

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIREHOUSE
June 17th 2019

MINUTES

CALL TO ORDER: The regular board meeting of the De Beque Fire Protection District was called to order by Board President Annette Tanner at 6:00 pm on June 17th 2019. Directors present were Annette Tanner, Marge Mackey, Melanie Hansen, and Sling Herrman. Toni Vincenzetti was absent. Also present was Shannon Currier - District Accountant, Paramedic/FF Ethan Harvey and District Fire Chief Mike Harvey. Public present: Sid Veale – Colorado Emergency Services Association (CESA) - Grand Junction Gallagher office.

The pledge of allegiance was recited.

Roll Call was taken.

Board President Annette Tanner requested a motion to excuse Toni Vincenzetti from the June regular fire board meeting as they had previously notified the Fire District that she could not be present at the meeting.

Marge Mackey moved to approve the absence as excused. , seconded by Sling Herrman.

Vote: Marge Mackey, aye; Annette Tanner, aye; Melanie Hansen, aye, Sling Herrman, aye, Toni Vincenzetti absent. Motion passed.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: Board President Annette Tanner asked for any changes to the agenda.

Annette Tanner requested that conflict of interest – New business item #3 be added to the agenda.

APPROVAL ITEMS:

- 1) Minutes from May 2019 regular board meeting were reviewed by the board. With the exception of some grammatical errors the minutes were accepted as presented.

Melanie Hansen moved to accept the May 14th 2019 regular board meeting minutes as presented, seconded by Marge Mackey.

Vote: Marge Mackey, aye; Annette Tanner, aye; Melanie Hansen, aye, Sling Herrman abstain, Toni Vincenzetti absent. Motion passed.

PUBLIC COMMENTS: Sid Veale, representing the CESA safety group presented the 2018 CESA safety award to the De Beque Fire Protection District. De Beque Fire Protection District was recognized for the reduction in workers compensation injury claims, firefighter cancer prevention program and the update and review of the injury return to work program. The De Beque Fire Protection District was one of three agencies in Colorado to receive the award. It was noted that this is the second safety award that the De Beque Fire Protection District has received in the past several years. The Board thanked Mr. Veale for coming to the Fire District regular board meeting to present the award and their appreciation of recognizing the De Beque Fire Protection District for our safety efforts.

Old Business:

- 1) Future financial discussion. Chief Harvey did not have any additional information for the board at this time. Chief Harvey and Shannon Currier will be meeting to work on the future financials for the fire district and will have information at the July regular board meeting.
- 2) Education Policy: Chief Harvey presented the training policy and training agreement for the second reading. The Board and Chief Harvey reviewed the policy and discussed some of the changes in the policy as well as some grammatical corrections. Due to a board member being absent, Chief Harvey stated that it would be good to table the policy for a third reading for the July 2019 board meeting.

NEW BUSINESS:

- 1) Attorney client engagement contract. The Fire Board reviewed the agreement with the legal firm, Ireland Stapleton to assist in providing legal assistance for the upcoming May 2020 election.
 - Marge Mackey moved, seconded by Sling Herrman to accept the Ireland Stapleton agreement as presented and to have Board President Annette Tanner sign the agreement.

Vote: Marge Mackey, aye; Annette Tanner, aye; Melanie Hansen, aye, Sling Herrman aye, Toni Vincenzetti, absent. Motion passed.

Discussion Items:

- 2) Equipment decommission: Chief Harvey presented a list of equipment to be disposed of which consisted of t-posts, old Toughbook laptops and assorted old broken radio equipment and computers. Chief Harvey stated that is good policy to track decommissioned equipment for removal from the asset list.
- 3) Conflict of Interest: Annette Tanner informed the board for documentation as per state statute of the conflict of interest. A previous board approved the contract prior to Annette Tanner being appointed to the board. Chief Harvey will contact legal counsel for the completion of the form required for such disclosure and notification of the state.

ACCOUNTANTS REPORT

- 1) Shannon Currier, Fire District Accountant provided the board with written copies of the financial statements through the end of April 2019. Mrs. Currier reviewed the documents and year to date financials with the Fire Board. Mrs. Currier presented the Fire Board and District Administration with a copy of the auditor report as required. Mrs. Currier stated that the auditor will try and make the July board meeting, however that is still tentative so that he can review the audit with the Fire Board. No action is required at this time.

