

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE
MAY 13TH AT 6:00 PM

MINUTES

CALL TO ORDER: Meeting was called to order by Annette at 6:00 PM. Directors present were Karen Latham, Marge Mackey & Annette Tanner. Joe Feeley was absent. Newly Elected Directors present were Toni Vincenzetti, Dick Latham & Chanse Brackett. Fire District staff present were Mike Harvey, EMS Chief, and Shanelle Hansen, Secretary, Forest Matis, Paramedic/FF and Ryan Rose, EMT/FF. Guests present were Shannon Currier, Accountant, Larry Beckner, Fire District's Attorney, and Kirsten Kurath, Attorney also representing the Fire District out of Larry's office. Public present were Dan Hutton, Toni Vincenzetti and Dick Latham.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: Karen asked to add discussion of the hay field over at 4580 I-70 Frontage Rd. to new business.

APPROVAL ITEMS:

- 1.) Minutes from April 4th, 2014 – Marge motioned to approve the Minutes as written. Karen seconded. Karen – Yes, Annette – Yes, Marge- Yes. Motion passed.
- 2.) Minutes from April 8th, 2014 –Karen motioned to approve the Minutes as written. Marge seconded. Karen – Yes, Annette – Yes, Marge -Yes. Motion passed.
- 3.) Expenditures for the month of April – Karen asked if the copies of the B-Day cards were duplicates. Annette stated it looks like the receipts were double copied. Karen motioned to accept the April Expenditures. Marge seconded. Karen – Yes, Annette – Yes & Marge - Yes. Motion passed.

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

OLD BUSINESS:

- 1.) Strategic Plan – Karen Latham – She stated she is almost finished with the Strategic Plan and will be sending out for all Board members to review. She asked that they not only review the Plan but to also make changes or additions as they see fit. This needs to get done. If the Fire Board wants to apply for a grant from DOLA in August this Plan needs to be completed by then.
- 2.) Land Survey Update – Shanelle said she still has not received it yet. It should be soon.
- 3.) Policy Manual/By Laws/Job Description Review – Marge Mackey said this has been started. She wanted this item on the Agenda at this time so everyone is aware that this needs to be done and the Board will need to compare the two Manuals and decide what should be left in the new Manual or returned back to the wording of the old Manual OR change the wording completely if it would better suit the District to do so. All changes to the Policies and By

Laws cannot be done without review and approval by the Board. Karen said she has started reviewing the By-Laws and has some changes to send to Larry. Marge stated she has been working with Mike to put together more detailed job descriptions. Karen stated she thinks the job descriptions need to be measurable.

- 4.) RFP/RFQ Update- Annette stated the RFP/RFQ's for the architect are in and in front of the Board for review. She asked Mike if had printed the one that came via email. He said yes and asked Shanelle to copy it for all Board Members. Annette said there should be 6 copies needed. Annette said once the new Board is seated they can review these tonight or set a Special Meeting to review them. There were 6 received.

NEW BUSINESS:

- 1.) Swear in New Board Members & Do Oath of Office – Larry Beckner – He introduced himself to the new Board Members and Kirsten Kurath, an Attorney with Williams, Turner and Holmes to all Board Members. She is going to be helping Larry with his work load in regards to Special Districts. Larry asked Annette to assist with the Oath of Office since she is the acting Officer of the old Board. Annette and new Board Members performed the Oath of Office and signed the same. Larry then outlined the duties of the Board Members and explained briefly what a Title 32 District is and how the government of this type of District should work. He highly recommended the Board go to the Board Training offered by the SDA (Special District Association). This will help all Board members and staff understand their duties within the District. Karen said the flyer she viewed showed the cost at \$30 per person. Shanelle said she could register everyone as soon as she gets a final count on who wants to go. Shannon recommended staff get a lot out of those workshops too. She goes to them every year and there is always something she walks away with.

