

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

**DE BEQUE FIRE STATION  
May 11<sup>th</sup> 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 6:01 PM on Tuesday, May 11<sup>th</sup> 2021.

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

**Others present:** District Fire Chief, Mike Harvey, Jason Lee, Matt Bollig and Forest Matis (virtual)

The pledge of allegiance was recited.

**ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA:** President Annette Tanner requested an addition to the agenda for Forest Matis to make an application to the fire board. Annette Tanner added Forest Matis first on the agenda.

Forest Matis addressed the board as to the up-coming vacancy for the fire chief. Forest wanted to discuss options with the board for filling the vacancy. Forest wanted to know if the board was interested in him being the interim fire chief. Annette Tanner filled in the board as her and Forest had spoken prior to the meeting concerning him being the interim fire chief. Forest would be the interim fire chief and stay on full-time at Grand Valley Fire and work part-time as the De Beque fire chief and put in 20 to 30 hours per week here at De Beque Fire. Annette stated that it would save the fire district money by not paying benefits to him. The board would have to come up with a contract with Forest and determine the hours need to do the job. Annette stated that she did some research on an interim fire chief position and they would have the full responsibilities of a full-time chief. Annette wanted to bring it to the board for discussion. Marge Mackey would have to leave the board if Forest was hired at interim chief due to the conflict of interest. Annette stated they could open up the job to other members if anyone was interested. Annette stated that she has talked to a couple of members and they said that they were not interested in the position. The board asked Jason Lee and Matt Bollig if they wanted the position. They stated no. They felt that Forest would be the best fit for the job. Chief Harvey would have to train Forest in the job. The board requested that Forest attend the June 8<sup>th</sup> board meeting along with the Labor Attorney. After that Forest could start his training. The board discussed if they needed to vote on it. Cindy Farris said that it would give the board more time. Melanie Hansen want to be sure that there were no legal issues with having Forest move into the Chief position.

**APPROVAL ITEMS:**

- 1) Minutes from the March 9th, 2021 regular board meeting were discussed by the board.

Marge Mackey moved to approve the March 9<sup>th</sup> board meeting minutes. Dustin Koehler seconded the motion.

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

2) Minutes from the April 13th 2021 regular board meeting were discussed by the board.

Marge Mackey moved to approve the April 13<sup>th</sup> regular board meeting minutes. Dustin Koehler seconded the motion.

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

3) Minutes from the special board meeting held April 26th 2021 were discussed by the board.

Annette Tanner moved to approve the special board meeting April 26<sup>th</sup> board meeting minutes. Melanie Hansen seconded the motion.

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

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

#### **OLD BUSINESS:**

- 1) QuickBooks platform: Chief Harvey stated that the QuickBooks representative would like to have a phone meeting to finish up the purchase. Annette Tanner needs to contact Kara with QuickBooks and set up a meeting with her. Chief Harvey ask the board to contact her to get the meeting set up. Annette Tanner asked the board if they were good with the purchase of the QuickBooks enterprise platform with 3 users on the system. The system will cost \$2,344 per year and will do the FPPA payroll. Annette stated that users can use a remote-log-in access from any computer to do work. Any changes made in the system would change the accounting in each computer. Annette stated that the Chief could have a user access, the secretary would have access and a board member would have access to it. The board agreed to proceed with the changes.
- 2) HVAC service contract: Chief Harvey presented the estimate from A-1 heating and cooling for approval. A-1 was the only company that submitted an estimate for the service of the HVAC system. The board discussed the estimate. \$4, 189.19 for a year of service. Chief Harvey stated that the system is past due for service. Chief Harvey also stated that it was close to the ESCO Company which did the service on the system in the past. The board discussed the items in the service estimate.

Marge Mackey moved to accept the estimate from A-1 heating and cooling. Cindy Farris seconded the motion.

