

REGULAR MEETING  
BOARD OF DIRECTORS  
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE  
MAY 5TH AT 6:00 PM

MINUTES

CALL TO ORDER: Meeting was called to order by Karen at 6:00pm. Directors present were Karen Latham, Marge Mackey, Chansé Brackett & Toni Vincenzetti. Dick Latham was absent. Fire staff present were Mike Harvey, Fire/EMS Chief, Ryan Rose, FF/EMT, David Anderson, FF/Paramedic, and Shanelle Hansen, Secretary. No public were present at this meeting.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: None

APPROVAL ITEMS:

- 1.) Minutes from April 16<sup>th</sup>, 2015 – Marge motioned to approve the Minutes as written. Chansé seconded. Karen – Abstained, Marge – Yes, Toni – Yes, Chansé - Yes. Motion passed.
- 2.) Expenditures for the month of March – Toni motioned to accept the March Expenditures. Marge seconded. Karen – Yes, Marge – Yes, Toni – Yes, Chansé - Yes. Motion passed.
- 3.) Expenditures for the month of April – Marge motioned to accept the April Expenditures. Toni seconded. Karen – Yes, Marge – Yes, Toni – Yes, Chansé - Yes. Motion passed.

PUBLIC COMMENTS: None

OLD BUSINESS:

- 1.) Architect/Building Update –
  - a.) Numbers Report By Shannon Currier – Shannon could not make the meeting due to a family issue. She emailed the reports to Mike. Mike reviewed the reports verbally with the Board. These reports showed the financial standing of the District with projections of different scenarios. Those scenarios being whether to build or not to build the new fire station and how much money the Fire District would have after.
  - b.) DPA Invoice Review – The Board reviewed the invoice. Toni motioned to approve. Chansé seconded. Karen – Yes, Marge – Yes, Toni – Yes & Chansé – Yes. Motion passed.
- 2.) Xcel Agreement Update with Guest Kathy Fay – Kathy Fay could not make this meeting. Something came up. Karen asked to table this discussion until the June meeting in order to give her time to review the paperwork. The Board agreed.
- 3.) Annexation Agreement Update – Mike stated he received the final draft of the Agreement from the attorney's. He asked if the Board reviewed it and is comfortable with approving and signing it. Marge motioned to approve the Annexation Agreement. Chansé seconded. Karen – Yes, Marge – Yes, Toni – Yes & Chansé – Yes. Motion passed.

- 4.) Policy Review – Insurance/Benefits Policy – 2<sup>nd</sup> Reading – Since this is a second reading and no changes were suggested to be made, Toni motioned to approve the Insurance/Benefits Policy. Marge seconded. Karen – Yes, Marge – Yes, Toni – Yes & Chanse – Yes. Motion passed.
- 5.) Meeting Dates for 2015 – The Board discussed Karen’s schedule for her trips to Denver to see if there needed to be changes made to the meeting dates. Shanelle brought up the Tuesday night conflicts with her and Marge in the fall and winter months. The Board decided to leave the meeting dates the same, on the second Tuesday each month, for now.
- 6.) Fire Chief Comp Plan Discussion – This item was tabled since Shannon was not present to weigh in on the legal and financial sides of this topic.

#### NEW BUSINESS:

- 1.) Special Review Process with Town of De Beque – Shanelle stated it is time to submit the Application for Special Review Use to the Town of De Beque. This Application is to receive the approvals of the Town Board to begin building the fire station. In order to get Mesa County Building Permits the Fire District will need to first have the Town’s approval of their plans. Shanelle asked the Board to officially give her permission to submit the Application Packet on their behalf. Marge motioned to approve Shanelle completing the Special Review Use Application process and submitting it to the Town of De Beque. Chanse seconded. Karen – Yes, Marge – Yes, Toni – Yes & Chanse – Yes. Motion passed.

ACCOUNTANT’S REPORT – By Shannon Currier – Shannon could not make the meeting due to a family issue. This item is tabled until the June meeting.

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 and answered the Board’s questions.

Mike updated the Board on the building project. He stated Doug with DPA emailed him the Workmen’s Comp Ins. requirements for the contractors who will be working on this project. Mike stated he will be working with Kirsten, the Fire District’s attorney on this matter. Mike asked the Board if they wanted the Bid to be limited to companies who are within 100 miles as the bid for Architects was. The Board answered yes, they would like to support local companies. Mike stated the bid will be in the same style of RFP/RFQ as for the Architect and will be sent out on May 25<sup>th</sup>.

The Architectural Drawings will be 100% complete on May 22<sup>nd</sup>. Doug plans to open the bid on June 25<sup>th</sup> and hopes to break ground sometime in late July.

Mike stated he has been getting asked by Fire Fighter/EMT’s working in other departments if they can come and spend time working in De Beque. He stated other departments allow for guys to spend time at their stations as volunteers, but then when a call comes in they get paid for the call at an hourly rate based on their qualifications. Some departments pay those guys a flat rate of, for example, \$20 a day, to come and sit at their stations. This would be to help cover their fuel expenses in driving here. This is a benefit to fire stations as well as to the guys who want to do this. It helps guys from different departments get to know each other and work together. It also helps the Fire District in that there are more hands available when a call comes in and the Fire District does not have to pay them for each hour there are no calls. Saves the Fire District a lot of money & helps the guys get calls and training. Mike

would like the Board to allow him to pay a person \$20 a day to come and sit at De Beque – especially on weekends, when the most calls are generated. The Board agreed by general consensus to do so.

