

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE
AUGUST 12TH AT 6:00 PM

MINUTES

CALL TO ORDER: Meeting was called to order by Karen at 6:02 PM. Directors present were Karen Latham, Marge Mackey, Toni Vincenzetti, Dick Latham & Chanse Brackett. Fire staff present were Mike Harvey, EMS Chief, and Shanelle Hansen, Secretary. Guest present was Shannon Currier, Accountant. There were no public present.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: Karen asked to add the discussion of the old Tanker truck, the Quonset hut over at Nick's, election stuff Kirsten Kurath sent via email and the September meeting.

APPROVAL ITEMS:

- 1.) Minutes from July 8th, 2014 –Toni motioned to approve the Minutes as written. Chanse seconded. Karen – Yes, Marge- Yes, Toni – Yes and Chanse – Yes. Dick abstained. Motion passed.
- 2.) Minutes from July 23rd, 2014 –Dick motioned to approve the Minutes as written. Toni seconded. Karen – Yes, Marge- Yes, Toni – Yes and Dick – Yes. Chanse abstained. Motion passed.
- 3.) Expenditures for the month of July – Marge questioned the receipt from Hobby Lobby, she wanted to make sure they did not overcharge for the pictures. Karen asked about the Boundtree Medical Invoice. Mike said it is supplies for Ambulances. Toni motioned to accept the July Expenditures. Chanse seconded. Karen – Yes, Marge- Yes, Toni – Yes, Dick - Yes and Chanse – Yes. Motion passed.

PUBLIC COMMENTS: No comments.

OLD BUSINESS:

- 1.) Strategic Plan – Karen Latham – Update – This has been on the back burner for a while since she has been spending time on the By Laws. She is currently updating the organizational chart and some pictures within it.
- 2.) Job Descriptions Review Update – Marge Mackey –
 - a. District Secretary - Toni asked to clarify the difference between the District Secretary and the Board Secretary. These two positions have always been filled by Shanelle as both. Toni said that just needs to be clarified. Dick said the job descriptions should state “and other duties as assigned”. Mike showed the Board it was there. Marge motioned to approve this job description. Toni seconded. Karen – Yes, Marge- Yes, Toni – Yes, Dick - Yes and Chanse – Yes. Motion passed.

- b. EMS/Fire Fighter (Full Time & Part Time)- Toni pointed out a couple of clerical changes that need to be made to both the Full Time & Part Time job descriptions. Toni motioned to accept the Full Time job description with the changes. Marge seconded. Karen – Yes, Marge- Yes, Toni – Yes, Dick - Yes and Chanse – Yes. Motion passed.
Toni motioned to approve the Part Time job description with the clerical changes. Chanse seconded. Karen – Yes, Marge- Yes, Toni – Yes, Dick - Yes and Chanse – Yes. Motion passed.
 - c. Paramedic/Fire Fighter – Toni said the same changes need to be made to this one. Toni motioned to approve the Paramedic job description with the clerical changes. Chanse seconded. Karen – Yes, Marge- Yes, Toni – Yes, Dick - Yes and Chanse – Yes. Motion passed.
- 3.) Policy Manual Review Update – Karen said the new manual needs to have a section for the By Laws, a section for Administrative Policies, a section for Personnel/Payroll Policies, a section for the Job Descriptions and then a section for the Standard Operating Guidelines. If the book is set up this way it will be easier to look something up. She feels these sections need to be addressed one at a time. She would also like to see one policy on a page so in the future if they need to be changed that page can be switched out. Mike stated he would like to have the Policy electronic so it can also be put on the website. Karen invited others to review and make suggestions to the Administrative Policies since that will be the next section the Board will review.
- 4.) By Laws Review Update – Karen reviewed these verbally. She took these from the SDA’s policies. She highlighted the parts in blue that she felt needed to be added from the old policies. Karen asked the Board if they wanted those parts added or not. Karen asked if the Executive Session blurb can be put on a page that can be kept handy for future meetings. Shanelle said yes. Marge asked to have them numbered. There was discussion on each section and some changes to be made prior to final review.
- 5.) Architect Update –
 - a. Approval of Standard Agreement – The Board asked for this document to be sent to Kirsten Kurath for her opinion prior to signing it. Shanelle said she would send it on to Kirsten for review.
 - b. Schlumberger Sewer Tie-In Update – Toni stated she would like this to also be sent to Kirsten for review. Shanelle she has already included Kirsten in the emails that were sent to the Board on this subject. Kirsten asked for a copy of the agreement Schlumberger has with the Town of De Beque. Shanelle said she has left a message with Shirley at the Town Hall.
- 6.) Billing Update –Crickets.....Mike said he & Shannon have not had time to work on this with everything else going on.

