

The Rye Fire Protection District

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

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

Absent Directors – None

Others - Chief Steve Bennett, Captain Jim Beach

Call to Order

The meeting was called to order at 5:05 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.

Motion to accept the agenda as posted for May 17, 2021, as posted.

Motion: Mr. Simpson

Second: Mr. Graber

Further Discussion: None.

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

Abstain: None

Nay: None

Receive of Act on Board Correspondence

None.

The Rye Fire Protection District

Public Comments on Non-Agenda Items

None.

Approval of Minutes

Mr. Schaiberger asked for approval of minutes for the Regular Meeting for April 19, 2021. Chief Bennett noted that under Treasurer's Report, fifth line, the word "overhead" should be replaced with "revenue". Mr. Schaiberger ask that Chief Bennett add real number to the monthly calls for a better picture of call volume. On Fire Chief Report, second paragraph under Administration/Operations, third line, change the work from "supplied" to "supplies."

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

Motion: Mr. Simpson

Second: Mr. Graber

Further Discussion: None.

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

Abstain: None

Nay: None

Treasurer's Report

Accounts Receivable, Accounts Payable April 2021. Mr. Rice went over key points in the April 2021 report. Chief Bennett noted that the pie chart labels have not been corrected as they are working on the software to make the requested changes. Chief Bennett noted that in the Interagency Account there will be an influx of funds next month roughly totaling \$33,000. There was a discussion regarding the time required by Chief Bennett to process the paperwork. Chief Bennett noted that at times there is a lot of time invested, but it was deemed to be beneficial to the Department in the long run for financial gain to the budget. Mr. Rice noted that the budget is now at 33% for the year. All three (3) counties had substantial payments and now just over 51% of the budget has been collected. It was noted that some of the current month's figures for payroll appear to be wrong and will be investigated. The current month for the Utilities-Water also appear to be incorrect and will be investigated. Under Journals by Reference, it was noted that Wright Express Fleet Services fuel bill is being paid by electronic funds transfer to ensure that the gas cards stay active. On page 5 of the Journals by reference, it was noted that the \$903.12 for Colorado City Metro is for both water/sewer and accounting. In the ColoTrust Capital Account, the income earned was \$6.00, which appears to be low based upon the high balance in the account. This will be reviewed.

For the EMS Billings, it was noted that the billings for 2021 are about 31% of budget and revenue is about 73% of budget. It was noted that the call volume is up, but so are refusals, primarily due to

The Rye Fire Protection District

COVID-19. 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.

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

Motion: Mr. Schaiberger
Second: Mr. Simpson

Further Discussion: None.

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

Capital Projects. None identified.

Fire Chief Report

Statistics. In the Month of April 2021, Rye Fire responded to 79 calls for service of which 60 were EMS related and 19 were fire related. In comparison with the previous year this is a 14% increase from 2020 and an increase of 6% from the 5-year average.

Administration/ Operations. New Brush truck is in service. More details were discussed under Old Business.

Primary structure engine has a catastrophic engine failure. The thermostat on the left side of the engine malfunctioned and got stuck cause an over heat of the engine while responding on a call. This is under repair. Thermostat and alarms will be installed.

All interagency has been paid for the season and there is approximately \$33k left over, this will be transferred to the general account and to note this is enough to cover the repairs of the engine.

Currently working with ISO (Insurance Services Office) for our inspection for the Fire District. After this inspection is complete it provides a public protection classification. They will be collecting data and visit to obtain equipment itemization with supplied, hose test records, pump test records, training. They also have targeted 9 structures within Rye and Colorado City of where they will actually test the flow of water to make sure it is adequate for those buildings. They also check the water systems of both Colorado City Metro and the Town of Rye. Though this process they also look at dispatch records and response times on fire calls and how we are paged out. It is a process to get completed. Currently our ISO rating is 4/4x also known as 4/9.

Prevention. Assisted schools with their monthly fire drills.

The Rye Fire Protection District

Fire safety classes are still in the works for the residents within the District.

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 misc. fire training, SCBA drills, entry tactics. Wildland training has been ongoing throughout the month as well in preparation for the upcoming fire season. EMS training ongoing to maintain continuing education requirements.

Capital Projects:

- Station 1 – Ideas
 - Painting of station. Chief Bennett noted that the exterior of the station does not look good and needs painted.
 - Concrete Repairs. Chief Bennett noted that several concrete areas around the station need to be replaced. Captain Beach noted that the Town of Rye has applied for some sidewalks and curb/gutter, which may assist.
 - Garage door replacements. Chief Bennett noted that the garage doors are probably over 30 years old. They are heavy and not energy efficient. The operators are also old and not energy efficient. Pricing will be obtained to replace the doors and operators and will be presented at next month's meeting.

Task List.

- Colorado City Hydrants. Testing still on hold.
- Research Accounting Fees and Audit Fees. Research attached to the Board Packet.
- Investigate records retention.
 - Financial Records minimum 7 years. Auditor to determine exact time frame.
 - Business Meeting Records forever
 - Employee records forever
 - Medical PCR's forever
 - Fire Reports forever
 - Vehicle Records as long as you own it
 - It was suggested that we put together a records retention policy.
 - We need to also check with our Auditors and ask them how long we need to keep financial records. I know we have our records in file for last 8 years and in storage at CCMD with their financial records.
 - We do have all meetings posted on our website since 2009.
 - All PCRs are saved in image trend with the State this began when electronic filing started. All PCRs and fire reports are saved on the server. Both handwritten and electronic
 - We are in line with what is posted from regulatory agencies. One thing we lack is the defined policy.
- Propane

The Rye Fire Protection District

- This was researched. Blue Flame appeared to have the best rate. They do not sell tanks, they lease their tanks out on an annual lease. If we had our own tank, they would fill it at quoted rates as long as the bill is paid net 30.

Old Business

Fires in Region and Staff Updates

- Fires in Region. Chief Bennett noted no fires in the region.
- Staff Updates. Chief Bennett noted two (2) full-time slots were filled with existing paramedics effective May 1st. Looking for additional staff.

Truck Purchase (Cab/Chassis) Status

Truck is in service. Chief Bennett noted that the truck appears to be light in the front and causing some steering issues. When asked about a winch and brush guard, it was noted that it was not moved from the old truck to the new truck and the winch was out-of-service. Mr. Graber noted that the extra weight in the front would help with steering and protect the front body area.

Audit – Scheduled for June 2021

Accounting and Audit Fee Comparisons

Comparisons included in the packet for discussion next month.

Propane Services Comparisons

Comparisons included in the packet for discussion next month.

New Business

None.

Adjourn

Motion to adjourn was made at 6:41 P.M.

Motion: Mr. Simpson

The Rye Fire Protection District

Dated this 17th day of May 2021.

A handwritten signature in black ink that reads "Beach". The signature is written in a cursive, flowing style.

Submitted by Jim Beach, Captain