



DEER MOUNTAIN FIRE PROTECTION DISTRICT SPECIAL BOARD MEETING MINUTES JANUARY 26, 2018

CALL TO ORDER: Meeting was called to order by J.R. Niblett at 10:30 am.

Directors present: J.R. Niblett, Gary Pickens, Patrick Smith, Sarah Killough

PLEDGE of ALLEGIANCE - lead by J.R. Niblett

This meeting was called to address the following:

J.R. motioned to move item number 9 to the beginning. Gary seconded. Motion carried.

#9 Secretary's Position- Gary motioned to replace Crystal Warner with Karen McKee. Sarah seconded. Motion carried.

- 1) **Administer Oath of Office to Sarah Killough** – J.R. Niblett administered the Oath of Office to Sarah Killough.
- 2) **Chairman's report** – JR explained that an emergency meeting was held on the morning of the 23rd to put Joe Watts in place as Interim chief. This was done to help ensure that people were in place to cover the District after the Chief and Assistant Chief resigned along with a few others. When JR heard that there might be resignations coming in he started preparing to ensure that when the resignations were received on the evening of the 22nd, the District was already prepared and protected. Mutual aid agencies were also notified by FRECOM that our District might need help.
- 3) **Acceptance of Sunny Pressler's Resignation** - J.R. motioned to accept, Patrick seconded. Motion carried.
- 4) **Fill Board Vacancy** – Gary asked the applicants to stand and introduce themselves and give their qualifications.

The following presented themselves to the board and public and answered questions: Nancy Reed, Fred Gehrke, Darcy Themel. The board found themselves faced with a tough decision. Gary motioned to appoint Darcy Themel. Sarah Seconded. Discussion followed. Sarah asked the candidates, if they aren't appointed to the board, if they would be willing to serve on committees. All candidates indicated that they would. Motion carried. Patrick Smith administered the Oath of Office to Darcy Themel.

- 5) **Approve Payment for Garage Door** - Sarah motioned to pay \$2128 to repair damaged garage door. Gary seconded. The invoice was submitted to the insurance company and most of it was paid by our insurance less the \$500.00 deductible. Gary explained the incident and that the person that ran into the door understands that they are responsible for the \$500.00 deductible. Motion carried.
- 6) **Payment for Ambulance** – Sarah gave background. Sarah received a check from previous treasurer to send in for the ambulance for over \$37,000. Sarah researched and found that the most that is owed is \$28,959.30 rather than the \$37,112.40. Sarah motioned to pay no more than \$28,959.30 once she receives a firm documentation from Troy as to the exact amount owed. Patrick seconded. Motion carried.
- 7) **Chief's Position and Personnel** - This was done in Emergency Meeting held on 1/23/18 at 8am. J.R. explained that what was done in the emergency meeting needs to be ratified in this meeting. JR motioned to accept resignations of Jason Gowdy, Brian Smith, Chad Curtis, Falyn Smith, Kirstin Gowdy and Hadley Lamoreaux and Donald Kevin Colvin. Gary seconded. Motions passed. J.R. motioned to appoint Joe Watts as Interim chief INTERIM Chief with an annual Salary of \$24,000 and a start date of 1/23/2018. Gary seconded. Motion carried. J.R. asked for people to be on a committee to do the chief search. Karen explained that there is a specific process that must be followed to appoint a permanent chief. J.R. volunteered at the January 17th meeting. Rick Galvan volunteered to be on the committee. J.R. motioned that the committee be made up of J.R., Rick, Darcy Themel and the ex-fire chief from copper mountain who volunteered to help on 1/17/18 if he can be found. Sarah seconded. Motion carried.

8) Bookkeeper Position – Sarah motioned to accept Katie Smith’s resignation and pay her for her time. Gary seconded. Discussion: The previous board did not approve terminating Karen McKee after she told them she would like to continue as bookkeeper. The previous board also never approved paying Katie for anything. Gary stated that Katie was getting \$10 per hour. Motion carried.

Sarah Killough read the Bookkeeper Job description. Sarah motioned to approve the Bookkeeper Job Description. Patrick seconded. Motion carried.

Sarah motioned to hire Karen McKee as bookkeeper for \$375 per month plus an hourly rate of \$12.00 for 1099 & W-2 production and filing. Gary seconded. Motion carried.

Karen indicated that this District has less than 5 days to meeting some critical deadlines. It must be ensured that 1099’s and W-2’s are mailed out by the 31st and this District’s 2018 budget must be filed. It was learned last evening that the previous board asked this District’s Legal counsel to file the budget, but that board, did not provide the budget to the attorneys to file. Karen can do the filing as she did it in previous years. She needs to discuss the budget with this District’s accountant. Furthermore the 2017 budget was not amended by the previous Board. The ramifications of this and how to rectify the matter need to be determined.

Karen also requested permission to discuss financials with the EMS billing company Business Options and to find out what the current billing rates are.

J.R. motioned to pass Resolution 20180126-01 Authorizing Karen to talk to the District’s accountant and Resolution 20180126-02 authorizing Karen to discuss financial matters with the EMS Billing company. Gary seconded. Motion carried.

9) **Secretary’s Position** – (This item was addressed at the beginning of the meeting.)

10) Webmaster - The previous board did not vote to approve the termination of Elaine Foster as Webmaster. Elaine faithfully and reliably maintained this District’s website for many years. The previous board also did not approve a new website, nor a new webmaster. Patrick motioned to reinstate Elaine Foster at the rate of \$15.00 per hour. Sarah seconded. Discussion: The previous board did not vote to approve the termination of Elaine Foster as Webmaster. Elaine has done a good job in the past with the District’s website. Elaine has already put the DMFPD.ORG website back online so that our recent Special Meeting notices could be posted. Larry Kincaid refused to pay Elaine’s final invoice which included work that he requested she to. Motion carried.

11) **EMS Pay Rates** – Sarah explain that the previous board approved unfairly payrates and they did not set a rate for paramedics. Sarah motioned to set new pay rates effective beginning with next paychecks. Rate: Driver \$10.20...EMT Basic-\$11.25, EMT Intermediate-\$12.30, Paramedic-\$13.35. Discussion: Sarah explained that until the budget is reviewed, they can’t do more. Patrick seconded. Motion carried.

EMS Pay Rates	Rates	Approved	Approved
	2017	1/17/2018	1/26/2018
Driver (Min Wage)	9.30	10.20	10.20
EMT	10.35	11.20	11.25
EMT I	11.40	12.20	12.30
Paramedic	---	---	13.35

J.R. motioned to adjourn at 11:30am. Gary seconded. Motion passed.