

The Rye Fire Protection District

MINUTES OF THE RYE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING Regular Meeting December 16, 2013

Present: Directors – Mr. John Schaiberger, Mr. Wade Wills, 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.

Approval of Agenda

Mr. Schaiberger noted a change in the agenda to add the following items:

- Rocky Mountain Employees Council
- Discuss SDA Renewal
- Hatchet Ranch Audit Recommendations
- Verify Hatchet Ranch Budget Amounts
- Hatchet Ranch – Another tank available for purchase
- SDA Information after discussion with them
- Add Mr. Elliott to bank signature at Canon National Bank
- Move PTO to executive session and include FLSA
- Discuss Board Member term limits

No motion was made, but was approved by all.

Public Comments on Non-Agenda Items

None.

Minutes of November 18, 2013 Special Meeting

Mr. Schaiberger noted that on page 4 of 5, “Accessor” should be “Assessor.” It was also noted that the Hatchet Ranch fee of \$63,000 is correct as noted in the minutes.

The Rye Fire Protection District

Motion to approve Minutes of November 18, 2013 Regular Meeting with the changes noted.

Motion: Mr. Davis
Second: Mr. Elliott

Further Discussion: None

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

Treasurer's Report

Accounts Receivable discussion. It was noted that most of the revenue received was from ambulance income. The cash accounts summary report does not match some of the bank statements. Chief Bennett will discuss with Donna and send out new information to the Board members.

Accounts Payable discussion. It was noted that the double entries on payroll for last month was due to timing of payroll entries and there was not a duplication in payroll. A number of the line items are over primarily due to 2012 expenses being paid in 2013 because of monetary issues. The 2013 Budget will be modified during the January 2014 meeting, which covers December 2013 business.

EMA reports were reviewed with no questions.

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

Motion: Mr. Davis
Second: Mr. Wills

Further Discussion: None

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

Fire Chief Report

Statistics. In the Month November 2013, Rye Fire responded to 70 calls for service of which 60 were EMS related and 10 were fire related. In comparison with previous year this is an increase of 13% from 2012 and an increase of 24% from the 5 year average of 53.

Administration/Operations. Submitted our Assistance to Firefighters grant. This grant is requesting the funds to purchase Personal Protective Equipment. This includes structural gear also known as bunker gear as well as cycling out our old wildland gear. We also included training

The Rye Fire Protection District

material through the grant which will bring all staff to Firefighter II levels.

Continue to develop SOG's. Obtained job descriptions from Pueblo West and Pueblo Rural, currently tailoring them to fit our staffing.

Hosted a potluck thanksgiving dinner at the fire station for the scheduled crew and their families. Major Event, structure fire in Rye. Nearly all our personnel was committed to this incident and mutual aid was requested and received from Beulah Fire, West Park Fire, Emergency Services Bureau, Pueblo West Metropolitan District and Pueblo County Roads and Bridges.

Prevention. Rye Fire assisted the schools with fire drills. Provided Station Tours throughout the month.

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

It was noted that Med 11 broke down after transporting a patient to SMC on Sunday and was towed to the City Shops. It was noted that the repairs will be around \$6-8,000. After a discussion, Mr. Scott Carlton will get a price on a new F350 or F450 chassis and Mr. Wills will do more research. It was noted that time was of the essence.

Chief Bennett did a quick review of the Tuttle fire and noted that all personnel are doing fine and Command Staff continues to monitor their situation.

Old Business

2014 Budget

It was noted that the Hatchet Ranch inclusion fee is \$64,000, which includes both sides. A quick review of the proposed budget was done going over several line items. Mr. Elliott noted a concern regarding no contingency for a budget of this side. Chief Bennett noted that the Metro District also doesn't carry a contingency but does budget amendments as necessary. Mr. Schaiberger noted that he would prefer that once the budget gets stabilized that a contingency is established. If the Interagency Program is discontinued, Chief Bennett noted that Rye Fire could be liable for a significant liability.

Motion to approve the 2014 Proposed Budget.

Motion: Mr. McDowell
Second: Mr. Davis

Further Discussion: None

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

The Rye Fire Protection District

New Business

Human Resource Services

Special District Association has recommended Rocky Mountain Employers Council for a possible source to obtain Human Resource Services. Chief Bennett will contact them for more information.

Special District Association Renewal

It was noted that we will receive a 25% discount if we renew this month. The fee is based upon the regular budget.

Motion to renew the SDA Membership this month.

Motion: Mr. Davis
Second: Mr. Schaiberger

Further Discussion: None

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

Update of Signature Cards at Canon National Bank

Motion made to update the current signature cards at Canon National Bank to include Mr. Schaiberger, Mr. Wills, Mr. Elliott, Mr. Davis, Mr. McDowell and remove all other previous board members currently listed.

Motion: Mr. McDowell
Second: Mr. Wills

Further Discussion: None

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

Hatchet Ranch Update

Mr. Schaiberger noted that a new crane arrives this weekend and will be available to move the large tank the first couple weeks in January. The smaller tanks will be moved at the same time.

The Rye Fire Protection District

Mr. Schaiberger noted that an 8,200 gallon fiberglass tank is now available for purchase for \$5,000. After a lengthy discussion, it was decided that the tanks purchased earlier this year are sufficient and the offer was declined.

