

The Rye Fire Protection District

MINUTES OF THE RYE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING Special Meeting August 23, 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 4:00 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.

Audit Presentation

Ms. Abby Hartless reviewed the Audited Financial Statements that were prepared by McPherson, Goodrich, Paolucci & Mihelich, PC and submitted to the State of Colorado. Questions by the Board were reviewed and answered.

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 Personnel Issues and Salaries.

Motion to accept the agenda as posted for August 23, 2021, as posted including an Executive Session.

Motion: Mr. Simpson

Second: Mr. McGoff

Further Discussion: None.

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

Abstain: None

Nay: None

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Receive of Act on Board Correspondence

None.

Public Comments on Non-Agenda Items

None.

Approval of Minutes

No changes noted.

Motion to approve the minutes for the Regular Meeting of July 2021.

Motion: Mr. Simpson
Second: Mr. McGoff

Further Discussion: None.

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

Treasurer's Report

Accounts Receivable, Accounts Payable July 2021. Mr. Rice went over key points in the July 2021 report. We are 58% into the budget year. Mr. Rice noted that Property Tax collections for Pueblo are just above budget with Huerfano at about 95% and Custer at about 79%. Account 4220 – Emergency Medical Service Billed and Account 7108 – Billing Adjustments/Writeoffs were shown as “0.00”, but Chief noted that the information had not been received in time for the report. The Interest Income values do not coincide with recent Income Statement and ColoTrust reports. Further investigation is being done but believed that some of the interest reported on Account 4220 are from Property Taxes. Chief Bennett will do research to verify that these values are correct. The Fleet – R&M is at 59% despite recent major repair bills for the fleet.

For the checks to pay, it was noted that the \$202.56 check for the Town of Rye was high due to the urinal being defective. It has been since disconnected.

Motion to approve Checks to be Paid for July 2021.

Motion: Mr. McGoff

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Second: Mr. Schaiberger

Further Discussion: The full Accounts Payable and Accounts Receivable Reports are not accurate along with the EMS Report Missing Data.

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 78% of budget. Currently, it is projected that EMS Revenue will be about \$129,000 vs the \$165,000 Budget. A few minor change to the report were suggested. It was noted that the call volume is up, but so are refusals, primarily due to new protocols in place because of the pandemic. The numbers from the attached EMS 2021 report are what is taken from the Billing Company and the corresponding numbers in the report were noted to show how the two (2) reports are tied together financially.

Capital Projects. It was noted that the new garage doors are on order from Prutch's Garage Door and are scheduled to be installed within 30 days. Our staff electrician is doing some rewiring to accommodate the new installation.

Fire Chief Report

Statistics. In the Month of July 2021, Rye Fire responded to 84 calls for service of which 66 were EMS related and 18 were fire related. In comparison with the previous year of 108 calls this is a 22% decrease from 108 calls in 2020 and a decrease of 12% from the 5-year average of 96.

Administration/ Operations. Working on Personnel Policy manual revisions.

4 part time personnel where hired. 2 of them will be assigned a shift rotation and the other 2 will float and work when need based upon their availability.

Audit was submitted to the State and accepted.

Testing all fire hose, this is an annual procedure and is approximately 80% complete. This tests the hose and couplings under pressure for a duration of time and logged into hose records. The testing has been delayed due to water issues in Colorado City.

Prevention. We continue to post monthly Facebook safety tips.

Rye Fire has a sponsor spot on the sports calendar for the school.

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

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Training. Training has been ongoing with misc. fire training, hydrant hook ups and operations and Emergency vehicle operations. EMS training ongoing to maintain continuing education requirements.

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. The switching to the new Accounting Firm is in process. The firm will be in contact with our current Auditing Firm.
- 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
 - Propane services have been switched to Blue Flame with the tank on a lease vs. purchase. Blue Flame will sell propane at just over wholesale and it was determined that the lease plan was more financially advantageous at this time.

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 assignments. The current agreement with the Interagency Staff will be pulled and reviewed at next month's meeting.
- Staff Updates. Discussed earlier with four (4) new EMT's on-board with the captain's doing more interviews as applications are submitted.

Switch Accounting to CPA

- The switch is in process as discussed earlier.
- Vote to remove CCMD from Bank Account and add Mark Paolucci for on-line banking access.

Motion to remove CCMD from all bank accounts and add new accounting firm, Mark Paolucci, for online banking access.

Motion: Mr. McGoff
Second: Mr. Rice

Further Discussion: All Board Members will need to sign new cards at the bank.

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

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Propane Switch

Discussed earlier

New Business

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 Salaries. 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 6:20 pm.

Motion: Mr. Simpson
Second: Mr. Rice

Further Discussion: None.

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

Discussion was Personnel Issues and Salaries.

Motion to adjourn Executive Session was made at 6:50 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.

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Adjourn

Motion to adjourn was made at 6:51 P.M.

Motion: Mr. Simpson

Dated this 23rd day of August 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