

REGULAR MEETING  
BOARD OF DIRECTORS  
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE  
DECEMBER 13<sup>TH</sup>, 2016 AT 6:00 PM

MINUTES

CALL TO ORDER: Meeting was called to order by Karen at 6:06pm. Directors present were Karen Latham, Marge Mackey, Chanse Brackett, and Toni Vincenzetti. Dick Latham was absent. Fire staff present were Mike Harvey, Fire/EMS Chief, David Anderson, Paramedic/FF, & Shanelle Hansen, Secretary. Guest present was Shannon Currier, Accountant. No public were present.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: Shanelle asked to add discussion regarding employee Christmas bonuses and 2017 Board Meeting dates.

APPROVAL ITEMS:

- 1.) Minutes from November 8<sup>th</sup>, 2016 Regular Meeting— Marge motioned to approve the Minutes as written. Toni seconded. Karen – Yes, Marge – Yes, Chanse – Abstained & Toni - Yes. Motion passed.
- 2.) Expenditures for the month of November – Chanse motioned to accept the November Expenditures. Toni seconded. Karen – Yes, Marge – Yes, Chanse – Yes & Toni – Yes. Motion passed.

PUBLIC COMMENTS: No public were present.

OLD BUSINESS:

1.) Building Update –

- a. Construction Invoice Reviews (DPA, PNCI) –The Board reviewed the Invoices as Mike went over them.

Toni motioned to approve the DPA Invoice. Chanse seconded. Karen – Yes, Marge – Yes, Chanse – Yes & Toni – Yes. Motion passed.

Marge motioned to approve the PNCI Invoice. Chanse seconded. Karen – Yes, Marge – Yes, Chanse – Yes & Toni – Yes. Motion passed.

- b. Cash Flow Review – Mike verbally reviewed the Cash Flow report and Expense Summary.

- c. Project Update – Mike reviewed the Non-conforming Work Log with the Board and discussed each item and recommendations for them

NEW BUSINESS:

- 1.) 2017 Amended Budget Hearing – Shannon stated there is no need to amend the 2016 Budget. After some review of some budget numbers for the year, the Budget looks just fine.

2017 Final Budget Approval - She reviewed the 2017 Budget verbally and answered the Board's questions.

Resolution to Adopt the 2017 Budget – Marge motioned to accept this Resolution. Toni seconded. Karen – Yes, Marge – Yes, Chanse – Yes & Toni – Yes. Motion passed.

Resolution to Set Mil Levies for Garfield County – Toni motioned to accept this Resolution. Marge seconded. Karen – Yes, Marge – Yes, Chanse – Yes & Toni – Yes. Motion passed.

Resolution to Set Mil Levies for Mesa County – Chanse motioned to accept this Resolution. Toni seconded. Karen – Yes, Marge – Yes, Chanse – Yes & Toni – Yes. Motion passed.

Resolution to Appropriate Sums of Money – Chanse motioned to accept this Resolution. Marge seconded. Karen – Yes, Marge – Yes, Chanse – Yes & Toni – Yes. Motion passed.

ACCOUNTANT'S REPORT – By Shannon Currier – Shannon reviewed the attached reports under 2017 Amended Budget Hearing above.

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 briefly reviewed this report verbally and answered the Board's questions.

Mike gave the Board the two insurance company proposals for General Liability Insurance in 2017. They had some discussion between the two policies and it came down to One Beacon (also called T. Charles Wilson Insurance) was comparable to VFIS as far as coverages, but they were just over \$8,000 less per year. Toni motioned to approve switching the General Liability Insurance to One Beacon effective January 1<sup>st</sup>, 2017. Chanse seconded. Karen – Yes, Marge – Yes, Chanse – Yes & Toni – Yes. Motion passed.

PUBLIC/BOARD COMMENTS: None

SECRETARIAL ITEMS – Shanelle Hansen:

- 1.) December Newsletter – Shanelle gave the Board the December Newsletter for review. She asked them to review the Newsletter and let her know by Friday if there are any typos needed or information added.
- 2.) Employee Christmas Bonus – Shanelle asked the Board if they would like to give the employees a Christmas Bonus this year. Marge motioned to give the same Bonus this year as the years prior, \$100 for full-time employees & \$50 for part time employees. Toni seconded. Karen – Yes, Marge – Yes, Chanse – Yes & Toni – Yes. Motion passed.

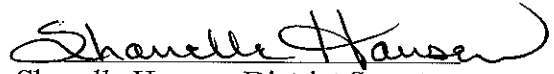
- 3.) 2017 Fire Board Meeting dates – In order to put the dates on the back page of the Newsletter, the Board needs to at least decide on what dates in the first 4 months of 2017. February's second Tuesday falls on Valentine's Day, so what day would the Board like to meet other than that date. Dates were given, but could not finalize without confirming with Shannon.

