

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE
OCTOBER 11TH AT 6:00 PM

MINUTES

CALL TO ORDER: Meeting was called to order by Karen at 6:10pm. Directors present were Karen Latham, Marge Mackey, Dick Latham, Toni Vincenzetti & Chanse Brackett. Fire staff present were Mike Harvey, Fire/EMS Chief, Forest Matis, Paramedic/FF, Adam Werner, EMT/FF & 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 September 13th, 2016 Regular Meeting— Toni asked to see the Municipal Fee Schedule. Mike stated he would resend it to her. Marge motioned to approve the Minutes as written. Chanse seconded. Karen – Yes, Marge – Yes, Dick – Yes, Chanse – Yes, & Toni - Abstained. Motion passed.
- 2.) Expenditures for the month of September – Shanelle asked the Board to review the 3 receipts she placed on Board table, these were not included in the other Expenditures sent in the packet. Chanse motioned to accept the September Expenditures. Marge seconded. Karen – Yes, Marge – Yes, Dick – Yes, Toni – Yes & Chanse – Yes. Motion passed.

PUBLIC COMMENTS: No public were present.

OLD BUSINESS:

1.) Building Update –

- a. Construction Invoice Reviews (DPA, Current Solutions, Walker Electric & PNCI) – The Board reviewed the Invoices as Mike went over them.

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

Mike said the Current Solutions Invoice was for the door card readers and video surveillance. Toni motioned to approve the Current Solutions Invoice. Chanse seconded. Karen – Yes, Marge – Yes, Dick – Yes, Toni – Yes & Chanse – Yes. Motion passed.

Marge motioned to approve the Walker Electric Invoice. Chanse seconded. Karen – Yes, Marge – Yes, Dick – Yes, Toni – Yes & Chanse – Yes. Motion passed.

Mike reviewed the PNCI Invoice verbally and explained Doug is still reviewing the Invoice and has suggested the Board approve the Invoice at no more than \$125,893. This way when he is done reviewing the Invoice and making the approved reserves to what is paid out of the Invoice, the Board does not have to have a Special Meeting. Marge motioned to approve the PNCI Invoice not to exceed \$125,893. Toni seconded. Karen – Yes, Marge – Yes, Dick – Yes, Toni – Yes & Chanse – Yes. Motion passed.

- b. Cash Flow Review – Mike reviewed the Cash Flow verbally and stated it does not include Pay App #14. He answered the Board's questions.
- c. Project Update – Mike said PNCI is talking to Skyline Roofing out of Utah to finish the roof work. After some discussion the Board approved Skyline Roofing as long as the start within 2 weeks. If there is not at least a contract in hand from Skyline Roofing then the Board will hold a Special Meeting October 25th, to discuss further having the Bonding company come in.
- d. Fire Station Legal Issues – Nothing was discussed at this time.

NEW BUSINESS:

- 1.) Review of Lieutenant Job Description – Toni stated she highlighted some typos and gave that copy to Mike. Dick motioned to approve the Lieutenant Job Description. Chanse seconded. Karen – Yes, Marge – Yes, Dick – Yes, Toni – Yes & Chanse – Yes. Motion passed.
- 2.) Preliminary 2017 Budget Review – Shannon asked to move the Accountant's Report up to discuss it first and then move onto the 2017 Proposed Budget. The Board agreed. Shannon verbally reviewed her report and then the 2017 Proposed Budget, highlighting things that may need to be adjusted in the next year.

ACCOUNTANT'S REPORT – By Shannon Currier – Shannon reviewed the attached reports under 2017 Budget Review above.

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 briefly reviewed this report verbally and answered the Board's questions.

PUBLIC/BOARD COMMENTS: Mike showed a video Jesse Hughson made. This video was pictures taken throughout the construction process of the new fire station and put to music. Was very well done.


SECRETARIAL ITEMS – Shanelle Hansen:

- 1.) October Newsletter – Shanelle asked the Board for suggestions or changes. Marge suggested adding Trunk-n-Treat. Dick asked to have something regarding room rental, free to public, donations to offset facility expenses. Change ribbon cutting photo with pic of hose uncoupling. Remove Feb. 14th, 2017 Meeting date.

