

NORWOOD FIRE PROTECTION DISTRICT  
P.O. BOX 411  
NORWOOD, CO 81423

MINUTES FROM THE JANUARY 20, 2021 BOARD OF DIRECTOR'S MEETING  
Audio Recording Available

I. Call to Order: 1914 hours. Virtual Meeting using Zoom.com

Present: Jim Wells (Pres.), Paula Martinez (Secretary/Treasurer), Eric Brantingham (Board Member), Dave Alexander (Board Member), John Bockrath (Dist. Chief), David Blunt (Asst. Chief), Matt Mogg (Chief Paramedic), Mark Garcia (Wildland Coordinator), Sonny Lopez (Dist. Secretary), John Metzger (PIO), Candy Meehan (Dist. Bookkeeper)

Online:

Absent: Josh Walton (VP)

Others in Attendance:

II. Minutes from December 2020 Regular Meeting

A. Eric motioned to accept minutes. Dave 2<sup>nd</sup>. Motion passes.

III. Treasurer's Report

A. Presentation and Approval of Disbursement

- a. Dave motioned to approve as explained. Paula 2<sup>nd</sup>. Motion passes.
- b. Issue at hand for presenting current bills for approval: some of the bills have to be paid before the meeting occurs which means the purchase is potentially happening without approval.

B. Monthly Budget Approval

- a. Sonny presented.
  - i. Account listing Jan. 2021 (1pg)
  - ii. Open Invoices Jan. 2021 (1pg)
  - iii. Unpaid bills detail as of Jan. 2021 (1pg)
  - iv. Payroll summary Jan1-20, 2021 (3pg)
  - v. Profit & loss budget vs actual Jan-Dec '21 (1pg)
  - vi. Profit & loss budget vs actual Jan-Dec '20 (3pg)
  - vii. Profit & loss budget vs actual Jan-Dec '19 (4pg)
  - viii. Reconciliation summary operating acct. 8586 period ending 12-31-20 (1pg)
  - ix. Reconciliation detail operating acct. 8586 period ending 12-31-20 (3pg)
  - x. Reconciliation summary operating acct. 2237 period ending 12-31-20 (1pg)
  - xi. Reconciliation detail operating acct. 2237 period ending 12-31-20 (1pg)
  - xii. Reconciliation summary Wells Fargo Investment acct. period ending 12-31-20 (1pg)
  - xiii. Reconciliation detail Wells Fargo Investment acct. period ending 12-31-20 (1pg)
  - xiv. Unpaid bills detail as of Jan. 2021 (1pg) (Duplicate copy)
  - xv. Wells Fargo "Snapshot" acct. NFPD Equipment III \*\*\*\*-2176 (13pg)
  - xvi. US Bank CD acct 4032 transaction history (1pg)
  - xvii. Reconciliation summary CD acct 4032 period ending 12-31-20 (1pg)
  - xviii. US Bank CD acct 7689 transaction history (1pg) (Note-second page missing)
  - xix. Reconciliation summary CD acct 7689 period ending 12-31-20 (1pg)
  - xx. Transaction list by vendor Jan-Dec '20 (22pg)
  - xxi. US Bank credit card Dec. 2020 statement acct. \*\*\*\*\*5514 (4pg)
  - xxii. US Bank NFPD Ambulance Fund Dec 2020 statement acct. \*\*\*\*\*2237 (9pg)
- b. Dave requested a copy of the Trial Balance Jan. 2021 which was obtained (1pg)
- c. An extensive discussion ensued over the timing of presenting over 75 pages of financial documents.
  - i. Board members requested financial documents be distributed by the District Secretary to board members by the Wednesday prior to the meeting day to give board members a week for review of all documents.
  - ii. The board defined the following financial documents as being necessary every month:
    - 1. Unpaid bills detail
    - 2. Trial balance
    - 3. Account listing
    - 4. Credit Card Statement
    - 5. Payroll summary
    - 6. Profit & Loss
    - 7. Balance sheet

