

REGULAR MEETING  
BOARD OF DIRECTORS  
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE  
MARCH 14<sup>TH</sup>, 2017 AT 6:00 PM

MINUTES

CALL TO ORDER: Meeting was called to order by Karen at 6:04pm. Directors present were Karen Latham, Toni Vincenzetti & Chanse Brackett. Dick Latham & Marge Mackey were absent. Fire staff present were Mike Harvey, Fire/EMS Chief, & Shanelle Hansen, Secretary. Guest present was Shannon Currier, Accountant. No public were present.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: None

APPROVAL ITEMS:

- 1.) Minutes from February 16th, 2017 Regular Meeting– Toni pointed out some wording issues and duplications. Toni motioned to approve the Minutes with changes. Karen seconded. Karen – Yes, Toni – Yes & Chanse - Abstained. Motion passed.
- 2.) Expenditures for the month of February – Chanse motioned to accept the February Expenditures. Toni seconded. Karen – Yes, Toni – Yes & Chanse - Yes. Motion passed.

PUBLIC COMMENTS: No public were present.

OLD BUSINESS:

- 1.) Building Update –
  - a. Construction Invoice Reviews (PNCI) – Mike reviewed where the Fire District is with PNCI and discussed Pay App #17 and what it covers. Chanse motioned to approve the PNCI Pay App #17. Toni seconded. Karen – Yes, Toni – Yes & Chanse - Yes. Motion passed.
  - b. Project Closeout – Mike said he is waiting for Doug to finalize the Closeout Documents. Everything is complete, just need to get it all together. There will be retainage of funds the Fire District has to withhold due to some nonpayment lawsuits that PNCI has not settled yet, J-Blanco being one of them.

NEW BUSINESS:

- 1.) 2017 Employee Handbook Draft Revision – Mike sent out the revised manual via email to the Board for their review. He explained the items in blue showed the changes he has made. He asked the Board to take their time and review the Manual and can vote on the changes next month.

ACCOUNTANT'S REPORT – By Shannon Currier – Shannon reviewed the attached reports and answered the Board's questions. She stated the Board should begin approving the monthly insurance adjustments and write-offs in billing.

Toni motioned to approve the Financial Statements along with the Insurance Adjustments & Bad Debt Expense write-offs of \$7658.00. Chanse seconded. Karen – Yes, Toni – Yes & Chanse – 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.

Mike gave the Board a list of the new EMS Billing rates along with documentation of the State approved rates and ranges. There was some discussion. Toni motioned to approve the updated EMS Billing rates for 2017. Chanse seconded. Karen – Yes, Toni – Yes & Chanse – Yes. Motion passed.

PUBLIC/BOARD COMMENTS: None


SECRETARIAL ITEMS – Shanelle Hansen:

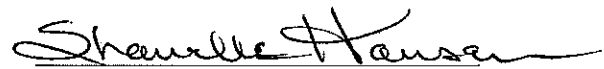
- 1.) Spring Newsletter – Shanelle gave the Board a copy of the Spring Edition of the Newsletter. Still waiting on one article, once that is complete, she will mail the Newsletter out for Board to review and approve.

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

Approved by the De Beque Fire Protection  
Board of Directors on 4-11-17.

Minutes Transcribed & Typed by:

  
Karen Latham, President

  
Shanelle Hansen, District Secretary





## Fire District Administrative Report April 2017

### Safety and Training:

- Mandatory quarterly training all personnel group fire training will be RT-130 on April 6<sup>th</sup>. Joint training between Plateau Valley and De Beque. Open to anyone.
- **Live Burn Training:** Patrick, Jesse, and Dave took E81 to Rifle for the live burn training.
- **Technical Rope Rescue:** Still waiting for training date for an instructor.
- **Oil and Gas Summit:** May 17<sup>th</sup> in Rifle. We are working on the agenda and speakers.
- **Paramedic Student FTE:** Finished ride time. Now scheduling hospital clinical time. National registry testing is scheduled for May 20<sup>th</sup>. Mike will be working with the student for both practical testing and written testing.
- **CREATE Grant (Wilderness EMT):** Submitted and waiting results.

