

The Rye Fire Protection District

**MINUTES OF THE RYE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
Special Meeting January 24, 2022**

Present Directors – Mr. John Schaiberger, Mr. Rich Simpson, Mr. Mike Graber

Absent Directors – Mr. Wally Rice, Mr. George McGoff

Others – Acting Administrative Chief Jim Beach, Acting Chief of Operations Mike Christian

The meeting was called to order at 5:00 p.m. by Mr. John Schaiberger, who chaired the meeting. Meeting was held in-person at 4497 Bent Brothers Drive, Colorado City Colorado.

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. Mr. Schaiberger asked that COLOTrust be added to the agenda.

Motion to accept the agenda as posted for January 24, 2022 with the COLOTrust addition.

Motion: Mr. Schaiberger

Second: Mr. Simpson

Further Discussion: None.

Aye: Mr. John Schaiberger, Mr. Simpson, Mr. Graber

Abstain: None

Nay: None

Receive of Act on Board Correspondence

Acting Administrative Chief noted that Rye Fire received a donation in Former Assistant Chief Ivan Dale’s memory along with a card who recently passed away.

Public Comments on Non-Agenda Items

The Rye Fire Protection District

None.

Approval of Minutes

Minutes from Special Meeting of November 29, 2021.

Motion to approve the minutes for the Special Meeting of November 2021.

Motion: Mr. Schaiberger
Second: Mr. Simpson

Further Discussion: None.

Aye: Mr. John Schaiberger, Mr. Simpson, Mr. Graber
Abstain: None
Nay: None

Minutes from Special Meeting of December 9, 2021. Under Treasurer’s Report, “Acting Chief Beach as the Board...” should read “Acting Chief Beach asked the Board...”. The COVID 19 Bus information should be deleted because that occurred on the 11th of December.

Motion to approve the minutes for the Special Meeting of December 2021 with the above two (2) items noted.

Motion: Mr. Simpson
Second: Mr. Graber

Further Discussion: None.

Aye: Mr. John Schaiberger, Mr. Simpson, Mr. Graber
Abstain: None
Nay: None

Treasurer’s Report

Accounts Receivable, Accounts Payable December 2021. Mr. Mark Paolucci, Rye Fire’s Accounting Firm, was not present to answer many questions. Mr. Schaiberger asked for a cash balance as of 12/31/2021. Acting Administrative Chief Beach noted that he believes is it about \$384,000 between all accounts with the reports presented. This is from the Balance Sheet Current Assets and confirmed by the Proof of Cash reports and ColoTrust statements in the financial report. Mr. Schaiberger asked if this included December’s payroll. Acting Administrative Chief Beach noted that typically the cash amounts are in the month that payroll is distributed, which was January 2022. The question was posed to Acting Administrative Chief Beach what is included in account 1210

The Rye Fire Protection District

Accounts Receivable dollar amount. Acting Administrative Chief Beach noted that he believes that is the current accounts receivable for EMS Billings with the negative amount in account 1212 (Allow for Uncollectible Acts) being the amount that is written off in EMS billing. This is more of an accountant question. Account 1220 Property Taxes Receivable was asked of Acting Administrative Chief Beach. This is more of an account question, but Beach noted that he believes that this is the dollar amounts in Property Tax Payments that is noted to Rye before the actual deposit is made which is earned but not received. Account 1344 Prepaid Expenses was asked of Acting Administrative Chief Beach. He noted that this is a question for the accountant. In the General Ledger, there was a payment on December 15, 2021 in the amount of \$2,869.50 to Colorado Special Districts Prop & Liab Pool, which Acting Administrative Chief Beach could not explain and was noted that this was a question for the accountant. In the General Ledger, there was a payment on December 15, 2021 in the amount of \$28,980.00 which appeared three (3) times. It was asked of Acting Administrative Chief Beach if this was paid three times. He noted that he did not believe so and the entries were probably accounting debits and credits but is a question for the accountant. In the bills to be paid, there was a check to Geargrid Corporation in the amount of \$8,610. The Board asked about this. Acting Administrative Chief Beach noted that he did not remember the dollar threshold before ordering items and apologized to the Board. This was for new gear lockers in Station #2 bay for fire fighting gear.

Motion to approve the payment of \$8,610.00 to Geargrid for lockers.

