

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, October 26, 2011

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; Bret Roller — Treasurer; Marc Rosenberg — Secretary; Kelley Lehman; Ron Walton

Fire Department Members: Don Schoenbein — Chief; Emery Carson — Assistant Chief; Bob Fager — Rescue Captain; Steve Bruns — Fire Lieutenant; Robert Himber; Laura Resch

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

Guests: Mike Resch

PENSION BOARD MEETING CALLED TO ORDER AT: 19:31 Hrs.

INTRODUCTIONS:

Mr. Pettit asked for introductions around the table.

PENSION BOARD DISCUSSION:

The meeting began with Mr. Schoenbein distributing an informational packet regarding the FPPA actuarial study. He said that it was probably good that the pension board discussion hadn't occurred the previous month because the actuarial study had just arrived two weeks ago. He advised the Board to review the numbers and make sure that they're sound. Mr. Schoenbein said that the pension account was right where it needed to be for the number of retirees. It was currently funded at 102%, he continued. So unless there was a rash of employees retiring . . . yet only one is presently eligible for benefits, Mr. Schoenbein noted.

Mr. Schoenbein directed attention to the financial portion (page 6) of the report, stating that the Board could decide to make changes. But he advised against increasing benefits at this time. Mr. Pettit asked Ms. Nelson about her discussion with Ms. Eigel regarding pension board meetings. Ms. Nelson said that there didn't seem to be a lot of substance to them. Mr. Schoenbein said that updated volunteer information had been provided to the FPPA and that Ms. Nelson had developed a form that would be completed annually for each member

that would help ensure the most accurate data regarding volunteer service dates and pension eligibility.

Mr. Rosenberg made a *motion* to fund the Department pension at the same level as 2011. Mr. Walton seconded the motion, which passed unanimously.

Mr. Roller asked about the issue of the state matching funds for the pension. Were they anticipated to go down? Should the issue be addressed at a later date? Mr. Carson said that property tax income for 2012 was looking to be closer to \$250,000 rather than the \$270,000 or \$280,000 of prior years. Mr. Roller suggested addressing the issue when it arose.

Mr. Rosenberg made a *motion* to adjourn the pension board meeting, which was seconded by Mr. Roller and passed unanimously.

MEETING CALLED TO ORDER AT: 19:42 Hrs.

MINUTES:

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

Discussion followed and the following changes were made. Page 2, fifth paragraph, first sentence to read: "Mr. Pettit drew attention to item #3 stating that a motion was needed for Mr. Rosenberg to be appointed *as the budget officer.*" Page 3, second paragraph, third sentence to read: "No meeting had been held the previous month due to *the potential property acquisition to the west of the fire station.*" Page 3, fourth paragraph, second sentence to read: "He noted that there had been 127 calls so far this year, including a lightning strike in the corner of the District that had started a *tree fire.*"

Page 3, sixth paragraph, fifth and sixth sentences to read: "Mr. Carson noted that Mr. Kinney had placed second in the firefighter challenge competition at the event. Mr. Rosenberg shared that Inter-Canyon had won the *award for best department chili.*" Page 4, second paragraph, third sentence to read: "He reminded that there are no term limits for the *Evergreen* water board." Page 6, second paragraph, third sentence to read: "A week later a *for rent* sign had appeared on the property, Mr. Pettit said."

Page 6, sixth paragraph, last sentence to read: "Mr. Rosenberg further explained the idea of putting in a two-bay station near Geneva Glen." Page 7, fifth paragraph, last sentence to read: "*He said he had talked to Mr. Smith about a new IGA with the County and a new site plan for Smokey Hill.*" Page 8, second paragraph, second sentence to read: "Mr. Carson asked about tone cards for *Evergreen Fire Department.*" Page 8, fifth paragraph, third sentence to read: "Mr. Pettit said that he had called Mr. Hall six times *without ever hearing back from him.*"

Mr. Schoenbein raised the issue that one of the guests who had attended the Board meeting the previous month and had introduced herself by only her first name had been referenced throughout the Minutes by her last name. He questioned whether that should be changed for accuracy. Ms. Nelson explained that she referred to everyone by last name as a style choice. Brief discussion followed. It was decided to leave the references as is.

Mr. Rosenberg made a *motion* to accept the September Minutes as amended, which was seconded by Mr. Walton and passed unanimously.

TREASURER'S REPORT:

Financial Reports

Discussion began with the cover page. Regarding the bullet point about account #6405, Ms. Fritz asked if the refurbished radios should be moved to the Radio Replacement account? "Yes," answered Mr. Pettit. Mr. Schoenbein relayed that it was account #6415. Conversation moved to the Executive Summary. Mr. Pettit stated that he thought all accounts looked great.