### Personnel Management, Relations:

- **Incident responses:** Report attached.
- **Public Education:** Free community smoke detectors available to the community.
- **School Safety Day:** Jesse is working on the school safety day which is set for May 4<sup>th</sup>.
- **QA meeting:** Mike attended the QA meeting. Discussion items.
- **Fire Officers:** Next officers meeting will be May 11<sup>th</sup>.
- **Hiring Process:** Final Chief Interview in process. Will be making a conditional job offer the week of April 3<sup>rd</sup>. Will be evaluating testing for Green Crew Lieutenant position.

### Facilities

- **Communications systems:** Station alerting system is fully operational and working well.
- **Meeting room:** De Beque School will be hosting their prom at the Fire Station in April.

### Apparatus and equipment:

- Apparatus:** All apparatus is on-line. Preparing apparatus for upcoming fire season.
- Engine 82 – had Class B service and inspection completed.
  - Brush 82 – still has an engine oil leak – now in a different location. We will monitor this.
  - Tender 81 – Kussmaul charge indicator not working – troubleshoot/repair.
  - Tender 81 - Repair cover.
  - Rescue 81 – Fuel tank sending unit repair.
  - Engine 82 – tank manifold drain repair.

**Administrative:**

- **Mesa County Fire Chief's Association:**
  - I did not attend the Chief's meeting as I was out of town on personal leave.  
Discussion about the Mesa County Sheriff ordering resources without approval from the local fire protection district and taking control of the incident.
- **Garfield County Fire Chief's meeting:** The meeting is April 4<sup>th</sup> in Carbondale. I will have a verbal update at the board meeting.
- **State Fire Chief's Critical Issues meeting:** Considering traveling to Colorado Springs for the 2<sup>nd</sup> quarterly meeting. The meeting will be April 19<sup>th</sup>. They will be discussing the funding issues facing fire districts.
- **EMS Council:** Meeting was canceled in March.
- **Drug Testing:** Updated Roster for 2<sup>nd</sup> qtr. sent in. All new personnel will be tested after the conditional job offer.
- **Fire Code Adoption:** No action.
- **Code Enforcement:** Trail Ridge man camp fire inspection completed.
- **Personnel Handbook:** Annual review of policies are in process.
- **Records Management System (RMS):** Mesa County departments evaluated four RMS solutions. De Beque has evaluated six programs and has selected two as finalists. The Mesa County Fire Chief's plan to have the system on-line by October 2017. There is a push from Mesa County to get fire district's to move from Physio-Control monitors to Zoll monitors. I do not recommend this change. It would cost the fire district around \$60,000 to change and zoll support is not as good as Physio for small agencies.

**Financial:**

- **Grants: DOLA:** Fire Station Construction final payment request has been sent to DOLA.
- **Station projects:** Working to get SCBA compressor hooked up. Permanent mounting of the mailbox in concrete. Still working on the extractor mounting.
- **Warranty items:** PNCI and Walker Electric refused to repair an outside light. Stating that it was incorrectly spec'd by the architect. I will also be submitting for repair of cracked drywall, interior lights and doors not functioning correctly.

Thank you for your continued support.

Mike Harvey  
District Fire Chief

# Incident Response Summary for DeBeque Fire

For period 03/01/2017 Through 03/31/2017

Type of Incident	Current Year		Previous Year		Totals
	In Jurisdiction	Outside	In Jurisdiction	Outside	
<b>Fires</b>					
Road freight or transport vehicle fire	1	0	0	0	1
Natural vegetation fire, not otherwise classified	2	0	0	0	2
Forest fire, woods, wildland fire	1	1	0	0	2
Brush, or brush and grass mixture fire	3	0	1	0	3
Cultivated vegetation, crop fire, other	1	0	0	0	1
	<b>8</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>9</b>
<b>EMS</b>					
Emergency medical incident	6	0	5	0	6
Vehicle accident, non-injury	2	0	1	0	2
Special Event Standby	0	0	1	0	0
	<b>8</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>8</b>
<b>Over Pressure/Explosion/Rupture</b>					
Air or gas rupture of pressure or process vessel	0	0	1	0	0
	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>Service Call</b>					
Assist, police or other governmental agency	0	0	0	1	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>Good Intent Call</b>					
Dispatched & cancelled enroute	1	0	1	0	1
Authorized controlled burning	4	0	1	0	4
Smoke or odor investigation, no fire	2	0	1	0	2
	<b>7</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>7</b>
<b>False Alarm &amp; False Call</b>					
False call (other than a fire alarm)	2	0	0	0	2
	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>Grand Totals</b>	<b>25</b>	<b>1</b>	<b>12</b>	<b>1</b>	<b>26</b>

