

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE
JANUARY 12TH AT 6:00 PM

MINUTES

CALL TO ORDER: Meeting was called to order by Karen at 6:02pm. Directors present were Karen Latham, Marge Mackey, Toni Vincenzetti & Dick Latham. Chanse Brackett was absent. Fire staff present were Mike Harvey, Fire/EMS Chief, & Shanelle Hansen, Secretary. Guest present was Shannon Currier, Accountant. There were no public present.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: None

APPROVAL ITEMS:

- 1.) Minutes from December 8th, 2015 Regular Meeting– Toni motioned to approve the Minutes as written. Marge seconded. Karen – Abstained, Marge – Yes, Toni – Yes, Dick – Yes. Motion passed.
- 2.) Minutes from December 20th, 2015 Special Meeting– Marge motioned to approve the Minutes as written. Dick seconded. Toni – Abstained, Marge – Yes, Karen – Yes, Dick – Yes. Motion passed.
- 3.) Expenditures for the month of December – After some discussion Dick motioned to accept the December Expenditures. Toni seconded. Karen – Yes, Marge – Yes, Toni – Yes, Dick – Yes. Motion passed.

PUBLIC COMMENTS: None

OLD BUSINESS:

- 1.) Building Update –
 - a. Construction Invoice Reviews (DPA, Ground Engineering & PNCI) – There was some discussion on the different invoices. Marge motioned to approve all three invoices (DPA, Ground Engineering & PNCI). Toni seconded. Karen – Yes, Marge – Yes, Toni – Yes, Dick – Yes. Motion passed.
 - b. Cash Flow Review – No further updates on the cash flow. No major changes to it from last month.
 - c. Project Update – Mike gave a progress report of the project with an overview of the various issues. He gave a power point presentation with pictures of the construction progress. He showed pictures of the different stages of concrete, footers & walls going up. He stated the workers have not kept the wall covered & moisture is now inside the wall. Efflorescence is now coming out of the blocks. It will do this for the next couple of years as the blocks gradually release that moisture. Mike stated the

The Board may need to require a certain amount of retainage to clean the block over the next couple of years from the subcontractor. This issue has been discussed with the Project Manager several times and it has not been addressed. If they do not come up with a plan, the Board has been advised to retain funds for future clean up.

Mike then showed picture of the beams currently being installed. They are too short. The metal beams will be replaced with the correct size at the expense of either the metal company or PNCI. He then showed pictures of a concrete block wall where a door had to be cut into it since it was missed during the original construction of that wall. Also in regards to those doorways, the metal door frames were installed without taking into consideration the brick veneer that will be on one side of that wall. This resulted in the door frames being too narrow. They will have to figure out how to trim out the door correctly. At this time the doors are all concreted in.

Mike stated, when showing pics of the beams in the bays, that collision guards will be poured around each support column in the bays. He reviewed other pictures of the rest of the building progress.

Furniture Bids: Mike stated he had requested 3 bids from 3 different companies, but only two were returned. One from Pro Space and one from Canter. The Board reviewed the bids. Toni motioned to accept Pro Space's bid & remove the café stools & office chairs. Marge seconded. Karen – Yes, Toni – Yes, Marge –Yes & Dick – Yes. Motion passed.

Telephone/Communications Bids: Mike received 3 bids, Mitel/Tuck Communications, Synergy & Comm West. The Board reviewed these bids. Toni motioned to accept the bid from Mitel/Tuck Communications. Marge seconded. Karen – Yes, Toni – Yes, Marge –Yes & Dick – Yes. Motion passed.

NEW BUSINESS:

- 1.) Final Review Policy Manual – Mike stated the labor attorney had finished reviewing the Manual and made a few changes. The Board discussed the manual and suggested a few corrections of their own. Dick motioned to accept the Policy Manual with corrections. Toni seconded. Karen – Yes, Toni – Yes, Marge –Yes & Dick – Yes. Motion passed.
- 2.) Employee Health Insurance – Shanelle stated the rates have gone up again this year, another 21%. She passed out various options of other insurance plans both with RMHMO & other companies. Dick requested to have the employees review these options themselves in a staff meeting and to make a recommendation to the Board on what plans they would like to see & what split ratios they can afford. This was tabled until the February meeting.
- 3.) 2016 Election – Resolution 2016-1 – Kirsten Kurath sent out a Call for Nominations & this Resolution to be approved designating her as the Designated Election Official (DEO) for the Fire District. Toni motioned to approve Resolution 2016-1. Dick seconded. Karen – Yes, Toni – Yes, Marge – Yes & Dick – Yes. Motion passed.

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

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.

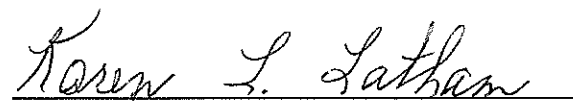
PUBLIC/BOARD COMMENTS: None

SECRETARIAL ITEMS – Shanelle Hansen:


- 1.) Meeting Dates & Times – Shanelle asked the Board if they would consider having the meeting times at 6pm during the summer months and when the time changes in the winter, changing the meeting time to 5pm. She has spoken to some people who state this would be more convenient to them to have the winter meeting time earlier. It was discussed and decided to leave meeting times at 6pm throughout the year.
- 2.) Meeting Posting Places – Shanelle asked the Board if they want to change any of the posting places. The Board felt the current places are sufficient – no changes were suggested.
- 3.) Newsletter – Shanelle asked the Board if they have any changes or additions or corrections. Mike stated he would like to add another article regarding using 911 and also about the fire season coming up. Shanelle said there was room to add it. As soon as that article is done she will send out the Newsletters.
- 4.) Toni's Birthday in on the 17th! Happy Birthday Toni!

