

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE STATION
NOVEMBER 9, 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 6:02 PM on Tuesday, November 09, 2021.

OPEN WITH PLEDGE OF ALLEGIANCE TO FLAG:

The Pledge of Allegiance was recited.

ROLL CALL/ESTABLISH QUORUM:

Cynthia Farris, absent; Melanie Hansen, present; Dustin Koehler, present via Zoom; Maria Ramthun, present; Annette Tanner, present via Zoom; 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 Nate Voorhees, Secretary Kim Latham.

ADDITIONS OR DELETIONS TO AGENDA:

None

APPROVAL ITEMS:

Minutes from Regular Board Meeting October 12, 2021 was tabled until December Board Meeting due to no quorum for approval.

PUBLIC COMMENTS:

No public comments

OLD BUSINESS:

- 1) Christmas Party Update - The annual Christmas party date is December 16, 2021. Discussion ensued regarding catering for the party. The Chief will decide who will cater, attendees can provide additional sides, drinks, and desserts. Jesse Hughson will work on gifts for the guys. **Motion was made** by Board President Tanner and seconded by Board Member Koehler to give a \$100 bonus plus a gift to all full time and part time employees for the Christmas Party. **Vote:** Cynthia Farris, absent; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed. Chief Matis is getting a list of the kiddos who will be attending and is making arrangements to get gifts for them.
- 2) Part-Time Position - Chief Matis has not moved forward to hire an additional part-time position pending budgetary options.
- 3) Strategic Plan – The crew will go door to door around the town to start discussions regarding the desires of the community for the district, what they envision for the future, and how their taxes would be affected if a mill levy increase were approved. Discussion ensued regarding how low our mill levy is compared to the rest of the state. DFPD is significantly the lowest mill levy in the state and has not been increased while other districts have raised their mill levies.

NEW BUSINESS:

- 1) Budget – Chief Matis presented a preliminary budget that he and Secretary Latham have been working on. He is looking at options for upgrading our internet connection as the T1 line is very slow. Chief Matis would like to have a budget workshop with the board to finalize figures before the

next board meeting. Vice President Ramthun asked if prepaid expenses were being accrued each month (yes). Discussion ensued regarding the cost of the residence house during winter months. Options discussed were boarding the residence house up or thinking about renting it out. It was decided to set a budget workshop on November 29, 2021 at 6:00 p.m. to finalize the 2022 budget for vote in December's Board Meeting.

ACCOUNTANT'S REPORT – Kim Latham

- 1) Financial Statements for October 2021 were submitted to the Board. **Motion was made** by Vice President Ramthun and seconded by Board Secretary Hansen to approve the financial reports for October 2021. **Vote:** Cynthia Farris, absent; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 2) Expenditures for October 2021 were submitted to the Board. **Motion was made** by Board President Tanner and seconded by Board Member Koehler to approve the expenditure report for October 2021. **Vote:** Cynthia Farris, absent; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 3) Insurance Adjustments/Write Offs for October 2021 were not provided by the EMS billing company in time for the November Board Meeting. These figures will be provided to the Board at the December meeting.

INTERIM FIRE CHIEF'S REPORT –

- 1) Fire Assignments – Chief Matis updated the Board on the progress of billing for the deployment assignments. We also turned down an assignment due to the logistics and no coverage available at the time of the request.
- 2) Vacant Part Time Position – Due to the reduction of tax revenues, Chief Matis has decided to not fill the vacant part time position at this time. He will reassess next Spring.
- 3) Town Relations – We burned the Town waste pile and have been doing fire hydrant tests in the town.
- 4) Strategic Plan – Addressed earlier during Old Business
- 5) Residency House – The final item to get the house fixed from the roof damage should be completed soon.
- 6) Ladder Truck – We will take the Ladder Truck to Lower Valley to see if it fits in the bay area of their station. Chief Matis has given him a starting range of \$300,000 for the truck. Repairs are still in the works to get it ready to sell.
- 7) Trunk or Treat – Good feed back from the Trunk or Treat program.
- 8) Classes – Chief Matis and Lieutenant Lee will be attending an S215 November 18, 19, and 20. The EMS Refresher course is in the works.
- 9) Budget – Addressed earlier under New Business. The Hearings for the 2022 Budget and the Amended 2021 Budget will be held during the regularly scheduled December Board Meeting. Separate notification ads will need to be taken out prior to the meeting. The Hearings can take place within the Board Meeting, but will need to be specifically opened, public comments accepted, discussed, public comments on the discussion accepted, voted, and closed with the time noted for each Budget.
- 10) QA – Lieutenant Lee has been attending the QA meetings. Our third quarter data for the county has been submitted as well as the data to the state.
- 11) Christmas Party – Addressed earlier under Old Business.
- 12) Lieutenant Voorhees gave crew updates, reported on neighboring assistance calls the DFPD responded to, and the progress on the sale of the Rescue Truck. Items from the truck is out of service, items from the truck are being put up for sale, and the truck is being prepared to be put up for sale.
- 13) Lieutenant Voorhees stated that we probably should be looking at purchasing an ambulance in 2023, which will put us at the 15 year mark, and probably will cost in the range of \$3000 - \$4000 next year to get the ambulances in shape. Delivery time for an ambulance is about a year, so if we purchase in 2023 we won't see it until 2024. An ambulance will cost about \$300,000 to \$350,000. He suggested we should get a new fire truck as soon as we sell the Ladder Truck. We can lease (to own), which would help on the front end costs, but would incur interest and back end costs, so if we can purchase outright, it would be a better choice. Fire trucks would currently be about \$600,000 to \$650,000.

Because we had to buy our current apparatus' at the same time, all of them are coming up on the 15 year replacement mark.

BOARD COMMENTS:

- 1) Board Member Koehler asked Chief Matis about the status of a conversation regarding the ability for employees to utilize a conceal carry or an open carry. Chief Matis stated that employees right now are targets, but he has not had the opportunity to look further into the matter. He reported that there are other departments that are looking into providing a lock box in the station with an access code in the event someone tried to breach the building. Employees would have to do training to have access to the firearm. But it is a hot topic in the industry right now. Some departments are requiring responders use a bullet proof vest on calls now. We will continue to monitor this subject.
- 2) Board President Tanner asked the Chief if he'd looked into who on the board is term limited. Chief Matis reported that he had looked into it and is continuing to get answers. Everyone looks okay,

ADJOURNMENT: Motion was made by Secretary Hansens and seconded by Board President Tanner to adjourn the meeting. **Vote:** Cynthia Farris, absent; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.. Meeting adjourned at 7:54 p.m.

Next regular meeting: December 14, 2021

Approved by the De Beque Fire Protection Board of Directors on December 14, 2021.



Annette Tanner, President



Melanie Hansen, Secretary

