

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE STATION
OCTOBER 12, 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 6:41 PM on Tuesday, October 12, 2021.

OPEN WITH PLEDGE OF ALLEGIANCE TO FLAG:

The Pledge of Allegiance was recited.

ROLL CALL/ESTABLISH QUORUM:

Cynthia Farris, present; Melanie Hansen, absent, unexcused; Dustin Koehler, absent, unexcused; 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 Jason Lee; Team Member Tyler Sepsey, Secretary Kim Latham.

ADDITIONS OR DELETIONS TO AGENDA:

Add Christmas party under new business.

Add audit questions under old business.

APPROVAL ITEMS:

Minutes from Regular Board Meeting September 22, 2021. **Motion was made** by Board Member Cynthia Farris and seconded by Board Vice President Maria Ramthun to accept the minutes for the regular Board of Directors meeting for September 22, 2021. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

PUBLIC COMMENTS:

No public comments

OLD BUSINESS:

- 1) Ladder 81 Repairs – Ladder 81 has been out of service since July. The annual inspection was already scheduled and the company who inspects/services the truck comes out of Germany, so it was decided they would look at the repair issues when coming to do the inspection. The repair issue was in the joy stick, which is now obsolete causing the whole sensing system to be replaced to meet the standards. Chief Matis emailed a detailed list to the Board regarding the estimated repairs required. It will need to be repaired to get it ready to go to be put it up for sale. The person interested in buying it is still interested, but does want it repaired before he buys it. The District does not need the Ladder 81 truck for ISO, but it does give us higher points for having it. Chief Matis suggested scheduling a workshop to look over the needs for the District, what we should look at to sell, what we need to look at to buy, and a schedule for selling/buying apparatus so that our ISO is not negatively impacted by the purchases and sales. Motion was made by Board President Tanner and seconded by Board Vice President Ramthun to approve the repairs on the Ladder Truck. Chief Matis estimated \$16,000 for repairs. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 2) Rescue 81 – Chief Matis inquired what path the Board would like him to pursue to sell the Rescue 81 Truck. It could go to auction through gov.govdeals or try to sell it directly to a company for a straight

- out offer. Chief Matis recommends we go the direct route for a straight offer. Consensus agreed for him to go that route first and then pursue the auction route if the direct contact isn't agreeable.
- 3) Benefit Packages – Secretary Latham presented the 2022 figures for insurance for the employees. The Board discussed options for including insurance for the secretary position. Motion was made by Board President Tanner and seconded by Board Member Harris to pay ½ of insurance costs for the secretary position since it is a part time position. The remaining ½ of insurance costs will be deducted from pay each pay period. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
 - 4) Audit Questions – The auditor did submit the audit report to the state. The non-spendables are pre-paid expenses that are set aside for payments throughout the year. There was concern that the auditor did not come to the Board meeting to present the audit report, which he usually does.

NEW BUSINESS:

- 1) Part Time Position – The District has a vacant part time position due to the termination of a part time employee. Chief Matis reported that the attorney advised us to rekey the entire building. Chief Matis asked if we want to fill the position, and if so, do we want to open up the application process again or use the applications we received this last summer. Discussion ensued about the need (or lack of) for another part time person. If the District is going to continue to participate in the deployment process, there would be the need to add the part time position for coverage when employees are out on assignment. Board consensus was to proceed with filling the vacant part time position.
- 2) FPPA Contributions 2022 – FPPA contributions will be raising. D&D contributions will be moved from 3% to 3.2% and regular benefits will be moved from 8.5% to 9% for the District's contribution.
- 3) Christmas Party – Chief Matis will pick a day for the Christmas party. The District will again do the Christmas Angel Tree delivery project and the District will pick up any angels that are still on the tree. Discussion ensued regarding whether to cater the party or do a pot luck. Consensus was to cater the party with Board President Tanner in charge of desserts.

