

# Plateau Valley Fire Protection District

## MINUTES

FEBRUARY 9, 2017

6:30 PM

MESA - #92

MEETING CALLED BY	Rod Cadman
TYPE OF MEETING	Regular
TIME	6:33 p.m.
DIRECTORS PRESENT	Rod Cadman, Ken Anderson, Lee Burg, Burt Dole, Kathy Harris
DIRECTORS ABSENT	
PERSONNEL	Chief Lockwood, Camile Hisel, Shannon Currier P.C.
GUESTS	Marie Cadman and Bob Lessard

### PLEDGE OF ALLEGIANCE:

### APPROVAL OF AGENDA:

MOTION	Ken Anderson made a motion to approve the agenda as presented. Burt Dole seconded the motion. Further discussion, none. All in favor, Anderson yes, Burg yes, Cadman yes, Harris yes, Dole, Yes. None opposed, motion passed.
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### APPROVAL OF MINUTES:

JANUARY 12, 2016

MOTION	Discussion on record retention for the minutes and that they are to be signed. Agreed going back starting with 2016 to have Kathy Harris Secretary to sign minutes as approved. Ken Anderson made a motion to approve the minutes as presented with correction noted below. Kathy Harris added corrections to minutes noted below. Rod Cadman seconded the motion. All in favor, Anderson yes, Burg yes, Cadman yes, Harris yes, Dole yes. None opposed, motion passed. (Date to be changed from January 12, 2016 to January 12, 2017 and Discussion added to Kathy Harris's report. Including, discussion on the bank transfers being done. Lengthy discussion with the board about reviewing the financials that are not current but a month in arrears. Discussion on the current balance of the check book.)
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### APPROVAL OF APPROPRIATIONS:

MOTION	Kathy Harris made a motion to approve the December 2016 Appropriations as presented. Ken Anderson opened the motion for discussion. Rod Cadman seconded the motion. All in favor, Anderson yes, Burg yes, Cadman yes, Harris yes, Dole yes. None opposed, motion passed.
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### FINANCIAL REPORT:

MOTION	Shannon Currier reviewed the December 2016 "Draft" Monthly Financial Report, see attached Monthly Financial Report for review. The report remains "Draft" until the Audit is completed. The Audit is scheduled for the second week in May 2017. Rod Cadman made a motion to accept the December 2016 "Draft" Monthly Financial Report as presented. Ken Anderson seconded the motion. All in favor, Anderson yes, Burg yes, Cadman yes, Harris yes, Dole yes. None opposed, motion passed.
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**ACCOUNTS RECEIVABLE WRITE OFF'S AND ADJUSTMENTS:**

**MOTION**

Ken Anderson made a motion to accept the December 2016 Monthly Write-Off's and Insurance Adjustment's. There were insurance adjustments of \$15,184.70 and Write-Offs of \$4,272.00 for a total of \$19,456.70. Lee Burg seconded the motion. All in favor, Anderson yes, Burg yes, Cadman yes, Harris yes, Dole yes. None opposed, motion passed. Burt Dole added discussion on the Monthly Write-Off's and Insurance Adjustments'.

**Hearings and Public Comment:**

None

**CHIEF'S REPORT:**

Chief Lockwood is happy with EMS Billing Services. Discussed with the board about the Colorado National Bank account. The account is receiving deposits but should not be. Chief Lockwood is working with EMS Billing Services to see why. Would like to close this account once this is resolved due to the service charges that are being accrued. Would like the board to think about a collection procedure and how aggressive our collection need to be. Chief Lockwood will get more information from different Collection Companies. The department can use EMS Billing Services or hire another company to do this. Discussion on the ongoing OXY Court Case. The FF1 class has started for the department. EMT class that the Fire Chiefs Association should start end March beginning of April. Do have a few members from the department want to attend. Department running smoothly going to start changing the oil in the big trucks our self's. Chief Lockwood is getting the evaluation forms from other departments for a chief position.

**Board Member Reports:**

**ROD**

Asked if the department had flag stanchions. Would like to tell the department to keep up the good work while responding to calls.

**KEN**

Wanted to thank Johnny and Monica for the help on the day of the ice storm.

**Adjournment:**

**MOTION**

Rod Cadman made a motion to adjourn the meeting at 7:42 p.m. Ken Anderson Seconded the motion. All in favor, Harris yes, Dole yes, Cadman yes, Burg yes, Anderson yes.

These minutes were approved by the Board of Directors.

*Kathy Harris*

Kathy Harris, Secretary