



PEYTON FIRE PROTECTION DISTRICT
MONTHLY BUSINESS MEETING
www.peytonfiredistrict.com



MINUTES

Tuesday, January 8, 2013
Peyton Fire Protection District Fire Station

1. **Call to Order**: President Leon Gomes called the meeting to order at 6:35 PM.

a. **Board Members Present**:

President: Leon Gomes
Treasurer: David Stoddard
Secretary: William Beary
Director: Sharon Brown

b. **Board Members Absent**:

Vice President: Patrick Palacol

c. **Others Present**:

Public: None

Peyton Firefighters: Chief Chuck Omdahl, Lt. Nathan Hale

2. **Pledge of Allegiance**: Board President Gomes led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

3. **Approval of Agenda**: The Board reviewed the agenda for the January 8, 2013 monthly meeting of the Peyton Fire Protection District Board of Directors. The agenda was approved by the Board 4-0 on a motion by Mr. Beary and second by Ms. Brown.

4. **Guest Speakers**: None.

5. **Acceptance of Minutes**: The meeting minutes for the December 11, 2012 Monthly Board Meeting were reviewed. The minutes were approved by the Board 4-0 on a motion by Mr. Stoddard and second by Mr. Gomes.

6. **Compliance Issues**: The Board reviewed items that are on the agenda to determine if there are any that would be a conflict of interest for any Board member. Mr. Gomes noted that he has disclosed and filed a Conflict of Interest with the Colorado Secretary of State in accordance with C.R.S. §24-18-110, and Rule 1.1 of the Secretary of State's Rules Concerning Conflicts of Interest. Mr. Gomes is employed by Special District Management Services, Inc. (SDMS). SDMS provides services to the Peyton Fire Protection District for which Mr. Gomes has no financial interest. Therefore, Mr. Gomes may participate in all of the related Board actions. C.R.S. § 24-18-101, §24-18-102(4)(c), and §24-18-102(6) pertain. The Colorado Secretary of State Certificate of filing was posted at the District's three designated locations.

7. Officers' Reports:

a. Fire Chief: Chief Omdahl presented his oral report to the board. A written report for the period ending December 31, 2012 is provided as an attachment to these meeting minutes.

(1) Chief Omdahl announced that the annual Chief's Forum Dinner will be held on January 26, 2013 starting at 6:00PM at the Crown Plaza Hotel. The price is \$25 per person valid through January 11, 2013.

(2) Firefighter I Training has been completed. Written testing is scheduled for January 24, 2013. Chief Omdahl will be teaching a Hazardous Materials (HAZMAT) class beginning in February 2013.

(3) Chief Omdahl noted that factory issues with Tender 3660 have been resolved, and the tender is outfitted with equipment and tools sufficient to put the tender on line.

(4) Response reports for December have not been produced, because the internet is down. Reports will be updated and sent out then the internet is back up.

(5) Firefighter Morgan Nelson has been on Leave of Absence. He has requested to be activated to full member status. Chief Omdahl recommends approval.

BOARD DECISION. Mr. Beary made a motion to return Firefighter Morgan Nelson to full member status effective January 9, 2013. The motion was seconded by Ms. Brown.

Board roll call vote:

Mr. Beary:	Yes	Mr. Stoddard:	Yes
Ms. Brown:	Yes	Mr. Gomes:	Yes

Motion carried

b. President: Mr. Gomes submitted a proposal to the Special District Association (SDA) to include "Volunteer Firefighter Recruitment and Retention" as a workshop topic for the September 2013 SDA Conference.

c. Vice President: Not Present.

d. Secretary:

(1) Mr. Beary noted that the Board needed to vote to set the meeting dates and location for the 2013 calendar year.

BOARD DECISION. Ms. Brown made a motion to set the regular Board meetings for the second Tuesday of each month from February 12, 2013 to January 14, 2014 at the Peyton Fire Station. The motion was seconded by Mr. Stoddard.

Board roll call vote:

Mr. Beary:	Yes	Mr. Stoddard:	Yes
Ms. Brown:	Yes	Mr. Gomes:	Yes

Motion carried

(2) Director Oaths of Office need to be filed by the District's attorney with the Clerk of the District Court. Mr. Beary will send electronic versions of the oaths to Mr. Gomes.

(3) A list of all active Intergovernmental Agreements needs to be posted with Colorado Division of Local Government in accordance with C.R.S. § 29-1-205.

e. Treasurer: Mr. Stoddard presented financial reports for the month ending December 31, 2012. The financial reports are included as attachments to these minutes. The Board noted line item discrepancies in revenues that will be corrected and presented to the Board.

f. Director: None.

