

# CRAIG RURAL FIRE PROTECTION DISTRICT BOARD MEETING MINUTES

September 21, 2023

## **Call the Meeting to Order**

John Forgay called the meeting to order at 7:00 pm. (Chapman attended via Zoom)

## **Pledge of Allegiance & Moment of Silence**

## **Approval of Agenda**

K.C. Hume made a motion to approve the Agenda. Chris Nichols seconded. Motion passed. (5:0)

## **Approval of Minutes**

Rod Kowach moved to approve the August 17, 2023 minutes as presented. Hume seconded. Motion passed. (5:0).

## **Approval of Bills**

Hume moved to approve the bills for September 21, 2023 as presented (Fire Department bills in the amount of \$6,809.57, Haz-Mat bills in the amount of \$0.00 and Pension bills of \$0.00 for a total of \$6,809.57. Kowach seconded. Motion passed. (5:0)

## **Purchase Orders**

None

## **Budget Review**

Nichols – Three quarters of the way through the year. Revenue 100.2%, Administrative has funded most big expenses, 73.7%, Operations 56.8%, Capital at 19.5%, for a total expenditure at 62.8%. We are on track. Account balances; Pension \$4,096,315.01 Capital \$3,006,889.67 Operating \$313,380.95.

## **New Business**

Roof Repair – Hume – Included in packet is the singular estimate received. Like to commend Nichols, Tonya and Justin Jennison for their efforts in this endeavor. As a public governmental entity, uncomfortable with one estimate. As a result, today reached out to another contractor for an estimate, so that we have a way to compare. It would be nice to have a second estimate in a short period to be prudent. Nichols – Asked for a list of licensed contractors in Craig. Tonya emailed specs and ran an ad, contacted seven of them regarding intent to bid. Am uncomfortable with singular bid. Hard to get bids. Hume – Full disclosure – Reached out to BHI, no affiliation, they did the courthouse remodel. They would like to bid. Hopefully have a second bid in the next two weeks. Nichols – Ad did say can reject any or all bids. Hume – reviewed legal posting today. No legal issues to move to extend acceptance period. Hume made a motion to extend bid date by two weeks. Nichols seconded. Motion passed. (5:0) Forgay – Believes it is a prudent thing to do. Kowach – Asked about having insurance re-evaluate. Hume – yes, would be prudent to appeal. At least to see where we are at. Can present a letter from the Building Inspector, as well as Engineer. Nichols – Going to speak with contractor as well, for reinforcement.

## **Draft Budgets –**

Pension – Expected income of our contributed funds, as well as State matching funds. Interest is based on our current numbers, had a significant loss last year. Pension fund contribution added last year to balance revenue vs expenditures. Pension payments based on two potential extra draws. Added to Admin to cover some potential costs if we proceed with 1099 withholdings.

1099 Withholdings Discussion - Hume felt that there is no obligation, people should manage their own funds. Nichols called SDA, attorney could not give an answer. Tonya was unable to find a company at the SDA conference that could provide this service, QuickBooks does not offer this feature in their software. Chapman

made a motion to stay the course, and not make any changes, to continue as we are and not offer withholdings for Pension. Hume seconded. Discussion – the added cost added work are not worth the expense for a limited number of requests. Motion passed. (5:0)

Hazmat – Anticipating \$15,000 in intergovernmental revenue. Working on current carryover. The only changes made are that we will need to hydro SCBA Bottles. They are out of compliance. Price is based off of ROI cost as of Tuesday. Capital expenses, replace some suits with holes in them, Potential equipment adds. Will be updating in October.

