

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE
SEPTEMBER 15TH AT 6:00 PM

MINUTES

CALL TO ORDER: Meeting was called to order by Karen at 6:08 PM. Directors present were Karen Latham, Marge Mackey & Dick Latham. Fire staff present were Mike Harvey, EMS Chief, Josh Weishaup, EMT/FF, and Shanelle Hansen, Secretary. Guests present were Shannon Currier, Accountant, & Doug Porterfield, Architect. There were no public present.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA:

APPROVAL ITEMS:

- 1.) Minutes from August 12th, 2014 –Marge motioned to approve the Minutes with Corrections. Dick seconded. Karen – Yes, Marge- Yes, Dick - Yes. Motion passed.
- 2.) Expenditures for the month of August –Dick motioned to accept the August Expenditures. Marge seconded. Karen – Yes, Marge- Yes, Dick - Yes. Motion passed.

PUBLIC COMMENTS: Dick stated he had the opportunity the other day to watch the guys in action on a call. He was impressed at the level of training that was evident. The guys did a great job!

OLD BUSINESS:

- 1.) By Laws Update – 2nd Reading – After some discussion it was decided to make the print smaller, # the pages & make the Executive Session wording Bold so it stands out. Marge motioned to approve the By Laws with those changes. Dick seconded. Karen – Yes, Marge- Yes, Dick - Yes. Motion passed.
- 2.) Architect Update – Approval of Standard Agreement – Karen suggested to speak with Kirsten Kurath, the attorney, regarding this Agreement and the changes see suggested prior to signing.

Doug Porterfield attended the meeting and gave an overview of the fire station design as discussed by him and Mike Harvey. He passed out a Draft Program Plan and reviewed it verbally with the Board.

Marge motioned to approve the 1st Invoice to pay DPA Architectural Group. Dick seconded. Karen – Yes, Marge- Yes, Dick - Yes. Motion passed.

- 3.) Standard Operating Guidelines Review – Mike Harvey stated this is the second reading of these policies.
 - a. Hazardous Atmospheric Monitoring Policy – 2nd Reading – Dick motioned to approve this policy with the addition of H2S & other editing changes. Marge seconded. Karen – Yes, Marge- Yes, Dick - Yes. Motion passed.

- b. 48/96 Schedule – 2nd Reading – There was some discussion on mainly editing changes. Marge motioned to approve this schedule/policy with editing & clarifying corrections. Dick seconded. Karen – Yes, Marge- Yes, Dick - Yes. Motion passed.
- 4.) Cover-All Bill of Sale – Mike brought a Bill of Sale provided by the Fire District’s attorney to finalize the transfer of ownership of the Cover-All to Nick and Chloe Marx. Marge motioned to agree with the Bill of Sale and to sign it. Dick seconded. Karen – Yes, Marge- Yes, Dick - Yes. Motion passed.

NEW BUSINESS:

- 1.) Workmen’s Comp. Insurance – Shanelle stated Bruce Camiletti with Canyon Insurance could not make it to this meeting. He asked if this could be tabled until the October meeting. The Board agreed to table this issue until the October 14th meeting.
- 2.) Mesa County Abatement & Occidental – Kirsten Kurath sent via email a notice that Occidental is filing an Abatement stating they found they had overpaid their taxes to Garfield County. Kirsten reviewed the filing and believes this will affect the Fire District by only about \$35. The Abatement has been approved by the Judge but the County is disputing. The meetings regarding this are going to be over the next week. Mike expressed a concern regarding the Mesa County properties that Oxy has, are they going to also be included. Shannon stated she could try and find out.
- 3.) Crew Quarters Additional Furniture / Supplies – Mike stated there are some additional furniture needs for the Crews Quarters in order for the home to be able to sleep a crew. Right now there are only 2 bedrooms outfitted, there will need to be 4 bedrooms in order to go to the 48/96 schedule. Mike provided a list to the Board of what he feels is needed at this point to house the shift crews. The Board discussed TV options, Direct TV vs Dish. It was decided to get Dish. The Board also discussed the purchase of an X-Box for \$300. Dick motioned to approve the purchase of the items on the list Mike provided plus Dish TV & X-Box. Marge seconded. Karen – Yes, Marge- Yes, Dick - Yes. Motion passed.
- 4.) De Beque Cowboy Golf Sponsorship – Mike said each year the Board has approved to pay for a team at this event and to also sponsor a ‘Hole’. The total will be \$500.00. Dick motioned to approve this sponsorship/team at \$500. Marge seconded. Karen – Abstained, Marge- Yes, Dick - Yes. Motion passed.

