

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE STATION
February 11th, 2020

MINUTES

CALL TO ORDER: The regular board meeting of the De Beque Fire Protection District was called to order by Board President Annette Tanner at 6:00 PM on February 11th, 2020. Directors present were Marge Mackey, Melanie Hansen, and Annette Tanner, and Sling Herrman. Toni Vincenzetti absent. Also present was Shannon Currier - District Accountant, and District Fire Chief Mike Harvey and staff members Nate Voorhees and Matt Bollig. Public present: None

The pledge of allegiance was recited.

Roll Call was taken.

Mrs. Hansen: Present, Mr. Herrman: Present, Mrs. Mackey: Present, Mrs. Tanner: Present, Mrs. Vincenzetti: Absent.

Motion by Marge Mackey to excuse Toni Vincenzetti from the February 11th 2020 regular meeting. Sling Herrman seconded the motion.

Vote: Marge Mackey, aye; Annette Tanner, aye; Melanie Hansen, aye, Sling Herrman aye, Toni Vincenzetti absent. Motion passed.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: Chief Harvey requested to add item #3, new business, new hire FTE.

APPROVAL ITEMS:

1) Minutes from January 14th, 2020 regular meeting were reviewed by the board. The minutes were accepted as presented.

Sling Herrman moved to accept the January 14th, 2020 regular meeting as presented, seconded by Melanie Hansen.

Vote: Marge Mackey, aye; Annette Tanner, aye; Melanie Hansen, aye, Sling Herrman aye, Toni Vincenzetti absent. Motion passed.

2) Minutes from January 21st, 2020 special meeting were reviewed by the board. The minutes were accepted as presented.

Marge Mackey moved to accept the January 21st, 2020 special meeting as presented, seconded by Sling Herrman.

Vote: Marge Mackey, aye; Annette Tanner, aye; Melanie Hansen, aye, Sling Herrman aye, Toni Vincenzetti absent. Motion passed.

PUBLIC COMMENTS: No public present.

Old Business:

- 1) Electronic informational sign. Following a board request to get information on an informational sign for the front side of the fire station, a company was contacted and provided an estimate. Due to the expense of the sign, Chief Harvey recommended that the sign be budgeted in the 2021 capital budget. The proposed sign would cost around \$26,000. CDOT and the Town of De Beque would require permits and review. The Board provided some additional sign companies from the Salt Lake area that might be interested in the project. Chief Harvey will work on the project over the summer in preparation for the 2021 budget.
- 2) Financial Funds transfer: Shannon Currier had the board sign the fund transfer forms. Shannon will be in contact to get the board signatures.

NEW BUSINESS:

- 1) CrewSense System: Chief Harvey demonstrated the CrewSense Scheduling software with the board. The amount of labor savings will pay for the program in the first year. Chief Harvey and the Board discussed the updated website. It is still under construction and will be working on updating it over the next several months. There are links on the website for election information and to check voter registration.
- 2) EMS billing company Review: Chief Harvey presented the information he collected over the past several months concerning our billing service. The Board discussed the options of changing to a different billing company.

Marge Mackey motioned to have Chief Harvey move forward with Fire Recovery EMS billing. Sling Herrman seconded the motion.

Vote: Marge Mackey, aye; Annette Tanner, aye; Melanie Hansen, aye, Sling Herrman aye, Toni Vincenzetti absent. Motion passed.

3) New FTE position: There was only one part-time employee that applied for the full-time position. The interview panel recommended Jason Lee for the full-time position and was confirm by Chief Harvey. Chief Harvey requested a motion to hire Jason Lee as a full-time paramedic/firefighter

Sling Herrman motioned to hire Jason Lee for the full-time position. The motion was seconded by Marge Mackey.

Vote: Marge Mackey, aye; Annette Tanner, aye; Melanie Hansen, aye, Sling Herrman aye, Toni Vincenzetti absent. Motion passed.

ACCOUNTANTS REPORT

1) Shannon Currier, Fire District Accountant provided the board with written copies of the financial statements through the end of December 2019. Mrs. Currier reviewed the documents and year to date financials with the Fire Board and new format for the balance sheet.

Sling Herrman moved, seconded by Marge Mackey to accept the December 2019 expense statements as presented.

Vote: Marge Mackey, aye; Annette Tanner, aye; Melanie Hansen, aye, Sling Herrman aye, Toni Vincenzetti, absent. Motion passed.

Sling Herrman moved, seconded by Melanie Hansen to accept the December 2019 expense statements as presented.

Vote: Marge Mackey, aye; Annette Tanner, aye; Melanie Hansen, aye, Sling Herrman aye, Toni Vincenzetti, absent. Motion passed.

Write offs: The Fire Board reviewed the write-off statement for the month ending December 2019.

Marge Mackey moved to accept the write-off statement for the month ending December 2019, seconded by Melanie Hansen.

Vote: Marge Mackey, aye; Annette Tanner, aye; Melanie Hansen, aye, Sling Herrman aye, Toni Vincenzetti, absent. Motion passed.

December 2019

Insurance adjustments- \$1,253.97

Write-offs - \$2,082.75

Total - \$3,336.72

FIRE CHIEF REPORT: Chief Harvey reviewed his monthly written administration report. Nate Voorhees and Matt Bollig gave a crew report to the board and the various projects and training they are working on. Chief Harvey discussed the various grants currently in process.

BOARD COMMENTS: Melanie Hansen expressed her thanks to the staff for putting on the CPR class for the CMC students. Chief Harvey also expressed his appreciation to the Bass Lake Home Owners for allowing the fire district to conduct the annual ice rescue training on the lake.

ADJOURNMENT: Mrs. Mackey moved to adjourn the meeting. The motion was seconded by Mrs. Hansen.

Vote: Marge Mackey, aye; Annette Tanner, aye; Melanie Hansen, aye; Sling Herrman, aye; Toni Vincenzetti, absent. Motion passed.

Meeting adjourned at 7:23 PM.

Next regular meeting scheduled for March 10th, 2020 at 6:00 PM.

Approved by the De Beque Fire Protection Board of Directors March 10th, 2020.

Annette Tanner

Annette Tanner - President

Toni Vincenzetti

Toni Vincenzetti – Secretary/Treasurer