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

Approved by the De Beque Fire Protection
Board of Directors on 11-8-16.

Minutes Transcribed & Typed by:


Karen Latham, President


Shanelle Hansen, District Secretary





ADMINISTRATIVE REPORT

OCTOBER 2016

Training:

- Next County wide training was held October 1st. Patrick and Jesse attended.
- Patrick took the NIFRS class (free) Sept. 24 & 25th
- Forest and Mike are scheduled to take ACLS November 22nd Re-new their ACLS card. \$150.00 each. This is mandatory for certification.
- Please see certification report for 3rd qtr.

General District Items:

- **Incident responses:** Report attached.
- **Communications:** Station alerting is up and running. The switch over to the station alerting has taken our voice pagers (P25 connect) off line. I will need to have a bridge made eventually to get them back on-line.
- **Mesa County Fire Chief's Association:** Ped bags have been issued. VFA grant info is out. Update on Care flight and other Heli services. Update from Dispatch on Alpha paging system.
- **Garfield County Fire Chief's meeting:** Nothing new
- **Fire Ban:** Has been lifted.
- **QA meeting:** Forest attended. FTO training was cancelled.
- **Apparatus:** All apparatus is on-line.
- **IT systems:** T1 line is working well. WiFi is active. We will be using internet connection for TV and discontinuing our Dish service to save money. Phone system is on-line as well. The microwave dish has been aligned and is functioning. Card reader system is now working and video monitoring is working.
- **Fire Code Adoption:** Meeting was cancelled. November meeting we should finish up.
- **EMS Council:** Request made to provide the some of the Grand Junction Valley agencies with equipment for school incident. None provided to rural providers. Protested that only Grand Junction Valley agencies got funding. Council to review next month. Reviewing by-laws
- **Staff meeting:** All FTE attended. Discussed new station policies, HIPAA retraining, 2017 budget and teamwork presentation.
- **2017 budget:** Should have some preliminary budget items to discuss at the meeting.
- **Personnel Evaluations:** We will be doing annual personnel evaluations this month.
- **Drug Testing:** 4th quarter random testing will begin next week.

Old Business:

- **New Fire Station:**

- **Updated cash flow:** Pay app 13 is pending for submittal. Pay app #14 under DPA review.

Grants:

Energy Impact: About to finish up. Categories #1 and #3 are zeroed out.

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

DOLA grant extension has been confirmed.

New station operation has dramatically improved our efficiency. Last couple of calls for EMS, roll-out time was 1:20 (page to out the door) for day-time response. Will start tracking and comparison once everything has settled down.

Thank you for your continued support.

Mike Harvey
District Fire Chief

Incident Response Summary for DeBeque Fire

For period 01/01/2016 Through 06/30/2016

Type of Incident	Current Year		Previous Year	
	In Jurisdiction	Outside	Totals	Totals
Fires				
Fire, not otherwise classified	2	0	2	0
Structure fire involving an enclosed building	0	0	0	0
Trash or rubbish fire, contained	1	0	1	1
Vehicle fire, not otherwise classified	1	0	1	1
Passenger vehicle fire other than motor home	1	0	1	1
Road freight or transport vehicle fire	0	0	0	1
Forest fire, woods, wildland fire	17	0	17	2
Brush, or brush and grass mixture fire	5	0	5	8
Grass fire	0	0	0	7
Outside rubbish, trash or waste fire - not in container	0	0	0	4
Special outside fire, not otherwise classified	1	0	1	1
	28	0	28	26
EMS				
Non-Emergent Medical Incident	0	0	0	1
Emergency medical incident	64	0	64	54
Vehicle accident with injuries	13	0	13	8
Search for person in water	0	0	0	1
Vehicle accident, non-injury	14	0	14	15
Special Event Standby	1	0	1	0
	92	0	92	79
Over Pressure/Explosion/Rupture				
Air or gas rupture of pressure or process vessel	1	0	1	0
Explosion (no fire), not otherwise classified	1	0	1	0
	2	0	2	0
Hazardous Condition				
Hazardous condition, other	3	0	3	0
Gasoline or other flammable liquid spill. Flashpoint < 100 deg	1	0	1	0
Natural gas or LPG leak (outside) Excludes odors with no sol	1	0	1	1
Oil or other combustible liquid spill. Flashpoint > 100 degrees	0	0	0	1
Overheated motor	1	0	1	0
Power line down - Excludes people trapped by downed lines	1	0	1	0
Arcing, shorted electrical equipment	0	0	0	1

