

SPECIAL MEETING  
BOARD OF DIRECTORS  
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE  
JUNE 24<sup>TH</sup>, 2014 AT 3:00 PM

MINUTES

CALL TO ORDER: Meeting was called to order by Karen at 3:00 PM. Directors present were Karen Latham, Marge Mackey, Toni Vincenzetti, Dick Latham & Chanse Brackett. Fire District staff present were Mike Harvey, EMS Chief, Forest Matis, Paramedic/FF, Ryan Rose, EMT/FF and Shanelle Hansen, Secretary. Guests present were Shannon Currier, Accountant, and representatives from SGM/Ben White Architectural Group, Chamberlin Architects, DPA Architects & the Blythe Group. There were no public present.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: None

APPROVAL ITEMS: None

PUBLIC COMMENTS: None

OLD BUSINESS: None

NEW BUSINESS:

- 1.) Letter of Engagement with Kirsten Kurath, Attorney with Williams, Turner & Holmes – Karen stated the Board needs to approve the letter officially engaging Kirsten Kurath as an attorney representing the Fire District. She asked if there were any questions or objections. There were none. Marge motioned to approve the letter hiring Kirsten Kurath to represent the Fire District. Dick seconded. Karen – Yes, Marge – Yes, Dick – Yes, Toni – Yes & Chanse – Yes. Motion passed.
- 2.) Designated Election Official – Kirsten Kurath, Attorney – Karen stated the Board needs to vote to officially designate Kirsten Kurath as the Fire District's DEO so she can move forward with the Election Schedule. Shanelle stated she checked in with Larry Beckner to see if that is a direction he is OK with since, in the past, he has always been the DEO. Larry stated to her he is more than happy to hand that duty over to Kirsten. Marge motioned to designate Kirsten Kurath as the Designated Election Official. Toni seconded. Karen – Yes, Marge – Yes, Dick – Yes, Toni – Yes & Chanse – Yes. Motion passed.
- 3.) Research & Retrieval of Public Records Policy – Karen asked if the Board is OK with the policy as it is written with a policy number at the top and the date of approval at the bottom. Toni motioned to approve the Research & Retrieval of Public Records

Policy #2014-2. Marge seconded. Karen – Yes, Marge – Yes, Dick – Yes, Toni – Yes & Chanse – Yes. Motion passed.

4.) RFP/RFQ Top 4 Firms Individual Interviews: Toni asked to clarify she does not know anything about Architects and does not know if she can make an educated decision. Mike said he just went through this process on the school board over at Plateau Valley. He suggested to look at their background, their history and how they interact with the Board. Shannon stated all of the firms are all very well qualified so it is just a matter of who the Board feels a better report with after the interviews are done.

- 1.) 3:15 to 4:00pm – Ben White with SGM – Ben White with Ben White Architects, Bill Swigert with SGM & Jeff Grebe with SGM gave their presentation.
- 2.) 4:15 to 5:00pm – DPA Architectural Group – Doug Porterfield gave his presentation.
- 3.) 5:15 to 6:00pm – Chamberlin Architects – Daniel Gartner & Jonathon West with Chamberlin Architects & Doug These with River City Consultants gave their presentation.

Marge had to leave at 5:25pm to attend a baseball game as Rec Director.

- 4.) 6:15 to 7:00pm – Blythe Group – Pamela Blythe, Peter Incenogle, Brian Harris & John Potters gave their presentation.

Karen stated Mike has already obtained a grant for \$25,000 to be used towards the architectural fees. Rather than waiting until August to submit the Administrative DOLA grant and even then not know if we would receive the grant until December, would the Board be open to moving forward and hiring the Architect without waiting for the Administrative DOLA grant? This way the architect could begin work right away designing the building and hopefully by next April the Fire Board would have viable numbers. Then it may be possible to apply for the big DOLA grant if all of the plans are done by that time. Shannon said if the Fire Board does not move ahead fairly quickly the \$25,000 grant may expire. Mike said they could extend it, but that is not guaranteed. The Board gave their agreement to not wait for the DOLA grant and to go ahead and hire the Architect with Mike's \$25,000 grant already received. Shannon asked the Board to wait until the July meeting to be able to show the Board how paying for the architectural work would affect the Budget.

There was additional discussion on the proposed legislation that would affect all Special Districts in a negative way financially.

Karen asked the Board to identify their top 2 firms. DPA & Chamberlin were the ones who came out on top. After some additional discussion the Board decided to hire DPA Architectural Group. Dick motioned to accept DPA as the Architect.

Chanse seconded. Karen – Yes, Marge – Yes, Dick – Yes, Toni – Yes & Chanse – Yes. Motion passed.


ACCOUNTANT’S REPORT – By Shannon Currier – Shannon asked the Board if they had a chance to review the Audit. Where there any changes? The Board stated they had looked at the Audit and did not have any changes or corrections. Shannon said she would let Paul, the Auditor, know he can finalize it.

FIRE CHIEF’S REPORT – None

SECRETARIAL ITEMS: By Shanelle Hansen – None

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

Approved by the De Beque Fire Protection  
Board of Directors on JULY 8<sup>th</sup>, 2014.

  
Karen Latham, President

Minutes Transcribed & Typed by:

  
Shanelle Hansen, District Secretary