8. Old Business:

a. Mill Levy Resolution. The Board Treasurer, Mr. Stoddard, reported that a certified mill levy was sent to the County Treasurer.

b. 2012 Budget Amendment. Board Resolution 2013-01 contains three issues for decision by the Board of Directors.

(1) Adopt Revised Budget

BOARD DECISION. Mr. Stoddard made a motion to revise the 2012 Budget for the General Fund from \$177,118 to \$310,000, and the Capital Projects Fund from \$55,551 to \$165,000. The motion was seconded by Mr. Stoddard.

Board roll call vote:

Mr. Beary:	Yes	Mr. Stoddard:	Yes
Ms. Brown:	Yes	Mr. Gomes:	Yes

Motion carried

(2) Revised Appropriations

BOARD DECISION. Mr. Beary made a motion to appropriate \$310,000 for the 2012 General Fund and \$165,000 for the 2012 Capital Projects Fund. The motion was seconded by Mr. Gomes.

Board roll call vote:

Mr. Beary:	Yes	Mr. Stoddard:	Yes
Ms. Brown:	Yes	Mr. Gomes:	Yes

Motion carried

(3) Authorization to file with Colorado Division of Local Government

BOARD DECISION. Ms. Brown made a motion to authorize the Board Secretary, Mr. Beary, to file a copy of the approved Resolution 2013-01 with the Colorado Division of Local Government. The motion was seconded by Mr. Stoddard.

Board roll call vote:

Mr. Beary:	Yes	Mr. Stoddard:	Yes
Ms. Brown:	Yes	Mr. Gomes:	Yes

Motion carried

c. Fire Apparatus Lighting. Topic deferred to February.

- d. Intergovernmental Agreement with Elbert. Topic deferred to February.
- e. SDMS Service Proposal.

BOARD DECISION. Mr. Beary made a motion to engage SDMS to develop a scope of services for a six month pro bono period with potential to continue services under a fixed-price contract following a Board decision on July 9, 2013. The motion was seconded by Ms. Brown.

Discussion: Mr. Stoddard desires to retain the services of the current bookkeeper through the initial period of SDMS services.

Board roll call vote:

Mr. Beary:	Yes	Mr. Stoddard:	Yes
Ms. Brown:	Yes	Mr. Gomes:	Yes

Motion carried

9. New Business

- a. Strategic Planning. Topic deferred to February.
- b. Establishment of Board Meeting Date, Time, and Location. This task was accomplished during the Board Secretary's report.

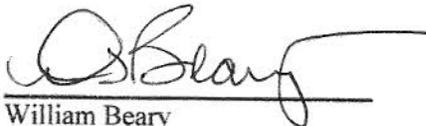
10. **Public Comment.** None.

11. Future Agenda Items:

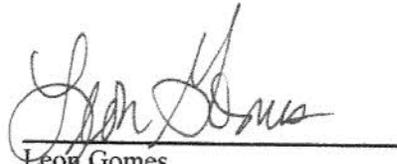
- a. Fire Apparatus Lighting
- b. Intergovernmental Agreement with Elbert
- c. SDMS Service Proposal Update
- d. Strategic Planning
- e. Fire Chief Evaluation
- f. Formation of Compensation, Incentives, and Reimbursement Committee

12. **Announcements:** None.

13. **Adjournment:** Board President Gomes adjourned the Board meeting at 8:59 PM.



William Beary
Secretary
Peyton Fire Protection District



Leon Gomes
President
Peyton Fire Protection District

Peyton Fire Protection District
PO Box 98, Peyton, CO 80831
Treasurer's Report for the month ending December 31, 2012