\* denotes that the incident occurred within the selected jurisdiction, but no units from that jurisdiction responded

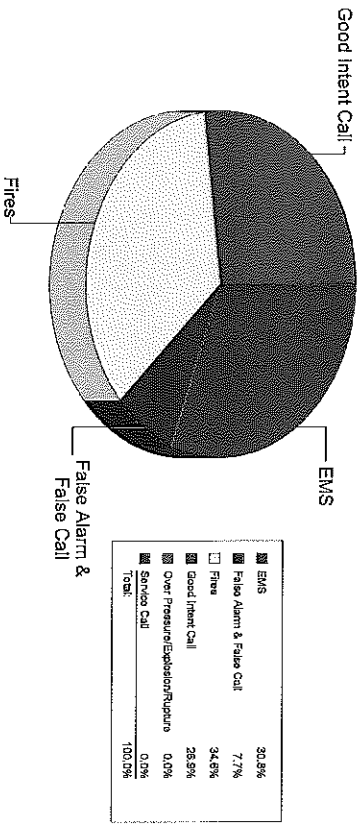
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Type of Incident	Current Year	Previous Year	Totals
In Jurisdiction			
Outside			
Totals			

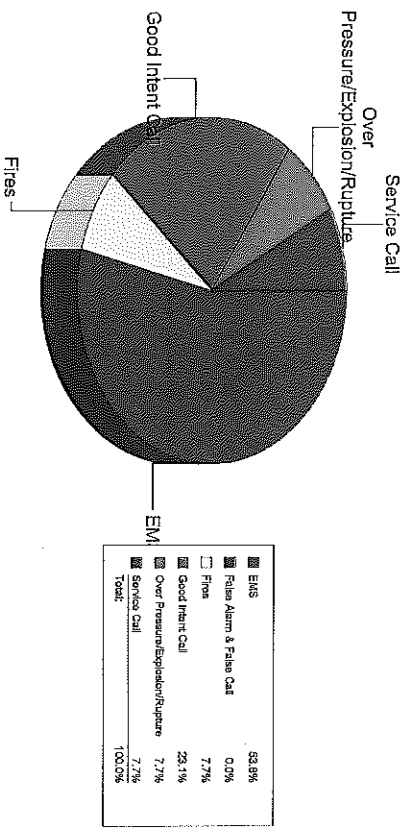
## Total Incidents by Category

Current Year

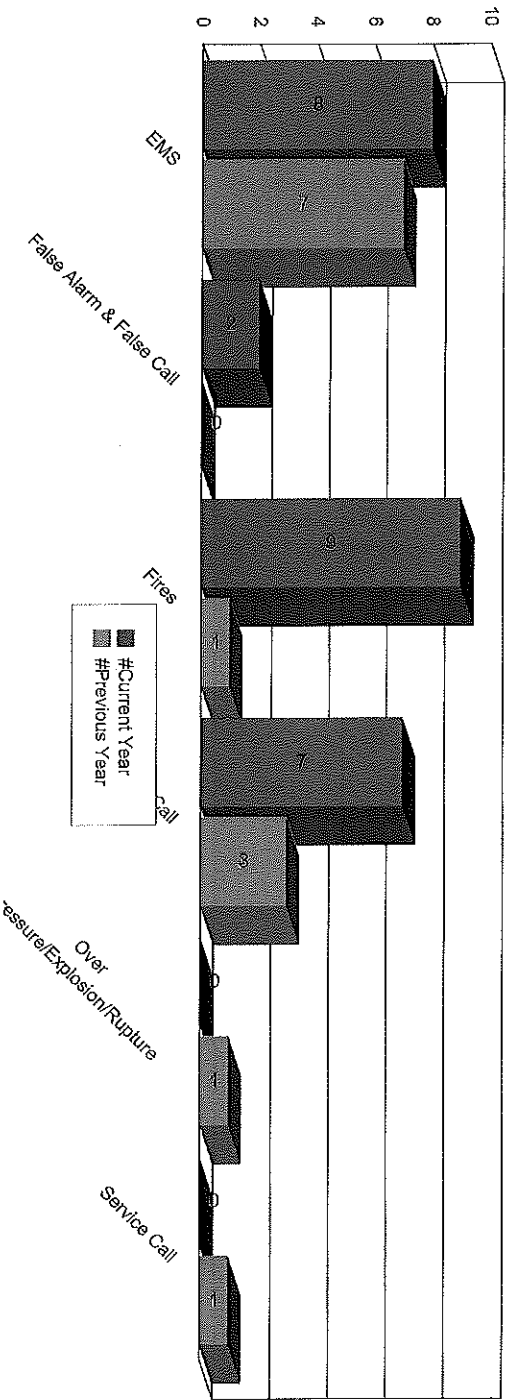


## Total Incidents by Category

Previous Year



## Two Year Comparison



\* denotes that the incident occurred within the selected jurisdiction, but no units from that jurisdiction responded