NEW BUSINESS:

- 1.) Standard Operating Guidelines Review – Mike Harvey –
 - a. Work / Rest Ratio (2 to 1) Policy – Mike said this policy was reviewed in the last Board meeting as the first reading and this meeting would be the second reading. The Board, if they have no further changes, can vote to approve this policy tonight.

Marge motioned to approve the Work/Rest Ratio Policy. Chanse seconded. Karen – Yes, Marge- Yes, Toni – Yes, Dick - Yes and Chanse – Yes. Motion passed.

- b. Hazardous Atmospheric Monitoring Policy – Mike explained the terminology within this Policy. This is a first reading of this policy.
- c. Vacation / Paid Time Off (PTO) Form – Mike said this is the first time this kind of form will be used. Will see how it goes. This should help in scheduling time off. Toni motioned to approve the use of this form. Chanse seconded. Karen – Yes, Marge- Yes, Toni – Yes, Dick - Yes and Chanse – Yes. Motion passed.
- d. 48 / 96 Schedule – 1st Reading – Mike said he has spoken about this before and explained the way this type of schedule would work. He showed how this could be done with personnel and numbers for next year’s budget. This would be considered the 1st reading of this Policy. The information Mike gave to the Board shows the pro’s and cons of this type of schedule. Mike reviewed this information verbally and answered the Board’s questions during the review. Shannon reviewed the financial effect of this new schedule and how it will affect the annual budget. It shows that this new schedule, even with hiring an additional employee does not raise the numbers in the budget all that much.

Mike stated he is also working on a formalized hiring process that will be the new policy for hiring personnel. This will help protect the Fire District from inheriting employees with prior medical issues that may interfere with job performance. The Board will need to act on the approval of this process soon so he will have time to implement it prior to the 1st of the year. If the Board approves the 48/96 schedule Mike will need to hire the new employees and have them ready to work by January 1st, 2015. There is a lot to do in a short amount of time.

Marge asked Mike if he was still considering Cadet Training at all. Mike said yes, he was just discussing this today with the other employees. He has a few kids who are interested in doing this so they are working on that program.

- 2.) FPPA – Resolution to Change Contribution Rate – Mike explained that FPPA is being proactive to make sure the retirement policies remain in the black. This increase was voted on by FPPA members this summer and is an increase that raises the member’s contributions ½ of a percent each year over several years. This does not affect the employer’s contributions so it will not increase any costs to the District – it only increases costs to the employees. The Board needs to approve the Resolution provided by FPPA stating they will participate in this change to the member’s contributions. Dick motioned to approve the FPPA Resolution. Toni seconded. Karen – Yes, Marge- Yes, Toni – Yes, Dick - Yes and Chanse – Yes. Motion passed.
- 3.) Election Items from Kirsten Kurath – Kirsten sent over several items regarding the election that need to have action from the Board. This was received after the Board packets were sent out but should have been sent to the Board via email for review.
 - a. Resolution 105 – Stating the District Board wants the 5.5% De-Brucing on the Ballot. Marge motioned to approve this Resolution. Toni seconded. Karen – Yes, Marge- Yes, Toni – Yes, Dick - Yes and Chanse – Yes. Motion passed.

- b. Intergovernmental Agreement with Garfield County – States the De Beque Fire District will work with Garfield County Elections Department for the coordinated election in November 2014. Toni motioned to approve this IGA with Garfield County. Marge seconded. Karen – Yes, Marge- Yes, Toni – Yes, Dick - Yes and Chanse – Yes. Motion passed.
 - c. Intergovernmental Agreement with Mesa County – States the De Beque Fire District will work with Mesa County Elections Department for the coordinated election in November 2014. Marge motioned to approve this IGA with Mesa County. Chanse seconded. Karen – Yes, Marge- Yes, Toni – Yes, Dick - Yes and Chanse – Yes. Motion passed.
- 4.) September Meeting – Marge stated she will be gone for the September meeting if it is scheduled at the regular date. Mike stated he would be gone as well. Chanse said he will be unavailable during the entire month of September bow hunting. The Board decided to reschedule the meeting to September 15th at 6pm.
 - 5.) Quonset Hut at Nick Marx’s – Karen stated she and Mike were talking regarding the Quonset hut at Nick Marx’s property. Mike stated it will be costly to move and if taken down, the vinyl is already torn in a few places and may not be able to be re-stretched. After some discussion the Board decided to ask Nick if he would like to keep it or does he want it removed from his property.
 - 6.) Tanker and old Truck – Karen asked the Board their opinion on what they would like to do with the old tanker truck and the old water trailer. The Fire District can choose to donate them to someone, put them out to bid, or sell them for scrap metal. Mike stated they are no longer useful to the District. The Board decided to offer them back to the Town of De Beque first, since they were the ones who originally gave them to the Fire District. If the Town does not want them then the Board can discuss the other options.

