

SPECIAL MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE
MAY 22ND AT 6:00 PM

MINUTES

CALL TO ORDER: Meeting was called to order by Karen at 6:00 PM. Directors present were Karen Latham, Marge Mackey, Toni Vincenzetti, Dick Latham & Chanse Brackett. Fire District staff present were Mike Harvey, EMS Chief, and Shanelle Hansen, Secretary. Guests present were Shannon Currier, Accountant, and (Buddy ??) from Hangar 41. There were no public present.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: Karen passed out an email regarding term limits & de-brucing for the Board to review. She asked for this item to be added for discussion to this Agenda and then added to the June Agenda for a vote.

APPROVAL ITEMS: None

PUBLIC COMMENTS: None

NEW BUSINESS:

- 1.) RFP/RFQ Review – Dick asked about the architect who did work over in Palisade and Mesa, how did their stuff work out? Mike said they did a good job.

Dick stated the previous Board set a 100 mile radius and he noticed Hangar 41 is located in Denver. He did not want to offend anyone, but he really did not review that proposal too closely due to the fact they were outside of that radius. This would cut the costs of mileage to and from Denver. Karen asked Buddy if they used local people for their projects. Buddy answered they consider themselves a local company since they do have an office in Grand Junction, it is just that their main office is in Denver. They do not add mileage on as a fee in their proposals, they count that as just a cost of doing business and do not extend that cost on to the customer. They have worked all across the country so travel is not an issue for them.

Karen stated the architect needs to be chosen so the Board can move forward with the DOLA Administrative grant. Then the Board needs to decide if they want to keep the current plan of the fire station and/or build it in stages.

Chanse said he has not ranked them yet. Mike Harvey said he sent out a ranking sheet to the Board member's emails. Shanelle provided a copy of that sheet to the Board members who did not yet have one.

Marge stated she had noticed Hangar 41 did not have a cost estimate or a time layout. Buddy stated he could provide that cost estimate, but the time layout would be difficult to provide with the information initially given.

Dick stated he thinks the Fire District should put together a Building Fund before going too far on this project. Could the architect help the Board look at modular options or building one piece of the building at a time while at the same time trying to add to the Building Fund. Buddy stated any architect could help with that.

Karen said getting an architect on board could help to answer so many questions that have been continually asked over the years.

There was more discussion on the different proposals while the Board tried to line them up on who they liked the most. After much discussion they Board decided to take the proposals home to review more closely and to have their top 3 companies picked out for the June meeting. In the June meeting the Board can vote to invite the top 3 companies to a future Special Meeting for the purpose of individual presentations.

- 2.) Land Survey at Crews Quarters (4580 I-70 Frontage Rd.) – Shanelle provided the Board copies of the Land/Topo Survey for review. She stated there are several copies of the survey so there will be plenty to give out when needed for architect and construction.

There was discussion regarding the floor plan of the fire station design. Mike helped to identify what each room was and the fixtures within those rooms shown in the drawing. Mike explained what each room could potentially be used for and what rooms may not be needed. There was discussion on what features would be needed in the new fire station, Schlumberger and possible arrangements for the sewer lift station, etc.

The Board received a letter from Bill Nichols stating he was interested in irrigating and haying the property at 4580 I-70 Frontage Rd. Mike stated he spoke with Bill and they discussed the irrigation and what would be needed to farm the property.

- 3.) Added by Karen Latham – Term Limits & De-Brucing – Karen stated by the next Board meeting in June the Board has to determine whether or not to add these two issues to the November Ballots. They will both need to be voted on by the residents of the District. In regards to Term Limits, that is self-explanatory, does the Board want to remove them, right now it is set at two terms.

Karen asked Shannon to clarify the 5.5% Revenue Limitation. Shannon said under the current law the Fire District can only increase their revenues by 5.5% each year. What De-Brucing does is to make the Fire District no longer limited by that 5.5%. Karen said this has to go to the voters and if the Board wants to change that, then it needs to be on the November Ballot. It needs to be done by the June meeting in order to give Larry and his office time to meet the election deadlines that are coming up.

Shannon further explained that when the District was initially formed, there was a question on the ballot that removed the District from the Tabor limit. But, the wording was not such that Larry feels the District is also exempt from the 5.5% limit. The Colorado Dept. of Local Affairs thinks the District is NOT subject to the 5.5% limit, but Larry, as our attorney, thinks it is. That is why he is recommending the Board puts this question on the ballot again to clear the matter up once and for all.

Toni said the ballot question should be written in plain English so people understand what they are voting for.

