



Gateway-UnawEEP Fire District

Board Meeting AGENDA **January 16th, 2024**

Meeting to be held from 6:00 to 8:00 PM (extra time may be needed) in the Gateway-UnawEEP Fire Department

1) Call Meeting to Order

Time: **6:08**

Members and GUFD personnel present:

- Dean Rickman, Chairman**
- Lisa Casto, Board Member**
- Mike Hoerter, Board Member**
- Patrick Pipes, Board Member**
- Galen Daugherty, GUFD Chief**
- Emily Pipes, Operations Manager**

Personnel/Other: **Mycha Nelson** _____

Public present:

2) Pledge of Allegiance

3) Request for MOTION TO APPROVE **December 19th, 2023** Board Meeting Minutes

Mike to approve

Pat seconds

Further discussion or changes [NO]

4 in favor / **0** opposed

Motion passed [YES]

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4) Treasurer's Report

— see attached —

5) Request for MOTION TO APPROVE Treasurer's Report

Mike to approve
Pat seconds
Further discussion or changes [NO]
4 in favor / 0 opposed
Motion passed [YES]

6) Chief's Report

Calls- We've had 5 calls since our last board meeting

- 3 Medical in nature
- 1 Motor Vehicle Accident, non-injury
- 1 Slash pile assist

Personnel-

- Clymer is renewing his ACLS and PALS
- Mycha has submitted all his paperwork to take his EMT test
- Clay will be re-doing his practical skills in February.
- Ameila Pickard will be keeping her volunteer position for the time being.
- Clymer and I will be changing up our schedules at the beginning of February. I will inform everybody via email when the change takes effect.

Apparatus-

- The new ambulance is in the design phase. The "Clean and Detail" date is estimated for the end of April. With the demo use discount, June is still the ETA.
- I'm going to put my ear out for donations of used squads. While the chief squad has been good, it came to us after being a remote area deputy squad with lots of miles. I

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would like to change it out before it becomes a new monthly bill. It does need some work, but nothing immediately.

- Brush 121- Will Gerber will order the Murphy Switch for it, it was significantly more expensive by about \$50, bringing the total to a little over \$100. Will gave me a full rundown on the brush- The pump engine isn't getting any fuel, the injector line has very little pressure. The issue could be either the lift pump or injector pump, but has yet to be diagnosed due to financial constraints. There are no issues with the drivetrain. Clay posted the apparatus on the website, and I posted it with the link to the website on facebook. We have had no interest in it as of now.
- Ambulance 121- We're not sure why, or who, but the block heater had been disconnected. Since it has been reconnected, we have had almost no issues with it. It is running fine and the GFI switches have seemingly quit tripping.

Miscellaneous-

- CPR Class is scheduled for the 24th of February
- We will go pick up the squad as soon as we have the funds available.
- I am currently applying for a new SCBA grant.
- I am working with NWRETAC about getting a recruitment and retention grant.
 - Addy ? is helping Galen research grant requirements

7) Monthly Administrative Deadlines

- January 31: Begin Application for Exemption from Audit process
- ~~January 31: Budgets due to DOLA via eFiling~~
- January 31: 10-99 NEC
- ~~January 31: Trade Name Renewal~~
- February 28: 10-99 MISC [DEPARTMENT]
- March 6: VFIS Insurance pmt. Due
- March 7: Active-911 Renewal
- March 31: Application for Exemption From Audit
- March 31: Quarterly HIH funds request
- May 15: 990N deadline [DEPARTMENT]
- May 17: Satellite Phone Store semi-annual payment

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8) Open Business, Project Updates, Committees' Reports

- Infrared Project (Galen)
 - NO update, Galen has reached out to Mason from PANO AI and received no response. Pat would like to know the proposed locations for the cameras. Mike state from the images on PANO's website they are not infrared camera but 360-degree high-definition cameras
- Signatory and Bank Account issues/resolutions (Emily)
 - It was noted that there are still some loose ends to tie up concerning the District's new accounts and the Department's accounts: Mike and Pat signatory permissions, dual signatures for the Department's accounts, online viewing access for the Chief, and sweep transfers set-up on the new accounts
- DOLA/SDA/GUFD election process update (Emily & Dean)
 - Per GUFD lawyer Chris McAnany- Enter into a agreement for the clerk and recorder to run the next election for the district (less worries for district); Always begin the election process and then cancel if there is no interest- do not passover the process; Submit a resolution for County Commissioners to appoint current board members and attend member when then resolution is on the commissioners agenda (Board members will then be considered official and no other vote is needed); No need to complete the election process if the max number of nominees fills empty seats; If self appointed nominee is not qualified to fill an empty board seat- then submit the explanation to the county commissioners; Any conflicts of interest need to be made known and member must recuse from vot wherein the conflicts lie,
 - Mr. McAnany is reviewing both the department and district bylaws; and stated it is common for board members to serve on multiple boards
 - Mr. McAnany stated the board should be reviewing budget quarterly to make certain that the district is staying on track
- PIF Funding update (Lisa)
 - Dean added the sentence that Al Sisson requested to be added to the PIF fund request letter.
 - Lisa sent a message to Al asking when the GUFD could expect these funds.

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- It was mentioned that someone should check the Mesa County clerk and recorder's office to search for and hopefully review the agreement between the Sheriff's Dept. and the Delores Canyon Metropolitan District.
- Dodge repair payment
 - Mike got the bill reduced by \$800+ dollars, will be paid when funds become available again,
- Make sure these are on future agendas:
 - Amend Budget in summer when new ambulance settles in
 - Quarterly Budget and Quarterly business review
- Replace Ford Squad (Galen)
 - Galen covered this topic in his Chief's report
- New Ambulance Status (Galen)
 - Galen covered this topic in his Chief's report
- Sale of Brush status (Galen)
 - Galen covered this topic in his Chief's report
- Canyon Call Box Project (Dean)
 - Cal from NNTC has gathered 3 used call boxes for the project
 - NNTC's proposed optional locations for the boxes are at mile markers: 136, 128, 124, 122, across from Henrick's, Gateway's Central Office, pull-out by Cottonwood Ranch, Burton's, and Mesa Creek.
- Begin DEPT board sub-meetings during (after) the DIST board meeting each month [DEPARTMENT]
- Review GUFD Bylaws [DEPARTMENT]
- Poker Run Project (Patrick)[DEPARTMENT]

9)Request for MOTION TO APPROVE: Open Business, Project Updates

Mike to approve

Pat seconds

Further discussion or changes [NO]

4 in favor / 0 opposed

Motion passed [YES]

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10) New business: News, Announcements, Missed information, Chairman's Topics,

- Mike suggested hiring a grant writer for the department and district.
- Mike said after March, when he returns, he will help design a financial report template
- Update District bylaws
- Create a Capital Asset Policy
- Moved February's Board Meeting date to February 13th accommodate Mike's schedule

11) Audience questions, proposals, etc.

12) Request for Motion to Adjourn:

Mike to approve

Pat seconds

Further discussion or changes [NO]

4 in favor / 0 opposed

Motion passed [YES]

Time: 7:20

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