

Plateau Valley Fire Protection District

MINUTES

JANUARY 21, 2016

6:30 PM

COLLBRAN, #91

MEETING CALLED BY	Rod Cadman
TYPE OF MEETING	Regular
TIME	6:30 p.m.
DIRECTORS PRESENT	Ken Anderson, Lee Burg, Rod Cadman, Kathy Harris.
DIRECTORS ABSENT	Georgia Young.
PERSONNEL	Chief Lockwood, Lisa Lessard, Shannon Currier, Bob Lessard,
GUESTS	Marie Cadman, Burt Dole

Agenda topics

EXCUSE DIRECTOR:

MOTION	Rod Cadman made a motion to excuse Georgia Young from tonight's meeting. Ken Anderson seconded the motion. All in favor, Anderson yes, Burg yes, Cadman yes, Harris yes, Young absent. None opposed, motion passed.
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APPROVAL OF AGENDA:

MOTION	Rod Cadman made a motion to Approve the Agenda as presented. Lee Burg seconded the motion. All in favor, Anderson yes, Burg yes, Cadman yes, Harris yes, Young absent. None opposed, motion passed.
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APPROVAL OF MINUTES: DECEMBER 10, 2015

MOTION	Kathy Harris made a motion to approve the December 10, 2015 minutes as presented. Ken Anderson seconded the motion. All in favor, Anderson yes, Burg yes, Cadman yes, Harris yes, Young absent. None opposed, motion passed.
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APPROVAL OF APPROPRIATIONS:

MOTION	<p>Rod Cadman made a motion to approve the appropriations as presented. Kathy Harris seconded the motion. All in favor: Anderson yes, Burg yes, Cadman yes, Harris yes, Young absent. None opposed. Motion Passed.</p> <p>Kathy Harris asked if the board could see a monthly payroll report. The totals are listed in the check register, but it would be nice to see the detail. Shannon Currier said she will include that in the monthly reports starting in February.</p>
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FINANCIAL REPORT:

Shannon Currier referred to the printed financial report ending December 31, 2015, the report is marked DRAFT. The DRAFT will remain on the monthly reports until all entries are made and finalized for 2015. Shannon said she has sent some dates to the Auditor, and has not heard back from him yet, as to what will work for him to do the 2015 Audit. The Total Assets for the District are \$6, 202,884.02. There is approximately \$697,777.00 left of tax monies to be collected in 2016 for the General Fund.

Rod Cadman made a motion to accept the Financial Report as presented. Ken Anderson seconded the motion. All in favor, Anderson yes, Burg yes, Cadman yes,

MOTION	<p>Harris yes, Young absent. None opposed, motion passed. Shannon Currier said to cover the expenses of the District until the next deposit, a transfer will be needed. Kathy Harris said she will be happy to make that transfer tomorrow. Shannon Currier suggested \$100,000.00.</p>
MOTION	<p>ACCOUNTS RECEIVABLE WRITE OFF'S: Ken Anderson made a motion to approve the Insurance Adjustments of \$2707.00 and \$26,102.17 in Collections and Bad Debt, for a total of \$28,809.17 for the month of December 2015. Kathy Harris seconded the motion. All in favor, Anderson yes, Burg yes, Cadman yes, Harris yes, Young absent. None Opposed, motion passed.</p>
TOOL-CAT	<p>ANNUAL APPROVAL OF MEETING POSTING: Rod Cadman read the list of Meeting Posting Locations into the minutes: 1. Station #91 2004 Elm Avenue, Collbran 2. Station #92 491084 Ke.5 Road, Mesa 3. Station #93 112635 54.7 Road, Molina 4. Valley Ranch 574654 Highway 330, Collbran</p>
NEW HIRES	<p>Ken Anderson said there needs to be a notation on the Annual Posting; the Regular meetings will immediately follow the quarterly Pension meetings. Kathy Harris made a motion to accept the meeting posting locations and to notate those regular meetings will immediately follow the Quarterly Pension meetings. Ken Anderson seconded the motion. All in favor, Anderson yes, Burg yes, Cadman yes, Harris yes, Young absent. None opposed, motion passed.</p>
MOTION TO APPOINT DEO	<p>ELECTION: APPOINT A DESIGNATED ELECTION OFFICIAL Rod Cadman said the Bi-Annual Special District Election is May 3, 2016, at that time there are three (3) Director Positions available. Ken Anderson, Lee Burg, and Georgia Young, are the current directors. Rod Cadman asked Lisa Lessard if she would again accept that position. Lisa Lessard said she would. Rod Cadman made a motion to appoint Lisa Lessard as the Districts Designated Election Official for the May election. Kathy Harris seconded the motion. All in favor: Anderson yes, Burg yes, Cadman yes, Harris yes, Young absent. None opposed, motion passed.</p>
TOOL CAT	<p>HEARINGS & PUBLIC COMMENT'S: None CHIEF'S REPORT: Chief Lockwood said he enjoyed his vacation to Prague. The Tool-Cat has been delivered, and is working great. The interview committee interviewed one applicant for the Volunteers, and has made a recommendation. There is one more interview to complete for the volunteers. I have one application to date for the part-time paramedic position.</p>
NEW HIRES	<p>Chief Lockwood said he has contacted Forest at De Beque to see if he might be interested in the part time position. Chief Lockwood said he will keep the board updated as that process continues. Chief Lockwood said with the Snow Cat delivered, we can now look to sell the old plow through bid.</p>
SNOW PLOW	<p>BOARD MEMBER REPORTS: Kathy Harris: Nothing at this time. Lee Burg: Lee asked if the printers were working at St. Mary's for PCR's. Chief Lockwood said no. That is being worked on with Dr. Hall and Mesa County EMS. Georgia Young: Absent Rod Cadman: Rod asked the Chief, Shannon and Lisa if they had considered outsourcing the Ambulance Billing, and what the Board thoughts on that might be. Chief Lockwood said he had looked into that quite a bit, in the past, and we have a</p>

ADJOURN	<p>better collection rate on our Accounts Receivable than any of the other agencies. Chief Lockwood said at this time, it doesn't make any sense to change things.</p> <p>Ken Anderson: Ken suggested a roof rake be used here on the roof, with the snow pack. Chief Lockwood said they will purchase one tomorrow and get the roof cleaned up, also this spring we will put snow breaks and heat tape on the roof, so in the future this won't be an issue.</p> <p>Rod Cadman made a motion to adjourn at 7:50 p.m. Ken Anderson seconded the motion. All in favor, Anderson yes, Burg yes, Cadman yes, Harris yes, Young absent. None opposed, motion passed.</p> <p>NEXT MEETING: FEBRUARY 11TH @ 6:30 pm, STATION #92, MESA</p>