

REGULAR MEETING  
BOARD OF DIRECTORS  
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE  
APRIL 8TH 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 were Mike Harvey, EMS Chief, and Shanelle Hansen, Secretary. Guests present were Shannon Currier, Accountant, and Michael Santo, Labor Attorney. Public present were Dan Hutton, Toni Vincenzetti and Dick Latham.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: None

APPROVAL ITEMS:

- 1.) Minutes from March 11<sup>th</sup>, 2014 – Annette pointed out two corrections. Annette motioned to approve the Minutes with changes. Marge seconded. Joe – Yes, Karen – Yes, Annette – Yes, Marge- Yes. Motion passed.
- 2.) Minutes from March 17<sup>th</sup>, 2014 –Marge 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 March – Annette asked why the Fire District is buying Ketchup and Ranch. Shanelle said it is for general use by all employees. Karen motioned to accept the March Expenditures. Marge seconded. Joe – Yes, Karen – Yes, Annette – Yes & Marge - Yes. Motion passed.

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

OLD BUSINESS:

- 1.) RFP Review for Architects – Annette Tanner – Annette said she sent everyone a copy of this on March 18<sup>th</sup> or 19<sup>th</sup> but she brought a copy with her tonight for those who did not receive it. She stated she sent it also to Larry and he has not yet responded. She called him this morning and he said he did not remember seeing it so she sent it to him again and asked him to get back to her before the meeting tonight, but she did not hear from him. He was also going to give her the Confidentiality Policy. Karen said she received it late this afternoon and brought it with her tonight.

The RFP is ready to send out; the date will have to be changed from March to April. She tried to look up how long the RFP needs to be published in the newspapers and could not find anything. Joe said he thinks the Board makes the decision on how long to run it. Annette said the Board needs to decide what papers. There was discussion on which papers and what days. Karen motioned to put the RFP/RFQ in the Glenwood Post Independent and the GJ Sentinel & WCAA for 2 different weeks on Wednesday, April 16<sup>th</sup>, and April 30<sup>th</sup>, 2014. Marge seconded. Joe – Yes, Marge – Yes, Karen – Yes & Annette – Yes. Motion passed.

- 2.) Strategic Plan – Karen Latham – Public Survey – Karen clarified some details regarding building rent and number of bays in the current fire station as well as equipment status. Karen asked who she can contact at CDOT to find out how much traffic travels along I-70 each year. Dick Latham answered it is John David at the Junction office. Karen asked Mike to verify the information on the employees. Karen said she needs help with the Strategic Plan Initiatives. Mike said there are 2 survey’s people have completed on the website. Karen said she is still going through information from DOLA in order to have everything that will be needed in order to apply for a grant. Joe reminded the Board they need to apply for the grant before they hire an architect.

Shanelle asked if the Board had a chance to review the letter that will be going out with the public survey. Are there any changes they would like to see in the letter or is it OK to send out as-is. Karen said she thinks it is OK to send out.

- 3.) Land Survey – Review Submitted Bids – Shanelle gave the Board copies of the Survey Bids in the Special Meeting on April 4<sup>th</sup> for review prior to this meeting. There was some discussion on the different bids. Annette motioned to hire Peak Surveying out of Rifle. The survey should include land survey, topo survey & utility locates. Karen seconded. Joe – Yes, Karen – Yes, Annette – Yes and Marge – Yes. Motion passed.
- 4.) Policy Manual / By Laws Review – Karen Latham said she has been reviewing only the By Laws right now. It appears there is a difference between the book that was done in 2008 and the newer book that was printed in 2012. The changes that were made were not proper since, according to the By Laws, there has to be 2 hearings in order for changes to be made. She has been trying to re-type the By Laws back to the original 2008 format, less all of the typos. The other changes made in the 2012 version may need to be looked at and approved by the Board if the Board thinks those changes need to be made.
- 5.) Michael Santo, Labor Attorney – Executive Session- Annette asked to have this moved to the end of the meeting so the public present does not have to wait through it if they don’t want to. Joe stated this will be moved to the end.

