

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

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

MINUTES

CALL TO ORDER: Meeting was called to order by Karen at 6:15pm. Directors present were Karen Latham, Marge Mackey & Toni Vincenzetti. Dick Latham & Chanse Brackett were absent. Fire staff present were Mike Harvey, Fire/EMS Chief, & Shanelle Hansen, Secretary. Guest present was Shannon Currier, Accountant. No public were present.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: None

APPROVAL ITEMS:

- 1.) Minutes from September 8th, 2015 Regular Meeting– Marge motioned to approve the Minutes as written. Karen seconded. Karen – Yes, Marge – Yes, Toni Abstained. Motion passed.
- 2.) Expenditures for the month of September – After some discussion Toni motioned to accept the September Expenditures. Marge seconded. Karen – Yes, Marge – Yes, Toni – Yes. Motion passed.

PUBLIC COMMENTS: There were no public present.

OLD BUSINESS:

- 1.) Building Update –
 - a. Construction Invoice Review – Mike provided the Invoices for review from DPA, PNCI, Ground Engineering and Big Horn Consulting. After some discussion Marge motioned to approve PNCI, Ground Engineering & Big Horn Consulting Invoices. Toni seconded. Karen – Yes, Marge – Yes, Toni – Yes. Motion passed.

Toni motioned to approve the DPA Invoice. Marge seconded. Karen – Yes, Marge – Yes, Toni – Yes. Motion passed.
 - b. Cash Flow Review – Mike reviewed the Cash Flow spreadsheet he provided to the Board. He stated the 1st DOLA reimbursement payment should be received soon. After that they should be coming in every 30 days. Each month the turn-around time should be shorter.
 - c. Project Update – Mike gave an overview of the project & where the Fire District is regarding permits, the water tank, etc. Mike stated the Town of De Beque cannot legally waive or reduce the water and sewer tap fees due to them being Enterprise Funds, so the District is on the hook for the full \$107,010. No one is happy with these numbers, Mike stated it is not fair to the taxpayers of the District, but the Town

government as it is right now is unwilling and/or unable to find a way to reduce the amount to a more reasonable level. They stated they would check into it for future projects, but it is too late for the Fire District.

He gave the Board a sample ESAF Grant Form for FYI review.

Mike also presented an Invoice from Current Solutions to the Board for approval. Current Solutions is the company that is providing the security and IT wiring and software systems for the Fire Station. Toni motioned to approve this Invoice. Marge seconded. Karen – Yes, Marge – Yes, Toni – Yes. Motion passed.

Mike also informed the Board that Mesa County has waived their Transportation Impact Fees, in an amount of \$7,005.91 due to the Fire District's property is now located within the Town of De Beque. Those fees only apply to properties located in the County. Good news!

NEW BUSINESS:

- 1.) 1st Draft of Policy Manual – Karen suggested putting page breaks in each policy with room for future edits. This way the policy can be updated, if needed, and it only effect the page it is printed on. Pull that page out and replace it with the new policy. No need to re-print the entire manual for one change. Karen directed the Board to review the 2nd ½ of the manual by the November meeting.
- 2.) Christmas Party – Marge asked the Board when they would like to have the Christmas party this year. She suggested a couple of dates that did not conflict with the Town's Christmas party. After some discussion the Board decided to have the Christmas party on December 20th at 5pm with Roger Warren to make Prime Rib again (not smoked). Marge asked the Board if they would approve making Kids Gift bags/packages for the little ones who come to the party. Maybe even have someone dress up as Santa Clause and give those gifts to the kids. The Board members present agreed that would be good to do.

ACCOUNTANT'S REPORT – By Shannon Currier – Shannon reviewed the attached reports verbally and answered the Board's questions.

Shannon also presented the Proposed 2016 Budget for the Board to review. She reviewed it verbally and answered the Board's questions.

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.

