

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, September 25, 2013

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; Kelley Lehman — Treasurer; Scott Kellar

Fire Department Members: Emery Carson — Chief

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

Guests: John Seevers, Valentine Seevers & Associates

Absent: Ron Walton

MEETING CALLED TO ORDER AT: 19:09 Hrs.

MINUTES:

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

Discussion followed and the following change was made: Page 2, second paragraph, last sentence to read: “It was also clarified that while a bond issue would not require a second election, a mill levy increase would *if a multi-year financial obligation is used to fund the project.*”

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

AUDIT REPORT

Mr. Seevers explained that he was in attendance that evening on behalf of the auditing firm Valentine Seevers & Associates to present to the Board the results of the District’s audit. He began by stating that the audit results look good. Mr. Seevers then made some procedural recommendations regarding how expenses are documented.

A lengthy conversation also occurred regarding when assets need to be capitalized vs. expensed. It was agreed that a Board policy needs to be put in place. Mr. Seevers then

advised that only Board members and employees should have District credit cards; not independent contractors.

Further discussion ensued regarding the need for a full audit moving forward if the station bond issue passes. Mr. Seevers noted that the 2011 audit exemption had some open balances that won't align with 2012 numbers. In conclusion, Mr. Seevers and Ms. Fritz agreed to meet to discuss some procedural recommendations for moving forward.

TREASURER'S REPORT:

Financial Reports

Discussion began with the cover page of the financial reports. It was noted that the Stryker stair chair and other items purchased through the EMTS grant will be reimbursed at 50%. On the heels of the conversation with the auditor regarding capitalized vs. expensed items, brief conversation occurred about various items on the Profit Loss Budget Performance spreadsheet and whether they should be capitalized or expensed. It was agreed that the recently purchased stair chair should be capitalized.

Discussion moved to Checks. Regarding checks #12133, 12134, 12144, 12146, and 12147 to various Department members, it was noted that payment for fighting the Black Forest and Lime Gulch fires had come to the Department in a lump sum rather than being broken out and sent directly to the individuals.

Ms. Fritz announced that she had two additional checks to write.

- #12157 to Karen Nelson for \$480.39 for reimbursement of printing and mailing *Smoke Signals*
- #12158 to Bob Fager for \$235.16 for EMS pants and supplies for Suzannah Epperson

Mr. Rosenberg made a *motion* to approve checks #12129-12158, plus automated payments, credit card expenses, and bank fees. Ms. Lehman seconded the motion, which passed unanimously.

Legal Bills

Ms. Fritz expressed concern that the line items on the legal bills need to have better explanations. She gave the example of confusion with all the initials used to represent different people and explained that it was hard for her to understand how to allocate the costs. Further conversation ensued regarding the expenses incurred for short phone conversations and brief email correspondence and the resulting financial burden that places on the District.

Ms. Fritz said that she would contact Toussaint, Nemer & Coaty and ask for further explanation on certain line items in the current bill and would hold this month's check (#12155) until clarification is received.

2014 Budget

Ms. Fritz presented Board members with a draft of the 2014 budget. She noted that it was over budget by a significant amount and would require discussion next month after Board members had a chance to review it.

Allocation of Reserves in Budget

Discussion occurred regarding funds that appear to be unallocated in the budget and how this might be addressed to potentially increase chances of getting future grants. Mr. Kellar asked what percent of total revenues is mandated for emergency reserves. Ms. Fritz informed the Board that 3% is required.

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 radio equipment had been removed from apparatus 371 and sent to Rosenbauer for installation in the new tender. He announced that the tender may be available by year's end.

Mr. Carson shared that the Firewise packets were being distributed in most neighborhoods and at the Post Office with the slash collection dates. Some 30 residents have already signed up to participate in the community slash collection event, he added.

Mr. Carson then announced that the extrication spreaders had failed during training. The Department was using a loaner set until the damaged ones could be repaired. An estimate should be forthcoming, he said.

Mr. Carson concluded his report by summarizing the calls for the month to date, which total 13. He noted that there have been 153 calls so far this year.

Assistant Chief — Marc Rosenberg

Present; no report submitted. Mr. Rosenberg announced that the Department was using its own funds to purchase a thermal imager and donate it to the District.

Fire Captain — Scott Case

Not present; no report submitted.

EMS Captain — Bob Fager

Not present; no report submitted.

OLD BUSINESS:

Fire Trucks Plus Lawsuit

Discussion occurred regarding the fact that the District had received a default judgment in Colorado and the case now needs to be domesticated and collected on in California. The Board reviewed the profiles of five California attorneys provided by Mr. Coaty and discussed the pros and cons of each. The Board narrowed the list down to three and agreed to do short interviews with each before making a final decision. Mr. Pettit agreed to call Mr. Coaty

and inform him of the Board's plan and get guidance before moving forward with the interviews.

Ballot Issue

The Board discussed how the public meetings to discuss the station bond issue should be structured. It was agreed that a presentation would be prepared as well as handouts including a fact sheet, fiscal impact, site plan, conceptual drawing, and renovation pricing. All Board members concurred with the fact that the District will only borrow what is needed to accomplish the task at hand. A Board work session was scheduled for Monday, September 30 to finalize presentation plans.

Communications System

Mr. Carson announced that the frequencies had been changed over. Both Mr. Rosenberg and Mr. Carson attested to the fact that there are still problems with the radio system in terms of talking to dispatch as well as talking to other Department members. A lengthy conversation ensued about specific problems, their potential causes, and possible solutions. It was agreed that Mr. Grazi needed to be contacted and that the radios need to be aligned and calibrated. Mr. Carson announced that if the District moves its dispatch to Evergreen, costs will be approximately \$6,200 per year. While County dispatch is currently free, that may change, Mr. Carson added.

AUDIT REPORT

After reviewing the audit documents, Ms. Fritz said that she could not verify all numbers. She requested time to ask the auditor some questions before final signoff.

Mr. Rosenberg made a *motion* to accept the audit proposal pending Ms. Fritz's final review with the auditor. Mr. Kellar seconded the motion, which passed unanimously.

ADJOURNED AT: 21:59

There being no more business to discuss, Mr. Rosenberg made a *motion* to adjourn the meeting, which was seconded by Mr. Kellar 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. Kellar; unanimous.*
- To accept the August Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*
- To approve checks #12129-12158, plus automated payments, credit card expenses, and bank fees *Motion made by Mr. Rosenberg; seconded by Ms. Lebman; unanimous.*

- To accept the audit proposal pending Ms. Fritz's final review with the auditor. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*