

REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE STATION
APRIL 12, 2022

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 6:01 p.m. on Tuesday, April 12, 2022.

OPEN WITH PLEDGE OF ALLEGIANCE TO FLAG:

The Pledge of Allegiance was recited.

ROLL CALL/ESTABLISH QUORUM:

Cynthia Farris, present; Melanie Hansen, arrived at 6:20 p.m.; Dustin Koehler, present; 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 Jason Lee; Employee Jesse Hughson; Employee Tyler Sepsey via Zoom; Secretary Kim Latham.

ADDITIONS OR DELETIONS TO AGENDA:

- 1) None

APPROVAL ITEMS:

- 1) Minutes from Regular Board Meeting March 8, 2022 - Motion was made by Board Member Farris and seconded by Board Vice President Ramthun to approve the minutes from the March 8, 2022 Regular Board Meeting. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, abstain; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

PUBLIC COMMENTS: None

OLD BUSINESS:

- 1) Employee Certification List – Chief Matis presented to the Board a list certifications for each of the Firefighters/EMS Rescue employees. Secretary Hansen arrived at 6:20 p.m.
- 2) Auditor/Online Quickbooks – Secretary Latham reported that she has been in contact with the auditor regarding what form of accounting books he needs for 2021. He is good with the desktop version and will be given access to electronic files for his task.
- 3) GNVB Account for Capital Funds – No action on this as of yet.
- 4) Election update – Because Board Electees put in for the three-year board member term and no-one put in for the one-year term, three board members will be elected, and the fourth position will need to be appointed by the Board. Election officials are supposed to be provided by the company that we hired to run the election. Chief Matis will verify that the company will provide election officials. In the May board meeting, the first after the elections, the Board will appoint the fourth board member and also vote in new Board officers. The Board liked the factual summary that was put on social media, and the Town of De Beque issued a letter of support that was uploaded to the website. Board President Tanner requested that we post in social media that anyone can get a copy of the District budget if they desire. Jesse will try to put a link in the social media (Facebook) account that will take people to the budget on the website if they click on the link. Some community members asked if we would offer services through membership if the mill levy passes. Discussion ensued regarding whether or not we can offer service memberships. Because we are a member of Mesa County ASA,

rates are set by Mesa County and not by us, therefore it is doubtful that we can offer membership discounts. Also, because we are funded by taxes for fire response, it would be considered a double taxation to charge a membership on top of tax levies. Chief Matis will look further into the possibility to clarify.

NEW BUSINESS:

- 1) None

FIRE CHIEF REPORT:

- 1) Update on Policy updates – Progress is being made, probably half to three-quarters done. Hopefully by June there will be a draft ready for the Board’s consideration.
- 2) CDL Training – We are looking into classes that will keep our personnel updated. New state legislation now requires CDL drivers have certification through a state certified school with an approved instructor, which has raised the cost from about \$100 to \$5000 for most of the state certified CDL class schools. Chief Matis found one company that will certify drivers for a discounted price of \$2500 if we provide the apparatus and do the self-taught portion here. We do not have to have CDL drivers to run fire trucks in Colorado, but when we go out on deployments to other states, we have to have one CDL certified person to drive the engine. Nate Voorhees and Forest Matis are CDL certified. If we are going to go on deployments, we will need to CDL certify some employees and will need to pay for it. We can put the costs in the deployment portion of the budget. The employees that consistently went on deployments last year and want to go again this year are Jason Lee and Tyler Sepsey. Board Secretary suggested Engine Bosses should be CDL certified. We should also look at CDL certification for Tyler as he will be going on deployments for us as well. The Chief would like to eventually have all full-time employees CDL certified.
- 3) Other Training – We will be hosting an RT130 training event on Thursday, April 14th; Jesse has been hosting CPR training classes, which have been successful.
- 4) Hiring update – The part-time employees were offered the open floating full-time position, but no-one is interested in making that move at this time. Chief Matis wants to hold off on filling that position for the time being.
- 5) Election Factual Summary – The election factual summary sheet has been well received by the community.
- 6) Mutual Aid – We will be advancing our mutual aid agreements with Parachute and Plateau Valley.
- 7) R&M – Ambulance 82 is in Denver at the body shop; Engine 82 is still in the process of repair.
- 8) Town of De Beque has officially supported the mill levy increase.
- 9) Fire Pup program. The Chief reported on the Fire Pup program that we have been a part of for several years. The program is top heavy on administration fees. Chief Matis and District Secretary Latham do not feel it is a good fit for our District and are not planning to renew the program.
- 10) Inspection reports – Inspections have been done and reports made on various businesses.
- 11) Field/Pasture Maintenance – Bill Nichols dropped by the station to find out if we want him to continue to maintain the field/pasture this year. He does maintenance in return for some grazing permissions. Chief Matis approved Mr. Nichol’s maintenance for the field.
- 12) Annual Hose Testing – The annual hose testing is being completed. We will need to look at replacing some hose in the future, but we are good for now.
- 13) Crew updates – Jason Lee
 - a. We are getting ready for deployments; the RT130 training will expose our employees to some new training for federal fire scenarios; Jason is hosting an entry level wildland firefighter class which will include our two Junior Firefighters and some District 51 Junior Firefighters as well.
 - b. Garfield and Mesa County Training Officers groups were cancelled and will be rescheduled this summer.
 - c. Two employees will be attending Swift Water training in June
 - d. Auto X and Tender Operation training is coming up in May, then we will have a pause during fire season.

