

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE
MAY 13TH AT 6:00 PM

MINUTES

CALL TO ORDER: Meeting was called to order by Karen at 6:00pm. Directors present were Karen Latham, Toni Vincenzetti, Marge Mackey & Chanse Brackett. Dick Latham was absent. Fire staff present were Mike Harvey, Fire/EMS Chief, Forest Matis, Paramedic/FF, Adam Werner, FF/EMT & Shanelle Hansen, Secretary. Guest present was Shannon Currier, Accountant. No public were present.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: None

APPROVAL ITEMS:

- 1.) Minutes from April 12th, 2016 Regular Meeting– Toni motioned to approve the Minutes as written. Karen seconded. Karen – Yes, Toni – Yes, Chanse - Abstained. Motion passed.
- 2.) Expenditures for the month of April – Toni motioned to accept the April Expenditures. Chanse seconded. Karen – Yes, Toni – Yes, Chanse – Yes. Motion passed.

PUBLIC COMMENTS: None

NEW BUSINESS:

- 1.) Re-Seated Board Member Oaths – Toni Vincenzetti & Chanse Brackett – Shanelle recited and Toni and Chanse repeated the Oaths of Office. They signed the Oath & Bond paperwork and were re-seated.

OLD BUSINESS:

- 1.) Building Update –
 - a. Construction Invoice Reviews (DPA, Ground Engineering & PNCI) –The Board reviewed the Invoices as Mike went over them.

Chanse motioned to approve the DPA Invoice. Toni seconded. Karen – Yes, Toni – Yes, Marge – Yes, Chanse – Yes. Motion passed.

Toni motioned to approve the Ground Engineering Invoice. Chanse seconded. Karen – Yes, Toni – Yes, Marge – Yes, Chanse – Yes. Motion passed.

Toni motioned to approve the PNCI Invoice. Chanse seconded. Karen – Yes, Toni – Yes, Marge – Yes, Chanse – Yes. Motion passed.

- b. Cash Flow Review – Mike asked the Board if they had any questions on the recent Cash Flow report he sent out to them for review. He stated the Auditor looked at the report and did not have any suggested changes.
- c. Project Update – Mike let the Board know the June 2nd move-in date has now been changed to June 20th. He then gave a slide show of current pictures and pointed out the new issues as well as the resolved ones.
- d. Change Order Mediation – The Board discussed the change orders & the timing of the possible Mediation process. The Board agreed to have the company PNCI suggested, Triple A, do the mediation, however, they do not want to begin the process until all the change orders are in.

ACCOUNTANT'S REPORT – By Shannon Currier – Shannon reviewed the attached reports verbally and answered the Board's questions.

Within Shannon's report, she reviewed the Accounts Receivable accounts. She stated the Board needs to approve the write off's of uncollectable accounts. Marge motioned to approve the write offs. Toni seconded. Karen – Yes, Toni – Yes, Marge – Yes, Chanse – Yes. Motion passed.

FIRE CHIEF'S REPORT – Mike Harvey, EMS Chief/Fire Chief. Mike provided an Administrative Report (attached – hard copy on file) in the Board packets for their review. Mike reviewed this report verbally and answered the Board's questions.

Forest Matis gave the Board a brief overview of the success of the 1st Annual Safety Day!

Mike stated in the next budget year, there will need to be money set aside for updating radios.

Mike said the Town has indicated the Marshall's dept. will be moving into the fire station when the Fire District moves out. The Marshalls dept. has walked through the facility and has indicated they would like some of the furniture that was previously chosen for donation to the Boy Scout's yard sale. Would the Board object to giving those items to the Marshalls dept.? The Board indicated they would be OK with that.

Mike stated the Holiday Policy in the new Policy Manual was unclear on the 12 hours of Holiday Pay. It states employees working on a holiday are entitled to 12 hours of time and a ½ for that 24 hour shift. The Policy does not indicate that part time employees covering shifts are eligible for this benefit. Did the Board intend to include part time/shift work employees to also get the 12 hour time and a ½ benefit as well as the full time employees? The Board indicated they intended for all employees who work a Holiday to be compensated for taking time from their families, both part time and full time. Mike stated he would update the Policy to state that clearly.


PUBLIC/BOARD COMMENTS: None

SECRETARIAL ITEMS – Shanelle Hansen:

- 1.) Newsletter is finished all except for the front page featuring the next employee to be spot lighted. That employee was to be Sling Herrman, but since he resigned, it will need to be the next employee in line, Joe Billings. Shanelle is still waiting for Joe to get his Bio and picture to her and when she does receive it she can finish the Newsletter. When it is done, she will send it out the Board for review prior to mailing it out to the public.