Fire – Based on current numbers mills for Moffat and Routt Counties. Operations \$554,081, Capital \$416,185. Miscellaneous income – we did not receive a check from Atmos for meter. We budgeted it for this year but did not receive, so pulled from this year. Total revenue \$1,069,118 which is a 1% decrease. Admin, pretty much the same, health insurance is up 3.65%. Scholarship side is up based on extra funding, received monies back for unclaimed scholarships. Grounds and Operations, Utilities adjusted based on current numbers, part of last years numbers involved last years gas leak. Internet at the tower has been using the pucks that we had already been paying for. Foam, may not need a large quantity. Medical supplies are down. #6585 Tires – There is a big increase here based on Tender 2 tire blow out this year on a call. The tires are original to 2003. They are out of date and failing. We will need to replace all 8 tires. Small equipment maintenance is reflecting year to date, and so is training. Hume suggested that ladder replacement be moved from capital to shop supplies or building & grounds, no need to capitalize a relatively small expense. Would like to add a walk-in door to the west side of the bays, near the training room. Equipment – Thermal imaging cameras may not be here this year. The firefighters have requested a new ventilation fan. It's smaller, lighter and easier to deploy with less manpower. Our current fan is off of old Engine 2. This fan has more cfm than the one on the truck now. There was also a request for a battery powered DeWalt saw, like the K12. Line 7400, we need more wildland pants to fit our current people. All of the wildland helmets are also expired. They are dated to 2005, and expire every 10 years. Lastly, the flashlights need replaced. Suggest updating to LED. Total Revenue \$1069,118.35, Expense \$709,336.00, Net Revenue over Expense \$359,782.35. Hume made a motion that encompasses all three budgets; Pension, HazMat, Fire for initial introduction to accept for first reading. Kowach and Chapman seconded. Motion passed. (5:0)

### **Correspondence**

None

### **Reports from the Chief –**

Chief Mercer – Keegan Bangs has resigned from the fire department. We had 25 calls in August. 15 Fire, 10 EMS, and 0 HazMat. Academy has wrapped up. One needs a practical, for medical reasons, Otis has passed HM Ops and Fire 1, Bowers has passed Ops & Awareness, Strecker has passed Fire 1. Testing is ongoing. PR – Yahoo Ball Drop went well. Fire inspections. Upcoming events Homecoming bonfire, parade October 5<sup>th</sup> & 6<sup>th</sup>. 5<sup>th</sup> quarter activities scheduled. Truck maintenance not a lot, heater controller and plate arrived for E1, E5 backup camera has a loose wire, Annual maintenance is underway. Fleet is in decent shape. Snow removal plan is out for bid. Proposal next month. Movie night Wednesday, October 11<sup>th</sup> at 6:00. Nichols – feels that Fire Department should buy popcorn and drinks. Hume supports that. Saturday, November 11<sup>th</sup> 6:00 will be an ice-skating party. Lastly, asked to track adequacy on calls, found a solution to track adequacy of staff. Opted to add a character to the page query.

### **Board Member Reports**

Rod Kowach – Thank you for the budget. A lot of work. Thankful for fire season to be mild. Wonderful job. Thank you for MDA. Talking to other departments, they are short too. Even paid ones.

Chris Nichols – Finally put to bed a couple of projects that have been making Tonya crazy. It's been a lot of work. Budgets; shrinking taxes and income, there will be more and more hits in the future. Tri-State meeting

Monday, not being told of plans for the future. No commitments from Tri-State yet. Still a year out probably. Chief did the budget with just him and Tonya. Thank you. Seems to have gone smoother than last year.

J.B. Chapman— Agree with what is being said. We are going a good direction. Stay safe and healthy. Recruit, get interest, willing to help.


KC Hume— This is second consecutive year of not putting together a budget, thank you. Thank you to crew last Saturday for help. Finished hose testing, good to see.

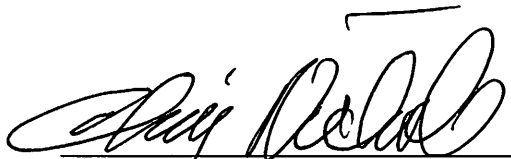
John Forgay— Chief, thank you. Express missing a lot of things. Mounting health problems, upcoming surgeries not looking good. May be presenting a letter of resignation in October. Will know more by the end of the week. Appreciate all you do. Will have a firm decision by the October meeting.

### **Audience Comments**

### **Adjournment**

Forgay entertained a motion to adjourn. Hume moved. Kowach seconded. Motion passed. (5:0) Meeting adjourned at 8:12 p.m.

  
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President                      John Forgay

  
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Secretary/Treasurer                      Chris Nichols