

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE HOUSE
JULY 18TH 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, Dick Latham & Chanse Bracket. Fire staff present were Mike Harvey, Fire/EMS Chief, Adam Werner, FF/EMT, and Luis Rodriguez, Junior FF. Guests present were Shannon Currier, Accountant, & Paul Miller, Auditor. No public were present.

ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA: None

APPROVAL ITEMS:

- 1.) Minutes from June 14th, 2016 Regular Meeting– Toni motioned to approve the Minutes as written. Dick seconded. Karen – Yes, Toni – Yes, Dick – Yes, Chanse - Abstained. Motion passed.
- 2.) Minutes from July 5th, 2016 Special Meeting –Dick motioned to approve the Minutes with changes. Toni seconded. Karen – Yes, Toni – Yes, Dick – Yes, Marge – Yes & Chanse Abstained.
- 3.) Minutes from July 8th, 2016 Special Meeting – Marge motioned to approve the Minutes. Chanse seconded. Karen – Yes, Toni – Yes, Dick – Yes, Marge – Yes & Chanse – Yes.
- 4.) Expenditures for the month of June – Toni motioned to accept the June Expenditures. Chanse seconded. Karen – Yes, Toni – Yes, Marge – Yes, Chanse – Yes & Dick – Yes. Motion passed.

PUBLIC COMMENTS: None

NEW BUSINESS:

- 1.) 2015 Audit – Paul Miller – Paul handed out the finalized 2015 Audit for Board review. He stated the Audit is an opinion of the status of the Financial Statements. He did not find any discrepancies or irregularities due to broad error. He explained GASB 68 and how it applies to the Fire District and the financial statements. He stated the Fire District needs to remain consistent on its procedures no matter how small the value.

OLD BUSINESS:

1.) Building Update –

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

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

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

There was discussion regarding the PNCI Invoice. Mike explained the Invoice and how DPA had revised it. Toni motioned to approve the PNCI Invoice. Dick seconded. Karen – Yes, Toni – Yes, Marge – Yes, Dick – Yes & Chanse - Yes. Motion passed.

- b. Cash Flow Review – Mike stated the Cash Flow is not ready yet this month. He still needs to add Pay App #10 & 11. He will send it out once it is updated.
- c. Project Update – Karen stated she attended the construction meetings while Mike was on vacation. She had no luck in getting Frank to sign the Addendum. She is concerned he has no intentions of signing it. Mike updated the Board on the project happenings since he returned from vacation and the on-site continuing issues. The Board discussed what can be done at this point to protect the District –especially since PNCI will not sign the Addendum to the Contract. Board expressed the need to have another meeting to get all parties together and get the Contract signed. Toni said she does not feel there is another meeting needed. She stated Karen and Mike have the authority to do what needs to be done to get the Contract signed.
- d. Change Order Mediation – Until all other issues have been addressed, this issue will remain unresolved.

- 2.) PNCI Construction Contract – Possible Executive Session. The Board decided there was not a need for Executive Session and discussion of the Contract at this meeting.

ACCOUNTANT’S REPORT – By Shannon Currier – Shannon reviewed the attached reports & Budget to Actual Analysis verbally and answered the Board’s questions.

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.

Mike introduced a new Junior Fire Fighter, Luis Rodriguez. Luis said his goals are to become a FF/Paramedic and is currently in the Air Force ROTC. He is coming down from Glenwood Springs.

PUBLIC/BOARD COMMENTS: None

SECRETARIAL ITEMS – Shanelle Hansen: None

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

Approved by the De Beque Fire Protection
Board of Directors on 8-9-16.

Minutes Transcribed & Typed by:


Karen Latham, President




Shanelle Hansen, District Secretary



ADMINISTRATIVE REPORT

JULY 2016

Training:

- Jesse and Patrick attended the Mesa County quarterly training in Clifton.
- CDL training – on hold until station is finished
- Patrick attending a Mesa County Training Officers. County Fire Chiefs are working on starting a Training Officers Group to coordinate training between departments. The next meeting will be July 25th at 18:30 at Clifton Fire District.
- Mike did a CPR class for Plateau Valley Fire and a couple of guide and outfitters.
- Mike will be doing CPR class for a local business the end of July (20 people over two days-4 sessions).
- Congratulations to Ethan for passing his Firefighter structural level II written test.
- Mike will be attending the all-day Pinnacle safety day training in Grand Junction. This will full-fill CESA requirement for two safety trainings per year.
- Mike will be attending a western slope CPR/ALS training in Glenwood Springs the end of July. This is for our association as a training center for CPR.