Bylaw Revisions

Mr. Schaiberger noted that per SDA, when a new Director assumes a position mid-term, the new Director's term is good only until the next regularly scheduled election. In addition, Directors cannot be reassigned to other positions for the purpose of change in term. Therefore, 4 of the 5 existing Directors will be up for reelection this May. Mr. Wills is the only current Board Member who is not up for reelection. It was noted that the next election for Rye Fire Protection District will be May 6, 2014. An election official will need to be appointed in January 2014. Mr. McGoff was asked to consider the position. More details will be discussed at the January 2014 meeting to comply with election laws, including a time line of events.

Table 1.1, Page 40 of the Employee Manual was revised so that the maximum value that the Fire Chief can expend without prior approval is \$500. Mr. Schaiberger noted that this does not reflect on the correct command staff, but from previous personnel. Chief Bennett was in agreement. No motion was made but was approved by all Board Members with no Aye votes.

The official mailing address has been changed to Colorado City address with an official forwarding card effective for 6-months at the Rye Post Office.

Timing for Appointment of Officers for the Board was discussed at length and will be finalized at the January 2014 meeting.

Resolution 14-001 – Public Notice of Designated Posting Places

This resolution is to designate meeting notice posting places for the year 2014.

Motion to adopt 14-001 Public Notice of Designated Posting Places.

Motion: Mr. Wills
Second: Mr. Elliott

Further Discussion: None

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

Resolution 14-002 – Resolution Adopting Regular Meeting Dates for 2014

This resolution is to designate meeting dates for the year 2014.

The Rye Fire Protection District

Motion to adopt 14-002, Resolution Adopting Regular Meeting Dates for 2014 with the note to change the year for all dates on the resolution to 2014.

Motion: Mr. Wills
Second: Mr. Schaiberger

Further Discussion: None

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

Resolution 14-003 – Resolution to Set Mill Levies.

This resolution is to set mill levies per the 2014 Budget adopted earlier in the meeting. Mill Levy will remain at 10.036 mills upon each dollar of total valuation. The total 2013 valuation for the Rye Fire Protection District of \$42,918,467 and to balance the budget for general operating purposes from property tax revenue of \$430,730.

Motion to adopt 14-003, Resolution to Set Mill Levies where the valuation is \$42,918,467 and revenue of \$430,730.

Motion: Mr. Elliott
Second: Mr. Wills

Further Discussion: None

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

Resolution 14-004 – Resolution to Adopt 2014 Budget

This resolution is to adopt the 2014 Budget as approved earlier in the meeting.

Motion to adopt 14-004, Resolution to Adopt 2014 Budget with the note that the budget will also be filed with the State Department of Local Affairs, State of Colorado.

Motion: Mr. Wills
Second: Mr. McDowell

Further Discussion: None

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

The Rye Fire Protection District

Resolution 14-005 – Resolution to Appropriate Sums of Money

This resolution is to appropriate \$825,220 from the General Fund to establish a limitation on expenditures for operations.

Motion to adopt 14-005, Resolution to Appropriate Sums of Money with the \$825,220 General Fund.

Motion: Mr. Davis
Second: Mr. Wills

Further Discussion: None

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

Resolution 14-006 – Resolution to Create Interagency Fund Account

This resolution is to create a separate Interagency Fund Account for the purposes to provide accurate and responsible financial reporting.

Motion to adopt 14-006, Resolution to Create Interagency Fund Account.

Motion: Mr. Wills
Second: Mr. Elliott

Further Discussion: None

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

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 for the Employee Policies, PTO discussions and FLSA discussions. 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.

Regular Meeting of December 16, 2013 was moved to executive session was made at 8:55 P.M. without vote.

Discussions were:

- Employee Policies

The Rye Fire Protection District

- PTO Discussion
- FLSA Discussion

Motion to adjourn Executive Session was made at 10:21 P.M.

Motion: Mr. McDowell
Second: Mr. Wills

Further Discussion: None

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

Following Executive Session, the Board returned to regular session at 10:21 P.M. The room was opened back up to the public.

Revisions to Employee Manual

Motion to modify 3.2 of the Rye Fire Protection District Employee Policy and Procedure Manual to read “Full-time employees are regularly scheduled for compensation a minimum of 192 hours in a 28-day cycle.”

Motion: Mr. Wills
Second: Mr. McDowell

Further Discussion: None

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

Motion to modify 4.1 of the Rye Fire Protection District Employee Policy and Procedure Manual to read “The work week starts at 0001 each Sunday and ends the following Saturday at 2400.”

Motion: Mr. Schaiberger
Second: Mr. McDowell

Further Discussion: None

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

Motion to delete 3.3 of the Rye Fire Protection District Employee Policy and Procedure Manual, classification of part-time employees.

Motion: Mr. Wills
Second: Mr. Elliott

The Rye Fire Protection District

Further Discussion: None

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

Motion to modify 4.1 of the Rye Fire Protection District Employee Policy and Procedure Manual, to contain definition of hours per FLSA to include 53 hours in 7 days and 212 in 28 days for overtime compensation.

Motion: Mr. Schaiberger
Second: Mr. McDowell

Further Discussion: None

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

Receive or Act on Board Correspondence

None

Adjourn

Motion to adjourn was made at 10:26 P.M.

Motion: Mr. Wills
Second: Mr. McDowell

Further Discussion: None

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

Dated this 16th day of December 2013.



Submitted by Jim Beach, Captain