

**FORT LEWIS MESA FIRE PROTECTION DISTRICT
BOARD of DIRECTORS' MEETING MINUTES
August 14, 2018**

Attendance:

Directors: Debbie Lee	Others: John Lee (Fire Chief)
Brent Van Den Berg	Jeannine Glasby (District Admin.
Ginny DeJong	Asst.)
Paul Richardson	
Ted Stahl	

Debbie called the meeting to order at 6:35 p.m.

Minutes: Minutes for the July 10th meeting were **approved** (with correction) by a **motion** from Ginny and a **second** by Brent; Minutes of the July 17 Special Session were **approved** with a **motion** from Ginny and **seconded** by Paul.

Treasurer's Report:

- The July financial reports were reviewed by the Board. There was a **motion** for approval (with corrections) by Brent and **seconded** by Paul. **Motion Passed.**
- Chief brought attention to the payroll line being larger than anticipated, due to the increased hours needed to keep the District functioning with the increased Volunteer and call volume.
- Checks were reviewed and signed.

Public Comment:

- Call of appreciation from mother of rollover victim. At which time, protocol was discussed for communication with public regarding incidents. Acknowledged that Chief would give approval if Asst. Chief Thorsheim or Maintenance Officer Schmitt would be addressing the public if he himself were not the one to address.

Office Managers Report:

- LPWWA Primary tap for Station 1, YTD payments were reviewed. The other three commitments remain for use in future phases or resale if desired, per Mardi Gebhart (LPWWA Treasurer).
- Ted was given his Board Member binder.
- Debbie will also be registered for the SDA Conference.

- The guidelines from the County Clerks office on Ballot Items were passed on to the Board.
- Waste Management agreed to give us a price break on our service, by \$2/can.
- Jeannine has talked to personnel from other Districts who have been willing to share their experience in navigating the CRRF system. She will continue to gather information to utilize for the District.
- Jeannine asked for authorization from the Board to have a debit card for simplifying District business. Ginny asked for improved labeling for financial reports to track which cards purchases came from. It was **motioned** for a

Fire Chief Report-Out: Chief's report is attached; highlights are below:

- Rules for donations will be checked on in accordance with CRS 32-1-1001(1)(i). The Chief will communicate this w/the web designer.
- Wildland resource orders for the Pinon, Payan & 416 deployment have been sent out.
- Volunteer membership of the Department sees the need for Mill Levy and De-Gallagherization.
- FLMFPD team participated in the Tristate classes and competition, which was a great training experience.
- There are 28 Responders on the roster. The majority train and are engaged.
- Pension hours are being calculated.
- Another Volunteer application should be completed and before the BOD in Sept.
- There is now 20,000 gal in the bladder in May Day for fire suppression.
- The Flight for Life training was used shortly after it was received.
- Station Saturday on August 18th.
- 9 members completed Emergency Vehicle Operations Training (EVOC).
- CREATE Grant was submitted for 4 EMT's. to attend Upper Pine's training.
- Training opportunities continue: FF courses; Station Saturdays (18 Aug & 20 Oct.).
- Still working on increased safety on trucks w/reflective tape & ID.

Old Business-

Action Item Review:

- Item 321 was created. Items: 280,304,308,314,316,317,319, and 320 marked complete.

- Items: 295 & 299 were cancelled; 318 is ongoing. While discussing 284, it was noted that DFRA had taken on the ambulance response from Mercy, thus our District is in their service area.
- The Resolutions Designating Public Depository and Authorizing Withdrawal of Municipal Public Moneys, which gave Ted Stahl authorization to sign on the First National Bank of Durango accounts were completed with Ted's signature.

New Business-

- Ginny is working on the Mill Levy information letter draft.
- New Website set to launch at the end of August. Chief requests a receipt account for PayPal donation ability thru the Website. Debbie **motioned** for the request. Ginny **seconded** the motion. It **passed**.
- The VFA Grant (with 50/50 cost share) awarded \$19,964.00, which had previous approval. Grant processes need approval of Board
- The Pension Board Meeting will be held 18 Sep @ 6pm.
- The 2019 budget numbers w/ and wo/ Mill Levy increase will be gathered for Budget Meeting.
- Ginny **moved** that the District go forward to acquire the Lutheran and/or 9R District Property on CR 105, if possible. Money allocated not to exceed \$10,000 per property. Paul **seconded**. It **passed**.

Meeting adjourned at 10:20, with **motion** from Brent; **second** by Ginny.