ACCOUNTANT’S REPORT – By Shannon Currier – Shannon reviewed the attached reports verbally. She also reviewed the Budget to Actual in detail.

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 reviewed this report verbally.

Mike stated he will not be going to the Keystone Conference due to a shortage of personnel. He will pick up his required CE’s at some other time.

Mike showed the Board the program Patrick designed on an Awards Program. There are some awards that will not apply to our small department, but there are others that will. This will consist of recognition at the Christmas Banquet with a certificate and a lapel pin. Karen said she thinks this would

be a great program. Marge motioned to adopt this program. Dick seconded. Karen – Yes, Marge- Yes, Dick - Yes. Motion passed.

Mike said the State Leadership Conference is coming up the end of October and he would like to go to that Conference. Total cost is \$395 plus lodging. The Board stated they are OK with him going.

Mike stated he needed to change the PTO Form. As soon as he went to use the form the Board approved in the last meeting he found something he forgot to put on it. Mike gave the new form to the Board for review.

Mike asked the Board what they thought of the Junior Fire Fighting Program as he has set it up. Marge asked to clarify if a person does not need to be a certain age, they just need to at least be in 8th grade. Mike said yes. Dick wanted to be sure this Program does not interfere with the kids' school, especially around CSAP testing time. Dick suggested running this Program by Allen at the school to get his take on it. Mike said he can talk to Alan, he needs to anyways regarding another matter. There was other discussion regarding the Program. Mike said this is on the website for people to review. Marge suggested adding it to the Newsletter. Marge motioned to adopt the Junior Fire Fighting Program. Dick seconded. Karen – Yes, Marge- Yes, Dick - Yes. Motion passed.

Mike gave the Board the documentation he will be requiring of all potential new hires. He will have each person do the same paperwork and testing, both written and physical, when they apply for a job here at the Fire District. He asked the Board to review these documents and bring any questions and suggestions to him. Mike gave the Board a run-down of how he intends the hiring process to work and also the costs involved in the testing. Also included in the packet is a Performance Evaluation for the current employees for an annual interview/evaluation he would like to begin doing.

Loan Agreement for Rescue Tripod with DIA. They don't have any personnel currently certified to use this equipment and they asked if the Fire District wanted to use it. Mike gave the Board the Agreement for them to review. Karen suggested sending this to Kirsten Kurath for her to review.

Mike reviewed the different grants that he has applied for, which ones have been awarded and which ones are coming up.

Mike gave the Board an update on the maintenance of the equipment/vehicles.


August Calls: Fire – 0, EMS – 8, Good Intent – 1, Haz Mat – 2 & Service - 1 = Total of 12 calls

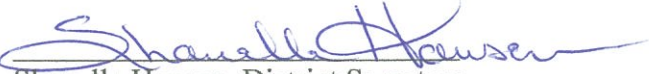
PUBLIC/BOARD COMMENTS: Karen stated she met with Xcel Energy along with Mike Harvey and the other neighbors. They want to come down her driveway with a large power line and then go west between Lynch's property and the Fire District's property. She is concerned that it will interfere with future building of a training tower due to the setbacks. She said they could continue on past her house and then go west on the other border of Lynch's property, between Lynch's and Dean's. They want a 75 foot easement which interferes with everyone's property and existing buildings. Dick stated he does not know why they don't come across Schlumberger property, then it will not interfere with anyone. Karen said Schlumberger wants to sell that property and they don't want the power line interfering with it. She said they have more money and better lawyers than we do.

SECRETARIAL ITEMS: By Shanelle Hansen

- 1.) September Newsletter – Marge suggested to add the Junior Fire Fighting program to the Newsletter. Karen suggested adding the 9-11 activity at the Farmer’s Market. Dick said he likes it, it is more informative that what was done before.
- 2.) Christmas Party – Shanelle asked the Board what they would like to eat at the Christmas Party. This will determine who will be asked to cater. The Board decided they would like to see what it would cost for a Prime Rib catered in. Is December 14th an OK date for everyone? All agreed December 14th is OK. Karen stated
- 3.) Tanker Truck – The Town of De Beque responded to the offer of donating the Tanker Truck back to them if they wanted it. They stated they would like to have it back and thank you very much for being given first consideration. Shanelle stated she will be getting the Title signed by Karen and will be handing that over to the Town. Shanelle said she will be meeting with the Insurance Agent next week to remove items from the policy such as this truck, the cover-all and army trucks.
- 4.) Cabinet – Eugene is currently working on this cabinet and will have it done sometime next month.

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

Approved by the De Beque Fire Protection
Board of Directors on Oct. 14th 2014

Karen Latham, President

Minutes Transcribed & Typed by:

Shanelle Hansen, District Secretary

