

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE
MARCH 11TH AT 6:00 PM

MINUTES

CALL TO ORDER: Meeting was called to order by Joe at 6:00 PM. Directors present were Joe Feeley, Karen Latham, Marge Mackey & Annette Tanner. Fire District staff present were Nick Marx, Fire Chief, Mike Harvey, EMS Chief, and Shanelle Hansen, Secretary. Guest present was Shannon Currier, Accountant. Public present were Joshua Harris, Dan Hutton, Toni Vincenzetti, Brian Boals and Dick Latham.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: None

APPROVAL ITEMS:

- 1.) Minutes from February 10th, 2014 – Karen and Marge pointed out some grammatical errors, Nick pointed out that NIMS means National Incident Management System. Karen motioned to approve the Minutes with changes. Marge seconded. Joe – Yes, Karen – Yes, Annette – Yes, Marge- Yes. Motion passed.
- 2.) Minutes from February 17th, 2014 –Marge motioned to approve the Minutes as written. Annette seconded. Joe – Yes, Karen – Yes, Annette – Yes, Marge -Yes. Motion passed.
- 3.) Expenditures for the month of February – Karen motioned to accept the February Expenditures. Annette seconded. Joe – Yes, Karen – Yes, Annette – Yes & Marge - Yes. Motion passed.

PUBLIC COMMENTS: Joe asked if anyone from the audience had anything to comment on. No one had any questions at this time.

OLD BUSINESS:

- 1.) Update on Financing Progress – Shanelle presented the Resolution from Larry Beckner for the Board to review and sign. She stated this has already been approved by the Board in the last two meetings. Shanelle stated she forwarded this via email to the Board to review since Larry did not get it to her in time to put in the packets. This Resolution is in no way committing the Fire Board to any debt, it is just saying that when the time comes to sign financial papers the Fire Board has agreed to do so with Stifel Nicolas. Joe asked for further discussion on the Resolution. Karen stated she read it and there are no red flags that she can see. Shanelle said she would have Joe sign the original Resolution before he leaves tonight.
- 2.) Fire Station Design – RFP Review for Architects – Annette Tanner commented Larry emailed the Fire Board and stated he feels the District is jumping the gun on sending out an RFP/RFQ. She read his email with RFP attachment. Joe said the Fire Board just wants to get some information in from interested architects, there is no commitment at this time to hire anyone. In order to apply for the DOLA grant the architect cannot be hired until the money is granted. He stated he respects the attorney's opinion, but he does not see any harm in getting some RFP's to review. Annette stated there is some information she needs to finish

the RFP. There was discussion on the needed information. Annette said she could incorporate the RFP from the attorney with the RFP she is already working on. When she has finished it she will email it to everyone for them to approve it. Joe asked how many times the RFP has to be advertised in the paper? No one knew that answer.

Annette asked who the contact person would be in the RFP, if the people have questions regarding the project. Karen suggested Annette. Marge stated Annette or Shanelle. Annette asked who the Proposals will be submitted to. Joe answered to the Fire District Board. Karen stated those Proposals need to be submitted in a sealed envelope. Joe said whoever receives the Proposals, whether that be Nick or Mike, can separate the bid quote out. The bid information and qualifications can be distributed to the Board Members, but the bid quotes would need to be separate. Annette stated she can get with Larry and will finish it up. She asked if Shanelle would put it in the paper. Shanelle said she could. Joe said the Daily Sentinel would be the paper to advertise in. Annette asked if the paper in Glenwood Springs would be a good place. Joe suggested asking Larry if it needs to be advertised in both counties. Annette asked about the MCCA (Mesa County Contractors Association), did the Board want to advertise there as well? Karen stated she thought Chris Endresen suggested it. There was some discussion on whether or not to put limitations on where the companies are from, such as how far away from the project. It was decided to limit it to companies that are located within 100 miles of the project. Joe suggested putting the grant restrictions on the fact the Fire Board cannot hire an architect at this time in a cover letter so people will know up front they will be submitting their proposals, but no decisions can be made until Grant funding is established. Shanelle asked to clarify if the Contact person is for the newspaper ad when people call in to request the RFP packet. If it is to respond to that ad in getting the RFP packet sent to them, then she does not mind being the Contact Person, but if it is to be the Contact Person who will answer questions regarding the project then she feels it should be either Nick or someone from the Board. Annette stated there needs to be a person the RFP is to be sent to. Joe said it can be just the Fire District's address with no specific person named. Annette asked if the RFP and the RFQ will be sent out separately or request them at the same time. Joe stated they should be done together. Annette asked if the fire station design can be placed on the website. Mike Harvey answered yes. Marge motioned to have Annette finish the RFP she is working on, send it to Larry for review & then back to the Board for final review. Karen seconded. Joe – Yes, Karen – Yes, Annette – Yes & Marge – Yes. Motion passed

