

LIVERMORE FIRE PROTECTION DISTRICT

Board of Directors Meeting Minutes

September 20th, 2023

Meeting called to order by Bruce Huey at 4:45

In Attendance

NAME	TITLE	IN ATTENDANCE
Bruce Huey	President	Present
Cindy Cosmas	Treasurer	Present
Sheri Furlott	Secretary	Present
Wanda Pomeroy	Director	Present
Mark Steputis	Director	Present
Chad Uthmann	Director	Present
Jerry Lang	Director	Present
Jim Herrington	Fire Chief	Absent
Joel Funk	Assistant Chief Medical	Absent
Joel Meeter	Assistant Chief Training/Retirement	Present
Eddie Taylor	Assistant Chief Operations	Absent

Public Access and Comment

None

Secretary's Report of Filings/Notices

None

Grants Report

- See attached report.

Fire Chief's Report

Assistant Chief Meeter filling in for Chief Herrington.

- Calls: 127 calls thus far this year. Very busy with traffic accidents, but not many wildfires.

- Membership: I member not meeting requirements and will be returning his equipment. Tiffany Meier joined the department as a member. Another potential member from Bonner Peak.
- Apparatus: Med 1 had a significant oil leak that required the cab to be pulled, resulting in an expensive repair bill of approximately \$ 5000.00. Tender 4 also had a repair totaling \$3,000.00.
- Equipment: damage to extrication equipment during recent accident to be covered by an insurance claim. This is good news because the repair may be upwards of \$7,000.00.
- Training: PVREA scheduled to give training with power/electrical lines. Upcoming winter training will include propane leaks and winterizing.
- Colorado Division of Fire Prevention and Control offers a fire academy including basic structural firefighting. This is our weakest area of expertise. We will be sending Patrick and covering costs for travel and hotel.
- EMS: The area chiefs had a meeting about ongoing training concerns. This was not very productive. UC Health wants to control content but doesn't want to offer the training here in Livermore. This is not ideal for rural volunteer departments.
- Stations: Met with CSU Foundation. The lease is in place.

Corrections/Approval to Last Month's Meeting

A motion to approve the minutes from August 17th, 2023, was made by Cindy Cosmas and seconded by Wanda Pomeroy. Motion approved.

A motion to approve the minutes from the Special Meeting on August 14th, 2023, was made by Cindy Cosmas and seconded by mark Steputis. Motion approved.

Treasurer's Report

See attached reports.

- Budget filing statutory guidelines require board approval of preliminary budget by Oct 15th. Cindy will email the preliminary budget for record of submission.
- Cindy will offer a refresher to the department re: reimbursements, paying bills, and how to log maintenance vs. repair.

A motion to approve the treasurers report was made by Mark Steputis and seconded by Sheri Furlott. Motion approved.

Unfinished Business

None

New Business

- Joel Meeter gave a detailed summary of the Actuarial Report, including its history, intentions, administration, and requirements for pension payout. Joel described the department wishes included

in the recent study which were A) increasing the number of years to 30, B) including a spousal benefit, and C) increasing the payout by 50%. Joel presented the executive summary which recommends increasing our current plan funding to \$9,440.00, which is up from last year's funding of \$5,000.00. The states contributes \$4,500.00. The increase is needed to ensure the pension plan is solidly funded. Joel presented the additional funding needed if we choose to change our current plan. The following are the estimated increases of funding needed for each plan:

Plan A: Including spousal benefits \$17,500.00

Plan B: Spousal Benefit and increasing the years vested to 30 years \$19,220.00

Plan C: Spousal Benefit, increasing to 30 years and increasing benefit 50% \$39,000.00

Further discussion is needed on changing plans but board agrees to increase payment to current pension fund.

- A motion to increase our payment to the pension fund to total recommended \$9,500.00 was made by Cindy Cosmas and seconded by Mark Steputis. Motion approved.
- Bruce is working on changes to the 501c3 bylaws to be more agreeable to both boards. Some changes recommended include the number of members, the terms of office, and how elections are run. Bruce will bring the proposed changes to the board for a vote.

Motion to adjourn was made at 6:37 p.m. and was passed unanimously.

