

**The Rye Fire Protection District**

**MINUTES OF THE RYE FIRE PROTECTION DISTRICT BOARD OF  
DIRECTORS MEETING  
Regular Meeting March 17, 2014**

Present: Directors – Mr. John Schaiberger, Mr. Wade Wills Mr. Jim Elliott, Mr. Mike Davis,

Absent Directors – Mr. Steve McDowell

Others - Chief Steve Bennett, Captain Jim Beach

**Call to Order**

The meeting was called to order at 6:00 p.m. by Mr. John Schaiberger.

Mr. Schaiberger introduced the present board members.

**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 Personnel Matters. 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 March 17, 2014 to executive session was made at 6:04 P.M.

Aye: Mr. Schaiberger, Mr. Wills, Mr. Elliott, Mr. Davis  
Nay: None

Discussion was:

- Personnel Matters

Following Executive Session, the Board returned to regular session at 7:19 P.M. The room was opened back up to the public.

**Call to Order for General Session**

Mr. Schaiberger introduced the present board members and noted that Mr. Steve McDowell was still absent.

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### Public Comments on Non-Agenda Items

None.

### Approval of Agenda

Motion to approve Agenda for March 17, 2014 Regular Meeting.

Motion: Mr. Wills  
Second: Mr. Elliott

Further Discussion: It was noted that VFIS Status Update needs to be added to the agenda. Mr. Wills was asked by Mr. Schaiberger if the motion was still good. He was in agreement.

Aye: Mr. Schaiberger, Mr. Wills, Mr. Elliott, Mr. Davis  
Nay: None

### Minutes of February 17, 2014 Regular Meeting

Various updates were discussed.

- The \$900 Workman's Compensation refund has not been received, but is due to us.
- A double entry for Mr. Mullis for payroll was verified as not a double payment, but rather multiple entries to correct input errors.
- It was noted that the Pinnacle disbursement is still being held and will be worked on this month.
- It was noted that towing coverage is not available for the current policy. If there is an incident with the vehicle, it is covered. Chief Bennett noted that we receive the City of Pueblo rate for towing.
- Signage for the AMR Ambulance was noted that Pueblo County cannot complete the work. Will be for name only with no Star of Life or gold striping.

Motion to have A-1 Rental provide and install new signage for the old AMR Ambulance.

Motion: Mr. Wills  
Second: Mr. Davis

Further Discussion: None.

Aye: Mr. Schaiberger, Mr. Wills, Mr. Elliott, Mr. Davis  
Nay: None

- It was noted Moore's Valley Auto cannot install big rig tires and recommended TDS. Mr. Wills will inquire with ReTire for pricing. It was confirmed that there are no split-rims on any vehicle.

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- It was noted that Huerfano and Custer Counties will receive ballots for the upcoming election as reported to Mr. Davis by the DEO, Mr. Dave Valdez.
- Question arose whether the DEO position, currently held by Mr. Valdez, is a paid position. It appears that this is not a paid position, but Mr. Davis will verify.

Motion to approve Minutes of February 17, 2014.

Motion: Mr. Davis  
Second: Mr. Wills

Further Discussion: None.

Aye: Mr. Schaiberger, Mr. Wills, Mr. Elliott, Mr. Davis, Mr. McDowell  
Nay: None

### Treasurer's Report

Accounts Receivable and Accounts Payable discussion. It was noted that on the Cash Accounts Summary Reports, all "December" references should read "February." Chief Bennett will get this changed by Donna. It was also noted that additional tax revenues have been received since the reports were created. The inclusion fee budget should be changed by Donna to reflect the budget submitted to the State. It was noted that last year's first-half audit fee will be moved from Account 7111 to 7110. Chief Bennett noted that he has received history reports for propane purchases from Ludvik Propane. It was noted that Rye Fire can pre-pay for propane use. A discussion was held regarding timing of tank fills for Station #1 along with ways to conserve propane. A couple furnace replacement bids for Station #1 will be solicited along with changing of thermostats in the bays.

A brief description of the account troubles with VFIS was discussed. The remaining amount of \$4,743 is Rye Fire's responsibility. It was noted that the remaining balance of \$4,743 should be paid in a timely manner while the current offer is on the table and VFIS will write-off their collection fees.

Motion to pay the outstanding balance of \$4,743 to VFIS.

Motion: Mr. Davis  
Second: Mr. Elliott

Further Discussion: None

Aye: Mr. Schaiberger, Mr. Wills, Mr. Elliott, Mr. Davis  
Nay: None

EMA reports were reviewed. It was noted that year-to-date collections are slightly behind budget.

Motion to accept Accounts Receivable and Accounts Payable for the month of February 2014.

