



REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE STATION
Monday, January 8, 2024

MINUTES

CALL TO ORDER:

Pursuant to notice, the regular board meeting of the De Beque Fire Protection District was called to order by President Tanner at 6:01 PM on Monday, January 8, 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	Present
Maria Ramthun	Present
Annette Tanner	Present

OTHER PRESENT: Fire Chief Matis; Lieutenant Hughson; Captain Lee (zoom); Lieutenant Voorhees; Elijah Gerber; Triston Quigley (zoom), Caleb Voorhees (zoom); District Secretary Latham.

ADDITIONS OR DELETIONS TO AND APPROVAL OF AGENDA:

Motion was made and seconded to approve the agenda as presented.

Motion By:	Board Secretary	Melanie Hansen
Seconded By:	Board Vice President	Maria Ramthun
Vote:	Cynthia Farris	Aye
	Melanie Hansen	Aye
	Dustin Koehler	Aye
	Maria Ramthun	Aye
	Annette Tanner	Aye

Motion Passed.



PUBLIC HEARING - 2024 BUDGET

a. Open Public Hearing

The scheduled public hearing was opened at 6:02 for budgetary discussion.

Motion was made and seconded to go into public hearing.

Motion By: Board Secretary Melanie Hansen

Seconded By: Board Vice President Maria Ramthun

Vote: Cynthia Farris Aye

Melanie Hansen Aye

Dustin Koehler Aye

Maria Ramthun Aye

Annette Tanner Aye

Motion Passed.

b Discuss the 2024 Budget

The 2024 Budget was presented at the public hearing for final discussion. Chief Matis and secretary Latham incorporated the changes the BOD requested at the Budget Hearing on December 11, 2023, and other adjustments were made to accommodate the recent legislation passage that resulted in a deduction in property tax revenue. Other adjustments included were funds allocated for a station heating/ac unit and the ordering of a rescue truck. Discussion ensued with final figures being determined for the 2024 budget.

c. Public Comments

There were no public comments.

d. Close Public Hearing

The 2024 Budget Public Hearing was concluded and closed at 6:23.

Motion was made and seconded to close the public hearing.

Motion By: Board Vice President Maria Ramthun

Seconded By: Board Member Cynthia Farris

Vote: Cynthia Farris Aye

Melanie Hansen Aye

Dustin Koehler Aye

Maria Ramthun Aye

Annette Tanner Aye

Motion Passed.



MINUTES/FINANCE APPROVAL ITEMS

1) Budget Adoption for 2024

a. Resolution 2024-02 Adopt 2024 Budget

Motion was made and seconded to adopt the 2024 Budget as presented.

Motion By:	Board Vice President	Maria Ramthun
Seconded By:	Board Secretary	Melanie Hansen
Vote:	Cynthia Farris	Aye
	Melanie Hansen	Aye
	Dustin Koehler	Aye
	Maria Ramthun	Aye
	Annette Tanner	Aye

Motion Passed.

b. Resolution 2024-03 Set Mill Levies for 2024 - Garfield County

Mill Levies for year 2023 to be received in 2024 for Garfield County were presented to the BOD.

Motion was made and seconded to affirm the 2024 Mill Levy at 8 Mills for Garfield County.

Motion By:	Board President	Annette Tanner
Seconded By:	Board Vice President	Maria Ramthun
Vote:	Cynthia Farris	Aye
	Melanie Hansen	Aye
	Dustin Koehler	Aye
	Maria Ramthun	Aye
	Annette Tanner	Aye

Motion Passed.

c. Resolution 2024-04 Set Mill Levies for 2024 - Mesa County

Mill Levies for year 2023 received in 2024 for Mesa County were presented to the BOD.

Motion was made and seconded to affirm the 2024 Mill Levy at 8 Mills for Mesa County.

Motion By:	Board President	Annette Tanner
Seconded By:	Board Secretary	Melanie Hansen
Vote:	Cynthia Farris	Aye
	Melanie Hansen	Aye
	Dustin Koehler	Aye
	Maria Ramthun	Aye
	Annette Tanner	Aye

Motion Passed.



d. Resolution 2024-05 to Appropriate Funds for 2024

Motion was made and seconded to appropriate funds for the 2024 fiscal year.

Motion By:	Board Vice President	Maria Ramthun
Seconded By:	Board Member	Dustin Koehler
Vote:	Cynthia Farris	Aye
	Melanie Hansen	Aye
	Dustin Koehler	Aye
	Maria Ramthun	Aye
	Annette Tanner	Aye

Motion Passed.

e. Resolution 2024-06 to Appropriate Funds for Copier Rental

It was noted that a resolution to appropriate monies for the copier rental is not needed because the total funds have already been appropriated in the 2024 budget. No resolution or vote is needed. Resolution 2024-06 is voided.

f. Resolution 2024-07 Set Wage/COLA Schedule for 2024

Motion was made and seconded to set the wage schedule for 2024, to include a 5% COLA increase.

