

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE
June 12th, 2018 AT 6:00 PM

MINUTES

CALL TO ORDER: Meeting was called to order by Board President Dick Latham at 6:00 pm on June 12th 2018. Directors present were Dick Latham, Marge Mackey, Toni Vincenzetti, Annette Tanner and, Chanse Brackett. Marge Mackey arrived at 6:11 pm. Fire staff present were Mike Harvey – Fire Chief, Shannon Currier - District Accountant and Forest Matis Lieutenant. Public present: None

The pledge of allegiance was recited.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: Chief Harvey requested that Paul Miller, C.P.A be added to the first of the agenda for the audit report.

AUDIT REPORT:

Paul Miller, C.P.A. presented the 2017 audit to the Fire District Board. Mr. Miller reviewed the audit and explained the impacts of GASB 68 and the effects on the fire district budget and financial liabilities. The Board discussed the audit with Mr. Miller.

APPROVAL ITEMS:

Minutes from May 8th 2018 Regular Meeting were reviewed by the Board. Marge Mackey moved, seconded by Mrs. Tanner to accept the May 8th 2018 regular minutes as presented. Vote: Dick Latham, aye; Marge Mackey, aye; Toni Vincenzetti, aye; Annette Tanner, aye, Chanse Brackett, abstain. Motion passed.

PUBLIC COMMENTS: No public present.

OLD BUSINESS:

- 1) Fire Rescue Billing: The contract currently under review with EMS Billing services. Several changes have been made by Fire District Legal Counsel. Once the contract is accepted by EMS Billing, a copy will be forwarded for Board review and approval at the July regular board meeting.
- 2) EMS Billing collections: Chief Harvey and the Fire Board discussed the collections on EMS calls. EMS Billing Services reviewed the account and the amount of write-offs the Fire District has. Fire District is collecting everything it can and non-payers are sent to collections. No other changes noted with the audit.

- 3) ImageTrend: The ImageTrend program went live on May 30th. Several patient care reports have been billed through the system and the work flow is fully electronic now, saving a lot of time with the manual input system from the prior records system. All personnel time records are on the system. Chief Harvey presented a report on over-time worked due to lack of part-time staff availability. The District will be able to track personnel time much more efficiently.

NEW BUSINESS:

- 1) Residence house: Chief Harvey informed the Fire Board of the use of the residence house by an employee for a short duration. The Board agreed that it was to the benefit of the District that someone was in the house. The Fire District has not had anyone apply for the residency program yet.
- 2) VFA Grant: Chief Harvey informed the Fire Board that the Fire District has applied for wildland fire grant assistance for the purchase of tools and wildland fire hose. Grant award is pending.
- 3) EMR program for De Beque School: Chief Harvey briefed the Board that the Fire District is working on putting together an Emergency Medical Responder (EMR) course for the fall semester for junior and senior students at De Beque High School. The course will be held at the fire station.
- 4) Personnel Handbook policy updates: The Fire Board reviewed the policy updates presented by Chief Harvey. The following policies will be updated effective June 2018 as presented.
 - Page 84 – PTO Accrual
 - Page 73 – Apparatus Checks
 - Page 74 – Sunday work schedule
 - Page 109 – Phone messages.

Additionally the Board discussed the use of cell phones while personnel are operating vehicles and the use of cell phones while on calls or working. Chief Harvey is working with the Fire District Attorney to develop an updated policy to include the posting of video or pictures of private property for either EMS or Fire calls and the restriction of their use.

Toni Vincenzetti moved to accept the policies as changed. Chans Brackett seconded the motion.

Vote: Chans Brackett aye; Dick Latham aye; Marge Mackey aye; Annette Tanner aye; Toni Vincenzetti, aye; Motion passed.

ACCOUNTANT'S REPORT –

The Board discussed adding Mrs. Tanner to the financial accounts as a Board signer. Chief Harvey discussed the procedure with the Board to add and removed Board members from the accounts.

Mrs. Vincenzetti moved to remove Karen Latham and add Annette Tanner to all financial accounts as a board signer, Marge Mackey seconded.

Vote: Chans Brackett aye; Dick Latham aye; Marge Mackey aye; Annette Tanner aye; Toni Vincenzetti, aye; Motion passed.

Shannon Currier reviewed the financial information for the period ending April 30th 2018.

The Board reviewed the expenditures.

Marge Mackey moved to accept the expenditures for April 2018, Chanse Brackett seconded.
Vote: Chanse Brackett aye; Dick Latham aye; Marge Mackey aye; Annette Tanner aye; Toni Vincenzetti, aye; Motion passed.

The Board reviewed the financial statements.

Toni Vincenzetti moved to accept the financial statements date ending April 30th 2018. Chanse Brackett seconded the motion.

Vote: Chanse Brackett aye; Dick Latham aye; Marge Mackey aye; Annette Tanner aye; Toni Vincenzetti, aye; Motion passed.

Toni Vincenzetti moved to accept the insurance adjustments in the amount of \$5,838.48 and bad debt write off of \$0.00 totaling \$5,838.48 for the date ending April 30th 2018. Seconded by Chanse Brackett.
Vote: Chanse Brackett aye; Dick Latham aye; Marge Mackey aye; Annette Tanner aye; Toni Vincenzetti, aye; Motion passed.

FIRE CHIEF'S REPORT – Chief Harvey provided an Administrative Report (hard copy on file) in the Board packets for their review. The Board discussed the over-time and lack of part-time personnel to fill the positions. Chief Harvey requested posting to start accepting applications for part-time personnel. Chief Harvey will present a policy at the July board meeting a policy for part-time shift attendance requirements.

Marge Mackey moved to open the process to accept applications for part-time positions. Chanse Brackett seconded.

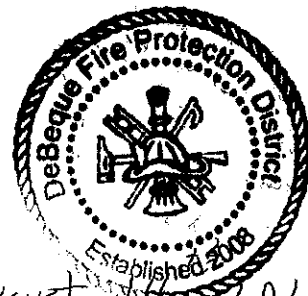
Vote: Chanse Brackett aye; Dick Latham aye; Marge Mackey aye; Annette Tanner aye; Toni Vincenzetti, aye; Motion passed.

BOARD COMMENTS: No further Board comments

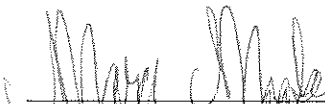
ADJOURNMENT: Marge Mackey motioned to adjourn the meeting. Chanse Brackett seconded the motion to adjourn. Vote: Chanse Brackett aye; Dick Latham aye; Marge Mackey aye; Annette Tanner aye; Toni Vincenzetti, aye; Motion passed.

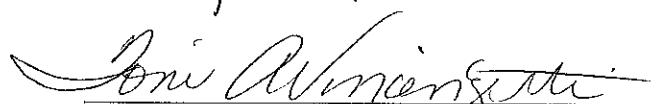
Meeting adjourned at 7:11 PM.

Next meeting schedule for July 10th 2018 at 6:00 pm.



Approved by the De Beque Fire Protection Board of Directors on August 17, 2018


Dick Latham, President
Marge Mackey, Vice-president


Toni Vincenzetti – Secretary/Treasurer