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

Approved by the De Beque Fire Protection  
Board of Directors on 1-10-17.

  
\_\_\_\_\_  
Karen Latham, President

Minutes Transcribed & Typed by:

  
\_\_\_\_\_  
Shanelle Hansen, District Secretary





## ADMINISTRATIVE REPORT

DECEMBER 2016

### Training:

- Mesa County fire officer training at De Beque November 28<sup>th</sup>. About 8 people attended. Discussed 2017 training schedule and live burn practice.
- Forest and Mike completed ACLS.
- Mike attended training on CO-WIMS and IQS

### General District Items:

- **Incident responses:** Report attached. Our calls are way up over last year. Last report De Beque had the highest percentage increase in Mesa County over last year.
- **Code Enforcement:** Reviewed the new school district sprinkler system and FDC location. We have a couple of additional business reviews also in the review process.
- **EMS Skills training:** All ALS providers have completed annual skills training and review. This is completed at St. Mary's under our physician advisor. BLS personnel will be completing their training by the end of December.
- **Rescue equipment:** The new rescue equipment has been ordered. Part of it arrived already. This is from a \$10,000 grant from Kush Gardens. The equipment is for high angle rope rescue and swift water rescue.
- **Community/Training room:** Gas company has scheduled second Tuesday of each month for the training room.
- **Communications:** The Grand Mesa microwave went down. The back-up system needed some additional programming. All systems are back-up and operational. We continue to work the "bugs" out of the system. Main and back-up are all function well now. Project is mounted and wireless operational. Finishing up the computer system.
- **Mesa County Fire Chief's Association:** No meeting in November
- **Public Education:** Jesse is working on the "free smoke detector" program. Jesse has contacted Home Depot which has donated approximately 13 detectors that the Fire District will make available to residents in the fire protection district as part of our fire aware program.
- **Garfield County Fire Chief's meeting:** Will be meeting in De Beque December 6<sup>th</sup>. Will have a verbal report.
- **QA meeting:** No major updates or issues. Forest will be working more with personnel on review of QA reports to get issues resolved. If issues are not

resolved then they will be forwarded to the Fire Chief for review and further remedial action.

- **Apparatus:** All apparatus is on-line. All engines and ladder truck passed pump testing. All fire hose is in process of being washed and prepped for summer and spring testing.
- **IT systems:** Continue to work on system and install cooling fans in tower cabinet.
- **Fire Code Adoption:** December 5th on final code adoption for Garfield County.
- **EMS Council:** Election of officers. Mike will remain on the council as rural ALS representative for the county but will be turning over the secretary duties to new council member from 911 dispatch. Discussed funding for the school safety day at De Beque Schools.
- **Command staff meeting:** Had a good staff meeting as discussed
  - Pre-plan update - discussion on inspection program
  - Garfield County Fire code adoption
  - Fire/RMS software program
  - Personnel evaluations
  - Apparatus and station inspections/cleaning
  - 2017 budget
  - Interface with law enforcement and department confidentiality
  - 2017 Fire I class
  - QA update
  - Training records issues/company training
  - Discussion about residency program
  - Round the table - Blue, Green Red crew comments
- **2017 budget:** Please review the health insurance proposal. Mike will be meeting December 7<sup>th</sup> with our current insurance provider and getting an updated quote so that the board can compare. I will forward this information as soon as I have it. Please review the previous proposal. Our liability policy renews January 1<sup>st</sup>. We will need to decide at this board meeting.
- **Personnel Evaluations:** In process.
- **Drug Testing:** 4<sup>th</sup> quarter random testing has been completed.

**Old Business:**

- **New Fire Station:**

Roof system – has been completed with decora ribs and the snow retention fence!  
Punchlist items have been completed. Architect will need to re-inspect the punchlist and non-conforming item list.

**Grants:**

**Energy Impact: Categories #1 and #3 are zeroed out. Extension has been filed and is in process.**

**MCFMLD Traditional Grant:** Final request has been submitted for the \$93,000 to close out this grant. We should have payment on that December 14<sup>th</sup>. I will attend their board meeting and answer any questions they have.

Thank you for your continued support.

