



REGULAR MEETING  
BOARD OF DIRECTORS  
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE STATION  
FEBRUARY 10, 2025

**MINUTES**

**CALL TO ORDER:**

Pursuant to notice, the regular board meeting of the De Beque Fire Protection District (the District) was called to order by Board President Tanner at 6:05 p.m. on Monday, February 10, 2025.

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

**ROLL CALL/ESTABLISH QUORUM:**

Cynthia Farris, Present; Melanie Hansen, Absent (arrived at 6:25 p.m.); Dustin Koehler, Present; Maria Ramthun, Present; Annette Tanner, Present via Zoom. A quorum was present and the meeting, having been duly convened, was ready to proceed.

**OTHERS PRESENT:**

Mike Tanner; De Beque District Fire Chief Forest Matis; Lieutenant Nate Voorhees; Secretary Kim Latham.

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

Additions to the Agenda were made under New Business: Irrigation System; Tender 81 Repairs; Engine 81 Repairs. Motion was made by Board Vice-President Ramthun and seconded by Board Member Koehler to approve the agenda as amended. Vote: Cynthia Farris, Aye; Melanie Hansen, Absent; Dustin Koehler, Aye; Maria Ramthun, Aye; Annette Tanner, Aye. Motion Passed.

**MINUTES:**

Minutes were presented to the BOD for consideration for the regular board meeting of January 13, 2025. Motion was made by Board Member Farris and seconded by Board Vice-President Ramthun to approve the minutes for January 13, 2025 as presented. Vote: Cynthia Farris, Aye; Melanie Hansen, Absent; Dustin Koehler, Present; Maria Ramthun, Aye; Annette Tanner, Aye. Motion Passed.

**FINANCE REPORTS**

Financial Reports were presented to the BOD for December 2024. Motion was made by Board Vice-President Ramthun and seconded by Board Member Farris to approve the finance reports for December 2024 as presented. Vote: Cynthia Farris, Aye; Melanie Hansen, Absent; Dustin Koehler, Aye; Maria Ramthun, Aye; Annette Tanner, Aye. Motion Passed.

Insurance Write-Downs/Write Offs in the amount of \$1,502.88 for November 2024 were presented to the board. Motion was made by Board President Tanner and seconded by Board Vice-President Ramthun to approve the insurance adjustment write-down/write-offs in the amount of \$1,502.88 for November 2024. Vote: Cynthia Farris, Aye; Melanie Hansen, Absent; Dustin Koehler, Aye; Maria Ramthun, Aye; Annette Tanner, Aye. Motion Passed.



Insurance Write-Downs/Write Offs in the amount of \$5,139.11 for December 2024 were presented to the board. Motion was made by Board President Tanner and seconded by Board Member Koehler to approve the insurance adjustment write-down/write-offs in the amount of \$5,139.11 for December 2024. Vote: Cynthia Farris, Aye; Melanie Hansen, Absent; Dustin Koehler, Aye; Maria Ramthun, Aye; Annette Tanner, Aye. Motion Passed.

Insurance Write-Downs/Write Offs in the amount of \$60,658.68 for Year 2024 were presented to the board. District Secretary Latham noted that these were the current figures from the billing company and are accurate according to the documents she has received, but with the issues the District has had with the billing company, the figures might still change. Motion was made by Board President Tanner and seconded by Board Vice-President Ramthun to approve the insurance adjustment write-down/write-offs in the amount of \$60,658.68 for Year 2024. Vote: Cynthia Farris, Aye; Melanie Hansen, Absent; Dustin Koehler, Aye; Maria Ramthun, Aye; Annette Tanner, Aye. Motion Passed.

#### **PUBLIC COMMENTS:**

None.

#### **OLD BUSINESS:**

- 1) Bids for HVAC System. Chief Matis presented information from two bids received to replace the current HVAC AC/Heating system. The third bid was not ready in time for the BOD meeting, but it was noted the bid will be complete by the March 10, 2025 meeting. Chief Matis reported that the system is currently operating with no error codes and recommended that we go with the current system for now, and when it fails again, we can look at a new HVAC system. Discussion ensued regarding the bids, the type of system to consider, and when funding would be optimal for the implementation of a new system. The BOD instructed Chief Matis to go back to the bidders and ask for additional bids for a boiler type system. **It is noted that Board Secretary Hansen arrived during the HVAC system discussion, at 6:25 p.m.**
- 2) Update on Type 6 Engine Information. Lieutenant Voorhees presented the BOD with an estimate of \$250,000 for a new Type 6 Engine, with a time-frame of 12-14 months to complete the build. Discussion ensued. It was noted that Chief Matis has applied for the acquisition of a Type 6 Engine from the BLM. General consensus was to wait until the next BOD meeting to see if DFPD was successful in receiving a Type 6 Engine from the BLM before approving the order for a new Type 6 Engine.
- 3) Update on Part/Time Hiring. Chief Matis updated the BOD on the part-time hiring process that has been initiated. Initially, one part-time position was available; however, due to the resignation of one of the current part-time employees, two positions are now open.

