



REGULAR MEETING  
BOARD OF DIRECTORS  
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE STATION  
APRIL 11, 2023

MINUTES

**CALL TO ORDER:**

Pursuant to notice, the regular board meeting of the De Beque Fire Protection District was called to order by President Annette Tanner at 6:03 p.m. on Tuesday, April 11, 2023.

**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, absent (excused); Maria Ramthun, present; Annette Tanner, present; A quorum was present and the meeting, having been duly convened, was ready to proceed. **Motion was made** by Board Secretary Hansen and seconded by Board Member Farris to excuse Board Member Koehler's absence. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

**OTHERS PRESENT:** Forest Matis, De Beque District Fire Chief; Lieutenant Jason Lee; Fire Fighter Blake Heym; Secretary Kim Latham.

**ADDITIONS OR DELETIONS TO AGENDA:**

- 1) **Motion was made** by Board Member Farris and seconded by Board Vice President Ramthun to approve the agenda with the addition of number 6) Resolution 2023-09 Stryker Contract added. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

**APPROVAL ITEMS:**

- 1) **Board Meeting Minutes Approval March 14, 2023:** Minutes from the March 14, 2023 regular board meeting were presented to the Board. **Motion was made** by Board President Tanner and seconded by Board Vice President Ramthun to approve the minutes from the March 14, 2023 regular board meeting. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 2) **Financial Reports February 2023:** Financial Statements for February 2023 were presented to the Board. Discussion ensued regarding FDIC guarantees and opening additional savings accounts that would comply with FDIC guarantee restrictions. It was noted that GVB reported it has an Edie Guarantee that will guarantee monies over the \$250,000 FDIC guarantee, so there is no need to open multiple \$250,000 accounts. **Motion was made** by Board Vice President Ramthun and seconded by Board Member Farris to approve the Financial Statements for February 2023. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 3) **Insurance Adjustments/Writes Offs February 2023:** Insurance Adjustments and write offs for February 2023 were presented to the Board. **Motion was made** by Board Member Farris and seconded by Board President Tanner to approve write downs in the amount of \$6,963.57 and write offs in the amount of \$0.00 for February 2023. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 4) **Irrigation Ditch:** Chief Mattis reported on the irrigation ditch erosion issue with our land neighbor. There are two possible resolutions to the problem, but there are issues since it is a County owned culvert:



- a. We could take over ownership of the culvert from the County (Mesa); if the culvert ever failed, we would be responsible for replacement. If we took over ownership, we could do whatever we wanted to it.
- b. We can leave ownership with the County (Mesa) and apply for a permit to put in a sleeve, which will require engineered plans and drawings explaining how we are going to run a six-inch pipe through the culvert.

The Board instructed the Chief to pursue taking ownership of the culvert and an associated agreement with the county on that. The Chief has discretion to decide what is the best solution to the culvert problem. **Motion was made** by Board President Tanner and seconded by Board Vice President Ramthun to approve up to \$3500 to repair the irrigation culvert issue with the neighbor. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

- 5) **Spending Limit Protocol:** Chief Matis reported that he found several versions of the District Policy Manual with a capital expense limit of \$1500 without specific Board approval; R&M expense limits are excluded as they are set by budgetary amounts. We could find no resolution that increased that amount, though an increase was likely voted on and included in minutes at some point in the past. Discussion ensued regarding what limit to set for capital expenditure amounts – capital expenditures would be purchases or repairs that would be added to depreciation schedules. The Board decided to vote a general spending limit policy increase to \$3,000 and instructed preparation of a resolution to increase the capital expenditure amount to \$3,000, to be presented for signature at the next board meeting. **Motion was made** by Board President Tanner and seconded by Board Vice President Ramthun to increase the Chief's spending limit policy to \$3,000. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 6) **Resolution 2023-00 Stryker Contract:** The LifePac 15 cardiac monitors that we have for the ambulances are still in good working condition, but the contract to service them moved to a year-by-year contract after the initial eight-year coverage. The LifePac 15 monitors were purchased in 2009 and have been on a year-to-year service contract for a few years now. The current contract ends on April 30, 2023; Renewal for May 1, 2023 – April 30, 2024 is \$3,880. **Motion was made** by Board Vice President Ramthun and seconded by Board Member Farris to approve Resolution 2023-09 Stryker Contract in the amount of \$3,880. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

**PUBLIC COMMENTS:** None

#### **OLD BUSINESS:**

- 1) **Election Cancellation Update:** We received official notification from our Designated Election Official that the May 2, 2023 elections have been cancelled and an Election Cancellation Resolution has been issued. The notification was published in the local newspaper and put up on our web site, and the Garfield and Mesa County Clerks and DOLA have been notified.
- 2) **Water Heater Update:** After receiving quite high bids (\$23,000 to \$50,000) to replace the water heater (the team has been without hot water for almost a month now after a routine flushing/maintenance service resulted in a broken part), Chief Matis located a business that will try to repair instead of replace, giving us time to include a new water heater in our capital expense replacement plans and evaluate how to proceed with that in the future. The expense is high because the water heater is tied to the solar panels and there are issues with getting near the heater due to the construction of the connections to the solar panels.
- 3) **Policy Management Software Update:** We looked into some type of policy management software, but found it is very costly. We will continue with our own policy management at this time. Vice President Ramthun suggested checking with SDA to see if they have any cost-effective policy management solutions.

