

**REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT**

**DE BEQUE FIRE STATION
April 13th 2021**

MINUTES

CALL TO ORDER/ROLL CALL:

Pursuant to notice, the regular board meeting of the De Beque Fire Protection District was called to order by President Annette Tanner at 5:46 PM on Tuesday, April 13th, 2021.

Roll Call: Annette Tanner, Cynthia Farris, Melanie Hansen, Dustin Koehler, and Marge Mackey present. Melanie Hansen – absent. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.

Others present: District Fire Chief, Mike Harvey, Allison Hayter, and Mike Guthrie.

The pledge of allegiance was recited.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: President Annette Tanner inquired if there are any corrections or additions to the agenda. No changes to the agenda.

Executive session: Personnel: The executive session was convened at 5:48 PM. Annette Tanner moved to go into the executive session for the purpose of personnel and Marge Mackey seconded the motion.

The statute for executive session was read by Annette Tanner for the purpose of personnel.

Vote: Cynthia Farris, aye; Melanie Hansen, aye, Dustin Koehler, aye; Marge Mackey, aye; Annette Tanner, aye; Motion passed.

Cindy Farris moved to return to regular session 6:57 PM. The motion was seconded by Dusty Koehler.

Vote: Cynthia Farris, aye; Melanie Hansen, aye, Dustin Koehler, aye; Marge Mackey, aye; Annette Tanner, aye; Motion passed.

Executive session: Accounting and finances: The executive session was convened at 7:09 PM. Annette Tanner moved to go into the executive session for the purpose of personnel and Marge Mackey seconded the motion.

The statute for executive session was read by Annette Tanner for the purpose of accounting and finances.

Vote: Cynthia Farris, aye; Melanie Hansen, aye, Dustin Koehler, aye; Marge Mackey, aye; Annette Tanner, aye; Motion passed.

Marge Mackey moved to return to regular session 07:33 PM. The motion was seconded by Cindy Farris.

Vote: Cynthia Farris, aye; Melanie Hansen, aye, Dustin Koehler, aye; Marge Mackey, aye; Annette Tanner, aye; Motion passed.

Annette Tanner, Board president discussed the changes in the accounting department the Board wants to make. The Fire Board will have the attorney draft a letter to Shannon Currier stating the Fire Board will be hiring a part-time accountant to come in and help do the books and minutes and secretarial items. It will be a part-time position, less than 20 hours per week. Annette Tanner stated that it will save the fire district approximately \$24,000 per year or more. Annette Tanner requested a motion to send a letter of dismissal to Shannon Currier.

Cindy Farris moved to have the attorney draft a letter to Shannon Currier. Marge Mackey seconded the motion.

Vote: Cynthia Farris, aye; Melanie Hansen, aye, Dustin Koehler, aye; Marge Mackey, aye; Annette Tanner, aye; Motion passed.

Annette Tanner also stated that the Fire District will be moving from QuickBooks on-line to QuickBooks enterprise.

Marge Mackey made a motion to move from QuickBooks on-line and purchase the QuickBooks Enterprise. Melanie Hansen seconded the motion.

Vote: Cynthia Farris, aye; Melanie Hansen, aye, Dustin Koehler, aye; Marge Mackey, aye; Annette Tanner, aye; Motion passed.

Annette Tanner will get with the labor attorney and draft up a job description for the secretary position. Chief Harvey stated that we had a job description for secretary and he would send that to Annette Tanner for her review.

Marge Mackey left the board meeting.

APPROVAL ITEMS:

- 1) Minutes from the March, 2021 regular board meeting were tabled by the board and Annette Tanner requested that Chief Harvey add additional documentation under the financial report section. The March minutes were tabled until the May regular board meeting.

PUBLIC FORUM: Annette Tanner asked the public for comments. No comments.

OLD BUSINESS:

- 1) HVAC: Chief Harvey email and called the companies requested by the board. A1 heating has been the only company that has responded back. Chief Harvey hoped to have information for the May meeting.
- 2) Personnel handbook update. Chief Harvey discussed the Lexipol system which was much more expensive. Three companies including Mr. Santo, Lexipol and Ireland Stapleton were reviewed. Clifton Fire District really liked the Ireland Stapleton product. Chief Harvey would like to update the format of the policy manual. Annette Tanner stated that the District should send it to Mr. Santo. Melanie Hansen discussed the pricing with Ireland Stapleton and the quality of the manual appeared better. Annette Tanner she was fine with Ireland Stapleton also. Annette Tanner stated to send the manual to Ireland Stapleton for review. Lexipol cost is \$11,921.00, Ireland Stapleton is \$2,500 to \$3,000 and Santos is \$2,500 to \$3,000.00

New Business

- 1) Rowing Machine. Chief Harvey presented a purchase request for a rowing machine for staff workout. Patrick Cole and Ethan Harvey stated that it would provide a much better cardiovascular work-out.

Annette Tanner moved to purchase the rowing machine not to exceed \$2,500. Cindy Farris seconded the motion.

Vote: Cynthia Farris, aye; Melanie Hansen, aye, Dustin Koehler, aye; Marge Mackey, absent; Annette Tanner, aye; Motion passed.

