

The Rye Fire Protection District

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

Call to Order

The meeting was called to order at 5:00 p.m. by Mr. Simpson, who chaired the meeting. Mr. Schaiberger joined the meeting at 5:04 p.m. and insisted Mr. Simpson continue to chair the meeting.

Roll Call

Roll call was taken and present members were introduced.

Approval of Agenda

Mr. Simpson asked for any additions or changes to the meeting agenda.

Motion to approval of the agenda for September 2018.

Motion: Mr. McGoff
Second: Mr. Graber

Further Discussion: None.

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

Receive or Act on Board Correspondence

None.

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Public Comments on Non-Agenda Items

None.

Approval of Minutes

Mr. Simpson asked for approval of the minutes of August 2018.

Motion to approval of the meeting minutes for August 2018.

Motion: Mr. Rice
Second: Mr. McGoff

Further Discussion: None.

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

Treasurer’s Report

Chief Bennett noted that each month he brings copies of the bills associated with each check that is to be signed at each meeting. Discussion followed regarding a random check of the bills prior to signing the checks. Mr. Schaiberger noted that his suggestion was to review bill’s in excess of \$500. There was a discussion whether every bill needs to be reviewed.

Motion for the Board to complete a review of bills over \$500 before signing the checks.

Motion: Mr. Schaiberger
Second: Mr. Graber

Further Discussion: Mr. Graber suggested that a random check of 10% of the bills over \$500 be completed prior to signing.

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

Accounts Receivable/Payable. Mr. Rice reviewed the individual reports. “Income/Expense Summary” report showed over \$700,000 from Property Tax this year. The Operations Revenue was for revenues from EMS revenues and Interagency revenues showed over \$425,000 for this year. The Other revenue was from grant reimbursements and donations totaling over \$3,00 for the year. The

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Cash Account Summary report was reviewed and noted that this was as of August 31, 2018. The “Cash in Bank – CNB Capital” account balance did not reflect a transfer that was to occur after the last meeting. Chief Bennett noted that it did occur after August 31st. The Income Statement is for August 2018 and reflects 8 months or 66% of the budget. The “Accounts Payable” report is for checks signed in August 2018. The \$660 credit is for the San Isabel Electric bills that are paid electronically. Mr. Graber inquired about the Rye Septic bill, which is for the pumping of sand trap at Station 2. This requires pumping several times a year due to smell. The “Cash Disbursement – Payroll Transmittals” report details the payroll taxes and pensions paid. In the Bank Reconciliation, it was found that Pueblo County shorted Rye Fire on tax payments in the amount of \$3,228.14. This was found by the Metro Accountant and the County Assessor confirmed the shortage and will be sending out the balance due. There is still a balance shown in the Interagency Account where a check was put in September 2017 to the DDA account by mistake and transferred to the Interagency Account. They are working on the accounting software issue but noted that the money is correct. There are three (3) pages of bills to be paid this month. They will be reviewed and signed tonight.

Motion to accept the Treasurer’s Report for Accounts Receivable and Accounts Payable for August 2018.

Motion: Mr. Graber
Second: Mr. McGroff

Further Discussion: None.

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

Emergency Medical Services. Captain Beach reviewed the August 2018 EMS Graph noting that billings are about 4% above the budget and revenues are down by about 4%. It was thought that his months revenue was down due to insurance companies holding back on payments to help their quarterly statements.

Capital Projects. Chief Bennett noted that the \$75,000 transfer from last month’s meeting occurred in September instead of August and will be reflected in next month’s reports. Graber continues to do preliminary research on exhaust systems and noted he was out of the office most of the time since the last meeting. Mr. Graber will be working to ensure that the system provides the most exhaust efficiency and energy efficient at the same time. He will have more information for next month’s meeting.

Fire Chief Report

Statistics. In the Month August 2018, Rye Fire responded to 87 calls for service of which 72 were EMS related and 15 were fire related. In comparison with previous year this is a decrease of 8% from 2017 and a decrease of 4% from the 5-year average of 90. This was attributed to the decrease in fire

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related calls.

Administration/ Operations. Update on headlamps, these have been utilized by staff and work well giving the necessary personal lighting needed on nighttime calls.