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

Approved by the De Beque Fire Protection
Board of Directors on 2.9.14.


Karen Latham, President

Minutes Transcribed & Typed by:


Shanelle Hansen, District Secretary





ADMINISTRATIVE REPORT

JANUARY 2016

Training:

- Patrick, Forest, Ryan and Mike are scheduled for NFA leadership training in Grand Junction the end of January.
- 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).
- Dave Anderson will attend the Grand Junction Fire Paramedic refresher in January.

General District Items:

- **Incident responses:** Report attached. We have been busy due to the weather.
- **Communications:** Nothing new. Will meet later in January.
- **Mesa County Fire Chief's Association:** Chief Holson with Clifton Fire will be retiring. There will be a meeting to discuss the possibility of a Fire Authority for the Grand Junction Fire Districts. I will attend.
- **Garfield County Fire Chiefs Association:** Met January 5th. I will have a verbal report at the meeting.
- **QA meeting:** Ryan is scheduled for his first FTO meeting for his EMT-I. Forest has been working to set up another controlled substance supplier.
- **Personnel Handbook:** I have the revisions back from the attorney. I hope to have time to get it updated by the meeting.
- **Apparatus:** Engine 81 pump position indicator repaired in house. Brush 81 was taken to Montrose dealer for a recall. Grand Junction dealer not equipped to have the service call. Ambulance 81 & 82 – air suspension system repaired and serviced. Also physio serviced our Lifepak 15 monitors as per service agreement.

Old Business:

- **New Fire Station:**

- **Weekly construction meetings:** Thank you to Karen for attending. Over all the project is moving along well. I'm pleased with the project.
- **Town:** Waiting for Peak to get back to me with the mylar and we will be finished.
- **Sewer:** Waiting on the town.
- **Updated cash flow:** Our cash flow is looking good. The February invoice will be large. Anticipate an estimated pay out for 1st quarter of \$2,452,255.00 with 41% DOLA at \$1,005,424 and District cost of \$1,446,831
- **Phone system:** I will have two quotes on station phone system
- **Furniture:** I will have two quotes on furniture for the station for review.

Station Completion: 28% as of end of December

Days left on project: 140

Grants:

EIAF: Request #5 in process. All payment requests are current.

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

MCFMLD Traditional Grant: Approved – Signed and returned.

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

Strategic Plan Goals Review 2015

#1 – Station Construction	
1.1 – Hire Architect	Complete 2015
1.2 – Station Design	Complete 2015
1.3 – IT program	In process
1.4 – Public input	In process
1.5 – Excel Power negotiations	Complete 2015
1.6 – Schlumberger Sanitation	In process
#2 – Finance/Administration	
2.1 – Policy for committed funds	Complete 2014
2.2 – Salary Schedule	Complete – due again in 2017
2.3 – 5.5% election question	Complete 2014
2.5 – Budget based on plan	In continuous process
2.6 – Strategic plan adoption	Complete 2014
#3 – Communications	
3.1 – AEGIS	Future – unknown
3.2 – Data for 12 lead EKG	Future – unknown
3.3 – 800 coverage	In-process – GM tower being moved
3.4 – Radio replacement	Not started
3.5 - Alpha/voice pager	P25 updated – 3 voice pagers purchase
3.6 – Microwave new station	In process
3.7 – New Station Alerting	In process
3.8 - Mobile Data Terminals	Not started
3.9 - Mission and Vision Statement	Still need vision statement
#4 – Apparatus	
4.1 – Replacement	On hold due to station construction
4.2 – Use assessment	Rescue 82 sold – combined to R81
4.3 – Apparatus grants	On hold due to station construction
#5 – ISO	
5.1 – apparatus ISO review	Not started
5.2 – Fire Hydrant repair – Town	Completed – annual review
5.3 – Roan Substation evaluation	Not Started
5.4 – Lower ISO	On going – Review in 2017
#6 – Records Management	
6.1 – Purchase records management system	Target Solutions done
6.2 – Convert paper to electronic	In process
6.3 – Staff communications	Target Solutions/Active 911
6.4 – Filing system	Start in 2016 prior to move
#7 – Fire District Personnel	
7.1 – Analysis positions	Completed 8/12/14
7.2 – reserved	
7.3 – reserved	
7.4 – Residency program	Develop 2016 – station completion
7.5 – Standardize shift schedule	48/96 – done
7.6 – hiring, drug testing, evaluations	done – in continuous process
7.7 – Revise job descriptions	Complete 2014
7.8 – Personnel handbook	In process for January 2016
7.9 – Employee assistance program	scheduled for 2017

7.10- Uniforms	New patch/uniforms complete
#8 – Bylaws/Procedures	
8.1 – Review update bylaws	Completed 9/1/14
8.2 – Review Admin policies	In process
8.3 – Update Operational SOG	2016
8.4 – SDA education	In process
8.5 – Board handbook	Not started
#9 – Fire District Training	
9.1 – Training program	On-going – Target solutions purchased
	Leadership training – sent personnel
	Curriculum – not started
	Specialty training – in process
9.2 – Burn Tower	Phase #2 – not started
9.3 – Probationary training	Started – in process – needs more effort