Motion: Mr. Simpson
Second: Mr. Schaiberger

Further Discussion: None.

Aye: Mr. John Schaiberger, Mr. Simpson, Mr. Graber
Abstain: None
Nay: None

Motion to move \$50,000 from Bank of San Juans to the ColoTrust Capital Account.

Motion: Mr. Simpson
Second: Mr. Schaiberger

Further Discussion: None.

Aye: Mr. John Schaiberger, Mr. Simpson, Mr. McGoff, Mr. Rice
Abstain: None
Nay: None

Also in the Checks to Sign were two (2) other checks that were signed prior to the meeting because they could not wait for this meeting. Acting Administrative Chief Beach gave all checks to be signed along with supporting documents in case the board has questions on any checks to be signed. Acting Administrative Chief Beach noted that he would request that Mr. Mark Paolucci attend the next meeting to answer financial questions.

The Rye Fire Protection District

Motion to approve the Treasurer's Report and Accounts Payable for December 2021.

Motion: Mr. Simpson
Second: Mr. Graber

Further Discussion: None.

Aye: Mr. Schaiberger, Mr. Simpson, Mr. Graber
Abstain: None
Nay: None

For the EMS Billings, due to staffing changes within the Department, no reports were presented.

Capital Projects. All existing Capital Projects are complete. Acting Administrative Chief Beach suggested that future projects be submitted to the Board for approval so they can be approved to begin as budgets allow. He also suggested that a committee be formed consisting of 2 board members, 2 fire department personnel, and a couple community members to start looking to the future in planning for a new station.

Fire Chief Report

This was for the Months of October, November, and December 2021.

Statistics. In the Month of October 2021, Rye Fire responded to 81 calls for service of which 61 were EMS related and 20 were Fire related.

In the Month of November 2021, Rye Fire responded to 77 calls for service of which 71 were EMS related and 6 were Fire related.

In the Month of December 2021, Rye Fire responded to 82 calls for service of which 63 were EMS related and 19 were Fire related.

For 2021, Rye Fire responded to 813 calls for service of which 650 were EMS related and 163 were Fire related. Roughly 45% of the EMS calls in 2021 resulted in a transport to a local hospital.

Administrative/Operations. COVID-19 impacted operations. Chief Bennett was hospitalized for several days and is now at home recovering but will be out for several more months. Due to COVID-19 impact, daily rapid testing was implemented. Two (2) other staff tested positive and could not work. At one time, a total of nine (9) staff were out at one time due to COVID. A total of 506 extra hours were worked by Rye Staff and another 287 hours from other Agencies worked to help continue normal operations during the month of November. By the end of November, staffing levels returned to normal.

Captains Jim Beach and Mike Christian assumed temporary responsibilities during Chief Bennett's absence. Jim Beach assumed the role of Acting Administrative Chief and Mike Christian assumed the role of Acting Operations Chief. Chief Christian is working with the shifts Monday through Friday during the day, which has been good for personnel to see a person with his role daily. Chief Beach is working to provide Command Coverage during the weeknights and on weekends.

The Rye Fire Protection District

Chief Beach is also working with the EMS Billing Company to ensure that the process continues. A 2021 final report is expected by next months meeting.

The 2022 Budget was approved and submitted to DOLA and the County Accessors Offices in December as expected.

Included in the 2022 Budget was an 8% across the board pay increase for staff, which will take effect January 1st and compensated in their February 1st check. Further incentives will be reviewed for implementation in the 2nd quarter of 2022.

Included in the 2022 Budget were new Class B Uniforms (daily uniforms) for all staff. All staff will be fitted and expected to arrive by the end of January. This will ensure constancy amongst all staff, including new hires.

New gear racks for 24 staff were ordered for Station 2 to replace the old wooden racks that were installed about 20 years ago. This will provide neat and orderly storage of gear for staff when they are not on shift. Racks are due in January and will be installed by our staff.

New LED light strips were ordered for Station #2 Office Area and Bay along with Station #1 Bay. The lights are original to both buildings with most ballasts either failed or not functioning properly. All fixtures in the Bay at Station #1 were out resulting in safety issues during nighttime access in the building. It was less expensive to buy new fixtures than replace parts. The new fixtures will pay for themselves in less than two (2) years with energy savings. Installation is being completed by Chief Christian.

