

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

Regular Meeting of February 19, 2018

Present: Directors – Mr. Rich Simpson, Mr. John Schaiberger, Mr. Wally Rice, Mr. Garry Melchi.

Absent Directors: Mr. Mike Davis

Others: Chief Steven Bennett

## 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 included.

## Approval of Agenda

Motion to approved Meeting Agenda for February, 2017 as posted.

Motion: Mr. Melchi

Second: Mr. Simpson

Further discussion: None.

Aye: Mr. Simpson, Mr. Rice, Mr. Melchi, Schaiberger

Nay: None.

## Receive or Act on Board Correspondence

None.

## Public Comments

None.

## Approval of Minutes

Mr. Simpson asked for approval of the minutes from December, 2017.

Motion: Mr. Simpson

Second: Mr. Melchi

Further discussion: None

Aye: Mr. Simpson, Mr. Rice, Mr. Melchi, Mr. Schaiberger

Nay: None

## Treasurer's Report

Great deal of confusion of the treasurers report. Mr. Rice asked for update on moving account from Denver Local, waiting on signature from one board member. Account will be moved and closed. Correct total have not be able to be reconciled for the transfer. Everyone signed account papers except for Mr. Melchi, he will get this completed. Several signature cards are needing resigned to update all the signers. Financial documents had issues getting printed, there were program issues, they did not get our budget figures in there and the percentages did not reflect correctly. Financial were received day of the meeting, all our regular reports are not what we typically receive. Mr. Schaiberger looked at December closing first looking at closing balance which is previous to the allocation to the \$75,000. The bank totals show ending balances which are correct. All payroll and monthly expenses paid. Mr. Rice inquired are these comparable to monthly expenses. These are comparable and look correct. Question arose about book balance on the reconciliation paperwork, Bennett was not able to explain what the book balance is for their system. These forms were printed to see what actual balances, but we were unable to determine what the reconciliations were compared to bank statements. These are not normal forms we typically get so they are difficult to understand. Mr. Bennett noted as of Friday we were not going to receive any reports and with receiving different reports and in a short time before meeting, there was several confusing issues. Board is not pleased with the presentation of statements for this month.

Year end income statement look reasonable and good, came in under budget for expenses and over budget on revenues as noted by Mr. Schaiberger. Questions arose about the difference of accrued expenses and as well as the reallocation of prior year expenses along with encumbrances versus the actual monies on hand. Mr. Rice and Mr. Bennett sat down with previous financial director for explanations. Questions from Schaiberger to Mr. Rice inquiring if previous finance person had explained questions and rectified issues, Mr. Rice agreed that the financial director know what he was doing thus the reflection on the reports were correct. Remaining part of discussion will be moved to executive session. Mr. Schaiberger asked to discuss financial further at the next meeting due to confusion of reports. Mr. Schaiberger moves to table the discussion of reports to next meeting.

Aye: Mr. Schaiberger, Mr. Melchi, Mr. Simpson, Mr. Rice

Mr. Melchi asked about income from insurance collections. Bennett explained monies are starting to come in. With just starting to collect monies the percentages have not been obtained yet. As more payments come in we will be able to figure out percentages. Mr. rice asked how soon we can get percentages on a report. Bennett will print off reports and work with Jim to start figuring out percentages. Schaiberger asked why the income statement shows zero for ems revenue. Finance director is putting it in the accounts receivables in wrong GL account, she will correct this issue so it will reflect correctly.

Accounts payables – February packet. Question - Where does MSEC and SDA come into being paid. MSEC is in the batch of checks to be signed. Dental and Vision is paid separately from Health insurance. Travel related reimbursement are related to reimbursements to the individual interagency employees out this year. The stand-alone interagency employees went out to California, New Mexico Texas. Reimbursements came in, when we receive the reimbursements from the State we pay the employees.

Why are there 4 bills to San Isabel Electric. This is for two repeater sites for radio system and the two fire stations.