Fiscal Year Complete 100%
Revised January 5, 2013

<u>General Fund</u>	<u>Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Balance of Budget</u>
Beginning Fund Balance	149,115	181,683	181,683		
Revenues					
Property Taxes	60	196,286	196,493	100%	207
Special Ownership Taxes	1,477	18,645	19,000	98%	355
Donations	100	723	0		(723)
Deposit Interest	58	885	1,000	89%	115
Grants	5,000	6,346	0		(6,346)
Pension Matching Funds	2,700	2,700	0		(2,700)
Income from Sale of Asset	1,606	1,606	0		(1,606)
Total Revenue	11,002	227,191	216,493	105%	(10,698)
Total Funds Available	160,116	408,875	398,176		(10,698)
Expenditures					
Administrative					
100211 Office Supplies	45	2,286	4,300	53%	2,014
100215 Interest Expense	-	6,882	6,857	100%	(25)
100220 Bank Service Charges	-	-	25	0%	25
100250 Election	-	396	1,500		1,104
100330 Workshops	2,603	6,270	5,000	125%	(1,270)
100340 Professional Associations	-	428	1,000	43%	572
100350 Trade Publications	299	375	100	375%	(275)
100410 Professional Services (Legal)	88	4,759	5,000	95%	241
100412 Bookkeeping	40	950	2,000	48%	1,050
100415 County Treasurer's Fees	1	2,945	4,000	74%	1,055
100512 Insurance - General Liability	-	3,319	4,500	74%	1,181
100514 Insurance - Worker's Comp	458	1,703	1,885	90%	182
100516 Insurance - Auto	-	2,563	5,100	50%	2,537
100610 Pension Contributions (Volunteer)	2,700	5,700	3,000	190%	(2,700)
100710 Recruiting and Retention	-	-	500	0%	500
100810 Salaries	-	-	-		0
100812 District Medicare Taxes (1.45%)	-	-	-		0
100814 District FPPA Contribution (8%)	-	-	-		0
100816 District FPPA D&D Contribution (2.6%)	-	-	-		0
100818 Employee Health Insurance Premiums	-	-	-		0
100820 State Unemployment Taxes	-	-	-		0
100999 Uncategorized Administrative	-	-	-		0
Total Administrative	6,234	38,576	44,767	86%	6,191
Firefighter Supplies					
200211 Supplies and Equipment	555	8,426	8,000	105%	(426)
200311 Personal Protection Equipment	-	9,422	15,000	63%	5,578
Total Firefighter Supplies	555	17,848	23,000	78%	5,152
Fire Prevention Education					
300211 Supplies and Equipment	-	1,286	1,000	129%	(286)
Total Fire Prevention Education	-	1,286	1,000	129%	(286)
Training					
400211 Training	219	2,626	5,000	53%	2,374
Total Training & Association	219	2,626	5,000	53%	2,374
Communications					
500093 Pager Service/Radio Usage	4,200	7,608	6,000	127%	(1,608)
500094 ERS Reporting Service	-	1,788	2,000	89%	212
500211 Equipment, Supplies, and Maintenance	-	-	2,300	0%	2,300
Total Communications	4,200	9,396	10,300	91%	904
Vehicles: Equipment, Maintenance and Fuel					

Peyton Fire Protection District
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Treasurer's Report for the month ending December 31, 2012

Fiscal Year Complete 100%
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600211	Equipment, Parts, Repairs and Maintenance	11	4,777	10,000	48%	5,223
600221	Fuel	835	6,134	9,000	68%	2,866
	Total Vehicles	846	10,911	19,000	57%	8,089
Medical						
700211	Medical Supplies	18	2,938	2,500	118%	(438)
700350	Health and Welfare	-	425	500	85%	75
	Total Medical	18	3,363	3,000	112%	(363)
Building and Grounds						
800211	Supplies and Maintenance	-	2,176	2,000	109%	(176)
800940	Equipment Purchases	-	148	1,600	9%	1,452
800950	Equipment and Storage Rental	75	975	900	108%	(75)
800960	Utilities	970	12,303	11,000	112%	(1,303)
	Total Building and Grounds	1,045	15,603	15,500	101%	(103)
Capital Expenditures						
900100	Buildings and Grounds	-	-	-	-	-
900200	Lease Purchase Principal Payments	-	128,587	45,551	282%	(83,036)
900500	Capital Equipment Purchases	-	33,680	10,000	-	(23,680)
	Total Capital Outlay	-	162,267	55,551	292%	(106,716)
	Total Expenses and Expenditures	13,117	261,876	177,118	148%	(84,758)
Ending Fund Balance		146,999	146,999	221,058		

Summary of Deposits and Funds

<u>Deposits</u>		<u>Funds</u>	
Operating Account		2,139	General Fund 146,999
General Fund	49,793		
Reserve Fund	20,000		
Tabor 3%	8,252		
Capital Fund	66,815		
Total General Fund	144,860		
Cash with County		0	
Total Deposits	146,999		

