

REGULAR MEETING  
BOARD OF DIRECTORS  
DE BEQUE FIRE PROTECTION DISTRICT

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

MINUTES

CALL TO ORDER: Meeting was called to order by Joe at 6:00 PM. Directors present were Joe Feeley, Karen Latham, Marge Mackey & Annette Tanner. Fire District staff present was Nick Marx, Fire Chief. Guest present was Shannon Currier, Accountant.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: None

APPROVAL ITEMS:

- 1.) Minutes from January 13<sup>th</sup>, 2014 –Marge motioned to approve the Minutes as written. Annette seconded. Joe – Yes, Karen – Yes, Annette – Yes, Marge- Yes. Motion passed.
- 2.) Minutes from January 27<sup>th</sup>, 2014 – Annette stated she has some questions regarding the content of the Minutes, but will ask those questions later. Karen motioned to approve the Minutes as written. Annette seconded. Joe – Abstained, Karen – Yes, Annette – Yes, Marge -Yes. Motion passed.
- 3.) Expenditures for the month of January – Annette voiced her concern that there is a lot of money begin spent on a house that no one is yet going to live in. Nick said Josh is going to be staying in the house 4 out of 8 days. His 4 days on shift he will live at the house and his 4 days off shift he will go home to Grand Junction. Annette asked if that is for sure. Nick stated he will have to or find another job. Nick stated Spencer Pruitt, currently a volunteer, will be staying there one night a week. Karen motioned to accept the January Expenditures. Marge seconded. Joe – Yes, Karen – Yes, Annette – Yes & Marge - Yes. Motion passed.

PUBLIC COMMENTS: None

OLD BUSINESS:

- 1.) Update on Financing Progress – Approve Resolution from Larry Beckner – Joe stated it seemed in the Minutes of the Special Meeting there was some controversy on whether or not the rest of the Board wants to move ahead and approve the financing. Joe stated his opinion is well known, he feels the Fire District needs to get the lease now for known interest rate instead of waiting until next year and having to pay a much higher rate. Karen stated there could be a \$200,000 Grant for help with architectural costs. She feels the Fire District should wait to lease the money but watch the interest rates and if they start inching up, and then move on the lease. She would like to apply for the DOLA Administration Grant in April in order to get the architect started. Joe stated his interpretation of the Minutes was that Elyse approved of the Fire District working with Stifel Nicholas and encouraged having the financing already lined out when writing the Grant. Karen stated Elyse also suggested having the funds in the reserves ear marked as to what they are there for. Karen also voiced her concern of having to have 25% of the entire project as a match for the DOLA grant. Annette clarified it is 25% of the total project and not 25% of the grant itself. She figured that number to be \$1.3 million.

Joe stated it did not sound to him the Fire District would get the full \$1 million. Annette said Elyse stated the Fire District could plan on around \$700,000 and anything more is icing on the cake. Joe said he thought it was interesting that if the District stayed below the 25% then we would not have to build to LEED standards. Annette said she understood Elyse to state that if a DOLA grant is involved the Fire District must build to LEED standards. Shannon and Karen agreed. Annette said she asked her twice. Nick asked why the Board would want to spend \$1.3 million to get \$700,000. Shannon said not all of the \$1.3 million has to come out of the Fire Districts pockets. It could also include monies from another grant. Nick said he thought it is illegal to pay one grant with another grant. Annette said the Fire District was planning on spending \$1 million dollars out of pocket on the building anyways.

Marge read from the Special Meeting Minutes stating if the Fire District were to fund their project by using 25% or more of State funds, then the building must be built to LEED standards. Joe stated that is what he is stating, if the Fire District uses less than 25% of the total project in Grant monies we would not have to build to LEED standards. The Fire District could still build a 'Green' building, but could save money by not having to meet the Silver Certificate standards. Karen stated she would like to clarify that with Elyse. Annette said she is positive Elyse stated if ANY amount of DOLA monies were used on our project, it would have to be LEED certified. Marge read further on page 7 of the Minutes clarifying the Fire District would not have to build to LEED standards if the project stays at the \$5.5 million. If the Fire District scales back and closes the gap, then they will need to keep LEED standards in mind. Joe said if the Fire District targets using less than 25% in State monies then we can build to certain LEED standards, but are not obligated to spending the money for full LEED certifications.

