

**The Rye Fire Protection District**

**MINUTES OF THE RYE FIRE PROTECTION DISTRICT BOARD  
OF DIRECTORS MEETING  
Regular Meeting May 20, 2013**

Present: Directors – Mr. John Schaiberger, Mr. Mark Reeves, Mr. Mike Davis

Absent Directors – Mr. Wade Wills, Mr. Steve McDowell

Others - Chief Steve Bennett, Captain Jim Beach, Firefighter Mike Christian

**Call to Order**

The meeting was called to order at 7:04 p.m. by Mr. John Schaiberger.

Mr. Schaiberger introduced the present board members.

Mr. Schaiberger asked for approval of the agenda. Mr. Schaiberger asked that several items be added to the agenda. Under New Business, Personal Time Off, Revision to Budget. Under Old Business, AMR Status, SOG, Chief Truck. In Executive session to discuss Organizational Charts.

Approval of the agenda for the Regular Meeting for May 20, 2013 with the additional items.

Motion: Mr. Davis  
Second: Mr. Reeves  
Aye: Mr. Schaiberger, Mr. Reeves, Mr. Davis  
Nay: None

**Public Comments on Non-Agenda Items**

None.

**Minutes of April 15, 2013 Regular Meeting**

Motion to approve Minutes of April 15, 2013 Regular Meeting.

Motion: Mr. Davis  
Second: Mr. Reeves  
Aye: Mr. Schaiberger, Mr. Reeves, Mr. Davis  
Nay: None

**Treasurer's Report**

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Accounts Receivable discussion. A question came up regarding a note in the packet regarding deposits received for May through the 17<sup>th</sup>. It was noted that this is additional revenue received this month and a couple payments made this month.

Accounts Payable discussion.

Unemployment bill as result of recent claims was discussed. A couple payment options are available.

Motion to pay 20% down and make 12 monthly payments with no interest or fines.

Motion: Mr. Reeves  
Second: Mr. Davis  
Aye: Mr. Schaiberger, Mr. Reeves, Mr. Davis  
Nay: None

Discussed the list of outstanding bills not including current monthly expenses. Mr. Davis will continue to pursue interest only to Old National Leasing for this year.

Motion to pay the list of outstanding bills not including current monthly expenses less Old National Leasing and IRS (have not received a bill for this).

Motion: Mr. Davis  
Second: Mr. Reeves  
Aye: Mr. Schaiberger, Mr. Reeves, Mr. Davis  
Nay: None

Discussed the list of current month bills which included both March and April. It was noted that United Health Care was a duplicate on the list. The Chief's truck was repaired. There was a gasket that failed. Since the gasket was close to the water pump, the original water pump was also replaced. Chief Bennett noted that he inquired as to why this wasn't found when Pueblo Diesel worked on the engine and city shops noted that it was in a different part of the engine and probably not inspected.

Motion to pay the list of current month bills.

Motion: Mr. Davis  
Second: Mr. Reeves  
Aye: Mr. Schaiberger, Mr. Reeves, Mr. Davis  
Nay: None

EMA was present to explain April's billing information. They noted that they are having troubles getting Medicare EOB's, some of the figures represented on the report are low. The money has probably been received, but they are unable to assign it to particular billings. Andrea noted that one of her clients is being investigated for In-District write-offs and the legality of such. Mr. Schaiberger and Andrea will make some phone calls to review. It was noted that the current collection percent is between 30-35%, thus the amount that Rye Fire can roughly expect

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to receive based upon the amount due Rye Fire being \$92,932.76 (at the end of April) would be roughly \$27,880. It was noted by EMA that several of their providers are raising their rates and the Board asked that Chief Bennett and Captain Beach look into our billing rates.

### Fire Chief Report

**Statistics.** In the Month April 2013, Rye Fire responded to 57 calls for service of which 40 were EMS related and 17 were fire related. In comparison with previous year this is a decrease 7% from 2012 and an increase of 16% from the 5 year average of 48.

**Administration/Operations.** FEMA continues to award grant requests through the Assistance to Firefighter Grant, this could be on-going throughout the year. We continue checking on a weekly basis with FEMA on our status. We are in the process of obtaining new quotes for re-submittal for 2013 grant when it becomes available.

