

Plateau Valley Fire Protection District

MINUTES

DECEMBER 10, 2015 6:30 PM

MESA, #92

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

Agenda topics

APPROVAL OF AGENDA:

MOTION	Kathy Harris made a motion to approve the Agenda as amended. The 2016 Final Budget Approval was listed twice. Georgia Young seconded the motion. All in favor, Anderson yes, Burg yes, Cadman yes, Harris yes, Young yes. None opposed, motion passed.
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2016 FINAL BUDGET APPROVAL

RESOLUTION	<p>Shannon Currier said the only change made to the expenditure side of the budget since last month was an increase to Wages & Payroll to cover the potential of adding two (2) 12 hour EMT's. Chief Lockwood said the Wages and Payroll for 2015 was at \$420,000.00 and we used \$330,000.00 of it. We had no fires this year, so we really had no overtime wages. We increased the budget to reflect the potential of hiring 2 ETS's to work 3 days on, 3 days off, 12 hours a day, Monday through Friday. We are having a problem during the days, with me and the medic having to run calls, as the volunteers are not available during the weekdays, this leaves us completely uncovered. Ken Anderson asked if they would be filled from our department first. Chief Lockwood said yes, if we are unable to fill from within, then we will go outside for applicants.</p> <p>2016 General and Pension Fund Budget: The letter stipulates that 4.669 mills are levied for all General Operating Expenses and .500 mills are levied for Pension fund purposes (voter approved pension levy exempted from Tabor and 5.5% limitations). Based on an assessed valuation of \$152,498,790.00 the property tax revenues subject to statutory limitations are \$712,017.00. No motion necessary to accept these totals.</p>
ADOPT BUDGET	<p>Resolution to Adopt Budget: A Resolution Summarizing Expenditures and Revenues for each fund and adopting a Budget of the Plateau Valley Fire Protection District, Mesa, Colorado for the calendar year beginning the first day of January 2016 and ending on the last day of December 2016.</p> <p>Kathy Harris made the motion, Rod Cadman seconded the motion. Any further discussion, none. All in favor, Anderson yes, Burg yes, Cadman yes Harris yes, Young yes. None opposed, motion passed.</p>
SET MILL LEVIES	<p>Resolution to Set Mill Levies: A Resolution levying Property Taxes for the year 2015, to help defray the costs of government for the Plateau Valley Fire Protection</p>

<p>SUMS OF MONEY MOTION</p>	<p>District, Mesa, Colorado for the 2016 Budget year. WHEREAS, the amount of money necessary to balance the budget for general operation purposes from property tax revenue is \$712,017.00 and WHEREAS, the amount of money necessary to balance the budget for the voter approved pension fund is \$76,249.00 and WHEREAS, the 2014 valuation for the Plateau Valley Fire Protection District as certified by the County Assessor is \$152,498,790.00.</p> <p>Kathy Harris made the motion. Georgia Young seconded the motion. Any further discussion, none. All in favor, Anderson yes, Burg yes, Cadman yes, Harris yes, Young yes. None opposed, motion passed.</p> <p>Resolution to Appropriate Sums of Money: A Resolution appropriating sums of money to the various funds and spending agencies, in the amount and for the purpose as set forth below, for the Plateau Valley Fire Protection District, Mesa, Colorado for the 2016 budget year. Kathy Harris made the motion, Georgia Young seconded the motion. Any further discussion, none. All in favor, Anderson yes, Burg yes, Cadman yes, Harris yes, Young yes. None opposed, motion passed.</p>
<p>MOTION TO APPROVE MINUTES</p>	<p>APPROVAL OF MINUTES: NOVEMBER 12, 2015</p> <p>Ken Anderson made a motion to approve November 12, 2015 minutes as presented. Lee Burg seconded the motion. All in favor, Anderson yes, Burg yes, Cadman yes, Harris yes, Young yes. None opposed, motion passed.</p> <p>Chief Lockwood thanked Kathy Harris and Lisa Lessard for all their work on the Volunteer Appreciation Dinner. Kathy Harris said the trophy case looked very nice. Chief Lockwood and Rod Cadman recently shortened the trophy case and rehung it on a different wall.</p>
<p>MOTION TO APPROVE</p>	<p>President Cadman adjourned the Regular board meeting at 7:00 p.m. to the Pension Meeting.</p> <p>President Cadman reconvened the Regular meeting at 7:10 p.m.</p> <p>APPROVAL OF APPROPRIATIONS:</p> <p>Kathy Harris made a motion to approve the appropriations as presented. Georgia Young seconded the motion. All in favor: Anderson yes, Burg yes, Cadman yes, Harris yes, Young yes. None opposed. Motion Passed.</p> <p>Ken Anderson asked the Chief if all the exterior lights had been installed at all three stations. Chief Lockwood said yes; however there is a photo cell issue at Station #92; however it is a warranty issue.</p>
<p>OXY ABATEMENT</p>	<p>FINANCIAL REPORT:</p> <p>Shannon Currier referred to the printed financial report ending November 30, 2015. The Total Assets for the District are \$5,504,149.45. There is approximately \$3,400.00 left of tax monies to be collected in 2015 for the General Fund.</p> <p>Ken Anderson made a motion to accept the Financial Report as presented. Lee Burg seconded the motion. All in favor, Anderson yes, Burg yes, Cadman yes, Harris yes, Young yes. None opposed, motion passed.</p> <p>Shannon Currier asked the Chief if he wanted to discuss the Tax Abatement line item. Chief Lockwood said he had heard from the attorney, Jeffrey Hurd, and the Colorado Court of Appeals had unanimously decided to reverse the Board of Assessment Appeals, regarding Oxy. This means Oxy is NOT entitled to an abatement of its 2011 and 2012 Taxes. President Cadman read the email into the minutes as follows: <i>"I am pleased to report that the Colorado Court of Appeals has unanimously decided to reverse the Board of Assessment Appeals (BAA). This means that Oxy is "not" entitled to an abatement of its 2011 and 2012 taxes. This is obviously good news for your districts and the citizens you serve. A copy of the Court of Appeals' decision is attached. I anticipate Oxy will try and appeal this</i></p>

