

REGULAR MEETING  
BOARD OF DIRECTORS  
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE  
AUGUST 11TH AT 6:00 PM

MINUTES

CALL TO ORDER: Meeting was called to order by Karen at 6:10pm. Directors present were Karen Latham, Marge Mackey, Chanse Brackett & Toni Vincenzetti. Dick Latham was absent. Fire staff present were Mike Harvey, Fire/EMS Chief, Forest Matis, Paramedic/FF, and Ryan Rose, FF/EMT. Shanelle Hansen, Secretary, was absent. Guest present was Shannon Currier, Accountant. No public were present.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: None

APPROVAL ITEMS:

- 1.) Minutes from July 14<sup>th</sup>, 2015 Regular Meeting– Marge motioned to approve the Minutes with changes. Chanse seconded. Karen – Yes, Marge – Yes, Toni – Yes, Chanse – Yes. Motion passed.
- 2.) Minutes from July 14<sup>th</sup>, 2015 Special Meeting for Bid Opening – Marge motioned to approve the Minutes as written. Toni seconded. Karen – Yes, Marge – Yes, Toni – Yes, Chanse – Yes. Motion passed.
- 3.) Minutes from July 20<sup>th</sup>, 2015 Special Meeting for Bid Award – Toni motioned to approve the Minutes as written. Marge seconded. Karen – Yes, Marge – Yes, Toni – Yes, Chanse – Abstained. Motion passed.
- 4.) Expenditures for the month of July – Chanse motioned to accept the July Expenditures. Toni seconded. Karen – Yes, Marge – Yes, Toni – Yes, Chanse – Yes. Motion passed.

PUBLIC COMMENTS: None

OLD BUSINESS:

- 1.) Architect & Building Update –
  - a. DPA Invoice Review – Mike provided the Invoice for review. Marge motioned to approve the invoice. Chanse seconded. Karen – Yes, Marge – Yes, Toni – Yes, Chanse – Yes. Motion passed.
  - b. Inspection Company – Mike stated there was not much response to their bid request. Only had two companies submit bids. Ground Engineering & Hudspeth & Berry. There was discussion on the 2 bids. Marge motioned to accept Ground Engineering's bid. Chanse seconded. Karen – Yes, Marge – Yes, Toni – Yes, Chanse – Yes. Motion passed.

- c. Ground Breaking Ceremony – Mike stated this will be on Monday, August 17<sup>th</sup> at 10:00am. We have had a good response from people – there will be quite a few there for the event. Will have speeches from Karen, Board President, Guy Patterson, Town Manager, the Mayor declined to speech, DOLA & MCFMLD, and of course Mike, the Fire Chief. Shanelle contacted the News agencies so hopefully they will come as well.

Mike gave an overview on how the construction bills will be paid throughout the project and when DOLA will reimburse those bills out of the grant.

#### NEW BUSINESS:

- 1.) Delany Donates 2015 Golf Tournament – Mike stated the organizers had filled all spots, so this is no longer needed.
- 2.) Cowboy Golf Tournament 2015 – Karen stated this will be held on Sept. 26<sup>th</sup> & 27<sup>th</sup>. Marge asked what time the event will be over on those days. Karen stated it should be done by 1 or 2 on Saturday and 2 or 3 on Sunday. The Fire District has sponsored a team as well as a hole in the amount of \$500 in the past. Toni motioned to sponsor at \$500 for both Team and Hole sponsorship. Chansé seconded. Karen – Abstained, Marge – Yes, Toni – Yes, Chansé – Yes. Motion passed.

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

Shannon stated she followed up on the question of comp time for an exempt employee. She stated the Labor attorney said this is legal to do as long as both employer and employee are in agreement on how the hours are being handled and tracked. Shannon also stated

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.

Forest and Mike stated there may be request for personnel on the large federally funded fires. Mike said the BLM will pay for the employee as well as pay for the back-fill employee. This would be great training and experience for our employees and it would not cost the tax payers any additional money.

Resolution 2015-4 – Approving the Expenditure to Pave V Road & Approving the Application for a Grant from the MCFMLD – The Town of De Beque is requiring the Fire District to pave a portion of V Road as a condition of Building Permit approval. This has resulted in an unplanned additional expense since this requirement has not been budgeted for the project. Mike stated he intends to apply for a MCFMLD grant to pay for a portion of the paving to help out. There was Board discussion. Toni motioned to approve Resolution 2015-4. Marge seconded. Karen – Yes, Marge – Yes, Toni – Yes, Chansé – Yes. Motion passed.

PUBLIC/BOARD COMMENTS: None

SECRETARIAL ITEMS – Shanelle Hansen: Gone for extended weekend.

- 1.) Copier Lease Contracts – Shanelle provided a Memo with information on the 3 different companies and their prices in the Board Packets for review. The Board discussed the different bids. Xerox’s lease will expire in February. The Board decided to go with Ricoh when the lease is up in February.

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

Approved by the De Beque Fire Protection Board of Directors on 9-8-15.

