

# 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, February 22, 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; Bret Roller — Treasurer; Marc Rosenberg — Secretary; Kelley Lehman

**Fire Department Members:** Don Schoenbein — Chief; Emery Carson — Assistant Chief; Matt Griffin — Rescue Lieutenant; Steve Bruns; Ray Vogler

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

**Community Member:** Scott Kellar

**Absent:** Ron Walton (excused)

### MEETING CALLED TO ORDER AT: 19:37 Hrs.

### INTRODUCTIONS AND ANNOUNCEMENTS:

Mr. Pettit began by saying that Mr. Walton had undergone cataract surgery earlier that day and wasn't feeling up to attending that evening's meeting. Mr. Kellar introduced himself by saying that he was a new resident in the District who lived in Falcon Wing. Introductions commenced around the table.

### MINUTES:

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

Discussion followed and the following changes were made. Page 5, fourth paragraph, first sentence to read: "Regarding item #5 (apparatus update), Mr. Schoenbein referenced an email attachment from Mr. Batista concerning the status of the *tanker* and ambulance." Page 9, first paragraph, first sentence to read: "Mr. Rosenberg made a *motion* to authorize *Pericle Communications* to assess the communications system and submit a bid to finish the project." Page 9, fourth paragraph, last sentence to read: "Mr. Rosenberg pointed out that Mr. DiDonato was experienced with Cummins *engines* and could share his knowledge." Page 10, second paragraph, first sentence to read: "Mr. Rosenberg said that he would advise sending Mr. Schoenbein to Fire Trucks Plus to check on the District's *tanker* and ambulance."

Discussion turned to Ms. Nemer's comment that clarified her position on employment contracts. Ms. Nelson said that she would make the change.

Mr. Rosenberg made a *motion* to approve the January Minutes as amended. Ms. Lehman seconded the motion, which passed unanimously.

### **TREASURER'S REPORT:**

#### ***Financial Reports***

Mr. Pettit began by drawing attention to the fact that the District is at 5.63% of budget with 8% of the year complete. Discussion moved to the Profit Loss Budget Performance spreadsheet. Mr. Pettit inquired about account #5253 (Accident/Disability Insurance), which is at 123% year to date. Mr. Pettit asked if the annual premium was higher than anticipated. Ms. Fritz admitted that she'd have to research the issue. She added that the invoices do not contain much detail.

Ms. Fritz explained that all highlighted expenses in the spreadsheet pertain to costs associated with the potential property annex and substation. Until those projects actually happen, the budget will appear skewed, she added, noting that such costs account for almost \$137,000 of budget dollars.

Conversation turned to Checks. Mr. Rosenberg suggested not paying check #11732 to Frontier Communications for \$380 for tower site checks. Mr. Pettit said that he had been led to believe that the expenses would be paid for by Inter-Canyon. Ms. Fritz asked if she should hold or void the check. Mr. Roller suggested waiting and discussing the issue in Old Business.

Mr. Rosenberg made a *motion* to approve checks #11721-11748, excepting checks #11725 and #11742, plus automatic payments, credit card expenses, and bank fees. Ms. Lehman seconded the motion, which passed unanimously.

Ms. Fritz spoke up to say that she needed to purchase an update for QuickBooks. It had been budgeted for, she added. Mr. Pettit acknowledged and approved her request.

### **DEPARTMENT/OFFICERS' REPORTS:**

#### ***Chief's Report — Don Schoenbein***

A report was submitted and various items were discussed. Conversation began with item #1 regarding the property being considered for a substation at 5411 Parmalee Gulch Rd. Mr. Schoenbein said that there were possible deed issues as there was no record of the property being sold 12 years ago. It was sold as a "quick sale" and perhaps never recorded, he added. The Harrises have been paying taxes and believe it's theirs, however. Mr. Schoenbein estimated that the District could possibly purchase the land for \$4,000-6,000. He explained that the smaller adjoining parcel won't work because of road access issues. Mr. Roller advised that the next step is to contact Jefferson County Planning and Zoning and explain that the District wanted to acquire 1/2 acre with no septic/well and electric only.

