

# INDIAN HILLS FIRE PROTECTION DISTRICT

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Phone: 303-697-4568

## BOARD MEETING MINUTES

Wednesday, June 25, 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; Marc Rosenberg — Secretary; Paul Pettit; Ron Walton

***Fire Department Members:*** Emery Carson — Chief

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

***Guests:*** Bret Roller

***Community Members:*** Sandy Barnes, *Canyon Courier*; Sabrina Keil; Kathy Kuhnlein; Judy Rigg; Terry Steinhoff; Cheryl Touryan; Kenel Touryan

***Absent:*** Kelley Lehman (Excused)

### **MEETING CALLED TO ORDER AT: 19:03 Hrs.**

#### **GUEST SPEAKER: BRET ROLLER**

Mr. Roller shared that he is in final negotiations with Jefferson County to put in place a more extensive and long-term slash collection program for the mountain communities. He explained that his proposal calls for 26 sites throughout the County whereby residents can bring their slash to be disposed of affordably. Mr. Roller said that the program would be a pairing between the County and local fire departments, home owners' associations, and various community organizations.

Lengthy discussion followed about the logistics of the program, challenges for residents in getting their slash to the sites, and the County's role and level of responsibility in the project. Community members in attendance asked a variety of questions about the proposed program. Indian Hills Fire Protection District Board members affirmed their support of the program. Mr. Roller stated that a final decision from the County should be forthcoming later that week. Once a decision is made, details will follow, he concluded.

#### **MAY MINUTES:**

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

Mr. Rosenberg made a *motion* to accept the May Minutes as written. Mr. Pettit seconded the motion, which passed unanimously.

**JUNE SPECIAL MEETING MINUTES:**

Mr. Rosenberg made a *motion* to waive the reading of the June Special Meeting Minutes, which was seconded by Mr. Walton and passed unanimously.

One correction was made to remove Mr. Carson as an attendee at the meeting since he had left for a call.

Mr. Rosenberg made a *motion* to accept the June Special Meeting Minutes as amended. Mr. Walton seconded the motion, which passed unanimously.

**TREASURER'S REPORT:**

***Financial Reports***

Minimal conversation occurred regarding the financial reports except to note that account #6030 (Fire Equipment) is at 81% of the annual budget because of a recent large order of hoses and adaptors.

Discussion moved to Checks. Conversation occurred regarding check #12360 to Neve's Uniforms. Ms. Fritz explained that she had to void the check because the amount was not correct. She noted that an additional check had been written to correct the error:

- 12367 to Neve's Uniforms for \$372.65 for EMS apparel

In addition, it was discussed that check #12339 that had been written last month to SCI for the annual Mt. Lindo communications site lease agreement needed to be approved.

Mr. Pettit made a *motion* to approve checks #12344-12367 plus #12339, excepting check #12360, plus automated payments, credit card expenses, and bank fees. Mr. Rosenberg seconded the motion, which passed unanimously.

***District Financial and Purchasing Policies***

Mr. Kellar passed out a revised version and explained the purpose of the document. Discussion followed. Ms. Fritz raised concerns about the policy stating that only the Chief and Office Manager would have credit cards. She explained that since the credit limits are low, there may not be enough available credit on the two cards for a large purchase. She advised that another card be issued for the Board Treasurer. The Board concurred.

Conversation also followed about the need for the Board Treasurer to review the detailed credit card statements each month. It was noted that once the District financial policies are finalized, a copy of the Minutes with the motion to approve the document should be sent to the District's personal banker.

The Board agreed to the minor changes as discussed and stated that the document could be approved at the next month's meeting.

***District Audit***

Ms. Fritz stated that the District’s audit was in process. A draft would be completed by the end of the month with approval to be made at the next Board meeting. A final version would be filed by the end of July, Ms. Fritz said.

Brief discussion followed about the need to better reflect the District’s capital vs. operating expenses on the financial reports. It was agreed that the topic could be discussed during the Board’s long-term planning work session.

**DEPARTMENT/OFFICERS’ REPORTS:**

***Fire Marshal — Randy Rudloff***

Not present; no report submitted.

***Chief — Emery Carson***

A report was distributed and various items were discussed. Mr. Carson began by stating that the District had been awarded an EMTS grant, which will provide the Department with two new PCs for the ambulances, a CO pulse oximeter, and a vehicle stabilization kit. In an update to the Homeland Security grant that the District had received, Mr. Carson said that the process of installing the new BK radios in the apparatus had begun.

Mr. Carson turned conversation to the Chris Drive District property exclusion. He said that the transfer to Evergreen was on hold until the homeowner understands the legal costs of making the switch.

Regarding the minor lot line adjustment, Mr. Carson shared that the County has verified that all paperwork is complete. The mylar should be started by the end of the week, he added. Once finished, a Special Meeting could be scheduled if necessary to determine how to move forward.

Mr. Carson concluded his report by summarizing the calls for the month, which total 24 to date. He said that the District was up to 106 calls for the year.

***Assistant Chief — Marc Rosenberg***

Present; no report submitted. Mr. Rosenberg showed a new hand-held radio and said that it offers great reception. Discussion followed about dispatch logistics with Evergreen. Mr. Rosenberg then shared that he had responded to a wildland fire in the South Platte. The fire, he said, had been started as a result of a lightning strike.

***Fire Captain — Scott Case***

Not present; no report submitted.

***EMS Captain — Bob Fager***

Not present; no report submitted.

**OLD BUSINESS:**

***Fire Trucks Plus Lawsuit Update***

As a result of the Board accepting the terms of the settlement, it was noted that paperwork is getting ready to go to court. Mr. Kellar requested that he be apprised of any email communication regarding the lawsuit.

***Employee Handbook Cover Letter***

The topic was tabled until next month.

***New Building Committee/Community Meeting***

It was noted that a community meeting would be held the following evening at 7 pm at the fire station to discuss the topic of moving forward with renovation/new construction options.

**NEW BUSINESS:**

***Sale of Noble Property***

Discussion occurred about the best way to sell the neighboring property. The pros and cons of using a realtor vs. going “for sale by owner” were addressed. It was reiterated that a Special Meeting could be scheduled if necessary when the lot line adjustments were finalized.

***Five-Year Plan***

After discussion, the Board agreed to schedule a study session to begin putting together a five-year plan, which will include capital expenses as well as an apparatus replacement schedule. Mr. Kellar was tasked with picking a date and scheduling the meeting.

***Pension Board Meeting***

It was noted that a pension board meeting would be held prior to the August Board meeting. Ms. Lehman will run the meeting.

**ADJOURNED AT: 20:45**

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

*President:*

*Secretary:*

**MOTIONS MADE AND PASSED:**

- To waive the reading of the May Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the May Minutes as written. *Motion made by Mr. Rosenberg; seconded by Mr. Pettit; unanimous.*
- To waive the reading of the June Special Meeting Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the June Special Meeting Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*

- To approve checks #12344-12367 plus #12339, excepting check #12360, plus automated payments, credit card expenses, and bank fees. *Motion made by Mr. Pettit; seconded by Mr. Rosenberg; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*