



REGULAR MEETING  
BOARD OF DIRECTORS  
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE STATION  
DECEMBER 9, 2024

**MINUTES**

**CALL TO ORDER:**

Pursuant to notice, the regular board meeting of the De Beque Fire Protection District (DFPD or the District) was called to order by Board President Tanner at 6:00 p.m. on Monday, December 9, 2024.

**OPEN WITH PLEDGE OF ALLEGIANCE TO FLAG:** The Pledge of Allegiance was recited.

**ROLL CALL/ESTABLISH QUORUM:**

Cynthia Farris, Present; Melanie Hansen, Present; Dustin Koehler, Absent; Maria Ramthun, Present; Annette Tanner, Present. A quorum was present and the meeting, having been duly convened, was ready to proceed.

**OTHERS PRESENT:**

Forest Matis, De Beque District Fire Chief; Lieutenant Jesse Hughson; Secretary Kim Latham.

**ADDITIONS OR DELETIONS TO AND APPROVAL OF AGENDA:**

Board President Tanner requested Election Discussion be added to the Agenda. Election discussion was added under New Business #2. Motion was made by Secretary Hansen and seconded by Board President Tanner to approve the agenda as amended. Vote: Cynthia Farris, Aye; Melanie Hansen, Aye; Dustin Koehler, Absent; Maria Ramthun, Aye; Annette Tanner, Aye. Motion Passed.

**PUBLIC HEARING:** Board President Tanner opened a public hearing at 6:03 p.m. for the purpose of presenting and discussing an Amendment to the 2025 Budget.

Discussion ensued regarding a total increase of \$35,000 in expected tax revenues due to updated tax revenue reports from both Garfield and Mesa Counties, resulting in the need to amend the 2025 Budget. It was noted that Fire Fighter Blake Heym presented to Chief Matis a proposal for a plan to acquire/and or replace crew quarters workout equipment for health and fitness training for the employees. The proposal included \$5,000 per year for the next three years with balance roll over each year. Discussion ensued regarding the workout equipment proposal, where to move the remaining kitchenette upgrade donation monies of \$4,500 from Chevron, who instructed DFPD to use the remaining kitchenette upgrade monies as needed, and where to add the additional tax revenue money. Suggestions were to increase the Crew Quarters Furniture & Equipment from \$2,000 to \$7,000; increasing Training Equipment from \$2,500 to \$10,000 by adding \$3,000 of the additional tax monies expected and moving \$4,500 from Capital Expense Kitchenette Upgrade to replace extraction and/or rope rescue equipment; and increasing unexpected expenditures by \$12,000 which would move the budget from a negative net increase to a positive net increase for 2025.

**PUBLIC COMMENTS:** There were no public comments.



**GO OUT OF PUBLIC HEARING:** Motion was made by Board President Tanner and seconded by Board Vice President Ramthun to go out of public hearing. Vote: Cynthia Farris, Aye; Melanie Hansen, Aye; Dustin Koehler, Absent; Maria Ramthun, Aye; Annette Tanner, Aye. Motion Passed.

### **RESOLUTIONS:**

1. Resolution 2025-03b, to approve the amended 2025 budget. Motion was made by Board President Tanner and seconded by Board Vice President Ramthun to pass Resolution 2025-03b to adopt the amended budget for 2025.
2. Resolution 2025 07, to approve the 2025 Board of Directors regular meeting schedule. Vote: Cynthia Farris, Aye; Melanie Hansen, Aye; Dustin Koehler, Absent; Maria Ramthun, Aye; Annette Tanner, Aye. Motion Passed.
3. Resolution 2025-08, to approve the 2025 recurring accounts payments schedule. Motion was made by Board President Tanner and seconded by Board Member Farris to approve the 2025 recurring payments schedule. Vote: Cynthia Farris, Aye; Melanie Hansen, Aye; Dustin Koehler, Absent; Maria Ramthun, Aye; Annette Tanner, Aye. Motion Passed.

### **MINUTES:**

Minutes were presented to the BOD for consideration for the regular board meeting of November 12, 2024. Motion was made by Board Vice President Ramthun and seconded by Board Secretary Hansen to approve the minutes for November 12, 2024 as presented. Vote: Cynthia Farris, Aye; Melanie Hansen, Aye; Dustin Koehler, Absent; Maria Ramthun, Aye; Annette Tanner, Aye. Motion Passed.

