

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE
JULY 14TH AT 6:00 PM

MINUTES

CALL TO ORDER: Meeting was called to order by Karen at 6:00pm. Directors present were Karen Latham, Marge Mackey, Dick Latham, Chanse Brackett & Toni Vincenzetti. Fire staff present were Mike Harvey, Fire/EMS Chief, and Shanelle Hansen, Secretary. Guests present were Shannon Currier, Accountant & Doug Porterfield, Architect. There were no public present.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: Dick Latham asked if the Board could discuss having a Drug Testing Policy. Karen said that could be discussed under New Business.

APPROVAL ITEMS:

- 1.) Minutes from June 9th, 2015 – Marge motioned to approve the Minutes as written. Dick seconded. Marge – Yes, Karen – Yes, Dick – Yes, Toni – Abstained & Chanse - Abstained. Motion passed.
- 2.) Expenditures for the month of June – After some discussion on a couple of items, Dick motioned to accept the June Expenditures. Toni seconded. Karen – Yes, Marge – Yes, Dick – Yes, Toni – Yes & Chanse - Yes. Motion passed.

PUBLIC COMMENTS: None

OLD BUSINESS:

- 1.) Architect & Building Update – Doug discussed the Bid Opening earlier this day. He stated he would check references on the 4 lowest bidders. He met with Mesa County Planning Dept. and has the ball rolling on their permits as well.

Doug Porterfield let the Board know they will need to provide Builders Risk Insurance during the term of the construction on the new Fire Station. Mike stated he could get a quote from the insurance carrier.

- a. DPA Invoice Review – Board discussed the items on the Invoice. Toni motioned to approve the DPA Invoice. Chanse seconded. Karen – Yes, Marge – Yes, Toni – Yes, Chanse - Yes & Dick – Yes. Motion passed.
- 2.) Special Review Process with Town of De Beque – Shanelle said the final review by the Town of De Beque Board of Trustees is going to be on July 20th, 2015, at 6:00pm. Doug discussed V Road and how the Town is going to require the Fire District to pave it. This would have been nice to know 6 months ago so it could have been included in the Budget. Also discussed was the 14ft easement Mesa County is requiring – which caused some last minute changes to the site plan and parking lots. Thankfully these changes were caught prior

to the Bid submission so they were included in the specs – this will prevent huge charges in change orders down the road on these things.

Mike brought an Invoice to the Board's attention from Bighorn for testing. Marge motioned to approve the Bighorn Invoice. Toni seconded. Karen – Yes, Marge – Yes, Toni – Yes, Chane - Yes & Dick – Yes. Motion passed.

- 3.) Vacation & Leave Policy 2nd Reading – Mike suggested to wait to approve this policy until he finishes all of the other policies. Then the Board can approve them all at once. The Board agreed, this item was tabled until a future time.

NEW BUSINESS:

- 1.) Bid Review – Karen stated she was happy there were only 8 bids. It would be harder to review if there were more. Mike stated he would prepare a spreadsheet to the Board via email for their review prior to Monday's Bid Award Special Meeting.
- 2.) 911 Dispatch – Mike stated there has been some problems receiving calls. On June 30th there was a structure fire & no systems worked, there was a 20 minute delay in responding to the scene. Mike sent a letter to Nordine, the company who handles the 911 Dispatch, to let them know the liability will be on them if this issue is not worked out. This is not the first time this has happened and they have not been very responsive in correcting the errors. Hopefully they will be more pro-active in the future.
- 3.) Drug Testing Policy – Added by Dick Latham – Dick made the request to have the employees participate in random drug screening. He feels this would be pro-active just to alleviate the public's mind with the pot shops in town. Mike said it would be a good idea since the Fire District is now, with the DOLA grant, federally funded. Mike said he would look into a couple of companies and get that rolling. Dick said he would like to see a 3rd party do the 'random' selecting, that way it will be as impartial as it can be.

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

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 let the Board know the DOLA Grant Contract is done. The invoices for the building process will be paid up front by the Fire District and then they will be submitted to DOLA. DOLA will then prorate them and pay them back as we go along on the project.

Mike stated he will be submitting another request to the Mesa County Federal Mineral Lease District for \$150,000 in the fall grant cycle. The funds would be requested for Station Alerting in the new Fire Station along with new computers and office furniture/equipment. There would be a 50% match.

Mike spoke to Guy Patterson at Town Hall regarding the building lease for 2016. Guy stated the lease could become a month to month lease with the annual lease payment to be prorated to a monthly payment.

Mike stated within a couple of years he would like to have all of the guys have CDL's to drive the fire trucks. Technically they can only drive to and from a scene if they do not have a CDL. Taking a truck in for maintenance or repair is not legal nor is taking it to re-fuel. This would help in limiting future liability to the District.

PUBLIC/BOARD COMMENTS: None

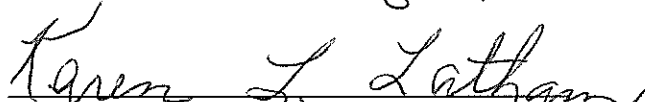
SECRETARIAL ITEMS – Shanelle Hansen

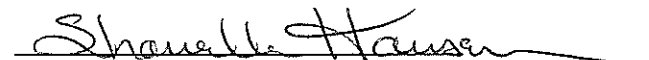
- 1.) July Newsletter – Shanelle asked the Board if they approved of the Newsletter. There were some minor changes to be made prior to mailing out.