Regarding the Profit Loss Budget Performance Spreadsheet, Mr. Pettit drew attention to the Wildland Supplies account (#6035). He said the account was close to its annual budget amount and inquired if any more purchases were expected. "No," answered Mr. Schoenbein. Mr. Rosenberg questioned whether a grant match could affect that account. Mr. Schoenbein responded that it would be 2012 before he would hear about the grant. Discussion moved to account #6610 (Public Education Expense). Mr. Schoenbein said that it should be for supplies at Fire Prevention Week but the account shows additional charges. Ms. Fritz said she would research the issue.

Conversation turned to Checks. Mr. Pettit asked about check #11626 to Robert Fager for \$211.60 for a backpack for a jumpkit. Would all EMTs get one? Mr. Fager responded that the backpacks were for the apparatus. He noted that the backpacks were standardized. Mr. Pettit asked how many the cost covered. Mr. Fager said that three had been ordered. Ms. Fritz said that the \$211.60 was just for one. Regarding check #11631 to Bound Tree Corp. for \$1,204.36 for EMS supplies, Mr. Pettit asked if the ambulances were now well-stocked. Mr. Fager said that he's always buying supplies since some expire.

Discussion moved to check #11632 to Brian Kerby for \$98 for an office visit for a hepatitis B check. Mr. Rosenberg asked if that was necessitated by a call. "Yes," answered Ms. Fritz. Brief conversation ensued about the nature of the call and the reason for the testing. On a related note, Ms. Fritz said that check #11638 to Quest Diagnostics for \$366.97 was for associated lab fees for Mr. Kerby.

Regarding check #11641 to Toussaint, Nemer & Coaty for \$727.50, Mr. Rosenberg noted that Ms. Nemer had never sent her comments regarding the September Minutes. Ms. Nelson confirmed that she had forwarded the Minutes to Ms. Nemer for her review.

Ms. Fritz announced that she had additional checks to write and proceeded to list them:

- Check #11644 to Kittredge Auto Rebuilders for \$200 for Chevron striping
- Check #11645 to Brittany Salter for \$100 for cleaning services
- Check #11646 to Ray Vogler for \$20 for EMS training
- Check #11647 to Bob Fager for \$593.72 for EMSAC lodging
- Check #11648 to Day Plumbing and Heating for \$360.52 to fix a gas leak

Mr. Pettit asked when the EMSAC conference was. Mr. Fager responded that it was that weekend. Discussion followed whereby it was noted that Mr. Fager should not have to use his own credit card for such expenses.

Ms. Fritz returned conversation to the expenses that had been questioned under account #6610 (Public Education Expense). She said that costs allocated to the account prior to that month had been for Fourth of July expenses and stamps. She was advised to move the Fourth of July expenses to account #6612 (Fourth of July Expenses) and the stamps to account #6611 (Smoke Signals). She noted that there would be a \$495 expense for account #6610 the following month for the Fire Prevention Week supplies.

Mr. Rosenberg made a *motion* to approve checks #11626-11648, plus automatic payments, credit card expenses, and bank fees. The motion was seconded by Ms. Lehman and passed unanimously.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present; no report submitted.

Chief's Report — Don Schoenbein

A report was submitted and various items were discussed. Conversation began with item #1 regarding a vehicle update. Mr. Schoenbein said that the Mack tender is presently in production and should take a week to complete. At that point, he continued, it will go to Mack's front end section for the 6 x 6 conversion, which should take one to two weeks. Mr. Schoenbein noted that the apparatus is on schedule to be completed in February. The ambulance is currently undergoing refurbishing and inspection at Fire Trucks Plus, he continued. Mr. Kinney would be checking to verify that the Civil Air Patrol is still interested in purchasing apparatus 384 when the new ambulance is delivered.

Discussion moved to item #2 regarding safety striping. Mr. Schoenbein said that striping had been completed on apparatus 383. Apparatus 341 and 358 would be next. There was enough striping on hand to complete those, Mr. Schoenbein relayed.

Regarding ambulance revenues (item #3), Mr. Schoenbein referenced an attachment with detailed figures. He said that collections was at about 60% for the year. Mr. Pettit pointed out that ambulance income was currently about 2.5 times the anticipated annual budget.

Conversation turned to item #4 regarding the budget meeting that had been held with Ms. Fritz, Mr. Carson, Mr. Rosenberg, and Mr. Schoenbein. Mr. Schoenbein said that he is proposing a 5% hourly increase for both Ms. Fritz and Ms. Nelson. Neither has had a raise for two years, and both deserve it, he said. A motion would be needed eventually, he added. Ms. Fritz said that a motion could be made during the line-by-line budget review the following month.

