

**FORT LEWIS MESA FIRE PROTECTION DISTRICT
BOARD of DIRECTORS' MEETING MINUTES
November 13, 2018**

Attendance:

Directors:	Debbie Lee (arrived 7:29)	Others:	John Lee (Fire Chief)
	Brent Van Den Berg		Jeannine Glasby (District Admin.
	Ginny DeJong		Asst.)
	Ted Stahl		
	Paul Richardson		

Ginny called the meeting to order at 6:38 p.m.

Minutes: Minutes for October 9, 2018 were reviewed. Brent ***moved*** to accept the minutes. Ted ***seconded***. ***Approved.***

Ginny ***moved***; Brent ***seconded***, that Roy Horvath, La Plata Water West Authority rep., address the Board before the Treasurer's Report. Roy discussed the possibility of LPWWA constructing a water fill station in the Kline area. They are in discussion with the Schmitts for land use. The requested input from the Board on the Fill Station was: The Fill Station is a good idea. The water from the station could be too costly; Consensus was the proposed Fill Station location in Kline be reconsidered. Roy gave updated information on the progress of Phase One. Chief expressed the hope that the Fire District would be considered when the flush valves were put in and to capture water when the flush valves were opened for maintenance. The projected completion date for Phase One is November 15, 2019. Roy accepted the \$2000 check for Station 1's final payment toward meter installation for Primary tap subscription.

Ginny ***moved***; Paul ***seconded***, that the RPI consultant, Gabe, regarding an Impact Fee study, to present before the Treasurer's Report. Gabe informed the Board of the process of the Impact Fee Study and cost. He talked about the legislation and strict rules that apply to Fire/EMS that utilize Impact fees. The Board of County Commissioners must pass this in order to allow its implementation. The Board will study, review, discuss, and decide if this would be beneficial for our District.

Treasurer's Report and Financial Matters:

- October review and check signing. Paul ***moved*** to accept, Debbie ***seconded***. Report ***accepted***.
- It was clarified that Brent, as Treasurer, is the one with the authority to reallocate lines in the approved budget.

- Debbie informed Chief that the agreement with Ft. Lewis College from the beginning, states that they would pay the fuel bill where the fire apparatus is stored, and their employees would come to training to be able to use equipment in emergency response.

Public Comment/Correspondence

- Email congratulations for the passage of the ballot initiatives was shared.
- It was decided that "donation of goods" dollar amount be put in on Donation letters by those donating. It was deemed common practice among many organizations who receive donations.
- Debbie shared the SDA Conference magazine with a picture of some of the Board members on the cover

Office Manager Report-Out:

- Jeannine got the signed Contract/Agreement from Martha Schmitt for cleaning the stations.
- Volunteer FF Pension Matching Fund grant was approved.
- The discount from the CSD Liability Pool for employee training (10% total) will be applied at time of policy renewal.
- Window open for staff training for 2020 insurance discount.

Fire Chief Report-Out:

Chief's report is attached; highlights are below:

- Chief registered with the 100 Club to add support for the First Responders.
- Chief feels the roster is strong. Inactive responders dropped from roster.
- Pay Per Call reimbursement scheduled for mailout after Thanksgiving. Board signed Checks.
- Air compressor was repaired.
- Propane was moved to better location at Station 3.
- Security system is going in at Station 5.
- Basic FF training was completed; EMT Course started; Hazmat in the Spring.
- Santa is scheduled to show up at the Award Banquet/Christmas party.
- The responders presented to FLM Elementary.
- The Department would like to give something to FLM Elementary, such as the t-shirts that were done two years ago. Debbie suggested possibly wrist bands. We will make sure we don't compete with anything they are doing.

Old Business: Action Item List:

- Action Items reviewed.
- Chief presented his proposed change from By-Laws to Policies to better serve the Department and how it operates presently. Board reviewed the

document. Ginny **moved** to adopt Resolution 2018-1101, that rescinds By Laws and incorporates the Policy. Debbie **seconded**. Resolution was **adopted**.

- The Board will sign the 99-yr. lease agreement for CR 105 site, with 9R School District & will pay the surveyor as was voted and approved previously.

New Business:

- Debbie **motioned** to close the PO box in Marvel and utilize the box at Station 1. Paul **seconded**. Motion **passed**.
- Debbie will give written input from Board to LPWWA regarding possible Fill Station in Kline.
- The County proposed resolution for a Multi-Jurisdictional Hazard Mitigation Plan was discussed. For better understanding it will be tabled for more discussion in December. The amount of \$157.68 requested was owed to complete the phase already done and would not bind us to any future phases of the plan.
- 2019 Budget adoption due December 15. Board will sign the Resolutions to adopt the Budget and Appropriate Funds at the December 11 Board Mtg.
- The LPEA contact change authorization was signed to replace with Jeannine.

Employee Review:

Chief discussed his review of Luke, Ben, and Travis with the Board. It was decided that much deserved was: Luke- bonus of \$2400; Ben- bonus of \$3000; Travis- raise to \$25/hr. + bonus of \$500. Chief declined Executive Session for the Board's review of him. They determined: Chief- raise to \$76,000/yr. + bonus of \$2000. Jeannine declined Executive Session for her review. It was determined: Jeannine- raise to \$15.50/hr. + bonus of \$500.

Meeting adjourned at 11:58 am.

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

13 NOVEMBER 2018

General

- ▶ Impact fee – Gabe RPI
- ▶ Reserve status or scheduled responders, We are so thin on coverage, that I believe we need to fund a program for paid-on-call shifts. Keeping volunteers to under 20% of what a full FF is paid, which keeps them volunteers.
- ▶ Ballot Measures
- ▶ Annual evaluations
- ▶ Department By-laws to policy letters resolution
- ▶ Durango 100 Club membership, fundraising and dinner (this Thursday)

Personnel

Volunteer Strength: 26 responders on the roster,
23 responding: rolling quarter
9 responders, largest call in SEP

Pay-per-call ready for checks, end of Nov mailout

0 applications handed out, 0 interview complete
0 ready for board approval

204 calls year to date, (review handout from Image Trend)

Equipment, Vehicles and Stations

Station 3

- Compressor completed: all bottles filled, BFF
- Propane tank moved for water hydrant access

Station 1

- 2 bay addition and east bay re-configure, bathroom reconfigure, responder safety conditions
- Security system in place
- Water tank drive in place, 1 tank ready to fill

Fire Dept.

- 1 water bladder @ Mayday mine/county road 124
20,000 water is out NLT 30OCT
- Security systems added to station 4. Station 5 this fall

Training

Conducted

Thursday Evenings and Station Saturdays

Basic Firefighter (state curriculum), by FLM (Oct 13, 20 , 27/Nov 3, 10) aux/feeding & graduated!

EMT course : 3 attending, started 23 Oct, ends Mar 2019

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 effect

Firefighter I with DFRA (January)

Firefighter I and II with Cortez (Spring)

Chief Officer Training : January 2019, Colo wildland acdy Colo Springs Jan

HAZMAT awareness level course (spring)

Upcoming Events

- ▶ Christmas Party /awards dinner 8 DEC, 1800, Breen Community Center

ICS training, Thank You district,
Playground after elementary school
prevention presentation, BFF air training,
BFF building triple lay, GRADUATION



