

**The Rye Fire Protection District**

**MINUTES OF THE RYE FIRE PROTECTION DISTRICT BOARD OF  
DIRECTORS MEETING  
Regular Meeting April 18, 2016**

Present Directors – Mr. Schaiberger, Mr. Wade Wills, Mr. Mike Davis, Mr. Melchi, Mr. Rice

Absent Directors – None

Others - Chief Steve Bennett, Captain Jim Beach

**Call to Order**

The meeting was called to order at 7:02 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. Two (2) items added were Resolution 16-006 and status of the employee policy.

Motion to approve Meeting Agenda for April 18, 2016 with the two (2) items added as noted.

Motion: Mr. Wills  
Second: Mr. Melchi

Further Discussion: None.

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

**Receive or Act on Board Correspondence**

None.

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### Public Comments on Non-Agenda Items

None.

### Approval of Minutes

Mr. Schaiberger asked for approval of the minutes of March 21, 2016. Two (2) minor items noted were change “way” to “saw” under third paragraph of Fire Chief Report and change “critical” to required” on second line for Election Update.

Motion to approval of the meeting minutes for March 21, 2016 with corrections noted.

Motion: Mr. Melchi  
Second: Mr. Wills

Further Discussion: None.

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

### Treasurer’s Report

Accounts Receivable. Income Statement w/o Charges. Mr. Schaiberger noted that the budgeted revenue column does not add up properly. Same is true for the Income Statement. Chief Bennett will verify. Interagency Income Statement. The total expenditures are noted as negative and should be positive.

Accounts Payable.

Motion approve Accounts Receivable and Accounts Payable.

Motion: Mr. Wills  
Second: Mr. Davis

Further Discussion: None.

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

EMA Activity. Captain Beach reported that revenues for March were slightly below the budgeted amount with the year to date about 18% below budget. Billings are also below budgeted figures.

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The EMA Updated Contract was presented and reviewed. Chief Bennett noted that EMA has not presented a contract for several years. This contract was due to EMA obtaining a new software program and their bank requesting contracts with their customers. Several comments were noted. One is that “Rye Fire Protection District” should be added to the blank line for the second party to the contract. Fifth paragraph need to change “providers” to “Rye Fire Protection District”. Lastly, at the signature line, remove “provider” and add our organization.

Motion to approve contract with EMA with the changes noted.

Motion: Mr. Wills  
Second: Mr. Melchi

Further Discussion: None.

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

### Fire Chief Report

**Statistics.** In the Month March 2016, Rye Fire responded to 63 calls for service of which 47 were EMS related and 16 were fire related. In comparison with previous year this is an increase of 7% from 2015 and an increase of 7% from the 5 year average of 59.

**Administration/Operations.** Colorado Safety Grant was submitted to the State for SCBA equipment last month. We received an award letter from the State and have been awarded approximately \$75,000 to purchase new SCBA masks, packs, and cylinders. The State of Colorado will seek bids on our behalf and purchase the equipment. It was noted that we will receive 12 sets, 20 masks, and 12 packs. Items will be Scott to match with our existing equipment.

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Tabletop exercise for I-25 closure from Pueblo to New Mexico was completed with multiple state and local agencies. Had some issues with multiple agencies across counties and states.

Participation with other Emergency Responders within the County and School District 70 is on-going with mock drills and exercises.

Auditor was present in March completing field work for the audit of 2015 information. They will be back next week for finishing the field work. The audit is expected to be submitted in July 2016.

Was appointed a seat on the PCC Advisory Board for Fire Science Degree program and Wildland Programs.

Month of March several community presentations as well as several presentations to numerous community boards were completed throughout the month giving explanation of the Mill Levy Ballot issue.

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

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

Personnel have assisted schools with their monthly fire and all hazard drills.

Provide a location for bountiful basket to be delivered and prepared for the public to pick. This is done on a monthly basis.

**Training.** Training has been ongoing throughout the month. Fire training covered fire fighter safety, fire behavior, water systems, search and rescue with thermal imager. EMS training is ongoing with a new topic every 6 days providing continuing education for annual requirements.