- iii. Dave found numbers missing from one report to another. Sonny and Candy explained that was an ongoing issue with Quickbooks. The Board expressed frustration over the issue having not been resolved yet.
  - 1. A computer technician will be brought in
  - 2. A "clean version" of Quickbooks is needed
  - 3. A new computer will help fix part of the problem

C. NFPD 2021 Budget

- a. John B. presented proposed 2021 budget.
  - i. John made adjustments to cut the amount of income as well as spending to match income.
  - ii. Includes updated pension
  - iii. Hired outside accountant can use Teamviewer to save money
  - iv. Line 11.6 EMS Pension Benefits change to \$10,750
  - v. Line 422.9 Change legal fees title to professional fees
    - 1. Change to \$3,200 to pay for accountant remote assistance
  - vi. Quickbooks need a budget line for wildland expenses such meals/lodging that will ultimately be paid back
    - 1. Add Line to accommodate and pull \$1,000 from each 420 line items to put money into that item.
  - vii. Final Expenses based on budget \$606,500.00
- b. Eric motions to approve 2021 budget after amendments. Dave 2nds. Motion passes.

IV. Public Walk-in/Comments (Online Zoom) – no one online or walk-ins

V. Old Business

- A. Wildland program updates – Mark Garcia presented
  - a. Telluride is building their program substantially
  - b. Our equipment has been submitted as mutual aid
  - c. Green Meadows fire participation was applauded
  - d. There will be a meeting with Bayfield wildland to discuss how they've been doing their program
  - e. 130/190 wildland refresher might be online.
  - f. 130/190 class is still being determined due to COVID
  - g. Mark will need to start over on finding a wildland crew
  - h. A new hiring campaign will be done.
- B. Nucla-Naturita Mutual Aid
  - a. Eric requested we have some sort of documentation showing we can not provide mutual aid due to the lack of them signing the agreement
  - b. John suggested starting over on asking Nucla-Naturita to sign a mutual aid agreement for this year.
  - c. John has started having other agencies sign mutual aids for the year and will incorporate Nucla-Naturita
  - d. Deadline set to have one signed by March 2021

VI. New Business

- A. District accountant
  - a. Dalby Windland
    - i. John met with Brian who is public safety accountant and showed him our budget
    - ii. They cost more than current accountant (Blair Assoc) \$2,500
    - iii. They can't do our book keeping remotely but would be able to look at our Quickbooks via Teamview for \$150 hour.
    - iv. Have them look over budget once a year to be an outside opinion

VII. District Chief's Report

- A. Calls to service
  - a. None reported to the Board
- B. Grants: None reported to the Board
- C. Membership:
  - a. EMT class has started
    - i. 7 in class. 6 of which are NFPD.
    - ii. Class being taught remotely by one lead instructor.
    - iii. Instructor does not seem to be very good so John is sitting in on every class.
  - b. John will be meeting with his officers to set a \$500 spending limit
- D. New ambulance:
  - a. Waiting on new cot system but once it arrives the Ambulance should be able to be put into service. Aiming for March 1<sup>st</sup>
  - b. Payment for cot will come out of the EMS Capital but it will be paid back almost immediately.
- E. Tactical Tender:
  - a. Is done minus the pump, which the company is waiting on. Truck is in Austin TX.

F. Zoll payment:

- a. Due May 16<sup>th</sup>. John working on the AFG grant along with 4 others to pay for the Zoll Monitor.

G. Membership hiring campaign:

- a. Aiming to do another campaign to get more fire fighters which in return we would do another fire academy.

H. Events: None reported to the Board

VIII. Announcements:

- A. John M. is now president of the Norwood Chamber of Commerce.

- B. Matt is a new member of the Chamber of Commerce

IX. Adjourn hours

Paula motioned to adjourn, Dave 2<sup>nd</sup>. Motion passed. Meeting adjourned at 2100 hours.