

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE STATION
SEPTEMBER 22, 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 6:02 PM on Wednesday, September 22, 2021.

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 via Zoom; Maria Ramthun, present at 6:06 pm; Annette Tanner, present via Zoom; A quorum was present and the meeting, having been duly convened, was ready to proceed.

Others present: Forest Matis, De Beque District Fire Chief; Zack Adams; Jason Lee via Zoom; Trevor Lewis; Nate Voorhees; Secretary Kim Latham.

ADDITIONS OR DELETIONS TO AGENDA:

Add discussion on possible sale of trucks and items under new business.

APPROVAL ITEMS:

Minutes from Regular Board Meeting July 13, 2021. **Motion was made** by Board Member Cynthia Farris and seconded by Board Secretary Melanie Hanson to accept the minutes for the regular Board of Directors meeting for July 2021. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, absent; Annette Tanner, aye. Motion passed.

Motion was made by Secretary Melanie Hanson and seconded by Board President Annette Tanner to approve the minutes for the August 10, 2021 regular board meeting. **Vote:** Cynthia Farris, abstain (not present at the August meeting); Melanie Hansen, aye; Dustin Koehler, abstain (not present at the August meeting); Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

PUBLIC COMMENTS:

No public comments

OLD BUSINESS:

- 1) Roofing Update – The roof is completed and the swamp cooler is up. Chief Matis had them cancel out (remove) the wood stove. The interior is a separate claim. Chief Matis is waiting on a call back from the contractor to get the interior fixed, but it is sealed off and weather tight again.
- 2) Mattress/Chair Update – The mattresses and chairs have come in. The crews are happy with the purchases and expressed gratitude for the purchases.
- 3) Chief Salary Clarification – Chief Matis requested we revisit the increase in wages to move him to 32 hours to make sure the Board understood the \$224 should have been \$224 per month (not year) extra. Motion was made by Vice President Ramthun and seconded by Board Member Cynthia Farris to approve a salary/benefit for the Chief position to 32 hours per week, a difference of approximately \$2688 a year. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

NEW BUSINESS:

- 1) CRS Bid – The estimate for fees for CRS to run the election should we decide to go for a mill levy increase request will be about \$5000-\$7000. It is not required to hire them to run the election, it is an option to hire them as experts in election matters. We must make a decision by February if we want to get the matter on the May ballot. It was noted that the \$7000 fee is less than the district's cost for the last election and hiring them would take a lot of liability off of the district. We have several board positions that will be up for election. President Tanner asked the Chief to look into which members are up for election and how many positions will need to be filled/elected.
- 2) Health Insurance Rates for 2022 – Secretary Latham presented health coverage rates for 2022. There will be an increase in coverage of \$189.61 per month for the same coverage. President Tanner informed the board that Intermountain Health Care will be taking over SLC Health St. Mary's, which could decrease health care costs in the area. Secretary Latham asked if the board would consider adding her to the insurance program and taking the premiums out of her paycheck. President Tanner informed the board that the criteria of the program is employees must work at least 24 hours per week. She asked Secretary Latham to look into the costs to add her to the program and have figures for the next meeting.
- 3) Sale of Items –
 - a. **Ladder Truck** - We have an interested party inquiring if we are interested in selling the Ladder Truck. Discussion ensued regarding the pros and cons of selling the Ladder Truck and looking into replacing it with a smaller Ladder Truck, and if selling it would affect our ISO. The board asked Chief Matis to continue the discussion with the interested party.
 - b. **Trailers** – We have two trailers in the back, one of which is a HAZMAT trailer. We have never used the trailers, and our protocol, policies, & procedures state we need to contact Grand Junction for HAZMAT response issues. Chief Matis recommends we think about emptying the trailers out, possibly donating the equipment (a lot of the equipment was donated to us) and selling the trailers. Discussion ensued regarding opening up for a closed bid process. **Motion was made** by President Tanner and seconded by Vice President Ramthun to offer the two box trailers for closed bids with a minimum of \$1000 each. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
 - c. **Rescue Truck** – Chief Matis recommended we look into selling the Rescue Truck. It is huge, can't get back country, and doesn't carry water; therefore, to utilize it we would have to run an ambulance, and engine and the rescue truck at the same time, which we can't do with our current personnel coverage. It would take a bit of money to rebuild the truck to add water capacity and we could buy a smaller truck that would be more useful to the district. An option would be to add it to a national fire site to put it up for sale. If we do that, we should put the money aside for a new truck or ambulance. **Motion was made** by Secretary Hansen and seconded by President Tanner to put the rescue unit up for sale on a national site. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

ACCOUNTANT'S REPORT – Kim Latham

- 1) Audit Reports 2020 – The 2020 audit is complete and was presented to the board. Discussion ensued regarding the audit engagement letter and the audit results. President Tanner asked about the petty cash amount in the audit. There are petty cash funds. The funds need to either be deposited or reconciled each year. Vice President Ramthun questioned the "non spendable" amount on the audit. Secretary Latham will contact the auditor and ask what that is. **Motion was made** by Vice President Ramthun and seconded by Board Member Farris accept the 2020 Audit. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 2) Financial Statements and Expenditures for August 2021. Discussion ensued regarding the income and expenses from the deployment assignments. **Motion was made** by Board Vice President

Ramthun and seconded by Secretary Hansen to approve the financial reports as presented for August 2021. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

- 3) Insurance Adjustments/Write Offs August 2021. **Motion was made** by Board President Tanner and seconded by Board Member Farris to approve the write downs (insurance adjustments) and write offs for August as follows: **Write downs of \$315.33; Write offs of \$1457; for a total of \$1772.33.**

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

INTERIM FIRE CHIEF'S REPORT –

- 1) Chief Matis reported that he attended the Mesa County EMS/QA meeting. They have discussed going back to in person squad reviews in September.
- 2) Chief Matis went over the repairs for the residence house. Mold was discovered, probably from a prior leak. The mold issue has been taken care of with the other ceiling repairs.
- 3) Chief Matis has been in contact with the attorney regarding Handbook policies and procedures and some personnel issues.
- 4) Chief Matis asked for input from the board to form a strategic plan for one, two-five, and ten year plans for the district. He would like to present plans to the community and ask for community input and priority desires.
- 5) Area Community Development projects are in the works and Chief Matis is assessing the stress on the district. Some of the projects probably will not have much impact on the district (as far as calls for service), but other projects will probably increase calls.
- 6) Pinning Ceremony will be scheduled for the next board meeting night – 6:00 p.m. October 12, 2021.
- 7) Fire Assignment billing has been completed for four assignments and we still have one assignment to complete and bill. We anticipate a billing total right at \$200,000 for the five assignments.
- 8) We are in good standing for grants – we were able to get the SCBA grant information in and completed. We are working on getting the SAM registration updated. With the notice of backlog from the government, we may be looking at a few months before that will be complete.
- 9) Congresswoman Boebert stopped by to express support for funding, thanked us for utilizing the federal grant program, and said her office would be happy to write a letter of recommendation for the district if we need it for grant applications.
- 10) Our Junior Firefighter was upgraded back to Active 911. He has been busy putting in time and training and was ready to move back up.

BOARD COMMENTS:

No board comments

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, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed. Meeting was adjourned at 7:53 p.m.

Next regular meeting: September 22, 2021

Approved by the De Beque Fire Protection Board of Directors on October 12, 2021.


Annette Tanner, President




Melanie Hansen, Secretary