

The Rye Fire Protection District

**MINUTES OF THE RYE FIRE PROTECTION DISTRICT BOARD OF
DIRECTORS MEETING
Special Meeting November 17, 2014**

Present Directors – Mr. John Schaiberger, Mr. Wade Wills, Mr. Jim Elliott, Mr. Mike Davis, Mr. Garry Melchi

Absent Directors – None

Others - Chief Steve Bennett, Captain Jim Beach

Call to Order

The meeting was called to order at 6:01 p.m. by Mr. John Schaiberger, who chaired the meeting.

Roll Call

Mr. Schaiberger introduced the present board members.

Approval of Agenda

Mr. Schaiberger noted the following additions to the meeting.

1. Review EMA in-district letter.
2. Review disposition of Peterbuilt.
3. Review disposition of former command vehicle.
4. Add executive session to discuss.
 - a. Employee Handbook
 - b. Evaluation Procedure

Motion to approve Agenda for November 17, 2014 to include additions noted.

Motion: Mr. Elliott
Second: Mr. Schaiberger

Further Discussion: None.

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

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Public Comments on Non-Agenda Items

None.

Receive or Act on Board Correspondence

None.

Approval of Minutes of October 20, 2014 Regular Meeting

Changes noted:

1. Page 2 of 6. Receive or Act on Board Correspondence. Delete last sentence.
2. Page 4 of 6. FEMA SAFER grant. SAFER stands for “Staffing for Adequate Fire & Emergency Response.”
3. Page 4 of 6. Change SCNA to SCBA.
4. Page 5 of 6. Update on Building Damage and Vehicle Damage. First sentence, change “he” to “the”.
5. Page 6 of 6. Top Paragraph. Change “resent” to “resend”.
6. Page 6 of 6. Discussion of Revised Personnel Policy from MSEC. Change “his” to “this”.

Motion to approve the Minutes of the October 20, 2014 with the six (6) modifications noted above.

Motion: Mr. Wills
Second: Mr. Elliott

Further Discussion: None.

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

Treasurer's Report

Chief Bennett noted that he sent an E-Mail out regarding Line 7740. (Note it was sent 10/21/2014) This line includes the ambulance purchase (\$147,065), Med 21 engine (\$19,839.37), and Tahoe purchase (\$33,821.61). The reimbursements, where applicable, are in other line items. Question arose as to why certain taxes are over 100%. This is due to people paying previous years taxes this year. Lines 4510, 6113, 6115, and 7221 will be pulled from the first report since they pertain to Interagency Firefighting and are on a separate report. Mr. Davis is going to contact E-23's leasing firm to investigate moving the payment date from December to March/April as this is when cash flow is greater than at the end of the year.

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Motion to approve the Accounts Receivable and Accounts Payable for October 2014.

Motion: Mr. Wills
Second: Mr. Davis

Further Discussion: None.

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

It was noted that this year's Ambulance Receipts are in line with projected budget for this year. The EMA in-district letter was reviewed with no proposed changes. Mr. Schaiberger noted that he received a complaint that he received from a former patient about a couple bills they received. Captain Beach will research and advise the board.

Fire Chief Report

Statistics. In the Month October 2014, Rye Fire responded to 65 calls for service of which 50 were EMS related and 15 were fire related. In comparison with previous year this is an increase of 8% from 2013 and an increase of 23% change from the 5 year average of 53.

Administration/Operations. A new grant is being prepared. We are receiving some guidance from a couple other departments on the preparation of the grant. This grant is specific to bunker gear and personal protective equipment. The new grant that the State will be opening will focus on personal protective equipment as well and is their top priority.

Repairs to the fire station are nearly complete. The construction company is waiting for warmer weather to get the rock back on the building.

Crews painted the face front of the Station in Colorado City. They obtained donated paint from a paint store in Pueblo. Crews are also in the process of installing a flag pole in the front of the Station in Colorado City. All parts and pieces were donated for the project.

