

**FORT LEWIS MESA FIRE PROTECTION DISTRICT
BOARD of DIRECTORS' MEETING MINUTES
December 9, 2019**

Attendance:

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

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

Minutes: Minutes for the November 12th, 2019 were **approved** after a **motion** from Brent and a **second** from Ginny.

Treasurer's Report:

- The November financial reports were reviewed by the Board. Board gave the Chief the ok to pay a deposit of \$7,000 down on the ambulance. After which there was a **motion** to approve the reports by Ginny and **seconded** by Ted. Reports **approved**.
- Checks were reviewed and signed

Public Comment/Correspondence:

- Williams sent a donation check for \$500. Ted had asked in the past.
- LPEA's grant check came for \$17,500; response to Debbie's grant submittal
- The Gillen family sent a card and candy in appreciation for the responder's visits to help family; fire in the chimney being the most recent. The extra care taken to not flood the house to put it out, was appreciated.
- Donation letters were sent to: Valencia Insulation for donation on the spray in foam insulation on Station 4; Robin and Will Walsh for their \$150 donation to the Department.

Office Managers Report:

- Final Certification of the Mill Levy that will be sent to the Board of County Commissioners
- The State Matching Fund (volunteer pension fund) Application was accepted.

Fire Chief Report-Out:

- Water tanks and hydrants have been set.
- With LifePaks and Gurneys being shipped the Chief feels they have met their objectives for receiving them.
- As the Volunteers have been acclimating to Lead FF (scheduled shifts) with support, they have been instrumental in truck checks, O2 fill ups, etc. February will see the FF with the trained Lead FF's.
- The Chief asked for funding of \$4,000 to be considered to upkeep/repair donated SCBA from DFRA, in 2020 to bring them to optimal.
- The Chief asked the Board to consider options for Command 73 (Travis' truck) which is going to need an engine. There was discussion, the Board approved a Capital Outlay Vehicle line in the budget not to exceed \$25,000 to also include the purchase of the previously agreed upon used, county Tahoe and whatever course of action (repair, rebuild, or replace) the Chief deems best for C-73.
- The Chief reported on a volunteer FF they have had to take action with and have counseled numerous times. If necessary, and the issues continue, they will recommend for dismissal. They are hoping it doesn't come to that.
- The Chief's Symposium is in January 2020. Chief will be attending.
- FLMFPD has had the first known transport to Mercy (needs based.) With some validation being seen for the Department's need for an Ambulance.
- 212 calls YTD, (no ImageTrend to review; glitch in the system). 32 responders on roster; 22 responded in the rolling quarter; 10 on largest call in Nov.
- FLMFPD had 8 Board Certified EMT's (4 IV and 3 EKG certified); 2 in EMT class (1 w/Upper Pine; 1 taking the online course.)
- Station 4 insulation refit scheduled for Thursday.
- Sta. 3 offices have been moved and turned into quarters for Reserve Responders.
- The ambulance vendor asked for a \$7,000 down before having the graphics installed for FLMFPD specific.
- Basic FF saw 6 graduates. Four Corners Wildland will have 6 enrolled for Mar.
- Department Picnic being scheduled in late May - early June, to avoid heat.
- Yearly Training Meeting to plan 2020 expected to be held next week.
- Open House/Coffee with a FF sometime in Apr. 2020

Old Business:

- Action Item Review: AI's were reviewed.
 - 344- to create construction spreadsheet

- On the Station 1 expansion: Permit has been approved and issued. We will proceed with plans. Brent will get two more copies of the plans. Jeannine will create a spreadsheet for construction organization/tracking.

New Business:

New Business Items on Agenda were discussed and addressed previously in the meeting.

Budget Review and Hearing

The District budget was presented to the Board, finalized, and adopted reflecting an increase in the Grant income and expense; \$150,000 from committed funds for Station 1 expansion, Command 72 repair, and Tahoe purchase. Capital Outlay added; Accounting line increased for 2020 Audit. Finalized 2020 expenditure is: \$948,437

- Jeannine was instructed to retain the Grant Reimbursable money (from Medical Equipment) to fulfill the 2019 budgeted Committed Funds for Station 1 expansion.
- Resolution 2019-1201: Resolution to Adopt 2020 Budget. Debbie **motioned** to adopt. Brent **seconded** it. Resolution was **adopted**.
- Resolution 2019-1202: Resolution to Adopt 2020 Pension Budget. Debbie **motioned** to adopt. Brent **seconded** it. Resolution was **adopted**.
- Resolution 2019-1203: Resolution to Set Mill Levies, was **adopted** after a **motion** from Debbie and **seconded** by Brent.
- Resolution 2019-1204: Resolution to Appropriate Sums of Money, was **adopted** after a **motion** by Debbie and a **second** by Brent.

Executive Session:

- Employee review was tabled after Board agreed that no adverse reports have been received on employees.

Meeting adjourned at 10:12.



Respectfully submitted,

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