#### NEW BUSINESS:

- 1.) Confidentiality Policy for Executive Sessions – Annette asked if this policy can be discussed since Larry was able to send it in tonight even though it was not on the original Agenda. Joe said yes. Annette asked the Board to review it. Joe said this needs to be discussed in the Executive Session later in the meeting. Marge said the Board can come out of Executive Session and vote to approve it then.
- 2.) Salary Comparison in Response to Public Concern Expressed – Joe asked who the source of the public concerns were. Marge answered Beth and Chris Marx. They had challenged the Fire Board to compare the salaries of the De Beque employees to everyone else around. It was their opinion that the De Beque fire fighters were being paid more than anyone else in the State. Marge said she has done that comparison and she then passed out spreadsheets showing salaries of Grand Junction, Parachute & Rifle. She reviewed the spreadsheets verbally. The results show De Beque is paid below Parachute for all employees, De Beque is below Grand Junction and Rifle in some positions and higher in other positions. Marge

said she just wanted to clear that matter up with factual information. There was other discussion on this subject, salaries, benefits, etc.

**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. Shannon said the Auditor has finished the Audit and sent her a draft of the Financial Statements. He stated he will come to the May meeting to present the Audit.

Shannon said she spoke with the Auditor regarding an allocation of reserves. He said there are a couple of things that can be done. The Board can do Committed Funds or they can do Assigned Funds. The purpose is, with our large reserves being unallocated, when applying for a Grant DOLA can notice the amount of money in the bank and wonder why we even need the grant. If the Board commits or assigns the funds it will improve their chances of receiving grants.

If the Board elects to 'commit' the funds they have to do so by a Resolution and those funds can only be used for the purpose stated on the Resolution. This is a more formal process.

If the Board elects to 'assign' the Funds, they can delegate someone who is authorized to decide how to Assign the funds. This person can be the Fire Chief, Board Chair or Secretary.

Joe said neither one of those are very good options. The Assigned option is diminishing the power of the Board and the Committed option is like tying the hands of the Board. Joe said the Committed would be a better option and the Board can always approve another Resolution to change what the funds, or how much, are committed for. Annette said she would also agree. Karen agreed as well.

Shannon said before the Audit is finalized they can put a note in the Financial Statements or Discussion Analysis that the Board is in the process of Committing funds for capital projects or operating purposes. The December 31, 2013 numbers cannot be allocated at this point, the commitment will only affect 2014 numbers. Shannon suggested determining the amount the Board wants to commit in the next few meetings; it does not have to happen tonight. Karen said this is also something that will need to be added to the Strategic Plan.

Shannon said the Board should also talk with the Auditor regarding the amount to commit to the new fire station project. The Board had previously discussed committing \$1 million, the Auditor suggested only doing \$600,000. Shannon said this is worth further discussion to determine the best method. The Board does not want to commit too much that may affect the grant process.

**FIRE CHIEF'S REPORT – Mike Harvey, EMS Chief, stood in for Nick Marx due to Nick being on vacation. Mike handed out an Administrative Report he compiled and he reviewed this report verbally.**

- 1.) ISO – ISO called and stated they will be coming to the Fire Station for a review on May 13<sup>th</sup>. They are the organization that rates fire departments. We are currently rated at a 6 with 10 being the least desirable rating. Hopefully with their new system of rating fire departments that may change our rating for the better. He stated they are currently working on their annual hose testing & annual hydrant inspections/pressure tests. He will be working on updating all of the apparatus records for ISO which includes all of the hose and pump testing. They have one year of pump testing instead of the required 3 years so they will not get full credit on that. They will have to update all of their maps of the hydrants so that everyone who lives within 1,000 of a hydrant can get the ISO 6 rating on their insurance. There has been several hydrants added since the maps have been updated last. They will also be

working on general station cleaning and organization. If the Board has any questions please let him know. De Beque is the first fire department who will be inspected in the State under the new system.

Annette asked what sort of things bring down the rating. Mike said the ratings are based on several different categories. A department is rated on the dispatch center and how they receive their calls. We receive our calls by alpha-numeric pagers, P-25 Connect Voice Over Radios and digital paging on their cell phones. They evaluate the water system and in De Beque the water system is very good. They are going to use existing water measurements since there have not been many changes in that regard since 2001. Mike has been talking to Isaac with the Town of De Beque to see if they have modified the water plant enough to change those numbers. They also rate the apparatus and the equipment they carry. They rate the personnel and whether they are housed in station or out of station. They evaluate the training and all aspects of that. They put it all together in a computer with these long complicated formulas and it spits out a number. If we can get the number down to even a level 5 it will help to lower residential insurance rates some and it will affect businesses even more. There are very few level 1 departments. Mike gave the Board information in their packets that was printed off the ISO website to help answer some of their questions. Mike discussed more things that will give De Beque credit towards their final score. There was more discussion on ISO ratings.

