

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE
JUNE 10TH AT 6:00 PM

MINUTES

CALL TO ORDER: Meeting was called to order by Karen at 6:03 PM. Directors present were Karen Latham, Marge Mackey, Dick Latham, Toni Vincenzetti & Chanse Brackett. Fire staff present were Mike Harvey, EMS Chief, and Shanelle Hansen, Secretary. Guests present were Shannon Currier, Accountant, and Paul Miller, Auditor. Public present were Ken Plandell & Dale Albertson. Also present were Peter Icenogle with Blythe Group and Daniel Gartner with Chamberlin Architects.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: None

APPROVAL ITEMS:

- 1.) Minutes from May 13th, 2014 – Marge & Toni made suggestions for corrections. Toni motioned to approve the Minutes as corrected. Marge seconded. Karen – Yes, Marge- Yes, Dick – Yes, Toni – Yes and Chanse – Yes. Motion passed.
- 2.) Minutes from May 22nd, 2014 –Marge motioned to approve the Minutes as written. Chanse seconded. Karen – Yes, Marge- Yes, Dick – Yes, Toni – Yes and Chanse – Yes. Motion passed.
- 3.) Expenditures for the month of May – Dick motioned to accept the May Expenditures. Marge seconded. Karen – Yes, Marge- Yes, Dick – Yes, Toni – Yes and Chanse – Yes. Motion passed.

PUBLIC COMMENTS: Karen asked if there were comments from the public. There were none.

NEW BUSINESS: Karen stated the New Business is before the Old Business so the Auditor does not have to wait through the rest of the meeting.

- 1.) 2013 Audit w/ Paul Miller – Paul reviewed the attached report verbally. He stated the books are in good shape – all except for billing. He feels the Billing needs better checks and balances. Otherwise all else looks covered as far as internal controls. Paul suggested the Board review the Audit and contact him with any questions or changes. The Board can approve the Audit in the July meeting.
- 2.) Executive Session Confidentiality Policy – Update – Karen stated in the last meeting the Board approved this policy but there was a question on whether or not to include possible consequences within the policy for when/if someone should breach the confidentiality. Marge said the SDA policy has the consequences listed in theirs. Karen said it may be a good idea to get a copy of that policy by the July meeting in order to decide if that is a better policy to have.

- 3.) Term Limits Discussion for Possible Ballot Question – Karen asked the Board if they wanted to have the question of removing term limits on the Ballot in November. Marge said that question had already be asked and voted on earlier this year and the vote was no. Karen said that is fine she just wanted to be sure this was covered. The Board discussed the term limits and then the cases where the Board would have to appoint and decided term limits were good and they should remain in place.
- 4.) De-Brucing Discussion for Possible Ballot Question – Karen explained to the Board this question, if placed on the Ballot this fall, would ask the voters to approve the Fire District to be able to keep any revenues received in excess of the 5.5% limit. If the revenues go up by 10% next year the Fire District can only keep 5.5% of the increase, even if it increases. If the voters approve the question to De-Bruce, the Fire District can keep all of the increase and will no longer be limited to the 5.5%. This does not change the mil levy, the mil levy remains the same. The Board discussed the possible confusion of the public, they will need to be informed through newsletters and public meetings in order for them to understand the Fire District is not asking to raise the mil levy, they are just asking to be able to keep what the current 4 mils would bring in and not be limited to only a 5.5% increase.

Shanelle explained to the Board the background of this issue. She stated back when the Fire District was first voted on and approved by the voters there were 2 ballot questions. One of the questions was to establish the Fire District as its own Special District – separate from the Town of De Beque. The second question was to establish the funding for the District by setting the mil levy, which was set at 4 mils. That second question, according to the Fire District’s attorney, Larry Beckner, was not clearly written to allow the Fire District not to be subject to the 5.5% limit in any increases of revenue.