<p>WRITE OFF MOTION</p>	<p><i>decision to the Colorado Supreme Court. If that court agrees to hear the appeal (it need not), then we could be in for one final round of arguments. I will keep you informed about any potential appeal as I become aware of it. Congratulations and thank you for asking me to serve at your attorney in this appeal. Regards, Jeff."</i></p> <p>Shannon said she thinks the Auditor will say we can eliminate this line item; however, I have not had time to check with him on it today, as this just happened this morning. President Cadman thanked Lisa for her efforts in collections on the Ambulance Revenues. Shannon Currier reviewed the Budget to Actual Statement.</p> <p>ACCOUNTS RECEIVABLE WRITE OFF'S:</p> <p>Ken Anderson made a motion to approve the Insurance Adjustments of \$3,952.30 for the month of November 2015. Lee Burg seconded the motion. All in favor, Anderson yes, Burg yes, Cadman yes, Harris yes, Young yes. None Opposed, motion passed.</p>
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<p>POLICY MANUAL</p>	<p>Hearings & Public Comments: None</p> <p>CHIEF'S REPORTS:</p> <p>Chief Lockwood said he has updated Policy 100.42, Employee Benefit Package. Initially when this policy was adopted it was for the regular 40 hour per week employee. However, with the addition of full time medics who work 48 hours on, this needed updated. I have revised the schedule to make it fair to both types of employees. In addition I also had a question regarding the Insurance, the district pays the health premium for the employee and their family, and a couple of months ago added the premium for Dental and Vision, is that for employee and family, or just the employee. Lee Burg said it was his intent for the District to pay the premiums for the employee and the family.</p> <p>100.42 Full Time Employees receive the following paid Federal Holidays. All full time Employees will receive 8 hours pay for all holidays to be paid in the same period it falls into.</p> <ol style="list-style-type: none"> 1. New Year's Day 2. Martin Luther King Day 3. Presidents Day 4. Memorial Day 5. July 4th 6. Labor Day 7. Floating Holiday (Columbus Day) 8. Veterans Day 9. Thanksgiving Day 10. Christmas Day <p>Full time employees receive Medical Health Insurance for the employee and their family.</p> <p>Full Time employees will receive Dental and Vision Insurance.</p> <p>Full Time Employees are members of the Fire and Police Pension Association.</p> <p>PTO- Paid Time Off for 40 hour Employee:</p> <table style="width: 100%; border: none;"> <tr> <td>1 thru 5 years of service accrue 10.5 hours monthly</td> <td style="text-align: right;">Maximum 378</td> </tr> <tr> <td>6 through 10 years of service accrue 12 hours monthly</td> <td style="text-align: right;">Maximum 432</td> </tr> <tr> <td>11 through 15 years of service accrue 14.5 hours monthly</td> <td style="text-align: right;">Maximum 522</td> </tr> <tr> <td>16 + years of service accrue 16.5 hours monthly</td> <td style="text-align: right;">Maximum 598</td> </tr> </table> <p>PTO- Paid Time off for 48 hours Employee:</p> <table style="width: 100%; border: none;"> <tr> <td>1 through 5 years of service accrue 12 hours monthly</td> <td style="text-align: right;">Maximum 432</td> </tr> <tr> <td>6 through 10 years of service accrue 15 hours monthly</td> <td style="text-align: right;">Maximum 540</td> </tr> </table>	1 thru 5 years of service accrue 10.5 hours monthly	Maximum 378	6 through 10 years of service accrue 12 hours monthly	Maximum 432	11 through 15 years of service accrue 14.5 hours monthly	Maximum 522	16 + years of service accrue 16.5 hours monthly	Maximum 598	1 through 5 years of service accrue 12 hours monthly	Maximum 432	6 through 10 years of service accrue 15 hours monthly	Maximum 540