- 2.) T-Shirts – Mike requested permission to buy the staff EMS Week T-Shirts. EMS Week is the week of May 18<sup>th</sup>. There is a BBQ in the Care Flight Hangar at St. Mary's and the Board and staff are invited to attend. Their Physician Advisor, the EMS Coordinator and a lot of other departments will be there. They do the Phoenix Awards at that time. Grand Junction is getting some awards for having a core-save as well as Clifton. The T-Shirts will cost \$112.40. Karen motioned to purchase the EMS Week T-Shirts at \$112.40. Marge seconded. Joe – Yes, Karen – Yes, Annette – Yes & Marge – Yes. Motion passed.
- 3.) Grounds Keeping at Crews Quarters – The grass is coming up pretty good over there. Nick was using his own personal lawn mower over there last year. Mike had given the Board a printout of a lawn mower he would like to buy to use at that house. Joe said he would prefer to buy a lawnmower with a Honda engine, it would last longer. Joe asked who would be doing the lawn mowing out there. Mike said he will be setting up a rotational schedule for the employees. There was some discussion on the size and make of various lawnmowers. Annette motioned to let Mike purchase a lawn mower at a price not to exceed \$600. Karen seconded. Joe – Yes, Karen – Yes, Annette – Yes and Marge – Yes. Motion passed.
- 4.) Mike said he and Forest has taken a CPR Instructor's Course so they will be able to teach CPR Certification classes. He does not want to compete with any private instructors, but they do get requests from time to time to host classes for the oil and gas industry. The only catch is there are books, supplies and materials needed to host classes, namely the manikins. The books will be a one-time cost, they will stay in the station in the library. The total cost will be \$382 plus shipping for the manikins and books. There was some discussion on classes and other options the fire district can do with this certification and supplies. The Fire Board would be the ones to set the fees, if any, to host classes. This would be replacement costs of the books and future replacement of the manikins. Marge motioned to approve the purchase of the books, materials and manikins necessary for CPR training. Annette seconded. Joe – Yes, Karen – Yes, Annette – Yes and Marge – Yes. Motion passed.

- 5.) Mike stated one of the gas companies had an incident a couple of days ago and the Parachute Fire Dept. was nice enough to invite us to attend a Safety Meeting on April 10<sup>th</sup> at the Rec. Center. They are all going to get together and discuss the incident because it could have had a much different outcome.
- 6.) Mike stated he will be up at the annual Leadership Conference in Glenwood Springs on April 17<sup>th</sup> and 18<sup>th</sup>, 2014.

Annette asked what a "good intent" call is. Mike answered it is like a cat in a tree, that is the best way to describe it.

PUBLIC/BOARD COMMENTS: Marge Mackey stated the De Beque Wild Horse Days will not need the Dunk Tank this year. Mike said that is a relief.

SECRETARIAL ITEMS: By Shanelle Hansen – None

Karen motioned to go into Executive Session to discuss personnel issues. Annette seconded. Joe – Yes, Karen – Yes, Annette – Yes & Marge – Yes. Motion passed.

Joe Read the paragraph under the Policies regarding Executive Sessions. Only the Labor Attorney, Michael Santo, was invited to the Executive Session.

EXECUTIVE SESSION commenced at 7:23 pm.


Once out of Executive Session Karen motioned to have Larry Beckner write a letter to Nick Marx stating the Board has approved only 2 weeks of his leave & that the Board wants him to explain why he feels the Board is undermining, circumventing, micro-managing & creating a hostile work environment for him. Annette seconded. Joe – Abstained, Karen – Yes, Annette – Yes & Marge – Yes. Motion passed.


Marge motioned to have Shannon review the High Plains report Nick previously gave the Board and account for all overtime hours worked by employees over the last 2 years. Once those numbers have been double checked by Shannon she should calculate the amount owed to each employee and have those numbers ready for the next Fire Board meeting in May. Karen seconded. Joe – Yes, Karen – Yes, Marge – Yes & Annette – Yes. Motion passed.

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

Approved by the De Beque Fire Protection  
Board of Directors on 5-13-14.

Minutes Transcribed & Typed by:

  
KAREN LATHAN, Chairman / President

  
Shanelle Hansen, District Secretary

