

INDIAN HILLS FIRE PROTECTION DISTRICT

4476 Parmalee Gulch Rd.

P.O. Box 750

Indian Hills, CO 80454

Phone: 303-697-4568

BOARD MEETING MINUTES

Wednesday, November 19, 2014

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.

MEETING ATTENDED BY:

Fire Protection District Board Members: Scott Kellar — President; Kelley Lehman — Treasurer; Marc Rosenberg — Secretary; Paul Pettit

Fire Department Members: Emery Carson — Chief; Bob Fager — EMS Captain

Non-Members: Anita Fritz — Bookkeeper; Karen Nelson — Recording Secretary

Community Members: Sandy Barnes, Canyon Courier; Ken Touryan

Absent: Ron Walton (Excused)

MEETING CALLED TO ORDER AT: 19:14 Hrs.

INTRODUCTIONS AND ANNOUNCEMENTS

Mr. Kellar called for introductions around the table and announced that Mr. Walton had an excused absence that evening.

OCTOBER MINUTES:

Mr. Rosenberg made a *motion* to waive the reading of the October Minutes, which was seconded by Mr. Pettit and passed unanimously.

Discussion followed and the following changes were made. Page 1: It was noted that both Ms. Lehman's and Mr. Rosenberg's absences at the October meeting were excused. Page 2, first paragraph, last sentence to read: "Ms. Fritz shared that check #12436 to Colorado Comfort Products for *Mr. Carson's monthly benefits* needs to be voided since the expense has already been paid."

Mr. Pettit made a *motion* to accept the October Minutes as amended. Ms. Lehman seconded the motion, which passed unanimously.

TREASURER'S REPORT:

Financial Reports

The cover sheet of the financial reports was discussed in detail with several changes being requested to provide better clarity. Ms. Fritz agreed to make the changes by the next month's Board meeting.

In the Executive Summary, Ms. Fritz drew attention to the ColoTrust account and the minimal amount of interest the money in it earns. She recommended closing the account and transferring the money into the Wells Fargo Savings account. The Board agreed.

In the Operating Cost Summary, it was noted that there were some errors with the calculations for average hourly costs. Ms. Fritz agreed to fix the errors.

In Checks, minor clarification occurred regarding a few of the payments. Ms. Fritz announced that she had an additional check to write: #12478 to Masimo Americas for \$3,440.09 for a carbon monoxide pulse oximeter.

Mr. Pettit made a *motion* to approve checks #12454-12478, plus automated payments, credit card expenses, and bank fees. Mr. Rosenberg seconded the motion, which passed unanimously.

2015 Budget Hearing

A copy of the proposed 2015 budget was distributed for review. Mr. Kellar announced that the purpose of the hearing was to review the proposed budget and accept any public comment, with final approval happening at the December 10 Board meeting. It was noted that the only change that had been made to the proposed budget since the previous month was to account #5252 (Apparatus Insurance).

Mr. Kellar explained the reasons the District is operating at a shortfall and expressed that it is hoping to soon sell the house it purchased to acquire additional land for expansion as well as recoup funds where the District was defrauded. Despite Mr. Kellar's explanation, Mr. Fager expressed concerns and encouraged a closer look at the line items.

Lengthy conversation followed, whereby discussion occurred about cutting funds allocated to certain accounts. In the end, it was agreed to reduce the following accounts:

- #5320 (Professional Development): Reduce from \$3,000 to \$0
- #6604 (District Fire Mitigation Project): Reduce from \$5,000 to \$0
- #6611 (Smoke Signals): Reduce from \$1,200 to \$1,000

It was also agreed that everyone should take a closer look at the proposed budget line items and be prepared to discuss any further potential changes at the December Board meeting.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present; no report submitted. Mr. Carson shared that Mr. Rudloff was at a community meeting regarding septic systems. Mr. Carson also said that five new homes had been approved for construction in the District.

Chief — Emery Carson

A report was distributed and various items were discussed. Mr. Carson began by stating that a new extension ladder has been mounted on apparatus 349. Also, new PCs have been installed in the ambulances, a carbon monoxide pulse oximeter has been put in service, and a vehicle stabilization kit will be put in service after an upcoming training.

In grant news, Mr. Carson stated that Mr. Rudloff had procured a grant for the Department providing a battery-operated extrication spreader and cutter. The equipment will be put in service after a training in December. Mr. Carson also announced that Elk Electric had donated all of the labor and materials necessary for a new extractor at the station.

In additional news, Mr. Carson proposed selling the Department's waste oil tank. He further explained that it is no longer necessary since Evergreen does all of the oil changes for the District's apparatus. The Board agreed to the sale.

Mr. Carson concluded his report by announcing that annual maintenance is complete for all apparatus and summarizing the calls for the month, which total ten to date. Calls stand at 218 for the year, Mr. Carson added.

Assistant Chief — Marc Rosenberg

Present. No report submitted.

Fire Captain — Scott Case

Not present; no report submitted.

EMS Captain — Bob Fager

Present. No report submitted. Mr. Fager shared that five Department members had recently attended the EMSAC conference.

OLD BUSINESS:

Noble House Sale

It was noted that discussion on the topic would occur later in the meeting during an Executive Session.

Attorney Review

Mr. Kellar stated that he would solicit a bid from the attorney retained by West Metro Fire Protection District. Discussion and a decision are planned for the next Board meeting, he said.

NEW BUSINESS:

Awards Banquet

Mr. Carson reminded that the banquet would be held on Saturday, December 13. He encouraged everyone to RSVP.

Additional Topic

Mr. Carson said that Foothills Fire Protection District had requested use of one of Indian Hills' extra VHF frequencies. Conversation followed. Mr. Pettit expressed concern and reminded that a site study would be required as well as stated that each frequency has to be

licensed to a particular site. Mr. Kellar recommended that Mr. Carson solicit a formal letter of request from the Foothills Board of Directors.

EXECUTIVE SESSION:

Mr. Rosenberg made a *motion* to call an Executive Session at 20:52 per CRS§24-6-402(4)(a) to discuss real estate issues. Ms. Lehman seconded the motion, which passed unanimously. All meeting attendees left the room with the exception of the four board members. Recording commenced using the District's recorder. The Executive Session concluded at 21:00 and the meeting was called back to order.

ADJOURNED AT: 21:01

There being no more business to discuss, Mr. Pettit made a *motion* to adjourn the meeting, which was seconded by Mr. Rosenberg and passed unanimously.

President:

Secretary:

MOTIONS MADE AND PASSED:

- To waive the reading of the October Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Pettit; unanimous.*
- To accept the October Minutes as amended. *Motion made by Mr. Pettit; seconded by Ms. Lehman; unanimous.*
- To approve checks #12454-12478, plus automated payments, credit card expenses, and bank fees *Motion made by Mr. Pettit; seconded by Mr. Rosenberg; unanimous.*
- To call an Executive Session at 20:52 per CRS§24-6-402(4)(a) to discuss real estate issues. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Pettit; seconded by Mr. Rosenberg; unanimous.*