

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE
JANUARY 9TH, 2018 AT 6:00 PM

MINUTES

CALL TO ORDER: Meeting was called to order by Board President Karen Latham at 5:59pm. Directors present were Karen Latham, Dick Latham, Toni Vincenzetti & Marge Mackey, absent Chanse Brackett. Fire staff present were Mike Harvey, Fire Chief, Lieutenant Forest Matis and EMT Firefighter Nate Voorhees. Guest present was Shannon Currier, District Accountant. No public was present.

The pledge of allegiance was recited.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: Karen Latham requested the addition of water shares under old business.

APPROVAL ITEMS:

Minutes from October 10th, 2017 Regular Meeting– Toni Vincenzetti moved, seconded by Karen Latham to accept the October 10th regular minutes as presented. Vote: Karen Latham, aye; Dick Latham, aye; Marge Mackey, aye; Toni Vincenzetti, aye; Chanse Brackett, absent. Motion passed

Minutes from the November 14th, 2017 Regular Meeting – Dick Latham moved, seconded by Toni Vincenzetti to accept the November 14th regular minutes as presented. Vote: Karen Latham, aye; Dick Latham, aye; Marge Mackey, abstain; Toni Vincenzetti, aye; Chanse Brackett, absent. Motion passed.

Minutes from December 13th, 2017 Regular Meeting – Marge Mackey moved, seconded by Dick Latham to accept the December 13th regular minutes as presented. Vote: Karen Latham, aye; Dick Latham, aye; Marge Mackey, aye; Toni Vincenzetti, aye; Chanse Brackett, absent. Motion passed

Expenditures for the month of December 2017 – Board President Karen Latham asked for questions and review of the expenditures. No questions. Toni Vincenzetti moved, seconded by Marge Mackey to accept the December 2017 expenditures. Vote: Karen Latham, aye; Dick Latham, aye; Marge Mackey, aye; Toni Vincenzetti, aye; Chanse Brackett, absent. Motion passed

PUBLIC COMMENTS: None

OLD BUSINESS:

Water Shares Purchase. Board President Karen Latham updated the board on the progress of the purchase of additional water share for the Fire District. The District will be invoiced for those shares soon. Water shares certificates should be ready by the end of February for a total cost of \$1750.00 for the shares.

NEW BUSINESS:

Meeting Posting Locations for 2018: The Board reviewed and discussed the posting locations. The three posting locations for 2018 will continue to be the De Beque Town Hall, The De Beque Post Office and the front door at Fire Station 81. Marge Mackey moved, Dick Latham seconded to accept the 2018 meeting posting locations as presented. Vote: Karen Latham, aye; Dick Latham, aye; Marge Mackey, aye; Toni Vincenzetti, aye; Chanse Bracket, absent.

Meeting Dates and Times for 2018: The Board reviewed and discussed the regular meeting dates and times. Marge Mackey moved, Dick Latham seconded to accept the 2018 meeting dates and times as presented. Vote: Karen Latham, aye; Dick Latham, aye; Marge Mackey, aye; Toni Vincenzetti, aye; Chanse Bracket, absent.

HVAC maintenance contract: The Board reviewed and discussed the proposed HVAC maintenance contract presented by Chief Mike Harvey. Three companies over the past year had been contacted with ESCO Mountain submitting the lowest price of \$4,350.00. Dick Latham moved, Marge Mackey seconded to accept the HVAC maintenance contract from ESCO Mountain as presented. Vote: Karen Latham, aye; Dick Latham, aye; Marge Mackey, aye; Toni Vincenzetti, aye; Chanse Bracket, absent.

EMTS Grant for power-load gurney and video scopes: Chief Harvey presented the initial draft for the 2018 EMTS grant to purchase (2) McGrath Video Scopes and one power-load gurney system. This grant will address aged equipment and equipment recommended by the medical advisor for medical care. The grant is a 50% matching state grant. Total price for the grant is \$47,214.40 with matching of \$23,607.20. Marge motioned to approve the EMTS grant with Board president Karen Latham signing as the executive board officer and Toni Vincenzetti as financial officer. Chief Harvey as the grant contact person. Toni Vincenzetti seconded. Vote: Karen Latham, aye; Dick Latham, aye; Marge Mackey, aye; Toni Vincenzetti, aye; Chanse Bracket, absent.

