

**The Rye Fire Protection District**

**MINUTES OF THE RYE FIRE PROTECTION DISTRICT BOARD  
OF DIRECTORS MEETING  
Regular Meeting February 18, 2013**

Present: Directors – Mr. John Schaiberger, Mr. Mark Reeves, Mr. Wade Wills, Mr. Mike Davis, and Mr. Steve McDowell

Absent Directors – None

Others - Chief Steve Bennett, Captain Jim Beach, Firefighter Larry Archuleta

**Call to Order**

The meeting was called to order at 7:00 p.m. by Mr. John Schaiberger.

Mr. Schaiberger noted that all board members were present.

**Public Comments on Non-Agenda Items**

None.

**Minutes of January 21, 2013 Regular Meeting  
Minutes of January 28, 2013 Workshop Meeting**

Mr. John Schaiberger noted spelling errors; Accessor should be Assessor, Reaves should be Reeves.

Motion to approve Minutes of January 21, 2013 Regular Meeting and January 28, 2013 Workshop Meeting with noted changes.

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

Mr. Schaiberger noted a change in the agenda with the approval of the board.

**Old Business**

**Water Sources Hatchet Ranch**

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Mr. Reeves noted that he met with the Hatchet Group last week. Before moving forward with final locations, will need the sizes and dimensions for the various tanks. Mr. Reeves, Mr. Wills, and Mr. Beach will do a site visit this weekend to obtain the information. Hatchet Ranch is looking at locations as well. Mr. Schaiberger noted an E-Mail he received that a local contractor has some metal gas tanks for sale. It was decided to wait until the locations of the Weber tanks is decided and if there is an additional need, then this will be further reviewed. Mr. Beach to let the contractor know the status.

### **Inclusion Fees**

Mr. Schaiberger noted he reviewed the inclusion document and believes that Rye Fire did everything correct regarding the inclusion fees and will ask Legal Counsel to confer. If this is correct, Mr. Schaiberger will talk to Pueblo County Assessor for rebilling of the Inclusion Fee. If Pueblo County does not rebill, then the fees will be collected next year.

### **Treasurer's Report**

Accounts Receivable discussion. A number of questions were discussed regarding the EMA Ambulance Billing Summary for January. Chief Bennett will ask EMA to come to next month's meeting to review the form and several reports for Board review and approval. After reviewing the financial information, it was discussed the need for accurate and appropriate reports for the Board. Chief Bennett noted that he is working with three (3) different programs to put together the reports. Chief Bennett will be discussing with Colorado City Metro for them to take care of the books. Mr. Reeves asked that Chief Bennett do research and come back to the Board with what will make his job easier and issue correct reports for the Board. Mr. Wills asked if the ambulances are self-sustaining and not costing the fire side. Chief Bennett noted that if you go by only in-district member transports, then no. Overall, Chief Bennett noted that it is self-sustaining.

Accounts Payable discussion. Mr. Wills presented a copy of SOG #5 from Pueblo West Fire to Chief Bennett to review to help save (fuel, oil, tires) money on responses, including limiting the number of vehicles which respond to calls. Mr. Schaiberger noted that the Federal Taxes Payables appears high from several entries and would like to see what entries go into these calculations. Mr. Schaiberger noted that the bookkeeper maybe overpaying the bill. Mr. Schaiberger noted that Pat cannot make any future payments. Mr. Schaiberger noted that he believes that the Interagency Activity is costing us money. Mr. Wills noted that he wanted more information on the Death & Dis. Premium on the Balance Sheet and that the Board should consider eliminating this and allowing each staff member to get their own "Aflac" insurance. Discussed the 2012 FPPA employee reimbursement, which was the same concern as 2011 and was discussed at the workshop session. Corrected W-2's for 2011 will be mailed when the checks are issued along with a prepared letter from the auditor for explanation to the employee. The 2012 W-2's went out correct. Chief Bennett has the complete break-down for review if necessary. Mr. Wills asked that the cell phone contract be investigated for cancelations. It was noted that this was setup at the recommendation of Legal Counsel a year ago. Mr. Beach will research. Mr. Wills noted that they are trying to tighten down on the money being spent and

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requested that a list of supplies, with costs and submit to the Board for approval before purchasing. This includes True Value and Valley Market. Mr. Wills inquired about a bunker gear purchase. This was done a year ago for the pant and coat at the request former board. Mr. Wills recalled his decision for more hires because we cannot afford to do more hires due to the outstanding physical and background invoices. Mr. Schaiberger asked if there will be any staffing issues. Chief Bennett noted that we are losing one employee and in order to compensate, another part-time employee will run into overtime within the month as he will cover a shift and transfer over to new shift to compensate for the loss... Chief also noted that there are two (2) other employees actively looking for other employment. Mr. McDowell asked about the cost impact of back filling shifts with overtime versus hiring new. The Board will look at a short-term bank loan to help pay off the outstanding bills while the tax proceeds start coming in. The decision was made to look at the full amount.

### **New Business**

#### **Discuss liquidation of equipment**

Motion to table the discussion of liquidation of equipment until next month's meeting.

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

### **Fire Chief's Report**

Statistics. In the Month of January 2013, Rye Fire responded to 46 calls for service of which 29 were EMS related and 17 were fire related. In comparison with previous year this is an increase of 18% from 2012 and an increase of 18% from the 5 year average of 39.

Administration/Operations. FEMA continues to award grant requests, this could be on-going throughout the year. We continue checking on a weekly basis with FEMA on our status. Submitted grant to State of Colorado EMS. This request is for some medical equipment, cot and replacement ambulance.

Compiling information from Pueblo West, Beulah to implement SOG's for the district to provide guidelines for personnel.

Prevention. Rye Fire assisted the schools with fire drills. Next month we will assist with drill that will involve scenarios for the teachers as well as the students.

Training. Training has been ongoing throughout the month. Fire training included search and rescue drills along with equipment operations and search/rescue operations. EMS training is ongoing with procedure changes, protocol changes and continuing education.

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Ice rescue class was held and exercises were completed at Lake Beckwith with all attendees received completion certificates. Class included members from Beulah Fire, ESB, Pueblo West and Rye Fire.

EMT Basic class has started with Rye. Rye Fire is teaching the class in conjunction with St. Mary Corwin Hospital. There are currently 4 students in the class. After the completion of the class and IV course is being offered.

## New Business

### Letter to State of Colorado for Inclusion of Unemployment Ins.

Mr. Schaiberger noted that he is drafting a letter and will send to Board Members for review before submitting.

## Executive Session

M. 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 Hearing Status, Staffing Issues, and Job Descriptions. 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 February 18, 2013 to executive session was made at 9:18 P.M.

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

Discussion was:

- Unemployment Status
- Staffing Issues
- Job Descriptions

Following Executive Session, the Board returned to regular session at 10:15 P.M. The room was opened back up to the public.

## Receive or Act on Board Correspondence

None

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### Adjourn

Motion to adjourn was made at 10:16p.m.

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

Dated this 18<sup>th</sup> day of February 2013.

A handwritten signature in cursive script that reads "Beach".

Submitted by Jim Beach, Captain