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

Incident Response Summary for DeBeque Fire

For period 01/01/2016 Through 09/30/2016

Type of Incident	Current Year		Previous Year	
	In Jurisdiction	Outside	Totals	Totals
Service Call				
Animal problem, other	7	0	7	3
Public service assistance, other	1	0	1	0
Assist police or other governmental agency	1	0	1	0
Police matter	0	1	1	0
Unauthorized burning	1	0	1	0
	0	0	0	1
Good Intent Call	3	1	4	1
Good intent call, other				
Dispatched & cancelled enroute	2	0	2	1
No incident found on arrival at dispatch address	12	0	12	2
Authorized controlled burning	2	0	2	3
Smoke or odor investigation, no fire	3	0	3	1
	7	0	7	1
	26	0	26	8
False Alarm & False Call				
False call (other than a fire alarm)	1	0	1	0
Fire alarm, malicious activation, no fire	2	0	2	0
Detector activation (no fire) unintentional (includes cooking o	1	0	1	0
Alarm system activation (no fire), unintentional	1	0	1	1
	5	0	5	1
Special Incident				
Special type of incident, other	1	0	1	0
	1	0	1	0
Grand Totals	164	1	165	118

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Incident Response Summary for DeBeque Fire

For period 01/01/2016 Through 09/30/2016

Type of Incident

Current Year

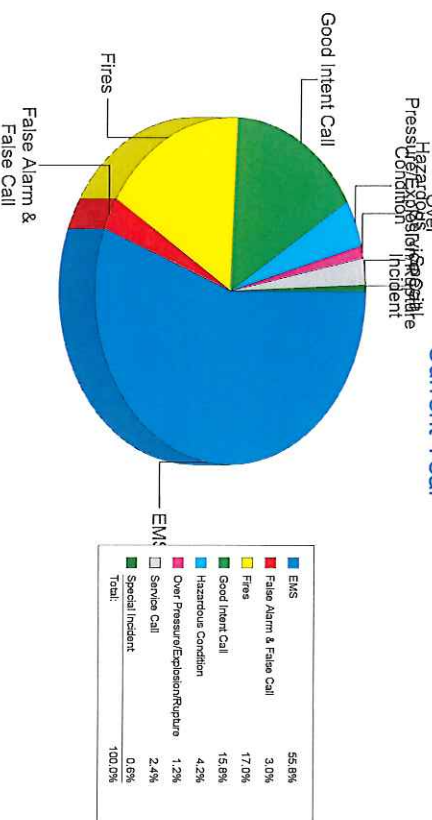
In Jurisdiction Outside Totals

Previous Year

In Jurisdiction Outside Totals

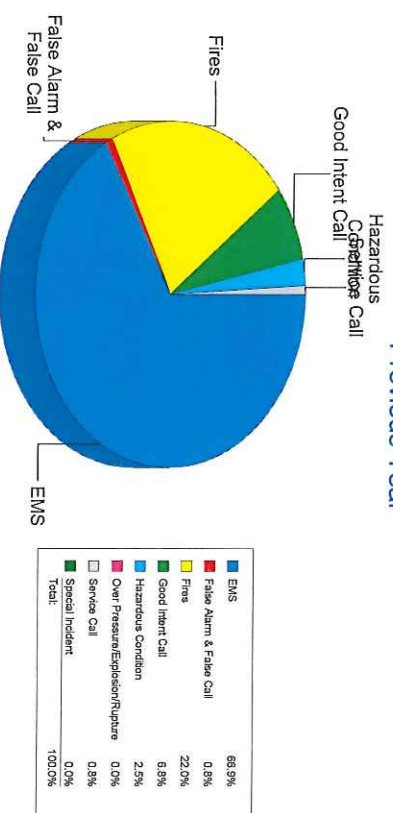
Total Incidents by Category

Current Year

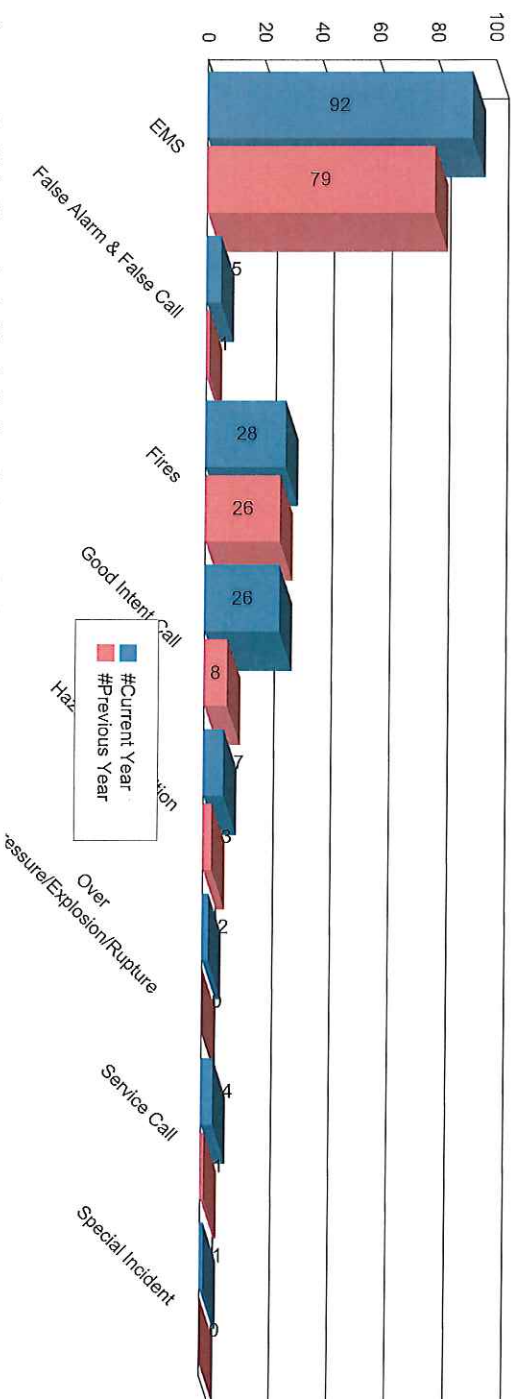


Total Incidents by Category

Previous Year



Two Year Comparison



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Incident Response Summary for DeBeque Fire