There was further discussion on DOLA grant requirements: lease purchase wording vs. certificates of purchase. Joe stated he understood Elyse was encouraging the Fire District to go ahead with obtaining financing since that would meet the "Ready to Go" portion of the Grant Application.

Joe asked if there is a copy of the Resolution. Shanelle said Larry Beckner has not sent it to her yet. She said the Board can approve moving forward and when Larry gets the Resolution to Shanelle then Joe can sign it. Joe said the Board has already approved moving forward with Stifel Nicolas in the January 13<sup>th</sup> Minutes.

Karen said Steve with Stifel Nicolas sent an email saying there could be a 10 year balloon and a 15 year balloon at 3.4% and 3.6%. For the 10 year the payment would be \$292,000 in year 1 and \$393,000 for years 2-9. It would be approximately \$3,684,000 due as the balloon payment in the 10<sup>th</sup> year. She stated if the Fire Board is going to borrow money that in the first year they are not going to use, does it make sense to do that? Then the Board could refinance in 10 years if needed. Karen said it also stated the lease could not be paid off early in the first 5 years, but after that it could be. Joe said Larry recommended to the Board that there is no reason to pay the loan off early. Keep the payments budgeted and use the other monies to build reserves.

Shannon stated the other thing to consider is if the Fire Board gets the Lease Purchase for the building and then gets a grant to help pay for the building and then have to put a certain amount of match money down - there is the concern of putting too much into the project. This would complicate a future Fire Board's decision to fund the monies on the Lease

Purchase. This would need to get worked out. There was further discussion on this and potential percentage splits of monies.

Shannon suggested borrowing a portion of the money now and wait until after the DOLA grant is awarded for the rest. If the Fire District does or does not get the grant, then borrow the rest of the monies needed at the interested rates at that time to finish the project. There was discussion on this.

The FCI guys stated the only way to answer all the questions of the building and the monies needed is to have an architect work those issues out. There was more discussion on hiring an architect, timing of the grant for the architect, etc.

There was discussion on justifying the DOLA grant when we have such a small number of residents on the District. This issue must be addressed fully in the Grant Application.

Joe asked the FCI guys what the preliminary numbers were again. One gentleman answered the entire building at just over 24,000 sq. feet. At roughly \$2.50 per sq. foot it would be just over \$6 million to build – not including the design fees and other soft costs. That is the totally finished out 24,000+sq. ft. building with bays. The drawing with the living quarters and community room yellowed out results in a building somewhere between 15 -18,000 sq. feet. This will save approx. \$1.5 million. Joe stated if DOLA were to give the Fire District the \$750,000 Grant, then the Fire District could add the other \$750,000 out of their own reserves and finish the rest of the building. There was discussion regarding the building itself and the plans not being written in stone at this point. FCI also gave comparisons to other fire stations they have built in the past.

Joe asked if the Board is comfortable financing the \$5.6 million. Karen stated she would like to build something smaller for less money and make sure the future Fire Boards can still meet payroll. Joe stated no one can predict the future, but he cannot not see the oil/gas companies pulling pipe out of the ground. He cannot see the Fire District's revenues dropping much more than they already have. If the Board is not comfortable with \$5.6 million he would like to know what number they are comfortable with. There was discussion on lease terms, interest rates, amount to borrow vs. amount to build, future budgets, reserves, 2014 payments already budgeted (about \$420,000 per year), etc.

Annette stated she agrees to go with the \$5.6 million and build what fire station we can for that money. Marge stated she will agree to the \$5.6 million to build an entire fire station. She does not want to build in phases, she does not see the phases happening. This resulted in another session of discussion on the building. Joe asked if the Board will make a motion to have Joe sign the Resolution to proceed with \$5.6 million lease with Stifel Nicolas. Annette motioned to approve Joe Feeley to sign the Resolution from Larry Beckner authorizing Stifel Nicolas to proceed with the lease paperwork in the amount of \$5.6 million. Joe seconded. Marge – Yes, Annette – Yes, Karen – Yes & Joe – Yes. Motion passed.