Larry said he would like to schedule a workshop to discuss with the Board in detail the Board's fiduciary obligations to the District, the nature of confidential information, the idea of Executive Sessions and Open Sessions, the type of posting notices of the meetings, the By Laws and the role they play and they will need to spend some time drafting new By Laws. The financial matters of the District are very important. Starting in August his office will be sending out a notice to say it is time to prepare next year's budget. He stated the Board is lucky to have Shannon Currier on Board since she prepares outstanding budgets. He has worked with a lot of Districts and Shannon does better work than anyone else he has worked with, she does very detailed work. Larry said he would like to spend time with the Board on the Budget process. The Members of the Board need to understand the process, the timing and the requirements of putting together the Budgets. Larry went on to list more of the different issues he would like to speak to the Board about in a future workshop.

Mike said he would also like to have the Board attend an informational training session separate from the SDA training that would cover how the Fire District operates. This would cover licensing, EMS Council, physician advisor, certificates, how all the intricacies work and why we do what we do. Toni said she would love that. Karen said Mike could set this training up sometime after the SDA training.

Annette invited the new Board Members to be seated at the Board table. Karen thanked Annette for her service to the Fire District.

- a. Elect Officers – Shanelle stated there needs to be a President, Vice President and Treasurer elected. Larry suggested the new Board also elect the Secretary to the Board as well. Marge asked for nominations for the President of the Board. She then also nominated Karen Latham as President. Dick Latham seconded. Marge asked if there were any other nominations. There were none. Larry said a vote was not necessary if there were no other nominations, it could be done by affirmation. Marge asked if Karen accepted the nomination. Karen stated she would. Marge then turned the meeting over to Karen.

Karen then asked for nominations for Vice-President. Dick Latham nominated Marge Mackey. Karen asked if there were any other nominations. There were none. Marge accepted the nomination for Vice President.

Karen asked for nominations for Treasurer. Dick Latham nominated Toni Vincenzetti. There were no other nominations. Toni accepted the nomination of Treasurer. Shannon stated the Board needs to decide who will be signers on the account at the bank. After some discussion it was decided to have Karen Latham, Toni Vincenzetti, Marge Mackey and Shanelle Hansen as signers at Alpine Bank.

Karen asked for nominations for Secretary. Chanse Brackett nominated Shanelle Hansen. Dick Latham seconded. There were no other nominations. Shanelle accepted the nomination of Secretary.

Karen asked Shanelle if she would be the one to update all of the Contact information to SDA and the other entities. Shanelle said yes, now that officers have been established, she would do so.

- b. Email Addresses – Karen said the fire district has the www.debequefire.org website that the Board could use as email addresses. This way the Fire District's business could be sent directly to the @debequefire.org address and it will be separate from personal stuff. Mike could get these set up for the Board. Dick stated those emails would be good to have advertised on the website.

- 2.) Fire Chief Resignation Administration Questions – Karen stated Nick Marx submitted his resignation effective May 8th, 2014. He served the De Beque area for 40 years. Karen stated this item is on the Agenda to discuss some housekeeping chores that will need to be done in regards to this change. Shanelle had placed a Memo in the Board packet outlining a list Karen submitted for this discussion. Mike Harvey stated in regards to licenses held by the Fire District Nick's name does not appear on them. It will be just a matter of changing the contact name and email. Mike said he can handle those changes with the State and Counties. Shanelle said Nick was never a signer on the bank account and she has a list of the Fire District's charge accounts and she has begun the process of updating the approved employee list who can charge on each of those accounts. Karen asked if the Fire District owes Nick any Leave. Shanelle stated Nick had used all of his leave with the exception of one day. When Nick took his leave he forgot to account for the Easter Monday the Board voted to approve as a paid Holiday. Shanelle stated she paid Nick that day in his final check. So, instead of paying him through the 8th, which is the date he resigned, she actually paid him through the 9th so all of the leave would be accounted for. Mike said he needs to find the key that is needed to open the mechanism in order to change the door codes. If he cannot find the key he will have Simmons Lock and Key come up and get it open.

