

The Rye Fire Protection District

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

Present: Directors – Mr. John Schaiberger, Mr. Wade Wills (joined at 7:04 p.m.), Mr. Jim Elliott, Mr. Mike Davis, Mr. Steve McDowell

Absent Directors – None

Others - Chief Steve Bennett, Captain Jim Beach

Call to Order

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

Mr. Schaiberger introduced the present board members.

Mr. Schaiberger noted a change in the agenda order where the Update on the Audit will be first which was approved by all.

Public Comments on Non-Agenda Items

None.

Old Business

Update on Audit

Mr. Mark Paolucci of McPherson, Breyfogle, Daveline and Goodrich, PC reviewed Audited Financial Statements with Independent Auditors Report December 31, 2012. Mr. Wills entered the meeting approximately two (2) minutes into the review. It was noted that the 2013 Audit is scheduled to start March 27th and it was noted that they do not anticipate any delays in completion. There was a discussion regarding the existing and proposed budget. Mr. Paolucci recommended that Rye Fire get with legal counsel and work on amending the current budget before year end and possibly separating the Interagency Activities from the standard budget. He also recommended that the budget be split for 2014 in a similar manner.

Motion to accept the Audited Financial Statements with Independent Auditors Report December 31, 2012 as presented.

Motion: Mr. Wills

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

Agenda

No additional agenda items were proposed.

Motion to accept the agenda with changes.

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

Minutes of October 14, 2013 Special Meeting

Captain Beach noted that the meeting minute's title needs to reflect "Special Meeting."

Motion to approve Minutes of October 14, 2013 Special Meeting with the change noted.

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

Treasurer's Report

Accounts Receivable discussion. Mr. Schaiberger noted additional amounts received since the date of the printed reports.

Accounts Payable discussion. Several questions were raised and answered by Chief Bennett. Several of the line items are showing over budget, but most are due to 2012 payments being made in 2013. Several line items were discussed for inclusion in a budget amendment in 2013. Mr. Schaiberger asked that an agenda item added to next month's meeting to verify the validity of double payroll entries (beginning and ending of the month).

Motion to accept Accounts Receivable and Accounts Payable for the month of October 2013.

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

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EMA reports were reviewed with no questions.

Chief Bennett asked that a board member sit down with him to review the former insurance companies bill as they claim Rye Fire owes more money.

When Rye Fire responds to a Haz Mat Incident, all funds received as a result of the incident will go to the County Haz Mat Fund. Equipment used on the incident will be replaced. Fuel and labor expended will not be replaced. This scenario will be done by all County Agencies.

Fire Chief Report

Statistics. In the Month October 2013, Rye Fire responded to 60 calls for service of which 46 were EMS related and 14 were fire related. In comparison with previous year this is an increase of 10% from 2012 and an increase of 8% from the 5 year average of 55.

Administration/Operations. Continue to assist the State School Inspectors to ensure that Rye Elementary and Craver Middle School were safe following construction activities and have participated with plan reviews regarding new projects upcoming at the High School. Compiling information for the AFG grant. Putting together information for PPE ensembles along with training materials. Request for proposals being prepared to send for ambulances in regards to the grant received from the State of Colorado. Continue to develop SOG's. Obtained job descriptions from Pueblo West and Pueblo Rural, currently tailoring them to fit our staffing.

Prevention. Rye Fire assisted the schools with fire drills. Rye Fire participated with Red Ribbon activities at Rye Elementary School and Craver Middle School. This was partnering with Pueblo County Sheriff's Department. Provided tours for local Boy Scouts and first aid training to help them obtain their badges. Participated with the Trick or Treat Street in Rye.

Training. Training has been ongoing throughout the month. Fire training area familiarization, fire behavior, report writing. EMS training is ongoing with a new topic every 6 days concerning procedure changes, protocol changes and continuing education.

Question was asked about the Christmas Drive. Chief Bennett noted that Coats and non-perishable food are being collected. The boxes are located in the front entry at Station No. 2.

Mr. Wills will forward information regarding potential Pediatric Burn Kits (and protocols) for inclusion in the AFG Grant.

Old Business

Update on Water Tank Status

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There are three (3) tanks remaining in Walsenburg. It was noted that a crane has not arrived for Weber to load the large tank. Mr. Schaiberger has not heard from Kirkland Construction on moving the large tank. Weber does have a crane to load the smaller tanks.

2014 Proposed Budget

January bills from the Pueblo County Assessor will include the Hatchet Ranch Inclusion Fee. A number of items were discussed and will be reviewed for changes to the proposed budget. The amount of taxes received appears to be low. The inclusion fee for Hatchet Ranch should be closer to \$63,000. The Interagency income should be removed since the Interagency Program will receive a separate budget. The Legal expense was questioned and includes the auditor. The Workman's Compensation and other labor taxes are a direct percent of gross payroll. Health insurance was adjusted accordingly. EMA figure is a direct reflection of the increase in EMS billings. All Interagency expenses will be removed. Career firefighter's is figured with three existing and three proposed.

New Business

Next month's agenda will include the following:

- New Budget
- Bylaw Revisions to include Board Member term limits.
- Election Guidelines
- Paid Time Off

It was noted that there have been no new offers on equipment.

Receive or Act on Board Correspondence

None

Adjourn

Motion to adjourn was made at 9:40 p.m.

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

Dated this 18th day of November 2013.

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A handwritten signature in black ink, appearing to read "Beach". The signature is written in a cursive style with a large initial 'B' and a trailing flourish.

Submitted by Jim Beach, Captain