



**DEER MOUNTAIN FIRE PROTECTION DISTRICT
SPECIAL BOARD MEETING MINUTES
November 7, 2018 @ 1000 hours.**

CALL TO ORDER: J.R. Niblett.

DIRECTORS PRESENT: J.R. Niblett, Elaine Foster, Patrick Smith & Crystal Warner. (Absent: Sarah Killough)

PRAYER: by Patrick

PLEDGE OF ALLEGIANCE: led by J.R. Niblett

- **Establish EMS and Staff Payroll Dates:** Pay dates have not been established beyond December 15, 2018. Elaine motioned to pay EMT's on January 2, 2019. Patrick 2nd. Elaine explained that paying another payroll in December will put the budget further in the red. Paying on Jan. 2nd would give the employees a larger paycheck as they would be paid for the full month of December. Elaine also explained that employees are presently paid within 24 hours - that it is not a standard business practice to pay employees in less than 24 hours and that in the future a delayed payment system should be implemented so that there is more time for payroll to be completed. Joe expressed concerns that paying the employees one day late could be a hardship for some personnel. There was much discussion about whether to pay on Jan 2nd or Dec. 30. In order to end the debate Karen offered to do paychecks on Jan 1 even though it is a holiday. Everyone realized that the checks could not be cashed on the 1st, so that paying on the 2nd would probably be ok. The motion carried to pay on the 2nd. J.R. Abstained.

- **2018 & 2019 Budget Workshop:** A budget work shop was held to develop both the 2018 amended budget & 2019 budget. The budgets were reviewed line by line. After the 2018 budget was completed, J.R. motioned to redo the 2019 budget without the rollover. Crystal 2nd. Motion carried. The 2019 Budget without the rollover resulted in the budget being over \$132,000 in the negative. A budget in the negative is not a budget that could be adopted. The budget must be balanced. A second version of the 2019 budget was created including the rolled over reserves and carryforward/fire accounts receivable. The discussions resulted in a 2019 budget to be presented to the board at the regular meeting on November 14, 2018

- **Mill Levy Discussions:** During the budget workshop pursuing a mill levy increase was discussed as it became very evident when working on the 2019 budget that present tax revenues cannot support the Districts present level of operating expenses. There was discussion and ideas presented as to how a mill levy increase can be justified to the tax payers.

- **Personnel Issue: Karen McKee:** Crystal explained to the board that on Oct 30 she called Karen and asked Karen to do Jeremy's paycheck early as he had no more shifts in the pay period and they needed money to get food before the storm came in. Karen told Crystal that she couldn't pay early with out a board decision and that she would get Elaine's input on the matter. Elaine agreed that the pay schedule should be followed. Karen texted Crystal that Jeremy's check would be ready on the 1st as scheduled. Then Karen texted Crystal and offered food to get them through a few days. Crystal took offense to the type of food offered as she is Hispanic. Karen explained that the food offered was in no way meant to be offensive and that it is something that Karen stocks and eats on a regular basis and is what she had available to give away. Karen also explained the quality of the protein in and the nutritional benefits of what was offered. Crystal would like the board to allow paychecks to be done early in the case of a dire need. Elaine recommended that the firefighters be approached for a loan from their firefighter's fund. Patrick commended Crystal for discussing the topic and not keeping in it was agreed that with more diverse personnel everyone must be sensitive.

ADJOURNMENT: J.R. motioned to adjourn the meeting at approximately 1:15 pm. Elaine 2nd. Motion carried.