

REGULAR MEETING  
BOARD OF DIRECTORS  
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE STATION  
JULY 12, 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, July 12, 2022. The Pledge of Allegiance was recited.

**ROLL CALL/ESTABLISH QUORUM:**

Cynthia Farris, present; Melanie Hansen, present; Dustin Koehler, absent (arrived at 6:05 p.m.); 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 Jesse Hughson; Employee Kyle George; Employee Triston Quigley; Secretary Kim Latham.

**ADDITIONS OR DELETIONS TO AGENDA:**

- 1) Correction – change the date on Agenda from July 11, 2022 to July 12, 2022
- 2) Add #5 to Public Hearing section: Resume Regular Meeting

**OPEN PUBLIC HEARING**

- 1) Discussion of need to Amend 2021 Budget. The 2021 budget will be over on income and expenses, thus a need to amend the budget is in order. Board Member Koehler arrived.
- 2) Public Comments. None.
- 3) Approval of Budget Amendment. Budgets do not need to be amended if income is over, and it doesn't matter if line items are over, but if total expenses are over, an amendment is required. Motion was made by Vice President Ramthun and seconded by Secretary Hansen to approve the amended 2021 budget as presented. Note\*\*\* The final audit has not been completed or presented for 2021.
- 4) Close Public Hearing. Motion was made by President Tanner and seconded by Secretary Hansen to close the Public hearing.
- 5) Resume Regular Meeting at 6:12 p.m.

**APPROVAL ITEMS:**

- 1) Minutes from the June 14, 2022 Regular Board Meeting were presented. Motion was made by Board Member Farris and seconded by Board Member Koehler to approve the minutes for the June 14, 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. Financial Statements for June 2022 were presented to the Board. Motion was made by Vice President Ramthun and seconded by Board Member Farris to approve the Financial Statements as presented for June 2022. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
  - b. Expenditures (Check Listing) for June 2022 were presented to the Board. Motion was made by Board Member Farris and seconded by Secretary Hansen to approve the Expenditures as presented for June 2022. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

- c. Insurance Adjustments/Writes Offs for June 2022 were presented to the Board. Motion was made by Vice President Ramthun and seconded by President Tanner to approve write downs in the amount of \$3,540.68 and write offs in the amount of \$0.00 for June 2022. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 3) Money Market Accounts. Discussion ensued regarding the need to move funds from the main checking account into interest bearing accounts and to make sure amounts in the accounts do not exceed the amount limits guaranteed by FDIC. Motion was made by President Tanner and seconded by Vice President Ramthun to move funds as follows:
  - a. Move \$480,000.00 from the main checking account to a new high interest-bearing Money Market account. This account must maintain \$250,000 to ensure the highest amount of interest.
  - b. Move \$270,000 from the main checking account to an existing high interest-bearing money market account.
  - c. Move \$85,000 from the EMS billing account to the existing high interest-bearing money market account.
  - d. Close out a current low interest-bearing account and move the \$6,789.34 from that account to the new high interest-bearing account (see reference a.)

**Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed. President Tanner, Vice President Ramthun, and Secretary Hansen will be signers to the accounts and will make the transfers.
- 4) Volunteer Policy/Deployment Contract Labor. This item was tabled for now, pending discussion with Michael Santo, our HR attorney, regarding how to pay non-employees sent on deployment and sponsored by DFPD.
- 5) Credit Card Limits. Discussion ensued regarding moving away from debit cards to credit cards and what limits to approve for the credit cards. There is a capital expense limit of \$3,000 without direct approval from the Board. Motion was made by President Tanner and seconded by Vice President Ramthun to get two deployment credit cards with \$5,000 limits to be used only for crews on deployment assignments and three Lieutenant credit cards for incidental purchases with limits of \$500 each. Chief Matis and Secretary Latham will retain their debit cards. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 6) HRA Approval. With the hiring of three new employees, the budgeted HRA funds will need to be increased. Motion was made by President Tanner and seconded by Secretary Hansen to increase the HRA amount for the three new employees. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 7) Crew Quarter Expenses. The outside grill on the patio needs replacement. The cost is under the allowable amount for the Chief to approve, so no vote was taken for this item.
- 8) Summer Picnic. Discussion ensued regarding the planned summer picnic day. An employee summer picnic has been in the works for a couple of years now, but last year's plans did not work out. The Chief would like to rent a jet boat for the day, which is cheaper than by the hour rental with the number of employees we have. We will have the picnic here at the station, perhaps catered by Dickies. Motion was made by Board Member Farris and seconded by Vice President Ramthun to proceed with plans to schedule a summer employee picnic/jet boat day, depending on the cost of the jet boat rental. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 9) FAMLI Medical Leave Opt In/Opt Out. Discussion ensued regarding the Board's desire to opt in or opt out of the FAMLI Medical Leave Program. Motion was made by President Tanner and seconded by Board Member Farris to Opt Out entirely from the FAMLI Medical Leave Program until there is more information to make a decision to opt in. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

**PUBLIC COMMENTS:** None

**OLD BUSINESS:**

- 1) (Swapped with #2 Ambulance Review due to Streamline timeframe) Web Page. Madison Wallace with Streamline presented a demonstration of web page services they can offer. Streamline has partnered with SDA and has built and hosts many Special District web pages, which includes tools to help districts remain in compliance with regard to posting and other regulations. Our current web page does not have the security we would like, multiple portions do not work, and the upgrade that is going to be required is an issue at this time. Vice President Ramthun is interested in moving forward with this website but would like to hear from other customers on their experience with Streamline.
- 2) Ambulance Review. Chief Matis presented a report on the current build plans for the new ambulance. The plans will be reviewed, revised, and tweaked in the upcoming months until we get set with our final custom plans before production begins. Target date for delivery of the ambulance is 2023.

**NEW BUSINESS:** None

**FIRE CHIEF REPORT:**

- 1) Mesa County Chief Meeting – Cancelled.
- 2) Garfield County Chief Meeting – Nothing that has to do with us.
- 3) Training:
  - a. Participated in a large-scale multi-agency active shooter drill. We were utilized a lot because we were the only agency in full body armor.
  - b. Swift Water Training is coming up August 14, 2022.
  - c. An ongoing training schedule is being developed.
  - d. Jesse and Nate are scheduled for Fire Camp August
  - e. SDA, Leadership Challenge Conference, FPPA Conferences are coming up that we are looking at attending.
- 4) Wildland assignments have not been as busy as anticipated locally, but we have had three assignments.
- 5) SDA Meeting was attended by Maria, Forest, and Kim. We are not de-Bruced and we must maintain our Tabor reserve, but our ballot language that passed exempts us from the 5.5% increase in tax income limitations.
- 6) Ambulance 82 parts are finally in and we are hopeful to pick it up next week.
- 7) DFPD DEA license has been renewed.
- 8) The projector system in the meeting/training room has been fixed and is working nicely.
- 9) Safety equipment and PPE wear for new employees have been ordered. We will now be on a rotating schedule for replacement so not all will need to be ordered the same time in the future.
- 10) We will plan on having a pinning ceremony during the summer picnic.
- 11) We're working on the budget for next year and have a pretty good start on it.
- 12) Crew Updates
  - a. Lieutenant Hughson is back on full duty and things are good with his crew.

**BOARD COMMENTS:** None

**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 8:46 p.m.

**Next regular meeting:** August 9, 2022

**Approved by the De Beque Fire Protection Board of Directors on August 9, 2022**

*Annette Tanner*

\_\_\_\_\_  
Annette Tanner, President



*Melanie Hansen*

\_\_\_\_\_  
Melanie Hansen, Secretary