

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE STATION
AUGUST 10, 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 6:04 PM on Tuesday, August, 10 2021.

OPEN WITH PLEDGE OF ALLEGIANCE TO FLAG:

The Pledge of Allegiance was recited.

ROLL CALL/ESTABLISH QUORUM:

Cynthia Farris, absent; 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; Jesse Hughson; Tyler Sepsey; Nate Voorhees; Secretary Kim Latham.

ADDITIONS OR DELETIONS TO AGENDA:

Jet Boat – this is the last weekend for the Jet Boat Day. Chief Matis reported that he had spoken with the team and a few of them were gone, so we will need wait until next year to hold the event for the team.

APPROVAL ITEMS:

Minutes from Regular Board Meeting July 13, 2021. The Board asked that more detail be presented. Approval of the minutes for July will be included in the next (September) board meeting.

PUBLIC COMMENTS:

Chief Matis commented about the new employees. The board asked to meet Stacie Dix, one of the new part time employees that was on duty. Stacie came into the meeting and was introduced to the board and welcomed to the team.

OLD BUSINESS:

- 1) Roofing Contract – Estimates were presented to the board. Discussion ensued regarding the three bids that we received. **Motion was made** by Board President Tanner and seconded by Board Secretary Hansen to issue the contract to Kruger Roofing. **Vote:** Cynthia Farris, absent; Melanie Hansen, aye; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 2) Employee Wages – Chief Matis reported that the employee wages were adjusted as directed from the July 13th board meeting and that we have implemented a paper trail to show employee increases and the reasons for them in future. Chief Matis requested that we offer a \$1/hour wage increase to the part-time employees when they cover full time slots, which would give employees added incentive to cover slots. Discussion ensued regarding how to keep track of those time slots and how much extra that would cost the district. An exact amount cannot be determined as it would differ depending on coverage needs. **Motion was made** by Board Secretary Hansen and seconded by Board Vice President Ramthun to increase part-time wages \$1 when they cover full-time slots. **Vote:** Cynthia Farris, absent; Melanie Hansen, aye; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 3) Chief's Hours – Chief Matis requested his hours be increased from 30 hours per week to 32 hours per week to move him into full time status for FPPA retirement benefits. He his not requesting health or other benefits. The cost to the district would be about \$224 per year. **Motion was made** by Board

President Tanner and seconded by Board Vice President Ramthun to increase Chief Matis' hours to 32 per week. **Vote:** Cynthia Farris, absent; Melanie Hansen, aye; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

NEW BUSINESS:

- 1) Retention of Fire District Attorney – Chief Matis reported that our fire district attorney Kirsten Kurath has removed herself as the district's attorney due to her inability to help with the district mill levy because of time restraints. Chief Matis recommended we hire Dino Ross with Ireland Stapleton as our new district attorney. Discussion ensued. Chief Matis will notify Ms. Kurath that we have retained another district attorney due to her inability to provide the time to help with a potential mill levy increase. **Motion was made** by Board President Hansen and seconded by Board Secretary Hansen to notify Ms. Kurath that her services to the De Beque Fire Protection District are being terminated due to her time restraints. **Vote:** Cynthia Farris, absent; Melanie Hansen, aye; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed. **Motion was made** by Board Secretary Hansen and seconded by Board President Tanner to hire Dino Ross with Ireland Stapleton as our new Board District Attorney. **Vote:** Cynthia Farris, absent; Melanie Hansen, aye; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

ACCOUNTANT'S REPORT – Kim Latham

- 1) Financial Statements for previous month – July 2021
- 2) Expenditures for previous month – July 2021
- 3) We now have access to online banking as of Thursday last, and the process has started to code past months, which will help with future reports as that data gets entered.
- 4) We have added the deployments and their income and expenses into the accounting system to track costs, which will be updated as those items are turned in.
- 5) Insurance Adjustments/Write Offs – April, May, and June 2021 adjustments and write offs were presented to the board. There were no adjustments for July. The report will be added to this month's minutes.
- 6) **Motion was made** by Board Vice President Ramthun and seconded by Board President Tanner to approve the financial report as presented for July. **Vote:** Cynthia Farris, absent; Melanie Hansen, aye; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 7) **Motion was made** by Board President Tanner and seconded by Board Secretary Hansen to approve the expenditures as presented for July. **Vote:** Cynthia Farris, absent; Melanie Hansen, aye; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 8) **Motion was made** by Board President Tanner and seconded by Board Vice President Ramthun to approve the write downs (insurance adjustments) and write offs for April, May, June, & July as follows: **April** write downs for **\$104.85**; **May** write downs for **\$8,147.19**; **June** write downs for **\$550**; **July** write downs for **\$0.00 (none)**. There were **no write offs** for April, May, June, or July. **Vote:** Cynthia Farris, absent; Melanie Hansen, aye; Dustin Koehler, absent; 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, where they discussed the quarterly data. Jason Lee will be the DFPD QA Director and will attend the QA meetings as long as he is not out on fire assignment. Mesa County extended the date on the squad review due to not being able to get it out on time, which should happen in September.
- 2) Chief Matis attended a meeting with Clifton Fire physician advisor Dr. Burkett & Mesa County EMS Director Chris Rollins regarding coverage while some of our team members are out on deployment assignments, and regarding what protocol we will be jurisdictionally under. Dr. Burkett made it clear he was willing to cover our team and ambulance license even if they were out of state, following our own protocol. Chief Matis asked that they create a protocol for wildland division protocol that states that we follow our home base practices. We cannot take narcotics across state lines unless the requesting agency asks us to do so and have prior permissions and paperwork for the transportation of said narcotics to the

