

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE
MARCH 10TH AT 6:00 PM

MINUTES

CALL TO ORDER: Meeting was called to order by Marge at 6:00pm. Directors present were Marge Mackey, Dick Latham, Chanse Brackett & Toni Vincenzetti. Karen Latham was absent. Fire staff present were Mike Harvey, Fire/EMS Chief, and Shanelle Hansen, Secretary. Guests present were Shannon Currier, Accountant, Doug Porterfield, Architect with DPA, Kim Burkett with Home Loan & Kristen Kurath, Attorney. No public were present at this meeting.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: #4 on original Agenda – Health Insurance with Kim Burkett, Home Loan, shall be moved to #2. This will put her in front of Kirsten Kurath and the Executive Session so she does not have to wait. Toni motioned to move the Health Insurance discussion up to Item 2 on the Agenda. Chanse seconded. Marge – Yes, Toni – Yes, Dick – Yes, Chanse - Yes. Motion passed.

APPROVAL ITEMS:

- 1.) Minutes from February 25th, 2015 – Toni motioned to approve the Minutes as written. Chanse seconded. Marge – Yes, Toni – Yes, Dick - Yes. Chanse - Yes. Motion passed.
- 2.) Expenditures for the month of February – Toni motioned to accept the February Expenditures. Chanse seconded. Marge – Yes, Toni – Yes, Dick – Yes, Chanse - Yes. Motion passed.

PUBLIC COMMENTS: None

OLD BUSINESS:

- 1.) Architect Update – Doug reviewed his Invoice and answered the Board’s questions regarding the ‘Additional Items’. Dick motioned to approve the DPA Invoice. Chanse seconded. Marge – Yes, Toni – Yes, Dick – Yes & Chanse – Yes. Motion passed.

Doug also gave an overview of the Fire Station plans and what he and Mike have been discussing regarding adjustments to the fire station to get it to fit within the Budget.

- 2.) Health Insurance – Kim Burkett with Home Loan, Guest. Kim gave an overview of the different plans she provided to the Board via emails. She answered the Board’s questions regarding the different plans and gave her recommendations. The deadline to make a decision on keeping the same insurance plan or changing plans is March 30th, 2015.

After some discussion it was decided to gather more information on what other fire departments and districts are doing regarding insurance. The Board scheduled a Special Meeting to discuss this matter further once more information is presented. The Special Meeting was scheduled for March 25th, 2015, at 6pm.

- 3.) Schlumberger Sewer Agreement – Kirsten Kurath }
- 4.) Xcel Energy Agreement – Kirsten Kurath } – Kirsten stated these two items should have been noticed that they were to be discussed in Executive Session on the Agenda. Scheduling her to be at the meeting to give the Board advice on these documents would constitute Attorney/Client privilege and should not be held in open meeting.

Kirsten read the statute outlining the requirements to request an Executive Session. Dick motioned to enter into Executive Session. Chanse seconded. Marge – Yes, Toni – Yes, Dick – Yes, Chanse - Yes. Motion passed.

Board came out of Executive Session and resumed regular meeting.

- 5.) Policy Review:
 - a. Expenditure Authority – After some discussion Toni motioned to accept the Expenditure Authority with the addition of Capital Expense wording. Chanse seconded. Marge – Yes, Toni – Yes, Dick – Yes, Chanse - Yes. Motion passed.
 - b. Insurance / Benefits Policy – Dick stated this cannot be decided until the Board decides what they are going to do regarding the Insurance Policies. This was tabled to be discussed further at the Special Meeting.
 - c. Employee Scheduling Policy – Mike reviewed this Policy and why it is necessary for operations. Toni motioned to approve this Policy as written. Dick seconded. Marge – Yes, Toni – Yes, Dick – Yes, Chanse - Yes. Motion passed.