- 3.) Strategic Plan – Karen Latham – Karen stated there was a commercial programming questionnaire she received from Chris Endresen w/DOLA. She will send it out to everyone via email. She has continued work on the Strategic Plan and asked the Board to review it and make any suggestions or changes they see. Karen asked Nick if the equipment list and replacement schedule he gave her were set in stone. If they are, then she has worked the numbers and the amount of money that will need to be ear marked will be \$242,500 each year between now and the year 2032. Joe said the list is a proposal and is nothing the Board is going to be bound to. That number seems very high to him. Shanelle suggested to have Karen run those numbers with the assistance of Shannon. Shannon said she would be happy to help with them. Karen said she can look at the equipment list and write the replacement schedule another way, but this will be in the Strategic Plan so give her some suggestions on how it should look. Karen asked when the next newsletter will be mailed out. Shanelle said not until May, but it could come out in April. Karen said she would like to send the survey out in the Newsletter. Joe said it can be sent out as an individual letter, it does not have to be done with the Newsletter. He feels it should go out before the election and it should have a

cover page on Fire District letterhead. Joe motioned to approve the Strategic Plan survey and to mail it out as a special mailing. Marge seconded. Joe – Yes, Karen – Yes, Annette – Yes & Marge – Yes. Motion passed. Karen asked Mike if the survey can also be on the Website. Mike said yes.

Karen said she totaled the District demographics. She asked if the Board can take a look at these numbers and make any changes if needed.

Also, she has added to the Strategic Plan the purchase of a fire department records management system. She said it could be helpful since it can track training, certifications, JPR's, inventory, hose, ladder & pump testing, safety items, payroll and scheduling reports. She feels this should be in the Strategic Plan under Initiative. She also feels this should be done prior to the Strategic Plan getting finished. Annette stated the QuickBooks Enterprise program can track a lot of that stuff. Shannon said the Fire District currently has QuickBooks Pro 2014, as far as payroll goes QuickBooks can track that. Annette stated spreadsheets can be incorporated into QuickBooks to track other things as well. She is not sure the Fire District should buy additional software. Shannon said for all of the other aspects, the fire dept. records management system sounds great.

Karen said she will send the Strategic Plan to everyone and asked them to please look it over and make any changes and/or suggestions. Karen said she will also send out the employee survey. She also asked the Chiefs to review page 20 specifically and add to the overall analysis. Any section of the Plan that needs changed or adjusted please weigh in on it.

- 4.) Survey – Suggest Who to Send Bid Requests to – Shanelle stated in the last meeting the Board had requested to send out Bids to companies other than QED, but did not name what companies they would like. She asked the Board to clarify who they want to solicit bids from. There was some discussion. It was decided to send them to QED, Polaris, Peak & Bookcliff.
- 5.) Cost of Living Increase – Effective Date? Jan. 1st, Feb. 1st or March 1st? Shanelle stated the Board voted to give the COLA increase in the last Board meeting, but did not indicate when they intended it to be effective. Annette motioned for the COLA increase be effective on January 1st, 2014, and the employees get retro pay back to that date the difference in their checks. Marge seconded. Joe – Yes, Karen – Yes, Annette – Yes & Marge – Yes. Motion passed.