General District Items:

- **Incident responses:** Report attached.
- **Communications:** No word back on the BK radio demo.
- **Mesa County Fire Chief's Association:** Mike attended the MC Fire Chief's meeting at Grand Junction Fire. The Chief's discussed the various regulations in the county, the county-wide training. Monica Million from 911 Dispatch attended the meeting and various dispatching issues were discussed. The County Chiefs are opposed to the "psych divert". Everyone felt that it had no benefit to Fire Departments and requested that no further divers be sent.
- **Garfield County Fire Chief's meeting:** De Beque Fire will be hosting the meeting Tuesday, July 5th. Originally planned to be held in the new station, but will be held in the old station due to the schedule completion issues with construction.
- **QA meeting:** Forest attended. Quarterly data is due and Mike will be getting this done.
- **Apparatus:** All apparatus with the exception of Rescue 81 have been modified for the airpro conical system.
- **IT systems:** Centurylink has pulled the communications line into the new fire station. Low Voltage Inc. has pulled the data cable for the new station and installed the IT rack. The phone line cut-over has been stopped due to construction issues.

- **Code Adoption:** I will miss the next meeting due to vacation.
- **Deployment status:** Forest deployed for three days on a fire. Ethan is going to put it for deployment the end of July. There has been limited interest in the program.
- **De Beque School Construction Project:** FCI has been excellent to work with on the school project. They have ensured emergency access during the process and have followed all safety regulations. Mike has reviewed the comments back from the State Division of Fire. The Fire District is now requiring Storz connections on any new fire hydrants. The Fire District will be looking at installing the Storz adapters on current fire hydrants next year.
- **River Pre-Planning:** Forest has obtained Lat/Long on potential rescue locations along the river. Mike will submit these to the county to develop a map for rescue.
- **EMS Council:** Mike attended the EMS Council meeting. They will be reviewing the by-laws.
- **Staff meeting:** Command staff had a meeting June 30th. Notes from that meeting have already been sent out.
- **Records Management System: High Plains:** Last week High Plains Software notified us that in 18 months they will be going out of business. I will be researching new records management systems. The County Chief's are also looking into a system. I have some reluctance to be pushed into a records system by the larger fire department. We need to find one that fits our district needs. I will keep you posted. We will need to budget this item.
- **2017 budget:** Capital ideas have been requested for submission to Mike, as a JPR, Mike will be helping Patrick with putting together a budget request for 2017. Mike will set up a meeting in August or September with Shannon for formalization of the budget.

Old Business:

- **New Fire Station:**
 - **Weekly construction meetings:** We continue to work through the challenges with the GC.
 - **Updated cash flow:** pay app #10 & 11 are in process. Due to the discovery of the major roofing issue, pay app #9 and 10 were revised.
 - **Phone system:** Placed on hold due to lack of solid construction schedule and not knowing when it will be finished.
 - **Furniture:** Has been put on hold, same as the phone system.
 - **Schedule:** GC moved back the schedule completion date to July 29th. So far – initial bid completion date the end of April. Then moved back to June 2nd, then July 1st and now July 29th. They still do not have confirmation on the roofing issues. Fire District has received a letter from their legal counsel related to the termination of the contract and the potential action.
 - **Old Station –** We have been working on repairs and painting in preparation to move out. Looks like we will have plenty of time for preparation to move out.
 - **Change orders:** GC has requested verbally to negotiate an amount for the change orders rather than go through mediation.
- **New Business:**
 - **New Hire Discussion:** After the station is completed and we review the budget, I would like to discuss hiring a part-time person that can help cover shifts but also can help instruct CPR/First-aid courses/EMR courses and help with training and other duties. This will help take some of the load off of Mike as well as the full-

time personnel so that they do not have to cover these on days off. I have discussed this with staff.

Days left on project: – 30 days past contract date

Grants:

EIAF: Request #9 has been received. EIAF 10 & 11 in process.

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

EMTS Grant 2015: Final payment has been received and this grant is closed out.

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

Thank you for your continued support.