- 2.) Fire Station Design – RFP Review for Architects – Approve to put ad in paper – Shanelle included a sample RFP in the Board packets for their review. Annette said she has another sample RFP she read that could be used. Elyse said the RFP and the RFQ could be requested together.

Joe asked to clarify a statement the FCI guys made. He asked if the site development was at \$50 per/sq. foot. They said that is a rough number, but it is close. Joe asked if that number could be affected if the Fire District could get 'in kind' services. They said yes, it is averaged out over the landscaping, parking lot, etc. Joe said Garfield County bought all of the gravel out of a gravel pit down here and if they don't want to give the Fire District cash they may be OK with providing gravel for the project.

Karen stated, back to the RFP, now we need to include the RFQ's too? Karen asked if Annette wants to work up an RFQ/RFP or do they want Shanelle to do it. Annette stated she would do it. FCI stated the Board can request a list of who the Architect will be working with as Civil Engineers and other professionals on their team. There was discussion on using local companies. FCI said the Board can establish selection criteria which states principal place of office is within a certain mileage of construction site. Annette said once she gets it written, she will send it to everyone's email for their review.

- 3.) Strategic Plan – Karen Latham – Karen said she needs information from Nick, Mike and Shannon for various areas. She is still incorporating stuff Elyse told us would be a plus from DOLA's standpoint. Joe said he would like to see a page in there that showed the history of the Fire District and how it was a sad state of affairs. Karen said on page 4 there is a basic history. She can expand on this if needed. Karen asked for help on the Challenges portion. She included the Calls and Services Offered – so please review and approve these. She would like to add the 2014 Budget. She also feels the Board needs to work on the policies to earmark the reserve funds so those can be included. Also, does the Board want to add a Mission Statement, Vision and Motto? Joe said the Mission Statement needs to be expanded. The Core Values she added from another District's Plan, she also added a couple of maps of the District and of the Town of De Beque. She would like pictures of the current fire station as well as the site of the future station. Joe suggested adding '800 sq. miles' to the District Map to give people an idea of the size of the area. Karen said she received a list of apparatus and equipment to add to the Plan. Joe recommended adding there is no debt on that entire list.

Karen said no one from the public has responded to the request for community assistance on this Strategic Plan. She would like to draw up a survey to mail out to people so they can maybe fill it out and send it back in to us. She would like to put it in the next newsletter.

She heard of a community paramedic training program that Colo. Springs is doing – this could be a long term goal. Nick said that will have to go through the Medical Advisor. Karen said that is fine, it is just something that could be looked at.

Karen said she needs help with various items in the Strategic Plan and asked the Board & Nick to review this draft of the Plan and get her their suggestions, changes and additions back to her.

- 4.) Follow-Up Discussion on DOLA Grants Info from Elyse Ackerman – The Board feels they have already had this discussion.

#### NEW BUSINESS:

- 1.) Cost of Living Increase – Shannon said the Social Security increased at 1.5%. Annette stated she saw a news story that groceries have went up 3% in the last year. Joe asked about

current payroll numbers. Shannon stated in 2014 the budgeted payroll is \$557,000 the actual payroll expenses for 2013 was \$529,500. Shannon stated these numbers include wages and payroll taxes. Joe asked what a 1.5% increase would look like. Annette said it would be \$565,355, a difference of \$8,355. Joe stated he is OK with a 1.5% COLA. Marge motioned to approve the 1.5% COLA. Karen seconded. Joe – Yes, Karen – Yes, Annette – Yes and Marge – Yes. Motion passed.

- 2.) Marge Mackey – List of Special Items to Discuss – Marge had Shanelle include this list in the Board Packets for review.