NEW BUSINESS:

- 1.) Salary / Payroll – Karen Latham – Karen said some of this stuff may go over into the Policy Manual discussion. Joe asked if some of it may have to go into Executive Session. Karen answered there is nothing on any specific employees so no, she does not think so. She stated she would like to review the time cards and asked for the time cards for the 1st payroll in January. She thinks that one pay period review will answer some of her questions. She asked Nick if he would put together a draft policy for establishing a work period. Depending on what the work period is changed to, would that change the pay period? If the work period is changed to 28 days, which is what a lot of other fire departments have, then would the pay periods need to be changed to the same? How would the time compute if the periods do not change? Shannon said if the pay periods were kept at twice a month then the 1st period of the month, payable on the 16th, would be paid as normal

with no overtime calculated. The second period paid on the 1st of the following month would have the overtime, if any, paid along with their regular pay. The work periods would be complicated to figure out. Nick said most of the departments who are doing the pay periods that way are on 48/96 schedules with 3 crews. We do not have the personnel to do that. Shannon said there may be issues where we can't do it yet, but it can be looked into.

Karen asked, if the Fire District is shorthanded, how about hiring more 'Volunteers' or even look at hiring some part time personnel to fill in the gaps.

In anticipation of a possible audit of the payroll records, she has a couple of sample time sheets she will send out to everyone. She wondered if payroll is currently being tracked in QuickBooks. Shanelle said she uses QuickBooks for the payroll and does input the information off the time cards each employee fills out. Karen asked if the leave and comp time is also tracked in QuickBooks. Shannon said the leave (vacation time) is tracked in QuickBooks, but the comp time is tracked separately by Nick in his books. Karen said, if an audit is done, that might be hard to justify. They usually like to have it all tracked together as complete payroll records. Joe said his understanding was that the Board was advised comp time should not be kept with the payroll records. Shannon said that was a discussion between the Board, she never recommended that herself. Annette said she had thought comp time could not be paid since, in the private world, it is illegal. She did not previously know it was OK for government entities. Joe suggested this Payroll discussion be tabled until the Board meets with the Labor Attorney. Nick said he has a list of stuff that will need to be discussed under an Executive Session and it may curtail some of this discussion. Joe said the Executive Session can be done at the end of this meeting. The other Board members agreed.

- 2.) Election Update – Shanelle handed out a Resolution regarding the election. Larry did not get this to her in time to include it in the Board packets. She did forward it to the Board via email. This basically designates Larry Beckner as the Election Official and gives him permission to proceed with the election. Annette motioned to approve the Election Resolution for 2014 Regular District Election. Marge seconded. Joe – Yes, Karen – Yes, Annette – Yes & Marge – Yes. Motion passed.
- 3.) Policy Manual/By Laws – Marge Mackey – Marge said she cannot even remember what she originally went to the Policy Manual to look up, she realized she had the old Manual so she asked Shanelle for a copy of the new Policy Manual. When she tried to look up a policy she noticed that the new book read differently than the old book. She then decided to go through the two books to figure out the differences and try and make sense of them, but the further she got into it, the more discrepancies she was finding. She decided to bring these discrepancies/differences to the Board for review so they can be clarified and fixed, if necessary, in the new Manual. She handed out a document outlining the differences to assist the Board in this review process.

On Pg. 3 under "Policies of the Board Relating to the Fire District". It states there is a 5 year time line for past employees to be on the Board. This is in the new Manual, but it was not in the old Manual. Why was this added and when? Nick answered he had talked to other Districts/Departments and they have this in place so an old employee with a grudge cannot get on the Board and create hate and discontent.

