

INDIAN HILLS FIRE PROTECTION DISTRICT
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Phone: 303-697-4568

BOARD MEETING MINUTES
Wednesday, December 14, 2022

The Minutes are intended to reflect the discussions that occurred and decisions that were made by the members; they are not intended to be a transcription of the meeting.

ATTENDEES:

Fire Protection District Board Members: Scott Kellar – President, Chris Vigil – Secretary, Marc Rosenberg -Treasurer, Scott Ryplewski (excused absence), Kelley Lehman

Fire Department Members: Mark Forgy – Chief, Paul Kuenne

Non-Members: Anita Fritz – District Accountant, Angel Dee Manning (excused absence) - Recording Secretary

Other Attendees:

MEETING CALLED TO ORDER: 19:03

The meeting was called to order by President Scott Kellar at 19:03 hours.

INTRODUCTIONS:

President Kellar welcomed everyone to the meeting.

APPROVAL OF THE AGENDA:

President Kellar called for any additions or suggested changes and there were none.

PUBLIC COMMENTS:

There were no public comments.

PREVIOUS MINUTES:

After review, Director Marc Rosenberg made a motion to waive the reading of the November 2022 Meeting Minutes, which was seconded by Director Kelley Lehman and passed unanimously.

Treasurer Marc Rosenberg made a motion to accept the November Minutes as amended. Director Kelley Lehman seconded the motion, which passed unanimously.

TREASURER'S REPORT:

Monthly Financial Reports

Director Rosenberg reviewed the financial report with the board. After reviewing, Director Vigil made a motion to approve checks #14514-14534 with the addition of check #14535, plus automated payments, credit card expenses, and bank fees. Director Lehman seconded the motion, which passed unanimously.

DEPARTMENT/OFFICERS' REPORTS:

District Updates – Fire Marshal

Chief Forgy reviewed the Fire Marshal Services Activity Report with the board for November 2 – November 14 which included research, emails and Jeffco letters for subdivisions, additions, and a culvert for properties in the district. The invoice for these services will be placed in line for payment. The Chief also noted that Roger Parker is great to work with. Treasurer Rosenberg commented that we will need to find a replacement when Roger retires.

Chief's Report

Chief — Mark Forgy

The chief reported to the board that the initial review of sections 1 & 2 of the CWPP. Sections 3 & 4 will be provided in the next week for review. He then reported on a few larger purchases last month that included a flammable storage cabinet and another Thermal Imaging Camera for Brush 357. Chief Forgy reported that the award banquet quotes are in. The board reviewed the bids (3 bids) for the banquet. The board decided to go with a tri-tip over prime rib and to go with Majestic. Calls for November: 8-MVA, 4-Medical, 1-Service Call, 1-CO Alarm, totaling four (14) for November. Calls for December so far 1-MVA, 1-Medical, 1- Cancelled in Enroute, and 1-UTL for 4 calls in December to date and 164 year-to-date total.

Officers' Reports

Assistant Chief — Marc Rosenberg

No Report

Fire Captain — Mike Fassula

Not present.

EMS Captain — Bob Fager

Not present.

OLD BUSINESS:

CWPP Updates & Activity Timeline

Previously covered in Chief's report. The review for sections 3 & 4 will be due in January. Then they will start to do the final piece.

Volunteer Special Recognition Policy

Any member can nominate someone to receive the recognition. The chief will review any submitted nominations and determine his recommendation for the board. The board will review and approve/deny nominations during a regular board meeting. The monetary amount of the award will be determined by the board. Secretary Vigil made the motion to approve with the suggested changes, Director Lehman seconded, and it passed unanimously.

NEW BUSINESS:

Volunteer Special Recognition Nomination

The chief recommended Tom Henery to receive the Volunteer Special Recognition Award for 2022 with a \$1000 monetary amount. Secretary Vigil made the motion to approve, Director Lehman seconded, and it passed unanimously.

CY 2023 Budget Adoption/Mill Levy Approval Resolutions

The budget and mill levy resolutions both passed unanimously.

Election DEO Appointment

President Kellar reported that he has been in communication with Sue Blair with the Community Resource Group to function as our designated election official (DEO) and recommended that we appoint them again for the May election. There are two seats up for election, Scott Kellar – President, and Scott Ryplewski. The estimated cost would be \$8,000 - \$12,000. The resolution passed unanimously.

2023 Board Meeting Schedule

The meetings will remain at 7:00 pm on the fourth Wednesday of the month except March, November, and December. April 26th is a regular board meeting and Administrative Assistant's Day. Dee will be showered with appreciation by the Chief. March 29 and October 25 are pension meetings and will start at 6:30 pm. Secretary Vigil made a motion to approve, with the changed March date to the 29th, and Treasurer Rosenberg seconded. It passed unanimously.

Awards Banquet

Previously discussed in Chiefs report. The date is January 21.

Website ADA Compliance


Our website needs to be ADA compliant. We need to find someone to help make our website ADA compliant. We may need to redesign our whole website.

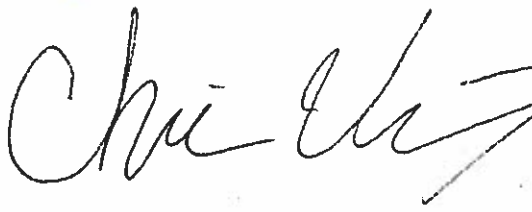

Audit Exemption

Secretary Vigil made a motion to go with the exemption and stick with Mark James, seconded by Rosenberg. Passed unanimously.

ADJOURNED: 20:47

Director Rosenberg made the motion to adjourn the December 2022 IHFPD Board Meeting and Director Vigil seconded the motion, which passed unanimously, and the board meeting adjourned at 20:47.

President: 

Secretary:  

MOTIONS MADE AND PASSED:

- To waive the reading of the November 2022 Meeting Minutes. Motion made by Marc Rosenberg; seconded by Kelley Lehman; unanimous.
- To accept the November 2022 Minutes as amended. Motion made by Marc Rosenberg; seconded by Kelley Lehman; unanimous.
- To approve financials. Motion made by Marc Rosenberg; seconded by Kelly Lehman; unanimous.
- To approve/accept Volunteer Special Recognition Policy. Motion made by Chris Vigil; seconded by Kelley Lehman; unanimous.
- To approve nominee for special recognition. Motion made by Chris Vigil; seconded by Kelley Lehman; unanimous.
- To adopt 2022-3 Resolution to Adopt 2023 Budget; unanimous.
- To adopt 2022-4 Resolution to Set Mill Levies; unanimous.
- To adopt 2022-5 Resolution to Appoint DEO; unanimous.
- To approve the 2023 Board Meeting Schedule. Motion made by Chris Vigil; seconded by Marc Rosenberg; unanimous.
- To accept and approve audit exemption with Marc James. Motion made by Chris Vigil; seconded by Marc Rosenberg; unanimous.
- To adjourn the meeting. Motion made by Marc Rosenberg; seconded by Chris Vigil; unanimous.