



REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE STATION
DECEMBER 13, 2022

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 6:01 p.m. on Tuesday, December 13, 2022.

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, absent, arrived at 6:08 p.m.; 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 Jason Lee via Zoom; Employee Kyle George; Employee Blake Heym; Employee Tyler Sepsey; Secretary Kim Latham.

ADDITIONS OR DELETIONS TO AGENDA:

- 1) Postpone signing of Budget Resolutions to receive required data from Garfield County. Will need to have a special meeting to sign the resolutions before December 31, 2022.

APPROVAL ITEMS:

- 1) Approval of Agenda for December 13, 2022. **Motion was made** by Board Member Farris and seconded by Board Secretary Hansen to approve the Agenda for the December 13, 2022 DFPD board meeting with the postponement of signing the Budget Resolutions. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, absent; Annette Tanner, aye. Motion passed.
- 2) Minutes from the November 8, 2022 Regular Board Meeting. **Motion was made** by Board Member Farris and seconded by Board President Tanner to approve the Minutes for the November 8, 2022 DFPD regular board meeting. **Vote:** Cynthia Farris, aye; Melanie Hansen, abstain; Dustin Koehler, abstain; Maria Ramthun, aye; Annette Tanner, aye. Motion passed. (Voted at the end of the meeting to establish quorum vote).
- 3) Financial Reports:
 - a. Financial Statements for October 2022 were presented to the Board. **Motion was made** by Board President Tanner and seconded by Board Member Farris to approve the Financial Statements for October 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 October 2022 were presented to the Board. **Motion was made** by Board Member Koehler and seconded by Board Secretary Hansen to approve write downs in the amount of \$5,466.72 and write offs in the amount of \$0.00 for October 2022. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 4) Employee Bonuses. Discussion ensued regarding increasing Christmas Bonus amounts for 2022 in lieu of a gift this year. **Motion was made** by Board Vice President Ramthun and seconded by Board Secretary Hansen to give Full-Time employees a \$200 bonus and Part-Time Employees a \$100 bonus this year. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.



- 5) Part-Time Position Approval – Three. One part-time employee has resigned his position with DFPD. Previous approval was for two part-time positions, but with the resignation a third part-time position is now needed. **Motion was made** by Board President Tanner and seconded by Board Vice President Ramthun to approve three part-time positions for 2023. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 6) PTO Adjustment for Proposed Second Portion of PTO Accrual. Chief Matis presented the second tier for the PTO Accrual to be effective 2023. **Motion was made** by Board Vice President and seconded by Board Member Farris to approve the second portion of PTO Accrual effective January 1, 2023. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 7) Guardian Program (Evaluations). Chief Matis presented a proposal for Guardian Program for evaluations of employees that would be an additional subscription through Target/Vector Solutions. Motion was made by Board Vice President Ramthun and seconded by Board Member Farris to approve the additional Guardian Program for evaluation purposes. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 8) Approve of 2023 DFPD Board Meeting Schedule. Discussion of the 2023 DFPD Board Meeting Schedule ensued. The Board would like to move the February meeting to February 6, 2023 since the regularly scheduled meeting falls on Valentines' Day. **Motion was made** by Board Vice President Ramthun and seconded by Board Member Farris to approve the 2023 DFPD Board Meeting Schedule for the 2nd Tuesday of each month with the exception of February, which is moved to February 7th, 2023, and with the note that special circumstances may cause the need to change any date or time with due notice of the change to be published on the website. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

PUBLIC COMMENTS: None

OLD BUSINESS:

- 1) None

NEW BUSINESS:

- 1) Auditor Update. Our current auditor, Paul D. Miller CPA, LLC has sold his firm and is merging his clients with Blair & Associates, PC. He is maintaining certain accounts and would like to continue as our auditor.
- 2) Internet Services. We continue to have internet issues. The Ting company with the DSL line across the road informed us that the time frame is over a year and a month out to provide services, provided we sign a contract with them next month. Lieutenant Hughson is in contact with Ting, but if that timeframe stands, we would like to look at StarLink. The Board requested more information regarding StarLink costs. The Board requested information will be presented at the next board meeting.

FIRE CHIEF REPORT:

- 1) Fire billing for fire assignments is complete.
- 2) Mill Levy has been certified from us to the Counties, we are waiting for confirmation from them.
- 3) The State would like to build a training facility in this region on the Western Slope. We have presented a letter of interest in utilizing our vacant property for the facility.
- 4) Tyler Sepsey has been accepted into the Paramedic class at CMU.
- 5) We will be hosting a Paramedic Refresher course here, and we have received a grant to help pay for the class.
- 6) We have been working on the voted pay scale for 2023 and will have it ready to go by January 1, 2023.
- 7) We are housing the State truck right now (the burn semi).
- 8) Crew Updates
 - a. Lieutenant Lee – Expanded on facilities and classes information.



The employees would like to thank the Board for all the support and the things they are doing for the employees.

BOARD COMMENTS:

- 1) No update on the kitchenette, will start the process after the first of the year.
- 2) The Board would like to look into having a community thank you event in April or May.
- 3) A short meeting will be held on Tuesday, December 20, 2022 at 6:00 p.m. to sign resolutions for the 2023 Budget.

ADJOURNMENT: Motion was made by Board President Tanner and seconded by Board Vice President Ramthun 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 Time Here p.m.

Next regular meeting: January 10, 2023

Approved by the De Beque Fire Protection Board of Directors on January 10, 2023.



Annette Tanner, President

Melanie Hansen, Secretary