

## **The Rye Fire Protection District**

# **MINUTES OF THE RYE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING Regular Meeting January 20, 2014**

Present: Directors – Mr. John Schaiberger, Mr. Wade Wills, Mr. Jim Elliott, Mr. Mike Davis, Mr. Steve McDowell

Absent Directors – None

Others - Chief Steve Bennett, Captain Jim Beach, Company Officer Larry Archuleta

### **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 noted that there was an allegation that the meeting notice was not posted at Station 1. Chief Bennett noted it was posted on Friday and Captain Beach noted it was present on Saturday morning. Chief Bennett will get a shadow box constructed and installed at Station 1 before the next meeting.

### **Approval of Agenda**

The following items were added to the agenda:

- Drug Testing

No motion was made, but was approved by all.

### **Public Comments on Non-Agenda Items**

None.

### **Minutes of December 16, 2013 Regular Meeting**

Mr. Schaiberger asked that the meeting minutes be ready and distributed as soon after the meeting as possible. Captain Beach noted they would be done 7-10 days after the meeting.

The following corrections were noted:

- Page 3 of 9, 2014 Budget. Change wording from “a budget of this side” to “a budget of this size.”

## The Rye Fire Protection District

- Page 5 of 9. Under Bylaw Revisions, Paragraph 2, change “correct command staff” to “current command staff.”
- Page 5 of 9. Under Bylaw Revisions, Paragraph 2, add receipts required for all expenditures.

Motion to approve Minutes of December 16, 2013 Regular Meeting with the changes noted.

Motion: Mr. Davis  
Second: Mr. Wills

Further Discussion: Chief Bennett noted that the Transparency Form has been filed with the State of Colorado. Mr. Elliot noted that he has signed the bank card.

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

### Treasurer’s Report

Accounts Receivable discussion. Chief Bennett noted that the auditor is meeting with Metro District this Wednesday to adjust the 2013 ledger to separate 2012 expenses to give the Board a more accurate accounting of 2013 expenditures.

Accounts Payable discussion. Mr. Wills asked that Chief Bennett discuss with Canon National Bank the number of bank fees they are charging. Mr. Wills believes that with the amount of funds being transacted at the bank that they should either waive them or lower them. Question arose as to the Colorado City Metro fee structure and that will be researched by Mr. Davis. Question arose as to whether the towing bill has been submitted to the insurance company. Chief Bennett will verify if that coverage is in the new policy.

EMA reports were reviewed. Question arose as to how much of the Accounts Receivable for ambulance billings will be collected. It was noted that the current collection rate is around 32-34% of what is billed.

Motion to accept Accounts Receivable and Accounts Payable for the month of December 2013.

Motion: Mr. Wills  
Second: Mr. Elliott

Further Discussion: None

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

### Fire Chief Report

## The Rye Fire Protection District

**Statistics.** In the Month December 2013, Rye Fire responded to 69 calls for service of which 55 were EMS related and 14 were fire related. In comparison with previous year this is an increase of 15% from 2012 and less than 1% from the 5 year average of 59.

**Administration/Operations.** Developing additional SOG's and using examples that have been obtained from local surrounding departments.

Christmas dinner which was a potluck was held at the station. Good turnout and the employees enjoyed the dinner.

Our Auditor is schedule to meet with Colorado City Metro to make all the adjustments for the beginning account balances and year end balances for 2012 and beginning 2013.

Med 11 ambulance has been repaired and is now back in service.

**Prevention.** Provided Station Tours throughout the month for cub scouts for their badge requirements.

**Training.** Training has been ongoing throughout the month. Fire training included building construction, ladders, salvage and overhaul operations. EMS training is ongoing with a new topic every 6 days concerning procedure changes, protocol changes and continuing education.

**Other Discussions.** Mr. Wills noted that the Board needs to keep in mind that the Command Vehicle needs to be replaced. It has been hit several times and is having mechanical troubles. He also noted that Water Tender 12 is aging and will have to be replaced in the future. Mr. Wills asked that Chief Bennett get pricing for 6 tires for Engine 23 and 8 tires for Water Tender 12 to include finding someone to come out to the area to install the tires and let Mr. Clennin know that there will be more tires for him to purchase.

Mr. Wills asked about the plan for licensing and signage for Med 22, which was acquired from AMR. Chief Bennett asked if the Board wanted magnetic signs or permanent signs. The consensus was to have permanent signs installed. Chief Bennett will inquire as to costs for signs from Signs by Scott and Grand Signs. Chief Bennett also noted that once signs are installed, it will be licensed with the other ambulances for 2014.

Mr. Schaiberger inquired if the Pepsi Truck and the Wiltz Trailer have been paid for and picked up. Chief Bennett noted that Rye Fire has been paid and the money deposited into Canon National Bank. He noted that the units were picked up, but could not find the title. Instead of getting a replacement title, Mr. McDowell will apply for a lost title through CSP next week.

## Old Business

### Resolution 14-007 – 2013 Amended Budget

This resolution is to amend the 2013 Budget to appropriate additional sums of money to defray expenses in excess of amounts budgeted for the year 2013. The revenue budget increased from \$846,906 to \$1,760,721 with increased Emergency Medical Service collections and funds collected for Interagency activities throughout 2013. Chief Bennett noted that the funds noted were based upon the revenues received, not liabilities.