Planning on a 2021 Emergency Responders Dinner for all Board Members and Staff which will be held on Saturday, January 22nd at the Roundtable Restaurant at Hollydot Golf Course. Each responder will receive a PPE gift from the Board.

In December, our EMS Coordinator, Dr. Kevin Weber, stepped down for health reasons. He is also the coordinator for all Pueblo County agencies. Chief Beach is on the Pueblo County committee to hire a new EMS Coordinator, which should be on-board by March/April 2022. Working with Southern Colorado RETAC to obtain a new temporary medical director so we follow the DEA's requirements for narcotics.

Chief Christian and FF Matt Kelly worked on an Assistance for Firefighters Grant (AFG) for 30 sets of bunker gear. This includes new structure firefighting pants, coat, helmet, gloves etc. They missed the deadline but will keep this for future grants and will be looking for other grant possibilities for bunker gear.

Chief Christian and FF Matt Kelly are also researching other AFG grants.

FF Matt Kelly is updating our RFPD Website to include adding pictures of all new staff and allow posting of public announcements.

The Rye Fire Protection District

Participated in the 2021 Chamber of Commerce Parade of Lights where Mr. John Schaiberger was the Parade Marshal.

Participated and helped send the Girls Volleyball team to State by giving them a roaring send off as they left Rye High School for the trip down Highway 165.

FF Andrew Ercul was voted by his peers as Fire Fighter of the Year for 2021 and was presented a plaque.

Helped bring the COVID Bus to Colorado City on Saturday, December 11th where COVID vaccines, boosters and flu shots were administered.

Prevention. We continue to post monthly Facebook safety tips.

We continue to provide Mitigation Assessments for homeowners throughout the District.

Training. Training has been ongoing with miscellaneous fire training, and vehicle operations. New NFPA Fire training materials will be ordered in January and training will commence the first of February for those new individuals who are not FF1 certified. EMS training is ongoing to maintain continuing requirements. Rye Fire is being offered many training opportunities from other Pueblo County Agencies with staff signing up for the training.

Other Updates:

- Fire Hydrants. All fire hydrants in Rye were tested in 2021 with no concerns. The hydrants in Colorado City is on hold due to cold weather.
- Records Retention. Not discussed due to absence of the Board Member heading this up.
- MSEC Policy Update. It was noted that the annual dues are due this week. Acting Administrative Chief Beach will handle this.
- Full-time Staff Accrued Hours. Will be discussed in Executive Session.

Old Business

Fires in Region and Staff Updates

Fires in Region.

No new fires. It was noted that one of the interagency personnel went to the Marshal Fire. Chief Bennett will be working on getting these personnel payment requests sent to the State of Colorado for payment.

Staff Updates.

Several new EMT's are on-board, and our paramedic staffing level is low. One (1) paramedic is stepping down from full-time to part-time to go to Nursing School.

2022 Budget Update.

The Rye Fire Protection District

Acting Administrative Chief Beach noted that the budget was submitted to DOLA and Chief Bennett is ensuring that they are reviewing the budget. Beach also noted that the budget was submitted to the three (3) Clerk and Recorders Office before the deadline.

SDA Membership Renewal.

Acting Administrative Chief Beach will research to pay.

Recognition for Outside Agencies-November 2021.

Acting Administrative Chief Beach noted that this will be addressed before the next Board Meeting.

2021 Audit Cycle.

Acting Administrative Chief Beach presented an engagement letter from Garren, Ross & DeNardo, Inc. with a back-up E-Mail for an approximate value of \$10,000.

Motion to sign the engagement letter with Garren, Ross & DeNardo, Inc. for the 2021 Audit Report.

Motion: Mr. Schaiberger
Second: Mr. Graber

Further Discussion: None.

Aye: Mr. Schaiberger, Mr. Simpson, Mr. Graber
Abstain: None
Nay: None

New Business

2022 Responder Dinner

Acting Administrative Chief Beach noted that 35 individuals attended the dinner on January 22nd. In attendance were 2 Board Member, Mr. Paolucci (our Accountant) and other responders and their families. It was held at the Round Table Sports Bar and Grill.

2022 Election Calendar

The calendar was presented and was extrapolated from DOLA's calendar to include only those items associated with the upcoming election.

