

**DMFPD Meeting Minutes
February 18, 2015**

Barry Cole called the regular meeting of the Deer Mountain Fire Protection District to order at 1800 hours at the Deer Mountain Community Center. Present were Barry Cole, Mark Matthews, Karen McKee, Joe Watts, and several citizens.

SECRETARY'S MINUTES

Minutes were emailed to all board members. Barry made a motion to accept the minutes and Karen 2nd the motion. Motion carries.

TREASURER'S REPORT

General Fund

Checks #2465-2502		
Beginning Balance Jan		\$93,850.10
Fremont County Tax Deposit-Dec	\$1,894.84	
Insurance Payment	\$195.03	
Deposit Pat. Payment & Insurance payment	\$43.91	
Donation from Cody Park	\$1,000.00	
State Fire Payment- King Fire	\$7,892.95	
Bank Interest	\$0.83	
Total Income Jan	\$11,027.56	
Net Income & Balance for Jan		\$104,877.66
Expenses		\$24,527.13
Ending Checkbook Balance		\$80,350.53
Total Funds		\$185,364.56

Karen made a motion to approve the treasurer's report and Mark 2nd the motion. Motion carries.

Beginning Feb. 1st Checkbook Balance: \$80,350.53 County Tax Deposit-Jan.: \$10,217.99

Feb. Total Expenses: \$16,359.73 Ending Checkbook Balance: \$75,527.44

Karen reported that John Barth returned \$259.17 in overpayment; Medical income of \$213.21 from patient payments. DMFPD received a \$250 donation from Glen Vista HOA. The district will give 1/2 of proceeds from sale of Med 3 (\$500) to Red Suspenders in the amount of \$250; reimbursement to Vickie (\$99.98) for replacement of the two sirens on her POV's and (\$500) to Galls for a total cost of \$599.98; an additional (\$544.79) on top of last month's \$685 being paid for Cotopaxi's ambulance repairs; SCBA flow tests and hydro testing along with mask maintenance went over the original estimate- the actual total came to (2,007.30); Rescue 1 registration \$330.07; Andrew Rose reimbursement for winter academy lodging \$376.11. Karen made a motion to approve bills to be paid and Mark 2nd the motion. Motion carries.

Karen filed the budget with DOLA in January. She said we will hopefully receive Snag Canyon fire payment by the end of next week.

CHAIRMAN'S REPORT

1 background check: Tony Breedlove. The district is officially using the national background check system at the cost of \$59 for a 6 month subscription. Barry made a motion to

accept the background check and Karen 2nd the motion. Motion carries.

ADMINISTRATION HOURS:

Barry-14 Mark-8 Karen-32 Joe-6

STATION REPORTS

Station 1: Training: 121 Maintenance: 17 Administration: 142

Station 1 had 2 runs. One of the calls was assisting Vickie.

Joe said we need to purchase an AED for station 1. The following items need to be repaired: Tender 1 needs brakes fixed, Tender 2 new injectors, and Brush 3 brakes are out. Joe would like the board's permission to request bids for above repairs. He would also like to paint the main room at station 1 (\$300). Joe is requesting to purchase 5 axes and 2 halligans (\$1200). Furthermore, he wants to place a permanent sign 8-10 feet tall by 8-10 feet in length to advertise for Bingo, Breakfasts, and any fundraising endeavors (\$1000). Barry made a motion to pay \$300 for paint and drywall, \$1000 for permanent sign, \$1200 for 5 axes (3 wildland, 2 small axes) and 2 halligans for a total cost of \$2500. Karen 2nd the motion. With Joe abstaining motion carries. Karen made a motion to purchase the AED for Station 1 (\$800-1000) and Barry 2nd the motion. With Joe abstaining motion carries.

- Joe mentioned that Station 1 had 5 firefighters go through Fallers class (3 A Faller and 2 B Faller trainees).
- He also took the time to thank Becky and Patti for stripping and waxing the floor at Station 1.
- Station 1 received \$1500 donation from Red Suspenders.
- Joe wants to demolish the white trailer and sell it for scrap metal.

CFR: Training: 24 Maintenance: 7 Administration: 10

Cotopaxi Fire & Rescue had 1 run - rollover on US Hwy 50.

Jim said that Cotopaxi has no needs/wants at the moment, but they are compiling a list to bring to the board.

