

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE STATION
FEBRUARY 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 6:01 PM on Monday, February 8, 2022.

OPEN WITH PLEDGE OF ALLEGIANCE TO FLAG:

The Pledge of Allegiance was recited.

ROLL CALL/ESTABLISH QUORUM:

Cynthia Farris, present; Melanie Hansen, present at 6:02 p.m.; Dustin Koehler, present; Maria Ramthun, present, left at 7:15 p.m.; Annette Tanner, present; A quorum was present and the meeting, having been duly convened, was ready to proceed.

Others present: Karen Latham; Summer Black-Greening; Marge Mackey; Lowell Ramthun; Forest Matis, De Beque District Fire Chief; Lieutenant Jesse Hughson; Lieutenant Nate Voorhees; Employee Zach Adams; Employee Joe Diedrich; Secretary Kim Latham.

ADDITIONS OR DELETIONS TO AGENDA:

- 1) Old Business: Offer on Rescue Truck
- 2) New Business: Current Solutions
- 3) Move Mill Levy Vote to Number Two on Approval Items
- 4) Change Financial Report dates on Agenda to January 2022 instead of 2021; Change date under roll call for January 10, 2022 minutes to January 10, 2022 instead of 2021 and correct a typo on page 2.

APPROVAL ITEMS:

- 1) Minutes from Regular Board Meeting January 10, 2022 – Corrected minutes for January 10, 2022 board meeting were presented. **Motion was made** by Vice President Ramthun and seconded by Board Member Farris to approve the minutes for the regular board meeting on January 10, 2022. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, abstain; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 2) Mill Levy Discussion – Chief Matis presented financial information to the Board for consideration of a mill-levy increase to be included on the May 2022 ballot. After much discussion and requests for public comments **Motion was made** by Vice President Ramthun and seconded by Secretary Hansen to add a mill levy increase from 4 to 8 mills to the ballot for the May 2022 elections. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 3) PTO Acceptance – Chief Matis and Lieutenant Voorhees presented to the Board a written PTO Policy for consideration per the Board’s request. After discussing neighboring fire districts’ PTO amounts and accrual structure **Motion was made** by President Tanner and seconded by Vice President Ramthun accept the PTO proposal as written. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed. Vice President Ramthun vacated the meeting after this vote.
- 4) HRA Acceptance – Chief Matis presented an HRA proposal to the Board for consideration. Chief Matis proposed that a debit card be issued to each full-time employee with the yearly amount of HRA funds for their use. The card would have built in limitations that would only allow payments for acceptable medical charges. The card would be refillable each year, and the Board can decide

whether any unused portions would carry over to the next year, whether or not there would be a maximum amount of accrual for each card, or whether there would be no cap on the amount available per employee. Upon employee's employment termination, any balances left on the cards would be returned to the District. **Motion was made** by President Tanner and seconded by Board Member Farris to accept the HRA debit card program at \$1,500 per full-time employee per year with no cap on carry over amounts each year, provided charges can be limited to accepted medical purchases. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, absent; Annette Tanner, aye. Motion passed.

- 5) Residence House Contract – Chief Matis and Secretary Latham presented a Residence Rental Agreement Contract to the Board for the residence agreement between the District and Secretary Latham. The contract includes a deposit for cleaning and clear language that this is an employee/employer agreement and termination of employment will terminate the agreement. It is a month-to-month agreement with either party able to cancel with 30 day's notice. **Motion was made** by President Tanner and seconded by Board Member Koehler to accept the Residence Rental Agreement. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, absent; Annette Tanner, aye. Motion passed.
- 6) Extrication Equipment – Chief Matis reported to the Board that the PV Fire District has borrowed some rescue jacks and the PV Fire District is also interested in purchasing an extrication pump, a cutter, and a spreader. Chief Matis proposed as a good will gesture and in cooperation with that district that the Board consider donating the jacks to the PV Fire District. We could sell the extrication pump/cutter/spreader to them or also consider donating the pump to them as well. The PV Fire District has provided the De Beque Fire District with an ambulance for use while ours is out of service due to the January accident. **Motion was made** by President Tanner and seconded by Secretary Hansen to donate the extrication equipment to the PV Fire District. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, absent; Annette Tanner, aye. Motion passed.
- 7) Rescue Truck Sale – The District has an offer of \$175,000 for the Rescue Truck in response to the sale listing for said truck. After discussion of blue book valuations and initial cost of the truck (\$333,000) **Motion was made** by President Tanner and seconded by Board Member Farris to accept the \$175,000 offer for the Rescue Truck. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, absent; Annette Tanner, aye. Motion passed.

