

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE
SEPTEMBER 12TH, 2017 AT 6:00 PM

MINUTES

CALL TO ORDER: Meeting was called to order by Karen at 6:21pm. Directors present were Karen Latham, Marge Mackey & Dick Latham. Fire staff present were Mike Harvey, Fire/EMS Chief, and Shanelle Hansen, Secretary. Guest present was Shannon Currier, Accountant. Public present: Ben Sheley, De Beque resident.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: None

APPROVAL ITEMS:

- 1.) Minutes from August 8th, 2017 Regular Meeting– Dick motioned to approve the Minutes as written. Karen seconded. Karen – Yes, Dick – Yes & Marge – Yes. Motion passed.
- 2.) Expenditures for the month of August – Marge motioned to accept the August Expenditures. Dick seconded. Karen – Yes, Dick – Yes & Marge – Yes. Motion passed.

PUBLIC COMMENTS: No comments from Ben Sheley.

OLD BUSINESS:

- 1.) Residency Program – Mike updated the document after Board submitted corrections. There are still a few changes to be made before the final copy is issued.
- 2.) Image Trend Contract – This contract needs to be voted upon tonight. Mike sent it to Kirsten for review, she said there were no red flags. De Beque's share of the initial set up costs is \$7,363.92 with \$781.00 per month recurring. There was some discussion on changes needed to be made on 1st page. Marge motioned to approve the Image Trend contract with changes to front page. Dick seconded. Karen – Yes, Dick - Yes & Marge – Yes. Motion passed.
- 3.) Training Memorandum of Understanding (MOU) – This memorandum is a result of the firefighting agencies on the western slope pooling their resources to offer training locally. Currently much of firefighting training has to travel to the eastern slope which can cost fire departments \$2-3,000 per fire fighter. Having localized training will save all departments on those costs. Dick motioned to approve the Training MOU. Marge seconded. Karen – Yes, Dick – Yes & Marge – Yes. Motion passed

NEW BUSINESS:

- 1.) 2018 Budget Review – Mike reviewed the salary schedule with potential cost of living increase. The employees have not received a COLI for at least 3 years. Mike also reviewed the Capital Purchase spreadsheet, SCBA replacement being most important in the next year. Mike is working on a regional grant of \$120,000 with a 10% match for SCBA gear purchased for multiple departments. The Brush Truck is the next major replacement needed.

Mike said the Capital Purchase spreadsheet can be adjusted as items and issues come due. Dick commented this is a valuable tool for both current and future Boards.

- 2.) Christmas Party – Mike stated it is time to decide on what the Board wants to do for the Christmas Party. Board discussed dates and food and decided on checking prices for catering the food this year, prime rib and accompaniments the popular vote. The party will be held at the fire station again this year and presents to be bought for the kids of the fire fighters. Mike will survey the staff for most convenient date. Shanelle said she would call various BBQ caterers and will present the choices at the meeting in October.

ACCOUNTANT’S REPORT – By Shannon Currier – Shannon reviewed the attached reports and answered the Board’s questions.

Dick motioned to accept the Accountant’s Report and to also approve the Bad Debt write-offs of \$36.01 and Insurance Adjustments totaling \$7788.02. Marge seconded. Karen – Yes, Dick – Yes & Marge – Yes. Motion passed.

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 briefly reviewed this report verbally and answered the Board’s questions.

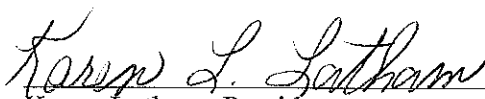
PUBLIC/BOARD COMMENTS: Karen said the Elliot water shares are available at \$350 per share. There was discussion on whether to purchase some shares of water since the Town took the water shares that came with the property at the time of annexation. Dick motioned to purchase 5 shares. Marge seconded. Karen – Yes, Dick – Yes & Marge – Yes. Motion passed.

SECRETARIAL ITEMS – Shanelle Hansen: None

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

Approved by the De Beque Fire Protection
Board of Directors on 11-14-17.