Hydrant testing was put on hold due to water 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. Chief will obtain a firm quote from AMR and begin some paperwork on the grants to assist.

Still working on a newspaper article/ public service announcement to present to the local paper in regards to rules of the road when you see an emergency vehicle with lights and sirens. Once I have the just of the article together the paper will help put it together.

Prevention. Provided school fire drills at all schools within the first few days of the new school year. Providing ambulance coverage for Varsity High School Football games.

Continue to provide mitigation assessments when requested.

Training. Training has been ongoing. Fire training covered forcible entry, extrication and drafting. EMS training is ongoing with a new topic every 6 days providing continuing education for annual requirements.

Task List.

- **Fire Hydrants.** Testing on hold due to drought conditions. Now waiting on the lake level to be restored. Chief Bennett noted that a boy scout from Pueblo West has been in contact with him who is working on his Eagle Scout. He has submitted a plan for painting 81 hydrants including the planning, raising the funds, coordinating the labor, procuring the paint/supplies as the project manager. They will start painting the hydrants to our specifications beginning the end of this month. It was noted by the Board if additional materials are needed for the project that Rye Fire would assist.
- **Exhaust System.** Refer to Treasurer's Report.
- **Inclusion Information.** Refer to Old Business.
- **Helmet Lights.** Both structural and wildland head-lamps are in service for all staff.
- **Potential Tank Location – Sikes Ranch.** Refer to New Business.
- **Water Trailer on Hatchett.** Chief Bennett noted that Austin Clennin is going to assist in getting this trailer stabilized. The front trailer legs came off the dunnage and is settling in the dirt.
- **Hatchett 33,000 Gallon Tank.** Mr. Graber will visit this site and provide recommendations. The tank is settling, and the exterior skin is showing signs of stress. The foundation design consists of about 6" of road base and the compaction sequence is unknown.
- **Muddy Creek Tank.** An option to help prevent theft of water is to install Knox Caps at a cost of about \$200 each which was approved by the board. It was also noted that the caps at Horsecreek Tank were missing as well.

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Old Business

Burnt Mill Properties

There were no representatives from the association at the meeting. Chief Bennett put together a preliminary budget figure and distributed to the Board for the tax revenue that might be realized. The request for inclusion came from the association and with nobody in attendance, Mr. Schaiberger and Chief Bennett will meet with Legal Council for help in the next steps in the process. It was discussed by members of the board that this inclusion should be tabled until the association puts money into an escrow account.

Fires in Region and Staff Updates

Chief Bennett noted that three of the eight Interagency Staff are deployed on Western United States Fires.

Chief Bennett noted that Lt. Dudik was going to a department in the Denver Area, but decided to return and is now on full-time

New Business

Nepotism Policy

It was noted that this originally started earlier in the year, but was tabled until the new members came aboard. Chief Bennett will redistribute the draft that was being reviewed. A committee comprising of two (2) board members and three (3) staff will be formed. Mr. McGoff and Mr. Graber will be on the committee and Chief Bennett will get three (3) firefighters as well.

Clerical Help/Justification/Specific Duties/Fiduciary Justification

Chief Bennett noted that this came from Mr. Davis, who isn't present to present his plan. Chief Bennett wasn't aware of any need. If this is to move forward, a list of clerical duties, hours and job description should be presented to the board.

Sikes Ranch Water Tanks

Sikes Ranch has expressed an interest on placing an underground tank for additional water storage. Mr. Rice talked to the individuals and asked them to come up with information for the Board. They since met with Chief Bennett and would be having a meeting and will respond back.

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Pine Shadows Subdivision

Chief Bennett presented information that is being discussed. Pine Shadows Subdivision is part of Ivan Dale's old property above Rye. Since the lots are not on county maintained roads, there is a mixture of addresses ranging from Highway 165, Pine Cone Road, Blue Shadows Road and Meadow Lane. This confusing information can lead to delays in emergency responses by Rye Fire and other agencies. There are upcoming meetings being held between the homeowners and Pueblo County. Chief Bennett will continue to update the board on this issue.

Adjourn

Motion to adjourn was made at 6:50 P.M.

Motion: Mr. Schaiberger

Dated this 20th Day of August 2018.

A handwritten signature in cursive script, appearing to read "Beach".

Submitted by Jim Beach, Captain