

The Rye Fire Protection District

MINUTES OF THE RYE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING Regular Meeting October 15, 2018

Present Directors – Mr. John Schaiberger, Mr. George McGoff, Mr. Wally Rice, Mr. Michael Graber

Absent Directors – Mr. Rich Simpson

Others - Chief Steve Bennett, Captain Jim Beach

Call to Order

The meeting was called to order at 5:03 p.m. by Mr. Schaiberger who chaired the meeting.

Roll Call

Roll call was taken, and present members were introduced.

Approval of Agenda

Mr. Schaiberger asked for any additions or changes to the meeting agenda. No changes were noted.

Receive or Act on Board Correspondence

None.

Public Comments on Non-Agenda Items

Mr. Mike Davis noted that the Colorado City Metro District is going to run parallel books with the current software and QuickBooks. A couple board members from the Metro is interested in changing the software. It was noted that Rye Fire did pay a portion of the current software fee to the Metro for Rye Fire's portion of the accounting. Rye Fire Board Members noted that they are happy with the current software and finally being able to get the reports that they want to review Rye Fire's financial status. Mr. Rice will continue to monitor the situation with the Metro District and report back to the Board.

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Approval of Minutes

Mr. Simpson asked for approval of the minutes of September 2018. The following corrections were noted. Treasurer's Report, the number of bills to pay over \$500 will be counted and of those, 10% will be reviewed. Treasurer's Report, change spelling of Accessor to Assessor. Under KNOX caps, it was noted that as current caps disappear that they should be replaced with KNOX.

Motion to approval of the meeting minutes for September 2018.

Motion: Mr. Rice
Second: Mr. McGoff

Further Discussion: None.

Aye: Mr. Schaiberger, Mr. McGoff, Mr. Rice, Mr. Graber
Abstain: None
Nay: None

Treasurer's Report

Accounts Receivable/Payable. The Board noted their approval with the good reports being presented and their ability to review the financial picture for the District. Mr. Rice highlighted some of the important items on this month's reports. "Income/Expense Summary" report showed over \$721,000 from Property Tax this year. Mr. Rice noted that he does not expect any additional substantial tax receipts for the balance of the fiscal year. The Operations Revenue was for revenues from EMS revenues and Interagency revenues showed over \$486,000 for this year. The Other revenue was from grant reimbursements and donations totaled a little over \$4,300 for the year. The Cash Account Summary report was reviewed and noted that this was as of September 30, 2018. The "Cash in Bank – CNB Capital" account balance now reflects all transfers for the year into the Capital Account. The Income Statement is for September 2018 and reflects 9 months or 75% of the budget. Mr. Rice noted progress on the Interagency Account where a check was put in September 2017 to the DDA account by mistake and transferred to the Interagency Account. They are working on the accounting software issue but noted that the money is correct. No questions were noted at this time for the bills to be paid this month. They will be reviewed and signed tonight.

Motion to accept the Treasurer's Report for Accounts Receivable and Accounts Payable for September 2018.

Motion: Mr. McGoff
Second: Mr. Graber

Further Discussion: None.

Aye: Mr. Schaiberger, Mr. McGoff, Mr. Rice, Mr. Graber
Abstain: None

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Nay: None

Emergency Medical Services. Captain Beach reviewed the September 2018 EMS Graph noting that billings are over 6% above the budget and revenues are down by about 3%. It is believed that the EMS revenue at year end will meet the budget.

Capital Projects. Chief Bennett noted that the all Board approved fund transfers have been made. Mr. Graber noted that his engineering calculations reflect that four (4) high volume fans, each moving about 10,000 cfm, can be placed, one at each door and wired such that when a door opens, the fans will turn on and push air outside. His estimated cost was about \$2,000 for four (4) fans and \$1,000-\$2,000 for electrical and controls. This is per station. Chief Bennett noted that a licensed electrician is on staff which could help with the expense. These are portable units and there is a concern that the location of the fans may interrupt operations due to limited space in the building. Mr. Graber noted that these units will take less than a minute to exhaust the air. Mr. Schaiberger noted he has a similar size fan that will be used to see if this is a viable option. A concern was brought up as to how to monitor the efficiency of any system. Chief Bennett will do research for systems that can monitor the living quarters before any system is installed, which will give a base line for determining efficiency. It was noted that currently, there are hydrocarbons falling on vehicles and once a new system is installed, this can also be a base line for determining efficiency in the bays.

Fire Chief Report

Statistics. In the Month September 2018, Rye Fire responded to 76 calls for service of which 66 were EMS related and 10 were fire related. In comparison with previous year this is a decrease of 8% from 2017 and a decrease of 3% from the 5-year average of 83

Administration/Operations. Hydrant testing is still on hold due to water restrictions and conservation through our drought period. However, if there are hydrants that need checked for operability will test them for operability at this time but not flow rates.

