

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE
APRIL 16TH 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, Patrick Cole, FF/EMT, Jesse Hughson, FF/EMT, and Shanelle Hansen, Secretary. Guests present were Shannon Currier, Accountant, and Doug Porterfield, Architect with DPA. Public present were Rex Rhule, Jeff Braine & Eric Bowen from Kuersten Construction.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: Shanelle asked to add discussion of storage unit to #4 of Secretarial Items. Dick asked to add discussion of meeting dates to new business. Marge asked to add discussion of bonus/incentive pay for fire chief to new business.

APPROVAL ITEMS:

- 1.) Minutes from March 10th, 2015 – Toni motioned to approve the Minutes as written. Dick seconded. Marge – Yes, Toni – Yes, Dick - Yes. Chanse - Abstained. Motion passed.
- 2.) Minutes from March 25th, 2015 – Dick motioned to approve the Minutes as written. Toni seconded. Marge – Yes, Toni – Yes, Dick – Yes, Chanse – Yes. Motion passed.
- 3.) Expenditures for the month of March – Toni stated she did not receive the Expenditures for March in the email she received. The other board members also commented they had not received that attachment either. Shanelle apologized and stated it must have been overlooked when adding all of the Board Packet attachments. Shanelle said this can be discussed at May's meeting – she will be sure and send it to the Board for review along with April's expenditures then.

PUBLIC COMMENTS: Rex, Jeff & Eric from Kuersten Construction stated they came to this meeting to show the Board their interest in the fire station build project. They wanted to listen and learn where the Board is in the build process and see if there is anything they can do for the fire district at this time.

OLD BUSINESS:

- 1.) Architect / Building Update – Doug stated next Friday they would be at 95% complete on the construction drawings. He also discussed Green Globes standards and DOLA and how they were meeting those requirements in the most cost effective ways.
 - a. DPA Invoice Review - Dick motioned to approve the DPA Invoice. Chanse seconded. Marge – Yes, Toni – Yes, Dick – Yes & Chanse – Yes. Motion passed.

- b. Building and/or Reserve Adjustment as a result of no MCFMLD Grant - Doug stated the building project could be pared down to meet what the Fire District can afford with what cash they have available. He suggested waiting on the following items, maybe put them into a Phase II: The apparatus testing pit, new siding on the existing house, station alerting and other things. The board discussed the various options of saving money on the building, all were agreed they did not want to go into debt to build this project. Shannon stated she did not have the numbers prepared to see what available cash may be drawn from other area of the budget to try and bridge some of the cash shortage gap. She stated she could put some good numbers together by the next board meeting so the Fire Board can have a better financial picture prior to making any decisions. This item was then tabled until the May meeting. Mike stated DOLA wants to have an answer soon so the sooner we have the meeting the better.

Dick suggested having the May meeting changed to the first week instead of the second week. This would give DOLA an earlier answer without having to schedule a Special Meeting in April. Shannon let the Board know she would not be able to have the April Financial Reports finalized that early in the month, but those can be reviewed at the meeting in June. The board decided to have the meeting May 5th, 2015, at 6pm.

- 2.) Xcel Energy Agreement – Dick stated he would like Karen to be involved in this discussion and asked to table this until the May 5th meeting. Others agreed.
- 3.) Annexation Agreement Update – Mike received the information needed to establish the distance and EQR's of the sewer line the new fire station will need. The Town of De Beque needed that info in order to calculate the water and sewer tap fees. Shanelle stated she spoke to the Town Manager and clarified the numbers that calculation will be based from. Kirsten Kurath, the Fire District's attorney, is supposed to be negotiating with the Town's attorney on those rates.
- 4.) Schlumberger Sewer Update – Mike stated he has received this agreement back from the Schlumberger attorneys. It has been signed and is in the file.
- 5.) Policy Review – Insurance/Benefits Policy – The board had the 1st reading & discussion of this policy. There were no suggested changes. Board discussed when to begin the payroll withholdings for the employee portions of the insurance. It was decided to begin in the second & third payrolls of May for the June billing cycle. The second reading and final approval of this policy was set for the May meeting.