NEW BUSINESS:

- 1.) Ambulance Billing Rates Review – Mike reviewed the current Ambulance rates and the range of rates that were recommended by EMS Billing Services. Chanse motioned to approve the new rates discussed by Mike and EMS Billing Services. Toni seconded. Marge – Yes, Toni – Yes, Dick – Yes, Chanse - Yes. Motion passed.
- 2.) Adjust Meeting Dates to Accommodate EMS Billing Reports – Shannon stated the meetings each month need to be scheduled after the 10th of the month in order for her to have the Accounts Receivable reports ready for the Board. EMS Billing Services will not have their reports available for Shannon until the 10th each month. The Board decided not to make a decision on this matter until Karen is able to join in the discussion. It was decided to schedule the April meeting on April 16th – so that Shannon can get tax deadlines finished.

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.

PUBLIC/BOARD COMMENTS: None

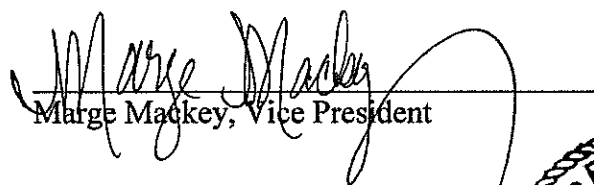
SECRETARIAL ITEMS – Shanelle Hansen:


- 1.) CD at Grand Valley National Bank – Shanelle apologized for not having rates ready for this meeting. The Board asked her to check the rates at various financial institutions on the day the CD rolls over. Marge motioned to approve Shanelle moving the money only if there is a better interest rate found than the CD roll over rate. Chanse seconded. Marge – Yes, Toni – Yes, Dick – Yes, Chanse - Yes. Motion passed.
- 2.) March Newsletter – Shanelle asked the Board to review the Newsletter and let her know if it is OK to send out as is or are there any typos. They can get back to her in the next day or so.

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

Approved by the De Beque Fire Protection
Board of Directors on 4-16-2015

Minutes Transcribed & Typed by:


Marge Mackey, Vice President


Shanelle Hansen, District Secretary





ADMINISTRATIVE REPORT

MARCH 2015

Training:

- Patrick and Jesse attended a webinar on pediatrics.
- Target solutions – We continue to learn more about this program.
- Upcoming trainings: S-290 postponed until April due to schedules.
- RT-130 will be Friday April 3rd at 6:00pm.
- Mike has CO-Wims training March 10th by webinar.

General District Items:

- **Incident responses:** Report attached.
- **Burn Permits:** on-line. Informational mailer was sent to all P.O. Boxes outlining the rules and regulations for permitted burning.
- **Billing:** Billing is on-line and working. Chloe is continuing to close out the old accounts. Hope by March 13th we should be finished up with her part of it and get everything moved over. Old records have been collected and stored in station.
- **High Plains Records system:** No issues.
- **Wildland fire:** Nothing new. Classes are starting up.
- **Division of Fire Safety:** Nothing new.
- **Pack Test Vests:** Will be ordered.
- **Communications:** InReach has been ordered. Both the central zone and west zone BLM engines will be using them. They sent me the protocol. I will be adapting those to a new policy for us. Units should ship by March 6th. I will be ordering 3 of the android tables this week as well.
- **Mesa County Fire Chief's Association:** I will be working on an automatic aid area for the Beaver Tail Tunnels. There will be several of these agreements as dispatch is updating CAD and now is a good time to get this completed. Our \$100 annual dues are due. A year ago De Beque requested the use of the "Active 911"

application for cell phones. We have now lost all Verizon cell phone text back up. Now dispatch is going to consider our request. Our paging in De Beque is a challenge and I continue to work with dispatch to improve the situation. I have presented a Procedure Change request from the Mesa County Chief's to dispatch to facilitate this process. Cost per year is \$10 per phone for paging and is a third party paging system – back up basically. Palisade fire will be hosting an S130/190 class March 11, 12 and 18, 19. Next meeting is March 26th at 09:00 in Clifton.

