

REGULAR MEETING  
BOARD OF DIRECTORS  
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE  
OCTOBER 10TH, 2017 AT 6:00 PM

MINUTES

CALL TO ORDER: Meeting was called to order by Karen at 6:22pm. Directors present were Karen Latham, Toni Vincenzetti & Chanse Brackett. Fire staff present were Mike Harvey, Fire/EMS Chief, and Shanelle Hansen, Secretary. Guest present was Shannon Currier, Accountant. Public present: No public were present.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: None

APPROVAL ITEMS:

- 1.) Minutes from September 12<sup>th</sup>, 2017 Regular Meeting– Tabled until November meeting. There were not enough members present to approve since Chanse would have to Abstain.
- 2.) Expenditures for the month of September – Chanse motioned to accept the September Expenditures. Toni seconded. Karen – Yes, Chanse – Yes & Toni – Yes. Motion passed.

PUBLIC COMMENTS: None

OLD BUSINESS:

- 1.) Residency Program – The Board reviewed this policy and offered no further suggestions. Mike asked about giving a stipend, the Board decided to go forward with the program without it. If it becomes necessary later, then the Board can discuss it again at that time. Toni motioned to approve the Residency Program without Stipend. Chanse seconded. Karen – Yes, Chanse – Yes & Toni – Yes. Motion passed.
- 2.) 2018 Budget – Shannon said this Budget is for review only this month. The final budget will need to be approved by December 15<sup>th</sup>. She reviewed the line items and discussed proposed changes for 2018. The revenues are down again this year in Garfield County and only slightly up on Mesa County.
- 3.) Christmas Party – Mike said the results of the survey he sent out showed December 10<sup>th</sup> as the best date. The time was set for 5pm. The Board discussed the different catering options. Toni motioned to approve Have Cooker Will Travel to serve prime rib and accompaniments at the Christmas party. Chanse seconded. Karen – Yes, Chanse – Yes & Toni – Yes. Motion passed

NEW BUSINESS:

- 1.) Safe Haven – This program is something Patrick Cole is working on. There's a Colorado state law stating people can drop off unwanted babies at fire stations or police stations.

Patrick pulled the SOP (Standard Operating Procedure) for this program from the Chief's Association. Chanse motioned to approve integrating this Baby Drop Off SOP into the Fire District's standard SOP's. Toni seconded. Karen – Yes, Chanse – Yes & Toni – Yes. Motion passed

ACCOUNTANT'S REPORT – By Shannon Currier – Shannon reviewed the attached reports and answered the Board's questions. Shannon suggested Peak Investments as a higher yield alternative to invest monies. Would get a better interest rate than the typical financial institution. She said she would check into the amount needed for initial investment and bring that back to the Board.

Toni motioned to accept the Accountant's Report and to also approve the Bad Debt write-offs of \$4505.00 and Insurance Adjustments totaling \$7935.06. Chanse seconded. Karen – Yes, Chanse – Yes & Toni – Yes. Motion passed

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 briefly reviewed this report verbally and answered the Board's questions.

PUBLIC/BOARD COMMENTS: None

SECRETARIAL ITEMS – Shanelle Hansen:

- 1.) 4<sup>th</sup> Quarter Newsletter – Shanelle gave the Newsletter for Board review in Board packets. She is only short the front page article that should have the Bio for Cody Blair. As soon as she gets it, she will send it out.

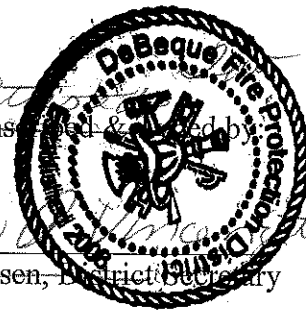
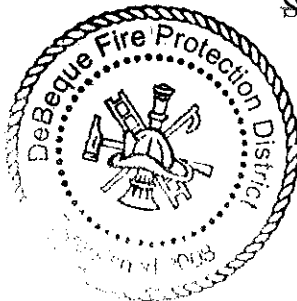
ADJOURNMENT: Chanse motioned to adjourn the meeting. Toni seconded. Karen – Yes, Chanse – Yes & Toni – Yes. Motion passed

Approved by the De Beque Fire Protection  
Board of Directors on 1-9-15.