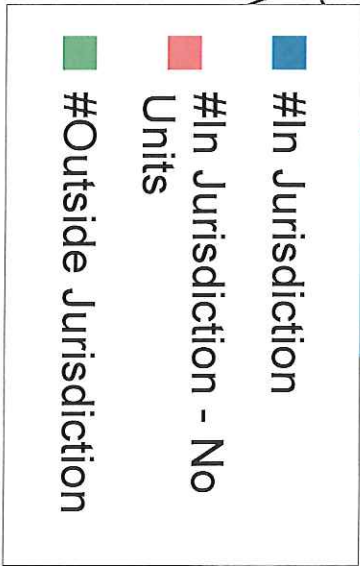
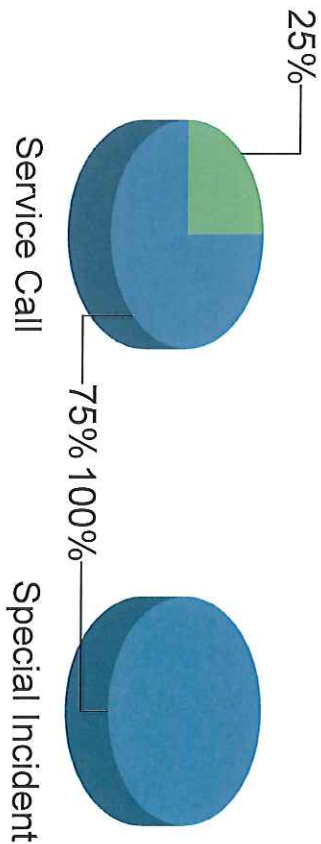
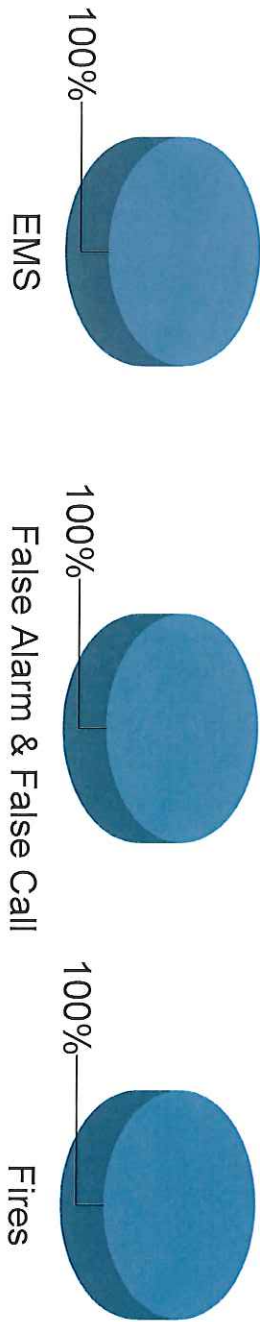
For period 01/01/2016 Through 09/30/2016

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

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Jurisdiction

Current Year



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Incident Response Summary for DeBeque Fire

For period 09/01/2016 Through 09/30/2016

Type of Incident	Current Year			Previous Year		
	In Jurisdiction	Outside	Totals	In Jurisdiction	Outside	Totals
Fires						
Fire, not otherwise classified	1	0	1	0	0	0
Forest fire, woods, woodland fire	2	0	2	2	0	2
	3	0	3	2	0	2
EMS						
Emergency medical incident	5	0	5	2	0	2
Vehicle accident with injuries	1	0	1	1	0	1
Vehicle accident, non-injury	1	0	1	2	0	2
	7	0	7	5	0	5
Hazardous Condition						
Gasoline or other flammable liquid spill. Flashpoint < 100 deg	1	0	1	0	0	0
Power line down - Excludes people trapped by downed lines	1	0	1	0	0	0
	2	0	2	0	0	0
Good Intent Call						
Good intent call, other	1	0	1	0	0	0
Dispatched & cancelled enroute	5	0	5	1	0	1
No incident found on arrival at dispatch address	0	0	0	1	0	1
Smoke or odor investigation, no fire	2	0	2	0	0	0
	8	0	8	2	0	2
False Alarm & False Call						
Fire alarm, malicious activation, no fire	1	0	1	0	0	0
Alarm system activation (no fire), unintentional	1	0	1	0	0	0
	2	0	2	0	0	0
Special Incident						
Special type of incident, other	1	0	1	0	0	0
	1	0	1	0	0	0
Grand Totals	23	0	23	9	0	9

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Incident Response Summary for DeBeque Fire

