

The Rye Fire Protection District

**MINUTES OF THE RYE FIRE PROTECTION DISTRICT BOARD
OF DIRECTORS MEETING
Regular Meeting April 15, 2013**

Present: Directors – Mr. John Schaiberger, Mr. Mark Reeves, Mr. Wade Wills, Mr. Mike Davis, and Mr. Steve McDowell

Absent Directors – None

Others - Chief Steve Bennett, Captain Jim Beach, Firefighter Jack Hobby

Call to Order

The meeting was called to order at 7:00 p.m. by Mr. John Schaiberger.

Mr. Schaiberger introduced the present board members.

Mr. Schaiberger asked for approval of the agenda. Mr. Schaiberger asked that several items be added to the agenda. One, Status for Obtaining AMR Ambulance. Second, Status of SOG's, Third, Chief Truck Status, Fourth, Intergovernmental Agency Agreement, and finally an Executive session to discuss Legal Counsel Letter and Unemployment Hearing.

Approval of the agenda for the Regular Meeting for April 15, 2013 with the addition of five (5) items.

Motion:

Second:

Aye: Mr. Schaiberger, Mr. Reeves, Mr. Wills, Mr. Davis, Mr. McDowell

Nay: None

Public Comments on Non-Agenda Items

Fire Fighter Jack Hobby addressed the Board and requested any type of funds to help fund the Rye High School After Prom Program that will be held in a couple weeks. The Board noted that this is a great program, but they noted that they were extremely strapped for funds. Several board members asked that he talk to them direct for a private donation.

Minutes of March 18, 2013 Regular Meeting

Under Ambulance Reports, EMA will make changes to the form so it is easier to read.

Motion to approve Minutes of March 18, 2013 Regular Meeting with the above notation.

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Motion:

Second:

Aye: Mr. Schaiberger, Mr. Reeves, Mr. Wills, Mr. Davis, Mr. McDowell

Nay: None

Treasurer's Report

Accounts Receivable discussion. It was noted that the new style of report was good and easy to read and comprehend.

Accounts Payable discussion. Mr. Schaiberger noted that he is going to get with the Auditor, but believes that there has been a possible overpayment to the State of Colorado and the U.S. Government. There was a discussion on which budget line item several payments need to be posted for items that were incurred in previous years. The reason for the posting is to allow quick notation of expenses that were not planned in this year's budget and that were a result of previous years accounting errors. The Board will get input from the Auditor and Donna at the Metro District. The Board asked that an Asset Report be provided in future packets showing Colo Trust and other bank accounts. The current month list of bills was larger than normal, but was attributed to catch-up from previous months. The outstanding bill list was review and a large amount were approved for payment. The Board is concerned about the lack of communication from Old National regarding E-23 and asked that Legal Counsel send a letter to them requesting status on the outstanding balance. The Board asked that all three (3) Bank Account Statements be provided monthly. Chief Bennett noted that he has several fires awaiting reimbursement, approximately \$70,000. A recent payment was for a fire that occurred almost a year ago. The Board asked that paper IGA pay checks be brought to the next meeting for review and approval. The Board still has concerns regarding the profitability of the Inter Agency Program.

As the board reviewed outstanding invoices, they came to a consensus on each invoice. No motion was made.

EMA was not present at the Board Meeting, but Chief Bennett presented the Report that EMA provided earlier. The Board asked that EMA be present at the next board meeting to further explain the details on the report.

Old Business

AMR Status

Chief Bennett noted that Rye Fire has been approved for a donated ambulance. The paperwork is at AMR Corporate Headquarters getting finalized.

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SOG's

Chief Bennett noted that 8-10 SOG's are in final review and that another 40 or so are in various stages of development. The Board asked that they review all before being implemented.

Fire Chief Report

Statistics. In the Month March 2013, Rye Fire responded to 49 calls for service of which 39 were EMS related and 10 were fire related. In comparison with previous year this is a decrease 37% from 2012 and a decrease of 8% from the 5 year average of 53.

Administration/Operations. FEMA continues to award grant requests through the Assistance to Firefighter Grant, this could be on-going throughout the year. We continue checking on a weekly basis with FEMA on our status.

Submitted grant to State of Colorado EMS. We are currently in phase II of the process.

Submitted a CREATE grant (Colorado Resource for Emergency and Trauma Education). Our grant was approved, this grant covers 2 students for 2 separate courses, this pays for the course, lodging and mileages.

Continue to compile information from Pueblo West, Beulah to implement SOG's for the district to provide guidelines for personnel, we have several drafts that are in the review process.