Karen asked about moving the equipment and the Quonset building over to the new property. Mike stated if the Board wants to do that in-house they will have to rent some equipment to pick up and move those jersey barriers. He stated the Board needs to pick a location before moving it so that it does not have to be moved again. There will also need to be road base put down for the floor. Karen asked if the equipment currently stored in the Quonset building could be stored in the barns/buildings on the new property. Mike said the trucks are so long they will only fit partially in the building with the concrete floor. The Rescue and the Brush could potentially fit in there if needed. Mike said the trailers may be able to go in the long barn, but they would need to get a magnet in there to remove all of the nails and debris that could harm the tires first. Marge asked if Mike knows of someone who has the equipment to move the building or would someone need to be hired to do it. Mike stated it would be easier to hire someone to get it done. Marge asked if this needs to go out for bid. Larry stated it should. Karen asked if Mike and Shanelle could put the bid request together and send it out. Mike stated the Board needs to decide where the building should be placed first. Marge asked where Mike thinks it should go. Mike said he has not thought about it. Dick said he thinks the Board needs to hire someone to come in and clean the whole place up as well as move the shed. Mike said if the corrals and the long barn were removed there would be room to put the Quonset near the house where it would not be in the way of future building of the new fire station.

Toni stated she noticed when reviewing the reports that Nick's wife, Chloe, was doing the billing. She asked why it was being done that way and not in-house as other Fire Districts do. Shanelle answered Chloe had been doing the billing even back when the Fire Dept. was a part of the Town of De Beque. When the District was formed she continued doing it since there was no reason not to. Toni asked if Chloe was going to continue doing the billing. Mike stated Chloe had indicated to him she would like to. Mike said that is something else the Board will need to decide. Shannon said she has been working with Chloe and every month she has been sending Shannon a spreadsheet. Shannon stated her only concerns are HPPA. Shannon stated she thinks that no matter who is doing the billing, she feels the attorney's need to draw up something in writing that can be signed to be sure they remain HPPA compliant so the District is covering their bases. Mike said there is a form, Standardized Business Associates Agreement, this form is signed by anyone who is not an employee but would be a 3rd party contract person who may have cause to view the medical files, such as the Mesa County Sheriff's office, the Physician Advisor, etc. Karen stated if Chloe does not do it and it gets brought in-house, what kind of training would be needed? Mike said there are billing programs out there that can be purchased. Toni said there are standardized billing programs that has to be used for insurance companies. Shanelle stated there would be a learning curve for her and she would like to have training so that she knows she will be doing it right. Mike said there are resources out there, one over by Eagle that has a billing group where the secretaries pool their questions. There are some groups that meet in Grand Junction as well. He would have to check into it if the Board decides to go that direction.

Karen asked the Board if they would like to keep Chloe doing the billing. Marge said she is OK with it as long as Chloe signs the HPPA policy. Toni said she just wants to make sure there are good checks and balances in place. Shannon stated Shanelle receives the payments, Chloe does not get the payments sent to her. Shanelle stated when the payments come in she makes a copy of the check and attached documentation and sends that on to Chloe so she knows what has come in. Toni stated that is a good way to do it. Shannon

stated the only thing she does not know or have any control over is the billing side and do we know that every call gets billed. Shannon stated from an accounting standpoint that would be the biggest concern. She asked Mike how Chloe knows what to bill. Mike stated he brings a copy of the PCR reports to her and then does not see them again. He said his concern would be HPPA and what happens to those records. Toni asked where the records are kept now. Shannon said she keeps the records at her home. Toni stated once the bill has been paid in full, the permanent record should be stored in-house. Dick asked if Shannon would be willing to do the billing. Shannon said she would be happy to oversee it, but anything to do with insurance takes additional training and time. Dick asked if Shannon could help set up a checks and balance system. Shannon said she could do an analysis over the next month of the whole picture and at the next meeting the Board could decide. The Board could talk to other billing staff in other Fire departments and get recommendations from them on how they handle their billing. Marge and Dick agreed that would be good. Mike stated most of the local areas do their billing in-house.

Karen said she will need a motion to accept Nick's resignation. Dick motioned to accept Nick's resignation. Marge seconded. Karen – Yes, Marge – Yes, Toni – Yes, Dick – Yes & Chanse – Yes. Motion passed.

