



REGULAR MEETING
BOARD OF DIRECTORS
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE STATION
AUGUST 8, 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, August 8, 2023.

OPEN WITH PLEDGE OF ALLEGIANCE TO FLAG:

The Pledge of Allegiance was recited.

ROLL CALL/ESTABLISH QUORUM:

Cynthia Farris, present; Melanie Hansen, excused absence; 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; Doug Lewis, Enterprise Products; Mike Seitzinger, Enterprise Products; Clyde Morgan, Enterprise Products; Lieutenant Nathan Voorhees; Secretary Kim Latham.

ADDITIONS OR DELETIONS TO AND APPROVAL OF AGENDA:

- 1) Move Enterprise Business Presentation to the first item before Approval Items.

ENTERPRISE PRODUCTS PRESENTATION: Doug Lewis, Mike Seitzinger, and Clyde Morgan wanted to thank the Fire Department and the Fire/EMS Teams for their service to our community. Mr. Lewis gave an oral informational report regarding Enterprise Products and introduced Mr. Seitzinger and Mr. Morgan. Enterprise Products presented a \$5000 donation to DFPD for technical rescue equipment, apparatus upgrades and training purposes. Enterprise Products would like to collaborate with DFPD for training purposes to help keep employees and the community safe.

APPROVAL ITEMS:

- 1) Minutes: Minutes from the July 18, 2023 Regular Board Meeting were presented to the Board. One correction was noted. Motion was made by Board Vice President Maria Ramthun and seconded by Board Member Cindy Farris to approve the Minutes for July 18, 2023 with the one correction. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 2) Financial Reports:
 - a. Financial Statements for June 2023 were presented to the Board. Motion was made by Board Vice President Maria Ramthun and seconded by Board Member Dustin Koehler to approve the Financial Statements for June 2023. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.



- b. Insurance Adjustments/Writes Offs for June 2023 were presented to the Board. Motion was made by Board President Annette Tanner and seconded by Board Vice President Maria Ramthun to approve write downs in the amount of \$2,741.79 and write offs in the amount of \$0.00 for June 2023. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 3) Budget Amendment for 2022: The auditor needs an amended 2022 budget to complete his audit. The Board would like further information/input from the auditor regarding the capital expense move to the budget. The Board will vote on a Budget Amendment for 2022 at the September regular board meeting.
- 4) Colotrust: Secretary Latham presented further information regarding Colotrust. Discussion ensued regarding the additional interest (double the current rate) we would earn if we moved some of our money to this investment type of account. Colotrust is approved for government entities and doesn't have FDIC account amount limits. Motion was made by Board Vice President Maria Ramthun and seconded by Board Member Dusty Koehler to open a Colotrust account, and to move \$500,000 from our Money Market account at Grand Valley Bank and \$500,000 from our checking account at Alpine Bank to the Colotrust account. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 5) Credit Card Application: Our current credit card company is not working well, especially when the team is out on deployment. They have been stuck with no ability to purchase lodging or food while out on job assignments. Secretary Latham presented research on several different options. Discussion ensued. Motion was made by Board Vice President Ramthun and seconded by Board Member Dusty Koehler to approve an application for a credit card program from Ink Business Unlimited Credit Card. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

PUBLIC COMMENTS: None

OLD BUSINESS:

- 1) Engine 82 Repair Amendment: The repairs for Engine 82 were over the estimated amount. The new cost for the repairs is \$17,045.13 (Last estimate was \$12,000). Motion was made by Board President Tanner and seconded by Board Vice President Ramthun to approve the amended repairs to McCandless Truck Center \$17,045.13. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 2) SDA Meeting E-mail Record Retention: The attorneys at the SDA meeting recommended Boards issue a policy for e-mail record retention. They recommended six (6) months as the standard for e-mail record retention. The Board instructed the Chief to make a policy for a six (6) month record retention for e-mail.



NEW BUSINESS:

- 1) Radio Purchase: Differing federal requirements have developed a need for more radios when on federal fire site assignments. We would like to order six radios immediately, then we will look for a grant to purchase enough for each employee to be assigned a radio – currently seventeen (17) in total. Motion was made by Board President Tanner and seconded by Board Vice President Ramthun to approve the purchase of six BK radios in the amount of \$7,106.30. **Vote:** Cynthia Farris, aye; Melanie Hansen, absent; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

FIRE CHIEF REPORT:

- 1) The kitchenette is coming along; the water fountains are being worked on, the electrician has been in to assess, and the counter tops will be installed on (August) 22nd. The project should be completed by September.
- 2) The Chief's meeting is this month for Mesa County.
- 3) Squad reviews are coming up.
- 4) We have been very busy with fires and participated in several mutual aid requests. Engine 82 and Brush 82 are back in service, so all equipment is now in service except the Ladder Truck. We're still trying to get the repairs on the Ladder Truck joystick completed.
- 5) A Sewer Annexation letter of support was requested from the Town of De Beque, but we didn't have time to research it before she needed the letter (she only gave us one hour to send it to her). It appears DOLA gave the Town a grant which included DFPD hooking into to the water/sewer line. The Town's position is that we need to bore under the frontage road to the hook up site on the frontage road, which will then allow other people to also hook up to the line. Chief Matis politely informed the Town Administrator that we are currently hooked up to the lift station and have no need to bore a line under the frontage road and hook up to the new system at this time. Chief Matis will send the current agreement that we have with the Town to our attorney to see if we are obligated to disconnect from our private line and complete the bore/hook up to the new system as well as look into how our previous purchase of tap fees for our current system would suffice for a new hook up should it be determined we need to move our connection to their new system.
- 6) The Heater/AC issue is still ongoing.
- 7) Crew Updates
 - a. Captain Lee – Not Present (on fire assignment)
 - b. Lieutenant Hughson – Not Present (on fire assignment)
 - c. Lieutenant Voorhees – the Chief already covered the subjects he had to report on.

BOARD COMMENTS:

ADJOURNMENT: Motion was made by Board President Annette Tanner and seconded by Board Vice President Ramthun 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 8:03 p.m.

Next regular meeting: September 12, 2023, 6:00 p.m.



Approved by the De Beque Fire Protection Board of Directors on September 12, 2023.



Annette C. Tanner

Annette Tanner, President

Melanie Hansen

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