



**DEER MOUNTAIN FIRE PROTECTION DISTRICT  
BOARD MEETING MINUTES  
January 16, 2019 @ 1800 hours.**

**CALL TO ORDER:** The meeting was called to order at 1800.

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

**PRAYER:** By Jerry St. John

**PLEDGE of ALLEGIANCE:** Led by J.R.

**CHANGES TO AGENDA:** None.

**MEETING MINUTES:** Crystal motioned to approve the January 3, 2019 meeting minutes. J.R. 2<sup>nd</sup>. Motion carried.

**PUBLIC COMMENTS:** None.

**TREASURER'S REPORT:** Elaine reported:

**Beginning December 1st checkbook balance Bank of San Juans** **\$98,850.77**

**Deposits this month-to-date**

County Deposit for prior month	\$11,157.21
Collins- 6272 CR 28- Dec payment	\$360.00
Medical Income	\$4,214.56
Remove Excess funds from Engine Account	\$700.00
State Fire Payments-multiple incidents	\$195,456.14
EMT-I class student pymnts- Nov	\$160.00
EMT-I class student pymnts- Dec	\$71.85
Sale of junk car used for training	\$1.00
Sale of gas to McKee - chief wanting to use up old fuel	\$28.34
Fund Raising letter donations	\$7,370.00

**Total Month Income** **\$219,519.10**

**Total Income plus beginning balance** **\$318,369.87**

**Total Expenses** **\$39,530.77**

**Checkbook Balance 12/31/18** **\$278,839.10**

**Beginning December 1st checkbook balance Great Western** **\$6,523.85**

**Deposits this month-to-date**

Void Check 3960 over 1-year old Grey Rose Solutions	\$145.00
Void Check 4071 over 1-year old Brandon Ory	\$8.73
Void Check 4121 over 1-year old Kalya Smith	\$80.73
Void Check 4333 Jeremy Warner check replaced	\$9.43
Void Check 4511 Mark Abrahamson check replaced	\$303.00

**Total Month Income** **\$546.89**

**Checkbook Balance 12/31/18** **\$7,070.74**

**TOTAL CHECKING ACCOUNT FUNDS** **\$285,909.84**

**Other Bank Account Balances:**

Emergency Reserves Bank of San Juans	\$50,429.82
Capital Improvements Bank of San Juans	\$19,839.27
Engine Debit Account Bank of San Juans	\$198.22

**Total Funds 12/31/18** **\$356,377.15**

5:16 Elaine motioned to approve the Treasurer's report & Ratify the Engine Debit account. J.R. 2<sup>nd</sup>. Motion carried.

**- Bills Report:**

<b>Beginning January 1st checkbook balance Bank of San Juans</b>	<b>\$278,839.10</b>
<b>Deposits this month-to-date</b>	
County Deposit for prior month	\$2,570.99
Collins- 6272 CR 28- Jan payment	\$360.00
Medical Income	\$5,613.18
State Fire Payments-S. Umpqua & Ryan	\$29,262.31
EMT-I class student payment	\$50.00
Fund Raising letter donations	\$320.00
Donation from Sangre de Cristo	
Electric	\$150.00
<b>Total Month Income to-date</b>	<b>\$38,326.48</b>
<b>Total Income plus beginning balance</b>	<b>\$317,165.58</b>
<b>Total Expenses to Date</b>	<b><u>\$130,132.21</u></b>
<b>Checkbook Balance to date</b>	<b><u>\$187,033.37</u></b>
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<b>Beginning January 1st checkbook balance Great Western</b>	<b>\$7,070.74</b>
No transactions to-date	
<b>Checkbook Balance to date</b>	<b><u>\$7,070.74</u></b>
<b>Total Checking account funds as of</b>	
<b>01/16/19</b>	<b><u>\$194,104.11</u></b>

Elaine motioned to approve the January bills. Patrick 2<sup>nd</sup>. 90% of the LifePak-15 expenses will be reimbursed by the EMS provider grant. The over 50,000 paid for the new truck will be reimbursed by the lease that is being obtained for that truck. By advancing the \$50,000 payment the district gets a price reduction on the truck. Motion carried.

- Darcy Themel sent the board a request to be paid for the 2018 special meetings that she attended for which she was not paid a Director's fee. Elaine motioned to pay Darcy the money she earned between Jan 21 and August 1, 2018. Crystal 2<sup>nd</sup>. Motion carried. The board decided to pay her as soon as possible.

- **Lost Check:** Karen reports three: Sarah Anderson EMS pay 9/1/2018 in the amount of \$241.64 & two checks to Adam Anderson for a total of \$255.56.

