

INDIAN HILLS FIRE PROTECTION DISTRICT

4476 Parmalee Gulch Rd.
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Indian Hills, CO 80454
Phone: 303-697-4568

BOARD MEETING MINUTES

Wednesday, September 24, 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; Ron Walton

Fire Department Members: Emery Carson — Chief

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

Community Members: Jerry Hart, Indian Hills Improvement Association President

MEETING CALLED TO ORDER AT: 19:03 Hrs.

INTRODUCTIONS AND ANNOUNCEMENTS:

Mr. Kellar called for introductions around the table.

AUGUST MINUTES:

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

Discussion followed and the following change was made. Page 3, sixth paragraph, second sentence to read: “After the six-month waiting period, collection efforts can begin.”

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

SEPTEMBER SPECIAL MEETING MINUTES:

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

Mr. Rosenberg made a *motion* to accept the September Special Meeting Minutes as written. Ms. Lehman seconded the motion, which passed unanimously.

TREASURER’S REPORT:

Financial Reports

Minimal conversation occurred regarding the cover page or Executive Summary of the financial reports. Regarding the Profit Loss Budget Performance spreadsheet, Ms. Fritz stated that this month's check for account #5710-4 (Legal Fees – Truck) includes expenses for three months (May, July, and August).

In Checks, it was clarified that check #12421 to IamResponding.com is an annual fee to be reimbursed by the JCECA. A question was raised regarding a line item on an invoice from Toussaint & Coaty pertaining to charges to review an audit inquiry. It was agreed that the charge would be investigated. Ms. Fritz also stated that a check needed to be added:

#12430 to Novitas Solutions for \$95.73 for a duplicate Medicare claim payment

Discussion moved to credit card expenses. Brief conversation occurred regarding a few of the charges.

Mr. Rosenberg made a *motion* to approve checks #12413-12430, plus automated payments, credit card expenses, and bank fees. Mr. Pettit seconded the motion, which passed unanimously.

Budget

A copy of the proposed 2015 budget was distributed for review. Accounts were reviewed on a line-by-line basis with the following changes being made:

- Increase account #4999 (Ambulance Fees) to \$30,000
- Add an account in the 5300 section (Board of Directors Expense) titled “Professional Development” with a budget amount of \$3,000
- Reduce account #5416 (FPPA Pension) to \$3,600
- Reduce account #5417 (FPPA AD&D) to \$1,350
- Increase account #6610 (Public Education Expense) to \$700

Also discussed were the fact that accounts #5605 (Annex Repairs & Maintenance) and #5606 (Closing Costs) would be eliminated from the 2015 budget if the Noble property sells prior to the end of the year. It was also agreed that allocated amounts in account #6410 (Communication Equip R&M) and #6700 (Grant Matching Funds) need to be researched more fully.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present; no report submitted. Mr. Carson shared that road improvements has begun in the Cameyo Heights area of the District.

Chief — Emery Carson

A report was distributed and various items were discussed. Mr. Carson began by stating that authorization had been received for the CDPH&E to get a purchase order out to buy items for this year's EMTS grant. In addition, Mr. Carson requested approval to spend \$865 to purchase a new extension ladder and hoses. The Board agreed, noting that money is available in the wildland supplies (#6035) account.

In personnel news, Mr. Carson shared that two new recruits have joined the Department. Regarding dispatch, Mr. Carson stated that ongoing discussion is occurring regarding consolidating all Jefferson County law enforcement and fire dispatch centers to one location. Lengthy conversation followed.

Mr. Carson concluded his report by summarizing the calls for the month, which total 18 to date. He said that the District was up to 182 calls for the year.

Assistant Chief — Marc Rosenberg

Present; no report submitted. Mr. Rosenberg shared that pump tests and annual maintenance are in process for the apparatus. Tires are needed for apparatus 358, he noted. Also, Mr. Rosenberg shared that several members had attended an active shooter training the previous weekend. He concluded by expressing the need for an alternate storage location for the Department's items presently housed at the Noble property. Brief conversation followed about the possibility of renting a storage pod.

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

Brief discussion occurred. It was noted that some paperwork needs to be filed to move forward at a cost of approximately \$50.

NEW BUSINESS:

Strategic Planning Study Session Review

Mr. Kellar passed out a handout outlining major topics that had been discussed during the September 10 Board study session. He advised that items needed to be reviewed and prioritized, with another study session to be held before soliciting community feedback.

District By-Laws Review

Two minor amendments were made to the District's by-laws. Specifically, pension board meetings will be held in April and October beginning in 2015 and the amount of expenditure required before a competitive bid is mandated on District projects was reduced from \$60,000 to \$25,000.

Snowplowing

Two bids were reviewed for the upcoming season. It was agreed to ask further questions of the vendors before making a final decision.

Attorney Review

On the heels of Toussaint & Coaty raising its legal rates, it was agreed that Mr. Kellar would ask for a quote from another firm. Discussion can occur regarding legal counsel at the next Board meeting.

Additional Topic

Mr. Hart shared that he feels the Indian Hills Fire Protection District Board has excellent financial oversight. He then stated that he hopes that the Board and the Indian Hills Improvement Association can potentially collaborate on projects in the future. One such idea that was discussed was a possible joint community dumpster/slash collection event at the community center.

EXECUTIVE SESSION:

Mr. Kellar made a *motion* to call an Executive Session at 20:37 per CRS§24-6-402(4)(a) to discuss real estate issues as well as per CRS§24-6-402(4)(f) to discuss personnel matters. Mr. Rosenberg seconded the motion, which passed unanimously. All meeting attendees left the room with the exception of the five board members. Recording commenced using the District's recorder. The Executive Session concluded at 21:27 and the meeting was called back to order.

REGULAR SESSION:

Mr. Pettit made a *motion* to complete the Chief's review with Mr. Carson and award him a 3% raise effective September 26. Mr. Rosenberg seconded the motion, which passed unanimously.

Mr. Rosenberg made a *motion* to complete the Office Manager's review with Ms. Nelson and award her a 3% raise effective September 21. Mr. Walton seconded the motion, which passed unanimously.

ADJOURNED AT: 21:31

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

President:

Secretary:

MOTIONS MADE AND PASSED:

- To waive the reading of the August Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Pettit; unanimous.*
- To accept the August Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Mr. Pettit; unanimous.*
- To waive the reading of the September Special Meeting Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Pettit; unanimous.*
- To accept the September Special Meeting Minutes as written. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To approve checks #12413-12430, plus automated payments, credit card expenses, and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Pettit; unanimous.*

- To call an Executive Session at 20:37 per CRS§24-6-402(4)(a) to discuss real estate issues as well as per CRS§24-6-402(4)(f) to discuss personnel matters. *Motion made by Mr. Kellar; seconded by Mr. Rosenberg; unanimous.*
- To complete the Chief's review with Mr. Carson and award him a 3% raise effective September 26. *Motion made by Mr. Pettit; seconded by Mr. Rosenberg; unanimous.*
- To complete the Office Manager's review with Ms. Nelson and award her a 3% raise effective September 21. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Pettit; unanimous.*