

REGULAR MEETING  
BOARD OF DIRECTORS  
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE STATION  
AUGUST 09, 2022

MINUTES

**CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG:**

Pursuant to notice, the regular board meeting of the De Beque Fire Protection District was called to order by President Annette Tanner at 6:01 p.m. on Tuesday, August 9, 2022. 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; A quorum was present and the meeting, having been duly convened, was ready to proceed.

**OTHERS PRESENT:** Paul Miller; Forest Matis, De Beque District Fire Chief via Zoom; Employee Blake Heym; Employee Tyler Sepsey; Secretary Kim Latham.

**ADDITIONS OR DELETIONS TO AGENDA:**

- 1) Delete Approval Item 2) Financial Reports and move them to September's meeting.
- 2) Delete Approval Item 3) Insurance Adjustments/Write Offs and move them to September's meeting.

**OPEN PUBLIC HEARING:**

**Motion was made** by Vice President Ramthun and seconded by Board Member Farris to go into Public Hearing. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

- 1) Discussion of need to Amend 2021 Budget again due to the audit results. The original budget and the audited budget were presented to the Board of Directors for discussion. Paul Miller, DFPD contracted auditor, was present to meet with the Board of Directors, to answer any questions they might have on the audited budget figures, and to give recommendations for future budgets.
- 2) Public Comments. None.
- 3) Approval of Budget Amendment in concurrence with the audited budget. **Motion was made** by Vice President Ramthun and seconded by Board Member Koehler to approve the Budget Amendment Resolution #2022-03 for year 2021. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 4) Discussion ensued regarding the FAML I program due to new requirements that arrived after the previous Board Meeting. Requirements include the Board of Directors signing a resolution to opt out if they so choose, along with notification letters that must go to each employee advising them that the Board is opting out and what PTO and other options are available to the employees.
- 5) Public Comments: Explanation as to what FAML I is was given to the employees present at the hearing and discussion was held on how that would affect the employee paychecks and the benefits that could be gained from the program, as well as why the Board was choosing to Opt-Out at this time..
- 6) **Motion was made** by Vice President Ramthun and seconded by Board Member Farris to sign the FAML I Opt-Out Resolution #2022-02 to affirm July's meeting vote to Opt-Out of the FAML I program and add to the 2023 Budget an amount at least equal to the amount that the DFPD would pay if they were to participate in the FAML I program. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

- 7) Close Public Hearing. **Motion was made** by Board Member Farris and seconded by Vice President Ramthun to close the Public Hearing. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 8) Resume Regular Meeting at 6:55 p.m.

#### **APPROVAL ITEMS:**

- 1) Minutes from the July 12, 2022 Regular Board Meeting were presented. **Motion was made** by Vice President Ramthun and seconded by Board Member Farris to approve the minutes for the July 12, 2022 Regular Board Meeting. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 2) Financial Reports
  - a. A money transfer report was presented to the Board per their direction from July's meeting that shows recommendations for moving monies from the checking account into interest bearing accounts.
  - b. Preliminary financial reports for July 2022 were presented to the Board, but not all financial data was available to create solid reports for the month of July, thus no vote for July's financials. The final report and vote will occur at the September Board meeting.
- 3) Insurance Adjustments/Write Offs – Postponed to September 2023 Board Meeting.
- 4) Resolution to Amend 2021 Budget – Voted in Public Hearing.
- 5) Resolution to Opt-In or Opt-Out of FAMLI program – Voted in Public Hearing.
- 6) PTO Policy Amendment Resolution. Some typos were found in the current PTO policy, and also by law part-time employees begin accruing PTO as of January 1, 2022. Vice President Ramthun asked that the PTO policy be clarified. Fire Chief Matis is in process of updating the DFPD policies and will clarify wording for the PTO portion as he makes those updates in the policy review. The current PTO policy will need to be backed dated to January 1, 2022 to comply with current labor laws and correct the typos. **Motion was made** by President Tanner and seconded by Vice President Ramthun to sign Resolution 2022-04 amending the PTO policy and back dating it to January 1, 2022. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 7) Employee Assistance Program. Discussion ensued regarding the need to set up the ability to provide counseling services for employees involved in critical incidents and how to keep the counseling sessions confidential while at the same time providing checks and balances for billing purposes. **Motion was made** by Vice President Ramthun and seconded by Board Member Farris to provide up to four counseling visits per employee for the remainder of this year with a revisit of the services in January of 2023, contingent on setting checks and balances on the billing process to ensure we are not being billed for services not provided. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