MEDICAL:

Vickie has contacted Ric about Cotopaxi's ambulance to address the plan of action once the ambulance is equipped and ready for runs. One of the reasons for the hold-up was lack of personnel- 2 new EMT's have recently joined. As far as the new ambulance for Station 1, Troy is still waiting on chassis. Hopefully in about 6 weeks we will have the new ambulance but no guarantees. She would like to have the new ambulance housed in the main station since it will not fit where Med 1 is currently parked. The board and Station 1 chief gave the OK to park new ambulance in the main station and move one of the brush trucks. She said that Med 2 cannot be stored at their house, because medications and equipment are exposed to extreme temperatures. Vickie is requesting permission from the board to check with AVA if any of the two places (E Path or by store) are available. The district would be responsible for paying the overage on electricity charges. The board agreed to have Vickie look into storage possibilities for Med 2.

Vickie sent Ric the inspection list needed to pass permit to run ambulance. Some of the stuff he will need to order to meet requirements needed for permit. Vickie said that Ric is working on

doing interagency transports which would bring more money into the district.

SECTION REPORTS

INSURANCE:

Mark cancelled insurance on Med 3. He reiterated the importance of calling/emailing him as soon as new volunteers pass the background check, so that he can place them on worker's compensation insurance. Otherwise, if we have people running calls without coverage we run the risk of getting sued.

COMMUNICATIONS:

Skip is out of town. Karen was wondering why the answering service still has the option to press # for Chief Todd Bell. The board agreed that this matter needs to be discussed with Skip and get it corrected.

OLD BUSINESS:

Barry mentioned that Skip turned in the paperwork for the tanks from the County Commissioner's office. Gary's driver will deliver it to Station 1 and a skid loader will be used to load and unload the tanks saving us \$120/hour for crane rental.

- Joe said that the new building committee will meet next week and he will bring information to next month's board meeting.
- Fire fighter safety grant will be reviewed February 20 - 22nd and final decision will be made on March 22nd.

Karen reported that Poindexter inclusion is official and the fee for the inclusion process was \$745. The board discussed how much the Poindexters' should pay of that fee. One possibility is to approach Poindexters' about allowing Cotopaxi to store truck/ambulance at their facility for a reduced fee. Jim will approach the Poindexters' about what they can offer the district and come back with that information next month.

NEW BUSINESS:

Karen discussed the new district bylaws and gave copies of new draft to the board, Chiefs, and Medical Captain to review and bring back any issues or concerns to next month's board meeting. Karen drafted the new bylaws with a template provided by DMFPD's attorney.

The PO system was not working out as planned and Barry recommends that all managers: Vickie, Joe, and Jim be in charge of order requests/reimbursements for their respective entities. Vickie, Joe, and Jim will bring purchase order requests to the board on anything above \$250. The district would like for managers to obtain 2 to 3 estimates in order to search for the best deal. There are instances when a purchase/repair has to be done without board approval such as a vehicle repair. The managers should use sound judgment and keep in mind that we are responsible for taxpayer's money and keep the best interest of the community. Karen and Vickie discussed not using personal credit cards for payment; instead bring an invoice to the district. Barry made a motion to do away with PO system and purchase officer and let Station managers

(Joe & Jim), and Medical (Vickie) bring a purchase request over \$250 to the board and anything under \$250 should be relevant to their operation. Karen 2nd the motion. Motion carries.

Barry would like for Joe, Jim, and Vickie to issue a letter requesting equipment back from inactive volunteers. We have firefighting equipment and radios scattered throughout the district and with new volunteers signing up, we are low on inventory. The managers should look over their rosters for any volunteers who have not responded to calls in the last 3 months or been to any training for the last 6 months. Joe, Jim, and Vickie need to draft a letter or email the volunteers requesting the equipment be returned and give them about 30-60 days to respond. The district will draft a letter if we have no response from volunteers after that time period.

Equipment Replacement Policy - The district needs a policy in place for equipment replacement in order to keep it fair for all volunteers and establish accountability. Barry made a motion that any firefighter/medical personnel that has purchased their own equipment (e.g. siren, radios) and equipment gets damaged, broken, or lost; we as a district will pay for its replacement. The district requests the volunteer turn in the old equipment to the district. Karen 2nd the motion. Motion carries.

OPEN FORUM:

ANNOUNCEMENTS:

The next meeting will be held at Deer Mountain Station 1 on March 18, 2015. Meeting will start at 1800 hours.

Barry made a motion to adjourn meeting and Mark 2nd the motion. Meeting is adjourned at 1906 hours.

Maria Matthews

Secretary