- e. There is talk of a Fire Officer class possibility, but it is extremely unlikely it will occur in Grand Junction.
 - f. We have the possibility of getting a live burn trailer from the state as they come through the area. We may house it here since we have a big enough facility/area to house it along I-70.
- 14) Crew Updates – Jesse Hughson
- a. Training/Updating Certifications - Jesse has been working on getting daily testing/training done; CPR classes have been held and will continue to be scheduled; Updating the certifications on Target Solutions is being completed.
 - b. Website – Jesse has been working on getting the website updated and getting access fixed. Our website is hosted by GoDaddy, who is telling us we need to upgrade software to Microsoft 365, but there have been issues on how to get our account moved over to that. GoDaddy says our web builder has to do it, our web builder says GoDaddy has to do it. We are still trying to figure out how to get it done; We continue to have broadband (internet access) issues. Jesse is looking into StarLink and is pursuing the company that put the fiber optic line in along I-70 and is staging right across the road from the station.
- 15) Complaint Received – We received a complaint on Saturday that no-one answered the telephone so they could report a controlled burn. The crew was out on a call and not available to answer the call.
- 16) There was an incident while on a call with a booster line hose that had to be cut. The hose has been repaired.
- 17) Chief Matis got confirmation from Latham Johnson that we can take Brush 82 out of state on deployments. (The truck was obtained by a grant, and Chief wanted to make sure it was acceptable to take it out of state for deployment assignments).

ACCOUNTING REPORTS – Kim Latham, District Secretary/Office Manager/Finance Manager

- 1) Financial statements for previous month – March 2022. Financial statements (P&L and Budget reports), the March check list, and the insurance adjustments for March were presented to the Board.
- 2) Discussion ensued regarding the issues there have been with matching actual deposits with reported amounts from the billing company. Vice President Ramthun asked if our billing company (Andres) would offer training to help me understand their process.
- 3) An error was found during the reconciliation process that affected the audited account from 2019. A note has been made for the auditor and a re-issue of a check has been made that had been marked as reconciled, but which had not actually been cashed.
- 4) The sale of the truck has been deposited and coded to the Capital account. The insurance company has issued a pre-paid check for the damage to the ambulance as well as a deductible payment from the responsible party. If there are more costs for the actual repairs, the insurance company will issue another check.
- 5) The \$660 deposit for the residence has been paid and will be held until vacancy of the property occurs. The rental amount value of \$660/month has been added to the employee's pay stub for tax purposes.
- 6) Chief Matis reported that there was a complaint about a crooked blind on one of the upstairs windows, which he straightened.
- 7) Motion was made by Vice President Ramthun and seconded by Board Member Farris to approve the financial statements for March 2022. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 8) Expenditures for previous month – March 2022. Motion was made by Board Member Farris and seconded by Vice President Ramthun to approve the check list expenditures for March 2022. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 9) Insurance adjustments/write offs – March 2022. Motion was made by Board Member Farris and seconded by Vice President Ramthun to approve the insurance write downs and write offs for March 2022 (WD \$9473.41; WO \$505.65). **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

BOARD COMMENTS: Board Member Farris commented that she thinks the District employees are doing a fabulous job and are getting things caught up. Board President Tanner commented that the community has been incredibly supportive of Forest Matis' position as Chief.

ADJOURNMENT: Motion was made by President Tanner and seconded by Board Member Farris to adjourn the meeting. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed. Meeting adjourned at 7:50 p.m.

Next regular meeting: May 10, 2022

Approved by the De Beque Fire Protection Board of Directors on May 10, 2022.



Annette Tanner, President



Melanie Hansen, Secretary