Minutes Transcribed & Typed by:


Karen Latham, President


Shanelle Hansen, District Secretary





Fire District Administrative Report September 2017

Safety and Training:

- **Paramedic Student FTE:** Working on practical testing – In October.
- **S-230,231 Engine Crew boss:** Forest, Patrick, Ethan and Nate are registered for the Engine Crew Boss Course in October.
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- **Firefighter I/II:** Working on a red crew Structural Firefighter I/II course. Postponed due to activity.
- **Driver simulator:** Nate is working on getting the state fire driving simulator here in early spring. We can house it inside and host other departments to come in and train on the simulator.
- **Garfield County Cooperative Training Memorandum:** See updated MOU attached.
- **CPR/First aid course for local business completed.**
- **Taxing Authority Class:** Shannon and Mike will be attending the taxing authority class in Glenwood Springs, September 20th.
- **Safety Training:** Patrick will be attending a driver safety training on September 9th.
- **Annual Pinnacol training:** Mike will be attending the Pinnacol training September 28th in Grand Junction.

Personnel Management, Relations:

- **Incident Responses:** See attachment. High Plains interface is back up and working. Our average response time comparing first 6 months of 2016 to 2017. Our response to on scene time improved from 13 minutes to 11 minutes. I hope to have some additional analysis done for roll-out of station response times for next month. This is total calls for the entire district.
- **QA meeting:** Forest attended.

Facilities

- **Communications systems:** The microwave that was installed last year was not properly licensed by either the dispatch center or installer. They are working to correct the issue.
- **Station projects:** Talking with NRCS to see if they can design a headgate/irrigation system to supply the field and lawn irrigation pump and split the water off from the neighbors system. Will be getting pricing and bids for 2018 budget.
- **Warranty items:** Lawn warranty is up.
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- **Training/community room:** Good community use of our facility. Training room is booked for Thanksgiving. Sent reminder out to personnel to be sure to fill out the form to reserve the room so that events are not missed. Verbal request get forgotten to be placed on calendar.

Apparatus and equipment:

Apparatus: Brush 81 is current out of service due to pump motor issues. This has been an on-going issue with this unit. Ladder 81 inspection has been finished. Tender 81 – Nate installed a cover support on the tender. We will schedule it for a new hose bed cover install. E82 will need the air conditioner repaired. Pump testing will begin in September. We will be using Clifton FD pump test

Administrative:

- **Mesa County Fire Chief's Association:**
 - De Beque hosted the meeting.
 - Discussion on the New ImageTrend program
 - Discussion on the new county EMS coordinator and hiring process.
 - Discussed an ALS/BLS standard stand-by rate
 - Grand Junction Fire will be replacing their IR detector
 - September 11th agencies will have engines on the overpasses with Flags.
- **Garfield County Fire Chief's meeting:** Attended the meeting at Grand Valley Fire.
 - T. Charles Wilson spoke about insurance, cancer and drone coverage. We are covered for liability if we choose to start a program
 - Center for Excellence did a drone presentation.
 - Discussed the need for Everbridge for command notifications.
 - Residential code was discussed for access and water supply.
 - The Joint staffed engine was discussed. Garco Chiefs want to retain some control over it.
 - AFG Grant: Chief's discussed a regional grant to replace SCBA units. Most agencies in Garfield and surrounding are MSA and they are nearing the end of life. Matching would be 10%.
 - Everyone will send in command staff qualifications to be used as a resource list.
 - All agencies are in agreement with the MOU for training and will be progressing forward. It will cost us about \$600 for our contribution out of the training budget.
 - **Next meeting is in De Beque, October 3rd at 12:00.**
- **Fire Restrictions:** No restrictions are in effect as of 9/5/2017. Not issuing any burn permits due to fire conditions.

- **Burn Permits:** Mesa County had 1 general burn permit issued and 3 Ag permits (exempt) issued through their system. Most people in De Beque are using the Garfield County on-line system.
- **Officers Meeting:** Postponed due to calls.
- **Workers Comp. Cost Containment:** We will be working on renewal for the cost containment.
- **Drug Testing:** Personnel will be testing for the 3rd qtr.
- **Records Management System (RMS):** Nothing new on the progress of the ImageTrend Program with the Fire Department group. I will have hard copies of the costs associated with going ahead on our own verse with the group. Still have not gotten any forward progress on getting our data out of High Plains.
- **Resident House:** Revised draft is attached for discussion.