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Type of Incident	Current Year		Previous Year		Totals
	In Jurisdiction	Outside	In Jurisdiction	Outside	

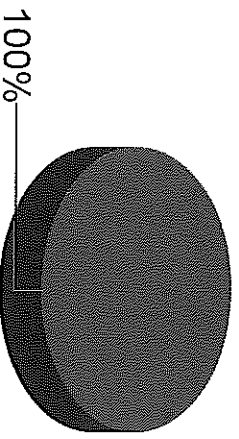
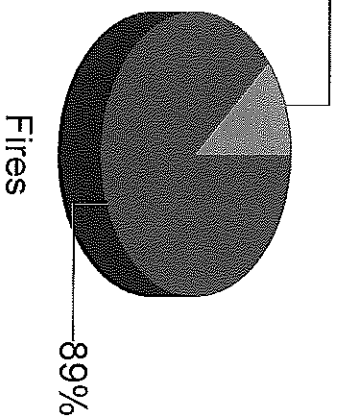
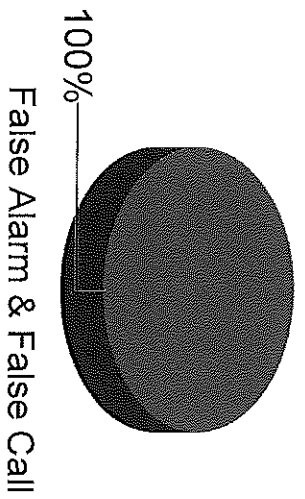
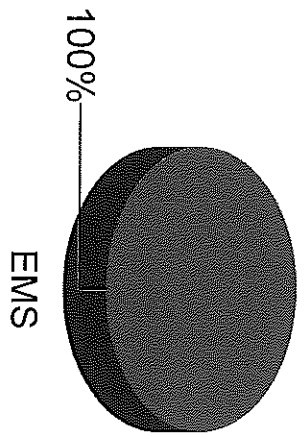
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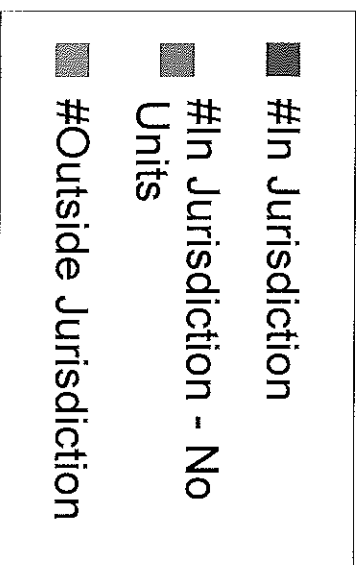
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## Jurisdiction

Current Year



Over Pressure/Explosion/Rupture      Service Call



\* denotes that the incident occurred within the selected jurisdiction, but no units from that jurisdiction responded