On Pg. 7, under "Fire Chief", #2 states that the Chief is answerable only to the Board President and on Page 11 it contradicts itself by saying the Chief is responsible to and supervised by the Board as a whole. When did #2 get adopted with that change because that particular line is not in the original Manual. Nick said Larry wrote all of this up. He stated he thinks Larry was saying the Chief is answerable to the entire Board, but he should only have one boss. The Board directs the President and the President directs the Chief. Marge asked if Larry can just change the By Laws and Policies, don't these have to go through the Board? Shannon said all changes have to be approved by the Board. Nick said when Larry wrote all of this stuff up, he had nothing to do with it. Annette said Marge is saying the old Manual and the new Manual are different. Marge said even in the current, new Manual, it reads as two different things. Marge stated in the old Manual the line where the Fire Chief is answerable to the Board President was not there, but now it has been changed in the new Manual. She is wondering if he can just change the Manual from one way to another. If the Board wants this change, how should it be worded properly?

Karen asked if the Manuals are an electronic file. Nick answered that he might have them. Karen stated that electronically they would be a lot easier to look at. Karen said she has noticed there are places that contradict other areas, she has thought for a while the Board needs to re-do the book. She said after the Board talks to Mr. Santos there may even be more Policies that will need to be added.

Marge stated the change happened between the old Manual and the printing of the new Manual. If the Board wants these changes, then they need to do an official amendment with the wording they approve for each Policy change. That is all she is saying. There are changes that have been made but have not been specifically approved of by the Board. She does not think Larry has the right to just make these general and numerous changes. Joe asked if the Board wants to refer this to the attorney and get his take on why it is written the way it is. Marge said he needs to tell us why page 7 is different from page 11, it needs to be one way or the other.

On Pg. 7, #3, in the old Manual at the end of this paragraph it goes on to state the rules and procedures will be enforced "as per Colorado Law Statutes". In the new Manual that particular wording has been left out. Should it not still be included, isn't our procedures Colorado procedures? Joe answered no, the procedures are our procedures, they are not Colorado State Law procedures. Annette stated if they pertain to a Statute, the Statute they refer to should be listed. Shanelle said the Board is required to abide by Colorado State Laws and Statutes regardless of what the Board wants the Policies and Procedure to say, the Colorado State Statutes supersede if they are found to contradict. Annette said if Larry is the one who wrote them then he should know what the Statute was. Shanelle said she just wanted to clarify this Board has to go by Colorado Statutes. Joe said that is a given, but every board has different procedures.

On Pg. 8 the new Manual says there should be a Budget Committee comprised of at least one Board member, the Fire Chief and the Accountant. Marge asked if there is an official Budget Committee. Annette and Joe answered it is the entire Board acting as the Budget Committee.

On Pg. 9-11 of the old Manual it appears that all of these paragraphs are left out of the new Manual entirely. She has not been able to find any references similar in her comparisons. Nick answered those things look like they should be under Procedures. Karen said they are

under By Laws in the old Manual. Marge stated this is why she is bringing this stuff up, so the Board can review them and decide if it should be in there and where should it be. On Pg. 13 of the new Manual. There is discussion here of how to file a complaint for sexual harassment. Is there a procedure for filing a complaint for any other reason? Nick answered yes, it is covered under the Grievance Policy.

On Pg. 12-13 of the old Manual. A lot of this is left out of the new Manual. Marge asked if these things should be included in the new Manual or are they located somewhere else in the new Manual she is not finding. Nick said they might be found under Code of Conduct. Nick asked if she is sure they are not integrated under something else? Marge said he is welcome to look to be sure. It references work place bullying and work place violence, so she feels it is important to have.

On Pg. 16-20 of the old Manual. All of this is left out of the new Manual. It is all general administration, it had membership classifications such as senior members, junior members, honorary members, third riders, dual memberships, etc. Nick answered that is all under Procedures in the new Manual. Marge said it must be much reduced – this is 4 pages of stuff. Nick said it covers quite a bit.

