

**FORT LEWIS MESA FIRE PROTECTION DISTRICT
BOARD of DIRECTORS' MEETING MINUTES
January 16, 2018**

Attendance:

Directors:	Debbie Lee	Others	Robin Walsh (District Office Mgr.)
	Brent Van Den Berg		Jeannine Glasby (District Admin.
	Paul Richardson		Asst.)
	Ginny DeJong	Absent	LaDonna Garrett (excused)
			John Lee (Fire Chief) (excused)

Paul called the meeting to order at 6:36 p.m.

Minutes: Minutes for December 5, 2017 were reviewed. Paul ***moved*** to accept the minutes. Brent ***seconded the motion***; Minutes were approved.

Public comment or correspondence:

- Thank you card from Nick & Martha Schmitt for caring response.
- CrossCreek Ranch (Bruce & Rosemary) sent a donation check for \$2500 in response to Debbie's letter to community seeking donations to Department.
- Brian & Sally Parker sent a letter of appreciation to FLM personnel for Dec. 6th incident response to CR 116 & 117.

Treasurer's Report and Financial Matters:

- Paul ***moved*** to accept the December Treasurers Report and Ginny ***seconded*** the motion that ***passed***. Checks were signed
- It was recognized that we ended the year without the moving of \$30,000 of committed funds to the main checking account that the Board had approved. Making a savings of the \$35,000 deposited at the beginning of the year in the committed fund account for 2017.

Office Manager Report-Out:

- Brent said he has received the monthly bank e-statement.
- Brent authorized Jeannine to sign the quarterly Workers Compensation report in his name.
- The Board discussed the retention of Todd Beckstead, CPA to handle the Audit Exemption for 2017. Ginny ***motioned*** to approve; Debbie ***seconded***. Motion ***passed***.
- Brent signed the Auditor Engagement letter; He also signed the 2018 Budget Package.
- Debbie had requested that Jeannine call the FPPA insurance pool to check on the balance in our Safety Grant Fund. Our balance is: \$694.00. Robin explained what the Safety Grant Fund is.
- Also requested, a page of instructions for the Board members to create a login to SDA. It was done.

- Board has reported that the SDA publication has not been coming in their mail. Jeannine will call on it.

Fire Chief Report-Out:

Chief's report is attached; highlights are below:

- John is attending two trainings in Utah this week for ICS-300 & ICS 400.
- John reviewed the ImageTrend report, which is coming along nicely, providing valuable insight into the response of the Department.
- Webinars have been completed for the grant application process.
- John presented the opportunity to acquire 7- 17000-gal water tanks from Ignacio. An Action Item will be created for the Board to discuss and decide.
- The responders are taking advantage of many opportunities for training.
- John has had many positive comments given on the Awards Banquet and Christmas Party.
- Two volunteer applications were presented to the Board: Kannan Manohar was **motioned** to approve by Debbie; **seconded** by Brent; Passed. Ian McCormick was **motioned** for approval by Debbie; **seconded** by Ginny; Passed.

Old Business:

Action Items were reviewed and updated:

- Items: 278, 287, were marked as complete.
- Items: 238 & 145 cancelled.
- Item 276 was dated March 2018.
- Item 288 was created to retain if possible Nicole Oury as medical director; 289 -draft a thank you note to CrossCreek Ranch.

New Business:

- **Resolution 2018-0101**-designation of time and place for Board meetings and places where notices of such will be posted- passed with a **motion** from Debbie and a **second** from Ginny.
- **Resolution 2018-0102**-Appointing Luke Reitz as Designated Election Official and authorizing a Mail Ballot Election. - passed with a **motion** from Debbie and a **second** from Brent.
- Employee Performance Review was done for Jeannine Glasby-who declined closed meeting. John Lee's Review was deferred until he could be in attendance. Robin Walsh is resigning and felt no need for one.

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Meeting adjourned at 9:30 p.m.