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Motion to adopt Resolution 14-007 2013, Resolution for Supplemental Budget and Appropriation.

Motion: Mr. Wills  
Second: Mr. McDowell

Further Discussion: None

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

### Hatchet Ranch

Mr. Elliott noted that one tank was moved from Walsenburg earlier this month by Firefighters Marsh and Hobby and thanked them for their great work. That same day, two (2) other tanks were moved around Hatchet Ranch. There are two (2) tanks remaining in Walsenburg. One is a 13,000 gallon tank, which will be moved by Kirkland tomorrow. It was noted that Kirkland cannot move the 30,000 gallon tank like previously thought without breaking it apart. In addition, Weber cannot lift the tank because of the size and weight. It was recommended to investigate whether a house moving company can accomplish the task without breaking the tank apart. Mr. Schaiberger has been doing some checking on firms. Mr. Norm Montee, who lives in the Wildhorse Area was also noted as a possible source. Mr. Schaiberger will do more investigations.

### Receive or Act on Board Correspondence

Mr. Schaiberger asked that this get moved to below the Fire Chief's Report in the future so that the Public can listen to this agenda item. It is typically after the Executive Session and most people don't stay around to come back in once the doors are reopened.

Mr. Schaiberger passed around a card of thanks from the firefighters thanking the Board Members for the new kitchen table and chairs that the Board Members paid for out of their own pockets. Mr. Schaiberger noted that Mr. Davis paid for the furniture and is accepting reimbursements from Board Members.

### Old Business – Continued

#### Election Updates

A calendar of required events was passed out and a link to the website was E-Mailed out to the Board Members. It was noted that Mr. McGoff cannot be the DEO due to medical reasons. Chief Bennett and Mr. Davis will check with the Metro District for a possible DEO. Chief Bennett will also check with the Pueblo Clerk and Recorder to see if they will handle the votes for this election of new Board Members. Mr. Davis will create a summary sheet of required events based upon the calendar provided.

# The Rye Fire Protection District

## SDA Update

Chief Bennett noted that the application was received and Rye Fire received the 25% discount. The total invoice was \$763.15. The fee is based upon the regular budget for 2014. The renewal will be paid by check. The motion to renew the membership was done last month. Mr. Schaiberger noted that all Board Members should get E-Mails from SDA regarding various topics.

## New Business

### VFIS Update

Mr. Davis noted that there is discrepancy with VFIS on an unpaid balance as a result of workman's compensation for the Interagency activities. According to Mr. Davis, VFIS has not been cooperative in the matter. Mr. Davis noted that he has a meeting scheduled with legal counsel on January 30<sup>th</sup>. It was also noted that Mountain States Employers Council will also be contacted for guidance.

### HR Discussion

Mountain States Employers Council (MSEC) was recommended by SDA to help provide guidance in a number of areas including Human Resources. The cost is \$1,250 per year with an expected enrollment of three (3) years. The fee is based upon an average of 30 hours per year. This fee assumes a larger number of hours the first year and tapering off from there. After three (3) years, they recommend going to a set fee of \$75 per hour since typically most problems are addressed in the first three (3) years. Chief Bennett will print more information and distribute to Board Members.

Motion to join Mountain States Employers Council.

Motion: Mr. McDowell  
Second: Mr. Wills

Further Discussion: None

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

### Election New Officers

Per the Bylaws, the Rye Fire Protection District shall elect new officers on an annual basis in January. The timing of the election has been discussed in length at previous meetings.

Motion to change the date of election of officers for the Rye Fire Protection District Board Members from January to July.

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Motion: Mr. Davis  
Second: Mr. Wills

Further Discussion: It was noted that there is a vacant Vice-Chair position due to the resignation of Mr. Reeves.

Motion to table the above motion moving the date of election.

Motion: Mr. Davis  
Second: Mr. Elliott

Further Discussion: None

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

Motion to nominate Mr. Davis as Vice-Chairman for the Rye Fire Protection District Board of Directors.

Motion: Mr. McDowell  
Second: Mr. Elliott

Further Discussion: No further Nominations.

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

Motion to pull the motion off the table and change election dates of Board Members to July.

Motion: Mr. Wills  
Second: Mr. McDowell

Further Discussion: Clarification that the elections to be held on an annual basis.

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

## 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 for Personnel Discussion. 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.

## The Rye Fire Protection District

Motion to adjourn Regular Meeting of January 20, 2014 into Executive Session was made at 8:38 P.M.

Motion: Mr. Wills  
Second: Mr. Elliott

Further Discussion: None.

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

The topic of Executive Session was Personnel Discussion.

Motion to adjourn Executive Session of January 20, 2014 and resume Regular Meeting of January 20, 2014 was made at 9:25 P.M.

Motion: Mr. Wills  
Second: Mr. Davis

Further Discussion: None.

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

Following Executive Session, the meeting room was opened back up to the public at 9:25 p.m.

## Adjourn

Motion to adjourn was made at 9:26 P.M.

Motion: Mr. Wills  
Second: Mr, Davis

Further Discussion: None

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

Dated this 20<sup>th</sup> day of January 2014.



Submitted by Jim Beach, Captain