

**LA VETA FIRE PROTECTION DISTRICT
SPECIAL MEETING
La Veta Fire Station**

MINUTES

April 22, 2016

1:00 P.M.

Present: Directors Brunner, White, and Littlefield were in attendance.

Staff: Fire Chief DeTray, WMS Manager and HMGP Project Supervisor Jake Thomsen and District Secretary Sue Pezze.

Guests: Board of County Commissioners (BOCC) Max Vezzani, and Gerald Cisneros. County Adm. John Galusha and his assistant Dominic Martinez and Paul Branson HMGP Project Manager.

Call to Order

Meeting was called to order at 1:00 PM and the public was welcomed.

Public Comments

None.

Old Business

Huerfano County Administrator John Galusha informed all present that he has not had an opportunity to revise the Intergovernmental Agreement (I.G.A.) associated with the Hazard Mitigation Grant Program (HMGP) in regard to the Force Account Labor (FAL) that the La Veta Fire Protection mitigation crew will be operating under. Project Manager Branson advised that he, Galusha and LVFPD mitigation personnel are still working on revising the grant's budget figures that will reflect the equipment cost and FAL wages. Director White expressed his concern and frustration for the County personnel not making progress on the action items outlined at the last meeting concerning the HMGP, those being, 1) budget revisions, 2) FAL definitions and standards and 3) required criteria for changing current LVFPD policies.

Chief DeTray hopes to have the mitigation crew working by the middle of May or June 1st. Galusha advised that, before the crew can start grant mitigation operations, they need to attend a one-day archaeology training class.

The BOCC will sign the budget revision request letter at the Commissioner's meeting on April 26th and then it will be sent to the authorities for their review and approval. No further action was taken pending the FEMA/State authorities approval of the budget revisions. June 1, 2016 was set as the next target date to determine moving forward with the commitment to the grant.

The Board asked Sec. Pezze to forward the LVFPD Standard Operating Procedures (S.O.P.s) to the BOCC and County personnel for their review.

Director Littlefield presented the following, proposed S.O.P. additions:

WMS Accounts Payable Policy: All invoices received by the District within a calendar month will be paid by the 15th or 30th of the following month.

WMS Compensation Policy: All compensation for WMS crews will be paid based upon time sheets received and time for check issuance will be on the 15th or 30th of the month received.

MSA: The Board approved moving the regular May, 2016 Board meeting to Monday, May 10th instead of Thursday, May 12th, subject to other Board members' availability.

Director Brunner provided an update of the new Fire Station electrical connection. San Isabel's Darryl Stewart delivered a new easement to the Town on April 20th and has been informed that the document needs to be reviewed before Mayor Brgoch will sign it. S.I.E.A. will install the transformer vault and concrete pad as soon as the mud dries up from the recent snow storm. This will allow connecting a rented, portable, three phase generator that can be used to test systems inside the station if sub-contractors get to that point in construction. The plumbers are still behind schedule. Director Brunner will meet with Darryl on April 27th to get a progress report on the electrical connection.

MSA: The Board approved paying one-half (\$204,263.74) of the H.W. Houston pay application # 8 with funds from the new station checking account. The remaining half payment will be addressed upon receipt of DOLA funds.

MSA: Meeting adjourned at 2:23 PM.



Shannon R. ShROUT, Secretary