

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE
DECEMBER 8TH AT 5:00 PM

MINUTES

CALL TO ORDER: Meeting was called to order by Marge at 5:30pm. Directors present were Marge Mackey, Toni Vincenzetti & Dick Latham. Karen Latham & Chanse Brackett absent. Fire staff present were Mike Harvey, Fire/EMS Chief, David Anderson, Paramedic/FF, Josh Weishaup, FF/EMT, Ryan Rose, FF/EMT, , & Shanelle Hansen, Secretary. Guest present was Shannon Currier, Accountant. Public present were Dale and Debbie Jacox.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: None

APPROVAL ITEMS:

- 1.) Minutes from November 10th, 2015 Regular Meeting– Toni motioned to approve the Minutes as written. Dick seconded. Marge – Yes, Toni – Yes, Dick – Yes. Motion passed.
- 2.) Expenditures for the month of November – After some discussion Dick motioned to accept the November Expenditures. Toni seconded. Marge – Yes, Toni – Yes, Dick – Yes. Motion passed.

PUBLIC COMMENTS: Dale & Debbie Jacox just stated they are new to the community and wanted to try and become involved. They decided to come to the meeting just to begin that process.

OLD BUSINESS:

- 1.) Building Update –
 - a. Construction Invoice Review – There was some discussion on the different invoices. DPA Invoice – Toni motioned to approve. Marge seconded. Marge – Yes, Toni – Yes, Dick – Yes. Motion passed.
Ground Engineering Invoice – Dick motioned to approve. Toni seconded. Marge – Yes, Toni – Yes, Dick – Yes. Motion passed.
PNCI Invoice – Marge motioned to approve. Dick seconded. Marge – Yes, Toni – Yes, Dick – Yes. Motion passed.
 - b. Town of De Beque Invoice – Board discussed this Invoice. Toni motioned to approve. Dick seconded. Marge – Yes, Toni – Yes, Dick – Yes. Motion passed.
 - c. Cash Flow Review – No further updates on the cash flow. No major changes to it from last month.
 - d. Project Update – Mike gave a progress report of the project with an overview of the various issues.

- 2.) Town of De Beque 2nd Amendment Lease Agreement – Mike stated this changes the Lease to a month to month lease with monthly payments instead of bi-annual payments. No other changes. Dick motioned to approve the Amendment. Toni motioned. Marge – Yes, Toni – Yes, Dick – Yes. Motion passed.

NEW BUSINESS:

- 1.) Final Review Policy Manual – This was tabled until the January meeting. The Labor Attorney is not yet finished reviewing it.

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

- 1.) 2016 Budget – Final Review – Shannon provided Resolutions for Board review.
- a. Resolution to Adopt 2016 Budget #2015-6 – Dick motioned to approve. Toni seconded. Marge – Yes, Toni – Yes, Dick – Yes. Motion passed.
 - b. Resolution to Set Mil Levies (Garfield County) #2015-7 – Toni motioned to approve. Dick seconded. Marge – Yes, Toni – Yes, Dick – Yes. Motion passed.
 - c. Resolution to Set Mil Levies (Mesa County) #2015-8 – Marge motioned to approve. Toni seconded. Marge – Yes, Toni – Yes, Dick – Yes. Motion passed.
 - d. Resolution to Appropriate Sums of Money #2015-9 – Toni motioned to approve. Marge seconded. Marge – Yes, Toni – Yes, Dick – Yes. Motion passed.

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: None

SECRETARIAL ITEMS – Shanelle Hansen:

- 1.) Christmas Party Reminder – RSVP’s – The Board discussed the party and decided to have a White Elephant Gift Exchange and to begin the party at 4:30 thru 8:30pm.

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

Approved by the De Beque Fire Protection
Board of Directors on 1-12-16.


Karen Latham, President

Minutes Transcribed & Typed by:


Shanelle Hansen, District Secretary





ADMINISTRATIVE REPORT

DECEMBER 2015

Training:

- We continue with our 1 hour shift trainings. Target solutions is working well. Plan to add the active reserves to the account in 2016. We are also using target solutions for scheduling as well.
- Patrick and Mike went to Lower Valley Fire to help with Firefighter I & II JPR testing on 11/21/2015
- We will be sending 5 people to the Grand Junction EMS conference the end of January. A CREATE grant has been submitted for this. (50% funding).

General District Items:

- **Incident responses:** Report attached.
- **Communications:** The technical committee met. Working to focus on just resolving on issue then moving on. Paging in our area still is a challenge. Dispatch is working the forms needed for our station alerting set up for the station.
- **Mesa County Fire Chief's Association:** No November meeting.
- **Garfield County Fire Chiefs Association:** Met December 1st. I did not attend due to the weekly construction meeting.
- **QA meeting:** Ryan attended. Continue to work on updating the county FTO book and are making it mandatory again. Agencies will conduct the EMT FTO process. I have removed one reserve from the FTO process. They have a limited time to get PCR's into Dr. Hall.
- **Personnel Handbook:** I have forwarded the manual to the labor attorney to make sure we are compliant. He hopes to have comments to me by 12/4/15.
- **Apparatus:** Just routine maintenance.
- **CESA:** De Beque Fire got a refund check for \$3,800 as a member of CESA.

Old Business:

- **New Fire Station:**

- Grand Valley Power Electric Service: Service agreement done
- **Greenglobes:** Change order done.
- **Weekly construction meetings:** Anyone is welcome to attend.
- **Town:** The water documents submitted. Got comments back from the Town on the Annexation map. Waiting for Peak to get me the finalized drawing and make a mylar.
- **Sewer:** Just waiting on the engineers to conduct the certification testing.
- **Updated cash flow:** Met with Shannon 11/24/2015 to go over the spreadsheets.

Station Completion: 18%

Grants:

EIAF: We have gotten pay requests 1 & 2. #3 should be out by 12/7/15 according to DOLA. #4 I will be submitting 12/7/2015.

CREATE Grant: Submitted grant for the GJ EMS Conference in Grand Junction.

MCFMLD Traditional Grant: Approved – Signed and returned. Discuss payment process.

EMTS Grant 2015: Holding until in June for purchase of training materials. Submitted grant updated on 11/24/2015

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