

The Rye Fire Protection District

**MINUTES OF THE RYE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
Regular Meeting July 17, 2021**

Present Directors – Mr. John Schaiberger, Mr. Rich Simpson, Mr. Wally Rice, Mr. George McGoff

Absent Directors – Mr. Mike Graber

Others - Chief Steve Bennett, Captain Jim Beach

Call to Order

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 requested to add an Executive Session to discuss Staff and a Contract.

Motion to accept the agenda as posted for July 19, 2021, as posted including an Executive Session.

Motion: Mr. Schaiberger

Second: Mr. Simpson

Further Discussion: None.

Aye: Mr. John Schaiberger, Mr. Simpson, Mr. Rice, Mr. McGoff

Abstain: None

Nay: None

Receive of Act on Board Correspondence

None.

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Public Comments on Non-Agenda Items

None.

Approval of Minutes

Under Treasurer's Report, it was noted that Mr. Graber was not in attendance and should be removed from the voting. It was noted that dollar values should be included in the meeting minutes. The final estimate for the overhead doors at Station #1 is \$13,435.

Motion to approve the minutes for the Regular Meeting of June 2021 with changes noted.

Motion: Mr. Simpson
Second: Mr. McGoff

Further Discussion: None.

Aye: Mr. John Schaiberger, Mr. Simpson, Mr. McGoff
Abstain: Mr. Rice (not in attendance last month)
Nay: None

Treasurer's Report

Accounts Receivable, Accounts Payable June 2021. Mr. Rice went over key points in the June 2021 report. Mr. Rice noted that Property Tax collections are ahead of budget but reminded the Board that once all collections have been received, essentially the funds will need to carry the District for the balance of the year. It was noted that about \$165,000 is pending from Pueblo County and will be received in July. Mr. Rice noted that the budget is now at 50% for the year. The Interest Income values for the current month and current year to date do not coincide with recent Income Statement and ColoTrust reports. Chief Bennett will do research to verify that these values are correct. The Treasurer's Fee is roughly 73%, which coincides with the year-to-date property tax collections. The Natural Gas line item is at 73% for the year, but the heating season is over except for a couple months at the end of 2021. In the Journals by Reference, the top five (5) expenses are paid via electronic funds transfer. The \$800.00 payment for Outside Service Fees to Colorado City Metro is for accounting services. There were two (2) payments to Greenhorn Valley View which were advertising items. One was the add placed in the Rye School Calendar and the other was a full page add placed in the mass mailing. The staff payroll report does not list check dollars, but at last month's meeting Chief Bennett provided a good breakdown of staff along with their qualifications and hours for month of May. The board noted that this was good information.

For the checks to pay, it was noted that the \$10,456.15 check for City of Pueblo Fleet Maintenance was the repairs for Engine 231. Of that amount, roughly \$5,000 was for parts. The final cost was less than originally quoted. The truck is now back in service.

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Motion to approve Accounts Receivable and Accounts Payable for June 2021.

Motion: Mr. McGoff
Second: Mr. Simpson

Further Discussion: None.

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

For the EMS Billings, it was noted that the billings for 2021 are about 31% of budget and revenue is about 70% of budget. It was noted that the call volume is up, but so are refusals, primarily due to new protocols in place as a result of the pandemic. The protocol encourages people to only go to the emergency room if it is a true emergency. It was once again reinforced by Mr. Rice that a large percentage of billings are written off, primarily due to the amount insurance companies are paying. Chief Bennett noted that In-District Write-Offs account for a small percentage of the overall amount written off. Chief Bennett noted that he believes that all transports are being billed properly.

Capital Projects. It was noted that the new garage doors are on order from Prutch's Garage Door and will be installed once received. Our staff electrician is doing some rewiring to accommodate the new installation.

Fire Chief Report

Statistics. In the Month of June 2021, Rye Fire responded to 83 calls for service of which 69 were EMS related and 14 were fire related. In comparison with the previous year of 105 calls this is a 21% decrease from 2020 and a decrease of 13% from the 5-year average of 95.

Administration/ Operations. Primary structure engine has a catastrophic engine failure. This is under repair. Repairs look to be finished the 3rd week of June. Truck is back at Rye Fire and in Service. The repair bill was less than what was estimated.