For period 09/01/2016 Through 09/30/2016

Type of Incident

Current Year

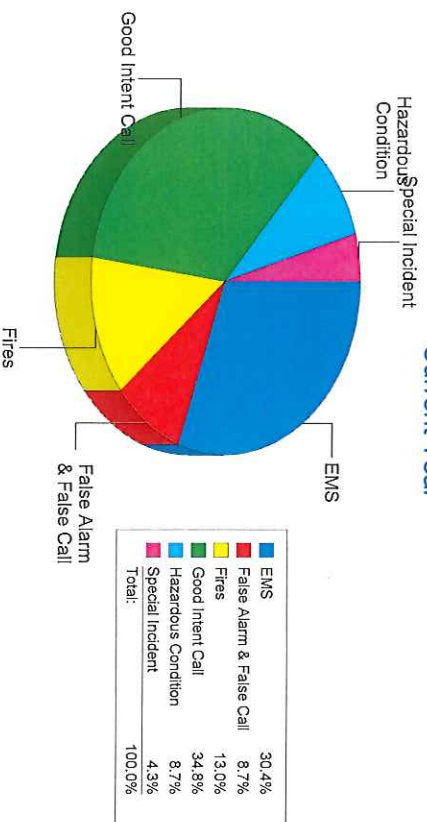
In Jurisdiction Outside Totals

Previous Year

In Jurisdiction Outside Totals

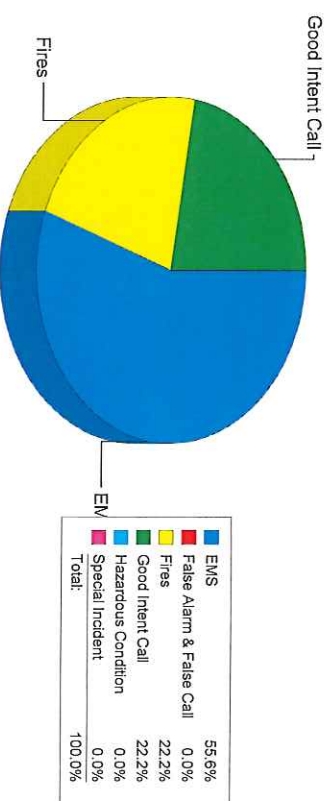
Total Incidents by Category

Current Year

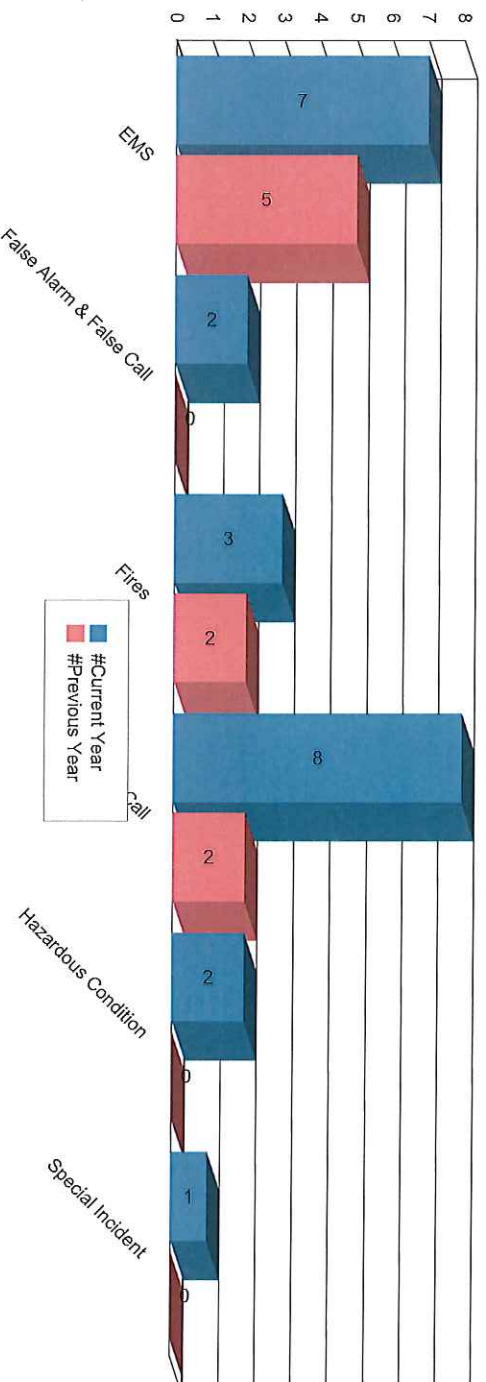


Total Incidents by Category