12:24 PM
01/05/13

Peyton Fire Protection District
MONTHLY CHECKS
December 2012

Date	Num	Name	Memo	Split	Amount
12/7/2012	10903	The Cabot-McPhers...	NUMBER 5054	100412 · Bookkeeping	-40.00
12/10/2012	10904	DIRECT TV	INVOICE	800960 · Utilities	-42.99
12/10/2012	10905	Pikes Peak Regiona...	pprcn561	500093 · Pager Service/Radio Usage	-4,200.00
12/10/2012	10906	Mountain View Elect...	ACCT #'s 72430000 & 72430100	-SPLIT-	-238.54
12/10/2012	10907	Ranchland News	INV # 17027	100410 · Professional Services (Legal)	-88.00
12/10/2012	10908	Glaser Gas, Inc		800960 · Utilities	-395.00
12/10/2012	10909	AMERICAN MEDIC...	INVOICE 1129201201	700211 · Medical Supplies	-17.59
12/16/2012	10910	Fire and Police Pen...	PEYTON FIRE PROTECTION DISTRICT PENSION PLAN ...	100610 · Pension Contributions	-2,700.00
12/23/2012	10911	Warehouse Options...		800950 · Equipment and Storage Rental	-75.00
12/23/2012	10912	Skybeam	ACCCOUNT # 8137-20-008-0025807	800960 · Utilities	-64.45
12/23/2012	10913	CENTURYLINK	ACCOUNT #709-749-2255 325B	800960 · Utilities	-186.52
12/23/2012	10914	Pinnacol Assurance	POLICY # 52925 Inv# 16469849	100514 · Insurance -Workers Compensation	-458.00
12/23/2012	10915	DIRECT TV	INVOICE 183747796536	800960 · Utilities	-42.99
12/23/2012	10916	VISA Credit Card	ACC # 0114	-SPLIT-	-3,731.67
12/23/2012	10917	VISA FLEET CARD	ACT # 0207	600221 · Fuel	-835.26

12/23/2012

VISA Credit Card

**3,731.67

Three Thousand Seven Hundred Thirty-One and 67/100*****

VISA
PO Box 30513
Tampa, FL 33630-3513

ACC # 0114

VISA Credit Card	12/23/2012	
100xxx · Administration:100330 · Works		2,603.11
400xxx · Training -400xxx:400211 · Trai		219.01
600xxx · Vehicles-Equipmnt, Maint & Fu		10.78
100xxx · Administration:100211 · Office		44.80
200xx · Firefighter Supplies:200211 · Su		554.97
100xxx · Administration:100350 · Trade		299.00

FSB - Checking Acco ACC # 0114 3,731.67

VISA Credit Card	12/23/2012	
100xxx · Administration:100330 · Works		2,603.11
400xxx · Training -400xxx:400211 · Trai		219.01
600xxx · Vehicles-Equipmnt, Maint & Fu		10.78
100xxx · Administration:100211 · Office		44.80
200xx · Firefighter Supplies:200211 · Su		554.97
100xxx · Administration:100350 · Trade		299.00

FSB - Checking Acco ACC # 0114 3,731.67

2013-01

RESOLUTION REVISING THE 2012 BUDGET AND APPROPRIATIONS
PEYTON FIRE PROTECTION DISTRICT

WHEREAS, the District published or posted, in accordance with state law, due and proper notice of the date and time of the hearing at which adoption of the proposed revised budget will be considered, the location where the proposed revised budget will be available for inspection and the opportunity to file or register objections to said proposed revised budget.

WHEREAS, the Board of Directors of the Peyton Fire Protection District adopted a budget and appropriated funds for the fiscal year 2012 as follows:

General Fund	\$ 123,871
Capital Projects Fund	\$ 55,551

WHEREAS, the Board of Directors of the Peyton Fire Protection District shall and hereby does adopt the revised budgets for the General Fund and Capital Project Fund for the fiscal year 2012,

WHEREAS, the Board desire to amend budgets and appropriates the amounts to the General Fund and the Capital Project Fund for the fiscal year 2012, as follows:

General Fund	\$ 310,000
Capital Projects Fund	\$ 165,000

WHEREAS, the Board authorizes the Secretary of the District to file a certified copy of the Resolution revising the 2012 budget with the Division of Local Government, Department of Local Affairs (C.R.S. 29-1-111, 113)

NOW, BE IT RESOLVED, that the budget is hereby approved and adopted as the budget for the Peyton Fire Protection District for the year 2012.

BE IT FURTHER RESOLVED, that the total sum of \$310,000 is hereby appropriated for the Peyton Fire Protection District for the fiscal year 2012.

BE IT FURTHER RESOLVED. District such sums are hereby appropriated from the revenues of the District to the proper funds for the purposes stated.

DATED this 8th day of January, 2013.

PEYTON FIRE PROTECTION DISTRICT

By: 
President

ATTEST: 
Secretary