ADJOURNMENT: Chanse motioned to adjourn the meeting. Toni seconded. Karen – Yes, Toni – Yes, Marge – Yes, Chanse – Yes. Motion passed.

Approved by the De Beque Fire Protection
Board of Directors on 06-14-16.


Karen Latham, President

Minutes Transcribed & Typed by:


Shanelle Hansen, District Secretary





ADMINISTRATIVE REPORT

JUNE 2016

Training:

- De Beque Fire hosted the 2nd -trimester squad review.
- CDL training- In process.
- Forest will be attending a Mesa County Training Officers meeting June 6th. County Fire Chiefs are working on starting a Training Officers Group to coordinate training between departments.
- Ryan and Ethan will be attending a hazmat tech meeting June 21st to review equipment needs.
- Forest and Mike conducted a CPR training for Vega State Park Personnel.

General District Items:

- **Incident responses:** Report attached.
- **Communications:** Waiting to hear back on the Bendix King 800 MHz radio demo.
- **Mesa County Fire Chiefs Association:** Unable to attend due to Fire Station construction meeting.
- **QA meeting:** Forest attended. They are working on a formalized FTO training. Our current Field Training Officers for De Beque are Forest and Mike Harvey.
- **Apparatus:** Brush 82 is back on-line. Pump putting out 130 Psi. We will need to modify most of our fleet to fit the new station exhaust system. Engine 81 had fuel tank repaired. We also had to replace all the batteries that were six years old.
- **IT systems:** Contract completed with CenturyLink for the T1 line. Should be active in the new station July 7th along with the phones being moved over as well. Low Voltage systems will install the cabling in the new station.
- **Code Adoption:** The Garfield County Fire Marshals met June 6th to review chapters 5-10. I will have an update at the board meeting. It appears that the Fire District adopted the 2012 IFC in its entirety. We have located the minutes from that meeting.
- **Deployment status:** One of our personnel is ready for deployment with the BLM. This provides additional training and not cost to the district. The State of Colorado pays us back for the deployed employee and also pays for the back-fill staff and all overtime so it actually saves the Fire District some money and provides a great experience for our personnel.
- **Incident Qualification System (IQS):** All personnel have been updated and entered into the IQS system and placed into ROSS. Ready for fire season.

- **De Beque School:** The Fire District provided the ladder truck for the end of school field day to provide water for the kids to play in.
- **Town Pile Burning:** The Fire District assisted the Town with putting out their pile burn at the end of the day. Per County and State regulation all burning is to be complete prior to sunset each day.
- **River Pre-Planning:** We are identifying and contacting local land-owners for access to the river in the event of a river rescue. These coordinates will be plotted on a map and shared with the tour company in order to expedite our response.

Old Business:

- **New Fire Station:**
 - **Weekly construction meetings:** Anyone invited to attend.
 - **Updated cash flow:** Pay app #9 in process. Pay app #10 is under review.
 - **Phone system:** Ordered and scheduled for installation last week in June.
 - **Furniture:** Scheduled for July 5 & 6th.
 - **Schedule:** PNCL moved back the substantial completion date to July 1st. Some question as to if they will make that date.
 - **Substantial completion** – July 1st
 - **Punch list** – July 5th
 - **Furniture installation** – July 5-6
 - **Phone line switch over** - July 7th
 - **Apparatus move** – July 8th
 - **Office move** – July 8th
 - **Old Station** – We have been working on repairs and painting in preparation to move out.
 - **Change orders:** PNCL has requested verbally to negotiate an amount for the change orders rather than go through mediation.

Days left on project: Extended days left - 24

Grants:

EIAF: Request #9 pending

MCFMLD Traditional Grant: Grant request of \$79,036.72 has been received.

EMTS Grant 2015: Have been delivered. \$12,000 EMTS grant and we get 50% back for the training mannequin. I have submitted the final request for payment.

Extractor grant: This is a 100% grant. I have submitted to the state for final payment on this.

Please let me know if you need any additional information or have any concerns. I would like to thank everyone for taking on additional job functions. We have been really busy with everything going on and all the changes. If I miss anything let me know.

Thank you for your continued support.