Conversation moved to item #2 regarding Mr. Hall's radio site test and an attachment with details. Mr. Schoenbein shared that Mr. Hall claims that the project work he did is fine. Mr.

Rosenberg added that Mr. Hall has said that he will not do business with the District anymore. Mr. Schoenbein said that Mr. Hall lays the blame with the members' hand-held radios. Seeing as how ten are newly refurbished, it's hard to believe, said Mr. Schoenbein. A decision was made to not overanalyze Mr. Hall's findings.

As an aside, Mr. Pettit said that he had an estimate for new radios with batteries at a cost of \$335 each. Mr. Roller said the pricing didn't sound right. Mr. Pettit said that his estimate had come from Mr. Grazi, whose company was a Kenwood dealer. "Here we go again . . ." began Mr. Roller, who proceeded to list the wrongdoings that Grazi had done to the District in the past. Mr. Pettit said that he didn't want to debate such details. Mr. Grazi is getting the frequencies for the District presently, Mr. Pettit reminded, adding that he didn't want to change vendors for that. Mr. Kellar asked about what system the District uses. "Our own VHF," answered Mr. Schoenbein.

Discussion turned to item #3 regarding the apparatus status with Fire Trucks Plus. Mr. Schoenbein said that the tanker is in California with a production schedule slated for completion on May 12. He referenced pictures of the truck, which were attached to his report. Mr. Schoenbein said that he still felt he was getting the runaround a bit regarding the ambulance. Mr. Rosenberg said that he had spoken with Mr. Batista and relayed that apparatus 384 is on its last legs and that the Board is coming down hard on the Chief. Mr. Batista had responded that he would try to expedite work on the ambulance. Mr. Rosenberg estimated that delivery was still four to six weeks away.

Mr. Roller returned conversation to the tanker and asked the Chief if he believed the truck in the pictures was really the District's. "Yes," answered Mr. Schoenbein, who explained that he had talked to a vice-president at Mack as well as a sales representative who had verified that.

Mr. Schoenbein moved to item #4 in his report regarding a grant synopsis. He shared that grant dollars overall have been reduced, with rural fire departments taking the hardest hit. Mr. Schoenbein then proceeded to detail the various grants options, beginning with those offered through FEMA and Homeland Security. Regarding the Assistance to Firefighter Grant, Mr. Schoenbein said that it's generally a 50% matching grant with rural fire departments competing for the smallest amount of money. He added that the cycles are running way behind for this grant. Mr. Schoenbein next discussed the Fire Prevention and Safety Grant, which he said he had submitted an application for two years ago but not the previous year. There is \$335 million in this fund, he added.

Moving on to grants offered through the Colorado State Forest Service, Mr. Schoenbein noted that such grants do not require matching funds. He said that he had submitted an application last year to the Volunteer Fire Assistance grant program for wildland equipment and shelters but had not received any money.

Mr. Schoenbein turned conversation to grants offered through the Colorado Department of Public Health and Environment. He said that 50% matching funds are required. As such, he said that he has not submitted any grant requests. Mr. Schoenbein said that he had put in for grants from both the Firemen's Fund Insurance Company and Firehouse Subs Public Safety Foundation in the past for a thermal imaging camera. Because he had been unsuccessful in

securing grant money, Mr. Schoenbein said that he is now looking for a local group to sponsor the purchase, a project that Ms. Kniss has offered to help with.

Conversation turned to item #5 on the Chief's Report regarding Officer appointments. Mr. Schoenbein said that Ms. Sears had been named Rescue Captain.