Expense statements: The board reviewed the expense statements for the month ending April 2019.

- Marge Mackey moved, seconded by Sling Herrman to accept the April 2019 expense statements as presented.

Vote: Marge Mackey, aye; Annette Tanner, aye; Melanie Hansen, aye, Sling Herrman aye, Toni Vincenzetti, absent. Motion passed.

- Marge Mackey moved, seconded by Sling Herrman to accept the April 2019 financial statements as presented.

Vote: Marge Mackey, aye; Annette Tanner, aye; Melanie Hansen, aye, Sling Herrman aye, Toni Vincenzetti, absent. Motion passed.

- Marge Mackey moved to accept the insurance write off and adjustments as follows, seconded by Sling Herrman.

Vote: Marge Mackey, aye; Annette Tanner, aye; Melanie Hansen, aye, Sling Herrman aye, Toni Vincenzetti, absent. Motion passed.

April 2019

Insurance adjustments-	\$6,209.31
Write-offs	\$8,341.51
Total	\$14,550.82

The Board discussed the amount of bad debit and write offs. Chief Harvey will contact the EMS billing company to ask and see if they have an audit and any reason for the high amount of bad debit write-off.

Chief Harvey presented a labor time report for the different categories that ImageTrend system has been tracking that included training hours, PTO hours, call back hours and non-scheduled overtime hours. The report included the first six months of 2019. Chief Harvey discussed the demo personnel time keeping software contained within the Target Solution platform that would provide greater detail in tracking personnel time.

FIRE CHIEF REPORT: Chief Harvey presented his written report for the month of June 2019 which covered the various meetings, training and call volume for the Fire District. Forest Matis has completed all requirements to be a certified fire officer for a Captain position. Several of the staff took advantage of the local wildland fire courses. Paramedic Ethan Harvey has been release for unsupervised probation. Incident responses are still up at 13% year to date. Chief Harvey wanted to complement all of the personnel for their efforts in keeping the station and grounds looking good. Nate Voorhees and Cody Blair installed the gate for yard maintenance access and painting on the fence will start time permitting. 2nd quarter drug testing has been completed. The Colorado resource rate form (CRRF) has been submitted. First of July we will be posting the type 6 engine and ambulance for fire assignment to bring in revenues. No word on the SCBA grant. The radios are on order for the Volunteer Assistance Grant (VFH). Paramedic Ethan Harvey discussed the FireWise program that will be presented at the Wildhorse days. We collected some aerial video for the FireWise program of the Mesa Creek fire that occurred last week. We have a new junior firefighter. Ethan Harvey discussed the need for a water craft for rescues. We are experiencing an increase in river traffic. Ethan discussed the new decon procedure for fires for cancer prevention. Sling Herrman also discussed in increase in cancer prevalence in firefighters. Chief Harvey discussed his concerns over the increase in calls that have put personnel in harm's way and some of the protective equipment that he is considering for staff. Chief Harvey has requested a quote for a station

video security surveillance system. It will be of enough quality to be able to identify vehicle license plates that are coming into the station. Chief Harvey demonstrated a video on the use of drones for wildland fire recon.

BOARD COMMENTS: Annette Tanner gave out the new special district handbook to those present and a current legislative session update from special district.

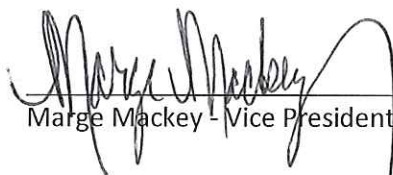
ADJOURNMENT: Marge Mackey moved to adjourn the meeting. Sling Herrman seconded the motion to adjourn.

Vote: Marge Mackey, aye; Annette Tanner, aye; Melanie Hansen, aye; Sling Herrman, absent; Toni Vincenzetti, absent. Motion passed.

Meeting adjourned at 7:35 PM.

Next regular meeting scheduled for July 9th 2019 at 6:00 PM.

Approved by the De Beque Fire Protection Board of Directors on July 9th, 2019.


Marge Mackey - Vice President


Melanie Hansen – Board Member