#### **NEW BUSINESS:**

- 1) **May Meeting Date:** Due to an unchangeable conflict for Secretary Latham for the May 9, 2023 meeting date, discussion was held on alternative dates. The meeting date was changed to Monday,



May 8, 2023. Board Member Farris noted that she cannot be present on the 8<sup>th</sup> as she will be out of town and traveling home on the 9<sup>th</sup>.

- 2) **Policy Manual:** Chief Matis reported that they have a rough draft of the policy manual done, but he is doing a final read through before submitting it to the Board for comments and input. After Board input, he will send it to the attorney for comments and clarification, then will have a final policy for vote.
- 3) **2023 SDA Annual Regional Workshops:** The annual SDA regional workshops for 2023 will be held in our area (Montrose or Vail) in June. Board President Tanner and Board Vice President Ramthun will plan to attend the Montrose workshop; Fire Chief Matis and Secretary Latham will plan to attend one or the other of the workshops.

#### **FIRE CHIEF REPORT:**

- 1) **Garfield County Chiefs' Meeting:** The Garfield County Chiefs' meeting was held in Parachute. Discussion included looking into some sort of radio communication solutions to get Garfield County dispatch calls on our radios. DFPD will host next month's meeting.
- 2) **Emergency Preparedness Plan:** Chief Matis attended the Emergency Preparedness Plan meeting at the Garfield County Sheriff's Office annex, which included a plan for emergency situations of all kinds and includes mutual aid during any of these types of emergencies and an assessment of county improvements for response.
- 3) **Mesa County Chiefs' Meeting:** The Mesa County Chiefs' meeting will begin again the end of this month.
- 4) **Station Heating/Cooling System:** The heating/cooling system is still down and waiting for parts. We are still currently running at 50%.
- 5) **Water Heater Issues** – Already addressed.
- 6) **Policy Manual** – Already addressed.
- 7) **Irrigation Ditch** – Already addressed.
- 8) **RT-130 Wildland Class:** Lieutenant Lee is putting together an RT-130 Class for wildland firefighting recertification training. Upon completion of the certifications, we will put a truck out for availability for fire deployments.
- 9) **Station Maintenance** is an ongoing project:
  - a. The crews have been working on outside spring cleaning and maintenance.
  - b. Plumbing issues continue to be an issue and are being worked on.
  - c. The crew quarter range is starting to show signs of failure and will need to be replaced.
- 10) **Kitchenette:** We are looking into plans for the kitchenette cabinets. The appliances we ordered have been discontinued, but will be upgraded for the same order price; however, measurements are different, so we need to re-plan the cabinets and counter areas.
- 11) **Training:**
  - a. Swiftwater training classes will be coming up soon. We have some employees interested in attending this class.
  - b. Chief Matis is working on finding Officer II and S200 classes.
  - c. Lieutenant Lee is working on hosting the State's 1403 live burn class at the station.
  - d. Lieutenants Hughes and Voorhees will be taking their Fire Instructor written test in May.
  - e. Firefighter Sepsey is actively working on his Paramedic certification.
- 12) **Budget:** Chief Matis and Secretary Latham are working on the 2024 budget.
- 13) **Pinning Ceremony:** We are waiting on pinning supplies for the pinning ceremony. When those come in, Chief Matis will set a pinning ceremony to precede the following Board of Directors meeting.
- 14) **Bar-B-Q/Jet Boat Day:** Board President Tanner requested that Chief Matis schedule the staff Bar-B-Que/Jet Boat Day, since we did not get it accomplished last summer.
- 15) **Crew Updates:**
  - a. Lieutenant Lee reported that he has been trying to get the 1403 class here for several years and got confirmation that it is a go. We will get to have give seats at that training.
  - b. Trevor Lewis is coming home from college for the summer and would like to get in on some fire assignment deployments. He is out of the Junior Firefighter program now, so we will



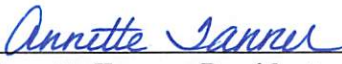
work on the best way to utilize him in our system. Our labor attorney does not recommend utilizing Contract Labor 1099 status, and FPPA has put a moratorium on the volunteer program, so we cannot go those routes. Chief Matis is looking into other options.

**BOARD COMMENTS:** Further pros and cons were discussed regarding budgetary account designation.

**ADJOURNMENT:** Motion was made by Board Vice President Ramthun and seconded by Board 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 7:34 p.m.

**Next regular meeting: Monday, May 8, 2023**

**Approved by the De Beque Fire Protection Board of Directors on May 8, 2023**

  
Annette Tanner, President



  
Melanie Hansen, Secretary