

REGULAR MEETING  
BOARD OF DIRECTORS  
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE STATION  
October 14<sup>th</sup> 2020

MINUTES

**CALL TO ORDER/ROLL CALL:**

Pursuant to notice, the regular board meeting of the De Beque Fire Protection District was called to order by President Annette Tanner at 6:00 PM on Wednesday, October 14<sup>th</sup> 2020.

**Directors present:** Annette Tanner, Cynthia Farris, Melanie Hansen, Dustin Koehler, and Marge Mackey. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.

**Others present:** Shannon Currier - District Contract Accountant, and District Fire Chief, Mike Harvey. No public was present.

Social distancing rules were observed.

The pledge of allegiance was recited.

**ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA:** President Annette Tanner inquired if there are any corrections or additions to the agenda. Chief Harvey requested that item #4, CARES act funding be added to new business.

**APPROVAL ITEMS:**

1) Minutes from the August 11<sup>th</sup>, 2020 regular board meeting were reviewed by the board. The minutes were accepted as presented.

Marge Mackey moved to accept the August 11<sup>th</sup>, 2020 regular board meeting minutes as presented, seconded by Melanie Hansen.

Vote: Cynthia Farris, aye; Melanie Hansen, aye, Dustin Koehler, aye; Marge Mackey, aye; Annette Tanner, abstain; Motion passed.

1) Minutes from the September 22<sup>nd</sup>, 2020 special board meeting were reviewed by the board. The minutes were accepted as presented.

Marge Mackey moved to accept the September 22<sup>nd</sup>, 2020 special meeting minutes as presented, seconded by Dustin Koehler.

Vote: Cynthia Farris, abstain; Melanie Hansen, aye, Dustin Koehler, abstain; Marge Mackey, aye; Annette Tanner, aye; Motion passed.

**PUBLIC FORUM:** There were no requests to speak.

**OLD BUSINESS:**

- 1) There was no old business to address.

**NEW BUSINESS:**

- 1) 2021 draft budget: Shannon Currier, contract district accountant presented the draft 2021 budget. Mrs. Currier reviewed the 2021 draft budget with the Fire Board. Chief Harvey commented that there are no capital projects scheduled for budget year 2021. The Board discussed the various categories of the budget. Chief Harvey reviewed the proposed changes in the health care insurance provided to employees of the Fire District. Chief Harvey will contact PSHCG and request a virtual meeting with them at the next board meeting in November to further discuss the Fire District's options. Chief Harvey also discussed several of the areas in which the budget had been reduced. The Board inquired as to the reduction in payroll expense. Chief Harvey discussed the payroll reduction with the board and those areas in which personnel time would be reduced.
- 2) 2020 Staff Christmas Party: The Board discussed the upcoming Christmas Party. The Board approved the purchase of Christmas presents for the children of employees. Marge Mackey will work on purchasing the gifts. The Christmas party would not be held this year. The Board approved a bonus of \$200.00 for full-time personnel and \$100.00 for part-time personnel. Marge Mackey moved to approve the gifts and bonuses for employees. The motion was seconded by Annette Tanner.

Vote: Cynthia Farris, aye; Melanie Hansen, aye, Dustin Koehler, aye; Marge Mackey, aye; Annette Tanner, aye; Motion passed.

- 3) EMS Tablets; Chief Harvey presented information that he would be submitting a funding request to the EMS council for the purchase of tablets for each ambulance. The current laptops are over 8 years old and not able to download the data from the various equipment. The board agreed to the project. Chief Harvey will submit the request.

- 4) CARES act funding: Chief Harvey presented a funding request through DOLA to purchase a automatic chest compression unit. This would be CoVid CARES act funding and would be 100% funding if DOLA approves the request.

Annette Tanner moved to approve the resolution to submit the request for the Auto Compression unit, seconded by Melanie Hansen.

Vote: Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Marge Mackey, aye; Annette Tanner, aye; Motion passed.

- 5) November Board meeting: The board discussed moving the November board from November 10<sup>th</sup> to November 16<sup>th</sup> at 6:00 PM. The Board directed Chief Harvey to post the meeting for November 16<sup>th</sup>.

### **FINANCIAL REPORT AND UPDATES**

- 1) Shannon Currier, Fire District Contract Accountant provided the board with electronic copies of the financial statements for July and August 2020. Mrs. Currier reviewed the documents and year to date financials with the Fire Board.

Annette Tanner moved and seconded by Melanie Hansen to accept the July and August 2020 financial statements as presented.

Vote: Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Marge Mackey, aye; Annette Tanner, aye.

Motion passed.

Marge Mackey moved and seconded by Cindy Farris to accept the July and August 2020 expenditures as presented.

Vote: Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Marge Mackey, aye; Annette Tanner, aye.

Motion passed.

District Accountant Shannon Currier reviewed the current insurance write-offs for July and August 2020.

Marg Mackey moved to accept the insurance adjustment amount of \$2,782.32 in August, and bad debt write off of \$5,390.00 for July and \$1,590.00 for August 2020 for a total write off and adjustments amount of \$5,390.00 for July 2020 and \$4,372.32 for August 2020. The motion was seconded by Cindy Farris.

Vote: Cynthia Farris, aye; Melanie Hansen, aye, Dustin Koehler, aye; Marge Mackey, aye; Annette Tanner, aye.

**FIRE CHIEF REPORT:** The board received Chief Harvey written report by email prior to the meeting. No other staff was present due to the fire. Board had no questions or comments.

**BOARD ITEMS AND COMMENTS:** No comments.

**ADJOURNMENT:** Melanie Hansen moved to adjourn the meeting. Marge Mackey seconded the motion to adjourn.

Vote: Cynthia Farris, aye; Melanie Hansen, aye, Dustin Koehler, aye; Marge Mackey, aye; Annette Tanner, aye.

Motion passed.

Meeting adjournment at 7:31PM.

Next regular meeting: November 16<sup>th</sup> 2020 at 6:00 PM.

Approved by the De Beque Fire Protection Board of Directors on November 16<sup>th</sup>, 2020.

~~Annette Tanner - President~~

*Marge Mackey*



*Melanie Hansen*  
Melanie Hansen – Secretary/Treasurer