

The Rye Fire Protection District

MINUTES OF THE RYE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING Regular Meeting November 19, 2018

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

Absent Directors – None

Others - Chief Steve Bennett, Captain Jim Beach, Firefighter Matt Nolting

Call to Order

The meeting was called to order at 5:01 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. No changes were noted.

Receive or Act on Board Correspondence

None.

Public Comments on Non-Agenda Items

None.

Approval of Minutes

Mr. Schaiberger asked for approval of the minutes of October 2018. The following corrections were noted. Meeting minutes, 1st sentence, under approval of meeting minutes, change “Mr. Simpson” to

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“Mr. Schaiberger”. The approval of bills to pay should read, “All bills over 500 will be reviewed. In addition to, another 10 percent of the remaining bills will reviewed”. Under nepotism policy, change last name of Board Member to “McGoff”.

Motion to approval of the meeting minutes for October 2018 with above noted changes.

Motion: Mr. McGoff

Second: Mr. Graber

Further Discussion: None.

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

Abstain: None

Nay: None

Treasurer's Report

Accounts Receivable/Payable. The Board, in its entirety, expressed their opinion that the reports being presented at the present time are finally understandable, easy to ascertain the financial status of the District and concerned with the possibility of being changed by Colorado City Metro. After a lengthy discussion, Mr. Rice will draft a letter for the Chairman of the Board to sign and present to the Colorado City Metro outlining the concerns with the potential changing of the reporting reports and possibility of finding another firm to complete the financial aspects for Rye Fire Protection District.

Mr. Rice reviewed the financial reports. It was noted that under the CNB Interagency, the income was received, and the checks are being processed with a better overall picture being available at the next meeting. The CNB Capital amount contains all transfers to-date. Future capital expenditures will come from this account. October received a trickle of funds from tax revenue, which is typical for this time of the year. Mr. Rice noted that the Colorado City Metro water bill may increase next year due to water rate increase in Colorado City. 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 October 2018.

Motion: Mr. McGoff

Second: Mr. Simpson

Further Discussion: None.

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

Abstain: None

Nay: None

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Emergency Medical Services. Captain Beach reviewed the October 2018 EMS Graph noting that billings are just under 6% above the budget and revenues are down by about 1%. Chief Bennett noted that with payments equivalent to last couple months, it is believed that the EMS revenue at year end will meet the budget. Chief Bennett also reviewed the attached spreadsheet which breaks down all charges, by month, for various services rendered. The middle section shows the revenue by month. The bottom section details the various write-off's by type. The bottom line shows the revolving Accounts Receivable balance by month. In contrast, during the first half of 2017, the Accounts Receivable balance averaged more than double the current amount.

Capital Projects. This balance was reviewed during the financial portion of the month and the account now reflects all current transfers.

Exhaust System – Fan Status. Chief Bennett noted that the trial fan was placed at the doors. While the fans were able to move air, it was noted that the position of the fans was concerning due to the size of the rigs and the limited door opening sizes. This configuration will work only in one (1) door. It was discussed that Mr. Graber will research cutting openings into the exterior walls and install the fans, with dampers, to exhaust the fumes. Mr. Graber will research the number of fans required. Fans will be connected to the door operation with timers and override switches. A concern revisited as to how to monitor the efficiency of the exhaust system. Chief Bennett go to Ace Hardware and purchase CO2 monitors.

Fire Chief Report

Statistics. In the Month October 2018, Rye Fire responded to 99 calls for service of which 81 were EMS related and 18 were fire related. In comparison with previous year this is an increase of 39% from 2017 and an increase of 39% from the 5-year average of 71. This is logged as the busiest October on record.

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.

Options are still being researched for Life Pak 15 cardiac monitors. Latest option would be purchasing them through AMR as they get a hefty discount on prices. A price quote was provided by AMR. Rye Fire has another service due for the units, then a 1-year window for repairs. Theoretically this should be good. Working to hold off ordering the units to see when the State of Colorado Grant opens in June and if it is 50/50 and whether they will award the grant if monies has already been expended. If a unit cannot be repaired, the lead time from AMR is approximately 7-10 days.

Med21 was in a traffic accident on Interstate 25 just South of Pueblo. They were on the way home from a transport to Parkview Hospital. Around Mile Marker 92 the ambulance was travelling in the right lane when another vehicle was passing the ambulance in the left lane, the other vehicle lost control and ran into the ambulance. This in turn shoved the ambulance to the guardrail and the vehicle was in front of the ambulance. The crew was uninjured but the ambulance sustained moderate damage. Insurance has review the accident and the ambulance is in the shop currently under repair.

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CSP ruled the other vehicle and driver were at fault.

Met with Straight Line Construction regarding the leveling process of the 30,000 gallon tank located at hatchet ranch. The quote is attached to the packet. The quote for repairs is just under \$7,000.

Funding has been requested from Pueblo County to purchase updated extrication equipment. This includes Jaws for Life, cutters, ram and a combination tool that has spreaders and cutters on one tool. This has been included into the County Budget for 2019. We should be able to order the equipment first of January 2019.