Regarding item #6 (mechanic insurance policy), Mr. Schoenbein said that a "garage keeper policy" is designed for mechanics who repair equipment from other departments. Mr. DiDonato would need a personal liability policy, which Mr. Tribbett said would run \$1,500 per year. That's 10% of the maintenance budget, Mr. Schoenbein noted. As such, he said that he didn't recommend it. For now, apparatus would need to be sent to Evergreen when work is required, he concluded. Mr. Pettit asked about what type of coverage is required for members to work on the trucks. "None," answered Mr. Schoenbein, since all major work is sent out. He asked if there were any questions. There were none.

Mr. Schoenbein finished his report by summarizing the calls for the month (item #7), which totaled 12. He added that there had been two calls that day. Thirteen of the 21 calls for the year had involved accidents on Hwy. 285, he shared.

As an aside, Mr. Schoenbein turned attention to the last page of his report, which showed activity on the District's website. Mr. Kammerzel had done a breakdown of the number of hits per month. There had been very few visits in the last year with the exception of the time right around the Fourth of July. In addition, average visit time was 47 seconds. Mr. Schoenbein said that he had concluded that people rarely visit the site unless they are looking for specific information.

#### ***Assistant Chief's Report — Emery Carson***

Mr. Carson said that work had begun on the Fourth of July. The Department was planning to hire Ms. Witt from the Big Chili to help coordinate and fundraise for the event. She would take 10% of the net profit from the whole day, contributed Mr. Rosenberg, who added that Ms. Witt had come to the Department's last Business meeting. Mr. Schoenbein added that she's with the Evergreen Chamber of Commerce. Mr. Rosenberg shared that the goal is to bring in \$8,000 profit this year, of which \$800 would be paid to Ms. Witt. Mr. Roller said that he thought that sounded good. In addition, mention was made of a fundraising golf tournament, which would be held July 14 at a cost of \$80 per person.

Mr. Carson turned conversation to the apparatus. He said that apparatus 366 needs work and would be going to the shop because of carburetor and light problems.

Mr. Rosenberg spoke up to say that Ms. Evans had died, along with Mr. Evans's father. Mr. Schoenbein said that he had instructed Ms. Nelson to send flowers. Mr. Carson said that Ms. Evans's memorial would be held that Friday at 1 pm at the Bear Creek Nursing Home. As an aside, Mr. Rosenberg said that good progress had been made on scheduling training.

#### **OLD BUSINESS:**

##### ***Communications System***

Mr. Pettit shared that he had visited the Smokey Hill site with Jefferson County representatives. It was determined that the District could use the County's tower and could

replace the omni antenna with a directional antenna. APCO had kicked back the frequency paperwork, which had been resubmitted, Mr. Pettit added. The paperwork would go to the FCC next. Discussion followed about the frequencies. Mr. Rosenberg asked about the prognosis on the system. It is good, answered Mr. Pettit, who added that there would be two repeater pairs. The holdup now is the new County dispatch system, he said, adding that everything would be converted to digital in 2013.

Mr. Pettit relayed that cameras at the site would help prevent break-ins. Mr. Rosenberg asked if Mr. Pettit had been in contact with Pericle Communications. Mr. Pettit responded that he had called and left messages. Mr. Roller stated that he felt an independent assessment needed to be performed on a consultant basis.

Mr. Kellar spoke up to say that he is the Homeland Security coordinator for the region and could attest to the fact that Pericle is a good company to work with. Mr. Roller asked Mr. Kellar if he wanted to make a call to the company on the District's behalf. Mr. Kellar answered that he could do that. He added that Pericle is a professional company that does an excellent job for mountain communities. Mr. Pettit said that Pericle has an impressive list of government agency clients.

Mr. Carson asked who would be dispatching during the County switchover. The State dispatch center, answered Mr. Pettit. Mr. Kellar spoke up to say that the District shouldn't notice any difference during that process. Mr. Schoenbein asked about the Camp George West dispatching site. Mr. Kellar said that it was in bad shape.