On Pg. 22 regarding Tobacco Use. At the end of that paragraph in the old Manual it shows a reference to Section 100.23. In the new Manual that reference has been removed. Does it need to be there? Do we know what Section 100.23 is in reference to? No one could say what Section 100.23 was.

Karen stated in the Code of Conduct topics, it references Tobacco use. There is also a Policy on Tobacco use. A couple others are also listed twice in the Manual. She feels these should be reviewed to be sure they agree and don't contradict each other.

On Pg. 26 in regards to the "At Will" policy. Is there currently a policy that states the employee has a right to come to the Board if they do not feel they were justly fired? Karen said she thinks it is under the Grievance Policy. Marge said she thought the Board had devised something before regarding this. Karen said it is on page 22 in the new Manual. Karen asked if the Board allows an employee to file a grievance, in the event they win the grievance, what does the Board do about paying them. She is wondering if the employee should be suspended with pay until the grievance period has been met. Joe asked if this is like police departments do. Karen said if the employee loses the grievance then the Board will not get any of the money back paid to the employee while under suspension. Joe said that may be a good question for the Labor attorney.

On Pg. 34 under the Policy section in the old Manual it is stating the Fire Chiefs duties. In the 6th paragraph, part of the description has been cut out when it was transferred to the new Manual (see page 4). There is no period, it just ends. The part that is cut out stated the Fire Chief shall enforce the International Fire Code 2006 Edition or any other Code adopted by the District. Marge asked if this is an erasure or what since the sentence just ends.... Joe said he remembers some discussion about giving a blanket approval of the International Fire Code. If they mandate sprinklers for all residential buildings then the local fire department has tied their own hands by being pre-promised to enforce the International Fire Code. He does not think a blanket approval is a good thing. The IFC is designed for everything from us to New York City. Karen asked what Fire Code did the Board just adopt. Nick answered it was the 2012 International Fire Code, but it had restrictions built into it. Karen

asked if there is a copy of that she can review. Marge asked if this sentence just needs a period then.

Annette asked, under the Grievance Policy, it states the employee can make a request in writing after 10 calendar days after a response from Step B. What is Step B? There is no Step A or B. This is on page 22 of the new Manual. Marge said this is an example of why she wants to go through this. Nick said it is referencing the previous paragraph, he did not put the steps in there.

On Pg. 33 of the old Manual regarding the Fire Chief job description. The top 3 paragraphs listed in the old job description have been left out of the description in the new Manual. These things have to do with age, physical condition, years of experience, type of experience, and what technicalities the chief should be capable of doing. Nick said some of that stuff is under By Laws too. Marge said she looked and could not find it anywhere. She feels there was some pretty important stuff left out of the job description. Also she does not know if there can legally be an age requirement. Annette said she thinks it is legal to have a minimum age requirement since there are a lot of things that have age requirements. Joe said there cannot be an age requirement on the top side, you cannot say no if a person is 'over' a certain age, but you can say 'at least' a certain age. Karen stated the old Manual states the Fire Chief should be at least 31 years of age with 10 years of experience on a paid or volunteer department. Karen said the 10 years of experience should be enough regardless of the age. Karen said this would also be a good question for the labor attorney. Marge said qualifications should be listed – this is just too vague compared to what the old one was. Nick asked if the job description starts at the top of the page, he was just wondering if a page might have just been omitted in the transfer. Annette said no, because the paragraphs that are missing are right in the middle of other wording that is still there.

On Pg. 34 in regards to the physical demands the Fire Chief should be able to perform. There is a lot of this description that has been left out of the new Manual. These items are still in the job descriptions of the EMS Chief and others, but have been removed from the Fire Chiefs. Nick said he knows there was more than one page of the Fire Chiefs job description. Karen said the old manual had the Fire Chief's job description on pages 33, 34 & 35. The new Manual has it on just one page. Nick said he does not know what happened there, a page must have been left out. Marge said if the Board did not approve of these changes then the full description needs to be added back in.

