

The Rye Fire Protection District

**MINUTES OF THE RYE FIRE PROTECTION DISTRICT BOARD
OF DIRECTORS MEETING**

Regular Meeting July 18, 2012

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

Absent Directors – Mr. Steve McDowell

Others - Co-Interim 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. John Schaiberger took roll call and introduced the Board Members that were present.

Motion to approve the agenda for the Regular Meeting for July 18, 2012.

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

Public Comments on Non-Agenda Items

None

Minutes of June 13, 2012 Special Meeting

Mr. Schaiberger noted the following three (3) changes to the meeting minutes.

- Page 4, Remove the following. If after the 10-day period, there is an indication that there was a conscious intent to defraud the process, then it will be come from the District Attorney's office. The District Attorney's office has noted that there was no action on that part. Replace with. *If after the 10-day period, there is an indication that there was a conscious intent to defraud the process; further action would come from the District Attorney's Office. The District Attorney's Office has noted at this point that there are no indications of improprieties at this time.*
- Page 5. Financial Report / Education Session. No motion is required to table an item. Thus the motion should be removed from the meeting minutes.
- Page 5. Bylaws and Personnel Policy. No motion is required to table an item. Thus the motion should be removed from the meeting minutes.

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Motion to approve meeting minutes of the June 13, 2012 Special Meeting with the above changes.

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

Treasurer's Report

Accounts Receivable Discussion. It was noted that the 2010 Audit has been completed and accepted by the State of Colorado. Pueblo County Tax Revenue is now current. Custer and Huerfano County Revenue are due in soon. Mr. Wills noted that Rye Fire is submitting an extension request which will make the 2011 Audit due in October 2012.

Motion to approve Accounts Receivable and Accounts Payable for June 2012.

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

Fire Chief's Report

Statistics. In the Month of June 2012, Rye Fire responded to 52 calls for service of which 27 were EMS related and 25 were fire related. In comparison with previous year this is less than a 1% decrease from 2011 and no change from the 5 year average of 52.

Administration. A grant was submitted to FEMA this is known as the AFG (Assistance to Firefighter Grant). The grant request was for approximately \$97,000. The grant request includes the purchase of structural bunker gear, helmet, hood, pant, coat, boots, and gloves; wild land PPE helmet, hood, eye protection, shirt, pants, gloves, and boots; 2 thermal imaging cameras, training materials for Firefighter I and Firefighter II curriculums.

Prevention. Rye Fire staff hosted an open house at the Colorado City fire house, several visitor's came through the station for tours and information. We continue to provide tours through the stations and vehicles.

Community Outreach. Had representatives present for Sikes Ranch home owners association meeting to present information about the fire department, mitigation issues and to answer questions homeowners presented.

Training. Extensive training has been ongoing throughout the month. This included apparatus (pump operations, drafting, spraying), tools and equipment (operations uses with hands on applications), head to toe PPE (proper donning and drills). The fire training has been scheduled

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each week and the topics change approximately every 6 days, all department personnel are trained on each topic.

Mutual Aid. June 26, 2012 Rye Fire provided an engine for mutual aid at the request of Colorado Springs Fire and El Paso County emergency services. A strike team of engines was assembled from Pueblo County for a 24 hour mutual aid effort. Our engine left our district early evening and returned by 1200 noon the next day. The crew worked over night spraying water on homes in a neighborhood consumed by the Waldo Fire.

Rye Fire provided an inter-facility transfer for Parkview Hospital. AMR at the time had all their available units deployed on calls or incidents. This was a billable transport and the District remained fully staffed at that time.

Custer County requested mutual aid for 3 fires located along Highway 165 from MM 4 through MM 10. Rye Fire was able to provide 2 engines for the request; both engines were gone for approximately 2 hours. While the engines were assisting Custer County, Rye Fire continued to have full crews within the District for any additional calls and maintained complete District coverage.

Co-Interim Chief Bennett noted the slash pile coordinators gave a portion of their funds to Rye Fire for a purchase of a wood chipper in mid-2011. A total of \$6,000 is in the General Fund for this purchase based upon the designation by the donators.

Old Business

Personnel List with Photos

Co-Interim Chief Bennett passed out a packet of information to the Board. Bennett noted that there are now four (4) full-time personnel. The Board inquired as to how many full-time personnel are needed. Bennett noted seven (7), which was the staffing level with the previous administration. The Board asked that a summary of need be presented at next month's meeting.

