

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE STATION
August 11th 2020

MINUTES

CALL TO ORDER/ROLL CALL:

Pursuant to notice, the regular board meeting of the De Beque Fire Protection District was called to order by Vice President Marge Mackey at 6:08 PM on Tuesday, August 11th 2020.

Directors present: Cynthia Farris, Melanie Hansen, Dustin Koehler, and Marge Mackey. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.

Mrs. Hansen moved to excuse Annette Tanner and Dusty Koehler from the Board Meeting. The motion was seconded by Ms. Farris.

Vote: Cynthia Farris, aye; Melanie Hansen, aye, Dustin Koehler, absent; Marge Mackey, aye; Annette Tanner, absent; Motion passed.

Others present: Shannon Currier - District Contract Accountant, and District Fire Chief, Mike Harvey. No public was present.

Social distancing rules were observed.

The pledge of allegiance was recited.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: Vice President Marge Mackey inquired if there are any corrections or additions to the agenda. None presented.

APPROVAL ITEMS:

1) Minutes from the July 14th, 2020 regular board meeting were reviewed by the board. The minutes were accepted as presented.

Melanie Hansen moved to accept the July 14th, 2020 regular meeting minutes as presented, seconded by Ms. Farris.

Vote: Cynthia Farris, aye; Melanie Hansen, aye, Dustin Koehler, absent; Marge Mackey, aye; Annette Tanner, absent; Motion passed.

PUBLIC FORUM: There were no requests to speak.

OLD BUSINESS:

- 1) There was no old business to address.

NEW BUSINESS:

- 1) Audit – Paul Miller called by phone and reviewed the audit with the Fire Board. The Board asked various questions and discussed the audit with Paul. There were no areas of concern. Mr. Miller also discussed the operations within a small agency and the separation of duties so that there are checks and balances within the system. The Board is currently reviewing and initialing all expenses and the payroll has two separate people reviewing payroll items with an outside accountant review which is considered a best practice. Shannon Currier also stated that the extension was filed for the audit which is normally due July 31st, however due to CoVid an automatic extension was requested allowed. The audit is due to be filed by no later than September 30th. The board had no further questions concerning the audit.

Ms. Farris moved to accept the 2019 audit as presented. Mrs. Hansen seconded the motion.

Vote: Cynthia Farris, aye; Melanie Hansen, aye, Dustin Koehler, absent; Marge Mackey, aye; Annette Tanner, absent; Motion passed.

- 2) September Board Meeting: The Board discussed rescheduling the September Board meeting due to absences and no business to discuss. The September and October Board meetings will be combined and held on October 14th at 6:00 PM. Chief Harvey will post the meeting as required.

FINANCIAL REPORT AND UPDATES

- 1) Shannon Currier, Fire District Contract Accountant provided the board with electronic copies of the financial statements through the end of June 2020. Mrs. Currier reviewed the documents and year to date financials with the Fire Board.

Mrs. Hansen moved and seconded by Ms. Farris to accept the June 2020 financials as presented.

Vote: Cynthia Farris, aye; Melanie Hansen, aye, Dustin Koehler, absent; Marge Mackey, aye; Annette Tanner, absent.

Motion passed.

Ms. Farris moved and seconded by Mrs. Hansen to accept the June 2020 expenditures as presented.

Vote: Cynthia Farris, aye; Melanie Hansen, aye, Dustin Koehler, absent; Marge Mackey, aye; Annette Tanner, absent.

Motion passed.

District Accountant Shannon Currier reviewed the current insurance write-offs for June 2020.

Mrs. Hansen moved to accept the insurance adjustments for the month of June 2020 in the amount of \$1,774.77 and bad debt write off of \$6,829.59 for a total write off and adjustments of \$8,604.36. The motion was seconded by Ms. Farris.

Vote: Cynthia Farris, aye; Melanie Hansen, aye, Dustin Koehler, absent; Marge Mackey, aye; Annette Tanner, absent.

FIRE CHIEF REPORT: The board received his written report by email prior to the meeting. Chief Harvey gave a short briefing on the status of the Pine Gulch Fire and the expenses associated with the fire. No other staff was present due to the fire.

BOARD ITEMS AND COMMENTS: Chief Harvey will get Dusty and Cynthia set up for Fire District emails.

ADJOURNMENT: Ms. Farris moved to adjourn the meeting. Mrs. Hansen seconded the motion to adjourn.

Vote: Cynthia Farris, aye; Melanie Hansen, aye, Dustin Koehler, absent; Marge Mackey, aye; Annette Tanner, absent.

Motion passed.

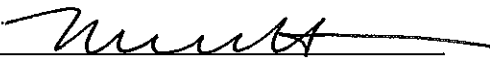
Meeting adjournment at 7:18 PM.

Next regular meeting: October 14th 2020 at 6:00 PM.

Approved by the De Beque Fire Protection Board of Directors on October 14th, 2020.


Annette Tanner - President




Melanie Hansen – Secretary/Treasurer