

**FORT LEWIS MESA FIRE PROTECTION DISTRICT
BOARD of DIRECTORS' MEETING MINUTES
November 12, 2019**

Attendance:

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

Debbie called the meeting to order at 6:31 p.m.

Minutes: Minutes for the October 8th, 2019 were **approved** after a **motion** from Ted and a **second** from Brent. The October 29th (Special Session) meeting minutes were **approved** following a **motion** from Paul and a **second** by Ted.

Treasurer's Report:

- The October financial reports were reviewed by the Board. They looked at funds adjusted from one account to the other for reference in future Budget allocations process. After which there was a **motion** to approve the reports by Brent and **seconded** by Ted. Reports **approved**.
- Checks were reviewed and signed

Public Comment/Correspondence:

- Phillip and Adele Rife brought by banana bread for the FF, in appreciation for their work on a fire in Hesperus, close to their home.
- Donation/thank you letters were sent to M & R Trucking and Universal Trucking for their donation of hauling tanks and gravel for the Department.

Office Managers Report:

- Jeannine has been taking the Notary Public training online for Department business.
- Debbie asked Jeannine to find the deadline for budget amendment in case it is needed.

Fire Chief Report-Out:

- Tanks were set @ Station 6 site. Chief talked about volunteers & donations making it happen.

- Chief Lee asked the Board to approve him applying for a small grant from LPEA in hopes of getting power out at Station 6 site for lighting. Brent suggested he contact Justin Talbot about it. Debbie said he should call and get an idea on the cost and what help is available to get power out there.
- Chief reported on the call to the fire in Hesperus across from Station 3.
- Rural FF training used Station 3 for practice in gaining entry, stairs, and "doors". Also training for fire extinguisher that day.
- A medic unit has been picked out, built by Lifeline, w/40K miles on it. It looks to be in excellent condition. The seller will rewrap the green unit in red, put in radios, graphics, and scene lights. All will come under the grant cap amount. Details still being worked out.
- LifePacs, Stryker Gurney Grant to be paid, shipped (completed) as soon as possible.
- Chief presented Kory Zufelt's Volunteer Application to the Board. It was **approved** after a **motion** by Debbie and a **second** by Ted.
- 193 calls YTD, (within 5 of this time last year).
- Station 4 insulation refit possible next week. It has been prepped for them to do it.
- Pay Per Call Reimbursement- 621 responses; payout on it will be \$12,420 the last of November.
- Chief will try to have evaluations completed for Luke, Travis, and Ben for December Board Meeting. Also, Jeannine and Chief instructed to have their "Brag sheet" for their evaluations as well.
- Hesperus Church fed the FF for Saturday training. FF working at upkeep of stations, trucks, etc.

Old Business:

- Action Item Review: AI's were reviewed.
- On the Station 1 expansion: Brent said plans were submitted to county on 11/8/19. Debbie stated that the bids need to be addressed to FLMFPD and to state that they are bidding from having seen the plans. Advanced Concrete bid submitted but needs to reference Debbie's previous point and also add bid for apron; 1 bid out. Bids for Excavation coming in. Jim Greer would work with us on gravel needs and their proximity would save on trucking costs; Lumber has 1 bid for the studs; Electrical has 1 bid; Plumbing has 3 bids still out. Jeannine will draw up a template to sign when a bid is accepted. Will be signed by Debbie or Paul. Debbie and Ginny will review steps to inform State of possible conflict of interest if Brent agrees to accept some compensation for his time overseeing expansion.

- Robin with the Marvel Spring sent an email to Chief letting him know that they still have access to the bottom 1/3 of water if needed and gave him instruction on how to access it.

New Business:

- The possibility of budget amendment after grants are awarded was discussed and not found needed at this point. The Board will evaluate as needed. Medical Equip grant and LPEA grant will not necessitate it and are being actioned. For the Ambulance grant, the Board suggested giving letter of intent and finishing in January, if needed and acceptable.
- Executive Session will be on Agenda for Employee Reviews in December.

Meeting adjourned at 9:04.



Respectfully submitted,

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