Karen L. Latham  
Karen Latham, President

Minutes Transcribed & Certified by

Toni Latham  
Shanelle Hansen, District Secretary





## Fire District Administrative Report October 2017

### Safety and Training:

- **Paramedic Student FTE:** Working on practical testing – Set for November in Denver.
- **S-230,231 Engine Crew boss:** Forest, Patrick, Ethan and Nate will be headed to engine crew boss class October 12-15.
- **Taxing Authority Class:** Shannon and Mike attended the taxing authority class in Glenwood Springs, September 20<sup>th</sup>. Very informative. Was good to put a face with the name of the people we work with.
- **Safety Training:** Patrick attended driver safety training on September 9<sup>th</sup>. This qualifies us for the CESA safety group discount.
- **Annual Pinnacol training:** The Pinnacol training September 28<sup>th</sup> in Grand Junction was cancelled by Pinnacol.
- **Workers Comp Cost Containment:** Mike has submitted the information to re-certify our cost containment for 2017 which is due in November.
- **Safe Haven:** Patrick has been working on the "Safe Haven" for newborns. The policy from the State Fire Chiefs association is attached. Patrick modified the policy to meet our needs. There will be a couple of signs put up at the station. The policy is attached for review.
- **Quarterly Training:** Patrick is setting up a training to get all personnel carded to fly with CareFlight in the event we have a remote rescue. The same day we will be doing our BLS skills day.
- **Quality Assurance Review:** We passed our audit for the Colorado Advanced Life Support. This is for the CPR classes that we do.
- **Fire Proctor class:** Forest and Nate attended the fire proctor class.
- **S-290 Intermediate Wildland Fire Behavior:** Ethan completed this 32 hour course.

#### Personnel Management, Relations:

- **Incident Responses:** See attached report.
- **QA meeting:** Forest attended.

#### Facilities

- **Communications systems:** Have not heard anything from the City of Grand Junction about the IP alerting for the station.
- **Station projects:** Preparing the lawn and outside items for winter.
- **Training/community room:** Training room is booked for Thanksgiving.

#### Apparatus and equipment:

**Apparatus:** Brush 82 is current out of service due to pump motor issues. Parts are in and just need time to get repairs made. Tender 81 schedule for Oct 4<sup>th</sup> to Grand Junction for a new hose bed cover. E82 will need the air conditioner repaired. Scheduling pump testing in October.

#### Administrative:

- **Mesa County Fire Chief's Association:**
  - Discussion on the New ImageTrend program
  - Discussion on the new county EMS coordinator and hiring process.
  - Discussed an ALS/BLS standard stand-by rate
  - Grand Junction Fire will be replacing their IR detector
  - September 11<sup>th</sup> agencies will have engines on the overpasses with Flags.
- **Physician Advisor Selection:** The officers for the Mesa County Chief's Association will be conducting interviews for the new physician advisor October 17<sup>th</sup> to provide feedback to the Physician Group. Chief Harvey will be participating in the interview process.
- **Garfield County Fire Chief's meeting:**
  - Will be hosted at De Beque in October 3<sup>rd</sup>. Will have a verbal report at the board meeting.
- **Fire Restrictions:** No restrictions are in effect as of 9/5/2017. On-line burn permits are still not available but we are taking permits by phone currently.
- **Officers Meeting:** Next officers meeting scheduled for November 9<sup>th</sup>.
- **Drug Testing:** 3<sup>rd</sup> quarter Testing is complete. 4<sup>th</sup> quarter roster has been confirmed.
- **Records Management System (RMS):** High Plains (old) data- They will help all the fire agencies in getting their data out of the program and into PDF files for future archive use. Our executed contract has been received for the ImageTrend program. Just waiting for them to start implementation. Scheduled to be on-line by January 1<sup>st</sup>. We will be sending a couple of people down to the "train the trainer" session. It should be fairly easy for our staff to change over.

- **Resident House:** Final policy is attached for adoption.

**Financial:**

- **Grants: 2018** – Pending revenues, Items on the capital list for grants are:
  - **Upgrade to self-loading gurney in both ambulances (EMTS)**
  - **Purchase of video scopes (EMTS)**
  - **Replacement of Brush truck (FMLD)**
- **2018 budget:** Shannon and I met to work on the 2018 budget. She will have more at the meeting.

Thank you for your continued support.

Mike Harvey  
District Fire Chief