

Plateau Valley Fire Protection District

MINUTES

MAY 12, 2016

18:45 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	
PERSONNEL	Chief Lockwood, Shannon Currier,
GUESTS	Burt Dole, Marie Cadman

Agenda topics

Rod Cadman called meeting to order.

APPROVAL OF AGENDA:

Rod Cadman requested to add to the agenda Oath of Office for 3 new Board Members, realign Board if needed, and discuss Pension Board needs.

Rod Cadman made a motion to Approve the Agenda with additions. Lee Burg seconded the motion. All in favor, none opposed, motion passed.

Oath of Office:

Rod Cadman swore in Ken Anderson, Lee Burg, and Burt Dole. Paperwork was signed.

Realign the Board:

Lee Burg made a motion to keep the Board as is. Ken Anderson seconded the motion to keep Kathy Harris as Secretary\Treasurer, Lee Burg as Vice President, and Rod Cadman as President. All in favor, Burg yes, Dole yes, Cadman yes, Anderson yes, and Harris yes. None opposed, motion passed.

APPROVAL OF MINUTES: APRIL 14, 2016

Kathy Harris made a motion to approve the April 14, 2016 minutes with correction noted below. Lee Burg seconded the motion. All in favor, Harris yes, Anderson yes, Cadman yes, Dole yes, Burg Yes. None opposed, motion passed. (Burg made a motion to adjourn).

APPROVAL OF APPROPRIATIONS:

Chief Lockwood- Informed Board that we are a month behind reporting to the Board and requested to keep financial statements a month behind. Making them more accurate and complete. The appropriations are dated from 3/31/2016. Kathy Harris made a motion to approve the appropriations, Rod Cadman seconded the motion. All in favor, Harris yes, Anderson yes, Cadman yes, Dole yes, Burg yes. None opposed. Motion passed.

FINANCIAL REPORT:

This information was dispersed in a handout. Shannon shared the financial report stating the balance of \$2,702,000.00 up \$212,008.00 from last month due to property taxes starting to come in. Accounts receivable is not up to date. Chief Lockwood states he had the collection company stop pursuing collections until we knew what we were receiving. Also, during this transition of the billing processes we may have some ambulance bills we cannot send out due to timing. Our current assets are at 3.2 million and the pension fund is 1.6 million with \$50,654 still expected to come in from property taxes for pension fund and \$471,167.00 for general fund. Shannon explained that the statement is marked as a draft because it will look different after her and Paul Miller finish the audit because there is new pension requirements put in place by the FPPA and the State of Colorado that she and Mr. Miller recently attended a seminar on. Shannon stated assets total \$6,092,000.00. Liabilities accounts payable \$21,328.00- paid, payroll liabilities \$7008.00- paid. Total liabilities \$584,000.00. Net Position 5.5 million. Statement of revenue and expenditures - \$7,736.00 Received from ambulance fees. These were billed prior to Lisa leaving. There is no adjustments or write offs at this time due to lack access to billing program. Chief Lockwood explained billing process and why all collections had to stop. Shannon finished financial report. Kathy Harris inquired about election judge compensation and Chief Lockwood was still gathering information about hours spent, budget amount, and Metro District portion. Ken Anderson made a motion to accept Financial Report as presented, Kathy Harris seconded the motion. All in favor, Anderson yes, Harris, yes, Cadman yes, Dole yes, Burg yes. None opposed, motion passed. Shannon will bring payroll information that Kathy Harris was inquiring about next month.

ACCOUNTS RECEIVABLE WRITE OFF'S:

No reports at this time.

HEARINGS & PUBLIC COMMENT'S: None

CHIEF'S REPORT:

Chief Lockwood has looked into billing companies to outsource our ambulance billing. DeBeque and Clifton use EMS Billing Services, they advertise a 65% collection rate nationally and they charge 15% of what is collected. DeBeque is collecting 42% after the 15% cost so 57% actual per Shannon. Chief Lockwood states it would be a good time and would be cost effective to change our billing process and hire an Administrative Assistant for 20 hours per week vs 40. He has sent the 1st round of paperwork to EMS Billing Services with another round to follow in hopes of this process being online by the end of the month. The current collection company we are using is Tri-Tech, we are not under contract with them but we have paid for their services through August at \$460.00 per month with additional annual fees. EMS Billing Services charges and additional 5% if a bill goes to collections with them. We can have the same structure for collections as we currently have, being 2 bills go out that look as they've come directly from us then the 3rd bill will be from collections. Chief Lockwood will verify rates for collection companies and other details and will report at the next Board meeting. Ken Anderson made a motion to use EMS Billing Services for our ambulance billing fees. Kathy Harris seconded the motion. All in favor, Harris yes, Anderson yes, Dole yes, Berg yes, Cadman yes. None opposed, motion passed.