ACCOUNTANT'S REPORT – Kim Latham

- 1) Financial Statements for September 2021 were submitted. Board President Tanner requested the reports show the revenue breakout between Mesa County and Garfield County be shown versus all lumped in together. Vice President Ramthun requested that the specific ownership tax amounts be split out from the tax revenue to better fit how the amounts were budgeted, along with Treasurer Fees. The budget should also show the total bad debt expense for the year. Board President Tanner requested we find out what is the deadline for adjusting the budget. Discussion ensued regarding keeping the deployment wages separate from regular wages. **Motion was made** by Vice President Ramthun and seconded by Board Member Farris to approve the financial reports for September 2021. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 2) Expenditures for September 2021 were submitted. **Motion was made** by Board Member Farris and seconded by Board President Tanner to approve the expenditure report for September 2021. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 3) Insurance Adjustments/Write Offs for September 2021. **Motion was made** by Board President Tanner and seconded by Board Member Farris to approve the write downs (insurance adjustments) and write offs (bad debt) for September 2021 as follows: **Write downs of \$247.50; Write offs of \$0.00; for a total of \$247.50 plus a refund of \$226.79.** **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

INTERIM FIRE CHIEF'S REPORT –

- 1) Vice President Ramthun asked for some clarification on abbreviated terms ALS & BLS. ALS is Advanced Life Support and BLS is Basic Life Support.
- 2) Fire Assignments – Billing is in progress. After trial and error, it was decided to go to per diem vs actual receipts to help the process flow better. Currently we've billed the Darlene assignment at \$10,432.99, the Bootleg assignment at \$60,644, the Severity assignment at \$46,284.31, and the Crater Ridge assignment at \$51,527. There is one more assignment that is in process, but the billing is not completed yet.
- 3) Vacant Part Time Position – Discussed previously
- 4) Town Relations – Communication discussions are ongoing with Care' McInnis (Town Manager) for development and town growth issues. Ms. McInnis is now aware that the protocol for reporting emergencies that affect the town will go through emergency management and through the (town) Marshal. The District will be burning the town waste pile at some point in October. We will not burn the pile unless the town has a town employee on site to watch the pile. We will light the fire and stay and maintain until the fire is contained, at which time we will turn the watch over to the town.
- 5) Strategic Plan – Chief Matis has been going over old strategic plans to get a general guideline for a starting point for determining our goals for the District. This will aid in presenting to the district public our goals for the district and getting input from the public on where the public envisions the District's priorities and growth areas. Board President Tanner suggested that if we're going to have a public meeting that we rent one of those visible boards to announce the meeting. Chief Matis would also like the team to hand out flyers and notices to meet the community.
- 6) Trailers – We will need to do a public auction for the trailers the District wants to put up for sale. We'll put out an ad that we're selling the trailers for a minimum bid. Chief Matis would like to have a board member be in charge of receiving the bids. Board President Tanner volunteered to be in charge of receiving the bids.
- 7) Residency House – A company is coming to assess the damage to the house and put in a bid. Hopefully that will be in the works soon. The swamp coolers and lawn sprinklers have been winterized by Nate (Voorhees).
- 8) Ladder Truck – Discussed previously.
- 9) Trunk or Treat – We will participate in the Town's Trunk or Treat program.
- 10) Classes – Chief Matis will be participating in S215 (Wildland Urban Interface) class at Fire Camp November 18 & 19. Jason will also possibly attend. Another EMS refresher class is being set up for the spring. Also we will look at doing an ALS refresher course.
- 11) Radios – The beeping radios were traded to the Sheriff's Office for non-beeping Motorola radios.
- 12) Budget – Chief Matis and Secretary Latham are working on the budget for next year. We would like to hold a budget workshop with the board.
- 13) Board Members – All members except Board Member Koehler are up for election next spring. If there are no others running for a board opening we will not hold an election; however, if there are others interested in running, we will hold an election.

BOARD COMMENTS:

No board comments.

Lieutenant Lee reported on his proctoring new fire fighters and furthering his instructor path, which opens the door for other opportunities for the District. He has completed and caught up the National Incident Reporting entries.

Chief Matis reported that we have started the process of documenting wage raises and the reasoning behind the raises.

Board President Tanner asked Lieutenant Lee what the Board can do for the team. Lieutenant Lee reported that the team is happy and pleased with the efforts the board has made to make a good environment for the team members.

ADJOURNMENT: Motion was made by Board Member Farris and seconded by Board Vice President Ramthun to adjourn the meeting. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed. Meeting adjourned at 8:42 p.m.

Next regular meeting: November 9, 2021

Approved by the De Beque Fire Protection Board of Directors on January 10, 2022.



Annette Tanner, President



Melanie Hansen, Secretary