Regarding item #5, a bulk mailing permit may be available to the District without 501(c)(3) status, Mr. Schoenbein continued. He explained that he was working on obtaining a junk mail permit with the Indian Hills postmistress. If obtained, the permit would reduce the mailing costs of *Smoke Signals* to \$.20 per copy. Mr. Schoenbein briefly touched on item #6

about the building committee progress by saying that he was awaiting direction based on a decision regarding the Noble property.

Mr. Schoenbein then moved to item #7 regarding an update on the 13-year-old juvenile fire setter. She is still incarcerated at Montview Juvenile Facility, he shared. The girl's charges have been reduced to four felonies. A decision as to whether she would be tried as an adult or child had not been made, Mr. Schoenbein relayed. Ms. Resch asked how the girl could be tried as an adult. Mr. Schoenbein answered that she could because of the gravity of the situation. Regarding the 17-year-old juvenile male who started a fire at 5570 Parmalee Gulch, Mr. Schoenbein reported that his case is in the process of a plea bargain. Mr. Roller asked if the boy had started the fire intentionally. "Yes," responded Mr. Schoenbein.

Discussion moved to item #8 regarding a new no fires/no smoking policy at Messiah Mountain Camp. Mr. Schoenbein said that there was now signage on site and counselors would enforce the policy.

A request had been received from Elk Creek Fire Department to participate in building a Habitat for Humanity home (item #9), Mr. Schoenbein reported. The home was being built in Kittredge, and so far, response had been positive. Mr. Schoenbein expressed that it was a good community project and would provide good PR for the Department.

Mr. Schoenbein concluded his report by summarizing the calls for the month, which totaled 11. With 138 calls for the year, the District is currently at 32 more calls than the previous year, Mr. Schoenbein said. Brief discussion occurred about the details surrounding a recent call where a cattle truck overturned on Highway 285.

Assistant Chief's Report — Emery Carson

Mr. Carson began by stating that work was being done on apparatus 358 to get it ready for winter. Mr. Rosenberg noted that it was being parked indoors now. Mr. Carson said that apparatus 341 has an oil sensor issue, although the truck operates fine. The craft fair had been a success, he continued. And a Fire Prevention Week presentation had occurred at Parmalee, Mr. Carson concluded.

Fire Captain's Report — Loren Gilbert

Not present; no report submitted.

Rescue Captain's Report — Bob Fager

Present; no report submitted. Mr. Fager said that the EMSAC conference was just over a week away and being held in Keystone. It was a three-day conference, he added, and 11 Department members were attending, with nine being there for the entire conference. Mr. Rosenberg asked how many members from Inter-Canyon were attending, as mutual aid might be needed over the weekend to address EMS calls. Mr. Fager said that he didn't know how many people from Inter-Canyon were attending but that all the EMTs from Indian Hills were going.

OLD BUSINESS:

Noble Property

Mr. Pettit said that he'd had an appraiser out to the property the previous week. It had been determined that the zoning on the property is residential/commercial. As such, the appraiser had admitted that he wasn't licensed to perform valuations on commercial property. Mr. Pettit said that the discovery had put him behind schedule. He said that he hoped to have the appraisal done by the next month's Board meeting. Mr. Rosenberg noted that he would be absent at that meeting. Mr. Pettit continued by saying that Mr. Noble's daughter was still living in the house off and on, although she would be moving to an assisted living facility, he added.

Mr. Pettit referenced a file he had put together of comparable properties and said that the average value was \$290,000. Mr. Pettit further stated that the house on the property has four bedrooms but a weird layout. Mr. Roller suggested waiting to see what the appraiser says and then moving on the purchase possibility. Mr. Pettit shared his vision that the house could be private offices and the fire station could be set up for public access. Mr. Roller interjected that there were tons of opportunities for the property: helipad, meeting space, training space, he listed.

Communications System

Mr. Pettit said that he had met with Mr. Grazi and a representative from the County at Smokey Hill. A tower base will be needed for the site like the one at Mt. Lindo, only smaller, Mr. Pettit said. The County is working on the IGA, Mr. Pettit continued. Antennas have been ordered for the split at the Mt. Lindo site. Mr. Schoenbein asked if more batteries would be acquired. "Yes," answered Mr. Pettit, referencing a box out back. It just needs paint, said Mr. Rosenberg.

Mr. Pettit continued by sharing information about the frequencies. The request for six had been sent to APCO. Mr. Hall had never applied for frequencies, Mr. Pettit said, adding that the County had been very helpful. Mr. Carson noted that Mr. Smith was planning to retire at the end of the year. Mr. Pettit said that a replacement plan was already in place for Mr. Smith.