Mike Harvey
District Fire Chief

Incident Response Summary for DeBeque Fire

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

Type of Incident	Current Year		Previous Year	
	In Jurisdiction	Outside	In Jurisdiction	Outside
Totals				
Fires				
Structure fire involving an enclosed building	0	0	1	0
Road freight or transport vehicle fire	0	0	1	0
Forest fire, woods, wildland fire	2	0	0	0
Brush, or brush and grass mixture fire	1	0	0	0
	3	0	2	0
EMS				
Emergency medical incident	8	0	9	0
Vehicle accident, non-injury	1	0	1	0
	9	0	10	0
Over Pressure/Explosion/Rupture				
Explosion (no fire), not otherwise classified	1	0	0	0
	1	0	0	0
Hazardous Condition				
Hazardous condition, other	1	0	0	0
Oil or other combustible liquid spill. Flashpoint > 100 degrees	0	0	1	0
	1	0	1	0
Good Intent Call				
Dispatched & cancelled enroute	1	0	0	0
No incident found on arrival at dispatch address	2	0	1	0
	3	0	1	0
False Alarm & False Call				
Detector activation (no fire) unintentional (includes cooking o	1	0	0	0
	1	0	0	0
Grand Totals	18	0	14	0

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

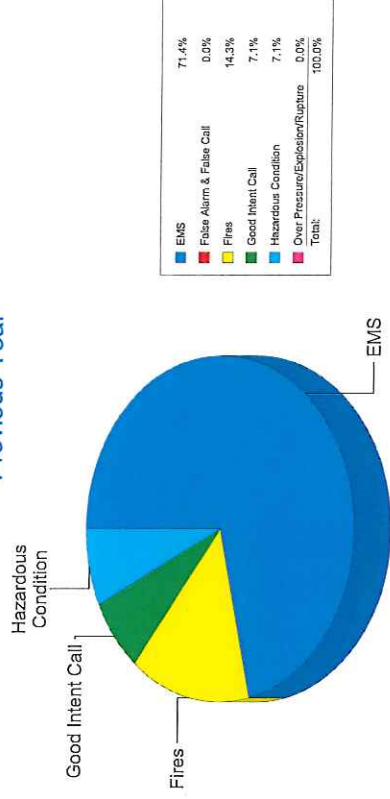
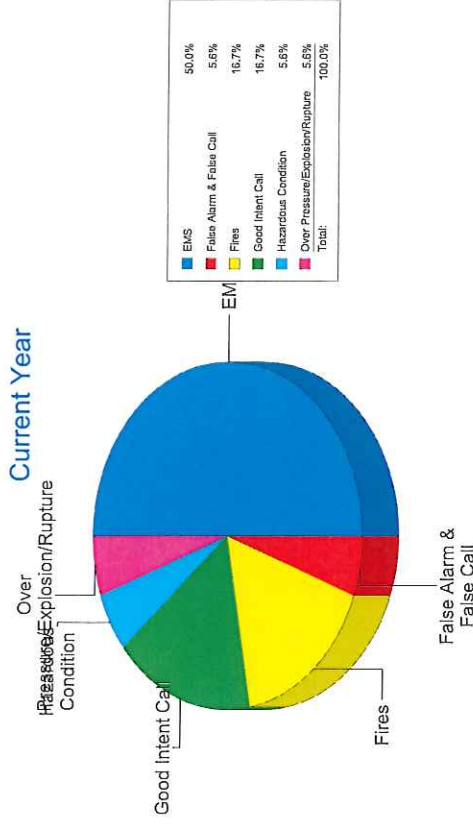
Incident Response Summary for DeBeque Fire

