

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE
SEPTEMBER 13TH AT 6:00 PM

MINUTES

CALL TO ORDER: Meeting was called to order by Karen at 6:10pm. Directors present were Karen Latham, Marge Mackey & Chanse Brackett. Dick Latham and Toni Vincenzetti were absent. Fire staff present were Mike Harvey, Fire/EMS Chief, & Shanelle Hansen, Secretary. Guests present were Shannon Currier, Accountant, and Doug Porterfield, Architect. No public were present.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: None

APPROVAL ITEMS:

- 1.) Minutes from August 9th, 2016 Regular Meeting– Marge motioned to approve the Minutes as written. Karen seconded. Karen – Yes, Marge – Yes, & Chanse - Abstained. Motion passed.
- 2.) Expenditures for the month of August – Chanse motioned to accept the August Expenditures. Marge seconded. Karen – Yes, Marge – Yes & Chanse – Yes. Motion passed.

PUBLIC COMMENTS: None

OLD BUSINESS:

1.) Building Update –

- a. Construction Invoice Reviews (DPA & PNCI) –The Board reviewed the Invoices as Mike went over them.

Chanse motioned to approve the PNCI Invoice. Marge seconded. Karen – Yes, Marge – Yes & Chanse – Yes. Motion passed.

Marge motioned to approve the DPA Invoice. Chanse seconded. Karen – Yes, Marge – Yes & Chanse – Yes. Motion passed.

- b. Cash Flow Review – Mike reviewed the Cash Flow verbally and answered the Board's questions.
- c. Project Update – Doug Porterfield, Architect, stated there are big issues with non-conforming work on the punch list and on exterior items. Doug explained those things that are causing him concern. Currently waiting on a temporary CO.
- d. Fire Station Legal Issues – Mike stated it looks like there is a good possibility the Fire District will be going to mediation, if not court, in the next year. The Board needs to have a discussion with the Board's attorney to see where the District stands right now. Kirsten Kurath will be calling in for a telephone conference with the Board.

This conversation will be conducted within Executive Session. Karen read the Executive Session legal statement for the record. Chanse motioned to enter into Executive Session at 7:01pm. Marge seconded. Karen – Yes, Marge – Yes & Chanse – Yes. Motion passed.

- Executive Session

Prior to ending the conference call, when the Board resumed the Public meeting, Kirsten Kurath stated for the record that the only thing discussed during the Executive Session was the contract with PNCL and how the Board should handle any potential legal issues that arise from that Contract and the project itself.

Karen asked for a motion to direct Mike Harvey to contact Mesa County and get a temporary C. O. from them. Marge motioned. Chanse seconded. Karen – Yes, Marge – Yes & Chanse – Yes. Motion passed.

Karen also gave Mike the direction to pursue, aggressively if needed, whatever it takes to get the items completed on the building in a timely manner, but not sacrificing quality of workmanship.

- 2.) Municipal Fee Schedule – Mike stated the fees outlined in the fee schedule he gave the Board for review are what fire departments bill for services to entities who do not pay taxes into the Fire District. The entities can be other Fire Departments/Districts, the BLM, & others. As a matter of formality, even though the Fire District has been operating with this fee schedule for the last few years, Mike asked for the Board to vote to approve the fee schedule effective Jan. 1st, 2016. Marge motioned to approve/adopt the Municipal Fee Schedule effective Jan. 1st, 2016. Chanse seconded. Karen – Yes, Marge – Yes & Chanse – Yes. Motion passed.

NEW BUSINESS: None

ACCOUNTANT'S REPORT – By Shannon Currier – Shannon reviewed the attached reports & Budget to Actual Analysis verbally and answered the Board's questions.

Shannon reviewed the revenues for next year in preparation for the Budget. There will be a decrease in Budget by 38% in revenues in 2017. Even with that decrease, the Fire District's reserves will be reduced by \$47,000. The year will be tight, but the FD will still be looking good.

FIRE CHIEF'S REPORT – Mike Harvey, EMS Chief/Fire Chief. Mike provided an Administrative Report (attached – hard copy on file) in the Board packets for their review. Mike briefly reviewed this report verbally and answered the Board's questions.

Mike asked to add the Lieutenant Job Description to the Policy Manual. He was sure this had been done before, but noticed that it was overlooked. He will be giving the Board a job description in next month's meeting to review in order to update the Policy Manual.