For Example: If the 4 mils brings in \$200,000 one year and the next year the same 4 mils only brings in \$150,000. That drops the possible future revenue of the Fire District. Then, in the next year if the 4 mils go back up \$200,000 the Fire District cannot collect that amount again. According to Tabor Law the Fire District can only increase their revenues by 5.5% in one year. This means the Fire District could only collect just 5.5% over the \$150,000 – which would only be an increase in revenue of \$8,250. This can be crippling to any Special District.

Shanelle explained the State of Colorado believes the Fire District is not limited to the 5.5%, but the Fire District’s attorney feels the question was not written clearly enough to be able to hold up in court if someone were to challenge the issue. Larry suggested to have the question clearly written and to be placed on the Ballot so the voters can decided once and for all to remove the 5.5% limit. This will keep the Fire District in good legal standing both with the State and with their voters.

Toni stated she felt it is a good idea to put it before the voters. Karen stated the Board needs to vote to approve this issue being placed on the November Ballot. Dick said this would clean the matter up. Toni motioned to place the De-Brucing question on the November ballot. Marge seconded. Karen – Yes, Marge- Yes, Dick – Yes, Toni – Yes and Chanse – Yes. Motion passed.

- 5.) Discussion Re: Billing: Karen said this matter was brought up in the last board meeting and has now been commented on by the Auditor. What would the Board like to do? Shannon said she has not done a lot of leg work on this issue but her concerns are the confidentiality

concerns when the records are not being stored here at the fire station and also the controls issue where no one really knows if all of the calls are being billed. She stated Mike and her have been working on a system to put in place a way to have that check & balance. Shannon said she is close to having the information from Chloe to be able to report to the Board each month what the billing status is. Shannon stated the Board can decide if they want the billing done in-house or can Chloe still do it from her home and then, when the files are no longer being billed they will come back to the Fire District for retention/storage. There was discussion on how billing works now, how other fire districts do billing, etc.

Karen asked, by the July meeting could Mike and Shannon work on bringing the old records back to the fire station for storage, have the monthly gross billings & write-offs, assign codes to each call and work on the prescription policy. Karen said Mike should let Chloe know she will need to bring the records back to the fire station and that she will need to be setup on a computer at the fire station to do the billing in the future.

- 6.) Reserve Funds Allocation – Shannon gave the Fire Board an overview of the definitions of Restricted Funds, Assigned Funds, Committed Funds & Unassigned Funds. There was some discussion on the process of using and assigning future funds and how that would work in each budget year. The Board gave a consensus of using the Committed Funds option for Reserve Funds. Shannon stated she will write a policy the Board can review and approve in the next meeting.
- 7.) Research & Retrieval of Public Records Policy – Karen asked if the Board received a copy of this policy. After the SDA training today Karen stated she talked to Kirsten Kurath and Kirsten suggested the Board should look over the SDA's policy before approving this one to be sure they are similar. Karen suggested tabling this policy until the next meeting to give additional time to review.
- 8.) Fire Chief Position – Karen said Marge brought this up in the last meeting, how many of what types of positions does this small fire department need? Do we really need both a Fire Chief and an EMS Chief? If there is only one Chief, is there a need to promote someone up to a Battalion Chief or other kind of officer to take some of the workload? Mike stated the classification of employees goes back to the work schedule. He explained the different work schedules possible, but the Board needs to know with the employees available now there is not enough full-time employees to have a full crew to meet NFPA standards if there is a structure fire. Mike said he is already delegating trainings and other duties to the employees. This fire district is mainly an Emergency Services department with 90% of the calls that come in are EMS and not fire. Mike said updating the job descriptions should be the first concern of the Board. The employee schedule is also important, but should not be rushed. Consideration of the Budget must be done to know the salaries on whatever schedule is proposed will remain manageable. Mike gave the Board examples on the different schedules available and how other departments work with those schedules. Marge said she is working on the job descriptions and will hopefully have some of them ready for review by the next meeting. Karen stated once the job descriptions are in place the Board can decide if Mike meets the job description decided on and then make the final decision. She asked Mike if he was OK with that. Mike said he was.
- 9.) Discuss July Meeting – Marge stated she will be gone on that date and wondered if the Board wanted to change the meeting if others will also be gone. The other Board members stated they would be around and decided to leave the July meeting on the 8th as scheduled.