Karen stated the other item of business to discuss on this Agenda item is the replacement of the Fire Chief. Marge asked if the Fire District has to advertise the position or can it be filled from within. Larry Beckner stated he had looked this up and determined that if the Fire District was to hire someone from outside the department then, yes, they would need to advertise the position. If the Fire District wants to hire from within by essentially bringing up an employee into the position, the position does not need to be advertised. Dick asked if this needs to be filled right away, but he would like to have some more time to think about it. Toni asked about appointing an Interim Fire Chief. Larry said Mike has already been appointed as the Interim Fire Chief since Nick left on vacation. He stated the Board can extend that appointment for a longer time. Toni asked if there was a job description for a Fire Chief. Marge said that is something she and Mike have been working on. Larry suggested deferring to Mike on the description since he will know what that job should entail. Marge motioned to extend the appointment of Mike Harvey as Interim Fire Chief. Chanse seconded. Karen – Yes, Marge – Yes, Toni – Yes, Dick – Yes & Chanse – Yes. Motion passed.

Dick asked to go back to the discussion on the equipment and the Quonset shelter. He would like to see this get done sooner rather than later. Larry said the Board could request bids on the project. The Board discussed the work that needed to be done and what buildings and corrals should be removed. It was decided to wait to move the Quonset until all of the corrals and the long barn are gone and then decide. The Board discussed having a local guy remove the corrals and barn vs. having a company to do it. Larry suggested this project needs to be done clean and the person/company needs to be insured. An individual may not have liability insurance. There was discussion on what to remove and the time frame it needs to be done. Dick motioned to put out a bid request for removing the corrals, the small shed, the long barn and then doing some final excavation and clean-up work back to a level surface. Chanse seconded. Karen – Yes, Marge – Yes, Toni – Yes, Dick – Yes & Chanse – Yes. Motion passed. Shanelle stated she would advertise the Bid Request the same as she did the RFP/RFQ, she just needs to know who the Board wants as the contact person to be listed in the ad.

Dick motioned to give Mike Harvey the authority to be the contact person on the clean-up, barn removal bid project. Chanse seconded. Karen – Yes, Marge – Yes, Toni – Yes, Dick – Yes & Chanse – Yes. Motion passed.

Marge had to leave the meeting.

Mike said he does not feel comfortable choosing a bid. He stated he would like to have the Board make the final decision. Larry said if the Board does not want to wait until the next meeting to discuss this Mike can take the bids and review them with the Board President. Karen then can contact each Board member to get their input and then make a decision outside of a meeting.

Shanelle stated, before the Board moves on from discussing the Fire Chief, she would like to add discussion regarding a retirement party for Nick Marx. Shanelle stated Marge wanted to bring this up, but since Marge had to leave, she is bringing it up for her. Does the Board want to throw a party for Nick? How much of a budget does the Board want to set for it? Does the Board want it catered? Mike and Marge had previously visited with Chloe to find out what date would be good for them. Chloe stated June 14th is the only weekend they don't already have other plans. Karen asked about having it as an Open House and provide refreshments and finger foods. Karen also asked how it would be advertised. Shanelle said it could be done by flyers around Town, a direct mailing to area residents or it could be added to the Newsletter. Each Board member stated they wanted to honor Nick. Mike said it is customary to award a plaque as well. Toni motioned to host a retirement party on June 14th with plaque for Nick Marx. Chanse seconded. Karen – Yes, Toni – Yes, Dick – Yes & Chanse – Yes. Motion passed.

Dick said Mike could report to Karen on the expense of the items to be purchased for the party. Shanelle stated the previous Boards have voted to allow the Fire Chief and herself to be able to spend up to \$1000 for various items needed without Board approval. If this new Board wants to vote to change that amount then that is a decision they certainly can make. If they are OK with that then the plaque and supplies for the party should be well under the \$1000.

