



REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE STATION
SEPTEMBER 12, 2023

MINUTES

CALL TO ORDER:

Pursuant to notice, the regular board meeting of the De Beque Fire Protection District was called to order by President Annette Tanner at 6:01 p.m. on Tuesday, September 12, 2023.

OPEN WITH PLEDGE OF ALLEGIANCE TO FLAG:

The Pledge of Allegiance was recited.

ROLL CALL/ESTABLISH QUORUM:

Cynthia Farris, present; Melanie Hansen, absent (excused); Dustin Koehler, absent (excused); Maria Ramthun, present; Annette Tanner, present; 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 Nathan Voorhees; Secretary Kim Latham.

ADDITIONS OR DELETIONS TO AND APPROVAL OF AGENDA:

Chief Matis requested we move New Business Item 1: Personnel Update to the Executive Session section and delete it from the New Business section. **Motion was made** by Board Member Ramthun and seconded by Board Member Farris to approve the Agenda with the requested amendment of moving the Personnel Update to the Executive Session and removing it from New Business. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

PUBLIC HEARING:

Motion was made by Board Member Ramthun and seconded by Board Member Farris to go into Public Hearing for the 2022 Budget Amendment. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

An amended budget for 2022 was presented to the Board of Directors. Our District auditor gave the District additional information per the Board's request from the July meeting. We have also received the assessments from both Garfield and Mesa Counties, but those amounts are subject to the HH proposal that may or may not be passed by voters in November. The HH proposal, if passed, will affect our tax base amounts for 2023 that we will receive in 2024. The board and admin staff went over the 2022 Budget adjustment amounts. **Motion was made** by Board President Tanner and seconded by Board Vice President Ramthun to sign Resolution 2013-13 to Amend the 2022 Budget. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.



Motion was made by Board President Tanner and seconded by Board Vice President Ramthun to go out of the Public Hearing. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

APPROVAL ITEMS:

- 1) Minutes from the August 8, 2023 Regular Board Meeting were presented to the Board. **Motion was made** by Board President Tanner and seconded by Board Member Farris to approve the minutes as presented. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 2) Minutes from the August 14, 2023 Special Board Meeting were presented to the Board. **Motion was made** by Board Member Farris and seconded by Board Vice President Ramthun to approve the minutes as presented. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 3) Financial Reports:
 - a. Discussion ensued regarding transferring \$45,000 from the non-interest-bearing EMS account to the interest-bearing Alpine Money Market Account, which has been designated as the alternative FAMILI funds account. The EMS account is a holding account for EMS payments to the District, and the funds get transferred to other non-specific accounts each year. Moving the money to the FAMILI alternative account will incur interest while funding the FAMILI alternative account amounts required by state laws. **Motion was made** by Board President Tanner and seconded by Board Member Farris to transfer \$45,000 from the Alpine EMS account ending 5304 to the Alpine account ending in 6759 to fund the FAMILI alternative account. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
 - b. Financial Statements for **July 2023** were presented to the Board. **Motion was made** by Board President Tanner and seconded by Board Member Farris to approve the Financial Statements for **July 2023**. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
 - c. Insurance Adjustments/Writes Offs for **July 2023** were presented to the Board. **Motion was made** by Board President Tanner and seconded by Board Member Farris to approve write downs in the amount of \$4730.80 and write offs in the amount of \$11,390.80 for July 2023. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

PUBLIC COMMENTS: None

OLD BUSINESS:

E-mail Retention Policy: Discussion ensued regarding the SDA's (Special District Association of Colorado) strong recommendation to develop an e-mail retention policy. An SDA attorney sent us a template to personalize for our district. **Motion was made** by Board Vice President Ramthun and seconded by Board Member Farris to approve Resolution 2013-14 concerning District e-mail policies. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.



NEW BUSINESS:

- 1) Personnel Issue – Into Executive Session: **Motion was made** by Board President Tanner and seconded by Board Member Farris to go into Executive Session to discuss a personnel Issue. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed. Board President Tanner announced the date and time and the Board went into Executive Session at 6:44 p.m.
- 2) Personnel Issue – Out of Executive Session: A statement was made by Board President Tanner regarding the date, time, and persons present during the Executive Session. Persons present were: Board Members Tanner, Ramthun, and Farris; Fire Chief Matis; and District Secretary Latham. Board Present Tanner requested that anyone who participated in the Executive Session who believed that substantial discussion occurred during the Executive Session involving matters not included in the original Executive Session purpose, or that any improper action occurred during the session that violated open meetings law, make a statement or concern for the record. No statements or concerns were made. **Motion was made** by Board Vice President Ramthun and seconded by Board Member Farris to come out Executive Session. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed. The Board came out of Executive Session at 7:36 p.m.

FIRE CHIEF REPORT:

- 1) Fire Assignments: The CA Lightning fire lasted two weeks, and the fire-fighters are now home. Chief Matis is in the process of billing for our fire assignments. We are currently not planning on accepting any further national fire assignments for the remainder of the year.
- 2) There have been a few minor personnel issues that are being addressed.
- 3) Mesa County Chief's Meeting.
 - a. The Delaney (pink) truck is being sold due to budgetary R&M issues with the truck.
 - b. There have been discussions regarding the Mesa County EMS relations with the Fire Districts, which will include a mediator for honest third-party feedback.
- 4) Garfield County Chief's Meeting – cancelled until September.
- 5) Ladder Truck. Parts for repair are supposed to be in within the next week or so, after a pointed discussion with the unacceptable service on this apparatus.
- 6) Personnel Training/Certifications are ongoing and in process.
- 7) Kitchenette: We are making progress. Once everything is installed, we will evaluate the budget for stocking purposes.
- 8) We're working on the 2024 budget.
- 9) Heating & Cooling: No update, as we have been unable to get a response from Trane. Chief Matis will get our attorney involved.
- 10) We're up 3% on EMS calls.
- 11) Once we get a VIN issued for the new ambulance, we are out about six weeks out from delivery. Still looking at about April 2024.
- 12) Crew Updates
 - a. Lieutenant Voorhees suggested we re-chassis the Brush 82 Truck (new chassis, continue to use the current box and pump). This would save the District some money. Chief Matis stated that we definitely wouldn't do that with the Brush 81 Truck, but it is feasible for the Brush 82 Truck.
 - b. Chief Matis will start looking into beginning the process for a new fire engine, since it will take about two years to get delivery on that. We should start the ordering process this fall.




BOARD COMMENTS: Thanks to Chief Matis for taking care of all the District stuff.

ADJOURNMENT: Motion was made by Board Member Farris and seconded by Board Vice President Ramthun to adjourn the meeting. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, absent; Maria Ramthun, aye; Annette Tanner, aye. Motion passed. Meeting adjourned at 7:56 p.m.

Next regular meeting: October 10, 2023

Approved by the De Beque Fire Protection Board of Directors on October 10, 2023


Annette Tanner, President




Melanie Hansen, Secretary

Board of Directors:

Board President Annette Tanner
Board Vice President Maria Ramthun
Board Secretary Melanie Hansen
Board Member Cindy Farris
Board Member Dusty Koehler