Motion By:	Board President	Annette Tanner
Seconded By:	Board Member	Cynthia Farris
Vote:	Cynthia Farris	Aye
	Melanie Hansen	Aye
	Dustin Koehler	Aye
	Maria Ramthun	Aye
	Annette Tanner	Aye

Motion Passed.

2) Minutes were presented to the BOD for consideration for: December 11, 2023

Motion was made and seconded to approve the minutes as corrected (typo).

Motion By:	Board Vice President	Maria Ramthun
Seconded By:	Board Member	Cynthia Farris
Vote:	Cynthia Farris	Aye
	Melanie Hansen	Aye
	Dustin Koehler	Aye
	Maria Ramthun	Aye
	Annette Tanner	Abstain

Motion Passed.



- 3) **Financial Reports** were presented to the BOD for: **November-2023**
Motion was made and seconded to approve the financial reports as presented.

Motion By: Board President Annette Tanner
Seconded By: Board Secretary Melanie Hansen
Vote: Cynthia Farris Aye
Melanie Hansen Aye
Dustin Koehler Aye
Maria Ramthun Aye
Annette Tanner Aye

Motion Passed.

- 4) **Insurance Write-Down/Write Off Adjustments**

- a. **Insurance Adjustments** were presented to the BOD for: **November-2023**
Insurance Adjustment Amount - Write-Down **\$2,000.90** Total Amount **\$2,000.90**
Insurance Adjustment Amount - Write-Off **\$0.00**

Motion was made and seconded to approve the insurance adjustment write-down and write-off amounts as presented:

Motion By: Board President Annette Tanner
Seconded By: Board Vice President Melanie Hansen
Vote: Cynthia Farris Aye
Melanie Hansen Aye
Dustin Koehler Aye
Maria Ramthun Aye
Annette Tanner Aye

Motion Passed.

- b. **Insurance Write-Down/Write Off Adjustments Correction** **July-2023**
Insurance Adjustment Amount - Write-Down **\$4,795.80** Total Amount **\$6,730.80**
Insurance Adjustment Amount - Write-Off **\$1,935.00**

The insurance write-down amount was accounted for in the financial report spreadsheet, but not correctly in the vote for write-offs for July. The write down/write off amounts should have been voted on as \$4795.80 write-down (insurance adjustments) and \$1935 write-off (bad debt).

Motion was made and seconded to approve the insurance adjustment write-down and write-off amounts as corrected for July:

Motion By: Board President Annette Tanner
Seconded By: Board Secretary Melanie Hansen
Vote: Cynthia Farris Aye
Melanie Hansen Aye
Dustin Koehler Aye
Maria Ramthun Aye
Annette Tanner Aye

Motion Passed.



5) **Resolution 2024-08 to Approve Recurring Payments for 2024**

A list of recurring payables was presented to the BOD for approval for 2024.

Motion was made and seconded to approve the recurring payables.

Motion By:	Board Vice President	Maria Ramthun
Seconded By:	Board Member	Cynthia Farris
Vote:	Cynthia Farris	Aye
	Melanie Hansen	Aye
	Dustin Koehler	Aye
	Maria Ramthun	Aye
	Annette Tanner	Aye

Motion Passed.

PUBLIC COMMENTS: None

OLD BUSINESS:

- 1) **PTO Discussion** ensued regarding current PTO policy for PTO time off on regularly scheduled work days. Currently, PTO is paid at non-OT hours for regularly scheduled work days. Chief Matis presented the pros and cons of paying PTO for regularly scheduled work days at OT levels if the regularly scheduled hours would have been OT hours.

Resolution 2024-09 to approve the PTO Policy Update

Motion was made and seconded to approve paying PTO OT wages for regularly scheduled OT wages.

Motion By:	Board President	Annette Tanner
Seconded By:	Board Vice President	Maria Ramthun
Vote:	Cynthia Farris	Aye
	Melanie Hansen	Aye
	Dustin Koehler	Aye
	Maria Ramthun	Aye
	Annette Tanner	Aye

Motion Passed.



2) **New Rescue Fire Truck Build Discussion**

Discussion ensued regarding ordering a new Rescue Fire Truck for DFPD. Chief Matis provided a proposal for the build to the BOD from Wayne Kerber with Front Range Fire Apparatus. It was noted that an increase in costs would be effective in February, so the current proposal would be increased if the order was not placed before February 1, 2024. It is also noted that the truck build will be complete in 54 months.

