

REGULAR MEETING  
BOARD OF DIRECTORS  
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE STATION  
MARCH 8, 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 6:02 p.m. on Wednesday, March 8, 2022.

**OPEN WITH PLEDGE OF ALLEGIANCE TO FLAG:**

The Pledge of Allegiance was recited.

**ROLL CALL/ESTABLISH QUORUM:**

Cynthia Farris, present; Melanie Hansen, arrived at 6:12 p.m.; Dustin Koehler, absent; 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 Jason Lee via zoom; Lieutenant Nate Voorhees via zoom; Employee Jesse Hughson; Employee Triston Quigley; Employee Tyler Sepsey; Guest Summer Black-Greening; Secretary Kim Latham.

**ADDITIONS OR DELETIONS TO AGENDA:**

- 1) None

**APPROVAL ITEMS:**

- 1) Minutes from Regular Board Meeting February 8, 2022 - Motion was made by Board Member Farris and seconded by Board Vice President Ramthun to approve the minutes from the February 8, 2022 Regular Board Meeting. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 2) Minutes from Special Board Meeting March 02, 2022 - Motion was made by Board President Tanner and seconded by Board Member Farris to approve the minutes from the Special Ballot Board Meeting from March 2, 2022. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 3) Employee Transportation Policy

**PUBLIC COMMENTS:** Guest Summer Black-Greening commented that she received the bullet points (for the proposed mill levy increase ballot issue) and they were wonderful. Board Secretary Melanie Hansen arrived at 6:12.

**OLD BUSINESS:**

- 1) Policy Update Discussion – Chief Matis is working on getting the District policies updated. It will take some time, but it is in process. The Chief will present a pdf copy to each of the Board members.
- 2) Insurance Update – Chief Matis nudged the insurance rep (regarding the damage to the ambulance from the January accident) and they contacted him regarding the ambulance. They will not total the ambulance and want us to take it to Denver for repair. Chief Matis told them that was a long way to haul it and would like the insurance company to make the arrangements for transport. Discussion ensued regarding the slow response time and that perhaps we need to look into other insurance options before the next renewal.

## **NEW BUSINESS:**

- 1) Salary Schedule – Chief Matis presented a salary schedule for consideration to get employee wages to a fair level while still staying within the budget. President Tanner requested more clarification on the written policy certification requirements. The Board would like a written document of current employee certifications. Chief Matis stressed that we need to compensate employees for their certifications. Motion was made by Vice President Ramthun and seconded by Secretary Hansen to accept the presented updated salary ranges. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 2) Employee-Employee Family Transport Policy – Discussion ensued regarding adding a District policy that emergency transport for current employees (including Board Members) and employees' immediate family members in the same residence would not be charged nor billed for transport services. Motion was made by Board Member Farris and seconded by Vice President Ramthun that the Board accept a non-chargable policy for employee/immediate family member transport services. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

## **ACCOUNTING REPORTS – Kim Latham, District Office Manager/Finance Manager**

- 1) Financial statements for previous month – February 2022. Discussion ensued regarding opening an account at Grand Valley Bank for capital expenses. Motion was made by President Tanner and seconded by Board Member Farris to open a money market account at Grand Valley Bank for capital expenses. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed. Motion was made by Board President Tanner and seconded by Secretary Hansen to approve the financial statements for February 2022. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 2) Expenditures for previous month – February 2022. Motion was made by Board President Tanner and seconded by Secretary Hansen to approve the financial statements for February 2022. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 3) Insurance adjustments/write offs – January 2022 , February 2022. Motion was made by Vice President Tanner and seconded by Board Member Farris to approve the insurance write downs and write offs for January 2022 (WD \$2474.90; WO \$0) and February 2022 (WD \$2808.09; WO \$265). **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

## **FIRE CHIEF REPORT:**

- 1) Election activity update. Because there is a mill levy ballot issue up for vote, the Board Member election has to be included.
- 2) Employee numbers and salary schedules are being worked on. Chief Matis will update the Board on whether or not a new position will be offered.
- 3) Apparatus Repairs – Engine 82 is at the shop being repaired. Should have it back by the end of March. Ambulance 82 estimates are at \$160,000 total value of the ambulance and \$40,000 damage value. Ladder 81 has been fixed and is back in service. It is still listed for sale but have had no interest at this time.
- 4) Apparatus Replacement – Vice President Ramthun asked about the protocol of getting a loan for apparatus replacements since it takes so long to get an ambulance/truck. Bottom line is we can't afford to get a new apparatus until we get the funding to purchase it.
- 5) HRA Update – The HRA debit card program has been implemented.
- 6) The extrication equipment that we donated has been picked up. They are happy to have the equipment.
- 7) PTO policy has been implemented in our time card tracking program and is working well.
- 8) Chief Meetings: Mesa County Chiefs meeting went well. Mesa County is looking at hiring a few people, and the search and rescue gave us some updates on their abilities and what they would like to see from the local entities; We hosted the Garfield County Chiefs meeting and discussed current COVID and mask updates (most are being discontinued) and discussed budgets.


- 9) Training – Two employees have completed ice rescue. A possible paramedic class is coming up. We might be able to get a grant for the training costs should anyone be interested in attending. We will only send one person, so there may be a testing portion if more than one employee is interested. ICS 300 training that three of us were signed up to attend was cancelled. It may be held next year. Jason may be able to attend an ICS 330 class.
- 10) Officers training will begin to start getting Officer certifications.
- 11) Crew Updates – No current updates. The first Mesa County Training Officers’ group will be meeting soon for the first time in over a year. RMH plans would like to move forward with a program for EMT issue tele-medicines that would need iPads for implementation. Dr. Burkett is putting Jason in contact with someone who coordinates donated iPads for the program.

**BOARD COMENTS:** Secretary Hansen wanted to make sure our employees affected by the accident in Grand Valley last week are okay and have access to help as needed. One employee was involved and has been through debriefing and is connected with peer support through Grand Valley Fire District. He will be monitored to make sure everything is appropriate. Kate has been training with Triston on charting and EMT training.

**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, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed. Meeting adjourned at 7:36 p.m.

**Next regular meeting: April 12, 2022**

**Approved by the De Beque Fire Protection Board of Directors on April 12, 2022.**

  
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Annette Tanner, President

  
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Melanie Hansen, Secretary