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Two Year Comparison



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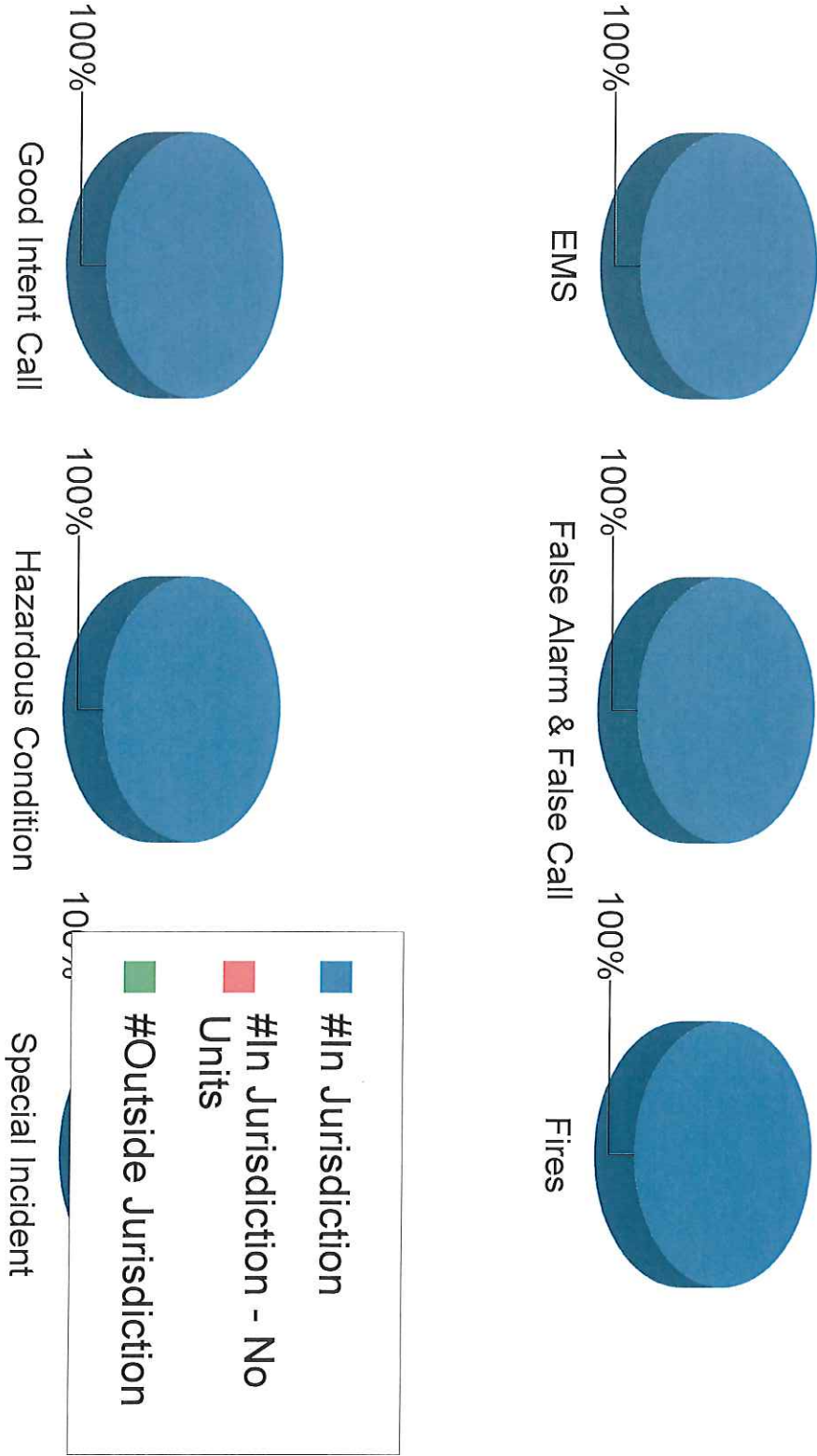
For period 09/01/2016 Through 09/30/2016

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

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Jurisdiction

Current Year



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