10.) Review & Award Bids for Clean-Up of Property – Karen stated the range in the bids that came in is such a wide range in the amounts, from \$82,000 to \$4,000. Dick said the SDA training has helped him look at the bids differently as to the bids being responsible. Dick stated that is his concern on the lowest bid, is it a responsible bid? There was discussion on the bids and the work they each stated was included in them. There was also discussion on the time frame the Board would like to see the work completed in. The Board decided on August 31st, 2014. Dick also suggested having whoever wins this bid, ask them to price moving the Quonset building as a change order to the original bid. Mike said the Board still needs to decide where they want it moved to.

Toni motioned to accept the bid from Bill Nichols with the following exceptions: That the bid should include removal of all trash and materials from property. That the bid covers all costs for disposal of said trash and materials. That the bid should include the grading necessary to back fill all holes created by the removal of the fences & posts. That the bid should have a completion date of August 31st, 2014. Dick seconded. Karen – Yes, Marge-Yes, Dick – Yes, Toni – Yes and Chanse – Yes. Motion passed.

If Mr. Nichols does not agree to the exceptions the Board made to his bid he can counter-offer back to the Board. The Board would then put it back on the table for review in the next meeting.

OLD BUSINESS:

1.) Strategic Plan Update – Karen Latham – Karen said she is running out of time. The DOLA Grant needs to be submitted in August. Hopefully in the next 2 weeks she will have another copy of the Strategic Plan to the rest of the Board for their review. This needs to be looked at and adopted in the July meeting.

Dick suggested having the Newsletter give the public more information on the progress of the different projects the Fire District is working on. He also suggested having a spotlight of an employee in each Newsletter to let the public know who they are and what their certifications are. The fire safety is good to have, but the Newsletter could be more educational and informative. Karen said she has thought about having the Newsletter go out more often in order to get more information out there. She feels the Fire District needs to be more proactive in getting the information to the public.

2.) Policy Manual/By Laws/Job Descriptions – Marge said she will try to have at least the Fire Chief's done by the next meeting. As far as the By Laws the Board needs to really look at them to see if any changes need to be made to update the Fire District to SDA standards. Karen said these may be able to get from Bob Cole with the SDA. Karen said this could be attacked one section at a time. Dick said this is a good idea. Mike said the school board he is on they review 5 or 6 policies every month. Karen said as far as policies go, she said Mike needs to be the one to review those and change them as needed & present those changes to the Board for review and approval.

3.) RFP/RFQ Selection of Top 3 Companies for Interview Process – The Board discussed each company that responded with Bids. There was a tie on the scoring sheet so to make it fair the Board decided to Interview 4 companies instead of 3. Peter and Daniel, the Architects who came to this meeting helped to answer some of the Board's questions regarding the

proposals. Dick motioned to invite Blythe Group, DPA Architectural, Chamberlin Architects & Ben White Architects to a Special Meeting for the personal interview process. Chanse seconded. Karen – Yes, Marge- Yes, Dick – Yes, Toni – Yes and Chanse – Yes. Motion passed.

The Board then set the date of the Special Meeting for the Interviews for June 24th, 2014, at 3pm. Marge said she can attend the first part of the meeting, but would have to leave early for games. After some discussion it was decided to allow each company to have 45 minutes for their presentations. Karen stated each firm should receive a letter of formal invite that will state what time each firm is scheduled for their interview. The order of the interviews can be done by pulling the names out of a hat. Shanelle stated she and Mike can do that.

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

Toni asked if the Budget would need to be amended this year and if so, when does that happen. Shannon said no, not unless something unseen comes up. If an amendment is necessary, that can be done as late as December.

Marge asked if the back pay checks for the employees have been paid yet. Shannon said they are figured and are in the system ready to be printed. There is just one more question that needs to be answered by Michael Santo prior to them being printed. Dick said in the SDA Conference today he was made aware of the fact there could have been fees up to 3 times the amount owed as a penalty for this discrepancy.