ACCOUNTANT’S REPORT – By Shannon Currier – Shannon reviewed the attached reports verbally. She also reviewed the Budget to Actual in detail.

FIRE CHIEF’S REPORT – Mike Harvey, EMS Chief/Fire Chief. Mike provided an Administrative Report (attached – hard copy on file) in the Board packets for their review. Mike reviewed this report verbally.

Received a new ISO Rating – we went down in points, which is a good thing. We went from a 6 to a 4! This is very good for this size of a District. This lower ISO rating can save the tax payers of the District money on their insurance. They can contact their insurance companies and see what each company may offer as discounts for lower ISO ratings. Mike stated he will be putting something regarding this in the Newsletter and also on the website.

Mike said there is a huge communication problem up Roan Creek. He met with Chevron regarding where a tower with repeaters may be put up as well as fiber optics. The Chevron representative is checking with the powers higher up to see what can be done. Dick asked if there had been discussion regarding Kimball Mountain, there are radio towers already there. That land belongs to EnCana. Chanse said his dad works for EnCana and he might be able to find out who to talk to. Mike said that site would be a much better site; he was going to take a look at that property next. He would appreciate

a contact person. If a repeater system could be put up in the Districts name it would solve a lot of communication problems. It would not be too terribly expensive and he may be able to get grant monies to be able to help with that. There will be future issues with radios at the new fire station, but it is a long way from that so he will work on solving those issues before it becomes critical.

Received a grant from the EMS Council for CPR devices, now have one for each ambulance. Purchased new tourniquets for the ambulances and took a class on Elderly Abuse reporting in Colorado.

The demolition project is coming along nicely over at the new fire station site. In regards to the present station, does the Board have an opinion on what to do with the old chairs, radios and other outdated stuff. The Board indicated they will let him decide what is recyclable and what to just throw away. It was suggested to see what could be given away at the yard sale over at Wayne Kahn's for Wild Horse Days. Mike asked if they would care if he donated a ladder to Orchard Mesa that they do not use. The Board said OK.

Mike discussed the District Organizational Chart. He has split up the training with some of the guys, they are stepping up to take over EMS and Fire training. He said they are also going to do more up at the school regarding public education and safety. They are going to do more than just take the trucks up to the school and passing out coloring books. They are going to try and develop an actual safety program. He will be talking to Allen at the school to see how much time they have to dedicate to this in their curriculum.

The trucks are being cleaned and polished for the Wild Horse Days celebration this weekend. There will be a Sidewalk CPR demonstration and Touch-A-Truck. He does not think there will be much public participation, but it will be good to be involved regardless.

July Calls: Fire – 3, EMS – 7, Good Intent – 3 & False Alarm – 1 = Total of 14 calls

Karen said she enjoyed riding in the proposed new Truck. She was impressed at the storage and functionality of it.

PUBLIC/BOARD COMMENTS: Birthdays – Shannon's Birthday was this month, and Marge had a Birthday in July.

SECRETARIAL ITEMS: By Shanelle Hansen

- 1.) Cabinet for Employee Training Manuals – Shanelle gave the Board the invoice and drawing that Eugene Reed is willing to build. She also included copies of other cabinets that could be bought from other companies. The handmade cabinet will be built to exactly what is needed and will be built to last a long time. The other metal cabinets do not fit all of the needs, but are cheaper. There was some discussion on the options. Dick said the metal cabinets would not look very nice long term. Dick motioned to approve Eugene Reed's Invoice. Chanse seconded. Karen – Yes, Marge- Yes, Toni – Yes, Dick - Yes and Chanse – Yes. Motion passed.
- 2.) Picture – Shanelle wanted to show the Board the picture hanging under the American Flag. It has been around all this time and she never really looked at it. She was going to hang it and noticed that it is dated 1923 and was in rough condition. Barb Reed cleaned up the old frame and she took it to Grand Junction, had it re-matted and a piece of glass put over it to

help preserve it. Total cost was only \$12. It looks really nice now so please take a look at some old De Beque Fire Department history.

- 3.) Records Retention Policy – This policy needs to be adopted and sent into the State to show them we are keeping records according to their recommendations.

ADJOURNMENT: Dick motioned to adjourn the meeting. Chanse seconded. Karen – Yes, Marge- Yes, Toni – Yes, Dick - Yes and Chanse – Yes. Motion passed.

Approved by the De Beque Fire Protection Board of Directors on 9-15-14.

Karen L. Latham
Karen Latham, President

Minutes Transcribed & Typed by:

Shanelle Hansen
Shanelle Hansen, District Secretary