Elaine motioned to replace the lost checks and include a letter that stating if the original checks are found they are to be returned to the board. J.R. 2<sup>nd</sup>. Motion carried.

- **Payroll expenses:** EMS payroll & liabilities for December totaled \$8,772.29. Staff payroll & liabilities were \$3,001.02. December payroll & liability expenses for EMS and Staff total \$11,773.31.

- **EMS billing:** This section was skipped.

- **National Fire Inc/Exp:** Karen reported that except for about \$70, the District has received all State Fire payments for 2018 fires and that all personnel have been paid except to Stephen Miller (approx. \$70 owed). The payment for the Camp fire of \$42,061.30 was recently received and is not included in the Bills report as it has not yet been deposited. Fire payroll and liability expenses for December totaled \$4,698.80 and for January to-date total \$1,659.11.

- Elaine asked Karen to forward any information to the board that the board may find helpful in doing their jobs.

**CHAIRMAN'S REPORT:**

- **Admin hours:** J.R. reported that the board had about 800 hours of admin.

- **Approve new application(s):** The new applicant Micheal Schnobirch has extensive experience in radio communications. Patrick said Michael could teach a HAM radio class. J.R. motioned to accept Michael. Patrick 2<sup>nd</sup>. Motion carried.

- **Apology:** J.R. apologized to Elaine again for talking to Elaine on a speaker phone with someone else present. Elaine accepted J.R.'s apology. Elaine said there have been a lot of bad communication emails in the last month and that the board needs to figure out how to resolve those issues and that the board needs to be more careful all around about what they say about each other.

- **Training & Trucks:** J.R. said that the valves on Engine 11 are being replaced under warranty and that the new pump has been ordered from Dayco for Rescue 11 for less than \$6,000.

## **STATION REPORTS: FIRE & EMS**

- **Fire training hours & runs:** Joe reported 5 fires runs & 110 training hours.
- **EMS training hours & runs:** There were EMS 19 calls & 150 EMS training hours.
- **Stations 1, 2 & 3 updates:**

Chief Watts stated that bldg. B is a red cross disaster center. When tested the generator for buildings B&C quit. Joe explained the issues with the generator for buildings B & C. The generator will be taken to J.R.'s shop and he will try to repair it.

- **Purchases:** J.R. has researched generators for Building A and found A 25-kw propane Generac generator with and automatic transfer switch for about \$9,000 and \$1,600 will be needed to hook it up. J.R. can install it as he is licensed. The trucks and ambulances in building A need to be kept warm. Patrick motioned to purchase a generator for building A for \$10,600. Crystal 2<sup>nd</sup>. \$7,000 of the funds needs will come from the fundraising letter donations and the remaining \$3,600 will come from building repairs. Motion carried. J.R. will order the generator.

Joe requested that a mobile BK radio be purchased for the new engine. Patrick motioned to spend up to \$3,000 and have it sent to the manufacturer of the new truck. Elaine 2<sup>nd</sup>. Motion carried. Patrick will shop with Roberts assistance for a good price.

- **Wildland update:** Jenn reported that Firefighter's just completed training at the Wildland academy and that there be more in-house training in February and March so that everyone will be ready for the fire season and Jenn can get their qualifications entered into the systems.

## **COMMUNICATIONS REPORT:**

- **Purchases:** Patrick reported that some radios are in the shop to be quoted for repairs. Patrick has tested the 911 system and plans to do that once a month. Patrick and Otis will be replacing the cameras in building A to get them back online there are no anticipated costs.

**INSURANCE REPORT:** Crystal is working on the Worker's Compensation annual audit due at the end of January.

## **VICE-CHAIRMAN'S REPORT:**

- **Job Description:** Elaine is still missing job descriptions for the EMTs. Joe will get Elaine a copy.

## **COMMITTEE REPORTS:**

- **Station 4:** J.R. said that the driveway applications (culvert) have been submitted to the county. The board received information from Don Moore regarding the drainage plan.

## **OLD BUSINESS:**

- **EMT-Intermediate contracts:** Patrick met with some of the EMT's to resolve the contracts and the EMT's aren't comfortable with contracts. J.R. motioned to pay for all the EMT-I classes being held at Station 1. Crystal 2<sup>nd</sup>. J.R. will write up a contract and have it blessed by Dan Slater that the EMT's will provide 3 years of service to the District. There will no longer be EMT – intermediates. After this class, EMT basics will only have the opportunity to advance to the paramedic level. Elaine expressed concern that when students don't have to make a financial contribution it doesn't go very well. There was discussion about a \$1,000 scholarship that an anonymous donor wanted to pay towards Otis' tuition. Joe expressed that that was not fair and that all of the EMS and fire personnel should be treated equally. Elaine agreed. The donor backed out. Patrick asked that the argument cease and that the board needs to continue working together to take care of all of the people and pointed out that this is making progress. He said that the board needs to stop pointing fingers and work as a team. The source of the funding in the budget was discussed. Karen explained that the money is already in the Medical Training budget line item as the board decided to advance the funds, but that the goal was to recoup some of the District' expenses from the students. The CREATE grant may cover some of the District's costs. J.R. will get the contracts written up so that they protect the District. The board will approve the contracts once completed. J.R. wants the people that have made payments to be reimbursed. Motion carried.