Next meeting will be held: October 19th, 2023

Approved by Director-President Bruce E. Huey

Attested to by Director Joel

Grant Report September 21, 2023
 Livermore Fire Protection District
 Grant Report September 21, 2023

No.	GRANT NAME	ITEM/EQUIPMENT	STATUS	Project Cost (\$)	TOTAL GRANT AWARD (\$)	LFPD MATCH (\$)
Current Existing Grants						
1	Northeast All Hazards Region (NEAHR) Homeland Security Grant	8 dual band radios plus accessories. This would be a reimbursement grant.	Submitted Jan 2, 2023. If the state receives full funding from Homeland Security, our funding would be awarded in <u>Feb 2024</u> .	\$30,178.08	\$20,000 recommended for funding	Estimated \$10,178.08 (maximum grant award would be \$20,000).
2	Emergency Medical and Trauma Services (State EMS grant)	Zoll X, 12 lead EMS cardiac monitor. This is a reimbursement grant.	Contract has been executed and PO has been received. Next step, purchase the equipment.	\$47,395.35	\$20,169.62.	\$27,225.73
4	Larimer County Fire Agency Grant	Hose reducers and portable generator for extended incident support. This would be a reimbursement grant.	We were awarded \$4,200. Generator has been received. Still need to order hose reducers (grant dollars must be spent by Oct 31).	\$5,200.00	\$4,200.00	None
5	Statewide Internet Portal Authority (SIPA) microgrant	6 digital notebooks.	Grant was not awarded.	\$1,936.56 plus shipping	\$0	None
5	HB 22-1194	Scott SCBA masks, structure gloves, particulate blocking hoods, leather structure boots, large fire shelters. This is a direct equipment distribution grant, so no money is involved.	Grant application was submitted August 18.	\$0	\$0	\$0
6	CREATE	Seven members to attend the EMSAC conference.	We opted not to apply. There's more than \$6,000 left in the training budget for 2023, so LFPD will cover the conference costs.	NA	NA	NA

No.	GRANT NAME	ITEM/EQUIPMENT	STATUS	Project Cost (\$)	TOTAL GRANT AWARD (\$)	LFPD MATCH (\$)
Coming up soon						
7	Fire Fighter Safety	TBD	Grant to open in Dec.			
8	VFA	TBD	Grant to open in Oct.			
9	State EMTS	TBD	Grant to open in Dec.			

3:38 PM

09/17/23

Accrual Basis

Livermore Fire Protection District

Balance Sheet

As of August 31, 2023

	<u>Aug 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Building Fund - Savings	65,548.15
Capital Reserve Fund-Vehicle	16,785.32
Emergency Catastrophic Fire	62,930.06
Emergency Reserve Fund - TABOR	7,579.00
General Fund - Checking	150,122.53
Red Mountain Building Fund	40,000.00
Total Checking/Savings	<u>342,965.06</u>
Total Current Assets	342,965.06
Fixed Assets	
New E131 Engine	193,820.40
Type IV Brush Truck - 2022	325,453.00
Total Fixed Assets	<u>519,273.40</u>
TOTAL ASSETS	<u><u>862,238.46</u></u>
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
Tax-Exem Lease -New E131 Engine	103,820.40
Tax-Exemp Lease - Type IV Brush	139,358.97
Total Long Term Liabilities	<u>243,179.37</u>
Total Liabilities	243,179.37
Equity	
Opening Bal Equity	156,917.14
Retained Earnings	277,026.56
Net Income	185,115.39
Total Equity	<u>619,059.09</u>
TOTAL LIABILITIES & EQUITY	<u><u>862,238.46</u></u>