Interviews took place for 5 applicants. The Captains were the interview panel.

Audit completed the Draft of the Audit is emailed to board members. The final audit will go to the State either July 21st or 22nd. The Board will meet with the Auditor on August 23rd to review the audit.

Testing all fire hose, this is an annual procedure and is approximately half complete. This test the hose and couplings under pressure for a duration of time and logged into hose records.

Prevention. We continue to post monthly facebook safety tips.

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Published a PSA announcement in the news paper for the mass mailing.
We continue to provide Mitigation assessments for homeowners throughout the District.

Training. Training has been ongoing with misc. fire training, hydrant hook ups and operation. EMS training ongoing to maintain continuing education requirements. Dr. Weber provided an in-house training covering protocol updates.

Task List.

- Colorado City Hydrants. Testing still on hold. Chief Bennett working with CCMD for a plan when this can occur.
- Research Accounting Fees and Audit Fees. Information provided earlier.
- Investigate records retention.
 - Sandy McGoff will assist in writing a records retention policy. This was her specialty when she worked for the State of Colorado.
- Propane
 - It is understood that Blue Flame has a 1,000 gallon tank. The cost is \$3,200 plus any installation and monthly gas usage fee's. Chief Bennett to call Air Gas to determine their monthly rate.

Motion to allow Chief Bennett to do more research and make a final decision on the propane tank system based upon the best available overall price.

Motion: Mr. Schaiberger

Second: Mr. Rice

Further Discussion: None.

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

Abstain: None

Nay: None

Old Business

Fires in Region and Staff Updates

- Fires in Region. Chief Bennett noted no fires in the region, however Interagency Staff are out on assignment.s
- Staff Updates. Chief Bennett noted that the Captains interviewed several individuals and made recommendations for four (4) good candidates for EMT-Basic positions. Still looking for a couple paramedics to help fill in the schedule.

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Audit – Scheduled for June 2021

Discussed earlier.

Accounting and Audit Fee Comparisons

Discussed earlier

Propane Services Comparisons

Discussed during the Fire Chief's Report.

New Business

Election of Officers for the Board

Annual election of officers took place. Mr. Schaiberger noted that due to term limits, his place on the board will expire next year.

Motion to keep all three (3) positions the same with Mr. John Schaiberger Chairman of the Board, Mr. Rich Simpson Vice-Chairman of the Board, and Mr. Wally Rice Secretary/Treasurer of the Board.

Motion: Mr. Simpson
Second: Mr. McGoff

Further Discussion: No further comments or nominations.

Aye: Mr. Schaiberger, Mr. Simpson, Mr. McGoff, Mr. Rice
Sustained: None
Nay: None

Executive Session

Mr. Schaiberger noted that the Board will go into Executive Session. The topic of the Executive Session will be to discuss Personnel Issues and a Contract. 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 6:11 pm.

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Motion: Mr. Rice
Second: Mr. Simpson

Further Discussion: None.

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

Discussion was Personnel Issues and a Contract.

Motion to adjourn Executive Session was made at 6:44 pm.

Motion: Mr. Rice
Second: Mr. McGoff

Further Discussion: None.

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

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

Accounting and Audit Contract

The Accounting and Audit Fee comparisons were discussed regarding the existing contract with Colorado City Metro and Mark Paolucci. From information obtained, it appears that the fee structure with Mr. Paolucci will be less than currently being expended with Colorado City Metro and the current auditor. It was noted that Rye Fire is not in any current contracts with CCMD.

Motion to allow Chief Bennett to discuss further with Mark Paolucci to take over the Accounting Services that CCMD is currently performing including beginning the transition process.

Motion: Mr. Schaiberger
Second: Mr. Rice

Further Discussion: Contingent upon Chief Bennett conferring with Pueblo Rural Fire Chief that they are satisfied with Mr. Paolucci's performance.

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

Adjourn

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Motion to adjourn was made at 7:46 P.M.

Motion: Mr. Rice

Dated this 19th day of July 2021.

A handwritten signature in black ink that reads "Beach". The signature is written in a cursive style with a large, looped initial "B".

Submitted by Jim Beach, Captain