**PUBLIC/BOARD COMMENTS:** Marge asked about EMS Week – is the Fire District doing anything for it this year? Mike said he can buy some caps, it has been a while since everyone received new caps and the old ones are getting wore out. The Board agreed by general consensus to have Mike purchase new caps for all employees.

Marge stated graduation is on May 19<sup>th</sup> this year. The Fire District has a Junior Fire Fighter who will be graduating high school and asked the Fire Board if they would approve a graduation gift for him. It was decided to get him a graduation card and a gift card of \$50.

**SECRETARIAL ITEMS – Shanelle Hansen:**

- 1.) May Newsletter – Shanelle stated this is not ready yet, still waiting on an article from Forest. As soon as it is finished she will email it out to the Board for approval and then print it up and mail it out.
- 2.) Grand Valley Vacuum Truck Service Storage Unit – Shawn with GVVTS stated they would like the Fire Board to either buy the contents of the storage unit for \$2500 or give them a donation receipt for \$25,000. The contents of the storage unit are several desks, a refrigerator, microwave, a copy machine, printer, 2 shredders, board room tables, folding chairs, stacking chairs, water bottle cooler/hot & cold dispenser, IT Rack, shelving, and other misc. office supplies. The Fire Board stated that is too much money for used items and declined the offer.
- 3.) Vacation – Shanelle stated she will be leaving on vacation June 4<sup>th</sup> and will be gone thru June 14<sup>th</sup>. She will not be attending the June 9<sup>th</sup> Board meeting. Shannon will be doing payroll while she is gone.

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

Approved by the De Beque Fire Protection  
Board of Directors on 6-9-15.



Karen Latham, President

Minutes Transcribed & Typed by:



Shanelle Hansen, District Secretary





# ADMINISTRATIVE REPORT

## MAY 2015

### Training:

- Mike attended the annual Fire billing refresher.
- Dave Anderson completed the Fire Instructor I course. Will be doing state testing in May.
- Forest completed his Pediatric Advanced Life Support (PALS) card renewal
- The Fire District did a Heartsaver CPR class for the De Beque School District – We had around 40 students.
- Josh will be doing a fire extinguisher class for Kush Gardens the end of this month. We offer this as a public safety education for all people in the district.

### General District Items:

- **Incident responses:** Report attached.
- **Wildland Fire:** Still have some personnel to finish up annual refresher and arduous testing.
- **Blacks Hills Water Plant:** We toured the Black Hill Water treatment plant. We will need to be looking at getting some confined space rescue equipment and get more training for our personnel. We are seeing an increase in confined spaces in our district.
- **Communications:** Attended the 911 Communications center Board Meeting concerning the "Active 911" app. We have also been working with 911 Center for the possible installation of a paging transmitter at the new fire station location. 911 board approved spending \$20,000 to set up the interface for the Active 911 application for all departments in Mesa County. Mike will be attending a meeting on May 20<sup>th</sup> concerning the radio coverage evaluation for the County.
- **Mesa County Fire Chief's Association:** Did not attend. Nothing new. Some minor dispatching changes.
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- **Garfield County Fire Chiefs Association:** Have not had a meeting in May yet.
- **EMS Council:** Did not attend due to a call. EMS week is in May.
- **QA meeting:** Nothing new. Primarily data collection.

- **Reserves:** I have two new people that are working on apply for a reserve status with the district. They will be or have gone through the hiring process. One will need an interview. I would like the Board to consider a small fuel expense stipend for these personnel. We can talk more about it at the Board meeting. I will also be checking into some additional benefits we can offer to these reserves. Reserves have to have EMT and FF quals. We will also need to order more equipment as we get more staff. This will save us money on wages in the future.
  
- **Apparatus:** Waiting to schedule the annual inspection on Truck 81 (ladder). Engine 82 and Tender 81 had inspection and oil change. Engine 81 will be next and have a fuel leak repaired on the filler tube. Truck 81 will be next for service.
  
- **Expenditures:** Will be getting pricing on two set of budgeted bunker gear for our new equipment rotation. Will also order the budgeted nozzles for structure engines. We will probably be over on PPE due to the new employees.
  
- **Rescue 81:** Has been picked up. Brush 81 is in the station in its place.
  
- **Administration Computer:** I have not ordered it yet.

**Old Business:**

- **New Fire Station:**
  - We received a banner from DOLA for the project; however it is for the Kiowa Hospital District. I will be returning it. The banner is about 26 X 48". Like to place it on the fence on the east side of the property.
  - **MCFMLD grant:** The fall grant cycle starts again in August. I'm starting to prepare to submit the grant again- updated. I would recommend not stirring up things until after everything is said and done and let me address it at a later date.
  - We are having an engineering meeting on Tuesday and will have more information at the Board meeting.
  
- **48/96 crew schedule:** Nothing new.
  
- **Junior Firefighters:** We are down to 2 active Jr. FF. They are older Jr. FF and have issued pagers to them. I will be ordering some pants ect.. for them so they can help with mop-up and minor wildland incidents. This fall we can recruit more students. We are continuing with their education.

**Grants:**

**CREATE:** Got a grant for Patrick's but they cancelled the course. Pending is Ryan and Spencer's grant for EMT and EMTI.

**FF Safety and Health:** Extractor. We did not get this grant.

**MCFMLD Traditional Grant:** Re-applying in August.

**EMTS Grant 2015:** Will be applying for a “megacode Kelly” for training to replace our old Annie. Grant notification is in June.

**2014 VFA grant** – Finally got notification of award for over \$2,200.

Thank you for your continued support.

Mike Harvey  
District Fire Chief