- 3.) 2013 Audit w/Paul Miller – Shannon stated Paul is out of town and would like to come to the meeting in June. The Board agreed that would be fine.
- 4.) Executive Session Confidentiality Policy – Karen stated the policy that was provided in the Board packets for review was drawn up at the request of the prior Board. She asked if anyone had any questions or comments on the Policy. There were none. Karen asked if Larry would like the Board to number their policies since there is a number on this one. Larry said that is an easy way to refer to the policy if each one had a number. Karen asked if the rest of the Board is OK with numbering the policies and also including the date the policy was reviewed and/or changed by a vote of the Board. Toni motioned to approve Executive Session Policy #(not yet assigned) as amended to include the date approved. No one seconded the motion. Karen – Yes, Toni – Yes, Dick – Yes & Chanse – Yes. Motion passed.

Marge left a question with Karen before she had to leave to ask regarding the Executive Session Confidentiality Policy. Marge was wondering why there were no consequences listed for a confidentiality breach. Larry said he could work on the Policy some more and

include that if the Board would like him to. Breaches will be addressed at the SDA training and if not he has information regarding them he can provide. Dick said, on Boards he has served on before, the person who committed the breach could be removed from the Board. Karen stated they can at least be asked to leave, or not attend, the meeting. Larry said Special Districts are different in that Board members are elected officials and therefore cannot be removed from the Board without a vote of the people. If the Board does not want to pursue impeachment they can emasculate the Board member by removing them from an appointed office, if they were President, Vice Pres. or Treasurer. They could also be left out of all future executive sessions. If the Board thinks that person has a conflict of interest the Board can ask that person to leave the meeting or at least not vote on the issue. Things like that can be done, but that is the extent the Board can do. Larry stated the real consequence is that person breached the confidentiality the Board starts falling apart because they don't know who to trust.

- 5.) Personnel / Payroll Issues – Larry recommended the discussion of this issue be done in Executive Session. This item was moved to the end of the meeting.
- 6.) Added by Karen Latham – Hay Field at 4580 I-70 Frontage Rd. – Karen said she talked to Tom Latham. He stated he does not want to irrigate that property this year. He is short on staff this year. Karen said she also talked to Snap regarding the irrigation and he said he would show how the irrigation system works and where all of the valves are. Snap said 12-13 30ft. sticks of gated pipe would be needed to irrigate the property. Karen said Irrigation Systems only had 10" pipe at \$8.30 p/foot. This comes to \$249 per 30 ft. stick and if there are 12 of them it is nearly \$3000 to get gated pipe out there. She said maybe the property can be irrigated a different way. There was discussion on the different ways the place could be irrigated. All agree the property needs to be taken care of so it stays nice. Karen said there may be some gated pipe behind the Lynch's. Mike said he has already looked at it and discussed it with the neighbor who shares the head gate. The neighbor will need some help with the irrigation ditch and Mike told him to call him so the guys can assist with the ditch maintenance when needed. Shanelle said Bill Nichols may be interested in irrigating and haying that property. Dick said it may be worth talking to Bill Nichols and see if he would want to put in ditches and irrigate the property that way instead of using gated pipe. Karen asked Shanelle to contact Bill Nichols and see if he is interested. Shannon recommended the Board to motion on this issue since they are asking Shanelle to basically contract with a person, even though there is no money involved there is still value in the proposition. Dick motioned to give Shanelle permission to contact Bill Nichols regarding irrigating and farming the property at 4580 I-70 Frontage Rd. Chanse seconded. Karen – Yes, Marge – Yes, Toni – Yes, Dick – Yes & Chanse – Yes. Motion passed.
- 7.) RFP/RFQ Review – Karen asked if there will be enough time to possibly put off the review to a later meeting. Mike said yes, there is time. Karen asked the Board if they wanted to postpone the review of these proposals. Mike asked if there should be a Special Meeting for this review. Karen said she feels that would be good just so that is the only thing on the Agenda and the Board does not feel so rushed. Annette said the ad stated the bids would be opened at tonight's meeting so they need to be at least opened. All packages were opened and the information was distributed to each Board member for review. Karen asked when the Board would like to set the Special Meeting. After some discussion it was decided to set the meeting for Thursday, May 22nd, 2014, at 6pm. Karen gave a brief history on the DOLA grants and why the previous Board elected to move forward with requesting these proposals.