**PUBLIC COMMENTS:** None

#### **OLD BUSINESS:**

- 1) Ambulance Review – Still moving forward with the new ambulance order. There is no set build date yet. Chief Matis will forward information as received.
- 8) Web Page – Discussion ensued regarding the proposal for the DFPD website from Streamline. Employees and Board members expressed approval of the services and web site design that Streamline presented last board meeting. References for Streamline have been very positive. **Motion was made** by Board Member Farris and seconded by Vice President Ramthun to move forward with moving the web page to Streamline. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 2) Contract Labor 1099 Updates – Michael Santo recommends we not send people out on assignment that are not qualified to work for DFPD, even though they do have qualifications to go on assignment. DFPD qualifications are high due to ambulance services, which are not required for our deployment assignments.

**NEW BUSINESS:** None

**FIRE CHIEF REPORT:**

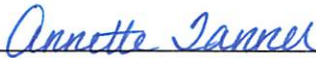
- 1) Fire Assignments
  - a. Fire activity has been low this season, but we do have a crew in California right now. It appears the engine out there will be kept for a while yet and crew swaps to keep the firefighters fresh and maintain crews will be needed until the end of the assignment.
  - b. Jason Lee is in New Mexico on assignment for Task Force Trainee, which will enable him to be a Task Force Leader when he gets back, at which time he will be able to give Wildland Task Force training classes, which will give us a big benefit for training our employees and also for offering classes for other departments.
  - c. Because Jason is out on assignment, Chief Matis will need to be part of the crew swap for the California assignment as our only current option to maintain a Crew Boss. Chief Matis will be on assignment for two weeks; Joe White, Clifton Fire Chief, will be contact for urgent situations while Chief Matis is gone; Nate Voorhees will be DFPD onsite coordinator until Chief Matis' two week stint ends.
- 2) Brush 82 is having some maintenance work done right now.
- 3) Brush 81 is having some packing issues, but is not out of service at this time. When brush 82 is back in service we will get Brush 81 in for repairs.
- 4) EAP (Counseling) already discussed.
- 5) Ambulance 82 is back in service. The borrowed ambulance was returned to Mesa on August 9<sup>th</sup>.
- 6) Training
  - a. Chief Matis and Kim will be attending FPPA Training Conference in September
  - b. Chief Matis will attend the Chief Symposium in November
  - c. Some employees may attend the annual EMS Conference in Keystone
  - d. Nate and Jesse will be attending Fire Instructor in January
  - e. We hosted a Swift Water training that went well and was well attended
  - f. We plan a Rope Rescue training at some point this fall
  - g. We continue to work on the DFPD Policy updates
  - h. We continue to work on the budget for 2023
  - i. Jason put together a grant request that was granted for new ipads for the ambulances, brush trucks and as needed by the Chief and Lieutenants
  - j. Chief Matis has submitted a grant request for PPE
  - k. Staff meetings on track, employee morale is very good and there is much appreciation expressed to the Board for their actions that support the team.
- 7) Crew Updates – Good reports on how the crews are working together and the morale of the teams

**BOARD COMMENTS:** President Tanner requested an update request on the staff picnic. With all the crews out on assignment, we will look toward September for this event. Chief Matis reported on the income that has been generated from assignments to date.

**ADJOURNMENT:** Motion was made by Board Member Farris and seconded by 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 8:08 p.m.

**Next regular meeting: September 13, 2022**

**Approved by the De Beque Fire Protection Board of Directors on September 13, 2022**

  
Annette Tanner, President

  
Melanie Hansen, Secretary