NEW BUSINESS:

- 1.) Light Plant Trailer – Mike gave an overview of the light plant trailer and how the Town owns the light plant but the Fire District owns the trailer. Mike suggested to donate the trailer to the town since it has been modified specifically for the light plant. He said the Fire District can donate the trailer to the Town with the understanding that if ever the Fire District needs the trailer for a large event they can use it. Toni motioned to sign the light plant title over to the Town of De Beque. Dick seconded. Marge – Yes, Toni – Yes, Dick – Yes & Chanse – Yes. Motion passed.

- 2.) Meeting Date Change (as added by Dick Latham) – Dick stated this has already been discussed earlier for the May meeting. If Karen can come to that meeting this can be discussed with her present to give her input.
- 3.) Bonus/Incentive for Fire Chief (as added by Marge Mackey) – Marge stated she has noticed that Mike has been working a lot of hours. She knows he is on salary and not eligible for overtime, she just does not want him to get burned out or feel over worked. He has been putting in a lot of time on the fire station building project, writing grants, doing training and other Chief's duties. It was suggested to see if keeping track of his overtime hours and giving him comp time credit would be legal to do. This would allow overtime worked at one point could be traded for days off later. Shannon stated she would check into it.

ACCOUNTANT'S REPORT – By Shannon Currier – Shannon reviewed the attached reports verbally. Mike asked Shannon if she could begin doing a Budget to Actual Report so he could keep track of wages & training expenses. She said she could.

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. In this report Mike requested to purchase a new laptop to use as the Fire Chief's laptop, his is old and out of date for some programs. Marge motioned to approve the purchase of a new laptop. Toni seconded. Marge – Yes, Toni – Yes, Dick – Yes & Chanse – Yes. Motion passed.

Mike suggested to the Fire Board it would be a good idea to draw up a formal policy on burning for citizens of the Fire District. This would give the citizens a clear statement on what the Fire District can do and also be compliant with the new State Regulations on this subject. The Board agreed that would be a good idea. Mike stated he would create this policy for Board review at a future meeting.

PUBLIC/BOARD COMMENTS: None

SECRETARIAL ITEMS – Shanelle Hansen:

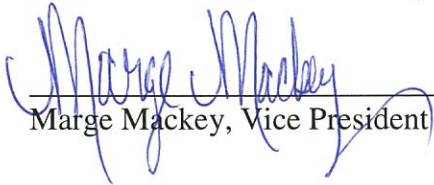
- 1.) DOLA & MCFMLD Thank You Cards – Shanelle passed these around to be signed by the Board prior to mailing them out.
- 2.) Ground Breaking Ceremony – Shanelle asked the Board if they wanted to do this when we get a better idea when the Fire District will actually break ground. The Fire Board agreed this would be a good idea and hopes for community involvement.
- 3.) Celebratory BBQ for May 1st – Shanelle stated she would like to have a BBQ at her home for Fire District employees and board members in celebration of receiving the \$2 million grant from DOLA and the green light on building the new fire station.
- 4.) Storage Unit discussion (as added by Shanelle Hansen) – This matter just came up after the Agenda had been posted. Grand Valley Vacuum Truck Service has had a storage unit at the De Beque Self Storage and they are shutting down operations. They have a lot of office furniture and equipment in that unit that they were going to need to get rid of so they can close the unit. Shanelle asked the Fire Board if they would be interested in giving GVVTS an offer on the items in the unit. Mike had looked at the items in the unit and said there was usable stuff in there. After some discussion the Board decided to ask GVVTS if they would

donate the entire unit and the Fire District could then write a donation receipt for the total value of those items as a tax write off. If the Board were to offer any money for the unit, it would be at a fraction of that value. Shanelle stated she would call Shawn at GVVTS and see if they would be open to that option.

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 May 5th, 2015.

Minutes Transcribed & Typed by:


Marge Mackey, Vice President


Shanelle Hansen, District Secretary

