

SPECIAL BUDGET WORKSHOP  
BOARD OF DIRECTORS  
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE STATION  
NOVEMBER 29, 2021

**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 6:08 PM on Tuesday, October 12, 2021.

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

The Pledge of Allegiance was recited.

**ROLL CALL:**

Cynthia Farris, present; Melanie Hansen, present; Dustin Koehler, present; Maria Ramthun, present; Annette Tanner, present.

Others present: Forest Matis, De Beque District Fire Chief; Lieutenant Lee; Lieutenant Voorhees; Secretary Kim Latham.

**PURPOSE OF WORKSHOP:**

To work on the 2022 Budget for submission to the Board at the December Regular Board of Director's Meeting

Discussion ensued regarding the audited budget for 2020 verses the amounts in Quickbooks online and the need to get further information from the accountant who was doing the bookkeeping during that time frame. Chief Matis suggested we could have Dino from Ireland Stapleton request all the DFPD files from the accountant. In the meantime, Kim will contact the auditor to get information from him.

The 2021 budget will need to be amended due to the income from the fire assignment, the repairs on the ladder truck, and the damage to the residence roof. During the regular board meeting we will need to go into regular board meeting, open the hearing for the 2022 proposed budget, close the hearing for the proposed budget, open the meeting for the 2021 budget amendment, close the hearing for the meeting for the 2021 budget amendment, and go back into the regular board meeting. The 2021 amended budget and the 2022 proposed budget will need to be presented to the state by the end of December.

The Board, Chief Matis, and Secretary Latham went through the 2021 budget line by line, discussing each item and the amounts to plug into the budget. President Tanner requested we not have any miscellaneous line items, but rather specific accounts.

**Specific Discussion Items:**

- 1) Depreciation -- Kim will check with the auditor to get figures and to find out why the budgets have not had depreciation in the past.
- 2) Difference between Write Downs/Write Offs/Bad Debt -- Write Downs are insurance adjustments. Write Offs are insurance write offs. Bad Debt are receivables that will not be recoverable.
- 3) Some past due accounts will need to be written off at some point.
- 4) Wages -- We are below standard rates and will need to address a plan to get the wages to standard rates. The current budget amounts are at the maximum possible, but the actuals should be lower. The Fire Chief position is included at \$110,000 for a fulltime position, which is below average but within a reasonable range.
- 5) PTO (Personal Time Off) -- Chief Matis reported that we are the lowest in possibly the entire state for PTO. Also, starting in January, all employees (including part time) earn PTO time. Part time employees will earn one hour per every 30 hours worked, but it is a use or lose benefit. The DFPD

utilizes PTO versus separate Vacation and Sick Leave. It is important to set a maximum carry over amount so that the employees will take needed time off. A policy can be set that when employees leave you can set an amount of 55% payout on PTO accrued. The Board expressed the desire to increase the employee PTO time, which will be addressed at the December board meeting.

- 6) Discussion ensued regarding reimbursement for EMT certification and past practices. There is one employee who will need reimbursement from classes already taken but not reimbursed.
- 7) Discussion ensued about the regulations of amending prior year budgets.
- 8) Chief Matis and Secretary Latham will complete a few more calculations and email to the board members the budget that will be presented to the board at the regular December board meeting and submit an ad for the December Budget Hearing.

**PUBLIC COMMENTS:**


No public comments

**BOARD COMENTS:**

**ADJOURNMENT:** Motion was made by Board Member Farris and seconded by 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 8:17 p.m.

**Next regular meeting: December 14, 2021**

**Approved by the De Beque Fire Protection Board of Directors on January 10, 2021.**

  
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Annette Tanner, President

  
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Melanie Hansen, Secretary