Respectfully submitted,



Jeannine Glasby
Secretary to the Board
Fort Lewis Mesa Fire Protection District

Fort Lewis Mesa Fire Protection District



Executive Summary

BOARD OF DIRECTORS MEETING

16 JANUARY 2018

General

- ▶ Grant cycle is open, we have Webinars completed for application process
- ▶ I am attending ICS-300 and ICS-400 this week. Qualifications for Intermediate Incident Command. I have already completed ICS-100 and ICS-200
- ▶ I am attending Chief Officer Training Course, end of Jan (a 5 part program from Maryland, Nation Fire Association, NFA , conducted in Grand Junction) for newly assigned Chiefs.
- ▶ I am delivering Type 2, (regional) Incident Management Team training, For (NWCG) National Wildland Coordinating Group @ NWCG HQ in Boise, ID End of Feb. for 1 week.
- ▶ Budget impact 2018, 2019
- ▶ Asst Chief Thorsheim is on lite-duty for Farmington fire, surgery went very well
- ▶ Unfunded Capital improvement: 7 x 17000gal water tanks from Ignacio moved, placed and fitted for use here. Estimated \$12,000

Personnel

Current Volunteer Strength: 20 responding for the month of December, 25 responders on the roster

largest call had 17 responders

4 applications handed out, 3 interviews, 2 packets complete, ready for board approval

228 calls Year 2017, 39 calls Oct/Nov/Dec (review handout from Image Trend)

Equipment, Vehicles and Stations

Station 3

- Needs concrete under sidewalk (in spring)
- Pavement sealing **Done**
- Gravel for parking areas and grading **Done**
- Adult bunk beds @ Sta3 **Done**
- **Planned:** 2 water storage tanks, above ground.

Station 1

- Grade cut for water **Done**
- Paint rooms and floors, new LED lighting **Done**
- Replacement glass for bay windows, **Done**
- Window wall rebuilt and paint **Done**
- **Planned:** 2 water storage tanks, 3 temporary awaiting placement

Fire Dept.

- 2 fire trucks **moved** from Ignacio to Station 5, 1 engine to rebuild (est \$4000), 1 engine parts
- State leased truck repair **Done**
- 12 new tires on Command trucks (3) **Done**
- Move install H2O tanks

Training

Conducted

Thursday Evenings: FIRE: Wildland Urban interface issues (start of wildland recertification)

EMS: Annual inventory and equipment orientation

JrFF- continuing to train with EMS or Fire Thursday evenings

Forecasted

Emergency Vehicle Operators Training (EVOC)

Target Solutions web-base (**8 members completed**)

DFRA Firefighter 1: January to June, Sorensen S. And Garret Van Den Berg Started

EMT course Upper Pine Fire (Bayfield) Oct Nov Dec Jan Feb Mar:

Debra Moore & Joe Kuefler, doing well in it

IV and EKG training Luke and Travis Jan and Feb

San Juan County : Wildland schedule coordination (grant funded) we will get seats for classes

I will am enrolled in National Fire Academy (NFA) Chief Officer training course (COTC) conducted in

Grand Junction/Pueblo/Longmont Jan, May, Sep, Nov, Jan19,

Upcoming Events

- ▶ DFRA Firefighter I course 2 firefighters from FLM attending
- ▶ District Christmas Party: **Had many great comments**
- ▶ 9 December, Breen Community Center.
AUX has food & family program to plan.
Fire Dept. has awards and recognition.
Board is requested to attend along with past and present members, families and community members.
- ▶ Every other month on a mid-month Saturday the Fire Dept is conducting "Station Saturdays" a morning and afternoon training on areas that need more time than 2 hour Thursday evening allows for. We will also have a lunch for social and team building conversations/interactions. Next 17 Feb then 21 Apr, 23 June
- ▶ July district Picnic?
- ▶ Wildland fire Training and re-cert/Pac-test (red card) 21, 28 Apr
- ▶ Basic FireFighter: Fall