deployment site. We will pull all narcotics prior to deployment across state lines. Medications allowed in the protocol will be IB Tylenol and Toradol for fire assignments.

- 3) Roofing – There is additional water damage due to high winds and rain that caused leakage through the ceiling. The damage at this time is nominal – one sheet of sheet rock at this point. We will talk with the insurance adjuster regarding the matter.
- 4) Deployment – The ambulance went on assignment to the Darlene fire in Oregon, then we got pulled to the Bootleg fire in Oregon. We will get to bill for ambulance, wages, and reimbursement expenses. It will include for backfill wages present here that provide coverage for the team members on deployment. Engine 82 was assigned to a severity assignment in Wyoming, which we will also be able to bill as outlined above. We had a need to replace the tires on Engine 82 at a cost of \$3700, which hadn't been replaced since 2009. The team members on deployment are now back in district, but we are placing the Type 6 or the Type 3 up for deployment as well as the ambulance and Engine 82 after they get serviced, so we may have other deployments.
- 5) Non-Current Employee Status - The non-current employee has been contacted. Chief Matis recommends that if we do not receive a response by August 15, 2021, we should send a certified letter of notice of termination.
- 6) Pinning Ceremony and Promoted Employees – We are waiting on badges, then will proceed with scheduling the ceremony.
- 7) The web page and Facebook pages have been updated. Jesse Hughson is updating Facebook entries. President Tanner requested that we be diligent in informing viewers that we had open employee slots for over a year that have now been filled, and that the new employees are also replacing recent openings as well.
- 8) Wild Horse Days participation went well. We gave out a lot of goodie bags this year.
- 9) Employee wages (previously addressed in Old Business, Item 2).
- 10) Jesse Hughson reported on repairs around the station and the mud clog in the intake pump area.

BOARD COMENTS:

- 1) Vice President Ramthun asked for clarification about the “Union” that will be helping with the mill levy proposal. The International Firefighters Union purpose is not for collective bargaining, but they provide some protection for their members against retaliation. The Union is a separate entity can promote for the mill levy increase (the Board cannot promote the issue or even talk about it), and can help with funding to promote the mill levy increase. It was stressed that the Union is not a typical union, and does not back strikes, etc., and also can protect the District as well.
- 2) Vice President Ramthun asked about the electrical repairs that were brought up last meeting. Chief Matis reported that he looked into it and felt that we are okay for now. We may need to take action later, but it's working fine now.
- 3) Vice President Ramthun asked if we received the furniture discussed at the last meeting. The furniture orders have been placed, but they are experiencing delays due to the (Glenwood) Canyon closures.
- 4) Kim and Forest's computers have been purchased and are in use. Chief Matis now has a District phone as well.
- 5) Chief Matis reported on his research into credit cards vs debit cards. Credit cards are more secure and can be used as long as they are paid off fully every month (current boards cannot accrue debt to a future board). Credit cards can have purchase limits where debit cards cannot and charges can be split out per card. The Board expressed a preference for credit cards. **Motion was made** by Board Secretary Hansen and seconded by Board Vice President Ramthun to change from debit cards to cards: A chief card; a captain's card; a deployment card; and a secretary's card. **Vote:** Cynthia Farris, absent; Melanie Hansen, aye; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 6) Discussion ensued regarding grants and financial reports for grants.
- 7) The Ladder fire truck is out of service. Chief Matis will be doing an assessment on all the equipment (trucks, ambulances, etc.) that we have and the needs/usage of each piece to determine if there is any pieces of equipment that we should think about selling and purchasing other pieces of equipment that might fit our services better.

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