AFG Grant – Chief Harvey presented information to the Board about the Federal Assistance to Firefighters Grant. This will be a regional grant that will be split into two separate grants with 9 different agencies. De Beque Fire Protection District will be one regional host with Glenwood Springs Fire Department being the second host. Grant is split into two sections due to cost and population. Grant accounting, audit and controls were discussed with fire district accountant Shannon Currier. The AFG Grant will be a 10% matching grant to provide updated SCBA units. De Beque Fire District will be applying for 10, 45 minute SCBA units, 4, 45 minutes SCBA units with transfill rescue hose and 2, 60 minute SCBA units for hazmat tech operations and rapid intervention team (RIT). Additionally 14 extra face masks for members and a battery support system will be in the grant. The grant total will be \$117,034.00 with a Fire District matching of \$10,639.45 with AFG funding amount of \$106,394.55. Marge Mackey moved, to approve the 2018 AFG grant as presented. Seconded by Dick Latham. Vote: Karen Latham, aye; Dick Latham, aye; Marge Mackey, aye; Toni Vincenzetti, aye; Chanse Bracket, absent.

Motion for De Beque Fire Protection District to be host for 1st region for the AFG grant – Toni Vincenzetti moved to approve the 2018 AFG grant as presented. Seconded by Marge Mackey. Vote: Karen Latham, aye; Dick Latham, aye; Marge Mackey, aye; Toni Vincenzetti, aye; Chanse Bracket, absent.

Chief Harvey presented to the Board a resolution to appoint fire district attorney, Kirsten Kurath as Designated Election Officer (DEO) for the May 2018 election to be held May 8th. The Board discussed the pros and cons of mail and ballot election. Self-nomination forms are available at the fire district office. Toni Vincenzetti moved, Dick Latham seconded moved to approve resolution 2018-1. Vote: Karen Latham, aye; Dick Latham, aye; Marge Mackey, aye; Toni Vincenzetti, aye; Chanse Bracket, absent. (18-1)

Motion to remove Shanelle Hansen from the Fire District financial accounts. The Fire District Board discussed the span of control and accountability with Shanelle leaving the Fire District. Toni Vincenzetti moved, Dick Latham seconded to have Karen Latham sign the banking form removing Shanelle Hansen from the banking accounts and to keep the current signing members as they are currently listed. Vote: Karen Latham, aye; Dick Latham, aye; Marge Mackey, aye; Toni Vincenzetti, aye; Chanse Bracket, absent.

ACCOUNTANT'S REPORT – By Shannon Currier – Shannon reviewed the attached reports and answered the Board's questions. Shannon also reviewed the Budget to Actual in detail. The Board further discussed with Shannon implementation of some of new accounting procedures staff has been working on. The Board also discussed moving \$8,000 from regular checking and \$90,000 from the EMS billing account to the money market fund. Latham moved, and Toni Vincenzetti seconded to authorize Board President Karen Latham to move the funds as listed. Vote: Karen Latham, aye; Dick Latham, aye; Marge Mackey, aye; Toni Vincenzetti, aye; Chanse Bracket, absent.

Marge Mackey moved, Toni Vincenzetti seconded to accept the insurance adjustments of \$10,545.74 and bad debt write off of \$1,694.32 totaling \$12,240.06 and to accept the financial statements for the period ending November 30th 2017 as presented. Vote: Karen Latham, aye; Dick Latham, aye; Marge Mackey, aye; Toni Vincenzetti, aye; Chanse Bracket, absent.

FIRE CHIEF'S REPORT – Mike Harvey, 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.

Lieutenant Forest Matis gave the Board a verbal report on QA activities. Nate Voorhees also updated the Board on his new responsibility for medical supplies ordering.

Chief Harvey presented information to the Board concerning the deployment of engines. The Board discussed the benefits of deploying an engine depending upon fire severity and directed Chief Harvey and staff to further pursue getting the program in operation.

BOARD COMMENTS: Marge Mackey gave an update on the party scheduled for Shanelle Hansen's departure from the Fire District which will be held January 12th from 11:00-12:00. There will be refreshments. Chief Harvey presented a plaque recognizing the time and effort that Shanelle gave to the Fire District. Marge also requested from the Board that a \$100.00 gift card be presented at the party. Marge Mackey moved, and Dick Latham seconded to purchase a gift card in recognition of Shanelle's work. Vote: Karen Latham, aye; Dick Latham, aye; Marge Mackey, aye; Toni Vincenzetti, aye; Chans Bracket, absent.

ADJOURNMENT: Marge Mackey motioned to adjourn the meeting. Dick Latham seconded. Vote: Karen Latham, aye; Dick Latham, aye; Marge Mackey, aye; Toni Vincenzetti, aye; Chans Bracket, absent.

Meeting adjourned at 7:29 PM.

Approved by the De Beque Fire Protection Board of Directors on 2-21-18.

Karen Latham
Karen Latham, President



Toni Vincenzetti
Toni Vincenzetti - Treasurer/Secretary