

The Rye Fire Protection District

**MINUTES OF THE RYE FIRE PROTECTION DISTRICT BOARD OF
DIRECTORS MEETING
Regular Meeting August 20, 2018**

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

Absent Directors – None

Others - Chief Steve Bennett, Captain Jim Beach

Call to Order

The meeting was called to order at 5:00 p.m. by Mr. Schaiberger, who chaired the meeting.

Roll Call

Roll call was taken and present members were introduced.

Approval of Agenda

Mr. Schaiberger asked for any additions or changes to the revised meeting agenda.

Motion to approval of the revised agenda for August 2018.

Motion: Mr. Rice
Second: Mr. McGoff

Further Discussion: None.

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

Receive or Act on Board Correspondence

None.

The Rye Fire Protection District

Public Comments on Non-Agenda Items

Mr. Davis noted that Chief Bennett needs some part-time secretarial/clerical help with his duties. Mr. Schaiberger asked that back-up documentation be submitted to support the request and include on next month's agenda.

Approval of Minutes

Mr. Schaiberger asked for approval of the minutes of July 2018. Chief Bennett noted that the minutes were modified prior to the meeting today to add the names of the Board Members being removed from the Signature Cards and added the specific names of those who were being added to the signature cards. This was required by the Bank of San Juan to make the necessary changes to the Signature Cards at the Bank. Page 3 of 6, Emergency Medial Services, change "contributed" to "attributed." Page 5 of 6, change the spelling of "rescend" to "rescind". Chairman of the Board vote, delete Mr. Schaiberger as voting for himself.

Motion to approval of the meeting minutes for July 2018 with the noted changes.

Motion: Mr. McGroff
Second: Mr. Simpson

Further Discussion: None.

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

Treasurer's Report

Mr. Schaiberger noted that the Treasurer's Report was probably the best, clearest, and most understandable he has reviewed. This was echoed by all members.

Motion to present a \$70.00 gift card from Olive Garden to the Colorado City Metro Accountant as an appreciation for her hard work in preparing the Treasurer's Report.

Motion: Mr. Schaiberger
Second: Mr. Rice

Further Discussion: None.

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

The Rye Fire Protection District

Accounts Receivable/Payable. Mr. Rice reviewed the reports. The individual reports were reviewed. "Income/Expense Summary" report, the Operations Revenue was for revenues from EMS revenues and Interagency revenues. The Other revenue was from grant reimbursements from the jackets. It was noted that the account, "Cash in Bank – CNB DDA" is the account that receives all funds other than Interagency. From there, funds are transferred to the "Cash in Bank – CNB A/P" for Accounts Payable. The "Cash in Bank – CNB Capital" account is where the capital funds are set aside, and as capital projects are paid, funds are transferred out of this account. The "Cash in Account Summary" is not an account, but a summary of all accounts. The "Ending Cash Balance" for each account is the cash balance in the bank at the date of the report. The "Excess/Deficiency of Revenue" line item for the current year does not match the "Cash Balance." Chief Bennett noted that the difference amounts to items paid in 2018 for 2017 and were moved by the Auditor to the previous year. The "Cash Balance" in the bank is the actual amount in the bank. This maybe better explained by the auditor if necessary. The Income Statement is for July 2018 and reflects 7 months or 0.583 of the budget. Chief Bennett noted a \$500 donation from a homeowner in Stonemore Hills who found out that Rye Fire did structure protection on their dwelling and donated for saving their home. The "Accounts Payable" report is for checks signed in July 2018. The "Cash Disbursement – AP" Report is the movement of money to Accounts Payable account. The "Cash Disbursement – IA" report is the movement of money to pay for Interagency Activities. The "Cash Disbursement – AP" report contains the details for the payments. The "Cash Disbursement – Payroll" report shows the individuals who were paid payroll. The "Cash Disbursement – Payroll Transmittals" report details the payroll taxes and pensions paid. The "Cash Receipts – Journal Entries" report notes all deposits and their source for the month of July 2018. The "Journal Entries" report shows the \$95,997.76 that was billed for EMS Operations for July 2018. The \$8,688.76 reflects the total write-offs for July 2018 by the billing company, which also includes in-district transports. The "Payroll Benefits" report details all benefits and taxes associated with payroll. The three (3) bank reconciliation reports were reviewed. There is a balance shown in the Interagency Account where a check was put in September 2017 to the DDA account by mistake and transferred to the Interagency Account. They are working on the accounting software issue but noted that the money is correct. There are three (3) pages of bills to be paid this month and signed tonight.

Motion to accept the Treasurer's Report for Accounts Receivable and Accounts Payable for July 2018.

Motion: Mr. Rice
Second: Mr. Simpson

Further Discussion: None.

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

Emergency Medical Services. Captain Beach reviewed the July 2018 EMS Graph noting that billings and collections continue to be above the current year budget and on track to exceed our budget by about 2%.

