

The Rye Fire Protection District

**MINUTES OF THE RYE FIRE PROTECTION DISTRICT BOARD OF
DIRECTORS MEETING
Regular Meeting August 17, 2015**

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

Absent Directors – None

Others - Chief Steve Bennett, Captain Jim Beach

Call to Order

The meeting was called to order at 7:03 p.m. by Mr. Elliott, who chaired the meeting.

Roll Call

Roll call was taken with all members present.

Receive or Act on Board Correspondence

Audit Correspondence. The auditors will be at next month’s meeting to review this year’s audit, which was already submitted to the State of Colorado.

Public Comments on Non-Agenda Items

None.

Approval of Agenda

Mr. Elliott asked for any additions or changes to the meeting agenda. It was noted that under new business that staffing be added.

Motion to approve Meeting Agenda for August 17, 2015 as posted with the addition of the staffing be added.

Motion: Mr. Wills

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Second: Mr. Melchi

Further Discussion: None.

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

Approval of Minutes

Mr. Elliott asked for approval of the minutes of July 20, 2015 Regular Meeting.

Motion to approve the minutes of the July 20, 2015 Regular Meeting.

Motion: Mr. Schaiberger
Second: Mr. Wills

Further Discussion: None.

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

Mr. Elliott asked for approval of the minutes of July 20, 2015 Workshop Meeting.

Motion to approve the minutes of the July 20, 2015 Workshop Meeting.

Motion: Mr. Melchi
Second: Mr. Davis

Further Discussion: None.

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

Mr. Elliott asked for approval of the minutes of July 31, 2015 Workshop Meeting.

Motion to approve the minutes of the July 31, 2015 Workshop Meeting as presented.

Motion: Mr. Schaiberger
Second: Mr. Elliott

Further Discussion: None.

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

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Mr. Elliott asked for approval of the minutes of August 7, 2015 Workshop Meeting.

Motion to approve the minutes of the August 7, 2015 Workshop Meeting.

Motion: Mr. Schaiberger
Second: Mr. Wills

Further Discussion: None.

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

Treasurer's Report

Accounts Receivable. Mr. Schaiberger noted that the property tax receipts for 2015 are close to 100% of the budgeted income.

Motion to change how EMS Revenue is presented to reflect actual revenue received and if the auditor is concerned, then additional line item will need to be created. The existing reporting misrepresents actual revenue received and is confusing to the public and the board.

Motion: Mr. Schaiberger
Second: Mr. Wills

Further Discussion: None.

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

Motion to accept Accounts Receivable as presented.

Motion: Mr. Wills
Second: Mr. Schaiberger

Further Discussion: None.

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

Accounts Payable. The gear washer and dryer were paid, including Rye Fire's portion and received reimbursement from the grant. Chief Bennett noted interagency payroll was skewed last month. This month's report shows negative numbers which is from payments from last year so they were reallocated to prior years. It was noted that no invoice has been received for the moving of the last tank to Hatchet Ranch from neither the mover nor the crane company. Chief Bennett updated the Board from a question from a previous meeting regarding Line Item 7113, Outside Service Fees, includes Colorado City Metro Accounting Fees and Copier Fees. Chief Bennett will provide updated

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Comp Time Report for Full-Time Employees at next month's Meeting. Valley Fitness payments is quarterly and staff is utilizing the service.

Motion to approve Accounts Payable.

Motion: Mr. Wills
Second: Mr. Melchi

Further Discussion: None.

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

EMA Report. It was noted that ambulance revenue is down about 1% with billings up about 27%. It is optimistic that the ambulance revenue will meet budget. Collection rate is slightly below last year's amount, but with the billings being higher than budgeted, it is keeping us at budget and anticipates that the collection rate will increase as well.

Fire Chief Report

Statistics. In the Month July 2015, Rye Fire responded to 77 calls for service of which 63 were EMS related and 14 were fire related. In comparison with previous year this is an increase of 10% from 2014 and an increase of 10% from the 5 year average of 70.

Administration/Operations. All personnel have been issued new turn out gear, new gear includes Helmet, hood, jacket, pants, boots, and gloves. This provides them with the much needed personal protective gear which replaced the used worn out gear. The gear is in service.

We have been awarded the funds from the AFG grant that was submitted through FEMA. This will provide updated SCBA packs, wildland PPE to include helmets, gloves, shirts pants, safety glasses, extrication gloves, wildland boots and line packs with fire shelters. The amount that was allotted for Bunker Gear is in the amending process with FEMA.

