



REGULAR MEETING  
BOARD OF DIRECTORS  
DE BEQUE FIRE PROTECTION DISTRICT

DE BEQUE FIRE STATION  
MARCH 14, 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, March 14, 2023.

**OPEN WITH PLEDGE OF ALLEGIANCE TO FLAG:**

The Pledge of Allegiance was recited.

**ROLL CALL/ESTABLISH QUORUM:**

Cynthia Farris, present; Melanie Hansen, present; 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 Jesse Hughson; Secretary Kim Latham.

**ADDITIONS OR DELETIONS TO AGENDA:**

- 1) None

**APPROVAL ITEMS:**

- 1) Approval of Agenda. **Motion was made** by Board Vice President Ramthun and seconded by Board Member Koehler to approve the Agenda for the March 14, 2023 Board of Director's meeting. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 2) Minutes from the February 7, 2023 Regular Board Meeting. **Motion was made** by Board Member Farris and seconded by Board Vice President Ramthun to approve the minutes of the February 7, 2023 regular board meeting. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 3) Financial Reports:
  - 1) Financial Statements for January 2023 were presented to the Board. **Motion was made** by Board Vice President Ramthun and seconded by Board Secretary Hansen to approve the Financial Statements for January 2023. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
  - 2) Insurance Adjustments/Writes Offs for January 2023 were presented to the Board. **Motion was made** by Board President Tanner and seconded by Board Member Koehler to approve insurance write downs in the amount of \$1,032.24 and write offs in the amount of \$3,666.00 for January 2023. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.
- 4) Resolution 2023-04 to add full-time office personnel component to FPPA plan. A request for an edit to change wording from payroll pay date to payroll pay period was made by FPPA. No need to re-vote, just need an edited Resolution 2023-04 signature.
- 5) Resolution 2023-07 to set an amount for the kitchenette upgrade costs. To move forward with the kitchenette upgrade, the Board needs to set an approval amount for the upgrade. Discussion ensued, including notation that Chevron gave a sizable donation to go toward the upgrade soon after the Pine Gulch fire. We have had no further bids for this project, but we have purchased the kitchen equipment (dishwasher, refrigerator, stove-top, oven). Chief Mattis recommends having someone come in to measure and order the cabinets and the DFPD team will install those, then have a certified



plumber come in for water and drain hookups. **Motion was made** by Board Vice President Ramthun and seconded by Board Member Farris to approve a kitchenette upgrade amount of \$30,000. **Vote:** Cynthia Farris, aye; Melanie Hansen, aye; Dustin Koehler, aye; Maria Ramthun, aye; Annette Tanner, aye. Motion passed.

- 6) Resolution 2023-08 to approve tablet purchase for Board Members. Discussion ensued regarding the possibility of purchasing tablets for each of the board members that would be loaded with their DFPD documents including their email account, board packets, other documentation, and correspondence, etc. It is important that Board members keep their personal electronic data separate from DFPD electronic data and the tablets would help enable that security measure. Board members would each check out a tablet that would be returned at the termination of their tenure on the Board. The discussion showed no interest in this endeavor at the current time, so no vote was taken for this resolution. Resolution 2023-08 is cancelled.

**PUBLIC COMMENTS:** None

**OLD BUSINESS:**

- 1) Elections. There were no additional submissions of interest or self-nomination forms submitted for either of the two Board of Director positions up for election May 2, 2023. Currently, two self-nomination forms have been submitted, both by the two board members whose positions are up for election. Because there are no other submissions, there is no need to hold an election. The DEO (Designated Election Official) will send us a Notice of Election Cancellation which will be posted on our website and the DEO will notify us of any other notifications and actions that will be needed from the DFPD.
- 2) Kitchenette Update – already discussed during Approval Items section.

**NEW BUSINESS:**

- 1) None

**FIRE CHIEF REPORT:**

- 1) Training
  - a. Blake Heym and Jason Lee have completed their Fire Officer 1 course.
  - b. A Paramedic refresher course has been ongoing at the DFPD station throughout the last month and finished up on March 13<sup>th</sup>. This course was paid for by a grant that is a joint grant with the DFPD and the PVFD.
  - c. Jason Lee will be going to an S200 class in Durango this week. Chief Matis will also look to attend an S200 class at some point in the future.
  - d. Tyler Sepsey is actively working on his Paramedic class.
- 2) Vehicles
  - a. Engine 82 went in for R&M service due to coolant level leaks and transmission issues.
  - b. Ambulance 82 has some light/electric issues that we are trouble shooting.
  - c. Both ambulances needed some small R&M repairs.
  - d. Brush 82 will need new wheels this spring.
- 3) Station Maintenance
  - a. The heating and cooling system is currently working at 50%. The motherboards have been replaced, but we are waiting on additional parts for the blowers. Filters and damaged belts have been replaced.
  - b. Hot water heaters have been serviced and flushed.
  - c. Water fountains have been serviced.
  - d. Bay floor drains are in the process of being cleaned by A-1 due to some sewer gases coming back up the floor drains.
  - e. Our irrigation water pipe going through our neighbor's property is rusting out and causing erosion in his yard. We will be determining what is the best fix for the issue.
  - f. Outlets and light switches have been serviced. Some re-wiring in the training room was needed and has been addressed.



- g. Mary Harlan with Cleen Energy Economy reached out to us today regarding our electronic charging station that has been reported as not working. Office Secretary Latham researched and found that there have been several reports that the charging station does not work. There is a grant called Charge Ahead Colorado available for funding to replace the system. Mary Harlan helps people connect with grants for this purpose. The Board would like to move forward with applying for this grant to get the charging station in working order.
- 4) Fire Chiefs meetings have not had any new issues. Both counties are prepping for spring and summer fire season.
- 5) New Members
  - a. Two of our newly hired part-time employees are now in the county probationary process.
  - b. Lyle Vann has been released from his probationary process and no longer needs direct supervision.
- 6) We need to set a date for a pinning ceremony. We have seven employees that will receive their pins and recognition. Chief Matis will set the ceremony before a regularly scheduled board meeting, either April or May's meeting.
- 7) The Guardian System (employee evaluation) setup has begun and employees are being trained in how to use the system. Chief Matis gave a whiteboard presentation on a good portion of the components and how the system will work, and explained how the Fire Chief evaluation will be completed and presented to the Board president. The system will allow the Chief/Lieutenants to monitor trends for employee growth issues and to document exemplary conduct of the employees.
- 8) Kitchenette – already addressed in Approval Items section.
- 9) Crew Updates
  - a. Lieutenant Hughson
    - i. Jesse reported that he is scheduled to take his Fire Instructor test this Wednesday morning.
    - ii. We have had a hard time getting someone to come up and do technical work to connect Starlink into our paging/alerting system without paying a high monthly contract fee, but have finally found a company that will be coming up tomorrow to look at our needs.

**BOARD COMMENTS:**

- 1) **Check on the Administrative spending limit amounts.**
- 2) **Check on the amount of the Chevron kitchenette upgrade donation amount.**

**ADJOURNMENT:** Motion was made by Vice President Ramthun 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 7:53 p.m.

**Next regular meeting: April 11, 2023**

**Approved by the De Beque Fire Protection Board of Directors on April 11, 2023**

  
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 Annette Tanner, President



  
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 Melanie Hansen, Secretary