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

14 AUGUST 2018

General

- ▶ Still working on JR Firefighter (17 year old and wildland trained) Protocols for them to come to stations, go on calls. (2 have gone out on incidents)
- ▶ VFA grant APPROVED, 50/50 cost share \$19,964. complete order this month.
- ▶ New FLM Website launch by end of month (donate button)
- ▶ Wildland resource orders for payment submitted for Pinon, Payan, and 416 deployment
- ▶ MIL levy, De-Gallagher and impact fee
- ▶ Workers comp claim
- ▶ Tri-State Firefighters comp

Personnel

Volunteer Strength: 28 responders on the roster,
24 responding: rolling quarter
10 & 11 responders, 2 largest calls in July

Retirement year ended 31 July: review in progress
3 responders, 5 days (total) resource order paychecks?

1 application handed out, 1 interview pending, R. Smith
0 ready for board approval

140 calls to date, end of July 2018 (147 in 2017)
(review handout from Image Trend)

Equipment, Vehicles and Stations

Station 3

- Compressor completed: stage1, working on stage 2 & 3
- Asphalt crack sealing , concrete leveling
- Security system in place (hard drive replaced)

Station 1

- Strategic **plan**: sand V ball court , Ball field & 3 horseshoe pits, plant trees, picnic area to begin “park” again (lottery/parks grant application)
- 2 bay addition and east bay re-configure, bathroom reconfigure
- Security system in place

Fire Dept.

- 1 water bladder @ Mayday mine/county road 124 20,000 gals half full
- Security systems being added to station 4 & 5 after water missing from sta4 bladder 20k gal
- Station 5 stairs (THANKS BRENT) & ppe room

Training

Conducted

Thursday Evenings and Station Saturdays

Staff, SDA 100% completed for discount

Flight for life orientation @ elementary school, used days later across Hwy140 roll over MVA

Forecasted

Emergency Vehicle Operators Training (EVOC)

Target Solutions web-base (**9 members completed**)

Travis and Mike Badger are now conducting all levels Drivers training, ASST Chief is final sign off and testing for EVOC. Instruction protocol written/in review

EMT course : CREATE Grant for 4 new EMT's this Fall, 4 seat from Upper Pine @ \$800 each

Basic Firefighter (state curriculum), by FLM (Oct/Nov)

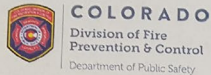
Firefighter I with DFRA (January)

Firefighter I and II with Cortez (Spring)

Upcoming Events

- ▶ 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 provided by AUX. Next : 18Aug: water operation and ladders & 20 Oct: structure fire
- ▶ Election and public meetings
- ▶ Basic FireFighter: Oct 13, 20, 27 Nov 3, 10
- ▶ Christmas Party /awards dinner 8 DEC

Training After Action Review, Hay Gulch Fire Staging, Volunteer Grant, Apparatus unit numbering, Tank repair, 1st fire of season & cherry



- A completed VFA Grant Reimbursement Request consists of:
- Copies of payment original, such as a check or credit card receipt, as well as the corresponding bank/credit card statement, and itemized invoices.
 - All of the following forms must be completed & submitted by your Department:
 - The W-9;
 - USDA Form AD-1048;
 - The Reimbursement Request form, and
 - This award letter dated, with your name printed, and signed indicating your understanding of the grant process, acceptance of the terms and agreement outlined therein. You are encouraged to make a copy of this letter for your records.

Submit the completed VFA Grant Reimbursement Request to the Grants email at: cdps_dfpc_grants@state.co.us. Purchased items must match the grant application award. DFPC reserves the right to withhold reimbursement for items not originally requested and approved. Items will not be reimbursed without this signed letter. Once signed, please make a copy of this letter for your records.

Please print your name, sign your name, and date this award letter indicating understanding of the grant process and acceptance of the agreement as outlined above.

Print Name: Barry Lee Accept Award ☒
Sign Name: Barry Lee Reject Award/unable to
Date: AUG 2, 2018

Please direct all inquiries, questions and submissions of applications and reimbursement processing to: cdps_dfpc_grants@state.co.us

For specific grant policy questions, contact Darlene Nelson, Grants Manager at:

darlene.nelson@state.co.us
690 Kipling Street, Suite 2000
Lakewood, CO 80215
Phone: 303 239-5868 Fax: 303 239-5887

Sincerely,
Mike Morgan
Mike Morgan, Director
Colorado Division of Fire Prevention & Control

Attachments:
USDA Form AD-1048: Attachment A
VFA Reimbursement Form
W-9

