.M.

Determination of Quorum/Attendance: The following directors were present, constituting a quorum: John Bologna, Russ Hardy, Bruce McQueen, and Jon Andrews. Also present were: Assistant Chief Andy Lucas, Captain Ted Plank, Brian Rappel and Kevin Nobel.

Jon Andrews made a motion to excuse Ardean's absence.

Addition/Deletions to the Agenda - None

Approval of Minutes - Bruce McQueen made a motion that the January 11, 2017, minutes be approved. **Motion Passed.**

John closed the meeting to start the PSFPD Pension Board Meeting at 07:02 P.M.

John re-opened the meeting at 8:25 P.M.

Chief's Report – Andy reported that there are 18 active firefighters (17 active, 1 medical). In January, there were 11 calls, 3 accidents, 1 structure fire, 2 wildland fires, 4 medical and 1 miscellaneous.

Director President Report – Brian James has requested to be incorporated into the PSFPD. John will communicate with Mr. James suggesting that he attend a future Board Meeting. John will also contact the Lawyer. Bruce proposed by motion we proceed with this inclusion. Motion passed.

Director Secretary Report– Ardean had informed John that 5 Thank You letter had been sent for those who had paid thru PayPal.

Director Treasurer Report – Bruce recommended that we:

Approve the following Recommendations:

- a. That the Fire Board directs the Treasurer to proceed towards a new method of financial accounting for more accuracy and efficiency. Russ Hardy, in consultation with our fire station project accountant, Tommye Barnett explores and purchases new accounting/bookkeeping software.
 - b. That the changeover to be completed by the end of the first quarter, 2017, and that the Treasurer provides a summary of revenues and expenses through this period.
 - c. That Fire Board release Sandy Wilcox as General Fund bookkeeper and that the Fire Board express appreciation with recognition and gift.
 - d. That Tommye Barnett be released as our bookkeeper/accountant for the fire station project and be retained as consultant to develop the new accounting method with a possible accounting role in the future.
- A motion was made by Russ and seconded by John to approve the above recommendations. Motion passed.

Approve the 2017 revised budget with the following adjustments (to be submitted to DOLA):

- a. To change the pension State match from \$4,004 to \$4,175 and the District's contribution from \$4,894 to \$4,723.
- b. To increase the General Fund Administration and Attorney budgets by a \$1,000 respectfully for Project costs, leaving a "gain" of \$1,027.30. This eliminates confusion of those costs that are not matched by DOLA.
- c. Incorporated in Administrative costs mileage coverage for FD travel. IRS business rate for charitable organizations is 14 cents/mile.

A motion was made by Russ and seconded by John to approve the above recommendations. Motion passed.

Bank Balances as of 01/31/2017 from Bank Statement:

<u>Operations</u>		<u>Fire Station/Community Center</u>	
First Bank	43,901.46	First Bank	\$295580.96
Colorado Trust - Operations	5,410.27	Colorado Trust	105,594.61
Colorado Trust – Tabor RSV	2,027.27	Cash in PayPal	149.29
Cash at Banks	0.00	Due from Operations Acct.	
TOTALS:	\$51339.00		\$401,324.86

Director Liaison to Fire Station Project report – Russ Hardy reported:

Phase 1	Phase 2	Contingency	Total
\$362,923	\$439,100	\$51,295	\$853,322

1. Project Status- Phase 1

- a. Hydrant- is usable... expecting a larger invoice from water board
- b. Building Permit approved 01/19/17
- c. Construction schedule major milestones:
 - 03/02/17- Building delivery
 - 03/15/17- Building is assembled
 - 04/15/17- Final inspection

2. Project Status- Phase 2

- a. Set-back Variance- applied 01/23/17, hearing 02/28/17 at 6:00 PM
- b. Old Furniture being donated 2/21/17 Habitat
- c. RFP-
 - Released 02/01/17 <https://drive.google.com/open?id=0B65sqspr0YbkRDJEamhoRXJyQjA>
 - Design/Build Best Value
 - New floor plan concept drawing
 - RFP price set at \$400K
 - Bids due 03/06/17
- d. We are proceeding with asbestos abatement and have removed it from the RFP which should eliminate contractor concerns when bidding
- e. DOLA Supplemental Funds Request- John Bologna will approach DOLA to request they match our additional funds of \$63,000
- f. We should suspend all charges for other boards to meet here in 2017 and move our meetings to the church starting in March. (Announcement required)

3. Known Issues

#	Description	Status
1	Drainage modifications- Extra culvert will be handled as a change order	Pending.
2	HC Parking Space The parking space construction assumes the foundation wall for the new addition to the existing building will already be in place. The addition is planned for phase 2, the parking space is phase 1.	Pending.

4. FEMA AFG Grant PPE- Federal form SF-425 filed for period ending 12/31/16

New Business:

Adjournment

Russ moved that the meeting be adjourned at 10:15 PM. **Motion Passed.**

Respectfully submitted,

Jon Andrews for
Ardean Johnson, Secretary
Approved, 03-08-2017