All tested hydrants have been painted, approximately 75 hydrants have been completed. A thank you note will be sent to the Eagle Scout.

Options are still being researched for Life Pak 15 cardiac monitors. Latest option would be purchasing them through AMR as they get a hefty discount on prices. A price quote was provided by AMR and sent to the Board Members. The current units will be acceptable until March-April 2019 and will continue to research matching grant options.

Prevention/ Community Outreach. Provided school fire drills at all schools. We also provided standby at the home football games.

Rye Fire had representation for Western Days Chili Cookoff judging the chili cookoff.

Continue to provide mitigation assessments when requested.

Training. Training has been ongoing. Fire training covered extrication, water systems and overhaul operations. EMS training is ongoing with a new topic every 6 days providing continuing education

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for annual requirements.

Task List.

- Fire Hydrants. Testing on hold due to drought conditions. If any hydrants need to be tested, they are tested. Now waiting on the lake level to be restored. Chief Bennett noted that a boy scout from Pueblo West painted all of the 81 tested hydrants. It was noted that there is no Interagency Agreement in place if a hydrant or line is broken while testing of the hydrants, Hydrants, when tested, only occurs during normal Colorado City Metro business hours.
- Exhaust System. Refer to Treasurer's Report.
- Inclusion Information. Refer to Old Business.
- Hatchett 33,000 Gallon Tank. It was noted that movement continues. Mr. Graber noted that he talked to Baxter Kirkland and they can assist with a crane and portable jacks. It was noted that the tank will probably need to be drained due to the amount of weight. Pictures of the tank will be sent to Mr. Graber for his analysis.
- Lif Pak 15 quote. See Chief's Report
- Track Time of Clerical Work. See Old Business.

Old Business

Nepotism Policy

Mr. Geoff noted that he met with three (3) eager firefighters to kick this off. They are Firefighter J. Anderson, Firefighter Kelly, and Firefighter Dudik. He gave them an assignment to find other districts policies for examples. He noted that in the existing handbook, Section 2.20 has some verbiage which can be modified and will be researched. Next meeting will be November 14th. Mr. Geoff asked the Board to consider if the existing situation is grandfathered in and will be grandfathered in contingent upon final approval of the policy. The final policy will also be reviewed by Legal Counsel before final Board Approval.

Clerical Help/Justification

Chief Bennett, as requested, showed pages and pages of notes for clerical items he completed last month. Chief Bennett noted that he believes that it would be more efficient for him to have an office outside of Station #2, which is away from the day-to-day operations but close for responses and necessary supervision. Several options have already been reviewed and more will be reviewed this month and brought back to the meeting next for discussion.

Office Space

See above.

Burnt Mill Properties

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There were no representatives from the association at the meeting. Mr. Schaiberger noted that Chief Bennett and himself met with Legal Counsel. Legal Counsel is developing a letter, petition and cost for the group for inclusion based upon all parties signing and approving. This letter will be available soon for review by the Board. If an election is necessary, then they will need a new letter. A discussion ensued as to the financial expenses that Rye Fire has expended thus far. It was noted that if the group backs out at this point, then the District will be eating the expenses thus far. It was noted that moving forward, that the group must be responsible for financial expenses.

Fires in Region and Staff Updates

None to note.

Pine Shadows Subdivision

Chief Bennett noted that this subject was discussed with Legal Counsel, who will get information as to who is responsible for road naming and address numbering. For efficient emergency response, for both fire and law, it is critical that the address numbering is consistent. The information obtained from Legal Counsel will be presented at the next meeting. Chief Bennett will continue to update the board on this issue.

New Business

TargetSolutions

Chief Bennett sent information to the Board Members regarding a web-based platform that enables organizations to maintain compliance, deliver curriculum and track training. It is use by several large fire agencies in Pueblo County. Chief Bennett has been reviewing a demo of the program and believes that this will be of benefit for the department.

Motion to procure TargetSolutions Software.

Motion: Mr. Schaiberger

Second: Mr. McGoff

Further Discussion: None.

Aye: Mr. Schaiberger, Mr. McGoff, Mr. Rice, Mr. Graber

Abstain: None

Nay: None

Brush Truck

Chief Bennett noted that Pueblo County Emergency Services Bureau gave Rye Fire a Type 6 Brush Truck. The unit is currently in our possession at Station #1 awaiting final paperwork transferring it to

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our Department. Once finalized, it will be put into service and rotated out on a regular basis with Engine 16.

Adjourn

Motion to adjourn was made at 6:58 P.M.

Motion: Mr. McGoff

Dated this 15th Day of September 2018.

A handwritten signature in cursive script, appearing to read "Beach".

Submitted by Jim Beach, Captain