Hatchet Ranch Update

Bennett showed the Board a map of the proposed inclusions along with a map of the entire District including the inclusion. It was noted that this was a draft and was being finalized by Pueblo County GIS after they get the legal descriptions from the Assessor's Office. The maps have been sent to ISO. Rye Fire has been working with Pueblo County Sheriff Dispatch so the new areas can be flagged to note that Rye Fire is the responding agency in the event someone calls 911 for an emergency. Co-Interim Chief Bennett presented a draft of the Implementation Plan to the Board and noted that it will be a work-in-progress document which provides a time-line of events.

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Hatchet Ranch HOA July 21, 2012 Meeting

Representatives from the East Hatchet Ranch relayed the invitation for Rye Fire to attend their Annual Home Owners Meeting on Saturday, July 21st. Mr. Schaiberger and Mr. Davis will also attend along with Co-Interim Chief Bennett and Captain Beach.

Equipment Inventory

Co-Interim Chief Bennett passed out a packet of major equipment to the Board. It was noted that all equipment is owned except for E-23, which is being paid via annual payments. The Board asked for a list of major equipment that should be considered for disposal. Bennett noted that an inventory of smaller equipment will be done.

Interagency Activities

2011 Interagency. It was noted that the tax revenue has been received; all 2011 payroll and expenses will be paid after their data has been verified.

2012 Interagency. Mr. Wills noted that as of about two (2) weeks ago, approximately \$187,000 has been billed and another \$100,000 has been sent to the State since. As funds are received, people are paid their portion.

Signature Cards

A list for signature cards at Canon National Bank was passed around for signatures of all Board Members.

SDA Membership

There are several levels of membership available. Each level provides different services. The Board asked that Co-Interim Chief Bennett work with Mr. Davis and SDA (Special District Association) to obtain the appropriate level of membership with this organization.

Open Records Request

Mr. Davis handed out a proposed Open Records Request Form. Highlighted changes includes charging \$0.50 per page for copied items, all funds are provided up front, and any requests for electronic documents will be provided to the requestor on unopened media, provided by the requestor.

Motion to approve the Open Records Request Form.

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

New Business

Contracts (BLM, USFS, CSFS)

Co-Interim Chief Bennett noted that he did not find any individual contracts with BLM, USFS, or CSFS. We do have a CRRF (Cooperator Resource Rate Form) agreement that covers us as a cooperator. Rye does have AOP's (Annual Operating Plan) agreements with all neighboring counties. BLM and USFS are included in those plans. Steve will verify further if we have contracts with these agencies.

Separate Cost/Revenue Center for Interagency

The Board is proposing that a new, separate checking account be created for all Interagency Activities. A separate cost center will be created and will be separate from the current budget. All income and expenses, including payroll taxes, will run through this separate account.

Motion to establish a separate checking account at Canon National Bank for Interagency Activities.

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

Emergency Evacuation Routes

After the Waldo Fire in Colorado Springs, there is a concern regarding evacuation routes and information if the situation arises in our District. Mr. Davis will work with Captain Beach to review what information and procedures are in place.

Workshop Meetings – Attorney, Auditors, CPA, Billings

The Board asked Co-Interim Chief Bennett to work on obtaining possible dates and times with Mr. McDowell and Mr. Wills for a workshop with the Attorney, Auditors, CPA Firm, and Billing Agencies.

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Community Resources

A lengthy discussion took place on what community resources are available in the event of an emergency such as Waldo Fire in Colorado Springs. This will be a continuing endeavor to further prepare this Fire District in the event of an emergency such as the Waldo Fire.

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 personnel 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.

Motion to adjourn regular meeting of July 18, 2012 to executive session was made at 8:44 p.m.

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

Discussions were:

- Personnel.

Following Executive Session, the Board returned to regular session at 9:55 p.m. The room was opened back up to the public.

Appointment of Chief

Motion to delegate Steve Bennett Acting Chief for the Rye Fire Protection District until such time as actual contract arrangements can be finalized.

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

Receive or Act on Board Correspondence

None.

Adjourn

Motion to adjourn was made at 9:58 p.m.

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

Dated this 18th day of July 2012.

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

Submitted by Jim Beach, Captain