### **FINANCE REPORTS**

1. Financial Reports were presented to the BOD for October 2024. Some deployment billing is included in October's report; additional deployment billing will be included in November's report. Deployment income will be slightly less than anticipated, expenses were also less, and final deployment income will be available with the November reports. Vice President Ramthun noted that our expenses so far are much lower than budgeted with discussion on how the recent laws could affect monies and that the 2025 budget has been tightened. Motion was made by Board Member Farris and seconded by Board Vice President Ramthun to approve the finance reports for October 2024 as presented. Vote: Cynthia Farris, Aye; Melanie Hansen, Aye; Dustin Koehler, Absent; Maria Ramthun, Aye; Annette Tanner, Aye. Motion Passed.
2. EMS Reports were presented to the BOD for October 2024. Billed EMS services are down compared to the last few years. The billing company Accounts Receivable amounts are \$1615.41 higher compared to DFPD calculations, due in part to a double billing situation. Secretary Latham is working with the billing company to figure out where the discrepancies are. No insurance write downs for October were reported by the billing company. Motion was made by Board President Tanner and seconded by Board Secretary Hansen to approve the insurance adjustments in the amount of \$0.00 for Month Year. Vote: Cynthia Farris, Aye; Melanie Hansen, Aye; Dustin Koehler, Absent; Maria Ramthun, Aye; Annette Tanner, Aye. Motion Passed.

### **OLD BUSINESS:**

- 1) AC/Heater. The system is working now but is still not fully operational. DFPD is holding payments to Trane until the issues are fixed. Trane contacted our attorney with a complaint that we are out of contract compliance because we have not paid for the repair services Trane has provided to repair the system. Our attorney will contact their attorney to see what action we need



to take, but general consensus was that we would not pay for repairs that are incomplete. We did receive a quote from A1 Heating on the cost to replace the system. The bid presented is for \$365,000, but there is no expiration period for the bid. The BOD would like to pursue getting further bids to compare.

#### **NEW BUSINESS:**

- 1) Station Lights. A request was presented to Chief Matis to inquire about the possibility of getting outdoor LED station lights that can be changed for holidays/occasions, which could be a part of community involvement and inclusion in community activities. The BOD will take time to consider this request. No action was taken during the December Board meeting.
- 2) Election Discussion. It was noted that there is an upcoming election in May for three board member positions that are open. One position is term limited. It was discussed in a previous board meeting to have Sue Blair with as DEO for the election. The resolution to appoint DEO for the upcoming elections will be prepared for approval at the January meeting, at which time self-nominating forms can begin to be accepted.

#### **FIRE CHIEF REPORT:**

- 1) Chief Matis
  - a. Officer's meeting this month concentrated on year end reviews with open communication, and it is working well.
  - b. Chief Matis was out of the office for a few days.
  - c. The Town of De Beque did not notify DFPD when the water system was recently down, which could cause huge issues in the event of a fire. Chief Matis let the Town Administrator know the DFPD needs to be notified when town water systems are down.
  - d. The annual DFPD Christmas party is on Saturday, December 14<sup>th</sup> at 5:30 p.m.

#### **CREW UPDATES:**

- 1) Lieutenant Hughson reported that the DFPD fire signs have been repaired.

**OTHER COMMENTS:** None

**BOARD COMMENTS:** Thanks to the DFPD employees for their service to the community.

#### **ADJOURNMENT:**

Motion was made by Board Member Farris and seconded by Board Secretary Hansen to adjourn the meeting. Vote: Cynthia Farris, Aye; Melanie Hansen, Aye; Dustin Koehler, Absent; Maria Ramthun, Aye; Annette Tanner, Aye. Motion Passed. Meeting adjourned at 7:07 p.m.

**Next regular meeting: Monday, January 13, 2025.**

**Approved by the De Beque Fire Protection Board of Directors on January 13, 2025.**



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**Annette Tanner, President**

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**Melanie Hansen, Secretary**

Board of Directors:

Board President Annette Tanner  
Board Vice President Maria Ramthun  
Board Secretary Melanie Hansen  
Board Member Cynthia Farris  
Board Member Dustin Koehler

It is noted that Board Member Cynthia Farris is also on the Board of Directors for the Town of De Beque. It is noted that the dual Board positions might be considered a conflict of interest in the event of interaction between the De Beque Fire Protection District and the Town of De Beque.