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

Approved by the De Beque Fire Protection
Board of Directors on Aug 11th, 2015

Minutes Transcribed & Typed by:


Karen Latham, President


Shanelle Hansen, District Secretary





ADMINISTRATIVE REPORT

JULY 2015

I will be out of town until July 8th on vacation. Still available by phone. The run reports will not be generated until I get back. I'm trying to limit the board information load due to the bid opening on July 14th. I will also send out the greenglobes information so you can see what the design team has gone through to get the points we need for the grant.

Training:

- Dave has passed his Fire Instructor 1.
- Forest will be attending a Fire Instructor Course this summer/fall.
- Mike and Dave will be attending a Fire Officer course in September.
- Ryan will be taking his National Registry EMT-I exam soon.
- Drivers Training has been completed. All 3 PTE and 6 FTE personnel have been recertified for 2015. Thank you to everyone for taking time to complete this training. Thank you to Parachute Fire for the use of the driving pad.
- Mrs. Mackey, Shannon and myself attended the SDA legal training in Grand Junction. I spoke to Jim Collins about Impact Assessment Fee's and billing out of town people for payment of services. I will have more detail on that at the board meeting.

General District Items:

- **Incident responses:** Report attached.
- **Staffing:** We have one part-time individual out on injury leave (not our injury).
- **Wildland Fire:** All staff have completed all requirements to be incident qualified for the 2015 season.
- **Communications:** Active 911 app is on line and working well. P25 connect is back and I'm working on testing it. 911 is having trouble with the Alpha paging system. The Active 911 app was the only thing working on one of the calls.
- **InReach:** We used our InReach system on a rescue call. Worked well. We have been using them in training as well. Tablets are set up for both InReach and Active 911 applications.
- **Mesa County Fire Chief's Association:** Cancelled due to lack of participation.
- **Garfield County Fire Chiefs Association:** De Beque will be hosting the meeting in August.
- **EMS Council:** I did not attend as I was at a 911 Communications board meeting at the same time. Dispatch had a higher priority at the time.

- **QA meeting:** Updates on protocols will be out in July. Mesa County will keep the phone app for our protocols. Updating the Field Training Book. Discussed the possibility of FTO's conducting the reviews in-house for EMT Basic to reduce the back-log of personnel. Having a difficult time in personnel getting PCR to Dr. Hall in time for review.
- **Reserves:** We interviewed 2 more reserve candidates. We will have a total of three and we will not add any additional until those are properly trained.
- **Apparatus:** Crews have been washing the hoses. Trucks are staying much cleaner. Thank you to everyone for stepping up and doing that.
- **Expenditures:** 2 sets bunker gear ordered and one set of boots.
- **Leave Policy – Second reading.** Due to bid opening I would like to table this until August. I have made the changes but also added more. I'm working on the new personnel handbook. As of today I'm up to 65 pages and about half way done with just adding the information not including proofing and research on laws.

Old Business:

- **New Fire Station:**
 - The bid is out. Bid opening is July 14th. Need board members there. The board will need to vote to table the bid award and schedule a special meeting or discuss and award that evening at the board meeting. We can't award the bid until we get the certificate from DOLA. I will keep you posted.
 - **GreenGlobes** – I checked with Doug and we still have expenses associated with the Greenglobes and will continue, but not as much but we will have some through-out the project. The next step is to get the commissioning services completed. I have enclosed the proposal for Bighorn Consulting to review the project for certification. Greenglobes are tied to the 2 million dollar grant from DOLA so we have to comply if we want the grant.
 - **DOLA Grant:** I'm waiting on DOLA for the grant certification. I have provided the required forms and have confirmed that it is in the review process. Providing how fast they are, I may have to drive to Denver before the July 14th meeting and meet with them to get the certificate. Still waiting to hear from them.
 - **MCFMLD grant:** The fall grant cycle starts again in August.
 - Town PNZ- We are on the agenda for June 29th meeting. Shanelle will attend as I will be on vacation. We will be going before the town board on July 20th.
 - IT – Century Link will provide the T1 line to the station at no cost.
 - **Alpha paging terminal** – 911 dispatch will be putting a small antenna on the hose tower and a microwave antenna. This will bring in the alpha paging through this system. Some discussion about operating our station alerting system through this. Back-up is through the 800 Mhz radio system.
- **Crew House:** Everything is working ok for now. Will have to have heating system serviced again in the fall. Still trips out.
- **Junior Firefighters:** They have been responding on calls to assist. We have 2 that are active. Will recruit again this fall.

Grants:

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

MCFMLD Traditional Grant: Re-applying in August.

EMTS Grant 2015: We were awarded \$6,000 for the training mannequin. For the next EMTS grant cycle (next year) I'm thinking of requesting funding for the Hantevy pediatric system. This a jump kit set up and designed around our County Protocols to make medication and pediatric patient care easier for providers. All medication we administer for Peds patients are weight based. So we have to convert lbs to Kg and then figure out how many cc (ml) to give based upon the drug dosage and concentration of the medication. $50\text{lbs} = 22.7\text{ kg} * 0.02\text{mg/kg} = 0.45\text{ mg} / 2\text{mg/ml} = 0.225\text{ ml}$ – so you can see how complicated it is to calculate when you're in a stressful situation and errors commonly occur. And we very seldom run pediatric calls. We are discussion a county wide grant. We need to replace our jump kit peds bags so that each ambulance is standardized.

Please let me know if you need any additional information or have any concerns.

Thank you for your continued support.

Mike Harvey
District Fire Chief