Researching other available grants, another grant that is being pursued is the SAFER grant which is funded through FEMA this grant has not yet become available.

Rye Fire will be part of a county wide grant with other departments to purchase new SCBA harnesses packs and cylinders as nearly all cylinders in Pueblo County are expiring.

Numerous Grants are being researched to purchase personal protective equipment.

Prevention. We continue to provide Mitigation assessments for various homeowners throughout the District.

Provide assistance to School Dist 70 for fire drills and all hazard drills.

Crews went to Rye Elementary for Red Ribbon week and had lunch with all grades in the school.

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Training. Training has been ongoing throughout the month. Fire training covered vehicle extrication, rope rescue, and map training. EMS training is ongoing with a new topic every 6 days concerning procedure changes, protocol changes and continuing education.

Other. Mr. Shaiberger asked, for the record, that a paid grant writer be retained by the District to assist in writing grants, which was accepted by all.

Donation of paint was questioned. Local businesses were asked for donations but unable to fill the donation request. Chief Bennett noted that Sherwin-Williams from Pueblo donated the paint and staff completed the work. The Board requested that Sherwin-Williams be sent of letter of thanks.

Chief Bennett reported that his new Tahoe was struck and damaged while parked on an incident on I-25 during the recent snow storms. A person was passing illegally and lost control striking the right rear of the vehicle on icy roads. No staff was injured. Rye Fire insurance has been notified and is starting the insurance claim so that repairs can be completed in a timely manner.

Old Business

Hatchet Ranch Updates

Mr. Elliott reported that two (2) temporary boxes have been placed on two of the tanks, but valves are still a freeze concern. There is still concern about freezing and will be researched further. There has been about 12” of settlement on the north tank on the West Hatchet site. This is because the tank is on a slope and compaction is not an option. The tank does not appear to be any danger of movement and will be addressed when the weather cooperates. It was reported that the military flew to the Huerfano County site, but did not move the large tank. The military is looking some logistical issues.

Disposition of Equipment

Chief Bennett noted that he received an offer of \$800 for the old chief truck. Board instructed Chief to accept. Chief Bennett noted that the City of Pueblo has offered \$15,000 for the third time for the Peterbuilt. The Board asked if the item has been previously posted in the paper and it was noted that it had not.

Motion to advertise in the local paper the sale of the Peterbuilt with a minimum bid of \$15,000.

Motion: Mr. Elliott
Second: Mr. Melchi

Further Discussion: Offers need to be received by next Monday.

Aye: Mr. Wills, Mr. Elliott, Mr. Davis, Mr. Melchi
Nay: None
Abstained: Mr. Schaiberger

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2015 Budget

Following last month's review of the budget, a revised budget was presented to the Board. Several line items were discussed. A discussion regarding Payroll Taxes – Other ensued. Chief Bennett will research to see if this line item is required. If not, then the \$12,514 will be moved to contingency.

Motion to adopt the 2015 Budget, Payroll Taxes – Other line item will be included in this line, if required, and if not moved to Contingency.

Motion: Mr. Wills
Second: Mr. Elliott

Further Discussion: None.

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

New Business

Memorandum of Understanding for Fire Dispatch Services

Chief Bennett presented a Memorandum of Understanding Regarding Fire Dispatch Services. This has been distributed to all fire agencies in Pueblo County that rely upon Pueblo County Sheriff Communications Center. Mr. Schaiberger noted several typos. After review, the only note was to change the wording on mutual aid to include "when or if available." Chief Bennett noted that this was also a concern for other agencies. Mr. Schaiberger gave his marked up copy to the Chief.

Discussion of Revised Personnel Policy from MSEC

The Board went through the revised personnel policy from MSEC page by page for about two-thirds of the handbook. The final portion will be reviewed at next month's meeting.

Adjourn

Motion to adjourn was made at 8:16 P.M.

Motion: Mr. Wills
Second: Mr. Elliott

Further Discussion: None

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

Dated this 17th day of November 2014.

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

Submitted by Jim Beach, Captain