EMA still has some billing processing and paying from before we cancelled contract. EMS Billing Services is currently handling from July 19, 2017 forward.

Accounts Payable for the month of February – Wrong dates were reported on the reports. Simpson motion to pay Wally second.

Motion to open to approved accounts payable.

Motion: Mr. Melchi  
Second: Mr. Davis

Further Discussion: None.

Aye: Mr. Simpson, Mr. Schaiberger, Mr. Rice, Mr. Melchi  
Nay: None.

## Spread sheet from EMA

A new spreadsheet will be computed containing the information from EMS Billing Services for future meetings..

## Old Business

### Interagency Updates

No personnel are out at this time.

### Fire Hydrants

See Task List

### Upcoming Projects

Emergency Generator – See Task List

Exhaust System – See Task List

Budget Reallocations. Presented adjustments to the budget to allow an 8 percent increase in pay. This did not change

## New Business

Designation of Election Official –

Motion to appoint Chief Bennett as the DEO

Motion to appoint Chief Bennett as DEO.

Motion: Mr. Rice  
Second: Mr. Simpson

Further Discussion: None.

Aye: Mr. Simpson, Mr. Schaiberger, Mr. Rice, Mr. Melchi  
Nay: None.

Intent for Rye Fire to Participate in Coordinated Election. Intent has been filed with Pueblo County. Mr. Schaiberger will sign the MOU to sign.

Publish call for nominations – these are to be published in the local newspaper. This is also posted at all Rye Fire Posting places.

Engagement Letter for auditor. This needs to be signed. Audit is to be submitted to the State in a timely fashion. No extensions are to be made.

Motion to accept engagement letter for audit.

Motion: Mr. Simpson  
Second: Mr. Rice

Further Discussion: None.

Aye: Mr. Simpson, Mr. Schaiberger, Mr. Rice, Mr. Melchi  
Nay: None.

#### Executive Session

Motion to enter executive session for personnel discussion at 6:02 pm.

Motion: Mr. Simpson  
Second: Mr. Schaiberger

Schaiberger Motions to develop a nepotism policy, utilizing MSEC as source.

Motion: Mr Schaiberger  
Second: Mr. Simpson

Discussion: Mr. Simpson discussed concerns of time frame to complete and not hire at this time. Mr. Schaiberger stated not constraints in place to hire. This would also not be retroactive once in place.

Aye: Mr. Schaiberger, Mr. Simpson, Mr. Melchi, Mr. Rice.  
Nay: None

Place on agenda for next month to develop committee for the nepotism policy.

Motion total 8 percent raise for employees from year end last year effective January 1, 2018

Motion: Simpson  
Second: Melchi

Discussion: Initial Budget reflected 4%, this is increased to 8% total. This is retroactive. An adjustment will be made one time for previous checks issued.

Aye: Mr. Schaiberger, Mr. Rice, Mr. Simpson, Mr. Melchi  
Nay: None

Motion to entertain investigate another accounting firm to do our monthly accounting.

Motion: Mr. Schaiberger  
Second: Mr. Simpson

Discussion: None

Aye: Mr. Schaiberger, Mr. Melchi, Mr. Simpson, Mr. Rice

Discussion about hiring personnel. Mr. Schaiberger noted that the hiring is the Chiefs discretion. He will work on hiring personnel to provide adequate coverage for the district.

## Adjournment

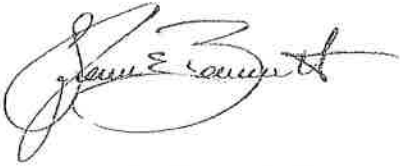
Motion to Adjourn was made at 6:48 p.m.

Motion: Mr. Melchi

Second: Mr. Simpson

Aye: Mr. Simpson, Mr. Schaiberger, Mr. Rice, Mr. Melchi

Dated this 28th day of February, 2018.

A handwritten signature in black ink, appearing to read "Steven E. Bennett". The signature is stylized with large, flowing loops and a long horizontal stroke at the end.

Submitted by Steven E. Bennett, Chief