Shanelle asked to clarify the 5.5% limit in as simple language as possible. She stated if the revenues dropped in 2014, which is what they did in 2013, and then in 2015 the market improved and the evaluations went back up again, say it went back up in value 10%. Under the 5.5% limit the Fire District could only collect 5.5% of that revenue increase instead of the entire 10%. This cripples the Fire District when trying to recover drops in revenue. This is NOT raising the mil levy, it is just saying that as the tax revenues rise and fall, the Fire District's revenue can rise and fall at an equal rate with the rest of the market. If the tax evaluations raise 10%, the Fire District's revenues will also raise 10%. It will still be subject to the same 4 mils, the Fire Board would not be asking to change that at all. Karen stated if this issue went on the Ballot this fall, it would simply be to clear up the discrepancy between what the State thinks and what our attorney thinks in his review of the previous ballot language back when the Fire District was first formed. Toni said that Ballot needs to be written in plain English. Shanelle stated Tabor dictates how the Ballot reads and unfortunately the wording will scare the public by saying that the Fire District's revenues will be increased, making the general public believe the mil levy is going up. Shanelle stated the Fire Board is going to have to do a lot of public relations work to get the message across.

NEW BUSINESS:

- 1.) Karen stated, on a side note, there were some employees that spoke about the equipment in the employee survey she sent out for the Strategic Plan. Apparently there are some pieces of equipment that do not get used and they would like to see replacing those pieces with one that would serve the District better than the other 3. She said she would let Mike explain.

Mike said the equipment is 5 years old and right now there is a good market for used equipment. Rosenbauer representatives came by the other day and while looking at the equipment they noticed the Fire District was not utilizing all of the equipment. Mike said he could show the Board records on the amount of use each piece of equipment gets if they would like to see them. The Fire District has limited personnel and it would be more efficient operations to consolidate two maybe three units into one. There is a new Rescue Pumper that looks to be able to meet our needs. The Rosenbauer reps took the mileage on the unused trucks and discussed trading or selling them to cover the cost of a new truck. It might be a wash where the Fire District would end up with a new piece of apparatus for no capital outlay. Mike said he will discuss the removal of those pieces of equipment with the ISO inspectors. They recently did an ISO inspection and we do not want the rating to be adversely effected by making the swap. This trade is something worth looking at. Marge said that could cut down the number of bays needed in the new fire station.

Dick commented that he was watching TV the other morning and the news was discussing about Lyons Fire Department. They had a lot of their fire trucks basically float away with all of that flooding that happened last year. They are hurting pretty bad over there for equipment. Dick said he has thrown the idea out to different people of the community of possibly donating one of the unused pieces of equipment

the De Beque Fire District has to Lyons Fire Department to help them out. He stated he was surprised by the positive reception he received to that comment. He just wanted to throw the idea out to the Board for them to think about.

Karen asked if it is possible to start a Building Fund this year. Shannon said absolutely. It has been talked about in past meetings when the Board has discussed earmarking funds. She stated there needs to be funds allocated for large maintenance items, equipment replacement and also for future building of the fire station. The net assets should reflect the allocation of those funds for those specific reasons. Karen asked if this needs to be done by Resolution or can it just be done internally. Shannon said it can be done internally, but if the Board wants the allocations to reflect on the Financial Statements, then the Board needs to follow the steps according to GASB (Governmental Accounting Standards Board). Paul Miller the auditor will be here at the June meeting to present the audited Financial Statements for 2013. That would be a good time to ask him those questions. Karen said she thinks the allocation of funds is important to begin doing. Karen asked Shannon if she could bring to the June meeting the information she provided before on allocation of funds. Shannon said if the Board votes to allocate the funds it can be worked into the Strategic Plan. Mike stated the Strategic Plan would then show the Fire District has done planning for the future, which is beneficial when seeking grants.

Dick stated it would also be beneficial to build a capital reserve fund. Just in case the future revenues continue to go down there would be enough reserves to cover operating expenses. Mike stated the school board he serves on maintains 6 months of operating expenses in their capital reserve as a matter of policy. Dick stated when he was on the school board they had 2 ½ years of capital reserves. It came in handy when they needed it. It was there, but it went away in a hurry when the revenues dropped for a couple of years.

Shannon said the Board will need to decide what funds they want allocated each year and for what purposes. Karen stated this needs to be voted on and decided before she can finish the Strategic Plan, which needs to be done by August, which is when the DOLA grant is due.

There was additional discussion on the possibility of trading in unused equipment for a newer, more useful truck/engine.