The De Beque High School Yearbook Committee contacted the Fire District and asked if they would be interested in doing another ad for the 2016-17 school year. The Board voiced a consensus to run the same ad as last year, costing \$100.

Mike presented an Invoice from the Town of De Beque for water meters, installation and work done on the Schlumberger lift station. Mike stated the Town Manager told him the Town would get the lift station up and going, it was a surprise to see they charged the Fire District for it instead of charging Schlumberger. Marge motioned to pay the Town of De Beque Invoice. Chanse seconded. Karen – Yes, Marge – Yes & Chanse – Yes. Motion passed.


De Beque Cowboy Golf is coming up soon. Mike asked the Board if they would like to participate again this year by sponsoring a hole as well as sponsoring a team. This would be \$500. Marge motioned to approve the De Beque Cowboy Golf sponsorship of \$500. Chanse seconded. Karen – Abstained, Marge – Yes & Chanse – Yes. Motion passed.

PUBLIC/BOARD COMMENTS: None


SECRETARIAL ITEMS – Shanelle Hansen: None

ADJOURNMENT: Marge motioned to adjourn the meeting. Chanse seconded. Karen – Yes, Marge – Yes & Chanse – Yes. Motion passed.

Approved by the De Beque Fire Protection
Board of Directors on 10-11-16.


Karen Latham, President

Minutes Transcribed & Typed by:


Shanelle Hansen, District Secretary





ADMINISTRATIVE REPORT

SEPTEMBER 2016

Training:

- Next County wide training will be September 24th.
- Patrick will be taking a NIFRS class (free) Sept. 24 & 25th
- Due to the wildland fires we had to cancel the School District CPR class.
- Forest and Mike will need to re-new their ACLS card. \$150.00 each. This is mandatory for certification.

General District Items:

- **Incident responses:** Report attached. Calls are way up in July. I'm working on submitting our fire billing for the state and others.
- **Communications:** Nothing new
- **Mesa County Fire Chief's Association:** New Hantevy Pediatric jump kit discussion. Presentation from Zoll medical concerning the new records management system.
- **Garfield County Fire Chief's meeting:** We will meet September 6th. I will have a verbal update.
- **Fire Ban:** Moistures has increased over the UCR. To be determined.
- **QA meeting:** Forest attended. FTO training for all agencies September 7th.
- **Apparatus:** All apparatus is on-line.
- **IT systems:** T1 line is working well. WiFi is active. We will be using internet connection for TV and discontinuing our Dish service to save money. Phone system is on-line as well. The microwave dish has been aligned and is functioning.
- **Fire Code Adoption:** Verbal report at the meeting.
- **EMS Council:** Cancelled in August.
- **Staff meeting:** We will have a staff meeting in Mid to late September.
- **2017 budget:** Initial decrease of 40% funding. Budget will be slim next couple of years. I will be reviewing our expenses. No debit with the new station and not paying the \$59,000 per year cost of rent for the old building will help.