Resolution 22-006 – Concerning May 2, 2022 Election

Rye Fire needs to hold an election this year as one or more of the Board Members terms are expiring this year. This election will be for three (3) years terms as DOLA is transitioning to odd year elections. Mr. Simpson and Mr. Rice's terms expire in 2024, but since there will be no election in 2024, they will be up for re-election in 2023. Acting Administrative Chief Beach noted that three (3)

The Rye Fire Protection District

individuals' terms are expiring this year. Some of the Board members believe that it should be on one (1) person. There was a lengthy discussion on the number of expiring terms.

Resolution 22-006 Resolution of Rye Fire Protection District Concerning May 2, 2022. The regular election is set for May 3, 2022 and will be held between 7:00 A.M. and 7:00 P.M. The Election shall be held and conducted in accordance with the Colorado Local Government Election Code, Title 32, Article 1, Part 8, Colorado Revised Statutes and other relevant Colorado and federal law (collectively, the "Applicable Law". The election shall be conducted as a mail ballot election. The Designated Election Official shall develop a plan for conducting the mail ballot election. There shall be no election precincts or polling places. Pueblo County will coordinate the election between all three (3) counties.

Motion to approve Resolution 22-006 for Three (3) Board Members for Three (3) years each.

Motion: Mr. Schaiberger
Second: Mr. Simpson

Further Discussion: There was a discussion whether there are only 1 or 3 seats available, and motion was changed.

Motion to approve Resolution 22-006 for One (1) Board Member for Three (3) years.

Motion: Mr. Schaiberger
Second: Mr. Simpson

Further Discussion: The Resolution was noted to include up to three (3) individuals in the election based upon further research.

Aye: Mr. Schaiberger, Mr. Simpson, Mr. Graber
Abstain: None
Nay: None

Resolution 22-007 – Appointing a Designated Election Official (DEO)

Resolution 22-007 Appointing a Designated Election Official (DEO) to exercise the authority of the Board in conducting the election. In the event that there no more Self-Nominations and Write-In Nominations by the posted date for submissions, the DEO can cancel the election on March 1, 2022.

Motion to approve Resolution 22-007 and appoint Jim Beach as DEO.

Motion: Mr. Schaiberger
Second: Mr. Simpson

Further Discussion: Mr. Graber asked Jim Beach if he was willing to take on this task, which he accepted.

Aye: Mr. Schaiberger, Mr. Simpson, Mr. Graber
Abstain: None

The Rye Fire Protection District

Nay: None

DEO Stipend.

Mr. Schaiberger noted that historically Rye Fire has compensated the DEO for this service. No firm dollars were noted nor agreed upon.

Election Advertisement.

DEO Jim Beach noted that the advertisement for the election must be posted in at least two (2) places. This will be posted in the Greenhorn Valley News upon agreement with number of open seats. It will also be posted on Rye Fire Protection District's Website. Also added to the Website will be the Self Nomination Forms and Write-In Forms. All forms must be returned to the DEO's office.

Executive Session

Mr. Schaiberger noted that the Board will go into Executive Session. The topic of the Executive Session will be to discuss Staff Updates. 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 go into Executive Session at 6:51 pm.

Motion: Mr. Graber
Second: Mr. Simpson

Further Discussion: None.

Aye: Mr. Schaiberger, Mr. Simpson, Graber
Abstain: None
Nay: None

Discussion was Staff Updates.

Motion to adjourn Executive Session was made at 7:18.

Motion: Mr. Schaiberger
Second: Mr. Simpson

Further Discussion: None.

Aye: Mr. Schaiberger, Mr. Simpson, Mr. Graber
Abstain: None
Nay: None

Following Executive Session, the Board returned to regular session and the room was opened back up to the public.

The Rye Fire Protection District

Equipment Maintenance

Acting Operations Chief Christian noted that several of the extrication tools are due for maintenance. These were donated several years ago and haven't been serviced since. It was noted that there were three (3) pieces of equipment and was quoted \$200 each for servicing.

Motion to approve maintenance of equipment at \$200 each.

Motion: Mr. Graber
Second: Mr. Simpson

Further Discussion: None.

Aye: Mr. Schaiberger, Mr. Simpson, Mr. Graber
Abstain: None
Nay: None

Adjourn

Motion to adjourn was made at 7:25 P.M.

Motion: Mr. Simpson

Dated this 24th day of January 2022.



Submitted by Jim Beach, Acting Administrative Chief