Pg. 6 of the new Manual. Here is the age issue again under the EMS Chief's job description. Marge said this can be asked of the labor attorney. She also feels this job description is also very vague compared to other Fire Departments.

Pg. 10 of the new Manual regarding the Extended Leave of Absence. Marge asked if there is an updated version of this – or is this the current one? Karen said she thinks it is the current one. Annette said it is not since it is dated 2008 – no, Karen's shows 2012. OK so it appears the new policy did not get replaced in all Manuals.

Pg. 13 of the new Manual regarding Holidays. Is Easter considered a paid holiday? Last year the guys got the Monday after Easter as a paid day off but it is not listed as a paid Holiday. Does the Board wish to make it a paid Holiday? If so they need to vote and it needs to be added to the list. There was discussion regarding holidays and how they affect the employees while on shift work. Marge motioned to approve Easter as a designated paid

Holiday. Annette seconded. Joe – Yes, Karen – No, Annette – Yes & Marge – Yes.
Motion passed.

Pg. 18 of the new Manual regarding complaint policy for the employees. This was covered already – it is under the Grievance Policy.

Pg. 21 of the old Manual – goes with the new Manual pg. 26 “At Will”. This was also already covered above.

Pgs. 14, 30-32 & 35-39 in the old Manual. All of these pages are not in the new Manual at all. Is this OK or not?

Marge said she also handed out job descriptions she has collected from other departments if the Board wants to review them and update our antiquated ones.

Karen stated she has some things she would like to discuss regarding Policy/Procedures, but she will wait until the next meeting since it is getting late.

ACCOUNTANT’S REPORT – By Shannon Currier – Shannon reviewed the attached reports verbally. These are marked draft since there are numbers that have not been finalized for year end. Karen asked when the reports will no longer have DRAFT on them. Shannon stated that will be after the Audit, which is scheduled for the last week of March.

Karen asked if Shannon has asked the Auditor if monies can be ear marked in 2013 in the Audit for Grant purposes. Shannon said she has not asked him yet, but will try and remember to do so.

FIRE CHIEF’S REPORT – Nick handed out an outline of his report and reviewed it verbally. Nick also handed out a Year to Date Calls sheet showing number of calls from year to year since the District began. (Both Attached)

- 1.) Maintenance – Had to replace the UTV shift cable, it was pulled in two because it was shifting real hard. It was shifting hard because the belt was worn out. Both the shift cable and the belt have been replaced. It is working OK now. Took Ambulance 81 in again on the wiring issue. They did not resolve where the short is, but they did some re-wiring and replaced the fuse with a heat sensitive breaker that will trip if it does short out again. They also replaced both batteries since they have been deep cycled too much they won’t hold a charge any longer. The Dodges, Rescue 81 and Brush 81, are on a recall list for the outside ball joints. The inside ball joint has already been replaced under a different recall. The dealership has a limited supply of parts on hand so we are on a list. When they get the parts in and our number comes up they will call us in to have those replaced. Max Fire mechanic showed up and he worked on Engine 81. It had a secondary transmission leak and a filler hose on the fuel tank was leaking. He fixed both of those. On Engine 82 the air horn was not working. In the air box there is a piston that slides back and forth to access different parts of the air system. He replaced that air box so the horn is now working.
- 2.) Training – Had a class on Ortho injuries. Did a webinar on Fleet Maintenance. Had a class on tricks and tips on SCBA’s. How to put them on faster, little tricks and tips a person can do to help get them on more efficiently. Also did an EMS Protocol review.
- 3.) Calls went up in February – 12 MVA’s, 11 EMS and 1 Fire = 24 Total Calls.
- 4.) Update on the Crew’s Quarters. The only thing needed now is the washer and dryer. Marge said they are in Delta and just need to be picked up. Nick asked who needs to be the one to

get them. She said she can, she has a washer there she needs to pick up as well. Nick asked if all three appliances will fit in her pickup. She thinks they will. Annette offered the use of a trailer if they will not fit.