PUBLIC COMMENTS:

No public comments

OLD BUSINESS:

- 1) Chief Wage – The Board voted to promote Forest Matis from Interim Fire Chief to full-time Fire Chief last Board meeting, but no wages were set at that time. It was decided they would vote on wages in the February 2022 meeting. The budget allows \$110,000 annual salary. **Motion was made** by President Tanner and seconded by Board Member Farris to offer Chief Matis \$110,000/year **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, absent; Annette Tanner, aye. Motion passed. Chief Matis has already turned in his notice to Grand Valley Fire Protection District and March 1, 2022 will be his last day for employment there.
- 2) Insurance Claims –
 - a. Residence House - Chief Matis gave a report on the insurance claims. The residence claims have been settled and most of the work there has been completed.
 - b. I-70 Accident - The accident claim adjuster finally came this week and should be getting information to us on whether they are going to total the ambulance or send it for repairs. We should look at insurance options before next renewal.
- 3) Annual Reviews – This a work in progress. There was discussion on whether or not there is a need for a review for Chief Matis as Interim Chief since he is moving out of the Interim Chief position. Board President Tanner is leaving it up to the Lieutenants whether or not they want to do an Interim Chief review.
- 4) Offer on Rescue Truck – Addressed in Approval Items section.

NEW BUSINESS:

- 1) Extrication Equipment – Addressed in Approval Items
- 2) HRA – Addressed in Approval Items
- 3) Mill Levy – Addressed in Approval Items
- 4) Current Solutions – Chief Matis reported on the services we receive from Current Solutions. He has cancelled a service that cost \$1000 that we never used nor set up. He is in process of getting the \$1000 refunded. There is another program (Flow MSP) he is interested in utilizing that also costs \$1000, or the \$1000 could go toward our Current Solution software. We will also need to update our current software, which will be a \$560 cost for a two-year desktop version, or we can go a cloud-based program, which is \$540 a year. The Board left it in Chief Matis' discretion as to whether he would like the desktop version or the cloud-based version, depending on his needs.

ACCOUNTANT'S REPORT – Kim Latham

- 1) Financial Statements, a budget vs actual report, and a check listing report for January 2022 were submitted to the Board. **Motion was made** by Board Member Cynthia Farris and seconded by Board President Annette Tanner to approve the Financial Statements and Expenditures January 2022 as presented. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, absent; Annette Tanner, aye. Motion passed.
- 2) Expenditures for January 2022 are included in the Financial P&L Report.
- 3) Insurance Adjustments/Write Offs for January 2022 – No report due to non receipt from the EMS billing companies.

INTERIM FIRE CHIEF'S REPORT –

- 1) Fire Apparatus
 - a. Ladder Truck & Rescue are both listed for sale. Lower Valley is no longer interested in the ladder truck.
 - b. Rescue 81 – Addressed in Action Items.
 - c. Ambulance 82 – Addressed in Old Business.
 - d. Engine 82 – Engine 82 is currently in Denver at Max Fire to get the pump repaired. Max Fire is evaluating the repair needs and costs.
- 2) Residency House – Addressed in Action Items and Old Business.
- 3) PTO Policy – Addressed in Action Items.
- 4) Part-Time Sick & PTO – HR regulations require sick & PTO time for part-time employees. This has been addressed in the PTO Policy which was addressed in Action Items.
- 5) Website – Jesse has been working on updating the website. We may need to look at a new host, but will wait until this summer to address that issue.
- 6) Target Solutions – Addressed in New Business.
- 7) MSP Flow – Addressed in New Business.
- 8) AOP Meetings and Agreements – We have received our agreements from both (Garfield & Mesa) counties. There are more resources available as mutual aid benefits.
- 9) Turn Out Gear – We are getting quotes to get two more sets of turn out gear. At that point, all fire/ambulance employees will have up to date current gear and we will set up a schedule for gear replacement.
- 10) Fiber Network – We are looking into options to get fiber optic service at the station. Chief Matis has met with the Town Manager regarding one of the options. Mesa County is applying for a grant to get fiber optic services to the rural areas. CenturyLink has also been on our contact list to see what they have to offer. Lieutenant Hughson spoke with Grand Junction Dispatch's technician who said currently we do need the T1 line for dispatch/alarm services, but internet and other services can be removed and moved to a better updated system. There are also options to go digital with dispatch/alarm services should we want to move in that direction. Board Member Hansen suggested we look into StarLink as an internet option if we can't get fiber optic/DSL lines at the station.
- 11) Mesa County Chiefs – The Chief's Association will be looking into the cost of upgrading to a fast dispatch system for Mesa County. Utilizing this service will require an additional fee.

CREW UPDATE:

- 1) An ambulance call came in, so there was no crew update.

BOARD COMENTS:

- 1) President Tanner asked that we look into an Ambulance Transport Policy for Board Members/Employees and their respective immediate families. Some districts offer ambulance transport services free of charge for board members and employees. Chief Matis will report on that next board meeting.

ADJOURNMENT: Motion was made by Secretary Hansen and seconded by Board Member Farris to adjourn the meeting. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, absent; Annette Tanner, aye. Motion passed. Meeting adjourned at 8:41 p.m.

Next regular meeting: March 8, 2022

Approved by the De Beque Fire Protection Board of Directors on March 8, 2022.



Annette Tanner, President



Melanie Hansen, Secretary