Marge Mackey returned to the meeting.

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.

FIRE CHIEF'S REPORT – Mike Harvey, EMS Chief/Interim Fire Chief. Mike provided an Administrative Report (attached) in the Board packets for their review. Mike asked the Board for their current email addresses. Shanelle said she can give those to Mike. Marge told Mike he was going to be creating new emails for the Board as well.

Mike reviewed his Administrative Report verbally on the following items: Training, ISO & General District Items basically directly from the report. The Action Items are listed below:

- a. Vehicle charging cradle – Even though this dollar amount is less than the \$1000, Mike asked the Board if they were OK with purchasing two of these with a total cost of \$338. The Board agreed to the purchase.
- b. Chevron simulation – Mike wanted to let the Board know of this event since he will be attending this even as well as some of the staff.
- c. Grants – Mike just wanted the Board to know of the Grants he listed in his report since one of them have a 50% match if awarded.
- d. Current Grants – These grants have already been applied for and are waiting to see which ones will be awarded.

Calls: 7 EMS, 1 False Alarm/False Call, 3 Fire, 8 MVA, 1 Haz Mat & 0 Special Incident.

Mike said he had a couple of high school age kids come in and expressed interest in a Junior Fire Fighter program. He can pull some additional information on this if the Board would like to know more about installing this type of program. Toni said she would love to have this program. Others agreed.

Karen asked if there is any chance the Burn Permits could be on the website. Mike said he would like to do something like that next year. It could be in a fillable PDF form that they could fill out on-line and send in. It would then pop up in his email. Dick said there would still need to be Permits on the door as well!

Karen asked if, on the map of the fire district boundaries, the airport and other landmarks could be added to show exactly how large the district actually is. Mike said he could do that.

PUBLIC/BOARD COMMENTS: No public comments.

SECRETARIAL ITEMS: By Shanelle Hansen

- 1.) Newsletter – Shanelle asked the Board if they had a chance to review the Newsletter. Are there any changes other than adding a section regarding Nick's retirement party? There were no other changes suggested by the Board.
- 2.) Karen's B-Day – Today is Karen's B-Day so everyone wish her a good one!
- 3.) Board Member Plaques – In the past when Board members have left nothing has been done for them regarding a plaque thanking them for their years of service. Since Joe and Annette both have served the Fire District for many years does the Board want to recognize them in some way and say thanks. Toni said she thinks that is a good idea. Marge asked if a gift certificate to go to dinner somewhere would be appropriate. Karen suggested a gift card so they could use it for anything. Toni said she would be OK with a plaque and gift card for a

person who has served at least one full term but not for someone who only served a few months of a term. Marge motioned to get a plaque and a \$50 gift card for both Joe Feeley and Annette Tanner. Toni seconded. Karen – Yes, Marge – Yes, Toni – Yes, Dick – Yes & Chanse – Yes. Motion passed.

Marge motioned to go into Executive Session to discuss personnel issues. Toni seconded. Karen – Yes, Marge – Yes, Toni – Yes, Dick – Yes & Chanse – Yes. Motion passed.

Karen read the paragraph under the Policies regarding Executive Sessions. All Board members, Mike Harvey, Shanelle Hansen and Shannon Currier were invited to stay for the Executive Session.

EXECUTIVE SESSION commenced at 8:55 pm.

Marge motioned to close the Executive Session at 9:17 pm. Chase seconded. Karen – Yes, Marge – Yes, Toni – Yes, Dick – Yes & Chanse – Yes. Motion passed.

Once out of Executive Session Marge motioned to have Shannon Currier speak to Michael Santo to discuss the pay period/overtime/scheduling. Toni seconded. Karen – Yes, Marge – Yes, Toni – Yes, Dick – Yes & Chanse – Yes. Motion passed.

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

Approved by the De Beque Fire Protection
Board of Directors on 6-10-14.

Karen L Latham
Karen Latham, President

Minutes Transcribed & Typed by:

Shanelle Hansen
Shanelle Hansen, District Secretary

