



REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE STATION
FEBRUARY 7, 2023

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 Vice-President Maria Ramthun at 6:03 p.m. on Tuesday, February 7, 2023.

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 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; Lieutenant Jesse Hughson; Employee Kyle George; Employee Triston Quigley; Secretary Kim Latham.

ADDITIONS OR DELETIONS TO AGENDA:

- 1) None

APPROVAL ITEMS:

- 1) Approval of Agenda. **Motion was made** by Secretary Hansen and seconded by Board Member Farris to approve the Agenda as presented. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. **Motion passed.**
- 2) Minutes from the January 10, 2023 Regular Board Meeting. **Motion was made** by Board Member Koehler and seconded by Board Member Farris to approve the minutes for the January 10, 2023 Regular Board Meeting as presented. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. **Motion passed.**
- 3) Financial Reports:
 - a. Financial Statements (including expenditures/check listing) for December 2022 were presented to the Board, which included the total financial picture for 2022. Approval of a supplemental budget for 2022 for the overages will occur after receiving the audit report from our auditor. **Motion was made** by Board Member Koehler and seconded by Board Member Farris to approve the Financial Statements for December 2022. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. **Motion passed.**
 - b. Insurance Adjustments/Writes Offs for December 2022 were presented to the Board. **Motion was made** by Board Member Farris and seconded by Board Member Koehler to approve write downs in the amount of \$1,102.39 and write offs in the amount of \$4,813.00 for December 2022. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. **Motion passed.**
- 4) Update Recurring Monthly Accounts Payable Approvals for 2023. An updated Accounts Payable approval list for 2023 recurring payables was presented to the Board for approval. This is for payables that occur each month and are usually on an automatic or bill pay schedule. **Motion was made** by Board Vice-President Ramthun and seconded by Board Secretary Hansen to approve the updated Recurring Monthly Accounts Payable Approvals for 2023. **Vote:** Cynthia Farris, aye;



Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. **Motion passed.**

- 5) No vote was needed to approve the bulk payment for Jason Lee for EMT class as the Board voted last February to make the payment.
- 6) Resolution 2023-02 for Board of Directors Election. A resolution is needed for two Board of Director positions that are up for election on May 2, 2023. The election would be cancelled in the event less than three nominations are turned in to run for the Board. If three or more nominations are turned in, the election will proceed. **Motion was made** by Board Member Koehler and seconded by Board Member Farris to approve Resolution 2023-02 to hold a Board of Directors election on May 2, 2023. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. **Motion passed.**
- 7) Resolution 2022-03 to appoint the Designated Election Official for the May 2, 2023 election. **Motion was made** by Board Member Koehler and seconded by Board Secretary Hansen to appoint Sue Blair, CEO, of Community Resource Services of Colorado as the Designated Election Official for the May 2, 2023 election. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. **Motion passed.**
- 8) Resolution 2023-04 to add Full-Time Office Personnel Component to the DFPD FPPA plan. According to our FPPA representative, full-time clerical positions must be covered by FPPA. FPPA requires a resolution to add that component to the DFPD plan. **Motion was made** by Board Member Farris and seconded by Board Member Koehler to add a full-time clerical component to the FPPA plan. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. **Motion passed.**
- 9) Resolution 2023-05 to designate Alpine Bank Money Market Account as the FAMLI alternative fund holding account. The Board of Directors voted during the August 8, 2022 meeting to opt out of the government FAMLI program and to set aside a like amount (.9%) for the same purpose (medical PTO after regular PTO has been exhausted). Discussion ensued regarding the need for guidelines on how it would work. **Motion was made** by Board Member Farris and seconded by Board Member Koehler to designate the Alpine Bank Money Market Account that is currently not being utilized as the holding account for FAMLI alternative funds. Secretary Latham will transfer the amount into the account each month based on .9% of payroll, but withdrawals will not be utilized before 2024 to build the account. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. **Motion passed.**
- 10) Resolution 2023-06 SOG for Unit Response. Fire Chief Matis presented the Board with an SOG (Standard Operating Guidelines) for unit response. **Motion was made** by Board Member Farris and seconded by Board Member Koehler to approve Resolution 2023-06 SOG for Unit Response. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. **Motion passed.**

PUBLIC COMMENTS: None

OLD BUSINESS:

- 1) Kitchenette Update. We have had one response to our advertisement for the kitchen upgrade project, but a bid from them has not yet been submitted. We will need to advertise again.
- 2) Ambulance Build Update. Fire Chief Matis and Lieutenant Hughson traveled to Washington to the factory for the ambulance pre-build. Chief Matis presented slides of the factory and protocol for our new ambulance. The chassis has been ordered and the completed ambulance delivery date is estimated to be April 2024.

NEW BUSINESS:

- 1) None



FIRE CHIEF REPORT:

- 1) Fire Chief's Meeting
 - a. Fire Chief Matis has been nominated as president for the Mesa County Chief's Association.
 - b. Discussion has ensued regarding an EMS resolution update that each board will need to approve.
- 2) Ambulance Update – Already addressed.
- 3) Part-Time Employees - The hiring process has been completed and three positions have been offered and accepted.
 - a. Cheyenne Conn-Pfertsh – EMT currently in paramedic school
 - b. Elijah Gerber – EMT basic
 - c. Caleb Voorhees – Paramedic
- 4) Guardian Tracking – Chief Matis has been attending training and building the program. It should be up and running soon.
- 5) Starlink equipment was delivered. It was hard to find anyone to come up and install it; Chief Matis and Lieutenant Hughson were able to get it up and running. It has been wonderful to have faster internet. Chief Matis is in contact with dispatch/Current Solutions to figure out how to get the station alerting system integrated.
- 6) Training – Jesse and Nate have passed their Fire exams and will be moving forward with other certifications. Jason Lee and Blake Heym are currently in a Fire Officer I course.
- 7) Credentialing Applications for the county are in process and will be completed by March 31.
- 8) IQS Audit has been completed with very minimal things we need to fix or adjust. Most errors are from lack of loading the documentation for team member experience logs into the system as attachments. All fixes must be completed by March 31st.
- 9) Paramedic Refresher and Critical Care classes will start soon and run through March. We received a joint grant with PVFD for \$15,000 to pay for the class. The class will recertify those in need of refresher hours and allow paramedics to test for critical care.
- 10) Protocol changes/updates are in process to regulate how we handle some medications that we carry.
- 11) Crew Updates
 - a. Lieutenant Hughson included additional comments on the ambulance build.
- 12) The heating company (who are supposed to fix our station heating issues) will be up tomorrow (February 8, 2023) to work on our heating system.

BOARD COMMENTS:

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 7:30 p.m.**

Next regular meeting: March 14, 2023

Approved by the De Beque Fire Protection Board of Directors on March 14, 2023.


Annette Tanner, President




Melanie Hansen, Secretary