**Certifications:** Marge wants to know who is certified and what dates are they certified through. Nick provided a list of employees and their current certifications. Marge asked when and if these certifications have to be renewed. Nick said the National Registry Recerts are every 2 years, the State Registry Recerts every 3 years. Annette asked which is which? Nick stated it is both. Annette stated every category there is one of each? Nick said that is just for the EMT's. Marge asked about, for example, Ryan, he has Pipeline Awareness. Is that something he can choose to recert? Or is it something he has to keep up on. Nick said he does not have to recert. on that one, it is more of a one-time certification. Marge asked if all of these certifications are current. Marge asked what NIMS is. Nick answered National Incident Management System. Marge asked if Mike can teach the classes for certain recerts. Mike answered yes, medical, fire and wild land fire. Marge stated Nick has a very long list, are all of those certifications current? Nick stated some of those are one time certifications that don't expire. Marge asked which ones are the one time ones. Nick said his EMT recert is coming up in April. Marge asked about Incident Command, is that current or is it a recert? Nick said it is a one time. Marge reviewed the list verbally to establish which ones are one time certifications and which ones need to be renewed. All is one time certifications except EMT(every 2/ 3 years), Wildland Fire (Annually), CPR(every 3 years), Driver Training (Annual-On Going), Swift Water & Ice Rescue (annual refreshers), PEPP/PALS (every 3 years).

**List of Vehicles:** Marge stated Elyse with DOLA recommended a list of vehicles that show what they are to be used for & how often they get used to justify the needed bays to house them. This is why she wanted to take a look at the vehicles. Joe said even though a vehicle isn't getting used doesn't mean they can get rid of it. Karen said it does need to be explained why we have it. Nick said he included what vehicle goes out on what kind of call. Karen said this info may also be good for the Strategic Plan. Karen asked Nick to send this to her via email. Nick answered questions the Board had on various pieces of equipment. Karen asked if there was some report that would show what vehicles went out on what calls. Nick said there isn't one. Nick went on to explain there are NFPA standards that recommend certain response vehicles show up on certain types of calls, but we cannot meet those standards due to the lack of personnel to man those vehicles.

**Residency Program:** Marge stated she thought the original plan was to use the house to get people involved in a Residency program as volunteers to help cover the shifts since the Board cannot afford to hire people. Nick said that is still the plan. Marge said that is her major reason to keep the housing in the fire station so the house will still be available for the Residency program. Joe said that is not the best situation because then there are clear lines between the volunteers and the regular employees. Karen asked how long it will be before there are people involved in that Residency program. Nick stated the house has some more things to do to get it livable. There are some things left to get, including a garbage disposal.

There was some discussion on whether or not to get one. Marge said the idea of segregation was not an issue when this was first brought up, why is it an issue now? Joe said that was because they did not want to burn the house down and it was an effective way of using the house. The situation has changed and we are unsure if there is going to be housing in the new fire station so we have to change the plan and go with the flow. Marge stated, in regards to Josh being made to live in the house, is it fair and is it legal? Nick said when he first hired on it was the understanding that when his 1 year lease was up on his rental in Grand Junction he would move up here. When that 1 year was up, nothing happened. When he is on shift he can reside in the Crew's Quarters to go on calls after hours. When he is off shift he can go home, which is now in Fruita. He knows this is coming. Karen asked if he was OK with this. Nick said yes. Annette asked if it is legal. Joe said the Board can write a policy that states a person has to live within a certain amount of response time to the fire station. He said in other places fire departments have required people to live within 20 minutes of the fire station. Marge just wants to make sure the fire district is legal prior to requiring Josh to do so. Karen asked if Marge would feel more comfortable if they checked with the attorney. Marge said she would – it is the Fire Board this issue will fall back on. Annette said the comment the Chief made saying if Josh does not do it he no longer has a job – that is pretty harsh. Nick was just an off comment. Annette said Joe is always saying “We don't put all the money and effort into training these guys just to send them down the road”. Joe agreed, employee retention is a big cost saver. Nick said Josh agreed to move here so he could respond to calls when he was first hired on. Marge asked if it was legal to even ask him to agree to that. That is all she is saying. Joe said all this is doing is setting the stage for Josh to be fired. If we call an attorney and he says it is not legal then we will have to cut Josh loose. He feels it is better to leave some questions unasked. Karen said that works until they bounce back up and bite you. Joe said the Fire District has insurance for those events don't we? He is sure there is E&O Insurance. Does the Fire Board want to make a policy requiring people to live within the District or not live here? Is Josh a good employee with a good work ethic and moral? Is he agreeable to living at that house for his 4 days on shift? Annette asked what Josh does now for the time he is on call? Nick said he does not show up after hours since he is in Grand Junction. The only calls he responds to are day time calls. Annette said that is not fair to the other guys. Karen stated if the Board does not want to go to the attorney with this issue then maybe they should look at a policy where the Fire District will furnish housing for those employees who do not live within the District that they will stay in during their 4 day shifts. Nick said this would be for shift work employees. That will exclude Mike since he does not work shifts. Karen asked Nick if he would write up a policy for this for the Board to review. Nick Agreed.

