

**The Rye Fire Protection District**

**MINUTES OF THE RYE FIRE PROTECTION DISTRICT BOARD OF  
DIRECTORS MEETING  
Regular Meeting June 16, 2014**

Present: Directors – Mr. John Schaiberger, Mr. Jim Elliott, Mr. Garry Melchi

Absent Directors – Mr. Wade Wills, Mr. Mike Davis

Others - Chief Steve Bennett, Captain Jim Beach

**Call to Order**

The meeting was called to order at 7:02 p.m. by Mr. John Schaiberger.

Mr. Schaiberger introduced the present board members.

**Approval of Agenda**

Mr. Schaiberger asked for approval of the agenda.

No motion was made but approved by all without changes.

**Public Comments on Non-Agenda Items**

None.

**Receive or Act on Board Correspondence**

None.

**Minutes of May 19, 2014 Regular Meeting**

Not changes were noted.

Motion to approve the Minutes of the May 19, 2014.

Motion: Mr. Melchi  
Second: Mr. Elliott

## The Rye Fire Protection District

Further Discussion: None.

Aye: Mr. Schaiberger, Mr. Elliott, Mr. Melchi  
Nay: None

### Treasurer's Report

Accounts Receivable and Accounts Payable discussion. Mr. Schaiberger noted his appreciation for the revisions to the reports and that they are easier to follow. Mr. Schaiberger inquired about the payroll taxes and Chief Bennett to verify that they are correct. He believes they may be low. Chief Bennett noted several negatives were reallocated to last year. The engine repairs were moved to Capital. Mr. Schaiberger noted for the record that Rye Fire is technically in violation of payroll law and taking a risk on payroll with the Interagency Staff by paying their wages when reimbursed by the State rather than immediately after the assignment is completed. He noted that by law, payroll for individuals should be paid when time is submitted. Currently the procedure/policy is to pay the Interagency employee immediately upon receipt of the reimbursement from the State. Chief Bennett noted that all Interagency personnel are verbally in agreement with this and accept the policy. Legal will help draft and review a written agreement.

Motion to approve the Revised Accounts Receivable and Payable for April 2014.

Motion: Mr. Elliott  
Second: Mr. Schaiberger

Further Discussion: None.

Aye: Mr. Schaiberger, Mr. Elliott, Mr. Melchi  
Nay: None

Motion to approve the Accounts Receivable and Payable for May 2014.

Motion: Mr. Melchi  
Second: Mr. Elliott

Further Discussion: None.

Aye: Mr. Schaiberger, Mr. Elliott, Mr. Melchi  
Nay: None

EMA Report was reviewed. Captain Beach noted that the billings are up and the revenues are down, which is presumed to be from lower billings from 90-120 days prior. It was noted that the collection rate right now is roughly 35.70%, which is ahead of last year.

### Fire Chief Report

## The Rye Fire Protection District

**Statistics.** In the Month May 2014, Rye Fire responded to 46 calls for service of which 39 were EMS related and 7 were fire related. In comparison with previous year this is a decrease of 6% from 2013 and a 0% change from the 5 year average of 46.

**Administration/Operations.** Auditor is scheduled to meet with the Board in July along with the accountant from CCMD.

New grant request for Bunker gear was submitted to FEMA and we are still awaiting a response. Grant request was submitted to Custer County for wildland PPE. Custer County Commissioners rather than provide funds for gear will be constructing a cache building in San Isabel to store additional equipment for the area Captain Beach and Company Officer Marsh will attend next Commissioner meeting in June.

June 4, 2014 command truck caught fire due to a runaway engine.

**Prevention.** Provided tours for the public at both fire stations throughout the month.

Several Craver Middle school students helped with chores around both Fire Stations for a day. We continue to provide Mitigation assessments for various homeowners throughout the District.

**Training.** Training has been ongoing throughout the month. Fire training SCBA uses, hose testing and training, ropes, vehicle training. EMS training is ongoing with a new topic every 6 days concerning procedure changes, protocol changes and continuing education.

The task list was reviewed.

In July, the Board will meet with the Auditor and Colorado City Metro to review the audit.

Chief Bennett has been in contact with Rich Simpson regarding use of his gravel pit for slash drop-off. Mr. Simpson is talking to his insurance company to ensure it doesn't affect his current policy and will get back with Chief Bennett in a couple days.