#### **NEW BUSINESS:**

- 1) E-mail Scam. District Secretary Latham gave the BOD information regarding a recent e-mail scam/highjack that affected her e-mail account.
- 2) Tender 81 Repairs. Repairs for the Tender 81 apparatus morphed into more repairs than anticipated. The current repair bills amount to \$12,511.77. Motion was made by Board President Tanner and seconded by Board Vice-President Ramthun to approve the cost of repairs for Tender 81 up to \$12,512. Vote: Cynthia Farris, Aye; Melanie Hansen, Aye; Dustin Koehler, Aye; Maria Ramthun, Aye; Annette Tanner, Aye. Motion Passed.



- 3) Irrigation System. Mesa County has reversed its position on requiring an engineering plot for a culvert installation for our irrigation ditch system. The County is now in favor of the plan DFPD presented last year with a sleeve to the culvert. Motion was made by Board President Tanner and seconded by Board Vice-President Ramthun to approve irrigation system repairs up to \$7,000. Vote: Cynthia Farris, Aye; Melanie Hansen, Aye; Dustin Koehler, Aye; Maria Ramthun, Aye; Annette Tanner, Aye. Motion Passed.
- 4) Engine 81 Repairs. Engine 81 repair costs to fabricate a front bumper to contain a 100-foot hose are estimated to be \$6,000. Chief Matis discussed why this would help in the event of a fire. Motion was made by Board Vice-President Ramthun and seconded by Board Member Farris to approve the cost of repairs for Engine 81 up to \$6,000. Vote: Cynthia Farris, Aye; Melanie Hansen, Aye; Dustin Koehler, Aye; Maria Ramthun, Aye; Annette Tanner, Aye. Motion Passed.

### **FIRE CHIEF REPORT:**

- 1) Fire billing is still in process, with the State requesting edits and proof of employees' work schedules before billing can be approved. DFPD was selected for an annual audit for 2024.
- 2) DFPD will be putting on a Paramedic Refresher course this year. Employee Stacie Dix has been developing a schedule for the course and is also developing the curriculum. DFPD employees will all be involved in portions of teaching the classes and also with completing the course.
- 3) There will be an all Staff meeting on Tuesday, February 11, 2025. Discussion areas include hose packs, training opportunities, departmental goals, Wildland fire assignments, and a look forward to what 2025 may bring to our department.
- 4) Chief Matis attended both Garfield and Mesa County AOP meetings. These meeting provided much information regarding responses to Wildland incidents and agreements between local, county, and state districts.
- 5) Chief Matis requested the BOD continue to give feedback on the Employee Handbook so the District can get a draft ready to send to the attorney for review.
- 6) Chief Matis attended the Garfield County Regional Chiefs' Meeting. Much discussion focused on funding options and how Districts could increase revenues.
- 7) Chief Matis attended the Mesa County Chiefs Meeting, where he was again voted in as the President of the association. Discussion focused on a crew force and the possibility of obtaining aid from the county for funding.
- 8) Chief Matis applied for a used BLM Type 6 engine and should have a response as to the success of the application by the end of February or the first part of March. It is noted that quite a few agencies applied for the truck, so it is not guaranteed DFPD will receive it. (Reference #2 in Old Business section).
- 9) The HVAC system is fully functional at this time, for the first time in several years. DFPD is monitoring to see if it will continue to function at 100% capacity. (Reference #1 in Old Business section).
- 10) Last year DFPD sent a proposal to Mesa County to work on the irrigation system that included a sleeve to the culvert with a direct pipe. The proposal was rejected by the County at that time; however, the County is now ready to approve the proposal and will help with costs. (Reference #2 in New Business section).
- 11) DFPD has had a front bumper fabricated on Engine 81 to allow for storage of a 100-foot hose. This will aid in quick deployment of the hose in a fire situation. (Reference #4 in New Business section.)



- 12) Tender 81 was taken in for repair for an air leak, at which time additional issues were discovered that need to be immediately addressed so that the apparatus can remain in service. (Reference #3 in New Business section).
- 13) The Ladder 81 repairs have hit another snag. The repair company is not able to complete the repairs and have initiated a service mechanic from Germany to come resolve the issue; however, a timeframe for completion is not available at this time. Meeker is still interested in acquiring the Ladder 81 apparatus once the repairs are complete.

**CREW UPDATES:** No additional Crew Updates were presented.

**OTHER COMMENTS:** None

**BOARD COMMENTS:** None

**ADJOURNMENT:**

Motion was made by Board Vice-President Ramthun and seconded by Board Secretary Hansen to adjourn the meeting. Vote: Cynthia Farris, Aye; Melanie Hansen, Aye; Dustin Koehler, Aye; Maria Ramthun, Aye; Annette Tanner, Aye. Motion Passed. Meeting adjourned at 7:13 p.m.

**Next regular meeting: Monday, March 10, 2025.**

**Approved by the De Beque Fire Protection Board of Directors on March 10, 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.