Nick stated he contacted Sport regarding the storm doors. Sport is finishing up another job and as soon as he is free he will get the doors hung. Nick stated he has been hanging mini blinds until he is blue in the face. He only has a few to go and then will be done. Right now someone could be sleeping in there. It is ready to that point.

Karen asked if there are any people Nick has in mind to put in there as Volunteers, as he was previously talking about. Nick said there is one guy who Volunteers on Saturdays who would like to come up and stay the night on Saturday nights so he does not have to get up so early to go back to work. There are only two beds there and only one has a frame. We still need to get another frame, until then the box spring and mattress is on the floor.

PUBLIC/BOARD COMMENTS: Marge asked, in regards to fire season and burning, is the fire department able to assist people with their burning. If they call in can the guys stand by or does the public have to call it in to 911 dispatch? Nick said all of the rules have changed statewide. The Division of Fire Prevention and Control is in charge of everything now and they have a huge packet that has to be filled out on every single fire that the fire department goes out to do an assist on. One of the ways it can be circumvented is the fire department does not light the match, so to speak, they just go out and watch to be there to help, if needed. Karen asked if it would be good to have the fire assists recorded so they can be kept track of so the fire district gets credit for it. Nick answered if the fire department gets paged out, it costs about \$23 for each page. It benefits the department financially to not be paged by 911. Mike Harvey stated if someone calls the department directly and the guys do an assist it will get logged in the High Plains software system, so it will get counted. Marge clarified if the Ortegors called in to have the fire department help with their burn, it would be OK and they would get help. Nick said yes, we just cannot light the fire. There was more discussion on burns, assists, records management, etc.

Marge said she has been asked about the junk cars that are still in front of the home at 4580 I-70 Frontage Rd. Is the fire department through with them? Nick answered no, there is one more car left to be used for training. Annette asked if they can be moved out behind the home and into a shed so they are not out front in full view of the roads. Mike said hopefully in the next couple of weeks the training will be complete on them and they can be moved out of there.

Dick Latham said, in regards to the Policies, when he was on the School Board, they spent days and days reviewing the policies. They would take Board retreats and go over them for 5 days in a row. Whenever they had a policy change they had to have a first reading, a second reading and then have a vote on the policy change before there was ever a change. He does not understand the policy problems this board is having. Any other board he knows about is that way. Karen said in the old Manual, under the By Laws, any changes have to have at least one reading. Dick said there should be a vote on each policy, you can't just go through a book and say you want to update the whole book, it has to be each section, each letter – believe me we got sick of them. Shannon said Special Districts are different from other municipalities, they only require one reading. Nick said the policies are approved individually.

SECRETARIAL ITEMS: By Shanelle Hansen –

- 1.) Michael Santo – When to Schedule Meeting W/Him? Shanelle stated Michael would be available on Monday, March 17th at 2:30pm. Is that time and date OK with the members of the Fire Board? All members of the Board agreed to March 17th at 2:30 pm.

Joe Read the paragraph under the Policies regarding Executive Sessions. Karen motioned to adjourn to Executive Session at 8:18pm. Annette seconded. Joe – Yes, Karen – Yes, Annette – Yes & Marge – Yes. Motion passed. Annette invited Mike Harvey to remain in the Executive Session. Karen invited Nick, Mike, Shanelle and Shannon to stay.

EXECUTIVE SESSION commenced at 8:21pm.

Karen motioned to close the Executive Session at 9:18pm. Marge seconded. Joe – Yes, Karen – Yes, Annette – Yes & Marge – Yes. Motion passed.

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

Approved by the De Beque Fire Protection
Board of Directors on April 8 2016

Annette C. Tanner
Joe Feeley, Chairman / President
Annette Tanner / Treasurer



Minutes Transcribed & Typed by:

Shanelle Hansen
Shanelle Hansen, District Secretary