Financial:

- **Grants: 2018** – Pending revenues, Items on the capital list for grants are:
 - Upgrade to self-loading gurney in both ambulances (EMTS)
 - Purchase of video scopes (EMTS)
 - Replacement of Brush truck (FMLD)
- **2018 budget:** Attached is the proposed wage scale for 2018 and capital budget schedule for discussion at the meeting. I plan on getting with Shannon so we can finalize some of the numbers for 2018. Mesa County is up and Garfield looks to be down.

Thank you for your continued support.

Mike Harvey
District Fire Chief

Incident Response Summary for DeBeque Fire

For period 08/01/2017 Through 08/31/2017

Type of Incident	Current Year			Previous Year		
	In Jurisdiction	Outside	Totals	In Jurisdiction	Outside	Totals
Fires						
Fire, not otherwise classified	0	0	0	1	0	1
Trash or rubbish fire, contained	0	0	0	1	0	1
Vehicle fire, not otherwise classified	1	0	1	0	0	0
Forest fire, woods, wildland fire	4	0	4	11	0	11
Brush, or brush and grass mixture fire	1	0	1	2	0	2
Special outside fire, not otherwise classified	0	0	0	1	0	1
	6	0	6	16	0	16
EMS						
Non-Emergent Medical Incident	1	0	1	0	0	0
Emergency medical incident	8	0	8	9	0	9
Vehicle accident with injuries	1	0	1	4	0	4
Vehicle accident, non-injury	0	0	0	2	0	2
	10	0	10	15	0	15
Hazardous Condition						
Hazardous condition, other	0	0	0	1	0	1
	0	0	0	1	0	1
Service Call						
Animal problem, other	0	0	0	1	0	1
	0	0	0	1	0	1
Good intent Call						
Dispatched & cancelled enroute	2	0	2	1	0	1
No incident found on arrival at dispatch address	2	0	2	0	0	0
Smoke or odor investigation, no fire	1	0	1	1	0	1
	5	0	5	2	0	2
False Alarm & False Call						
False call (other than a fire alarm)	2	0	2	0	0	0
Fire alarm, malicious activation, no fire	0	0	0	1	0	1
Alarm system activation due to malfunction	1	0	1	0	0	0
	3	0	3	1	0	1
Severe Weather & Natural Disaster						

* denotes that the incident occurred within the selected jurisdiction, but no units from that jurisdiction responded

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For period 08/01/2017 Through 08/31/2017

Type of Incident	Current Year			Previous Year		
	In Jurisdiction	Outside	Totals	In Jurisdiction	Outside	Totals
Severe Weather & Natural Disaster						
Lightning strike (no fire) - Includes investigation	1	0	1	0	0	0
	1	0	1	0	0	0
Grand Totals	25	0	25	36	0	36

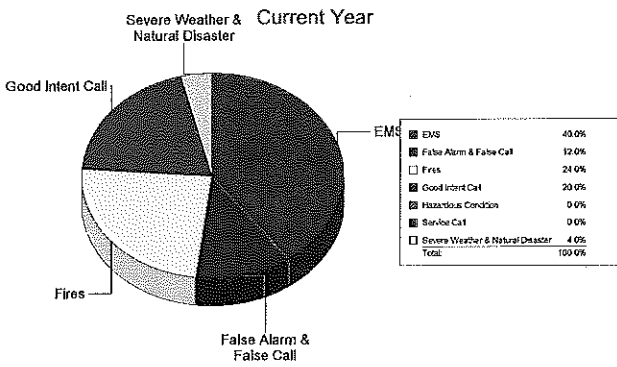
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Incident Response Summary for DeBeque Fire