### **Task List.**

- Gift Card from Park East. Obtain a gift certificate from Park East as approved from last Board meeting. Will use debit card to purchase gift certificate. This will be complete before the end of April. Captain Beach will purchase this week.
- Check on Propane. Check on Pre-Buy amount on propane. Called, last year we did \$1.60 per gallon. They believe we will be lower than that and a prebuy dollar figure does not yet exist as they feel summer will be cheaper .
- Acct Payable Reports. Check with Donna on Accounts Payable Reports. Check and verified with Donna reports are correct and the amounts were reallocated to 2015 which causes the differences.
- Pay Gordon referral fee. Pay Gordon referral fee to be done at the end of the 1<sup>st</sup> Qtr. Will be completed at the End of march. Check is complete, signature will be obtained next board meeting. Check is to be signed today.
- Check percentage calculations on Statistics Report. Calculations were incorrect for the percentages of increases/decreases. Calculations corrected.
- Fire Hydrants. Colorado City will partner up with Rye Fire in the spring and test all hydrants in Colorado City. Flow tests for Town of Rye completed and both Fire and Town have results

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of all hydrants. Town of Rye wants to complete this again this year.

### Old Business

#### Hatchet Ranch Updates

Waiting until the soil dries up before filling the large tank. Should be completed by next month if the weather cooperates.

#### Interagency

Last month, information was passed out regarding sending a truck on deployment. This does not include the Interagency Staff. Either E13 or E16 will be sent out. At least 1 of our employees will be on the truck. Only 1 rig will be out at a time. Unless there is staff to man the truck and also keep proper coverage in the District, the truck will not go out. The area is the Rocky Mountain Region which consists of Colorado, parts of Wyoming, Oklahoma panhandle, New Mexico and western Kansas. Will expand to California, Arizona, Washington, and Utah, which was where most of the fires occurred last year. All equipment costs are covered including breakdowns and malfunctions while on the fire. Chief Bennett will verify that all employee costs are included (including taxes) with Donna. It was noted that the employees must wait until Rye Fire is paid until they get paid and will be paid the wages based upon the Forest Service wage rate for the employee's qualifications.

Motion to allow either E13 or E16 to go out on an Interagency Deployment with at least 1 Rye Fire Staff Member in the area noted. This will be done on a trial basis, not to exceed 2-3 deployments.

Motion: Mr. Melchi

Second: Mr. Wills

Further Discussion: The Board will be notified via E-Mail when a truck is deployed and Interagency Status will be a Regular Agenda Topic.\

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

Nay: None

#### Election Update

All ballots have gone out in the mail. Mr. Wally Rice was thanked for his great presentations of the Mill Levy Increase PowerPoint.

#### Employee Manual

Chief Bennett noted that he has been reviewing with staff with no concerns. The revised Manual will be printed and distributed to staff.

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### New Business

#### Resolution 16-006 – 2016 Election Intergovernmental Agreement

This resolution is to create an Intergovernmental Agreement between Rye Fire and Pueblo County Clerk and Recorder for their handling of the 2016 Election.

Motion to adopt 16-006 2016 Election Intergovernmental Agreement.

Motion: Mr. Schaiberger  
Second: Mr. Rice

Further Discussion: None

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

### Executive Session

Mr. Schaiberger noted as authorized by C.R.S. Section 24-6-402, Subsection 4, Paragraphs A-H, this board will now convene in Executive Session. The topic of the Executive Session will be for Personnel Discussion. The Executive Session will not be open to the public. No adoption of any proposed policy, position, resolution, rule, regulation, or formal action shall occur at this Executive Session.

Motion to adjourn Regular Meeting of April 18, 2016 to executive session was made at 7:53 P.M.

Motion: Mr. Wills  
Second: Mr. Melchi

Further Discussion: None.

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

Discussion was:

- Personnel Discussion

Motion to adjourn Executive Session of April 18, 2016 to regular session was made at 8:34 P.M.

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Motion: Mr. Melchi  
Second: Mr. Wills

Further Discussion: None.

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

Following Executive Session, the Board returned to regular session and the room was opened back up to the public.

## Adjourn

Motion to adjourn was made at 8:36 P.M.

Motion: Mr. Davis  
Second: Mr. Wills

Further Discussion: None.

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

Dated this 18<sup>th</sup> Day of April 2016.



Submitted by Jim Beach, Captain