

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

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

MINUTES

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

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: Karen stated she has 2 additions to the Agenda. One is a request from an employee for an early withdrawal from FPPA and the other is Secretarial support.

APPROVAL ITEMS:

- 1.) Minutes from December 9th, 2014 – Dick motioned to approve the Minutes as written. Toni seconded. Karen – Yes, Toni – Yes, Dick - Yes. Motion passed.
- 2.) Expenditures for the month of December – Dick motioned to accept the December Expenditures. Toni seconded. Karen – Yes, Toni – Yes, Dick - Yes. Motion passed.

PUBLIC COMMENTS: None

OLD BUSINESS:

- 1.) Architect Update – Karen asked the Board if they had any questions on the January DPA Invoice. There were none. Toni motioned to approve the January DPA Invoice. Dick seconded. Karen – Yes, Toni – Yes, Dick - Yes. Motion passed.
- 2.) Annexation Application Update – Shanelle stated she submitted the 1st 4 packets on the January 12th deadline. Toni said those packets were the most complete and organized packets she has ever seen since working for the Town. Shanelle said the initial review of the packets will be reviewed by the Board at the January 26th meeting. This is only a review for completeness. Once they are deemed complete then the next 17 packets will be submitted to the Town to be sent to the review agencies. The Planning Commission will meet on Feb. 9th and if they vote to recommend approval to the Board, then the Public Hearing will be set for the March 16th Board meeting. There will need to be advertising and notice to property owners 30 days prior to the Public Hearing. As soon as the Planning Commission recommends their approval and the Public Hearing date is set, Shanelle stated she will get the mailings out and advertising scheduled.

NEW BUSINESS:

1st Addition to Agenda by Karen: Employee's Request for Funds from FPPA 457 Plan. Shanelle stated FPPA requires there be a committee formed by the Fire Board to review this request and determine if the request is resulting from an "unforeseen emergency". That is the only reason FPPA will allow a person to withdraw their retirement funds. If the Board agrees it is an "unforeseen emergency", then it is a matter of signing the letter already written and sending it to FPPA. Dick motioned to send the letter to FPPA approving the early withdrawal of 457 Funds. Toni seconded. Karen – Yes, Toni – Yes and Dick – Yes. Motion passed.

2nd Addition to Agenda by Karen: Karen stated she would like to see Mike have more support. With all of the stuff he is doing she feels he needs some help. She recommends having Shanelle work at least 25 hours a week. By working the minimum of 25 hours a week she is eligible for insurance coverage. After working for the Fire District for the last 6 years Karen stated she thinks Shanelle has earned that benefit. Dick expressed his opinion that those 25 hours remain flexible with Shanelle's schedule. Toni motioned to approve a 25 hour work week for Shanelle and to also approve the benefit of full insurance coverage, the same as all of the other employees. Dick seconded. Karen – Yes, Toni – Yes & Dick – Yes. Motion passed.

1.) 2015 Salary Adjustments & Compensation Adjustment Form – Mike reviewed the 2015 Salary schedule verbally with the Board. Mike also gave the Board a form he plans to use each time there is an adjustment to an employee's salary. The Board stated they liked the form. Dick motioned to approve the 2015 Salary Schedule. Toni seconded. Karen – Yes, Toni – Yes and Dick – Yes. Motion passed.

- 2.) Policy Review:
- a. Election Judges
 - b. Public Relations
 - c. Non-Discrimination
 - d. Expenditure Authority
 - e. Insurance/Benefits Policy

Karen gave the Board members a copy of each of the policies. She asked them to take them home and mark them up with any changes they would like to see. Then at the February meeting the Board can review and approve them.

3.) Fire Chief Evaluation Review – Karen stated she received and reviewed the evaluations turned in for the Fire Chief. Karen let Mike know this can be done in Executive Session but Mike stated he was OK with this being discussed in open meeting. Karen stated the comments were all positive with suggestions for Mike to try more delegation.

4.) Schlumberger Sewer Agreement – Mike stated this agreement was drawn up by Kirsten Kurath. The Fire Board needs to review this and approve it prior to sending it to Schlumberger. Their attorney may send it back with changes. This will just get the negotiation process started. Dick motioned to approve and send the Schlumberger Sewer Agreement. Toni seconded. Karen – Yes, Toni – Yes and Dick – Yes. Motion passed.

5.) Water Rights Report – Regarding the Annexation – Karen stated 3 Shares of Bluestone Ditch came with the purchase of the property. The Town requires all water rights to be signed over to the Town of De Beque upon Annexing. This Report, prepared by Kirsten Kurath, is stating the Fire District will sign over 2 shares of water, but will retain 1 share of water in order to irrigate the landscaping as required by DOLA and the "green globe" standards they

will be requiring the Fire District to build the fire station in. There was some discussion on water rights and types of irrigation in the future.

ACCOUNTANT'S REPORT – By Shannon Currier – Shannon reviewed the attached reports verbally. They are marked Draft right now since it takes a bit of time to finalize the numbers for end of year.

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 hiring of Sling Herrman and Adam Werner. They are the two new part time EMT/FF's who will be working shifts on the weekends and holidays. They will help cover those times when most of the calls come in. Dick motioned to finalize the hiring of Sling Herrman and Adam Werner as part time EMT/FF's. Toni seconded. Karen – Yes, Toni – Yes and Dick – Yes. Motion passed.

Mike asked the Board if they would approve purchasing a software program called Target Solutions. This software will help to track the training of each employee which will help them keep track of their Certifications and what CE's are needed and when they are due. Forest helped to explain the various benefits of the software program. Toni motioned to approve the purchase of the Target Solutions software. Dick seconded. Karen – Yes, Toni – Yes and Dick – Yes. Motion passed.

PUBLIC/BOARD COMMENTS: The Board discussed the Public Open House scheduled for Jan. 22nd. They discussed what kind of food to have, what would be presented & their hopes for public input.

SECRETARIAL ITEMS – Shanelle Hansen:

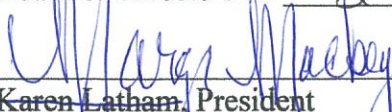
- 1.) Meeting Dates & Times – Dick motioned to approve the Dates & Times with no changes to the regular schedule of 2nd Tuesday each month at 6pm. Toni seconded. Karen – Yes, Toni – Yes and Dick – Yes. Motion passed.
- 2.) Meeting Posting Places – Toni motioned to approve the Meeting Posting Places with no changes to the places already receiving the postings. Dick seconded. Karen – Yes, Toni – Yes and Dick – Yes. Motion passed.
- 3.) Newsletter – Shanelle asked if the Board had any changes or additions to the January Newsletter. There were no changes.

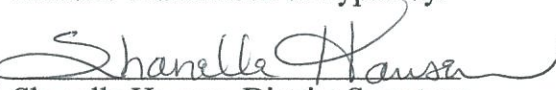
Shanelle said Thank You so very much to Mike and the Fire Board for approving the 25 hours, the raise and especially the Insurance. The generosity was unexpected and very much appreciated.

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

Approved by the De Beque Fire Protection
Board of Directors on 2-25-15

Minutes Transcribed & Typed by:


Karen Latham, President


Shanelle Hansen, District Secretary