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

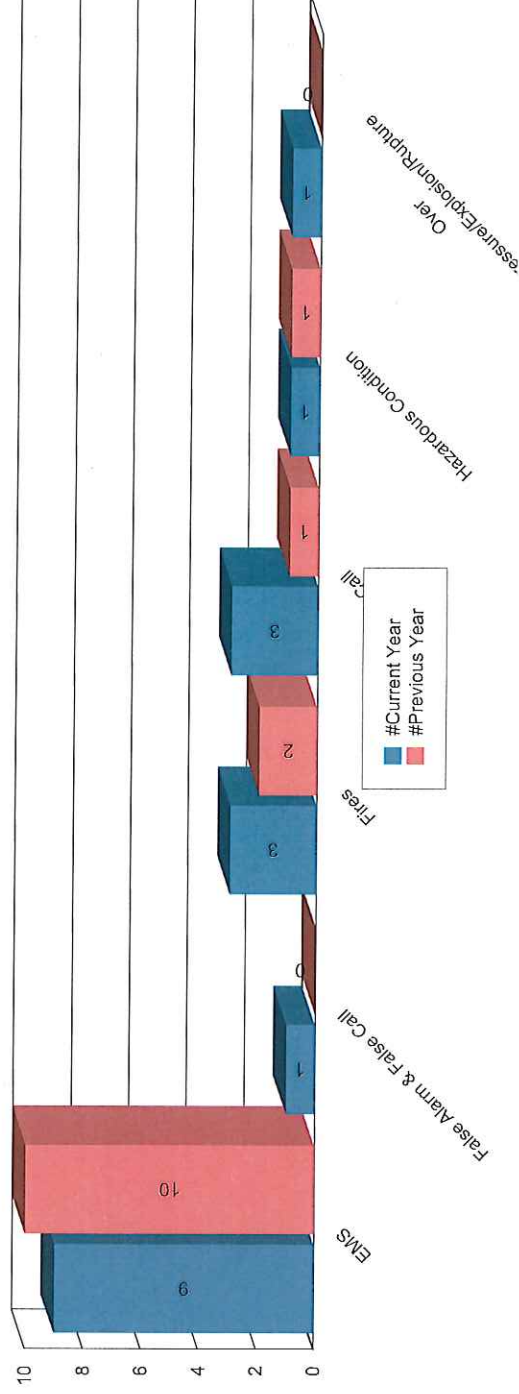
Total Incidents by Category

Current Year

Previous Year



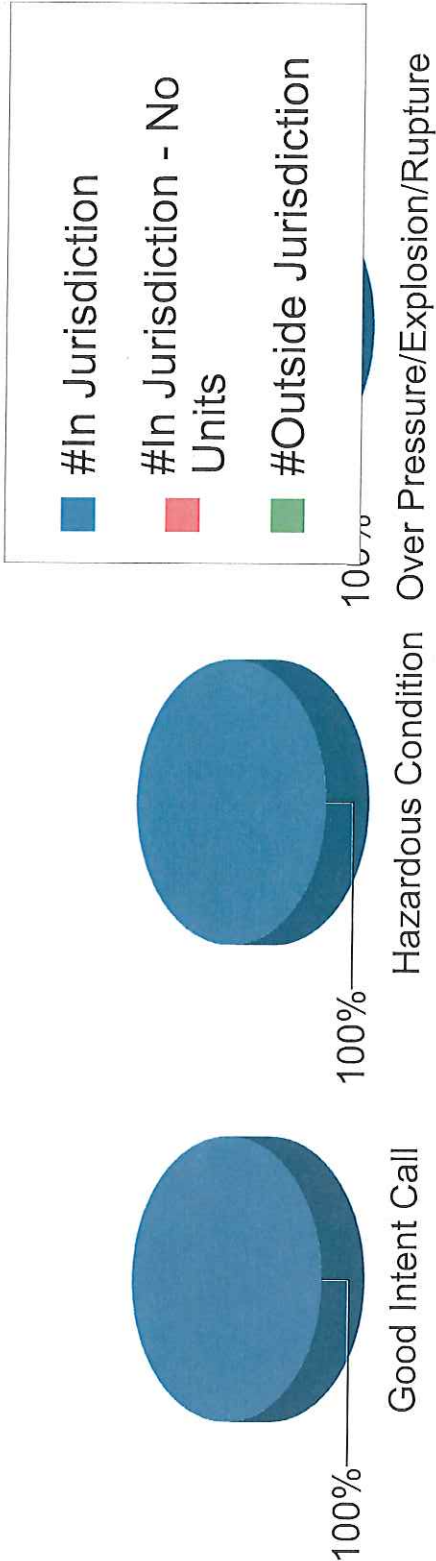
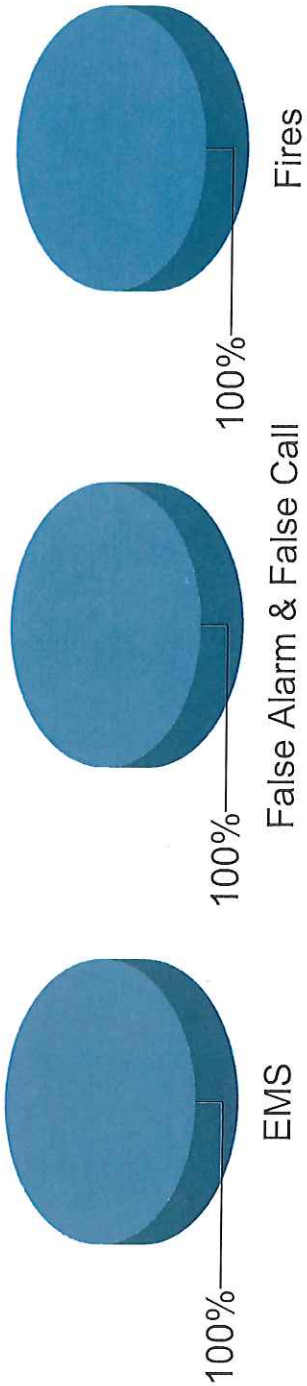
Two Year Comparison



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

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