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Motion: Mr. Wills  
Second: Mr. Elliott

Further Discussion: None

Aye: Mr. Schaiberger, Mr. Wills, Mr. Elliott, Mr. Davis  
Nay: None

### Fire Chief Report

**Statistics.** In the month February 2014, Rye Fire responded to 46 calls for service of which 36 were EMS related and 10 were fire related. In comparison with previous year this is an decrease of 8% from 2013 and a 12% increase from the 5 year average of 41.

**Administration/Operations.** Auditor is scheduled to work on audit the week of March 24, 2014.

New grant request for Bunker gear was submitted to FEMA.

Grant request was submitted to Custer County for wildland PPE through Title III Funds..

Continue to assist the State with the school construction projects.

Over the past 3 months, we have been outfitting the employees with structure boots, structure gloves and shrouds. Nearly all the employees are outfitted with good feet, hand and head protection.

**Prevention.** Provided tours for the public at both fire stations throughout the month.

Assisted schools with their fire drills and evacuations.

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

**Training.** Training has been ongoing throughout the month. Fire training airbags uses, pump operations with hose advancement, and rope rescue. EMS training is ongoing with a new topic every 6 days concerning procedure changes, protocol changes and continuing education.

**Other Discussions.** More propane discussions continued looking into the possibility of buying a 1,000 gallon tank, prepurchasing propane and schedule for topping off the tank. Mr. Davis noted that the canvassers appointed by the DEO who watches to make sure everything is proper. Mr. Schaiberger noted that his discussions with Sheriff Kirk Taylor has resulted in the National Guard being extremely optimistic about having the 30,000 gallon tank moved by helicopter. More info to follow.

Motion to accept the Fire Chief's Report.

Motion: Mr. Elliott  
Second: Mr. Davis

Further Discussion: None

Aye: Mr. Schaiberger, Mr. Wills, Mr. Elliott, Mr. Davis  
Nay: None

## The Rye Fire Protection District

### Receive or Act on Board Correspondence

None. Chief Bennett noted that this will be moved up to below Approval of the Agenda.

### Old Business

#### Hatchet Ranch Updates

Mr. Elliott noted that the tanks that will be buried are being waterproofed. The three (3) pads for the above ground installation on the East Hatchet are complete. There were two (2) bids received for the underground tank installation. One bid was from Star Gazer Construction for \$4,570 for three (3) tanks. The other bid was from All Seasons Excavating for \$2,105 for the same scope. Mr. Wills noted concern about the rock clause. There is a possibility of rock, but without doing exploration that is an unknown. It was noted that we can adjust the depth of bury if rock is encountered. Mr. Elliott noted that All Seasons is a good company that does the road maintenance on the East Hatchet Ranch.

Motion to accept All Seasons Excavating bid with the note that if rock is encountered, the work will stop and the scope of additional work be evaluated before proceeding further.

Motion: Mr. Wills  
Second: Mr. Davis

Further Discussion: None

Aye: Mr. Schaiberger, Mr. Wills, Mr. Elliott, Mr. Davis  
Nay: None

### Election Updates

Chief Bennett passed out information that all applicants need to complete and return with an April 15<sup>th</sup> deadline. An E-Mail will go out to the candidates with the particulars of what is required to return. E-Mail will be coming from the State of Colorado. It was noted that there are five (5) candidates for three (3) open 4-year positions. The candidates are Mr. Schaiberger, Mr. Davis, Mr. Melchi, Mr. Carlton, and Mr. Biggs. Mr. Elliott was the only applicant for the 2-year position and was automatically elected to the position.

### New Business

It was noted that Mr. Wills needs to go by the bank and sign the signature cards.

Mr. Schaiberger noted that he will check on several items with MSEC.

- Sample PTO Policy
- Check on MSEC's input for our current Employee Policy.

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- Check on MSEC's input on Rye Fire Bylaws.
- Check on MSEC's Drug and Alcohol Policy.

The Board divided up sections of a sample employment policy for review. E-Mails of drafts should be E-mailed prior to the meeting. Drafts to be presented at the next meeting in preparation for adoption.

- Drug Policy – Mr. Schaiberger
- PTO/Time Off – Mr. Wills
- Employment Section – Mr. Elliott
- Work Environment – Mr. Davis
- Leaves of Absences – Mr. McDowell

## Adjourn

Motion to adjourn was made at 8:34 P.M.

Motion: Mr. Wills  
Second: Mr. Elliott

Further Discussion: None

Aye: Mr. Schaiberger, Mr. Wills, Mr. Elliott, Mr. Davis  
Nay: None

Dated this 17<sup>th</sup> day of March 2014.



Submitted by Jim Beach, Captain