

The Rye Fire Protection District

MINUTES OF THE RYE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING Regular Meeting December 17, 2018

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

Absent Directors – Mr. Wally Rice

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 meeting agenda. Mr. Schaiberger asked for an executive session.

Motion to approve Meeting Agenda for December 17, 2018 with the addition of an executive session.

Motion: Mr. Simpson

Second: Mr. McGoff

Further Discussion: None.

Aye: Mr. Schaiberger, Mr. Simpson, Mr. McGoff, Mr. Graber

Abstain: None

Nay: None

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Receive or Act on Board Correspondence

Mr. Schaiberger noted that they sent the letter to Colorado City Metro with no formal response thus far. Chief noted that he heard that they will not be making any changes to the reporting system.

Public Comments on Non-Agenda Items

None.

Approval of Minutes

Mr. Schaiberger asked for approval of the minutes of November 2018. The following correction was noted. Page 3 of 6, last sentence for Exhaust System, change "CO2" to "CO".

Motion to approval of the meeting minutes for November 2018 with above noted change.

Motion: Mr. McGoff
Second: Mr. Graber

Further Discussion: None.

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

Treasurer's Report

Accounts Receivable/Payable. Chief Bennett reviewed the financial reports. Noted some tax money was received from Pueblo County with minimal from Huerfano and Custer Counties. It was noted that in the CNB Interagency on the Cash Accounts Summary, approximately 90% of the balance will be distributed to the Interagency Personnel. In the Income Statement, Account 7217 EMS – Medical Supplies was higher than normal due to normal cycling of expired supplies. In the bank statement, it was noted that due to transfer issues for the A/P Account, there were a number of overdraft check charges by the bank. Chief is trying to persuade the bank to forgo the charges. The Colorado City Metro Accountant offered to pay for these from her own account, but the Board noted that that was not necessary. Chief Bennett will talk to the bank about options to eliminate overdraft charges in the future. Three (3) pages of bills to be paid will be reviewed and signed per the agreement.

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

Motion: Mr. Simpson

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Second: Mr. McGoff

Further Discussion: None.

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

Emergency Medical Services. Captain Beach reviewed the November 2018 EMS Graph noting that billings are nearly 10% above the budget and revenues are about 5% above the budget. It is believed that the EMS Revenue will exceed the projected 2018 budget.

Capital Projects. Exhaust System – Fan Status. Mr. Graber is reviewing the structural requirements for cutting holes in the walls. Preliminarily, he believes that a steel beam maybe required over each opening.

Fire Chief Report

Statistics. In the Month November 2018, Rye Fire responded to 71 calls for service of which 62 were EMS related and 9 were fire related. In comparison with previous year this is a decrease of 15% from 2017 and a decrease of 7% from the 5-year average of 76.

Administration/Operations. Hydrant testing is still on hold due to water restrictions and 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.

Target Solutions is setup, training is in progress to institute the system. There are three users assigned that will maintain the program and use.

Straight Line Construction will have us scheduled this spring to complete the repairs on tank at Hatchet Ranch.

Re-Affirmed the extrication equipment and this will be ordered in January.

Coordinated efforts with shop and insurance company for the repairs of the ambulance. Ambulance is back in service with some minor/cosmetic repairs to be complete. This should be completed within the next 30 days.

Pot Luck Thanksgiving was done at the Station in Colorado City for the crews working that day.

Fleet will be renumbered. With all the departments responding mutual aid the accountability of resources needed to be upgraded. Each department will have numbering based upon their department and vehicle type. This will help with identification and accountability in regards to larger incidents. Personnel number will remain the same. The Chief designation for each department will be changing

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and the apparatus numbers.

Prevention/Community Outreach. Provided school fire drills at all schools.

Continue to provide mitigation assessments when requested.

Training. Training has been ongoing. Fire training covered overhaul operations, fire prevention and hazardous materials awareness. EMS training is ongoing with a new topic every 6 days providing

Task List.

- Fire Hydrants. Refer to Chief's Report.
- Exhaust System. Refer to Treasurer's Report. CO detectors installed throughout living quarters.
- Inclusion Information. Refer to old business.
- Hatchett 33,000 Gallon Tank. Refer to Chief's Report.
- Life Pak 15 Quote. Funding avenues still being researched
- Pine Shadows. Chief will send letter to Board Members that Pueblo Regional sent to landowners.

