

**DMFPD Meeting Minutes
June 15, 2016**

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, Joe Watts, Karen McKee, Mike González, Darin Anderson, and several citizens.

CHANGES TO AGENDA

Darin requested that Active 911, MAC channels, Zone 6 programming, and Ark River talk groups be added to Communications; update on transfer of ownership for the Indian Springs lot and utilities to Deer Mountain be added to Old Business. Karen requested EMS billing be discussed before EMS payroll.

SECRETARY'S MINUTES

Minutes for May 18 board meeting and May 28 special meeting were emailed to all board members. Barry made a motion to approve the minutes and Darin 2nd the motion. Motion carries.

TREASURER'S REPORT

GENERAL FUND:

Checks #3068-3104		
Beginning Balance-May		\$93,604.96
Fremont County Tax Deposit-Apr	\$45,845.26	
Credit for T11 Valve Lost in Mail	\$86.95	
Gallimore May 1, 6272 CR28 Payment	\$360.00	
Medical Income	\$1,175.26	
VFIS Insurance Refund-Vehicles Sold	\$951.00	
Reimbursement-Building Lease Funds	\$5,191.15	
Sale of Generator-from Rescue Truck	\$450.00	
Sale of 1980 White Pumper	\$2,700.00	
RS Refund-Balance Advanced for Election Expenses	\$43.74	
Donation (Lake)	\$300.00	
Bank Interest	\$1.07	
Total Income May		\$57,104.43
Total Income plus Beginning Balance		\$150,709.39
Expenses		\$22,156.68
Ending Checkbook Balance		\$128,552.71
Total Funds		\$235,693.01

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

Beginning June 1st Checkbook Balance: \$128,552.71 County Tax Deposit-May: \$14,883.69

June Total Expenses: \$17,851.06 Ending Checkbook Balance: \$131,279.28

Additional bill: Humana overpaid on an insurance claim and we need to reimburse them \$65.26.

Karen made a motion to approve bills to be paid and refund Humana insurance. Barry 2nd the motion. Motion carries. Karen took the time to acknowledge and thank Barry for all his time donated in repairing fire department vehicles in the amount of \$2,200 for April and \$960 for

May.

We have used approximately \$150,000 of the building lease funds to date.

CHAIRMAN'S REPORT

No Report.

ADMINISTRATION HOURS: Joe-4 Karen-110+ Darin-12 Mike-2 Barry-6 Maria-4

STATION REPORTS

STATIONS 1, 2 & 3 HOURS: Training-344; DMVFD had 8 runs.

Build Brush Truck Updates - Engine 21 is in service at Station 2. Brush 11 is at Gary's house but will be moved to Station 1; hose lays and racks need to be done.

Building Update - Karen and Joe are getting quotes for garage doors. The electrician is charging \$12,000 and plans to start work in a week. We have received one quote for cooling and heating at \$9,000 and waiting on one more bid. Gary and Joe will be building the retaining wall and installing drains; the concrete guy will start in 3 weeks on the apron. The building should be complete within a month from now. We are way under budget on the building project; the board decided to check with leasing agent regarding what limitations we have with money not spent.

EMS: Training-12; EMS had 9 runs.

EMS Billing - Medicare sent a letter with a list of items that need to be fixed or changed: due to change in business name, EIN#, and every board member has to fill out a form that gets included in the Medicare application. Once all documents are received by the Medicare office; application will be processed within a few days allowing DMFPD to file Medicare claims.

EMS Payroll - payroll has been set-up with a 30 day free trial with monthly charges starting in late June. Karen will be emailing spreadsheets of time sheets received every month; she will require that all employees respond within 48 hours with any discrepancies so she can correct before printing paychecks. Karen made a motion to add the following wording on EMS pay plan: the district will give EMS personnel 48 hours to verify hours on time sheets before printing of payroll checks. EMS employees will be paid on the 10th of each month; if the 10th falls on a weekend, EMS employees will be paid on the first business day after the 10th. Barry 2nd the motion. Motion carries.

EMS Pay Plan Evaluation - Karen made a motion to continue with EMS pay plan and reevaluate in July. Barry 2nd the motion. Motion carries.

STRIVE Grant & EMT Class - STRIVE grant is a 3 page application for financial assistance through the State Fire Chiefs' Association. The grant provides up to \$30,000 in monetary assistance through the spring semester of 2017. The applicant has to commit to 2 years with the DMVFD or any volunteer fire department in the state of Colorado; spouses/immediate family of volunteers are eligible to apply for the grant. The STRIVE grant reimburses the individual after successful completion of college courses each semester, board certification for EMTs', and/or training classes through other certified entities. Joe said that we have 4 individuals interested in taking the EMT class: Barry, Scott, Bob, and Kelvin. The board discussed the various options available for EMT classes (Jay DeMay 6 week class and PCC 3 ½ months class); each volunteer can decide which method is best suited depending on their ability to successfully pass the EMT board certification. All volunteers interested in becoming an EMT will be required to apply and be awarded the STRIVE grant. Barry made a motion that the district pays upfront for EMT classes for the 3 individuals if they are approved for the STRIVE grant; in the future anyone else

interested in EMT training/certification, all DMVFD volunteers will need to apply and be approved through the STRIVE grant until program is no longer available. Joe 2nd the motion. Motion carries.

SECTION REPORTS

INSURANCE:

Mike met with Mark on May 27th to get up to speed with the district's insurance and received all insurance files. He is currently working on obtaining quotes and information regarding Reach flight services for the DM community.

COMMUNICATIONS:

Darin has received the 800 radio from Howard and it is being reprogrammed. Active 911 was introduced by Kris Meredith as a potential communications option. The Active 911 works only with smart devices: at time of tone out information is sent about nature of call, address, and you can immediately pull it up on google maps - cost is \$12/device per year. The board decided to discuss Active 911 at the next DMVFD's training meeting and find out if it would be economically feasible and a useful communications tool for our department. Darin decided that in the interest of time he will discuss Zone 6 programming, ability to scan Ark River talk group at Station 1, and MAC channels after the meeting with Joe and Barry.

OLD BUSINESS

Karen has filed Oaths of Office and election results with the appropriate entities. Update on transfer of ownership - Darin said that they are currently waiting for 2 more signatures and by the end of month to 60 days the transfer of ownership can formally be done. Indian Springs will deed the lot and transfer utilities to DM. Karen made a motion to transfer utilities to DMFPD as soon as transfer of ownership of lot is complete. Mike 2nd the motion. Motion carries.

NEW BUSINESS:

Employee manual - DMFPD is now an employer of EMS personnel and needs to come up with an employee handbook outlining rules and regulations that need to be followed by all employees. The district's attorney sent a template that will be utilized to create the DMFPD's employee manual. Barry made a motion that Karen and Joe put an employee handbook together so that future and all current employees have a set of guidelines to abide by set forth by DMFPD. Mike 2nd the motion. Motion carries.

ANNOUNCEMENTS

The next board meeting will be held at Deer Mountain Station 1 on July 20, 2016.

Meeting will start at 1800 hours.

Barry made a motion to adjourn meeting and Mike 2nd the motion. Meeting is adjourned at 1917 hours.

Maria Matthews

Secretary