A letter of interest was sent to AMR ambulance for donation of an ambulance. They are rotating in new vehicles and have vehicles they will be donating to other agencies. After discussions with the local manager they are processing the paperwork to transfer a unit to Rye Fire.

Prevention. Rye Fire provided station tours for children throughout the month. Rye Fire assisted the schools with fire drills.

Training. Training has been ongoing throughout the month. Fire training included thermal imager training, pump operations, fire alarm and communications training. Had 1 employee attend a Hazmt class which was funded by CSEPP. EMS training is ongoing with a new topic every 6 days concerning procedure changes, protocol changes and continuing education.

Chief Bennett noted that he is working with various Fire Chiefs in Pueblo County for uniform billing on Haz-Mat Responses based upon a form that he has developed.

Old Business

Water Sources Hatchet Ranch

Captain Beach distributed to Mr. Reeves a proposed listing of locations and tanks. A copy was given to West Hatchet Ranch at the meeting. West Hatchet Ranch noted that they have not had a lot of success getting the tanks approved to be above ground (not buried). The proposed location of the 30,000 gallon tank was not approved by the land owner, so they have met with the owner of the Ranch House and have a possible solution including allowing us the opportunity to draft from the pond behind the ranch house. Jim Elliott noted that he needed a copy of the updated

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Land Owner Agreement, which Chief Bennett will provide. East Hatchet Ranch appears to have their spots approved. Captain Beach will meet with the group to help finalize.

Vehicle Liquidation

No bids were received for Engine 1. There appears to be some inconsistency in the specifications, which will be reviewed. Mr. Davis will readdress and readvertise.

Personal Protective Equipment

Mr. McDowell reported that one (1) set of gear was ordered at a cost of about \$2,055. Delivery expected in about 45 days.

New Business

Inter-Agency Agreement

Mr. Schaiberger asked if the Board had any questions regarding the agreement. Mr. Schaiberger wanted to verify that the monthly bank accounts would be reconciled and that the audit reports in the future will be complete by April 30th or such date as to not impede the audit process.

Motion to approve the Inter-Agency Agreement with Colorado City Metro District.

Motion:	Mr. Davis
Second:	Mr. Reeves
Aye:	Mr. Schaiberger, Mr. Reeves, Mr. Wills, Mr. Davis, Mr. McDowell
Nay:	None

Chief Bennett will meet with the Metro District on Wednesday. Mr. Wills noted that since BPK will not be doing the accounting services, that their invoice should be paid in full. This was agreed upon by the entire Board.

Schaiberger and Bennett Schedule Meeting with Medical Director

Mr. Schaiberger noted that he and Chief Bennett will be meeting with Dr. Kevin Weber, who is the Departments Physician Advisor, for a meeting and greet session. This will include reviewing operations.

Chief Truck Status

Chief Bennett noted that last week the timing housing developed a crack. It is currently at City of Pueblo Shops and will be done Tuesday. While working on the problem, it was decided to

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replace the water pump since it is original and the pump has to be removed to get to the original problem.

Building Maint.

Captain Beach provided an estimate for repairs. After discussion, it was noted that the estimate must be redone and asked that several options be provided.

Executive Session

Mr. Schaiberger noted as authorized by C.R.S. Section 24-6-402, Subsection 4, Paragraphs A-H, this board will now convene in Executive Session. The topic of the Executive Session will be to discuss Contract Negotiations, Legal Counsel Letter, and Unemployment Hearing Status. The Executive Session will not be open to the public. No adoption of any proposed policy, position, resolution, rule, regulation, or formal action shall occur at this Executive Session.

Motion to adjourn Regular Meeting of April 15, 2013 to executive session was made at 9:06 P.M.

Aye: Mr. Schaiberger, Mr. Reeves, Mr. Wills, Mr. Davis, Mr. McDowell
Nay: None

Discussions were:

- Contract Negotiations
- Legal Counsel Letter
- Unemployment Hearing Status

Following Executive Session, the meeting room was opened back up to the public at 9:54p.m.

Receive or Act on Board Correspondence

None

Adjourn

Motion to adjourn was made at 9:56 p.m.

Motion: Mr. Reeves
Second: Mr. Davis
Aye: Mr. Schaiberger, Mr. Reeves, Mr. Wills, Mr. Davis, Mr. McDowell
Nay: None

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Dated this 15th day of April 2013.

A handwritten signature in cursive script that reads "Beach".

Submitted by Jim Beach, Captain