Minutes Transcribed & Typed by:

*Karen L. Latham*  
Karen Latham, President

*Shanelle Hansen*  
Shanelle Hansen, District Secretary





## ADMINISTRATIVE REPORT

AUGUST 2015

### Training:

- Dave and Mike will be attend course in September for Fire Officer I.
- Forest will be attending a conference for safety officer.
- Ryan will be taking his National Registry EMT-I exam August 11<sup>th</sup>.
- Everyone will be completing their annual BLS skills review August 10<sup>th</sup>.

### General District Items:

- **Incident responses:** Report attached.
- **Staffing:** We have two more reserve personnel that have completed physicals and drug screening. They will be starting orientation. We are not adding any more personnel at this time.
- **Wildland Fire:** Slow season (good). Very few calls or activity.
- **Communications:** Grand Junction Police came up and met with me about the incident in June in which the 911 paging system did not work. The situation is not isolated just to our area. I have been working with the County Fire Chief's and 911 dispatch to research a solution to the issue. We are forming a technical committee to work with 911 tech personnel to see how to resolve the problem. I will be serving on that committee. I'm reporting all system issues on a weekly basis so that patterns in system failures can be detected, either training or equipment failure.
- **Firstnet:** I attended both meetings for firstnet Colorado. Spoke about data and coverage in rural areas. I will describe this more in detail at the meeting. This is scheduled to be on-line in 2018.
- **InReach:** We are continuing to train on the InReach system so that we are proficient.
- **Mesa County Fire Chief's Association:** I attended the Mesa County Chief Association meeting. There was a large amount of time spend discussing issues concerning paging. Dr. Hall also talked about different models of service deliveries.

- **Garfield County Fire Chiefs Association:** De Beque will be hosting the meeting August 11th.
- **EMS Council:** Did not attend due to meeting conflict.
- **QA meeting:** The county FTO check-off book will be updated. Forest will be working on the committee to develop the new book. Forest will also be attending the QA meetings for me until the station is finished as the weekly construction meeting falls on the same day and time.
- **Reserves:** We have brought on our final two reserves. They are starting orientation and filling in when personnel are gone. Physicals and drug testing has been completed.
- **Apparatus:** Brush 81 is out of service. We will be removing the pump motor and getting it service.
- **Expenditures:** We are waiting on our bunker gear order. The P25 paging unit is installed and updated. I also got three new voice pagers for the on-duty personnel to carry to ensure that none of our equipment would be at fault for not receiving a page.
- **Policies--** I have had no time to work on policies. Most of my time has been spent on the new fire station and communication meetings.
- **Extra old equipment:** We have some old metal gas cans, 3 semi-portable generators that we no longer need, (2) old port-a-power extrication units we no longer need. Old 1.5" hard suction hose 10'. (2) old float pumps. I would like to offer these to the public for sale at Wild Horse days. With our new equipment we have no use for them. The float pumps might be offered to another department. We did an internet search to see how much they are worth. The report is attached.

#### Old Business:

- **New Fire Station:**
  - PNCI contract – Has been signed
  - Equipment will be mobilized August 12<sup>th</sup>
  - Ground breaking is Monday August 17<sup>th</sup> at 10:00. I expect we will have a good turn-out of people associated with emergency services. Hope the community turns out for the event. We will have a podium with a small banner, sound system for music and mic. Weeds will be cleaned up. Table for snacks, cake drinks etc... I will have an agenda for your review at the board meeting.
  - **DOLA Grant:** I have met with DOLA about the energy impact grant and the required documentation and cash flow. I'm currently working on cash flow and will have a spreadsheet for you at the meeting.
  - **MCFMLD grant:** I will be working on the MCFMLD grant which will be due Sept 3rd. I will need a resolution for the grant. I will be writing the grant for 1\$40,000 (50% funding = \$70,000) to help with the V-road paving. I hope we get some county assistance on this project. It will not only help us pay for it but will also benefit those on the road due to gas traffic on V road..etc.

- **IT** – Will be getting pricing on server and data storage.
  - **Phone system:** I will working on pricing phone system. It will interface with the paging equipment in the station.
  - **Alpha paging terminal** – Dispatch is not sure what they will be doing. Will not affect our project.
  - **Weekly construction meetings:** We will be meeting each week on Tuesday at 09:00 at the crew house. We will turn the upstairs large room into a conference room for admin. Meetings. Board is welcome to attend at any time. I will provide updates by email.
- **Crew House:** Moving out equipment in preparation for mobilization on the 12<sup>th</sup>. We will no longer keep the ambulance over at the barn as it will be gone. In the colder months it will stay in the current station. We will be moving the rescue unit to station 81 outside for the time. Karen has offered to house it once the shop is finish at her place.
  - **Junior Firefighters:** No activity.

**Grants:**

**CREATE:** Pending is Ryan and Spencer's grant for EMT and EMTI. Patrick grant for Wilderness EMT has been received.

**MCFMLD Traditional Grant:** Re-applying in August.

**EMTS Grant 2015:** Waiting for the contract.

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