

**FORT LEWIS MESA FIRE PROTECTION DISTRICT
BOARD of DIRECTORS' MEETING MINUTES
January 13, 2020**

Attendance:

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

Debbie called the meeting to order at 6:30 p.m.

All stood for the Pledge of Allegiance

Minutes: Minutes for the December 10th, 2019 were **approved** after a motion from Brent and a **second** from Ginny.

Treasurer's Report:

- The December financial reports were reviewed by the Board. After which there was a **motion** to approve the reports by Paul and **seconded** by Brent. Reports **approved**. The Board suggested Jeannine look into an alternative to paying CenturyLink for a fax line. It was also requested that Jeannine expand the Revenue/Expense Budget vs. Actual report next month to start the new year.
- Checks were reviewed and signed

Public Comment/Correspondence:

- A donation of \$250 was received from Calvert and Kramer.

New Business:

Office Managers Report:

- Board reviewed and Debbie signed the Auditor Engagement agreement.
- Brent reviewed and signed the Budget Package which Jeannine will submit to DOLA.
- Debbie presented an Addendum to go to each bidder accepted. To be signed, agreeing to be bonded along with Certificate of Insurance, and filed at Station 1.

Fire Chief Report-Out:

- The Chief presented the annual apparatus expense report to the board for study and discussion.
- The call count for the rolling quarter was 25; largest call was 10; 229 YTD calls.
- Chief discussed the budget line for equipment sold, which was for 021. He also expressed the desire to sell the Seagraves (from DFRA) and the Boardman which has been good for parts but is no longer needed.
- Chief presented the Volunteer Application for Caleb Van Den Berg to the Board. It was **approved** after a **motion** from Paul to which Ginny motioned a **second**.

Old Business:

- Action Item Review: AI's were reviewed.
- On the Station 1 expansion: It was agreed that each bidder will get a simplified statement of work to bid from. Ideas on thawing the frozen water line were discussed. It was decided that Garrett Vogel would be asked what kind of pipe the water lines are. A locator was suggested and also a ground heater rental to thaw. Once thawed, proceed with backfilling. Brent is still gathering bids. Waiting for warmer weather to proceed with other phases, was discussed.
- The ambulance inspection went well, with Travis being able to request a couple of minor repairs be done before expected receipt of the ambulance in March.
- Chief and Travis are still looking into the components of the repair/replace of 032.

New Business:

- **Resolution 2020-0101**- Resolution Establishing a Time and Place of Regular Meetings and Designating Places for the Posting of Notices of Regular and Special Meetings. Resolution was **adopted** after a **motion** from Brent and **seconded** by Paul.
- **Resolution 2020-0102**- Resolution Authorizing Mail Ballot Election and Appointing a Designated Election Official. Resolution was **adopted** after Brent **motioned** and Paul **seconded** it.

Employee Review:

Chief presented his reviews of Luke, Travis, and Ben to the Board for discussion. He expressed appreciation for all that they bring to the department. Chief declined Executive Session for his review. Debbie recused herself from the review. Jeannine also declined Executive Session for her review. The Board granted Jeannine, a raise of \$.50/hr.

Meeting adjourned at 9:04.

Respectfully submitted,

Jeannine Glasby

Secretary to the Board

Fort Lewis Mesa Fire Protection District

344	12/15/19	Jeannine	Create a construction spreadsheet	
344	12/15/19	Jeannine	Open House/Coffee w/FF as required on calendar bi-monthly (once every 3 years)	2/2/20
344	12/15/19	Jeannine	Sta. 4 insulation re-fit	2/2/20
344	12/15/19	Jeannine	A complete list of available benefits for employees & volunteers	2/2/20
344	12/15/19	Jeannine	Locate JIFF application	2/2/20
344	12/15/19	Jeannine	Water Heater need attention in Sta. 5	2/2/20
344	12/15/19	Jeannine	Approach a board to help in all aspects of sta. 1 park creating	2/2/20
302	1-4-2020	Jeannine/Debbie	Review & update Long Range Plan (LRP)	1st 2020
294	10/1/2019	ADM/BOB	Organize Homeless fundraiser/discuss other fundraising efforts	3
290	3/13/2019	Jeannine	Draft a Per Diem reimbursement Policy document for training travel	3
285	1/16/2017	Chief	Railroads for east side of Station 1	3
284	10-2-2017	Board	Long term study ambulance re-licensing	3
262	10/15/2017	Chief	Determine if there are volunteers for a crew for CRFF	3
274	8-4-2017	BOB/Admin	Draft Policy for CRFF personnel	3
273	8/8/2017	All	80% of FLM Fire (including board) take 1 course through SDA/yr Ins. Discount-deadline Sep	As TDA
245	2/14/2017	John/Fire Guys	SOP for apparatus	3
86	1/11/2017	Chief/Officers	Operational cost database particularly for wildland and EMS activities (what does it cost to roll on a call?)	3