Incident Response Summary for DeBeque Fire

For period 08/01/2016 Through 08/31/2016

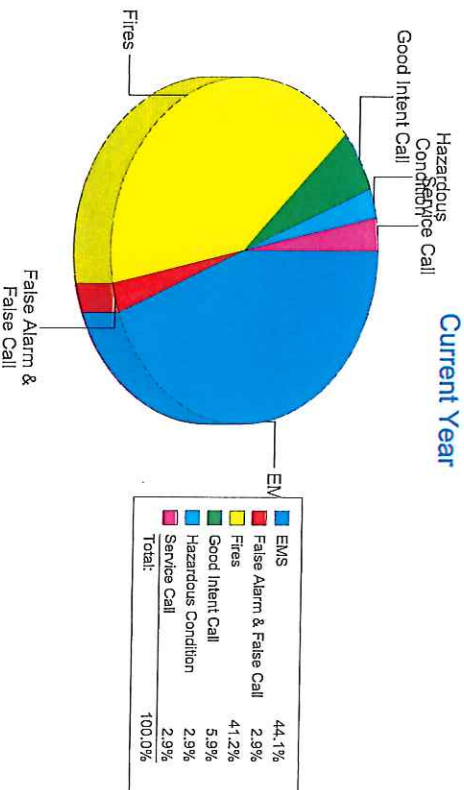
Type of Incident	Current Year			Previous Year		
	In Jurisdiction	Outside	Totals	In Jurisdiction	Outside	Totals
Fires						
Fire, not otherwise classified	1	0	1	0	0	0
Trash or rubbish fire, contained	1	0	1	0	0	0
Forest fire, woods, wildland fire	10	0	10	2	0	2
Brush, or brush and grass mixture fire	1	0	1	2	0	2
Special outside fire, not otherwise classified	1	0	1	0	0	0
	14	0	14	4	0	4
EMS						
Non-Emergent Medical Incident	0	0	0	1	0	1
Emergency medical incident	9	0	9	8	0	8
Vehicle accident with injuries	4	0	4	2	0	2
Search for person in water	0	0	0	1	0	1
Vehicle accident, non-injury	2	0	2	2	0	2
	15	0	15	14	0	14
Hazardous Condition						
Hazardous condition, other	1	0	1	0	0	0
	1	0	1	0	0	0
Service Call						
Animal problem, other	1	0	1	0	0	0
	1	0	1	0	0	0
Good Intent Call						
Dispatched & cancelled enroute	1	0	1	0	0	0
Smoke or odor investigation, no fire	1	0	1	1	0	1
	2	0	2	1	0	1
False Alarm & False Call						
Fire alarm, malicious activation, no fire	1	0	1	0	0	0
	1	0	1	0	0	0
Grand Totals	34	0	34	19	0	19

* denotes that the incident occurred within the selected jurisdiction, but no units from that jurisdiction responded