Two (2) tires were returned from E-23. Several people have inspected them and believe that they are not in good condition. In a discussion, the Board decided to give the tires to Rich Clennin if he wants them since Rye Fire still has access to the vehicles he purchased last year.

Chief Bennett noted that in discussions with MSEC, they believe we can offer insurance to our part-time employee's. Classes of employees may have to occur. Chief Bennett will continue researching this issue.

Valley Fitness quarterly payment arrangement was agreed upon and staff are now using the facility.

Chief Bennett noted that he has a check for Mr. Rudolph and has been unable to reach him. Chief Bennett left a note on his door for him to call.

A copy of the Proposal for Mitigation Service was included in the monthly packet. Chief Bennett is concerned about having employees work this service and possibly encountering overtime. This will be discussed next month when there is a full board present.

## **The Rye Fire Protection District**

Verizon Wireless looked at the Station 1 site and noted it was not feasible as there was not enough room. After a discussion, Chief Bennett will research the current easement for our radio tower on Table Top Mountain and see if this maybe a potential site.

### **Old Business**

#### **Slash/Branches Drop Off/Mitigation**

This was discussed earlier.

#### **Hatchet Ranch Updates**

Mr. Elliott noted that there are two (2) above ground tanks are sitting on their pad awaiting piping. Captain Beach noted that he received pricing just prior to the meeting and will need to review and will finalize the report and distribute. Mr. Elliott noted that West Hatchet Ranch has a new contact person, Mr. John Dickerson. Mr. Schaiberger noted that the movement of the 30,000 tank is moving forward with an unknown date for relocation.

#### **Drafts of Personnel Policies**

Personnel Policies. Mr. Schaiberger noted that the drafts just went out to MSEC for their review. This includes Drug and Alcohol, Grievance Policy, Sexual Harassment. It was noted that the definition of Full-Time vs Part-Time employee needs to be formally included in a document. The definition was voted upon earlier in the year.

#### **Health Insurance Probabilities**

This was discussed earlier.

#### **Verizon Proposal**

This was discussed earlier in the meeting.

#### **Signature Cards**

Chief Bennett asked each Board Member to stop by Canon National Bank and sign the signature cards.

### **New Business**

#### **Review Interagency Spreadsheets**

## The Rye Fire Protection District

Chief Bennett reviewed the Interagency Spreadsheets that were including in the monthly Board Packet. All figures have been coordinated with the Auditor to ensure the rate is inclusive of all expenses.

### Command Vehicle

Chief Bennett noted that on June 4<sup>th</sup>, the Command Truck's engine caught on fire which was more of an internal fire than an external fire. It has been classified as a run-away engine. Insurance is going to cover the replacement cost of the vehicle, with a \$250 deductible, for \$35,000. Chief Bennett was able to obtain a quote from a dealer in Greeley that specializes in government vehicles for \$31,395 plus \$155 for an extra key and fob. It is for a 2014 4WD 4dr Commercial Chevrolet Tahoe.

Motion to procure the 2014 Tahoe as submitted including an extra key and fob for \$31,550.

Motion: Mr. Melchi  
Second: Mr. Elliott

Further Discussion: None.

Aye: Mr. Schaiberger, Mr. Elliott, Mr. Melchi  
Nay: None

### Other Business

Mr. Terry Kraus with Greenhorn Valley News approached the board about advertising in the July 3<sup>rd</sup> edition of the paper. This edition is one of two special editions that are distributed as a mass mailing to approximately 3,000 people. Normal circulation is around 1,000 papers. Mr. Kraus discussed various options and referenced the reverse 911 handout that was discussed at last month's meeting. Mr. Kraus noted that he believes a full-page ad would be ideal for getting this information out to the public. Typically an insert is possible, but for this special edition, no inserts will be done. Mr. Kraus also mentioned going with color-print, but believes that black and white is best. The ad would run on page 3 of the paper.

Motion to run a full page black and white add on July 3<sup>rd</sup> for \$300.

Motion: Mr. Schaiberger  
Second: Mr. Melchi

Further Discussion: Mr. Kraus noted that final layout must be complete and approved by June 27<sup>th</sup>.

Aye: Mr. Schaiberger, Mr. Elliott, Mr. Melchi  
Nay: None

### Adjourn

**The Rye Fire Protection District**

Motion to adjourn was made at 8:30 P.M.

Motion: Mr. Melchi  
Second: Mr. Elliott

Further Discussion: None

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

Dated this 16<sup>th</sup> day of June 2014.

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

Submitted by Jim Beach, Captain