Mike Harvey
District Fire Chief

Incident Response Summary for DeBeque Fire

For period 05/01/2016 Through 05/31/2016

Type of Incident	Current Year			Previous Year		
	In Jurisdiction	Outside	Totals	In Jurisdiction	Outside	Totals
Fires						
Passenger vehicle fire other than motor home	0	0	0	1	0	1
Brush, or brush and grass mixture fire	1	0	1	0	0	0
Grass fire	0	0	0	1	0	1
	1	0	1	2	0	2
EMS						
Emergency medical incident	6	0	6	3	0	3
Vehicle accident, non-injury	1	0	1	2	0	2
	7	0	7	5	0	5
Hazardous Condition						
Overheated motor	1	0	1	0	0	0
	1	0	1	0	0	0
Good Intent Call						
Dispatched & cancelled enroute	1	0	1	0	0	0
	1	0	1	0	0	0
Grand Totals	10	0	10	7	0	7

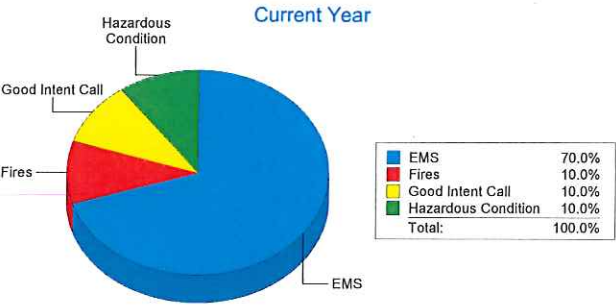
* denotes that the incident occurred within the selected jurisdiction, but no units from that jurisdiction responded

Incident Response Summary for DeBeque Fire

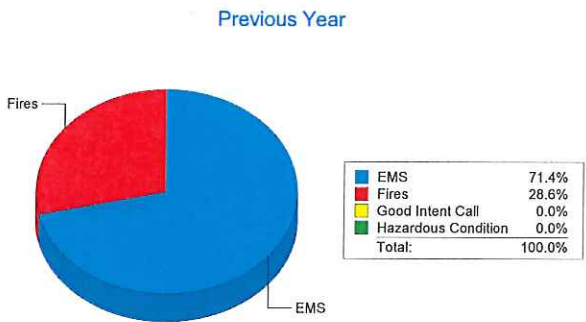
For period 05/01/2016 Through 05/31/2016

Type of Incident	Current Year			Previous Year		
	In Jurisdiction	Outside	Totals	In Jurisdiction	Outside	Totals

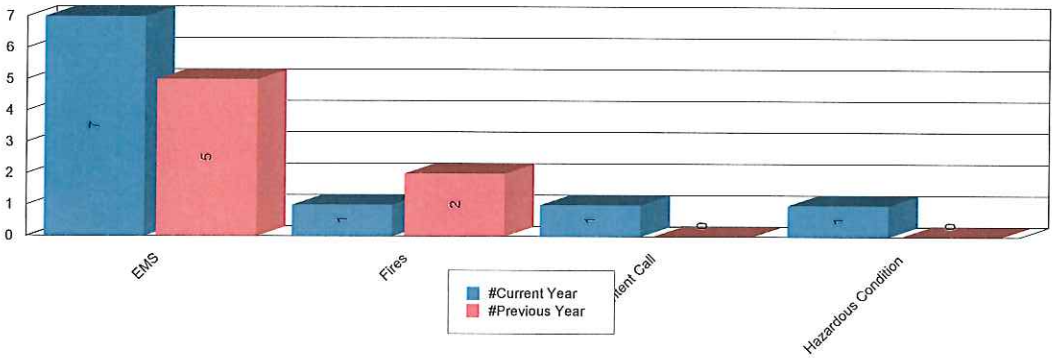
Total Incidents by Category



Total Incidents by Category



Two Year Comparison



* denotes that the incident occurred within the selected jurisdiction, but no units from that jurisdiction responded

Incident Response Summary for DeBeque Fire

For period 05/01/2016 Through 05/31/2016

Type of Incident	Current Year			Previous Year		
	In Jurisdiction	Outside	Totals	In Jurisdiction	Outside	Totals

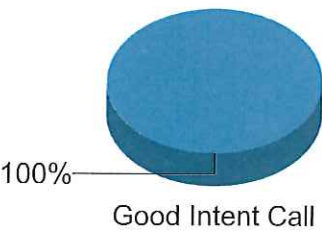
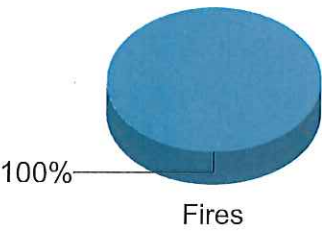
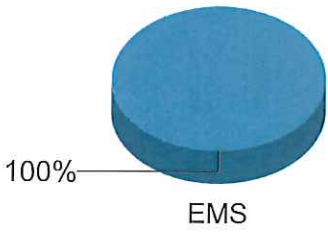
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Incident Response Summary for DeBeque Fire

For period 05/01/2016 Through 05/31/2016

Jurisdiction

Current Year



#In Jurisdiction

#In Jurisdiction - No Units

#Outside Jurisdiction

* denotes that the incident occurred within the selected jurisdiction, but no units from that jurisdiction responded