Mike Harvey  
District Fire Chief

# Incident Response Summary for DeBeque Fire

For period 11/01/2016 Through 11/30/2016

Type of Incident	Current Year		Previous Year		Totals
	In Jurisdiction	Outside	In Jurisdiction	Outside	
<b>Fires</b>					
Cooking fire, confined to container	0	0	1	0	1
Trash or rubbish fire, contained	1	1	1	0	1
Forest fire, woods, wildland fire	0	0	1	0	1
Outside rubbish, trash or waste fire - not in container	0	0	1	0	1
	1	0	4	0	4
<b>EMS</b>					
Emergency medical incident	13	0	5	0	5
Vehicle accident with injuries	1	0	4	0	4
Vehicle accident, non-injury	0	0	2	0	2
	14	0	11	0	11
<b>Hazardous Condition</b>					
Natural gas or LPG leak (outside) Excludes odors with no so	1	0	0	0	0
Power line down - Excludes people trapped by downed lines	1	0	0	0	0
	2	0	0	0	0
<b>Service Call</b>					
Public service assistance, other	1	0	0	0	0
	1	0	0	0	0
<b>Good Intent Call</b>					
Dispatched & cancelled enroute	5	0	3	0	3
No incident found on arrival at dispatch address	1	0	0	0	0
	6	0	3	0	3
<b>Grand Totals</b>	24	0	18	0	18

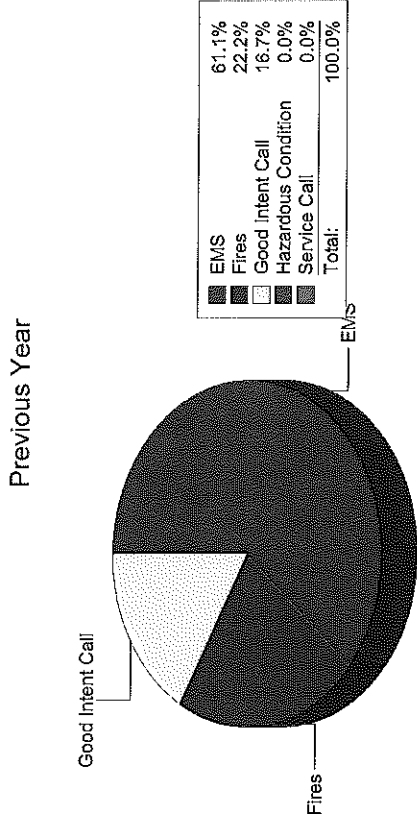
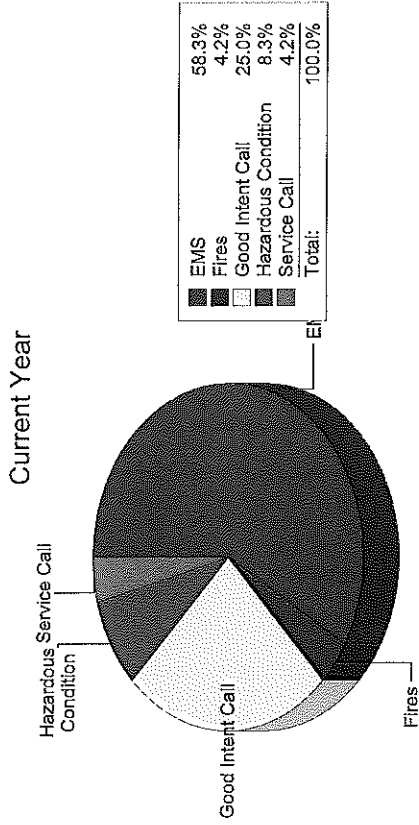
\* denotes that the incident occurred within the selected jurisdiction, but no units from that jurisdiction responded

# Incident Response Summary for DeBeque Fire

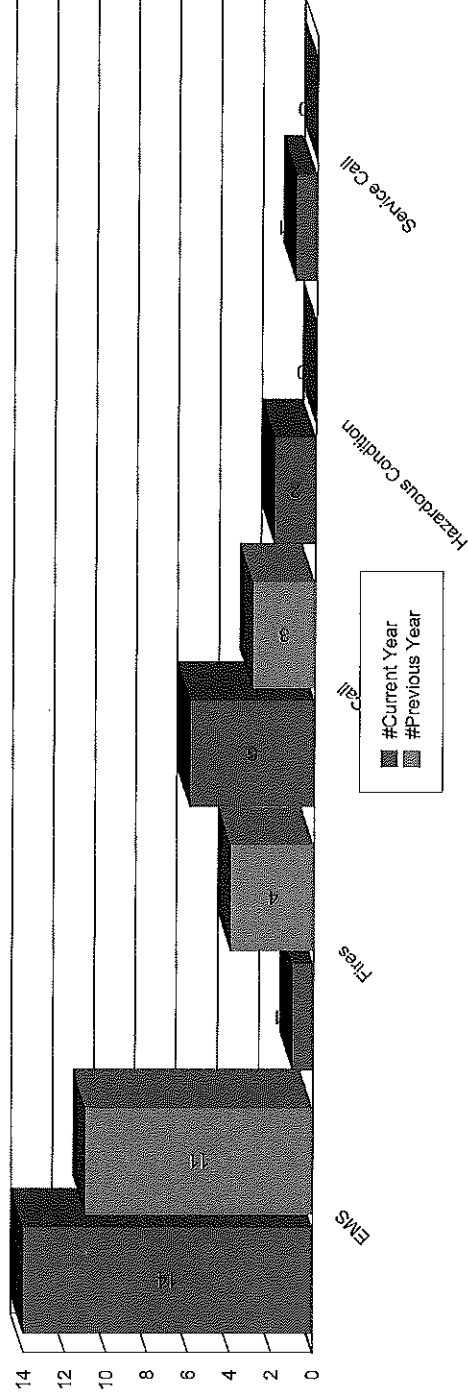
For period 11/01/2016 Through 11/30/2016