- **Garfield County Hazmat Team:** Nothing new.
- **Garfield County Fire Chiefs Association:** Attended the meeting March 3rd in Glenwood. Garfield County is pleased to have De Beque participating. Garfield County departments and the DFPC are putting together an engine. I will discuss this at length at the meeting and how it would effects De Beque.
- **EMS Council:** Cancelled due to lack of attendance.
- **QA meeting:** At new I-gel airways to replace our current King-tubes. They are cheaper and easier for people to use. Hoping the EMS council will fund initial purchase. EMS Awards AHA: This is for cardiac responses. Grand Junction Fire and Lower Valley will get awards. Being a rural agency we are unable to go for any awards due to low call volume and mostly our dispatch. E2B times are too long.
- **Apparatus:** Ladder 81 battery system has been repaired. New battery tender installed and replaced all old batteries. Seems to have fixed the issue. Seeing an increase in maintenance costs as fleet is starting to age a little.
- **Policies:** Benefits, expenditure and scheduling policies are attached for first reading. See 48/96 for more information.
- **MCFMLD:** Grant was submitted on February 28th. I also submitted the close out for the mini-grant. We should hear back on April 8th if we are successful.
- **Expenditures:** We ordered bunker gear bags for the staff as they have to move gear from the station to the house and back each day. We have placed two clothing orders – one for T-shirts and one will be for station pants. From the small fire budget we purchased radio slings for staff radios. Josh had order one and tried it out and works much better and protects the radios rather

than hanging on belts. InReach ordered. Tablets ordered. All items are budgeted items.

Old Business:

- **Old Water Trailer Water Tanker:** I have delegated this to Shanelle to coordinate it.
- **New Fire Station:**
 - The DOLA energy impact grant was submitted on November 26th 2014. March 2015 Hearings - (March 17-19th, Denver Metro).
 - MCFMLD grant submitted for \$325,000 on Feb 28th – notification April 8th.
 - Powerpoint done for the DOLA meeting on March 17th at 2:00pm.
 - Doug, Shannon and I will go to present.
 - **Sewer agreement:** I have attached the agreement. Please review. Several items the board needs to consider with this agreement. It is not what we wanted. Kirsten will be at the meeting to help the boards decide.
 - Annexation: Shanelle complete the 30 notification and mailings. Next meeting is March 16th at 6:00pm.
 - 75% planning meeting is March 9th.
- **Firefighter house:** Retrofit kit for dryer is in. I hope to get this done this week.
- **48/96 crew schedule:** Our part-time personnel wages have been set. They are slightly lower than the original 40 hour rate. Due to American Care Act we will have to limit part-time personnel to 29 hours per week not to exceed 120 hours per month. We will be checking this quarterly to keep within regulations. If we go over that then we have to provide benefits. This is same as what other districts are doing.
- **Junior Firefighters:** I contacted them and they are still interested. We will be starting the wildland fire training and issuing them some clothing and PPE to help with mop-up etc... no dangerous situations.

Grants:

CREATE: Writing a grant for Patrick to attend a wilderness EMT course as his recert hours. Pending is Ryan and Spencer's grant for EMT and EMTI.

FF Safety and Health: Patrick submitted a grant for an extractor. This is a non-matching grant.

MCFMLD minigrant: \$25,000 (50% match) grant for new station design. Paid out \$14,000 – amount left over still available = \$11,000 submitted final request. Writing the new grant for \$325,000. Final close out submitted.

MCFMLD Traditional Grant: Submitted Feb 28th. Notification April 8th. For \$325,000.

EMTS Grant 2015: Will be applying for a “megacode Kelly” for training to replace our old Annie. Grant opens December 1st. In process of writing this grant. I will be up in Meeker March 9th for this grant hearing.

2014 VFA grant – This is the grant that we applied for last year. The state finally funded this grant. We had applied for \$8445.50 in funds with 50% match (\$4,222.75 – district payment) this is for Chain saw, GPS, PPE, training etc. for wildland fire. Equipment has been ordered so we can get the grant money.

Thank you for your continued support.

Mike Harvey
District Fire Chief