

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE
SEPTEMBER 8TH 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, & Dick Latham. Chanse Brackett & Toni Vincenzetti 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 August 11th, 2015 Regular Meeting– Marge motioned to approve the Minutes as written. Dick seconded. Karen – Yes, Marge – Yes, Dick Abstained. Motion passed.
- 2.) Minutes from August 27th, 2015 Special Meeting – Marge motioned to approve the Minutes as written. Dick seconded. Karen – Yes, Marge – Yes, Dick – Abstained. Motion passed.
- 3.) Expenditures for the month of August – Dick motioned to accept the August Expenditures. Marge seconded. Karen – Yes, Marge – Yes, Dick – Yes. Motion passed.

PUBLIC COMMENTS: None

OLD BUSINESS:

- 1.) Architect & Building Update –
 - a. DPA Invoice Review – Mike provided the Invoice for review. Dick motioned to approve the invoice. Marge seconded. Karen – Yes, Marge – Yes, Dick – Yes. Motion passed.
 - b. Construction Billing / Cash Flow Review – Mike explained the 1st Request for Payment submitted by PNCI and that DOLA will reimburse their percentage each month. Mike explained to the Board how that process will work and answered the Board’s questions. Marge motioned to pay the 1st Request for Payment to PNCI. Dick seconded. Karen – Yes, Marge – Yes, Dick – Yes. Motion passed.
 - c. Project Update – Mike gave an overview of the project & where the Fire District is regarding permits, the water tank, etc.

NEW BUSINESS:

- 1.) 1st Draft of Policy Manual – Karen asked the Board to read & proof read pages 1-59 by the October meeting and the rest of the Manual by the November meeting to prepare for final

approval in the December meeting. Mike stated if the Board wants to add anything to the Manual that is not already addressed, please call him.

ACCOUNTANT'S REPORT – By Shannon Currier – Shannon reviewed the attached reports 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.

Mike asked the Board to ratify the list of equipment that was given and/or sold to various individuals. Mike reviewed that list with the Board. Marge motioned to approve the sale/donation of the old equipment. Dick seconded. Karen – Yes, Marge – Yes & Dick – Yes. Motion passed.

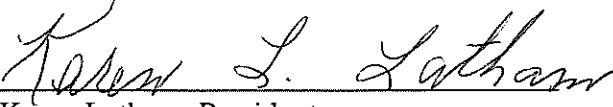
PUBLIC/BOARD COMMENTS: Marge stated the high school is gearing up for the 2015-16 yearbook. She asked if the Fire Board would like to pay for an ad. The question was asked if it is OK to use tax payer money from one entity to donate to another tax payer supported entity. Shannon stated the Fire Board can choose to advertise a program or activity – as long as the ad somehow benefits the District. That will make it legal. There could not be a 'donation' of monies from one to the other. Shanelle suggested advertising the Junior Firefighter Program since that is the target audience. The Fire Board agreed by consensus to place a full page Junior Firefighter ad in the 2015-16 yearbook.

SECRETARIAL ITEMS – Shanelle Hansen:

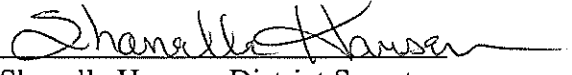
- 1.) September Newsletter – Shanelle handed out the updated version for Board review. She asked the Board to review this and get back to her with any changes by Thursday. She will get the Newsletters mailed out by Saturday.

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

Approved by the De Beque Fire Protection
Board of Directors on 10-13-15.


Karen Latham, President

Minutes Transcribed & Typed by:


Shanelle Hansen, District Secretary





ADMINISTRATIVE REPORT

SEPTEMBER 2015

Training:

- Dave and Mike will be attend course in September 11-15 for Fire Officer I.
- Forest attended a conference for safety officer.
- Ryan passed his National Registry exam for EMT-I – congrats!!.
- Ethan still has to complete his BLS skills by the end of 2015. He will be getting with Forest to complete it on his own time.
- Jesse and Josh will be attending a rescue class at Landsend Fire.
- Patrick and Ryan attended the SLICERS training in Rifle.
- We will be canceling the PEPP class to save some money and will reschedule next fall.
- Mike will need to take a PALS recert class in October for his qualifications.

General District Items:

- **Incident responses:** Report attached.
- **Staffing:** We have one person on deployment with the BLM in Idaho. The BLM also as one of our reserves that works as an AD on the crew but he is being paid by the BLM. The state will pay the Fire District back for both person on deployment and the backfill person. There is no cost to taxpayers. There is a cost savings and also gets their task books signed off.
- **Wildland Fire:** Slow season (good). Very few calls or activity. Fuel indices are below normal for most fuel types.
- **Communications:** I met with the dispatch technology group to start looking at the issues of paging around the county. I'm report each week a spreadsheet of which system worked and did not work. Our paging is working much better, but still has a long way to go. I will be providing training to the new dispatchers on rural agency operations as they are so much different than municipal fire departments. I have included other districts as well.
- **InReach:** Working well. We are starting use more of the functions. We used it on mapping several fires last week.
- **Mesa County Fire Chief's Association:** I did not attend this meeting as we had a fire district meeting at the same time.

- **Garfield County Fire Chiefs Association:** We met at Grand Valley Fire. Items discussed.
 - Automatic aid areas
 - Communications – 800 MHz and programming
 - Transport of patients that are under arrest
 - State Wide Mutual aid agreement
- **QA meeting:** Forest attended this meeting for me.
- **Apparatus:** Brush 81 is repaired. We were able to repair this in-house.
- **Expenditures:** Ladder truck has had its inspection. No major issues.
- **Personnel Handbook:** You should have had a copy in your email. Karen will let everyone know which sections she wants to review. This is a draft and I'm still adding to it. Goal is to have it completed in December.
- **Extra old equipment:** Central Orchard Mesa has requested one of the old float pumps to use in the canals they have. One generator was purchased on the yard sale. Other one was purchased by a staff member. One was stolen when we had to leave on a call.

Old Business:

- **New Fire Station:**
 - Concrete pouring started 9/4/2015
 - August PNCI invoice is due. I will be submitting the 41% to DOLA
 - **MCFMLD grant:** Grant was submitted. Notification October 14th.
 - IT – Met with a Mesa County IT person (contracting separate from Mesa County), Got pricing for the data.
 - **Phone system:** Got prices.
 - **Weekly construction meetings:** Is everyone getting the weekly updates?
 - **Crew House:** All the items have been removed from the porch and the door taken off, the CATV dish moved. Ready for demo.
- **Junior Firefighters:** No activity.

Grants:

CREATE: Will be submitting for payment

MCFMLD Traditional Grant: Submitted.

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