**Livermore Fire Protection Board
Income Statement
2023**

Income	Actual Monthly Income												Total Income Jan 23 - Dec 23	Under/Over Budget		
	1/23	2/23	3/23	4/23	5/23	6/23	7/23	8/23	9/23	10/23	11/23	12/23				
OPERATING INCOME																
Donations	\$4,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$700.00	\$700.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$550.00	\$5,250.00	
Fundraising	\$7,000.00	\$292.78	\$296.65	\$300.72	\$307.71	\$319.08	\$403.05	\$462.10	\$462.10	\$462.10	\$462.10	\$462.10	\$462.10	\$462.10	\$1,768.00	
Interest Income	\$800.00														\$2,238.82	
Grants:															\$0.00	
YFA Grant	\$0.00							\$191.96							\$191.96	
Miscellaneous Income	\$0.00														\$0.00	
Out-of-District Billings	\$305,000.00							\$86,146.02	\$86,146.02	\$86,146.02	\$86,146.02	\$86,146.02	\$86,146.02	\$86,146.02	\$365,533.38	
Property Taxes	\$1,000.00														\$1,000.00	
Sale of Equipment	\$20,000.00														\$20,000.00	
Specific Ownership Tax															\$0.00	
Total Income	\$335,206.00	\$1,161.96	\$9,291.22	\$39,445.61	\$68,237.89	\$35,002.81	\$65,473.97	\$16,420.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$532,529.61	
															(19,878.98)	
EXPENSE																
OPERATING EXPENSES																
DISTRICT ADMINISTRATION																
County Treasurer Fees	\$6,400.00	\$98.96	\$1,248.50	\$688.74	\$1,320.15	\$664.50	\$1,105.00	\$78.26							\$5,024.68	
Insurance	\$20,000.00	\$1,500.00	\$1,200.00	\$1,707.50	\$892.50	\$245.00									\$5,070.00	
Property Insurance	\$5,000.00	\$1,200.00	\$440.00	\$440.00	\$440.00	\$440.00									\$5,440.00	
Worker's Comp	\$1,750.00	\$524.00	\$324.00	\$1,010.00											\$5,144.00	
Director's Liability Insurance	\$2,000.00														\$2,000.00	
Office Administration:																
Office Supplies / IT Support**	\$3,000.00	\$571.30	\$1,245.39	\$449.26	\$510.04	\$507.49	\$306.14	\$1,062.25							\$8,100.00	
Emergency Reporting Subscription	\$7,000.00														\$7,000.00	
Travel Expense	\$0.00														\$0.00	
PPFA Pension Plan Contribution	\$5,000.00	\$1,392.89	\$400.25	\$312.43	\$400.25										\$7,000.00	
PdV Mitigate Reimbursement	\$20,000.00														\$20,000.00	
Professional Services:																
Legal Expenses	\$3,000.00		\$2,088.11												\$5,088.11	
Legal Expenses	\$4,000.00	\$12.00	\$12.00			\$433.50	\$4.00	\$104.50							\$8,586.00	
Training Expense	\$600.00														\$600.00	
TOTAL DISTRICT ADMINISTRATION	\$78,250.00	\$1,109.30	\$2,240.68	\$4,478.14	\$7,79.75	\$1,840.32	\$1,445.14	\$1,875.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,065.82	
EMERGENCY SERVICES																
Air Med Reserve Insurance	\$800.00														\$800.00	
Field	\$18,000.00	\$730.16	\$730.16	\$334.60	\$1,087.66	\$788.30	\$840.87	\$325.00							\$22,218.21	
Maintenance	\$12,000.00														\$12,000.00	
NEW ERT1 (Ferrals)															\$0.00	
EMA	\$3,507.28														\$3,507.28	
Med 1	\$	\$185.00	\$245.00	\$88.88	\$511.69	\$511.69	\$511.69	\$511.69	\$511.69	\$511.69	\$511.69	\$511.69	\$511.69	\$511.69	\$3,060.00	
Rescue 1															\$0.00	
Tender 1															\$0.00	
Repair	\$25,000.00	\$2,477.38	\$785.00	\$511.31	\$511.31	\$511.31	\$511.31	\$511.31	\$511.31	\$511.31	\$511.31	\$511.31	\$511.31	\$511.31	\$27,528.47	
Command 1															\$0.00	
ERT 1															\$0.00	
ERT 2															\$0.00	
ERT 3															\$0.00	
EMA															\$0.00	
Med 1															\$0.00	
Rescue 1															\$0.00	
Tender 1															\$0.00	
Capital Equipment																
Vehicle Purchase	\$27,238.47														\$27,238.47	
Annual Loan Payment on Type IV Truck	\$23,867.53														\$23,867.53	
Communication Equip Purchase	\$10,000.00														\$10,000.00	
Other Capital Purchase	\$50,000.00	\$3,303.25	\$250.78	\$1,897.33	\$5,000.00	\$2,443.92	\$2,151.97	\$1,968.98							\$61,450.00	
Communications	\$5,000.00														\$5,000.00	
Office and Supplies	\$7,000.00														\$7,000.00	
Disposable Supplies - Medical	\$5,000.00	\$240.38	\$18.02	\$18.02	\$18.02	\$18.02	\$18.02	\$18.02	\$18.02	\$18.02	\$18.02	\$18.02	\$18.02	\$18.02	\$5,274.84	
Disposable Supplies - Other	\$1,000.00	\$18.31	\$18.31	\$18.31	\$18.31	\$18.31	\$18.31	\$18.31	\$18.31	\$18.31	\$18.31	\$18.31	\$18.31	\$18.31	\$2,221.90	
Leased Equipment	\$1,000.00														\$1,000.00	