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<p>MOTION TO CLARIFY AND ACCEPT POLICY 100.42</p>	<p>11 through 15 years of service accrue 18 hours monthly Maximum 648 16 + years of service accrue 21 hours monthly Maximum 756 Ken Anderson made a motion to clarify the District will pay the Health, Dental and Vision premiums for employees and families, as well as amend the Holiday and PTO schedule for 40 hour and 48 hour employees, to be added to the Policy Manual. Lee Burg seconded the motion. All in favor: Anderson yes, Burg yes, Cadman yes, Harris yes, Young yes. None opposed. Motion passed.</p>
<p>PINNACOL</p>	<p>Chief Lockwood said we had received a check from Pinnacol Assurance for \$1,977.00 as a dividend on our Worker Compensation Premium.</p>
<p>COLA AND MERIT RAISES</p>	<p>Chief Lockwood said he had given all employees a 3% Cost of Living increase and a 3% Merit Raise in November.</p>
<p>TOOL CAT</p>	<p>We are hoping to take possession of our Tool Cat in December, they will bill in January 2016. We will need to pull the snowplow off the Blazer. I thought we would list the plow with a minimum bid of \$1,000.00; we have several other items we will list at the same time. I thought we would use Craig's List. Ken suggested the PV Times; Kathy suggested the PV Community Connections page on Facebook. The Blazer will go back to Adam at the Collbran Marshal's office.</p>
<p>MATERNITY LEAVE</p>	<p>Brad Siler is on 30 day maternity leave, they had a baby girl on December 8th. We will see some overtime in January, between Brad's Navy week and my vacation.</p>
<p>PART TIME PARAMEDIC</p>	<p>I have received a couple of applications for part time paramedics to replace Mark McIntire, he is unable to fill in for us anymore, due to his work schedule and the fact that his kids are getting older and are more involved in activities. We also have two applications for Volunteers as well.</p>
<p>MOTION CHIEF BONUS</p>	<p>Board Member Reports: Kathy Harris- Nothing. Georgia Young- Nothing. Lee Burg- Nothing. Rod Cadman- President Cadman thanked the Chief for a great job this year, we achieved completion of the building and the acquisition of the new ambulance. President Cadman said the Chief had recognized all the employees with a bonus, and he would like to do the same for him. Ken Anderson made a motion to give the Chief the same year- end bonus as in 2014. Lee Burg seconded the motion. President Cadman asked Shannon to verify the amount with last years. All in favor: Anderson yes, Burg yes, Cadman yes, Harris yes, Young yes. None Opposed, motion passed.</p>
<p>MOTION CURRIER BONUS</p>	<p>President Cadman said he would like the District to also give Shannon Currier a bonus this year, and asked that she figure out the taxes so the net bonus would be \$300.00. Shannon said as she is an independent contractor. The board would like to cover her tax liability that would be due on a bonus. The board felt this was the right thing to do. Ken Anderson made a motion to pay a bonus of \$300.00 Net, to Shannon Currier for 2015, with the taxes added to it. Lee Burg seconded the motion. All in favor: Anderson yes, Burg yes, Cadman yes, Harris yes, Young yes. All in favor. None opposed.</p>
<p>MOTION TO ADJOURN</p>	<p>Ken Anderson had a question regarding a statement in the minutes, we have a volunteer who is retired, but still responds on calls, but he cannot collect a reimbursement check from the District. Chief Lockwood said that is correct, once a volunteer begins collecting their pension they cannot accept any more monies/reimbursements from the District. Ken Anderson made a motion to adjourn at 8:50 p.m. Georgia Young seconded the motion. All in favor, Anderson yes, Burg yes, Cadman yes, Harris yes, Young yes. None opposed, motion passed.</p>

Next Meeting: Thursday, January 21, 2015 Station #91 Collbran @ 6:30 p.m.