- **Janice Graham's contract:** Graham and Associates send the board a contract. Patrick said that the contract lists the services that they will provided. Any services outside of the agreement will be billed at an hourly rate with varies. Patrick called Janice Graham regarding the billing of extra fees. Extra fees will not be provided unless approved by the board in advance. Patrick wrote that into the agreement. Patrick motioned to add the statement regarding extra fees being pre-approved by the board into the contract and approve the contract. J.R. 2<sup>nd</sup>. Motioned carried. Joe asked how wildland would be paid. Karen said those are details that will be worked out once Sarah returns.

- **Type 3 Engine contract and lease update:** J.R. said the paperwork was received. He took the papers to the lawyer unsigned. Dan wants to review the signed papers. J.R. will get the paperwork signed and give to Karen to scan to the lawyer for approval and once approved by Dan, J.R. said Karen will scan the documents to the lease company.

- **Lost title:** There is no record in the state's system of the truck. J.R. explained that he has the paperwork to get a replacement title and that it will take some time. It was agreed that Patrick would proceed with the truck sale and the title provided to the buyer once J.R. gets it. J.R. motioned to go ahead and make up a contract to sell the truck. Patrick 2<sup>nd</sup>. Motion carried.

- **Bookkeeper transition:** Karen and Janice talked and started a transition plan. Karen and Janice will test using the bookkeeping database residing on a cloud. Janice will be given access to the database so that they can begin to get familiar with the District's business. Karen will also send Graham and Associates a copy of the monthly reports so that they know what is expected by the board. Only the District treasurer and bookkeeper will have access to change. Other board members would have read-only access.

Karen had a letter for all employees with a direct deposit form for all employees that needs to be returned by February 15 so that the system can be set up for direct deposit. Jenn will circulate the letter and form to the employees. .

#### **NEW BUSINESS:**

- **6272 CR 28 escrow account:** Karen has tracked down the 6272 sale escrow account. The district didn't pay the 2018 escrow fee last January. They will be sending an invoice for the escrow fee. For 2018 and 2019. The buyer will be paying their 50% of the escrow fee for 2018 and 2019 in February.

- **Pay raise:** Joe said that the person that was requesting a pay raise has withdrawn that request.

- **Staff dates:** Elaine said that last month the EMS pay dates were decided upon. The staff monthly pay dates need to be decided. Elaine motioned to pay staff five business days after the end of the month starting with the new bookkeeper. Crystal 2<sup>nd</sup>. Karen will pay staff for February. Motion carried.

- **Personnel Manual – Sec. 2.6.1 Pay Periods (days):** Elaine indicated that the District's personnel manual needs to be updated to reflect the new pay dates. Elaine motioned the changes be made. Joe said it's under operations. Elaine motioned that operations make the change and give the board a copy. J.R. 2<sup>nd</sup>. Motion carried.

- **Secretary Position:** Joe has been helping to look for a secretary. Elaine said that Crystal sent the board an email saying she wanted the position. Joe asked if there is a problem with a board member doing that job. Patrick said no if she's a private contractor. Crystal said that she only offered to do as no one was stepping up for the job, temporarily. Joe said that someone on another board is considering the position and present to learn more about the job. The person came forward and introduced herself, Anita Gregg, and asked questions and was given a job description and said that she would not make a decision at this board meeting. Anita was under the impression that the job was only for recording secretary position and she did not realize that it entailed more. Elaine explained to Patrick that it is the Treasurer that works with the bookkeeper, not the secretary.

- **Authorization Letter Updated:** There is an authorization letter for the County clerk and recorder that needs to be submitted annually authorize personnel to handle various truck titles/registrations. The board completed the form authorizing, J.R., Patrick, Crystal and Sarah.

- **Unemployment Claim:** J.R. said that the District has received an unemployment claim and that J.R. and Crystal are working to complete the paperwork.

**ANNOUNCEMENTS:** The next regular board meeting is February 20, 2019 at 6:00 PM.

**VOTE TO ADJOURN:** J.R. motioned to adjourn the meeting at 7:33 pm. Patrick 2<sup>nd</sup>. Motion carried.