Old Business

Nepotism Policy

Mr. McGoff reviewed with the board several versions. One version was from the firefighters and the other was by Mr. McGoff. Mr. McGoff complemented the three (3) staff involved and thanked them for their help. Mr. McGoff will take the discussion items from the Board Meeting and combine them into a final draft. The intent is to have a final version ready for approval by the Board at the next meeting. The final policy will also be reviewed by MSEC and Legal Counsel before final acceptance by the Board.

Office Space

Chief Bennett, noted that his preferred location at the bank was leased by another firm. Chief Bennett has been offered a location inside the Bank of San Juans for \$300 per month, including utilities. Phone and data connections are not included in the lease amount. The space may have limited availability due to the location in the building. Chief Bennett will review and was given approval to commit to a lease if it fits the need.

Upcoming Year Projects

Burnt Mill Properties – Update. Letters and petitions received from the Attorney are being mailed out by RFPD to the affected property owners. A copy of the letter from the Attorney with details on the inclusion will be sent to each Board Member.

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TargetSolutions

Chief Bennett noted that the training has started. Refer to Chief's Report for more information.

New Business

Resolution 19-001 – Designated Posting Places

This resolution is to designate Board meeting notice posting places for the year 2019 within the District and Pueblo County.

Motion to adopt 19-001 Public Notice of Designated Posting Places.

Motion: Mr. Simpson
Second: Mr. McGoff

Further Discussion: None

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

Resolution 19-002 – Resolution Adopting Regular Meeting Dates for 2019

This resolution is to designate meeting dates, times and locations for the year 2019 for the Board of Directors.

Motion to adopt 19-002, Resolution Adopting Regular Meeting Dates for 2019.

Motion: Mr. Graber
Second: Mr. McGoff

Further Discussion: It was noted that the current meeting date and time still works for all.

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

Resolution 19-003 – Resolution to Set Mill Levies.

This resolution is to set mill levies per the 2019 Budget. Mill Levy will be 15.536 mills upon each dollar of total valuation. The total 2019 valuation for the Rye Fire Protection District of \$45,940,429 and to balance the budget for general operating purposes from property tax revenue of \$713,731.

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Motion to adopt 19-003, Resolution to Set Mill Levies where the valuation is \$45,940,429 and revenue of \$713,731.

Motion: Mr. Graber
Second: Mr. McGoff

Further Discussion: Certifications from each county were reviewed.

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

Executive Session

Mr. Schaiberger noted that the Board will go into Executive Session. The topic of the Executive Session will be to discuss personnel salaries. 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 go into Executive Session.

Motion: Mr. Simpson
Second: Mr. McGoff

Further Discussion: None.

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

Discussion was personnel salaries.

Motion to adjourn Executive Session.

Motion: Mr. Graber
Second: Mr. McGoff

Further Discussion: None.

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

Following Executive Session, the Board returned to regular session and the room was opened back up to the public.

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Budget 2019

Chief Bennett passed out an updated budget sheet, which was reviewed. It was noted that the projected Property Tax Revenue is higher than 2018. Emergency Medical Services was kept at the same level. Overall, the revenue appears to be good. Salaries were discussed with the proposed increase scheduled to be 8%. Mr. Simpson proposed raising this to 12%

Motion to increase personnel salaries for all personnel from 8% to 12%.

Motion: Mr. Simpson
Second: Mr. Graber

Further Discussion: Chief Bennett noted that this increase will not affect the overall budget.

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

The balance of the line items for the budget were reviewed and discussed.

Motion to accept the 2019 Proposed Budget including the salary increase to 12%.

Motion: Mr. Schaiberger
Second: Mr. Simpson

Further Discussion: None.

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

Resolution 19-004 – Resolution to Adopt 2019 Budget

This resolution is to adopt the 2019 Budget which was approved on December 17, 2018.

Motion to adopt 19-004, Resolution to adopt 2019 Budget.

Motion: Mr. Graber
Second: Mr. Simpson

Further Discussion: None

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

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Resolution 19-005 – Resolution to Appropriate Sums of Money

This resolution is to appropriate \$1,319,776 from the General Fund to establish a limitation on expenditures for operations.

Motion to adopt 19-005, Resolution to Appropriate Sums of Money with the \$1,319,776 General Fund.

Motion: Mr. McGoff
Second: Mr. Simpson

Further Discussion: None.

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

Adjourn

Motion to adjourn was made at 6:28 P.M.

Motion: Mr. Simpson

Dated this 17th Day of December 2018.



Submitted by Jim Beach, Captain