Chief Lockwood has posted the Administrative Assistant position in many locations around town and on the Community Connections page on Facebook. It is advertised at a 20 hour per week. An hourly rate of \$21.00 per hour is proposed. This position will accrue vacation but will not have other benefits. Applications are due by the 16th of May, interviews will be conducted by at least 2 board members and Shannon and Chief Lockwood and will be done on the 18th of May at 1730 at station 92. Chief Lockwood will post a special meeting for then. The top 3 ranked candidates will get references checked. The start date will be June 4th, 2016.

Chief Lockwood has been looking into a Long Term Disability policy, that is fair and equitable to both the employee and employer. A handout was given to board members explaining the Plateau Valley Clinics policy. This information came from the clinic, but was modified to fit employees that work 56, 40 or 20 hours per week. If approved Chief Lockwood proposed that this long term policy be retroactive to current employees to their start date. After Board discussion it was decided to call it Family Medical Leave Absence (FMLA) rather than an extended leave policy.

Rod Cadman made a motion to add corrections to our employee benefit package 100.42 of the Plateau Valley Handbook concerning payed holidays, 20 hour, 40 hour, and 56 hour employees and Family Medical Leave Absence (FMLA) addition to our handbook. This will be retroactive to the time if hire

with pen and ink changes to the policy that was presented tonight to include hours changes and minor wording. Not to effect employment years or accrued payout hours. Lee Burg seconded motion. All in Favor, Harris yes, Anderson yes, Cadman yes, Dole yes, Burg yes. None opposed, motion passed.

Chief Lockwood will E-mail board with corrected updated policy.

Chief Lockwood applauded the Board reporting this is the only Fire District in our county that has any such plan.

New employees are working out well.

Karl Jr. is revamping on website and it is evolving with lots of information including, history of Plateau Valley Fire, approved Board Meeting Minutes, board members with e-mail address, volunteer names and dates they started, and current employees pictures.

Lisa's insurance is still being paid by fire department. HMO said that could only be done for 2 weeks, then she would go into cobra status and be eligible to buy the same policy but pay for it herself. HMO sent extra information to Mike Lockwood regarding this issue, and he will present that next board meeting.

Chief Lockwood presented new signature cards for board members to sign for old accounts and explained that we have opened a new account. The new billing company will deposit all income to that account, and then we can disperse it from there. We will close the Palisade account and save the monthly service charge.

Rod Cadman questioned who has access to what, Chief Lockwood states the only people that can sign checks or make any transaction is board members and himself. He's the only one with a debit card. Shannon sees every charge that comes through. Shannon has authorization to speak to bank to get information. Chief Lockwood has the safety deposit box key.

Susan was very good to work with -helping us with the election. Ken Anderson questions the wording on the ballots regarding ballot issues since we had none. Chief Lockwood said Lisa followed rules of the SDA to the letter. The Ballots will be kept for 27 months.

Kathy Harris made a motion to open a new account for the ACH deposits that will be coming in, from all then new money that were going to be getting from collections. Lee Burg seconded it. All in favor, Harris yes, Anderson yes, Cadman yes, Dole yes, Burg yes. None opposed, motion passes.

BOARD MEMBER REPORTS:

Kathy Harris: Georgia's memorial will be Saturday, June 4th. Address is wrong. It's at 14955 59 1/2 Crites House. 12pm to 2pm potluck.

Rod Cadman: Thanked Chief Lockwood and Shannon for extra work. Welcomed Burt Dole to the Board.

Burt Dole: None

Lee Burg: New Loco gas cards. They will work anywhere. We pay 164.00 for gasoline and 1.67 for diesel. Fire flag at Mesa station is ripped. Need to log passwords for future reference.

Ken Anderson: None

Lee Burg made a motion to adjourn at 2040. Rod Cadman seconded the motion. All in favor, Harris yes, Anderson no, Cadman yes, Dole yes, Burg yes. One opposed, motion passed.

NEXT MEETING: June 9th @ 6:30 pm, STATION #92, MESA