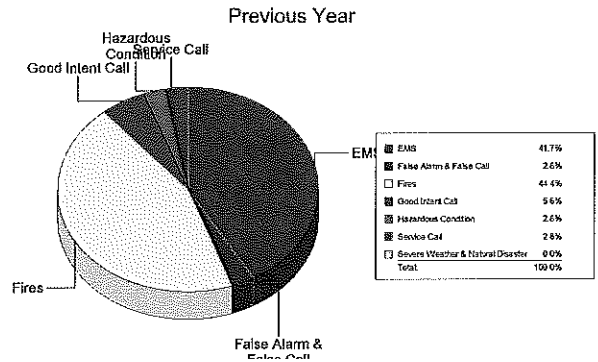
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	In Jurisdiction	Outside	Totals	In Jurisdiction	Outside	Totals

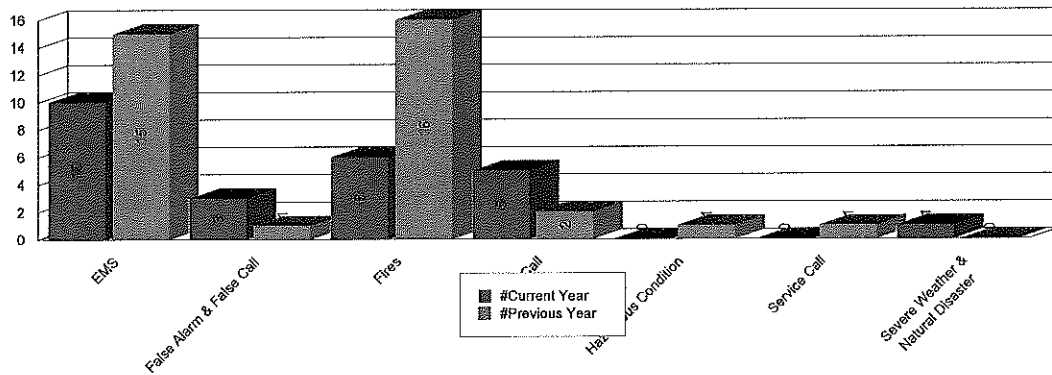
Total Incidents by Category



Total Incidents by Category



Two Year Comparison



* denotes that the incident occurred within the selected jurisdiction, but no units from that jurisdiction responded

Incident Response Summary for DeBeque Fire

For period 08/01/2017 Through 08/31/2017

Type of Incident	Current Year			Previous Year		
	In Jurisdiction	Outside	Totals	In Jurisdiction	Outside	Totals

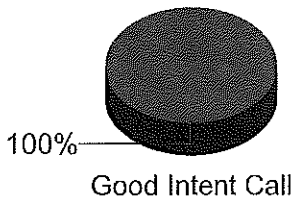
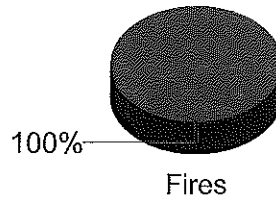
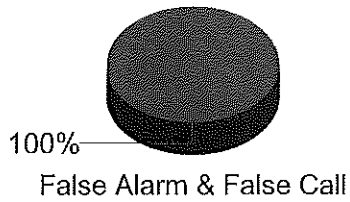
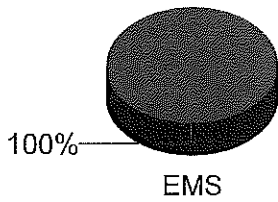
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Incident Response Summary for DeBeque Fire

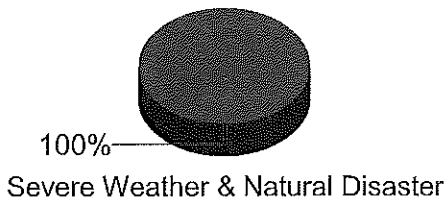
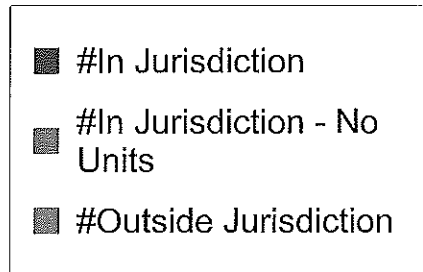
For period 08/01/2017 Through 08/31/2017

Jurisdiction

Current Year



Hazardous Condition



* denotes that the incident occurred within the selected jurisdiction, but no units from that jurisdiction responded