

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, July 25, 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: Anita Fritz — Bookkeeper; Karen Nelson — Recording Secretary

Community Members: Don Schoenbein

Absent: Kelley Lehman

MEETING CALLED TO ORDER AT: 19:37 Hrs.

JUNE MINUTES:

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

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

JULY 9 SPECIAL MEETING MINUTES:

Mr. Rosenberg made a *motion* to waive the reading of the July 9 Special Meeting Minutes, which was seconded by Mr. Kellar and passed unanimously.

Discussion followed and the following changes were made. Page 1, last paragraph, last sentence to read: “Mr. Kellar seconded the motion, which passed by a vote of 3-0, with *Mr. Walton* voting by phone.” Page 2, first paragraph, last sentence to read: “Motion made by Mr. Rosenberg; seconded by Mr. Kellar; passed by a vote of 3-0 with *Mr. Walton* voting by phone.”

Mr. Rosenberg made a *motion* to approve the July 9 Special Meeting Minutes as amended. Mr. Kellar seconded the motion, which passed unanimously.

As an aside, Mr. Rosenberg shared that he had been apprised that the president or acting president of the Board can schedule Board meetings without a quorum present and without a motion.

TREASURER'S REPORT:

Financial Reports

Discussion began with some of the bullet items on the first page of the financial reports highlighting accounts that are over budget for the year. It was noted that more money needs to be budgeted in the future for computer virus protection. Conversation segued into the age of the various computers at the station. It was agreed that funds need to be earmarked for new computers in 2013. Regarding legal expenses being over budget, discussion followed about how both the election and purchase of the Noble property had inflated legal costs for the year.

In the Profit Loss Budget Performance spreadsheet, Ms. Fritz noted that she would make subaccounts for the legal fees (account #5710) for budgeting purposes. She also drew attention to the fact that she had added an account (#6810) for the annex loan since the District had made its first payment in June.

Moving to Checks, Ms. Fritz explained that she planned to set up the Noble property on an autopay agreement with Xcel Energy when the initial bill arrived. Mr. Fager clarified that check #11837 for \$273.30 was for reimbursement for a new computer for apparatus 385. Mr. Carson explained that check #11843 to Door Specialties for \$224 was for remotes to open gates in the District.

Mr. Rosenberg made a *motion* to approve checks #11837-11853, plus automatic payments, credit card expenses, and bank fees. Mr. Walton seconded the motion, which passed unanimously.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present; no report submitted. Mr. Carson shared that citizens had been very cooperative during the fire ban.

Chief's Report — Emery Carson

A report was distributed and various items were discussed. Mr. Carson began by stating that Fire Rescue International was being held at the Colorado Convention Center August 1-4 and that Mr. Case would be taking classes there.

Regarding recruitment, Mr. Carson said that the Department had four new members, all from in the District. He proceeded to share details about each. Mr. Carson also reminded that there would be a dinner the following Tuesday to celebrate the retirement of Mr. Gilbert, who had 15 years of service with the District. Mr. Gilbert would stay involved by helping with community fire mitigation efforts via the Boots, Mr. Carson added.

Discussion moved to the SAFER grant, which is due August 10. Mr. Carson explained that the grant provides funding for volunteer recruitment and retention efforts.

Mr. Carson shared the details regarding the vandalism at the Critchell radio site and then summarized the calls for the month, which totaled 12. Lengthy conversation followed about details concerning the recent fire in Evergreen that Indian Hills had responded to as a result of mutual aid.

In further news, Mr. Carson said that apparatus 384 had been sold to Swedish Medical Center in exchange for \$2,000 and two EMT classes (a \$5,200 value). Mr. Carson also stated that an agenda had been put in place for the building committee to meet. He shared that the awards ceremony had been scheduled for December 8. Mr. Carson noted that the recent golf tournament sponsored by Sit-n-Bull had brought in \$2,225 for the Department.

Fire Captain — Marc Rosenberg

Mr. Rosenberg explained his frustration with Fire Trucks Plus, which has still not sent the title for the new ambulance nor given any indication of when the tanker will be ready. Mr. Rosenberg recommended that Ms. Nemer get involved at this point. Conversation followed about the history of dealing with Fire Trucks Plus and the various promises that had been made and broken during the past few years. It was agreed that a historical record needed to be put in place based on email communications. The Board unanimously agreed to move forward with consulting Ms. Nemer regarding the matter.

Mr. Rosenberg then shared details about Image Trend, a free EMS incident management software program provided by the State. He explained the advantages and features of the program and said that the Department would try it for a few months and then decide whether to transition to it for both EMS and fire-related incident management. If so, money would need to be allocated for next year's budget for the fire incident portion, he reminded. Mr. Kellar requested that Mr. Rosenberg find out how long the State planned to provide the EMS portion for free.

Rescue Captain — Bob Fager

Not present. No report submitted.

OLD BUSINESS:

Communications System

Mr. Pettit summarized the progress that had been made on the project since the last meeting, including delivering a copy of the Inter-Governmental Agreement (IGA) to the County and drafting additional letters of concurrence (LOCs). Further discussion followed about the time frame in working with the County as well as what the IGA specifically addresses. Mr. Pettit added that Mr. Grazi would soon have a timeline and costs to finish the project.

District By-Laws

Mr. Pettit stated that the source document had been received. Proposed changes had been made and sent back to Ms. Nemer for her comments. Further conversation would occur when Ms. Nemer responded.

NEW BUSINESS:

Ambulance Fees Comparison

Ms. Nelson distributed a comparison chart showing detailed ambulance fees for districts in the area. Lengthy discussion followed about how Indian Hills compares with neighboring

departments and whether any changes in the fee structure were desired. After much conversation, it was decided to keep all fees as they currently are.

EXECUTIVE SESSION:

Mr. Kellar made a *motion* to call an Executive Session per CRS 24-6-402 to discuss personnel issues. Mr. Rosenberg seconded the motion, which passed unanimously. All meeting attendees left the room except for the Board members. Mr. Pettit called the Executive Session at 20:48. Recording commenced using the District's recorder.

REGULAR SESSION:

Mr. Pettit called the regular meeting back into session at 21:47.

CHIEF POSITION:

It was announced that Mr. Kellar would put together a job description for Mr. Carson and submit it to Ms. Nemer for her to put together a contract. Mr. Pettit stated that a Special Meeting could be scheduled to officially offer Mr. Carson the Chief position. In addition, it was announced that the Board would be putting job descriptions in place for both Ms. Fritz and Ms. Nelson in the future. As an aside, Mr. Kellar requested that Ms. Nemer be consulted regarding an indemnification clause for Board members.

MEETING ADJOURNED AT: 21:55

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 June Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*
- To accept the June Minutes as written. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To waive the reading of the July 9 Special Meeting Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*
- To accept the July 9 Special Meeting Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*
- To approve checks #11837-11853, plus automatic payments, credit card expenses, and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To call an Executive Session per CRS 24-6-402 to discuss personnel issues. *Motion made by Mr. Kellar; seconded by Mr. Rosenberg; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*