FIRE CHIEF'S REPORT – Mike Harvey, EMS Chief/Interim Fire Chief. Mike provided an Administrative Report (attached – hard copy on file) in the Board packets for their review. Mike reviewed this report verbally.

Calls: 10 EMS/MVA, 1 Good Intent Call (Smoke Odor Investigation) & 1 Fire = Total 12 Calls

Mike stated when he met with the 911 Dispatch system analyst regarding the paging system in De Beque. This would increase radio coverage in our area. In order to install this system there would need to be a tower put up on the fire district's property out at the Crews Quarters. The analyst looked at putting the tower on Town property, but would rather have on fire district property. Mike said he has already talked to some of the nearby property owners and they do not have any problems with the tower. Mike said the tower will more than likely be near the house on the yard side and it will be about 40-60 ft. high. The Fire District may need to apply for a Special Use Permit with Mesa County. If so, there would need to be a Resolution by the Board stating that is what they would like to do. Marge motioned to approve a Resolution giving Mike the direction to apply for a Special Use Permit in order to put up the new radio tower on the property located at 4580 I-70 Frontage Rd. Chanse seconded. Karen – Yes, Marge- Yes, Dick – Yes, Toni – Yes and Chanse – Yes. Motion passed.

PUBLIC/BOARD COMMENTS: Dick stated he would like to thank the De Beque Fire District guys for their show of loyalty and friendship to those at Collbran during the mud slide emergency. He said there were a lot of people who noticed the support and were thankful for their presence. Shannon said it was nice to see them over there and also heard good comments from others.

SECRETARIAL ITEMS: By Shanelle Hansen

- 1.) Shanelle asked to add more discussion on the Newsletter since the Board indicated they would like to make changes to the distribution and format. Shanelle asked how often the Fire Board would like the Newsletter to go out. After some discussion they indicated they would like to see it 6 times a year – every other month. Dick also directed Shanelle to include more informative sections on what the Fire District is doing out at the property and also what they are doing as far as working with the Architects, etc. Shanelle felt the suggestion of highlighting an employee each month is a great idea and will include that as well. Shanelle asked the Board for permission to purchase an automatic folder. This will cost about \$300, but would save time each mailing and through savings on labor costs it would pay for itself – especially if the mailings are done monthly. The Board indicated they are OK with the purchase of the folding machine. Shanelle said the next Newsletter will come out in July.
- 2.) Shanelle showed the new Board members the Agenda/Minutes/Expenditures/Budget/Resolution binder. She stated these items are in this binder and available for the Board Members, the public or anyone to review at any time.


Karen discussed with the Board some items/ideas she picked up from the SDA Board Member Training they all attended earlier. There are administrative items that the Board needs to be aware of such as how emails should be handled between board members and posting of meetings and special meetings. Shannon suggested the Board can also attend the SDA Conference and attend specific workshops to get more information on subjects they may be interested in. This conference is in the fall. Shanelle said she would make sure and forward the emails on to the Board regarding the SDA Conference when starts getting them.

Karen stated she talked to Elyse with DOLA again regarding the LEEDS Certification. Elyse said DOLA is requiring the LEEDS Gold Certification when awarding a Grant. Karen asked her if an entity could build to the standard, just not spend the money for the actual “Certification”. Elyse said she would check into that and get back to her.

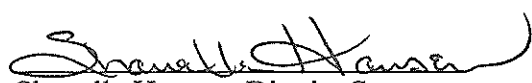
Mike said the Fire Board now has emails that are set up on the www.debequefire.org website. They can begin to use them anytime. Marge asked if these emails can be added to the website as the contact email for each Board member so they don’t have to use their personal emails. Mike said he could do that.

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

Approved by the De Beque Fire Protection
Board of Directors on July 8th, 2014.


Karen Latham, President

Minutes Transcribed & Typed by:


Shanelle Hansen, District Secretary

