

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE
OCTOBER 14TH 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 & Toni Vincenzetti. Dick Latham & Chanse Brackett were absent. Fire staff present were Mike Harvey, EMS Chief, Ryan Rose, EMT/FF, Forest Matis, FF/Paramedic, Boone Savoca, Part Time FF, and Shanelle Hansen, Secretary. Guest present was Shannon Currier, Accountant. Dan Currier was the only public present.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: None

APPROVAL ITEMS:

- 1.) Minutes from September 15th, 2014 –Marge motioned to approve the Minutes with Corrections. Karen seconded. Karen – Yes, Marge- Yes, Toni - Abstained. Motion passed.
- 2.) Expenditures for the month of September – Karen liked the forms that are now being submitted with the debit card purchases. Marge motioned to accept the September Expenditures. Toni seconded. Karen – Yes, Marge- Yes, Toni - Yes. Motion passed.

PUBLIC COMMENTS: None

OLD BUSINESS:

- 1.) Architect Update – Approval of Standard Agreement – Karen stated they can start with approving the Invoice that was submitted. After some discussion on the different line items Toni motioned to approve the DPA Invoice and to have Mike get clarification on some of the line items. Marge seconded. Karen – Yes, Marge – Yes and Toni – Yes. Motion passed.

In regards to the approval of the Standard Agreement Karen suggested having Kirsten Kurath, the FD Attorney, speak with Doug directly and finalize the agreement with Doug. Once it has been hashed out they can bring it back to the Board for final approval. Toni motioned to have Kirsten speak directly with Doug regarding the Agreement. Marge seconded. Karen – Yes, Marge- Yes, Toni - Yes. Motion passed.

NEW BUSINESS:

- 1.) 2015 Preliminary Budget Review – Shannon reviewed the 2015 Budget, 2014 Estimated Budget & 2014 Actual Budget verbally, discussing various line items with the Board. Karen asked if Kirsten needs to do the Resolutions for the Budget and the also the advertising for the Budget Hearing. Shannon stated Larry always did them in the past so that would be a good idea. At the next meeting in November there will be the formal Budget Hearing and the final approval of the Budget

- 2.) 2014 Election Letter & Special Meeting – The letter was mailed out on 10/10/14. Marge and Toni commented that they hope everyone reads it. Karen said the letter was well written and understandable. The Special Meeting scheduled to discuss this issue with the Public is going to be October 22nd at 6pm.
- 3.) 2015 Salary Schedule – Mike reviewed this verbally and explained the new format he designed. After some discussion Toni motioned to accept the 2015 Salary Schedule. Marge seconded. Karen – Yes, Marge – Yes & Toni – Yes. Motion passed.
- 4.) 48 / 96 Schedule / Hiring Policy / Job Announcement – Mike stated he wanted the Board to have this information prior to putting it out to the public. He stated these should be voted on individually. If the Board approves the Job Announcement he will post it October 15th. Marge motioned to approve the Job Announcement. Toni seconded. Karen – Yes, Marge – Yes & Toni – Yes. Motion passed.

Mike discussed the hiring process and dates involved in it. These steps are all involved in the new Hiring Policy. Mike said the current employees will also have to go through the testing in the new hiring process in order to norm the tests. Toni motioned to approve the Hiring Policy. Marge seconded. Karen – Yes, Marge – Yes & Toni – Yes. Motion passed.

Mike discussed the 48/96 Schedule and how it will work with the new hires. The employees will be staying at the house at night while on shift and will spend the days during working hours at the Fire Station. Marge motioned to approve the 48/96 Schedule. Toni seconded. Karen – Yes, Marge – Yes & Toni – Yes. Motion passed.

Mike discussed the need to be able to promote one person per shift as an officer. This way he has one go-to guy per crew to talk to regarding problems/issues. He would like to make this promotion as fair as possible in order to eliminate any feelings of favoritism. In order to do that he feels it should be based on testing. There is an officer's test out there that the guys can take and whoever scores the highest on the test will be a shift officer. Mike asked for the Board's approval to purchase these tests. Marge motioned to approve the purchase of the Officer Testing package. Toni seconded. Karen – Yes, Marge – Yes & Toni – Yes. Motion passed.

- 5.) Billing Clerk Job Description – Toni suggested adding the Billing Clerk should work with the Fire District's Accountant to provide monthly reports to the Fire Board. No other suggestions for changes were made. Toni motioned to approve the Billing Clerk Job Description with the suggested changes. Marge seconded. Karen – Yes, Marge – Yes & Toni – Yes. Motioned passed.
- 6.) Reserve Fire Fighter Job Description – Karen noticed one typo. There were no other suggested changes. Marge motioned to approve the Reserve Fire Fighter Job Description with changes. Toni seconded. Karen – Yes, Marge – Yes & Toni – Yes. Motioned passed.
- 7.) Health Insurance Policy – Criteria for Common Law Spouse Designation – Shanelle explained the need for getting this outlined in the Policy. She gave the current Health Insurance Policy to Kirsten Kurath for review and Kirsten stated this policy is inadequate. She suggested the Board rewrite this policy. Karen agreed the policy was inadequate. Mike stated he could ask the secretary at Grand Junction Fire for a copy of their insurance policy. Karen said Mike and Shanelle can bring this back to the next Board meeting.