Cost of Internet/DSL for the Fire Station: Marge asked if that was included in the budgets to get these out at the new site. Nick said right now it is not available. The county IT guys are working on this. Shannon said this item is not in the budget yet since the new fire station will not be built in 2014. Annette asked if the Fire District could put up their own tower or T-1 line. Nick said they are checking into that. Marge said this should be looked at so it can be budgeted in the building costs. There was discussion on the different providers.

ISO Ratings: Marge said she would like to follow up on a question Forest had when he came to a meeting and asked about the ISO. Nick said Forest wanted to know if having the living quarters separate from the fire station would inhibit the ISO rating for the new fire station. Nick said that makes no difference what-so-ever. A handout was provided to her to review the points system on the ISO ratings.

Basketball Games: Marge wanted to know if the Fire District is required to be there. Nick said the way it used to be if the Fire District showed up they could not leave. That has changed since so the guys could go up there if they want to and can leave if they get another call. Marge said she remembered when the Fire Dept. was at most games. Nick said those rules changed when Mesa County changed Physician Advisors. Joe said the guys can do it now as long as the Fire District is not paying over time to do it.

Annette stated she has noticed that when the guys go to lunch, say to Subway, they each take their personal vehicles. If they get a call at lunch they have to come all the way back to the station to get the response vehicle to then go out on the call. Every place she has ever lived the Fire Dept., if they go grocery shopping, they go out in the fire truck and they go together. Joe said that is not a practical comparison. There is more wear and tear on the vehicle for no practical reason at all. Nick stated every time a vehicle go out these doors they have to wash it. Joe said a better policy would be to only have ½ the people go to lunch at a time as opposed to having them drive the fire trucks around. Annette stated if all other departments are doing that there must be a reason for it. Joe said this could also be bad public relations when the tax payers see the guys out driving the trucks around to go grocery shopping.

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.

Karen asked if the Net Assets Reserves for Emergency are the amounts required to keep. Shannon said that is required by Tabor. What the District would want to do is to, instead of having the \$2 million as unreserved, a portion or portions of that money should be identified as being reserved for specific uses. This could be Capital Expenditures, 3 Month Operating Expenses, etc. Karen said the Fire Board will have to draw up a policy establishing what for and how much to reserve the monies. Shannon said she will talk to the Auditor to see if 2013 can be back dated so the December 31<sup>st</sup>, 2013 Financial Audits will already show the specific reserves in place. If not, then the new policies will be noted in the Minutes and can be included in the narrative provided to DOLA within the grant application process.

Joe asked Shannon if she could run the numbers of the lease, if the interest rates went up 1%, over a term of 20 years. Shannon said she thinks she can, could she call Steve Jeffers and get those numbers from him? She thinks he already had those numbers figured. Joe said yes, that is fine.

FIRE CHIEF'S REPORT – Nick handed out an outline of his report and reviewed it verbally. Nick also handed out a Year to Date Calls sheet showing number of calls from year to year since the District began. (Both Attached)

- 1.) Maintenance – Had to fix an overhead door on one bay. Annette asked who is responsible to pay for the repairs to the building if something goes wrong. Nick said the Fire District does.
- 2.) Training – Finishing up the FFII class, this was a 1st time class for some and a review for others. Had a webinar on Child Maltreatment. There was an EMS and Fire Conference in Grand Junction that he went to since he needed 2 more hours of CEU's.
- 3.) Calls for January – 9 MVA's, 5 EMS and 2 Fire = 16 Total Calls.
- 4.) Had 2 Recalls on both Rescue 81 and Brush 81. They are both Dodges. We cannot get them fixed yet since the dealership does not have the parts to fix them. They said they would call when the parts come in. Apparently the ball joints come loose while driving down the road, so that is pretty critical. As soon as they call these will get in for repairs.