- 2) Fire Packs: Chief Harvey presented a purchase request to purchase new wildland fire line packs. The board discussed purchasing the packs

Annette Tanner made a motion to purchase the fire packs not to exceed \$5,000. Melanie Hansen seconded the motion

Vote: Cynthia Farris, aye; Melanie Hansen, aye, Dustin Koehler, aye; Marge Mackey, absent; Annette Tanner, aye; Motion passed.

- 3) Old expired bunker gear. Chief Harvey presented a list of expired blue bunker gear and asked if the Fire District would donate the old gear to the Technical College of the Rockies (Delta Votec). The gear would be used in their new upcoming fire academy. The board agreed to donate all the expired gear to the Technical College.
- 4) Agency physicals. Chief Harvey discussed the cost of physicals through St. Mary's Occupational health. No physicals were completed last year due to the Covid. Annette Tanner asked if insurance would pay for any of it. Chief Harvey explained that the physicals included chest x-ray and additional items above a routine physical. The approximate cost would be \$600.00 for each employee. The board agreed to the physicals.

FINANCIAL REPORT AND UPDATES

- 1) Financial Statements. Annette Tanner reviewed the financial reports for February 2021 with comparison to February 2020. Annette stated that she did not get the statement until 3:00 today, just prior to the meeting and did not have time to review them properly. The \$60,000 from the Pine Gulch fire was still due as receivable. Prepaid expenditures were reviewed. The Board discussed the additional electrical charge from Grand Valley Power. The board reviewed the rest of the financial statements.

Melanie Hansen moved to approve the financials for February 2021. The motion was seconded by Dustin Koehler.

Vote: Cynthia Farris, aye; Melanie Hansen, aye, Dustin Koehler, aye; Marge Mackey, absent; Annette Tanner, aye; Motion passed.

Melanie Hansen moved to accept the expenditures reports for February 2021. The motion was seconded by Dustin Koehler.

Vote: Cynthia Farris, aye; Melanie Hansen, aye, Dustin Koehler, aye; Marge Mackey, absent; Annette Tanner, aye; Motion passed.

Annette Tanner moved to accept the insurance adjustment for the month of February 2021 amount of \$1,904.12 and bad debit write off of \$0.00 for a total write off and adjustments amount of \$1,904.12 for February 2021. The motion was seconded by Melanie Hansen.

Vote: Cynthia Farris, aye; Melanie Hansen, aye, Dustin Koehler, aye; Marge Mackey, absent; Annette Tanner, aye.

FIRE CHIEF REPORT: Chief Harvey presented the wage range and flyer for the open positions. Chief Harvey stated that the wage ranges have not been adjusted for several years. We currently have a paramedic paid less than EMT level. The board discussed the options on raising the base wage and the issue with having limited funds. Dustin Koehler stated we need to get the flyer for the job posting out there. The Board discussed the need for a wage survey. Chief Harvey also stated that we have a range of pay and could adjust within that. The board agreed to get the listing out and adjust the wages at a later date. Chief Harvey will have it posted through the county wide email. A hiring committee will be put together headed up by Patrick Cole. The electronic testing program will be used and that agreement needs to be signed by the board Chief Harvey stated. The cost is \$20.00 for each applicant and \$500.00 for the set-up fee.

Chief Harvey discussed the recent storm damage to the solar hot water-pre heater glass that broke. A galls company will be contact to get a replacement installed.

Patrick Cole updated the board on his shoulder injury and the upcoming possibility of surgery. He will be possibly be on light duty for an extended period of time. The Board asked when Ethan Harvey would be going to part-time. His schedule is offset so he will be able to fill the blue position until the district hires a new employee. The FTO process with Mesa County was discussed and the challenges with hiring an outside county person not on protocol.

BOARD ITEMS AND COMMENTS:

Annette Tanner provided the board with the invoice from the mediation company. Cindy Farris made the motion to pay the overage on the mediation company. The motion was seconded by Melanie Hansen.

Vote: Cynthia Farris, aye; Melanie Hansen, aye, Dustin Koehler, aye; Marge Mackey, absent; Annette Tanner, aye.

Annette Tanner discussed the tuition agreement concerning Jason Lee – Paramedic and the changes the attorney had made to it. Chief Harvey wanted to discuss with the board the changes the attorney made in the agreement prior to talking with Jason about the agreement. The Board discussed the changes and time frame. Chief Harvey will present the agreement to Jason Lee for signing and will have it at the May board meeting for board signatures. Annette Tanner asked if Ethan Harvey had any agreement for his paramedic. He stated he did not as he was already an employee and paid out of his pocket and had finished three years of paramedic service with the agency before asking for reimbursement. He has already recertified once. No other employees have had any agreement. The board discussed if the District would attempt to collect if he does not finish the 3 years of service and they would not attempt to collect it.

Annette Tanner discussed having an executive session with all the employees to have a transparent discussion. The agenda will be an executive session and open for discussion. The board had the meeting posted for Monday April 26th at 4:30 PM.

ADJOURNMENT: Cynthia Farris moved to adjourn the meeting and Melanie Hansen seconded the motion.

Vote: Cynthia Farris, aye; Melanie Hansen, aye, Dustin Koehler, aye; Marge Mackey, absent; Annette Tanner, aye.

Motion passed.

Meeting adjournment at 8:50 PM.

Next regular meeting: May 11th at 6:00 PM.

Approved by the De Beque Fire Protection Board of Directors on May 11th 2021.


Annette Tanner - President




Melanie Hansen - Secretary