ACCOUNTANT'S REPORT – By Shannon Currier – Shannon stated she is almost finished with the calculations on the back overtime pay. She has made it far enough to be able to give the Board the worse-case number of the total payout for the back pay. Before the checks are cut, there are a few issues that need to be worked out, but they should be done by the June meeting. She asked if the Board would like to approve the expenditure tonight so the checks can be done by the next meeting. Karen asked Shannon how this payment on the back overtime is going to affect the Budget, it was not something anyone planned on. Shannon answered it sure was not, but with the money saved on Nick's salary for the remainder of the year, depending on how things go with employees for the rest of the year, the Budget should be OK.

Shannon said she had talked to the Auditor, Paul Miller, and told him about this issue since she felt it would/should affect 2013's final numbers. He stated it does affect those final Financial

Statements. She is going to get the numbers to him so he can make those changes by the next Board meeting.

Marge motioned to allow Shannon to finalize the numbers for the back overtime pay and to go ahead and cut those checks to the employees. Toni seconded. Karen – Yes, Marge – Yes, Toni – Yes, Dick – Yes & Chanse – Yes. Motion passed.

FIRE CHIEF'S REPORT – Dick asked Mike where he is with the clean-up out at the property. He asked if there has been any interest/bids on the project. Mike said he has met several companies out at the property and so far has only received one bid. The bids are due by the 30th of May. Dick said he would like to make a decision at the meeting on June 10th so they can get started right away. Dick asked if any of the companies had talked about how much time it would take. Mike said no, but he told all of the bidders the Board wants to get started on it right away and get it cleaned up as soon as possible. Dick said he would like to get it cleaned up by June 30th if at all possible. Toni said that is how she feels about getting water on the property. She is glad Bill Nichols was contacted and is interested in doing that. Mike said Bill will be meeting with him over at the property tomorrow. There was more discussion on how much work is needed and how much time it will take. Dick said he would like to hire that same contractor to move the Quonset building and get that done as well.

Mike said he would like to speak to the Board regarding the fact they have to do pump testing annually. Right now they have to take the trucks out of the District down to Clifton. Mike said he would like to see, while the company is here to move the Quonset building, they dig us a pump test pit. Mike explained that pit is actually a couple of septic tanks and you fill one up with water and then run it through the truck to blow it out the other side into the other septic tank. You run a (veto?) gauge on it and run the water through for about 20 minutes. This tests the pumps to make sure they are working OK. Mike said his thought was, as they are looking at where to put the Quonset building they can find a place suitable to dig a couple of holes and put the septic tanks in the ground and be done with it. This way the pit can be used every year to do the necessary testing. Mike said he would ask the contractor to give us a price on it before doing the work for the Board to approve. Karen asked when the testing is due again. Mike answered in the fall. Mike said this is something that will have to get done eventually but it is something that can be used right away.

Mike said he and Shannon met with Michael Santo, the Labor Attorney. He has been talking to the employees regarding the fact there are going to be changes coming up regarding their schedules so they won't be surprised. Mike said he has asked Shannon to run the payroll numbers against the Budget to be sure they will work with the new scheduling and payroll. Right now the employees are on a 4 days on and 4 days off schedule. The guys who live here in town are on call at night. There is one guy who lives in Junction who does not have to respond at night. That is not fair to the other guys. According to the labor attorney Mike can make him stay in the Crew's Quarters and not pay him extra during the days he is on shift. That is not, in Mike's opinion, very ethical. If he was the employee he would not hang around for that. Mike said he has been thinking about going to a 48/96 schedule. It will solve some problems of sometimes people leave town at night after hours even though they are on call. There have been some extended lunches, they are kids so that will happen. On a 48/96 they will be together and on duty for the entire 48 hours and will stay at the Crews Quarters for their entire shift. They would take the Ambulance and Rescue over there to be able to respond right out the door. This would be a regular fire department shift schedule just like everyone else. Mike said, when they

get to that point he will have more information for the Board on the different kinds of shifts fire departments can do.

Mike stated there is what is called a Kelly shift, where the employee works 24 hours on and then is off 24 hours. A person does that 3 times and then has 3 days off. The 48/96 shifts are where the employee works 2 full days and then has 4 days off. The employee actually ends up with more time off for family time by doing it that way. More and more fire departments are doing it that way. The problem with this schedule is, in the busier systems, the employees are up all night and all day for 2 days straight. It is not healthy in the busier systems. For a system like De Beque's, where it is a lot slower it works very well. There are some other benefits that Mike and Shannon have discussed that would save the District some money. Once it gets closer to that point he stated he will have Shannon run the numbers and present it to the Board in detail. Mike said he is kind of excited about the 48/96 shifts. Shannon said she thinks it is a good idea, with a smaller department it is not as busy so it should work out well.