Prevention/Community Outreach. Provided school fire drills at all schools. We also provided standby at the home football games.

Rye Fire participated with home coming activities for the high school. This included bon fire and parade and of course the stand by at the football game.

Rye Fire had presentation for science day at Rye Park.

Rye Fire presented fire safety for the schools, for fire prevention week.

Rye Fire provided show and tell with fire truck and ambulance for red ribbon week at Rye Elem.

Rye Fire helped judge the car show.

Continue to provide mitigation assessments when requested.

Training. Training has been ongoing. Fire training covered extrication, water systems and overhaul operations. EMS training is ongoing with a new topic every 6 days providing continuing education for annual requirements.

Task List.

- Fire Hydrants. Refer to Chief's Report.
- Exhaust System. Refer to Treasurer's Report.
- Inclusion Information. Chief Bennett and Mr. Schaiberger met with legal counsel, where legal counsel provided a petition letter which will be sent out to potential homeowners and will include a list of local notaries for people to utilize. The letter must be notarized to be official. The petition outlines cost for inclusion assuming 100% of the residents return petitions in favor of the inclusion. If the result is not unanimous, then an election will need to be held. Rye Fire is paying for this endeavor including sending and receiving the ballots. After that, any additional costs must be covered by the group requesting the inclusion. No parties from the inclusion group was present at the meeting.
- Hatchett 33,000 Gallon Tank. The quote from Straight Line Construction was reviewed. The price appeared to be reasonable per Mr. Graber. Several of their terms and conditions were reviewed. Chief Bennett noted that Rye Fire can provide services as required in the proposal. Mr. Graber noted that they are about three (3) months backlogged and he noted that he believes it would be best to wait at least this long for the weather to allow for a better result. Chief Bennett will contact them and schedule the work for spring time.

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Motion to accept Straight Line Construction proposal to provide compaction grouting to ten (10) locations around the water tank. Work to be scheduled in April 2019 and funds to come from the Capital Construction Account.

Motion: Mr. Rice
Second: Mr. McGoff

Further Discussion: None.

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

- Lif Pak 15 quote. See Chief's Report
- Locking Caps. Locks have been ordered and received. Will install as soon as adapters are received.
- Pine Shadows. Chief met with Pueblo Regional who will be sending notice to landowners that their address may change. All addresses will coincide with the road name that their property is on. Any 165 addresses will be changed.

Old Business

Nepotism Policy

Mr. McGoff passed out a draft of the policy that him and three (3) firefighters developed. The handout was reviewed and discussed. This includes both employees and contract service related situations. Mr. McGoff is meeting with the group again and will send out a proposed final policy to the Board Members prior to next month's meeting with the intention to adopt this as quick as possible. The final policy will also be reviewed by Legal Counsel before final approval. .

Office Space

Chief Bennett, noted that he has talked briefly with several locations, but since the Board has not officially asked him to search, he has only talked generalities with people. One location discussed was \$650 per month, including utilities and has two (2) rooms. The lease would be one (1) year then month-to-month. Another location is \$600 per month plus utilities. It was noted that the location needs to be away from Station #2 so staff will not unnecessarily interrupt the Chief, but close enough to conduct business. Mr. Graber authorized Chief Bennett to conduct a search and come back to the Board with at least two (2) options. Mr. McGoff noted that the server needs to be removed from the station for security purposes.

Upcoming Year Projects

Burnt Mill Properties – Update. See Task List under Chief's Report.

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Fires in Region and Staff Updates. Chief Bennett that all fires in the State of Colorado have been officially ruled out.

New Business

TargetSolutions

Chief Bennett noted that this was in process and after discussion with the vendor, the cost is roughly \$900, or less than 50% of the originally anticipated amount due to our insurance carrier.

Budget 2019

Included in the Board Packet was the draft of the 2019 budget. Income from taxes was derived from the Counties projected tax revenue provided. EMS revenue remained same as 2018. Personnel expenses was increased by 8%. Early in 2018, a 4% raise to staff was noted, but never acted upon. Thus, it was budgeted to include that 4% for salary increase from 2018 along with another 4% for 2019. Mr. Schaiberger reminded the Board that mandatory minimum wage increase takes effect in January and that this does not directly affect the staff, but should be considered to keep wages competitive. Chief Bennett noted that the budget must be approved in December and the notice will be advertised as required. Mr. Schaiberger asked board members to review and come prepared to approve at the December 2018 meeting.

2019 Audit Engagement Letter

Included in the Board Packet was a letter from McPherson, Breyfogle, Develine & Goodrich, PC, Rye Fire Protection District Auditor. This letter was to confirm our intention to use them for the 2019 Audit. The estimated maximum fee is \$15,500. No action required at this time.

Adjourn

Motion to adjourn was made at 7:10 P.M.

Motion: Mr. Rice

Dated this 19th Day of November 2018.



Submitted by Jim Beach, Captain