Type of Incident	Current Year		Previous Year		Totals
	In Jurisdiction	Outside	In Jurisdiction	Outside	

## Total Incidents by Category



## Two Year Comparison



\* denotes that the incident occurred within the selected jurisdiction, but no units from that jurisdiction responded

# Incident Response Summary for DeBeque Fire

For period 11/01/2016 Through 11/30/2016

Type of Incident	Current Year		Previous Year		Totals
	In Jurisdiction	Outside	In Jurisdiction	Outside	

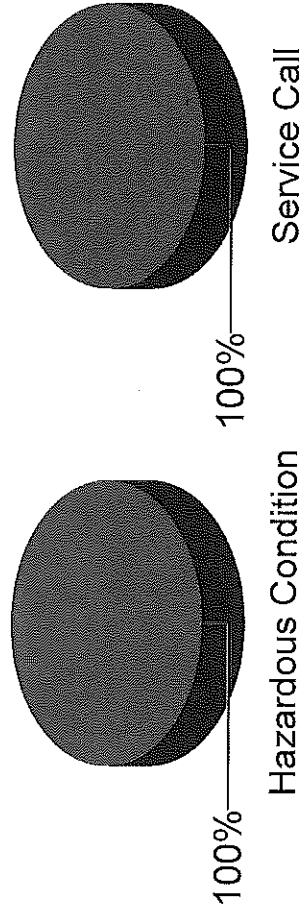
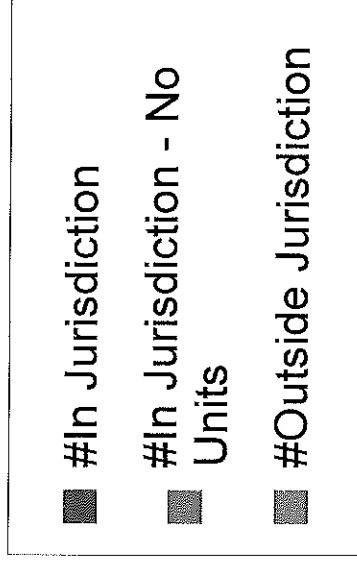
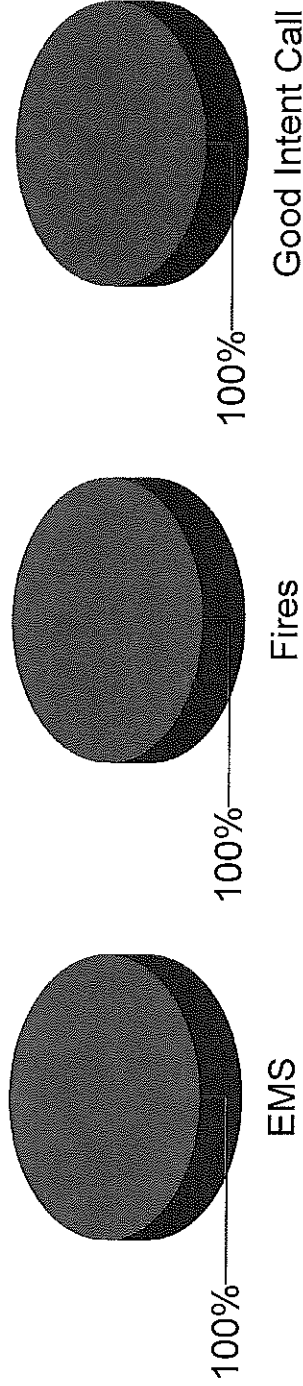
\* denotes that the incident occurred within the selected jurisdiction, but no units from that jurisdiction responded



# Incident Response Summary for DeBeque Fire

For period 11/01/2016 Through 11/30/2016

## Jurisdiction Current Year



\* denotes that the incident occurred within the selected jurisdiction, but no units from that jurisdiction responded