**Livermore Fire Protection Board
Income Statement**

2023

Non-Capital Equipment	\$5,000.00	\$185.00	\$328.85	\$110.74	\$284.79	\$3,487.16	\$4,847.82	\$301.32	\$9,238.48	\$4,958.49
PPE & Apparel	\$15,000.00	\$181.22	\$362.89		\$200.00	\$46.90	\$200.00	\$280.00	\$1,708.21	\$13,880.19
Cleaning Reimbursements	\$7,000.00				\$2,700.00	\$1,125.00	\$2,150.00	\$2,150.00	\$3,775.00	\$3,775.00
Health & Fitness	\$5,000.00								\$0.00	\$5,000.00
Meals (Other / work days)	\$2,000.00		\$229.22			\$1,070.34			\$1,299.56	\$2,700.54
Permit & License	\$4,000.00					\$378.86			\$378.86	\$3,621.14
Station Expenses:										
Station 1 Operating Expenses:										
Facilities ****	\$8,000.00	\$31.53	\$45.00	\$45.00	\$394.75	\$1,413.00	\$1,000.23	\$5,071.87	\$9,253.68	(\$553.68)
Electric	\$2,500.00	\$244.87	\$243.94	\$257.19	\$228.14	\$128.15	\$122.78	\$102.48	\$1,427.48	\$1,072.52
Phone	\$1,500.00	\$126.03	\$261.70		\$131.35	\$39.31	\$77.51	\$77.51	\$790.99	\$790.91
Propane	\$2,750.00		\$585.00	\$708.00	\$449.74				\$1,722.80	\$1,027.20
Facilities ****	\$4,000.00		\$45.00	\$45.00		\$53.87			\$389.31	\$3,610.69
Electric	\$2,500.00	\$81.85	\$83.80	\$83.80	\$88.65	\$52.47		\$69.28	\$477.64	\$425.32
Phone	\$2,000.00	\$33.42	\$33.42	\$33.42	\$39.07	\$59.87		\$59.14	\$472.35	\$327.25
Propane	\$2,000.00	\$387.42	\$387.42	\$387.42	\$448.65				\$1,183.77	\$835.23
Station 3 Operating Exp	\$1,000.00		\$361.80					\$0.00	\$0.00	\$1,000.00
Station 4 Operating Exp	\$1,000.00							\$0.00	\$0.00	\$1,000.00
Training - Fire Operations										
Meals / Food	\$3,000.00	\$212.82	\$8.38	\$208.07		\$442.10		\$345.75	\$7,316.92	\$1,683.08
Out-of-District Expense	\$1,000.00								\$0.00	\$1,000.00
Professional Membership Dues	\$2,000.00	\$345.00	\$480.50						\$855.93	\$1,144.07
Training Supplies	\$4,000.00					\$1,400.50	\$488.11		\$7,616.61	\$3,613.39
Training - Other	\$2,000.00							\$285.00	\$2,000.00	\$2,000.00
Tuition / Instructor / Resources									\$0.00	\$0.00
TOTAL EMERGENCY SERVICES	\$258,856.00	\$11,151.84	\$8,367.85	\$12,572.18	\$10,740.97	\$15,162.78	\$20,287.54	\$17,817.97	\$18,888.91	\$148,868.09
Total Expenses	\$338,206.00	\$12,261.14	\$10,586.53	\$17,051.32	\$34,926.01	\$16,432.53	\$22,197.86	\$19,263.11	\$147,414.29	\$190,791.71
Net Ordinary Income		(\$11,059.18)	(\$607.31)	\$82,394.29	\$3,769.54	\$51,805.36	\$12,894.95	\$44,210.86	\$0.00	\$185,115.12
										Carryover Funds to Next Year
										\$0.00

*** Office Supplies / IT Support: Verizon, Starlink, Streamline, postage, office materials, filing fees, etc.

**** Facilities expenses includes maintenance contracts on generators, snow removal, repairs, etc