Resolution 2024-10 to Appropriate Funds for New Rescue Fire Truck Build.

Motion was made and seconded to appropriate \$1,200,000 funds for a new Rescue Fire Truck with option 2, to make \$300,000 yearly payments beginning in 2024.

Motion By: Board Vice President Maria Ramthun

Seconded By: Board Member Cynthia Farris

Vote:

Cynthia Farris	Aye
Melanie Hansen	Aye
Dustin Koehler	Aye
Maria Ramthun	Aye
Annette Tanner	Aye

Motion passed.

3) **Trane Heater/AC Update**

Discussion ensued regarding the current position of DFPD with Trane on the ongoing heater/ac situation at the station. Although Trane agrees the heater/ac unit is under warranty, no resolution to fix the system seems likely at this time. Our attorney has sent a demand letter to Trane for a reasonable time frame to either fix or replace the unit. Our attorney expressed his opinion that litigation could take years for a final outcome, and suggested that we take steps to appropriate funds for a heater replacement for the station while the legal battle for responsibility of payment makes its way through the legal system. DFPD has to provide a safe workplace for our employees in a timely manner. We cannot wait to move forward. Discussion ensued regarding the possibility of a federal mineral lease and/or DOLA grant to help with the cost and how obtaining grants might affect any legal mitigation. Board President Tanner asked Chief Matis to contact Paul Grimes of Grimes Controls with an explanation of our situation to see if Grimes Controls would have any information or solutions to get our system up and running. Grimes Controls may be able to put in a system that would talk to our unit and get it running again.

4) **Employee Incentive**

The District has tried for several years to have an employee incentive fun day with jet boat rides and a picnic/barbecue. It has been difficult to get all the employees together to schedule that day. Chief Matis asked the DFPD team what they would like for an employee recreation incentive and the consensus was to look into a membership with Black Canyon Wing and Clay. Chief Matis will look into a membership with Black Canyon Wing and Clay.



NEW BUSINESS:

- 1) None

FIRE CHIEF REPORT:

- 1) Mesa County Chief's meeting was cancelled for December and will resume in January.
- 2) Our call volume was up 6% for 2023.
- 3) Employee reviews have been completed.
- 4) Bluestone Ditch shareholder meeting is coming up. Lieutenant Voorhees attend the meeting.
- 5) Fire billing (deployment) is still in process. Chief Matis has his portion completed and will find out why there has been such a long hold up on payments.
- 6) Heating/AC issue - already addressed
- 8) The new ambulance is scheduled for May delivery. Chief Matis and Lieutenant Voorhees will fly up to Washington to do final inspection and will drive it home after the final inspection is satisfactorily completed.
- 9) Training has been ongoing with recertifications and new training. Tyler Sepsey has completed his NREMT Paramedic training and is now on his probationary year. Our crews will have a crew change beginning today to ensure our crews are evenly balanced with paramedics.
- 10) Crew Updates:
Lieutenant Voorhees reported on testing results for the District apparatus. The District will need to begin replacing tires due to old age.
Captain Lee reported that the Wildfire Collaborative is looking for grants for wildfire mitigation.

BOARD COMMENTS:

ADJOURNMENT:

Motion was made and seconded to adjourn the meeting.

Motion By:	Board Member	Cynthia Farris
Seconded By:	Board Secretary	Hansen
Vote:	Cynthia Farris	Aye
	Melanie Hansen	Aye
	Dustin Koehler	Aye
	Maria Ramthun	Aye
	Annette Tanner	Aye
	Meeting adjourned at:	8:02 p.m.

Motion Passed.

Next regular meeting: **Monday, February 12, 2024**

Approved by the De Beque Fire Protection Board of Directors on: **2/12/2024**



Annette Tanner, President



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

Resolutions Presented at January 8, 2024 BOD Meeting:

Resolution 2024-02 Adopt 2024 Budget
Resolution 2024-03 Set Mill Levies 2024 Garfield County
Resolution 2024-04 Set Mill Levies 2024 Mesa County
Resolution 2024-05 Appropriate Funds for 2024
Resolution 2024-06 VOIDED
Resolution 2024-07 Set Wage/COLA Schedule for 2024
Resolution 2024-08 Approve PTO Policy Update
Resolution 2024-09 Appropriate Funds for New Station Heater/AC Unit
Resolution 2024-10 Appropriate Funds for New Rescue Fire Truck

* See Resolution page for Resolutions in entirety.