

The Rye Fire Protection District

**MINUTES OF THE RYE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
Regular Meeting September 20, 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, Captain Christian

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.

Motion to accept the agenda as posted for September 20, 2021.

Motion: Mr. Simpson
Second: Mr. McGoff

Further Discussion: None.

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

Receive of Act on Board Correspondence

None.

Public Comments on Non-Agenda Items

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None.

Approval of Minutes

No changes noted.

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

Motion: Mr. McGoff
Second: Mr. Simpson

Further Discussion: None.

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

Treasurer's Report

Accounts Receivable, Accounts Payable August 2021. Mr. Mark Paolucci, Rye Fire's new Accounting Firm, passed out financials and went over them. They will be in new format and he is still building the statements for the board. He obtained some requests on the information they would like to see. One item will be a line item that will show property taxes that will be distributed and included in the month that they are received instead of being a month in arrears. Billing adjustments (account 7108) will be moved to under revenue just below Emergency Medical Services Billed (account 4220) which will help more realistically show the revenue from ambulance billings. The interest received (account 5200) will be broke down into several categories. One will be banking interest and the other will be from County Revenue interest. Mr. Paolucci will be providing a statement which shows proof of cash which will go along with the auditors recommendation. Mr. Paolucci noted that he is rebuilding the financial statements and apologized for the delay. He has been rebuilding all information from January to August and started with the audited financial statements from last year. This will allow the auditors to look at only one (1) set of books when auditing Rye Fire next year. Mr. Paolucci did note that all vendors have been paid up-to-date with no unpaid invoices. Mr. Paolucci gave Chief Bennett all checks to be signed along with supporting documents in case the board has questions on any checks to be signed. A copy of the supporting documents will be kept in his office as well.

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

Motion: Mr. Simpson
Second: Mr. Rice

Further Discussion: None.

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

For the EMS Billings, it was noted that for the month August 2021, the billing company did not show any billings on their report. Chief Bennett noted that this was also reported in the month of August 2020 and has received no explanation. Chief Bennett noted that he was assured that all billable trip sheets were processed and billed. Because no billings were noted, the actual billings YTD is down about 45% from budget. It was also noted that last month's payments were about one-fourth of the billing and the YTD payments are down about 71% from budget. It is expected that this will reflect better next month.

Capital Projects. All new garage doors from Prutch's Garage Door have been installed. Each door received a new operator, remote, and weatherstripping. Two (2) new key pads were installed.

Fire Chief Report

Statistics. In the Month of August 2021, Rye Fire responded to 81 calls for service of which 65 were EMS related and 16 were fire related. In comparison with the previous year of 104 calls this is a 22% decrease from 2020 and a decrease of 12% from the 5-year average of 92.

Administration/ Operations. Working on Personnel Policy manual revisions.

Working on Personnel Policy manual revisions and waiting on MSEC.

4 part time personnel were hired. 2 of them were assigned a shift rotation and the other 2 will float and work when need based upon their availability. 3 out of the 4 have started working, 1 is out on fire assignments and when completed will get inserted in rotations.

Interviews took place for potential paramedics (2 people) a third one is scheduled for this Wednesday.

Testing all fire hose, this is an annual procedure and is approximately half complete. This tests the hose and couplings under pressure for a duration of time and logged into hose records. The testing was delayed due to water issues in Colorado City, but has started back up again.

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

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

Provided assistance with fire drills at the schools.

Provided standby at football games, this included middle schools and jv high school home games.

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Training. Training has been ongoing with misc. fire training, pump operations and Emergency vehicle operations along with road familiarization. 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.
- 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.
- MSEC Policy Revisions. MSEC provided some information but it was more of disclosures and they are researching to come up with an actual policy.

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 reviewed.
- 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

- All information has been moved from CCMD along with their access to banking information.
- Mr. Mark Paolucci is working on the statements and obtaining there required. on-line banking access.

New Business

Begin budget to have a draft submitted in October.

- A draft of the budget will be submitted at next month's meeting and will include a 5-7% increase in wage/salaries.

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. 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 6:30 pm.

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Motion: Mr. Schaiberger
Second: Mr. Rice

Further Discussion: None.

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

Discussion was Personnel Issues.

Motion to adjourn Executive Session was made at 8:45 pm.

Motion: Mr. Schaiberger
Second: Mr. Rice

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.

Adjourn

Motion to adjourn was made at 8:46 P.M.

Motion: Mr. Rice

Dated this 20th day of September 2021.



Submitted by Jim Beach, Captain