The 2014 Audit was submitted July 23, 2015 which keeps us in compliance with the State.

Continue to submit grant requests to various entities throughout our region.

Motion for all future successful grants that are written by internal staff that staffs who work on the grant receive 4% payment and 1% be submitted in a fund for general staff use.

Motion: Mr. Schaiberger
Second: Mr. Melchi

Further Discussion: Mr. Melchi noted that future grants include the grant writing fee.

Aye: Mr. Elliott, Mr. Wills, Mr. Davis, Mr. Schaiberger, Mr. Melchi

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Nay: None

Work on the calendar has started and several employees have participated with the shoot. The calendar will be available towards the end of the year. A total of 200 calendars have been ordered with delivery by the holidays. Expected cost for calendars will be about \$12.00 with the revenue going to the staff to help improve the station conditions.

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

Station Tours have been provided to the Public at both stations.

Crews attended various functions throughout the district to include rodeo events and reading in the park. Chief Bennett also noted that five (5) staff attended the Valley Appreciation Community Picnic.

Training. Training has been ongoing throughout the month. Fire training covered SCBA usage, ladders, district mapping and obstacle course. EMS training is ongoing with a new topic every 6 days concerning procedure changes, protocol changes and continuing education.

Old Business

Hatchet Ranch Update

Mr. Elliott noted that the large tank has been moved and placed. Chief Bennett is working with a shift for piping and valves for filling of trucks. The inside of the tank was inspected by Chief Bennett for cracks with none found. More staff will do inspections before being filled. In order to safe water, several other tanks need to have valves replaced, so that water will be used to fill the large tank so there is minimal water waste. It was noted that Colorado State Patrol should receive a note of thanks for their involvement during the move. Mr. Elliott noted that a Hatchet Ranch homeowner is working on cold weather protection for the valves. Water signs for the tanks have been installed.

MSEC

Mr. Schaiberger noted no updates this month and asked that it be added to the September Board Meeting.

Old Med Unit

Chief Bennett noted that he has been working with Beulah Fire Protection District for the sale of old Med 21 Ambulance. A previous offer from Beulah was denied. In turn, Beulah came back with an offer of \$11,500 for the unit. The offer comprised of \$8,000 to send a RFPD Staff member to Paramedic School and \$3,500 cash. The staff member is Ross Marsh, who works part-time with Beulah and full-time with Rye Fire.

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Motion to accept offer from Beulah for \$8,000 training and \$3,500 cash. Paramedic program to be an acceptable program, that we receive a breakdown of expenses for the employee to attend the class and that Beulah reimburse Rye Fire in the event the employee leaves within three (3) years of finishing the program.

Motion: Mr. Davis
Second: Mr. Wills

Further Discussion: None.

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

New Business

Staffing

Mr. Elliott noted that the 2015 budget included three (3) new full-time employees. During this budget year, the Board chose to utilize part-time staff to fill those positions. Now, as a method to enhance employee retention, the Board is now going to fill the three (3) full-time positions from within existing staffing. The money for this is already within the budget. Chief Bennett will send out a letter requesting that interested staff submit their names, an interview committee will conduct interviews, and a list will be developed from which the three (3) individuals will be hired as full-time staff. Process is expected to last 30-60 days.

Resignation

Mr. Elliott regretfully submitted his verbal resignation as Rye Fire Protection District member effective September 1, 2015 to move to Colorado Springs to be closer to family. Mr. Elliott noted he will provide a letter of resignation.

Motion to accept Mr. Elliott's resignation with great regret.

Motion: Mr. Schaiberger
Second: Mr. Wills

Further Discussion: All board members thanked Mr. Elliott for his service to the Board.

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

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New Computers

Chief Bennett noted that all three (3) computers at the station are in need of replacement. \$2,000 was budgeted for this during 2015 and he expects to spend around \$1,600 for this purchase.

Task Updates

Chief Bennett passed out an updated list, which was reviewed. Mr. Wills will assist in obtaining quotes on exhaust systems. It was noted that Mr. Richardson should receive a letter of thanks for his patience during the large tank installation since his pasture and fencing were disturbed.

Adjourn

Motion to adjourn was made at 7:57 P.M.

Motion: Mr. Wills
Second: Mr. Davis

Further Discussion: None.

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

Dated this 17th day of August 2015.



Submitted by Jim Beach, Captain