NEW BUSINESS:

Snowplowing Services

Mr. Rosenberg shared that Mr. Fritz had called and been given the go-ahead. Mr. Rosenberg said that he thought Mr. Fritz's services had been good the previous winter. Mr. Schoenbein agreed, adding that Mr. Fritz had provided great service. Mr. Rosenberg asked Ms. Fritz to let her husband know that the District wanted him to continue to provide snowplowing services.

Mt. Lindo Lease Payment

Mr. Roller shared that he had received an email from Ms. Johnson asking for details on how the electrical costs had been figured for the District's communications equipment at the Mt. Lindo site. Mr. Roller asked Ms. Nelson if she could respond to Ms. Johnson. Ms. Nelson asked for guidance in the response. Mr. Pettit shared that Mr. Grazi had estimated daily expenses at \$.75-.80 per day based on system components. At most, the system was used ten minutes daily, he added. Mr. Roller asked Ms. Nelson to reference herself as the contact person for future communications.

Dissention Surrounding Issue 5A

Mr. Himber began discussion by saying that he had been a signatory to the letter that had been posted opposing the passage of Issue 5A (the elimination of term limits for Indian Hills Fire Protection District Board members). He said that he had since reconsidered and would remove his name from the letter if he could. Mr. Himber stated that he believes the content of the letter impugns the integrity of the Board members. His purpose in being there that evening, he continued, was to apologize to the Board, both as a group and to the individual Board members. Mr. Pettit said that he appreciated Mr. Himber's comments.

Mr. Schoenbein proposed tabling discussion of Issue 5A until the December Board meeting. The person who had been the driving force behind it was not present that evening, he pointed out. While Mr. Pettit acknowledged that Mr. Schoenbein had asked to table the issue, Mr. Pettit said that both he and Mr. Walton wanted to hear what attendees had to say. Ms. Lehman spoke up to say that she had not seen the letter that was being referenced. Ms. Nelson produced a copy of both the letter and a postcard that had been mailed to residents in opposition to Issue 5A.

Mr. Roller said that he had no comment at this time. Mr. Fager spoke next and said that he believed the Board knew his position on the issue. He stated that he fully supported the letter. The issue in question is being voted on again and costing taxpayer money, he said, because the results from the last election didn't meet the Board's needs. Mr. Fager said that he is fully in favor of term limits. The solution is to generate interest in the community, he added. Rather than spend money to eliminate term limits, educate the community, he advised.

Ms. Resch said she had no comment. Mr. Bruns said that he strongly believed in term limits. He admitted that he hadn't been in attendance at recent Board meetings, but was shocked that a Department publication had been used to publicize the issue. That being said, Mr. Bruns stated that he regretted putting his name on the letter. It was reactionary, he admitted, and he had been under the impression that some of the harsher language would be changed. He reiterated his regret in signing the letter. Mr. Bruns said that he had learned that the issue had been in the works for a couple of months. Was that correct? He was told "yes." Mr. Bruns said that he had not heard mention of it in the Officers' Meetings. There had been a communication breakdown, he stated. He concluded by apologizing.

Mr. Rosenberg said that he had no comment. Ms. Lehman said that she had no comment. Mr. Pettit said that further discussion on the issue could be tabled until the following month's Board meeting. Ms. Resch asked for clarification on what term limits really meant. Mr. Pettit explained that after term limits are reached, a Board member cannot run again until after taking the duration of a full term off. Mr. Bruns said that Mr. Schoenbein had stated the issue differently. Mr. Schoenbein said that he had stated the situation as he had understood it. Ms. Fritz said that ultimately the voters always choose. Mr. Pettit announced that the issue would be tabled until the November Board meeting.

Board Meeting Date Reminder for November/December

Mr. Pettit reminded that the meeting dates for both the November and December Board meetings had been changed to accommodate the holidays. The meetings would be held on

November 16 and December 14. Mr. Rosenberg spoke up to request an excused absence for the next month's meeting.

Awards Banquet

Mr. Pettit asked for an update on the awards banquet. He was told that it was all arranged. Mr. Schoenbein said that it was scheduled for December 3. Mr. Pettit asked about a caterer. Mr. Schoenbein said that expenses for the banquet were coming in right at budget, with \$500 allocated for awards. Mr. Pettit asked how many people had been invited. "About 96," answered Mr. Fager.

MEETING ADJOURNED AT: 21:06

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 fund the Department pension at the same level as 2011. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To adjourn the pension board meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Roller; unanimous.*
- To waive the reading of the September Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the September Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To approve checks #11626-11648, plus automatic payments, credit card expenses, and bank fees. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*