Karen asked Mike if he intended to get a volunteer pool together. Mike said he would like to have the core group of full time guys who are highly trained and then fill in the shifts with part time. They really need 3 guys to cover an EMS call. That is the majority of the calls the guys go out on, is EMS. There should be at least 2 people on the ambulance and 1 in the rescue truck. The caveat being, the Board needs to understand, if there is a structure fire there needs to be at least 4 guys. The 2 in/2 out rule. If there are not 4 guys – no one can enter the structure. Luckily there are not that many structure fires. Mike said the Board needs to be very clear the District does not meet NFPA standards on the number of employees per shift. The initial fire crew can immediately begin defensive operations and as more on-call people show up to where there are at least 4 people then they can make entry into the building. That being said none of the guys who are on-call will miss a structure fire...they will be there! It has been a year and a half since there has been a structure fire. Cost benefit vs. Risk, the Board needs to decide what they want to do with that. The volunteers Karen is talking about Mike said he will make sure they are fully qualified to NFPA standards. If the District puts people in a fire who are not properly qualified and heaven forbid someone falls through a floor, then the Chief, whoever he may be, will be held grossly negligent and he does not want to go to jail! The other thing with the volunteers, they will have to be equipped with PPE (Personal Protective Equipment) such as bunker gear. The Fire District currently does not have enough to outfit people. Down the road that can be budgeted – to try and build it up.

As far as the residency program, there are 6 bedrooms available in that house. They can actually make seven by putting up a wall. He talked to the college, they have a Wildland Fire Associates Degree there and that is what we do. Maybe some of the college kids would want to come up and stay in the house. The Fire District would train them to NFPA standards. They go to college, they go to the jobs and then then stay in the house at night. They would then be on call to respond as needed. That would provide the extra people. There is a bunch of stuff that he can do, but it will take time to build it up.

Dick asked if it would be hard to make specific schedules work. Memorial Weekend is a big traveling weekend that may have more calls, in the winter time there would be big storms that are expected/forecast, a person could predict when there would be busier times. Could the scheduling be adjusted accordingly? Mike said they could shift people back and forth. Other departments staff up during busier seasons and then will school down during slow times. With the High Plains software system it can actually poll the calls in the system and determine the number of calls and even the time of day. He went on to explain how he has worked for other

departments and how they have handled busy times of day. He also explained how the emergency system itself automatically covers busy times for all of the departments. There was more discussion on volunteers, training, junior firefighting program, etc.

Mike added there is a light fixture that burned itself out and even burnt the wires in the attic as well. If the Board is OK with him calling an electrician he can give one a call and get it replaced. He also informed the Board the Timberwolf has not had a service since it was bought and it now has 5,000 miles on it. The price is \$390 at Hanson Equipment. It will get a grease job and the air brakes checked as well. There will be a 10 point inspection. He feels preventative maintenance is good.

SECRETARIAL ITEMS: By Shanelle Hansen –

- 1.) Contact List – Shanelle provided the new/updated Board Contact list to everyone.
- 2.) Board Payroll – Direct Deposits, Payroll Documentation (Copy of SS Card & DL) – Shanelle said she still needs copies of payroll documents from a few new Board members. Shanelle also stated the Board can choose to have their monthly check direct deposited if they would like. If they want to receive their money that way then she has a form they will need to fill out. If they do not want it direct deposited, that is fine, she will put the monthly checks in the Board Packets when delivering them. Dick and Chanse stated they did not even know they got paid. Shanelle stated they get paid \$100 for each meeting with a maximum of \$1600 a year. That covers 12 monthly meetings and 4 special meetings. If there are more than 4 special meetings then there will not be extra compensation for those meetings. This year might be the first year the Board will exceed the 4 special meetings. Karen and Marge will be SOL come the end of the year!
- 3.) Picture – There used to be a picture hanging over the glass doors that was made for Nick. He took the picture with him – as he should. It was a very nice picture of some of the District's equipment in a field. She asked the Board if they would mind if she were to have another one made with Fire District money so that it will stay with the Fire District as a nice decoration. She priced the picture at Plaza Reprographics and it would be 1ft by 4ft, approximately. It would be \$48 for the picture itself – and then it would need to be framed. Does the Board approve of her making that kind of a purchase? Toni said she thinks it is a nominal cost and she would like to see the fire station looking nice. Chanse said he does not care. Dick said he does not have a clue, he does not really care. Shanelle said she could just go do it, but she did not want the Board to think she was being frivolous and spending money on stuff that is not needed. Karen and Marge said they also did not care.

Dick asked where Shanelle and Shannon are at with the billing. Shanelle said they have been busy looking into other things and have not discussed the billing yet.


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

Approved by the De Beque Fire Protection
Board of Directors on 6-10-14.


Karen Latham, President



Minutes Transcribed & Typed by:


Shanelle Hansen, District Secretary