Incident Response Summary for DeBeque Fire

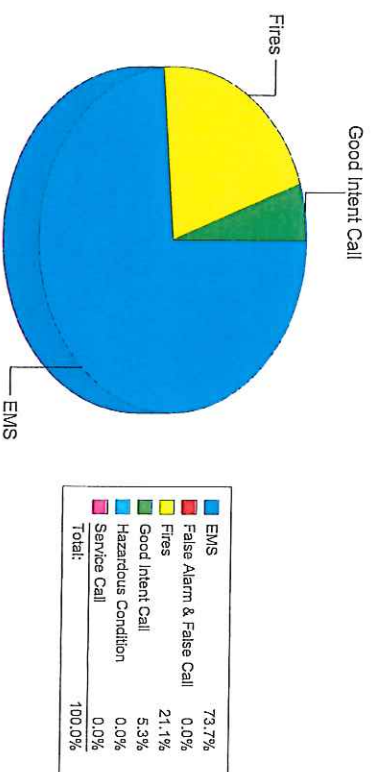
Total Incidents by Category

Current Year

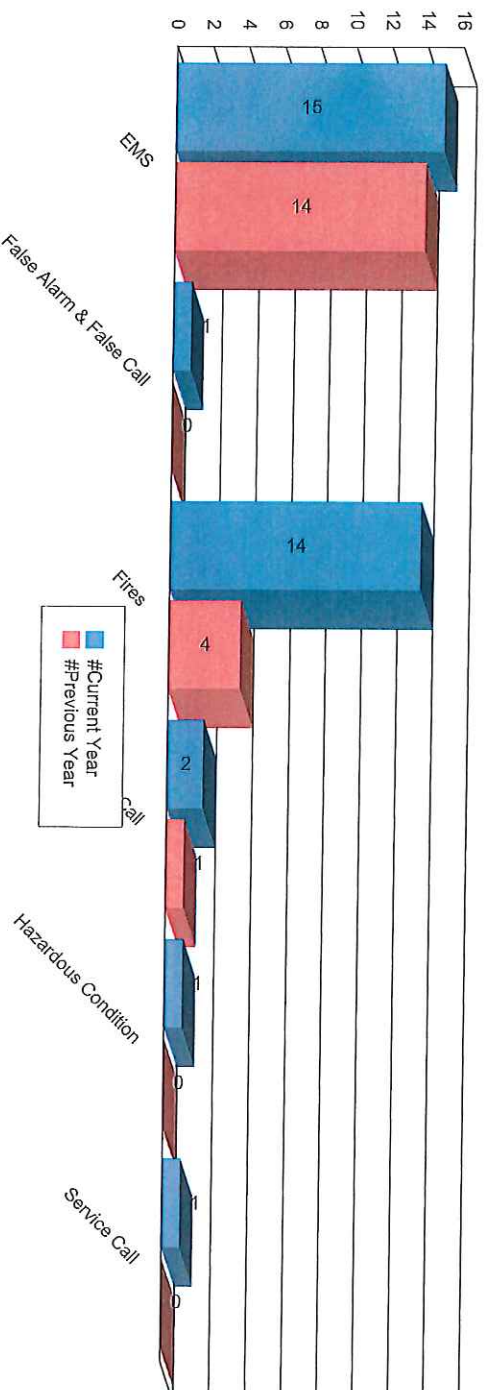


Total Incidents by Category

Previous Year



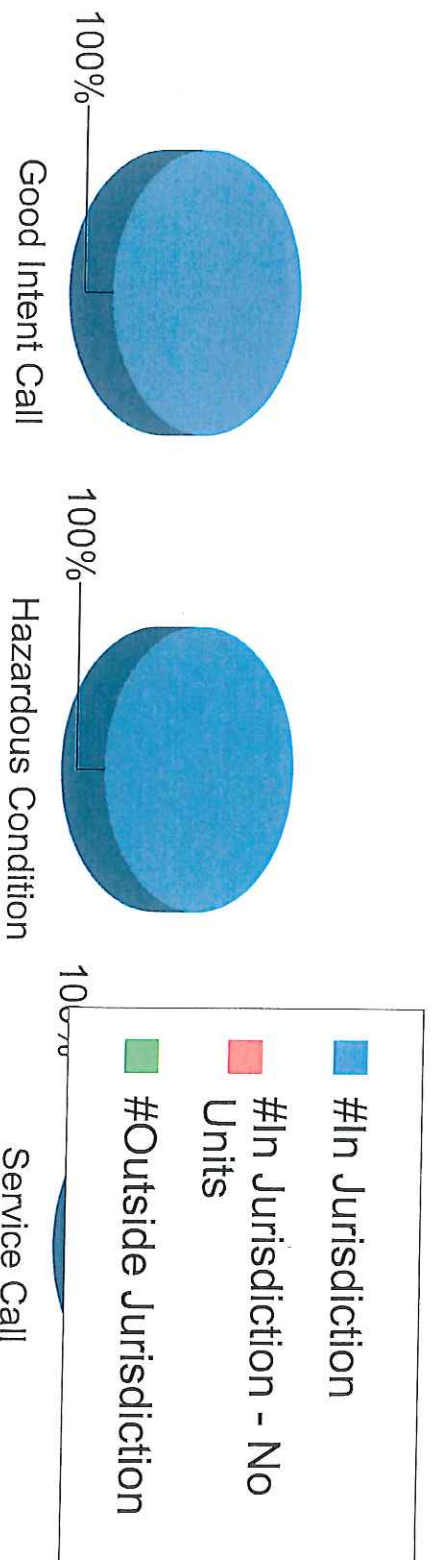
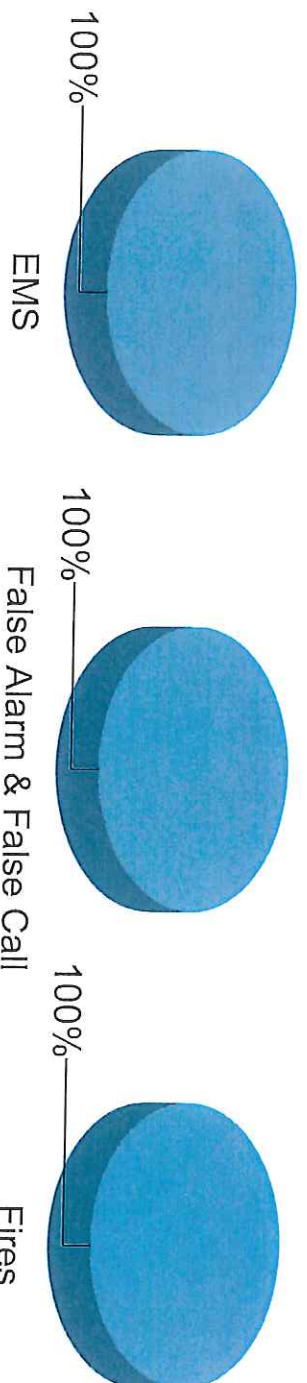
Two Year Comparison



* denotes that the incident occurred within the selected jurisdiction, but no units from that jurisdiction responded

Jurisdiction

Current Year



* denotes that the incident occurred within the selected jurisdiction, but no units from that jurisdiction responded