Continue to compile information from Pueblo West, Beulah to implement SOG's for the district to provide guidelines for personnel; we have several drafts that are in the review process.

A letter of interest was sent to AMR ambulance for donation of an ambulance. They are rotating in new vehicles and have vehicles they will be donating to other agencies. After discussions with the local manager they are processing the paperwork to transfer a unit to Rye Fire. In talking with the manager they are almost done with the process to complete the transaction.

Presented a Hazmat billing template proposal for the county to implement. This was presented to all departments within Pueblo County as well as Hazmat responding agencies. This template appears to be implemented within the near future for all departments to use.

**Prevention.** Rye Fire provided station tours for children throughout the month for cub scouts to complete badge requirement. Rye Fire assisted the schools with fire drills and assisted Colorado Department of Pueblo Safety with detailed inspections within the schools.

**Training.** Training has been ongoing throughout the month. Fire training included rescue operations, fire operations. Had 1 employee attend a Hazmat class in New Mexico that was completely funded by FEMA. EMS training is ongoing with a new topic every 6 days concerning procedure changes, protocol changes and continuing education, in-house training and review was also conducted with our Medical Advisor in attendance. The EMT course has come to an end with all students passing their practical exams with the national registry exam to follow.

### Old Business

#### Water Sources Hatchet Ranch

Mr. Jim Elliott gave an update to the board. Three (3) of the tanks have been transported to the area with another one being done this week. Mr. Elliott noted that they cannot move the 13,800

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gallon tank. He also noted that the 30,000 gallon tank will require more work than originally thought and is beyond their capability. Both of these tanks are beyond the group's ability to load or haul. Mr. Reeves will check on oversize permits and hauling for these tanks. It was noted that most of the easements are final. It was noted that the large tank has been sealed with fiberglass on the inside and will require cutting apart. It was suggested that any ladders that came with the tanks not be reinstalled. Mr. Elliott did note that they have incurred roughly \$800 in expenses where invoices will be submitted for reimbursement. Mr. Schaiberger thanked the group for their efforts.

### **Vehicle Liquidation**

Mr. Davis is looking at other options for obtaining bids. Captain Beach will also send the list to some of his contacts. Mr. Reeves and Mr. Wills will be addressing the axle issue with the Peterbuilt.

### **IGA with Colorado City Metro District and update**

Chief Bennett noted that most everything is up and running with the Metro District. The IGA agreement has been waiting for a second signature from the Secretary/Treasurer. Mr. Reeves will sign as Vice-Chairman. Once entries have been entered, the auditor will come in and make verifications that all looks appropriate. A purchase order book is in place. The USPO box key may pose a HIPPA violation. After a discussion, a confidentiality agreement will be signed.

### **Chief Truck**

Was discussed in Accounts Payable.

### **New Business**

#### **Budget**

Mr. Schaiberger noted that Rye Fire will need to revise the budget per Government rules. The board will be working on this in future meetings.

#### **Donations Received**

Chief Bennett noted that the Department has received nearly \$1,400 in donations directed towards employees. One was from a rural youth group and another was a community member who passed away. Chief Bennett will be purchasing uniforms for those employees who are regularly scheduled. Thank you letters will be sent out along with a Letter to the Editor in the local newspaper.

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### Executive Session

Mr. Schaiberger noted as authorized by C.R.S. Section 24-6-402, Subsection 4, Paragraphs A-H, this board will now convene in Executive Session. The topic of the Executive Session will be to discuss Unemployment Updates, Attorney Contract, and Organizational Charts. 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 adjourn Regular Meeting of April 15, 2013 to executive session was made at 9:06 P.M.

Aye: Mr. Schaiberger, Mr. Reeves, Mr. Davis  
Nay: None

Discussions were:

- Unemployment Updates
- Attorney Contract
- Organizational Charts

Following Executive Session, the meeting room was opened back up to the public at 9:35p.m.

### Receive or Act on Board Correspondence

None

### Adjourn

Motion to adjourn was made at 9:36 p.m.

Motion: Mr. Reeves  
Second: Mr. Davis  
Aye: Mr. Schaiberger, Mr. Reeves, Mr. Davis  
Nay: None

Dated this 20<sup>th</sup> day of May 2013.



Submitted by Jim Beach, Captain