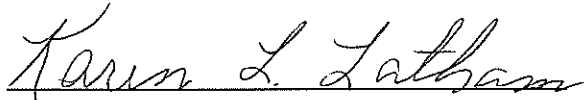
PUBLIC/BOARD COMMENTS: Marge expressed her thanks to the Fire District for helping out at Oktoberfest. The event went very well this year and it was nice to see Fire District participation.

SECRETARIAL ITEMS – Shanelle Hansen:

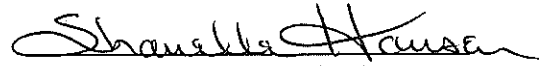
- 1.) Banking Vacation Time – Shanelle explained to the Board that an employee can carry-over only 1 years' worth of vacation time, adding to the current years' time. At the end of the current year whatever carried-over time is not used just goes away. Shanelle asked the Board if they would approve setting up a vacation time 'bank' so to speak that would be made up of those carried over hours not used. This 'bank' would keep the time available to anyone who needed to use it in the event of an extended illness or injury. This 'bank' would only be used after an employee had exhausted all of their other PTO time. There was some discussion regarding having that time as a liability on the payroll from year to year in the Budget. The Board decided they did not want to offer the vacation time 'bank'.

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, 2015


Karen Latham, President

Minutes Transcribed & Typed by:


Shanelle Hansen, District Secretary





ADMINISTRATIVE REPORT

NOVEMBER 2015

Training:

- Mike has been completed the 1 hour training sessions for the 911 dispatchers on rural fire/EMS responses.
- Forest did a CPR class for the school Oct 16th.
- We have had on-going 1 hour training sessions that each crew conducts.
- Shannon and Mike attended the employment law training in Glenwood Springs.

General District Items:

- **Incident responses:** Report attached.
- **Communications:** 911 Dispatch programmed the Motorola handheld that I carry. They are now able to alert the handheld radios on the 800 dtrs system. So far all the tests have worked great. The paging is working better overall. .
- **Mesa County Fire Chief's Association:** De Beque hosted the Mesa County Chief association meeting. Most discussion was on 800 radios. Thank you to Forest for cooking for the meeting.
- **Garfield County Fire Chiefs Association:** We will be meeting in Glenwood Tuesday November 3rd. I will have a verbal update at the meeting.
- **QA meeting:** Forest attended. They are updating the county FTO book and are making it mandatory again. Agencies will conduct the EMT FTO process.
- **Community Hospital Trauma meeting:** Mike attended the meeting. Community is preparing for the move to the new facility this spring.
- **Personnel Handbook:** I have forwarded the manual to the labor attorney to make sure we are compliant. Have not heard back from them yet.
- **Halloween:** We participated in the trunk or treat. Patrick and Jesse handed out the reflective fire Halloween bags with candy. There was a great turn-out. They handed out 100 bags of goodies.
- **Apparatus:** Ryan & Dave changed the oil in the Rescue 82. Engine 81 & 82 have been pump testing. Hope to have the ladder finished soon. So far everything is testing well within normal limits.

Old Business:

- **New Fire Station:**
 - Grand Valley Electric Service: Service agreement
 - MCFMLD – waiting on the grant agreement papers.
 - **Greenglobes:** No new updates

- **Weekly construction meetings:** Anyone is welcome to attend.
- **Town:** The water documents are finalized. I will be getting Karen to sign them for the 3 shares. I'm still waiting on Peak Surveying for the finalized annexation map.
- **Sewer:** The crews cleaned up the lift station on 45.5 road. Just waiting on the engineers to conduct the certification testing.
- **Updated cash flow:** We have updated the cash flow budget and Shannon has it.

- **Junior Firefighters:** No activity.

Grants:

CREATE: Submitted for grant payment for Ryan and Spencer class.

MCFMLD Traditional Grant: Approved.

EMTS Grant 2015: Holding until in June for purchase of training materials.

Please let me know if you need any additional information or have any concerns. I would like to thank everyone for taking on additional job functions. We have been really busy with everything going on and all the changes. If I miss anything let me know.

Thank you for your continued support.

Mike Harvey
District Fire Chief

Fire Station Construction Progress