ACCOUNTANT'S REPORT – By Shannon Currier – Shannon reviewed the attached reports verbally. She asked the Board if they wanted her to go into detail on the 2014 Budget to Actual since she had already done so earlier. They said no, it is not necessary.

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 and answered the Board's questions.

Ryan gave the Board an update on his EMT –I Course.

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

August Calls: Fire – 1, EMS – 5, Good Intent – 0, Haz Mat – 0 & Service - 1 , False Alarm – 1 = Total of 8 calls.

PUBLIC/BOARD COMMENTS: Karen stated she met again with Xcel and gave them her objections regarding losing her trees if they go down her property line. They may want to come down to the property lines between Lloyd Sahn and the Fire District. This would still negatively affect both of their properties. Any way they go will negatively affect all properties. They can claim eminent domain and take what they want regardless of what the property owners want. Karen said she would not be so upset if they went on the Schlumberger side of her property, but Xcel stated Schlumberger does not want them there either. There was more discussion regarding this matter. It was decided to meet with the Xcel engineers and see exactly how much their easement will affect the properties and what we can potentially do with the property located within their easements. Shanelle said she does not know how they can decide to negatively affect current residents and not even discuss going across property that has no residents. How can the County allow it? Karen stated it is because Schlumberger has more money than the residents.

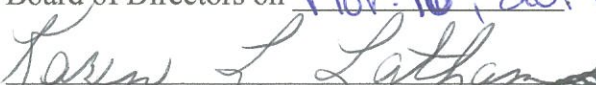
SECRETARIAL ITEMS: By Shanelle Hansen

- 1.) Fire Chief Cell Phone – The Fire District had paid for the Fire Chief's cell phone when Nick was the Chief. In discussion with Mike he does not want to carry around 2 cell phones. Since Mike already has a cell phone and his bill is combined with a family plan, there is not a good way to determine how much his particular phone costs each month. Shanelle suggested paying Mike a monthly expense check in the same amount the previous Chief's cell phone cost each month. That annual average is \$54.24 per month. Toni motioned to pay Mike a monthly cell phone expense check in the amount of \$54.24. Marge seconded. Karen – Yes, Marge – Yes & Toni – Yes. Motioned passed.
- 2.) Christmas Party – Shanelle collected bids for the Prime Rib dinner the Fire Board stated they would like to have for the Christmas Party. Shanelle stated she sought bids from The Cowboy and the Rose, Blue Moose BBQ & from Roger Warren and De Beque Grocery and Gas. The Cowboy and the Rose has not returned a number yet, Blue Moose BBQ came in at \$1022 and Roger Warren quoted \$1200. The head count could be at 40 people. Marge said she would like to go with a local person. Marge suggested using the Community Center since there are so many people. Shanelle said we can possibly pot luck the dessert. Karen suggested having people RSVP this year. Marge motioned to hire Roger Warren for the Prime Rib Dinner. Toni seconded. Karen – Yes, Marge – Yes & Toni – Yes. Motioned passed.

Christmas Employee Bonus – Since the Board had decided last month to wait until all of the Board is present to decide on this and this meeting has again only 3 Board members we should wait until the December meeting to vote on this issue. There was some discussion regarding what the Fire District did previously as Bonuses. It was suggested to bring numbers to the next Board meeting to help with the discussion.

- 3.) Bookcase Invoice – Eugene Reed finished the bookcase and I will be paying the last of the Invoice. It came in under original bid. The bookcase was built to last and all shelves were made to hold heavy books. There are also drawers in the bottom for additional storage. It turned out very nice and will outlast anything we could have bought from a store.
- 4.) Shanelle said Mike had suggested to her a while back that it may be good to start a women’s auxiliary comprised of the fire fighter’s wives & girlfriends and anyone else who wants to join. Toni said she has thought that would be a good thing for a long time. They could be at the station making sandwiches and other things on a fire. Karen said it would be a good idea, in order to not appear to be in competition with anyone else, the auxiliary could offer to help any other group in the community. Shanelle said she would work on getting one started.

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

Approved by the De Beque Fire Protection
Board of Directors on Nov. 10th 2014

Karen Latham, President

Minutes Transcribed & Typed by:


Shanelle Hansen, District Secretary