- 5.) Items for the House – The red colored items on the provided list are things that have already been purchased. Marge said the washer and dryer are ordered. Annette said the TV should have been bought when they were on sale prior to the Super Bowl. Nick asked what the Board decided regarding the garbage disposal. There was still some concern by the Board regarding the employees putting too much food down it and messing up the septic system. Karen motioned to buy a garbage disposal. Joe seconded. Joe – Yes, Karen – Yes, Annette – No, Marge – Yes. Motion passed. Nick said this list is a work in progress, there may still be items needed no one has thought about yet. Nick asked about the storm doors, does the board want to put them on all exterior doors? There are 4 total. Karen said if they are bought, they need to be sturdy. Nick suggested having Sport install the doors and he can buy a sturdy door with all the parts to install them. There was some discussion on types of storm doors. Joe stated he agrees to have Sport install the storm doors. Nick stated the propane left in the tank is at 40%, which means there is 400 gallons left in there. We have used ½ of the tank so far this winter. It should last the rest of the winter/spring. When a dryer and stove begin to be used the propane use will go up. There was discussion on shopping for propane when the time comes to refill it.

Marge motioned to have Sport purchase the storm doors and install them. Karen seconded. Joe – Yes, Karen – Yes, Annette – Yes, Marge – Yes. Motion passed.

Marge asked about the status of a vehicle that had some issues, but she could not remember which one it is. Did it get fixed? Nick stated Ambulance 81 has an electrical issue that is intermittent. It only acts up every now and then. We installed a separate fuse system that keeps the Kussmal generator from burning up. Before, every time it shorted out it burned up the shore line generator. Now it shorts to the fuse box. In order to find the wires that are shorting out, with them only doing so every once in a while, they would have to take the entire box off. It would be a monumental task to find it. This item is not under warranty. This would be the first ambulance to go when we start trading them out. Nick said they keep a close eye on it.

Karen asked about the radio for the Ambulances. Joe said he was going to bring this up under Public Comments. Karen said she feels there should be a motion on this, she thinks it is a good thing. Nick stated there is a grant for the radios that covers 50% so it would cost the Fire District about \$1600. Nick said all of the vehicles in the Grand Junction area are going to this radio system. When dispatch gives an address for an emergency, it will pin point the address and we can drive right to it. Joe motioned to approve the Grant Application for the new radio system. Marge seconded. Joe – Yes, Karen – Yes, Annette – Yes & Marge – Yes. Motion passed.

**PUBLIC/BOARD COMMENTS:** Karen stated Chris Endresen with DOLA gave the Board a Commercial Programming Questionnaire. Karen said she has filled it out, but would like to have the other Board members do so. It will be helpful to her in regards to the Strategic Plan.

**SECRETARIAL ITEMS:** By Shanelle Hansen –

- 1.) Survey – Joe said he does not want the Fire Board to get into the habit of hiring a company to do a job just because we have hired them before. He would like the job to go out to bid. Marge said they already motioned to go forward with hiring QED to get the survey in the last

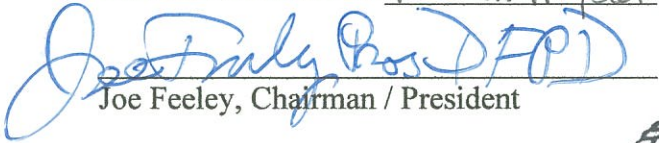


meeting. Karen said all Shanelle was asking in the Memo was whether or not the Fire Board wanted to have QED do the full survey AND a topo survey since the topo will be required down the road. It will save money in the long run to do both now. Shannon clarified in the Minutes that Marge motioned to have QED do the survey and it was seconded and voted unanimous in favor. Joe said the Board can vote to rescind that previous motion. Marge motioned to rescind the previous motion of hiring QED and to put the job out to bid to other surveyors to include both the land boundary survey and the topo survey. Annette seconded. Joe – Yes, Karen – Yes, Annette – Yes & Marge – Yes. Motion passed.


- 2.) Election Nomination Forms – The Board needs to fill these out and turn them in. It was discussed that Larry had notified the Board that Joe will be unable to run for another term due to being term limited.

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

Approved by the De Beque Fire Protection  
Board of Directors on MARCH 11<sup>th</sup> 2014

  
Joe Feeley, Chairman / President

Minutes Transcribed & Typed by:

  
Shanelle Hansen, District Secretary