The Rye Fire Protection District

Capital Projects. Chief Bennett noted from the audit, a total of \$24,176 was expensed last year for capital projects. Earlier in 2018, \$40,000 was transferred to the Capital Account. A total of \$10,324 will be transferred by Chief Bennett to satisfy the \$75,000 commitment for 2017.

Motion to transfer \$75,000 to the Capital Account for 2018 Projects.

Motion: Mr. Simpson
Second: Mr. Rice

Further Discussion: None.

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

Mr. Graber noted that he has done some preliminary research on exhaust systems and believes that large exhaust fans can be installed to provide protection. Bi-Pass switches can be installed to override the fans when necessary. Mr. Graber noted that the existing infrared heat system will help with energy efficiency.

Fire Chief Report

Statistics. In the Month July 2018, Rye Fire responded to 109 calls for service of which 71 were EMS related and 38 were fire related. In comparison with previous year this is an increase of 40% from 2017 and an increase of 33% from the 5-year average of 80. Again, this is the highest amount of calls that we have had for the month of July since we have been tracking.

Administration/Operations. As noted last month, the amount of fires and incidents that have occurred during the nighttime it has become evident that personnel need headlamps for both their structure helmets and wildland helmets for safety out in the dark. These headlamps have been ordered and received, SDA is processing the grant for the reimbursement

Hydrant testing was put on hold due to water conservation through our drought period. However, if there are hydrants that need checked for operability will test them for operability at this time but not flow rates.

Options are still being researched for Life Pak 15 cardiac monitors. One option is to lease the units, which spreads to total cost over five (5) years or \$20,000 a year for 2 units. Another option is to obtain a 50/50 EMS grant from the State of Colorado. A total of two (2) units need to be replaced at a cost of \$47,000 each for a basic unit. At the end of this year, the current maintenance agreement expires this year with all future service agreements being year to year due to limited parts availability. The replacement of these units is critical for patient care.

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

Training. Training has been ongoing. Fire training covered water and fire streams, venting. EMS training is ongoing with a new topic every 6 days providing continuing education for annual

The Rye Fire Protection District

requirements.

Task List.

- Fire Hydrants. Testing on hold due to drought conditions. Now waiting on the lake level to be restored. Hydrants will be painted as tested and those already tested will be scheduled for painting.
- Exhaust System. Refer to Treasurer's Report.
- Inclusion Information. Refer to Old Business.
- Signature Cards. The bank is preparing the cards for signatures and will contact each Board Member when ready to sign.
- Helmet Lights. Both structural and wildland head-lamps are in service for all staff.
- Potential Tank Location – Sikes Ranch. A landowner on Sikes Ranch has expressed an interest on placing an underground tank for additional water storage. Mr. Rice will investigate further as well as possible existing storage on the Carlson Property.
- Water Trailer on Hatchett. Chief Bennett noted that he is working to get this trailer stabilized. The front trailer legs came off the dunnage and is settling in the dirt.
- Hatchett 33,000 Gallon Tank. Mr. Graber will visit this site and provide recommendations. The tank is settling, and the exterior skin is showing signs of stress. The foundation design consists of about 6" of road base and the compaction sequence is unknown.
- Muddy Creek Tank. Chief Bennett noted that this 4,500-gallon tank was empty. During a recent incident on the interstate, crews went to pump water from the tank and found the caps off the tank and the tank empty.

Old Business

Burnt Mill Properties

Mr. Terry Smith addressed the board and showed a map with the 64 properties identified that was prepared by the County Assessor. There are a total of 51 property owners associated with the 64 properties. Some individuals own multiple properties and some properties have multiple owners. All 51 owners will need to agree to the inclusion otherwise an election must occur. There are some properties that are already attached to other Districts and will not be included in this annexation. Those people will need to deannex from their current entity before incorporating into Rye Fire and will be considered at a later point in time. Each of the 51 property owners will need to pay the inclusion fee established by Rye Fire. Mr. Schaiberger asked the board members if anyone has concerns about the annexation prior to moving forward. Several board members wanted to make sure that this area does not make a drain from existing resources. Chief Bennett was asked about the extra response load with this annexation. It was noted that the additional responses should not have an adverse impact. It was noted that Rye Fire's response time to the area would be at least 50% faster than the current agencies responsible for the region. According to Chief Bennett, approximately \$5,000-\$7,000 revenue in property tax maybe realized. Chief Bennett will review the information received by Mr. Smith and confirm.

Fires in Region and Staff Updates

The Rye Fire Protection District

Chief Bennett noted that four of the eight Interagency Staff are deployed on Western United States Fires.

Adjourn

Motion to adjourn was made at 6:38 P.M.

Motion: Mr. Rice

Dated this 20th Day of August 2018.

A handwritten signature in black ink, appearing to read "Beach", written in a cursive style.

Submitted by Jim Beach, Captain