



REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE STATION
MONDAY, MARCH 11, 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 6:00 p.m. on Monday, March 11, 2024.

OPEN WITH PLEDGE OF ALLEGIANCE TO FLAG:

The Pledge of Allegiance was recited.

ROLL CALL/ESTABLISH QUORUM:

Cynthia Farris, Arrived during the Approval of the Agenda
Melanie Hansen, Present
Dustin Koehler, Present
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 Nate Voorhees
Fire Fighter Tyler Sepsey
Secretary Kim Latham

ADDITIONS OR DELETIONS TO AND APPROVAL OF AGENDA:

None

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

Motion by Board Member Koehler

Seconded by Board Member Farris

Vote:

| | |
|-----------------|-----|
| Cynthia Farris, | Aye |
| Melanie Hansen, | Aye |
| Dustin Koehler, | Aye |
| Maria Ramthun, | Aye |
| Annette Tanner, | Aye |

Motion Passed.



MINUTES/FINANCES:

- 1) Minutes were presented to the BOD for consideration for the February 12, 2024 regular board meeting.
Motion was made and seconded to approve the minutes as presented with a typo change in the footer corrected to 2024 instead of 2023.

Motion By: Board President Tanner

Seconded By: Board Secretary Hansen

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 the February 28, 2024 special board meeting.
Motion was made and seconded to approve the minutes as presented with a correction in the Call to Order section correcting Month Day to February 28.

Motion By: Board Vice President Ramthun

Seconded By: Board Secretary Hansen

Vote:

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

Motion Passed.

- 3) Financial Reports were presented to the BOD for January 2024.
Motion was made and seconded to approve the financial reports as presented.

Motion By: Board VP Ramthun

Seconded By: Board President Tanner

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 were presented to the board for January 2024.

| | |
|-----------------------------------------|--------------------|
| Insurance Write Down Adjustment Amount: | \$ 6,595.12 |
| Insurance Write Off Adjustment Amount: | <u> 0</u> |
| Total Adjustment Amount: | \$ 6,595.12 |

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

Motion By: Board President Tanner

Seconded By: Board Secretary Hansen

Vote:

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

Motion Passed.

- 5) The District did not receive as much tax revenue as expected in March for February assessment payments, which means the District should receive the bulk of tax revenue for 2024 in May for April assessment payments. Secretary Latham proposed that the District make transfers in and out of the main checking account to the ColoTrust account to maintain about \$200,000 each month for monthly expenditures and maximize interest on the remainder of District funds that is in the ColoTrust account. Secretary Latham will notify the BOD when those transfers are made and has entered a section on the Financial Report that will track the transfer dates and amounts.

PUBLIC COMMENTS: District Secretary Latham advised the BOD that she has an opportunity to go to Kenya. She will be gone from March 25 – April 11, and she will leave detailed instructions on how to process payroll for April 5, 2024. Board President Tanner and Board Vice President Ramthun volunteered to help Chief Matis with payroll while Secretary Latham is out of office.

OLD BUSINESS:

- 1) Trane Heater/AC Update
 Chief Matis updated the BOD on the progress with the station Heating/AC unit and presented an estimate of costs from the attorney recommended independent consultant. The attorney sent a letter to Trane rejecting their proposal and informing them the District will have an independent consultant onsite to give an estimate of costs to complete the repairs.

- 2) Ambulance Update
 Chief Matis reported that our new ambulance is close to completion. The current projection is that it will be ready for pick up in May. The ambulance manufacturer had to make some adjustments to ensure the ambulance would not automatically shut off when the ambulance is idle and the parking brake is engaged.



3) Water/Sewer Update

Chief Matis reported on the water/sewer extension, tap, and town of De Beque grant. Town Administrator Care McInnis reported to Chief Matis that the town grant is not contingent upon DFPD inclusion, and she only requested notification on whether or not the DFPD BOD would like to move forward with inclusion in the grant for a matching portion of the cost to get the DFPD attached to the updated sewer line. There has been no cost estimate provided to the District, and very little communication regarding the issue. Chief Matis has repeatedly asked for a cost estimate and has not received anything to date. He also asked Town Administrator McInnes about the tap fees already paid to the Town of De Beque and how that might be applied to the cost of the new hook up. The DFPD BOD declined to approve inclusion in the grant, and requested Chief Matis get a copy of the DOLA grant to see if the District is or is not included in the grant. Chief Matis has requested that he be included on the Agenda for the next Town of De Beque board meeting – a request that was denied by Town Administrator McInnis but granted by Mayor Hansen. Board President Tanner will attend the town meeting along with Chief Matis.

FIRE CHIEF REPORT: Chief Matis requested he give his report before new business so he could exit the meeting.

- 1) Ambulance Update already addressed.
- 2) No update on the trucks.
- 3) Sewer already addressed.
- 4) The team is utilizing the slow season time to get their certifications/re-certifications complete before activity increases with the summer fire season.
- 5) We will complete RT-130 training here at the station.
- 6) Chief Matis inquired if there were any comments or concerns the BOD would like to relay to the team during their staff meetings. The BOD thanked the team for their service and commented on how nice it is to have a great staff from the top down and to see the team smile.
- 7) Tyler (Sepsey) is making progress on his Paramedic contacts.
- 8) Chief Matis has been re-elected as the President of the Chief's Association.
- 9) The Regional Chiefs meeting group is working toward combined training events (for training such as Swift Water, Ropes, etc.). We have two slots that are free to us and can purchase other slots if needed.
- 10) There are no offers to buy the ladder truck at this time.
- 11) We will have trucks available for deployments for the upcoming fire season.
- 12) Crew Updates
 - a. Lieutenant Voorhees reported we finally have hot water again.
 - b. Chief Matis already reported on the training that the teams are currently completing.



NEW BUSINESS:

1) ADA Web Page Compliance

Currently, there is a new law that takes effect July 1, 2024 regarding ADA compliance for a number of things, including web sites and web content. Board Vice President Ramthun added that it is her understanding the law includes more than just the web site, but any signage is included, even road-side signs. Secretary Latham reported that the current web site build is compliant, and she is working on making sure all documents uploaded onto the web site are ADA compliant as of January 1, 2024. It is unclear at this time if the law will require all previous documents included on web sites to be updated and compliant or if the law will require compliance moving forward as of July 1, 2024.

BOARD COMMENTS: The April BOD meeting will be rescheduled to Monday, April 15, 2024.

ADJOURNMENT:

Motion was made and seconded to adjourn the meeting.

Motion by: Board Secretary Hansen

Seconded by: Board Member Farris

Vote:

Cynthia Farris, Aye

Melanie Hansen, Aye

Dustin Koehler, Aye

Maria Ramthun, Aye

Annette Tanner, Aye

Motion Passed. Meeting adjourned at: 7:22 p.m.

Next regular meeting: Monday, April 15, 2024

Approved by the De Beque Fire Protection Board of Directors on Monday, April 15, 2024.



Annette Tanner, President

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