

The Rye Fire Protection District

**MINUTES OF THE RYE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
Regular Meeting April 19, 2021**

Present Directors – Mr. Rich Simpson, Mr. Wally Rice, Mr. George McGoff, Mr. Mike Graber

Absent Directors – Mr. John Schaiberger

Others - Chief Steve Bennett, Captain Jim Beach

Call to Order

The meeting was called to order at 5:00 p.m. by Mr. Rich Simpson, who chaired the meeting. Meeting was held in-person at 4497 Bent Brothers Drive, Colorado City Colorado.

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 accept the agenda as posted for April 19, 2021 as posted.

Motion: Mr. Rice
Second: Mr. Graber

Further Discussion: None.

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

Receive of 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 minutes for the Regular Meeting for March 15, 2021.

Motion to approve the minutes for the Regular Meeting of March 2021 as submitted.

Motion: Mr. Rice
Second: Mr. Simpson

Further Discussion: None.

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

Treasurer's Report

Accounts Receivable, Accounts Payable March 2021. Mr. Rice went over key points in the March 2021 report. Chief Bennett noted that the pie chart labels have not been corrected as they are working on the software to make the requested changes. Chief Bennett noted that in the Interagency Account, five (5) more fires need to be paid for by the State of Colorado before the final balance can be determined, which is the overhead for Rye Fire for the year 2020. Mr. Rice noted that the budget is now at 25% for the year. All three (3) counties had substantial payments. It was noted that the Utilities – Natural Gas line is over at 52% but will even out as the summer months approach. It was noted that the four (4) San Isabel Electric Bills and the Wright Express Fleet Services fuel bill are paid by using electronic funds transfer and all other are paid by check. In the Journals By Reference, the \$7,188.32 invoice to the City of Pueblo included the refitting of the fire truck bed to the new chassis along with another repair bill for an exhaust system trouble on the newer ambulance. The \$162.56 invoice to the Town of Rye is a yearly backflow charge required on all commercial buildings in Rye.

For the EMS Billings, Captain Beach noted that the charges for the third month of 2021 show billings down about 27%. Collections are up to just over 79% of budget Revenue. It was reinforced by Mr. Rice that a large percentage of billings are written off, primarily due to the amount insurance companies are paying. Chief Bennett noted that In-District Write-Offs account for a small percentage of the overall amount written off.

Motion to approve Accounts Receivable and Accounts Payable for March 2021.

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Motion: Mr. McGoff
Second: Mr. Graber

Further Discussion: None.

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

Capital Projects. None identified.

Fire Chief Report

Statistics. In the Month of March 2021, Rye Fire responded to 67 calls for service of which 58 were EMS related and 9 were fire related. In comparison with the previous year this is a 17% decrease from 2020 and a decrease of 4% from the 5-year average.

Administration/ Operations. New Brush Truck is at the station in Colorado City. The truck is ready to go in service minus the decals. Signs by Scott are doing the decals and those should be completed and on the truck before end of month in April.

Currently working with ISO (Insurance Services Office) for our inspection for the Fire District. After this inspection is complete it provides a public protection classification. They will be collecting data and visit to obtain equipment itemization with supplied, hose test records, pump test records, training. They also have targeted 9 structures within Rye and Colorado City of where they will actually test the flow of water to make sure it is adequate for those buildings. They also check the water systems of both Colorado City Metro and the Town of Rye. Thru this process they also look at dispatch records and response times on fire calls and how we are paged out. It is a process to get completed. Currently our ISO rating is 4/4x also known as 4/9.

Prevention. Assisted schools with their monthly fire drills.

Fire safety classes are still in the works for the residents within the District.

We continue to post monthly Facebook safety tips.

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

Training. Training has been ongoing with misc. fire training, pump operations, SCBA drills. Wild land training has been ongoing throughout the month as well in preparation for the upcoming fire season. EMS training ongoing to maintain continuing education requirements.

Task List.

- Colorado City Hydrants. Testing still on hold.

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- Research Accounting Fees and Audit Fees. Research attached to the Board Packet.
- Investigate records retention.
 - Financial Records minimum 7 years. Auditor to determine exact time frame.
 - Business Meeting Records forever
 - Employee records forever
 - Medical PCR's forever
 - Fire Reports forever
 - Vehicle Records as long as you own it
 - It was suggested that we put together a records retention policy.
 - We need to also check with our Auditors and ask them how long we need to keep financial records. I know we have our records in file for last 8 years and in storage at CCMD with their financial records.
 - We do have all meetings posted on our website since 2009.
 - All PCRs are saved in image trend with the State this began when electronic filing started. All PCRs and fire reports are saved on the server. Both handwritten and electronic
 - We are in line with what is posted from regulatory agencies. One thing we lack is the defined policy.

Old Business

Upcoming Year Projects

- Fires in Region. Chief Bennett noted no fires in the region.
- Staff Updates. Chief Bennett noted two (2) full-time slots will be filled with paramedics currently on staff effective May 1st. Additional EMS will be hired in May.

Truck Purchase (Cab/Chassis) Status

Decals to be installed by the end of April.

Audit – Scheduled for June 2021

Accounting and Audit Fee Comparisons

Comparisons included in the packet for discussion next month.

Propane Services Comparisons

Comparisons included in the packet for discussion next month.

New Business

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None.

Adjourn

Motion to adjourn was made at 6:24 P.M.

Motion: Mr. Rice

Dated this 19th day of April 2021.

A handwritten signature in black ink that reads "Beach". The signature is written in a cursive, flowing style.

Submitted by Jim Beach, Captain