

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, November 28, 2012

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: Paul Pettit — President; Marc Rosenberg — Secretary; Ron Walton; Scott Kellar

Fire Department Members: Emery Carson — Chief

Non-Members: Randy Rudloff — Fire Marshal; Anita Fritz — Bookkeeper; Karen Nelson — Recording Secretary

Absent: Kelley Lehman (Excused)

MEETING CALLED TO ORDER AT: 19:32 Hrs.

INTRODUCTIONS AND ANNOUNCEMENTS:

It was noted that Ms. Lehman was absent.

MINUTES:

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

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

Discussion moved to Ms. Nemer's comments regarding the Minutes. It was decided that all of the issues she addressed would be discussed later in the meeting.

TREASURER'S REPORT:

Financial Reports

Discussion began with the cover page of the financial reports. Mr. Rosenberg noted that one set of bunker gear would be purchased before year's end at a cost of \$1,700 and allocated to the PPE account.

Regarding the Expense Summary, Ms. Fritz drew attention to the fact that the figure reflected in the total expenses for the year (49.27%) was not the adjusted number. After discussion concerning how large capital expenditures tend to skew figures in the Operating Cost Summary, Mr. Kellar suggested that an additional column be added that excluded capital expenses. Ms. Fritz agreed to add it to the 2013 budget.

Conversation moved to the Profit Loss Budget Performance spreadsheet. Brief discussion occurred regarding whether a full audit would be required in 2013. Ms. Fritz admitted that the answer she had received from the auditor had been a bit hazy. She recalled that the last full audit had been for the 2010 fiscal year and run \$5,000.

Regarding Checks, it was noted that check #11928 to Image Trend for \$2,500 was for half of the setup fee for the Department's new incident reporting system. It was also clarified that a credit card expense at Battery Universe for \$286.96 was for the hand-held radios.

Mr. Rosenberg made a *motion* to approve checks #11917-11940, plus automatic payments, credit card expenses, and bank fees. Mr. Walton seconded the motion, which passed unanimously.

2013 Budget

Per discussion at the October Board meeting, it was noted that the numbers in four accounts had been changed: account #5215 (Equipment Repair/Maintenance) had been increased to \$1,800, account #5610 (Utilities for the annex) had been decreased to \$1,200, account #6604 (District Fire Mitigation Project) had been created and allocated \$5,000, and account #7090 (Communications System) had been increased to \$10,000. No further discussion occurred regarding the proposed 2013 budget.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Mr. Carson began by stating that Mr. Gilbert had started doing some community mitigation consulting. Mr. Rudloff shared that he had done 15-20 such consultations in the District and advised using one point of contact. Mr. Rudloff then stated that he had done an inspection at the equestrian center and found seven violations. Conversation followed about the specific violations and how they might be rectified. An inspection had also been done at Sit-n-Bull to figure out capacity issues.

Conversation moved to the 2012 ICC codes, which Jefferson County plans to adopt in January 2013 and put into effect in January 2014. Mr. Rudloff said that he would forward a resolution to the Board for adoption at the next month's meeting. Lengthy discussion ensued about details of the new code requirements, namely the need for sprinkler systems in all new residential construction and remodels.

Mr. Rudloff concluded his report by stating that all inspections had been completed for the District for the year and added that Geneva Glen is considering putting an addition on or rebuilding one of its camp structures.

Chief's Report — Emery Carson

A report was distributed and various items were discussed. Mr. Carson began by stating that the Indian Hills Water District will be charging \$36 for the Noble house beginning in January 2013. In positive news, Mr. Carson noted that both he and Mr. Rosenberg had passed ICS 300 offered through Genesee. An ICS 400 course is scheduled to begin in February, Mr. Carson added. Brief discussion followed about what the ICS 300 training entailed.

A small mishap had occurred when the ladder on apparatus 341 hit the garage door, Mr. Carson shared. Repairs had already been completed. Mr. Carson then announced that Mr. Rosenberg had been promoted to assistant chief and Mr. Case had been promoted to fire captain.

In communications system news, Mr. Carson announced that the District is waiting to receive frequencies from the FCC. He estimated it would take 30-90 days. In other news, Mr. Carson stated that he had switched trash services to Mountain View, which offers less expensive trash collection and recycling services as well.

Mr. Carson concluded his report by summarizing the calls for the month, which totaled three. It has been a very slow month, he added.

Fire Captain — Scott Case

Not present; no report submitted.

Rescue Captain — Bob Fager

Not present; no report submitted.

OLD BUSINESS:

Communications System

Mr. Pettit summarized the progress that had been made recently, including a meeting with Mr. Grazi, Mr. Carson, and himself. He shared an estimate from Mr. Grazi that had been prepared some time ago, stating that costs to finish the project would be \$11,000-\$17,000. But, Mr. Pettit added, Mr. Grazi had already been paid \$8,000 since the estimate had been submitted.

Mr. Kellar expressed concern that there was still no documented plan of what the project entailed. Both Mr. Walton and Mr. Rosenberg agreed that documentation was needed in addition to an estimate to complete the project and a contract. Mr. Kellar expressed frustration that he had been asking for the same information for the last ten months. Mr. Pettit admitted that no design plan existed for the current project. He committed to drafting a physical drawing/block diagram and project plan and having them ready to present at the next Board meeting.

Building Committee

Mr. Kellar said that no committee meeting had been held since the last Board meeting, although one was scheduled for December 10, he added. Mr. Kellar said that he had met with three design firms. The next step is to either design the building, bid it out, and then build or bid the project, design, and then build. Discussion followed about which process would be best. Brief discussion also occurred on the possibility of procuring a lot line

realignment for the Berg property behind the station and the possibility of acquiring land owned by Messiah Mountain for a substation. It was agreed that the leach field on the Noble property needs to be moved to make the land usable.

Tanker Status

Mr. Carson shared the bad news that he had called the tank manufacturer to check on its progress and found that the project was on hold because Mr. Batista's account is in arrears. The title for the new ambulance has still not been returned by Mr. Batista either, Mr. Carson added. Lengthy discussion ensued about how to proceed. Ideas included suing Mr. Batista immediately or suing Mr. Batista after taking possession of the chassis. Mr. Carson noted that this ordeal had been going on for almost two years.

NEW BUSINESS

Policy Regarding Department Members Serving on the Board

Mr. Carson stated that an agreement had been reached that no Department officers above the level of captain could serve on the Board. An addendum had been written to address the issue and included in the Employee Handbook, which Mr. Carson said he would send to Ms. Nemer for review and planned to ratify at the next Board meeting.

Transition to Image Trend Reporting System

Mr. Carson passed out a proposal from Image Trend and said that a decision had been made to transition to the system for all incident reporting. The cost would be \$2,500 out of this year's budget and \$2,500 payable in February 2013. Discussion occurred about certain details on the proposal, including the webinars and the timing of paying certain fees.

2013 Board Meeting Schedule

After discussion, a decision was made to schedule the 2013 Board meetings for 7 pm on the following dates:

- January 23
- February 27
- March 20
- April 24
- May 22
- June 26
- July 24
- August 28
- September 25
- October 23
- November 20
- December 11

MEETING ADJOURNED AT: 21:50

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 October Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the October Minutes as written. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To approve checks #11917-11940, plus automatic payments, credit card expenses, and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*