

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE
April 10th, 2018 AT 6:00 PM

MINUTES

CALL TO ORDER: Meeting was called to order by Board President Karen Latham at 6:00 pm on April 10th 2018. Directors present were Karen Latham, Dick Latham, Marge Mackey and Toni Vincenzetti. Directors absent, Chans Brackett. Fire staff present were Mike Harvey, Fire Chief, Lieutenant Patrick Cole, Firefighter Paramedic Ethan Harvey, Lieutenant Forest Matis, Firefighter EMT Nate Voorhees and Shannon Currier, District Accountant. Public present: Meg Latham.

The pledge of allegiance was recited.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: No changes to the agenda.

APPROVAL ITEMS:

Minutes from March 13th 2018 Regular Meeting reviewed by the Board. Marge Mackey moved, seconded by Dick Latham to accept the March 13th 2018 regular minutes as presented. Vote: Karen Latham, aye; Dick Latham, aye; Marge Mackey, aye; Toni Vincenzetti, abstain; Chans Brackett, absent. Motion passed.

PUBLIC COMMENTS: No public comment received.

OLD BUSINESS:

- 1) Personnel handbook policy update – final reading. Chief Harvey stated that no further corrections or additions had been made to the document since the prior board meeting. Digital copies will be distributed to all personnel.

Dick Latham moved, seconded by Marge Mackey to accept the manual for the final adoption. Vote: Karen Latham, aye; Dick Latham, aye; Marge Mackey, aye; Toni Vincenzetti, aye; Chans Brackett, absent. Motion passed.

- 2) Residency Member manual review – final reading. Chief Harvey stated that a change in the participation requirements on page 9 had been made. The schedule was opened up to allow increased flexibility for members. Total participation per month hours still remain 96 hours.

Toni Vincenzetti moved to accept the 2018 Resident Handbook as presented, seconded by Marge Mackey. Vote: Karen Latham, aye; Dick Latham, aye; Marge Mackey, aye; Toni Vincenzetti, aye; Chans Brackett, absent. Motion passed

NEW BUSINESS:

- 1) Fire billing rates: Still waiting on the EMS Billing company for information on the fire/rescue billing. Tabled until next meeting.

ACCOUNTANT'S REPORT –

Expenditures:

The Fire Board reviewed the monthly expenditures for the month of February 2018.

Toni Vincenzetti moved to accept the expenditure report for the month of February 2018, Marge Mackey seconded. Vote: Karen Latham, aye; Dick Latham, aye; Marge Mackey, aye; Toni Vincenzetti, aye; Chanse Bracket, absent.

Financial Statement:

The Fire Board reviewed the financial statement for the month of February 2018.

Dick Latham moved to accept the February 2018 financial statements, Toni Vincenzetti seconded to accept the insurance adjustments of \$6,019.31 and bad debt write off of \$1,685.05 totaling \$7,704.36 and to accept the financial statements for the period ending February 28th 2018 as presented. Vote: Karen Latham, aye; Dick Latham, aye; Marge Mackey, aye; Toni Vincenzetti, aye; Chanse Bracket, absent.

Shannon Currier and Chief Harvey updated the Fire Board on the bookkeeping changes that have been made to further reduce accounting time in both payroll and accounts receivable. Chief Harvey reviewed the new ImageTrend scheduler report for time reporting and the reduction of time needed for accounting. Payroll time preparation has gone from 5 hours initially down to 1.5 hours for each payroll. Shannon Currier has researched the on-line application for QuickBooks. With the cost savings of travel time and the reduced need for back-up transfer the District would save additional time and money.

Dick Latham moved to purchase the on-line QuickBooks program, Marge Mackey seconded. Vote: Karen Latham, aye; Dick Latham, aye; Marge Mackey, aye; Toni Vincenzetti, aye; Chanse Bracket, absent.

FIRE CHIEF'S REPORT – Mike Harvey, Fire Chief. Mike provided an Administrative Report (hard copy on file) in the Board packets for their review. Mike briefly reviewed this report verbally and answered the Board's questions. Fire District personnel also provided a verbal report, Patrick Cole updated the Board on current training officer meetings, Forest Matis updated the Board on recent QA items, Nate Voorhees updated the Board on EMS supply ordering, and Ethan Harvey updated the Board on the recent hazmat operations training that was completed. April 21st will be the annual wildland preparation day. Plateau Valley Fire will attend. The BLM and Center for Excellence will be assisting with training as well as De Beque Fire staff.

Chief Harvey provided an update invoice for the purchase of the water shares.

BOARD COMMENTS:

Board member report: Marge Mackey wanted to thank all the fire/ems crews for helping with preparing for the Easter Egg hunt and Ethan Harvey and Joe Diedrich for helping with the kids on the day of the Easter Egg Hunt.

All Board and Staff comments: The staff and Fire Board expressed their appreciation to the years of service that Karen Latham has given to the citizens of the Fire District.

ADJOURNMENT: Dick Latham motioned to adjourn the meeting. Marge Mackey seconded. Vote: Karen Latham, aye; Dick Latham, aye; Marge Mackey, aye; Toni Vincenzetti, aye; Chans Bracket, absent.

Meeting adjourned at 6:43 PM.

Next meeting schedule for May 8th 2018 at 6:00 pm.

Approved by the De Beque Fire Protection Board of Directors on *May 7, 2018*



Karen Latham
Karen Latham, President

Toni Vincenzetti
Toni Vincenzetti – Secretary/Treasurer