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

#### **New Business**

- 1) Hiring: Matt Bollig updated the board as to the progress the hiring committee had made in reviewing potential applicants. The committee wanted to re-open the application period to see if any paramedics would apply. The committee felt that based upon the qualifications of the applicants that had applied, we needed to re-open the application period for a paramedic specifically. A paramedic ad will be put out to all EMS providers email in the county to see if a paramedic will apply. It is open for full-time or part-time position. Chief Harvey will re-post the ad. Staff would rather have a full-time paramedic and more part-time people than staff two full-time positions. Annette Tanner states that it was brought to her attention that one of the paramedics that has applied has EMS probation issues. Chief Harvey stated that all personnel considered for employment will need to have a background investigation prior to hiring to ensure that they are in good standing. The board asked who was on the committee. Patrick Cole, Jason Lee and Matt Bollig are currently on the interview committee. Chief Harvey will re-post the position.

The board discussed the posting for the secretary position. The position will be posted on FaceBook and on the fire district website. Marge Mackey stated that she would like to also have it run in Grand Junction. Annette Tanner will post it on her personal FaceBook site to spread it further. Annette Tanner did not feel it would be a benefit to have the labor attorney

review the secretary position job description. Chief Harvey asked if the board wanted a flyer. The board did not feel that a flyer was needed. Only a link on FaceBook was needed.

Annette Tanner asked about the crew quarters and if they are separate rooms if we hired a female employee. Chief Harvey stated that every crew member has separate rooms at this time. Staff has not expressed interested in going back to the dorm type room swap. With Covid, each employee was moved into their own separate rooms to help keep the spread of the virus. Melanie Hansen stated that it was good that the house was being used.

Jason Lee updated the board on a project that staff has been working to put bricks around the fire hydrant near the fire station.

- 2) Power cot donation to Grand Valley Fire District: Chief Harvey asked the board if they would be interested in donating a power cot to the Grand Valley Fire District. The power cot would be used for the Grand Valley Fire District wildland fire deployment ambulance.

Marge Mackey made a motion to donate the power cot to Grand Valley Fire. The motion was seconded by Cindy Farris.

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

### **FINANCIAL REPORT AND UPDATES**

- 1) Financial Statements. The Board asked why the financial statements were always behind a month and half. Without Shannon present Chief Harvey could not answer the question properly. Annette Tanner reviewed the financial reports for March 2021. The Board reviewed and discussed the financial reports. Annette Tanner asked about the line item for vaccines and medical expenses under EMS and fire expenses. Chief Harvey stated the purpose of that is for employee vaccines and annual physicals.

Cindy Farris moved to approve the financials for March 2021. The motion was seconded by Marge Mackey.

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

Marge Mackey moved to accept the expenditures reports for March 2021. The motion was seconded by Dustin Koehler.

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

Marge Mackey moved to accept the insurance adjustment for the month of March 2021 amount of \$6,827.29 and bad debit write off of \$174.00 for a total write off and adjustments amount of \$7,002.09 for March 2021. The motion was seconded by Cindy Farris.

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

**FIRE CHIEF REPORT:** Chief Harvey presented his monthly report to the board. Chief Harvey presented the Health Reimbursement Account Balance Report. No employees have utilized the HRA deductible yet this year. Patrick Cole will be taking a course to renew his wilderness EMT. Annette Tanner asked if more trainings are opening up. Chief Harvey stated that more in-person trainings are starting to open up. The civil air patrol contacted the fire district for a donation to put a ad in the their newsletter. The board stated that there would not be any benefit. The board discussed the vacant shifts. Chief Harvey stated that some of the employees have picked up several open shifts. Annette Tanner asked about a party for Chief Harvey and Chief Harvey declined the party.

The board asked if they needed to vote to make Forest Matis the interim Chief.

Annette Tanner moved to appoint Forest Matis as interim fire Chief. Melanie Hansen seconded the motion. Marge Mackey abstained from the vote.

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

ADJOURNMENT: Marge Mackey moved to adjourn the meeting and Dustin Koehler seconded the motion.

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

Motion passed.

Meeting adjournment at 7:22 PM.

Next regular meeting: June 8<sup>th</sup> at 6:00 PM.

Approved by the De Beque Fire Protection Board of Directors on June 8th 2021.

  
Annette Tanner - President

  
Melanie Hansen - Secretary