Mr. Roller turned discussion to a conversation he had had with Mr. Hall. Mr. Roller said that what Mr. Hall said about the Department's radios made sense. Mr. Rosenberg disagreed, adding that Mr. Schoenbein had a new, refurbished radio and didn't get the tone for a call that day. Mr. Roller expressed that he thought it was a good idea to have the radios maintained on a rotating basis. Mr. Hall had quoted a \$175 refurbishing fee per radio, Mr. Roller said.

Mr. Rosenberg questioned why the District should refurbish radios if new ones can be purchased from Grazi for \$335. Mr. Roller expressed that he didn't want to deal with Mr. Grazi again. Mr. Pettit said that Mr. Grazi was offering the radios for the State bid price. Mr. Roller responded that he didn't care. He wanted to break ties with vendors that the District had bad history with and move forward. Both Mr. Rosenberg and Mr. Carson admitted that the current radios were unpredictable. Some days were good; others bad.

Mr. Roller expressed that he thought the smart course would be to hire a new radio vendor that had no history with the District. Mr. Schoenbein cautioned against severing ties with Mr. Grazi until the frequencies had been procured. Mr. Rosenberg suggested that if Pericle thinks Grazi's course of action is okay, perhaps the District should stay the course. Mr. Roller agreed. Mr. Pettit expressed that he wanted Grazi Communications to finish what it had started.

Mr. Carson turned discussion to the Mt. Falcon site. He said that he could pick up the foot locker. Mr. Schoenbein shared that he had sent Mr. Kauffman a form to sign saying that both he and the District agreed that debts had been resolved. Mr. Kauffman had not

returned the form, Mr. Schoenbein added. Mr. Kellar asked if Grazi was working on getting narrow band frequencies. "Yes," responded Mr. Pettit. Mr. Rosenberg advised paying the check to Frontier.

***Election Update***

Ms. Nelson shared with the Board all of the deliverables that had been produced promoting the upcoming Board of Directors election. Included were updates to the District's website, a mailer to all Indian Hills post office boxholders, postings at locations around the community, articles in two local papers, and a flyer in all local schoolchildren's Friday folders.

Mr. Bruns asked the Board if he could request a private meeting.

**EXECUTIVE SESSION:**

Ms. Lehman made a *motion* to call an Executive Session per CRS 24-6-402(4)(F) to discuss personnel issues and per CRS 24-6-402(4)(A) to discuss a land acquisition update. Mr. Rosenberg seconded the motion, which passed unanimously. Mr. Pettit called the Executive Session at 21:00. All meeting attendees left the room except for Board members and Mr. Bruns. Recording commenced using the District's recorder.

**REGULAR SESSION:**

Mr. Pettit called the regular Board meeting back to order at 22:25.

Mr. Pettit announced that a committee of Mr. Rosenberg and Mr. Roller had been formed to deal with Ms. Nemer regarding property acquisition issues in between Board meetings.

Mr. Roller made a *motion* to pursue a counter-offer on the Noble property with terms that were discussed in the Executive Session. Mr. Rosenberg seconded the motion, which passed unanimously.

Mr. Pettit announced that a Special Meeting had been scheduled for February 29 at 5:30 pm to discuss the Chief's duties/responsibilities and a land acquisition update. Mr. Pettit said that food would be supplied. Ms. Lehman said that she would handle the food.

**MEETING ADJOURNED AT: 22:30**

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

*President:*

*Secretary:*

**MOTIONS MADE AND PASSED:**

- To waive the reading of the January Minutes. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To approve the January Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To approve checks #11721-11748, excepting checks #11725 and #11742, plus automatic payments, credit card expenses, and bank fees. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To call an Executive Session per CRS 24-6-402(4)(F) to discuss personnel issues and per CRS 24-6-402(4)(A) to discuss a land acquisition update. *Motion made by Ms. Lehman; seconded by Mr. Rosenberg; unanimous.*
- To pursue a counter-offer on the Noble property with terms that were discussed in the Executive Session. *Motion made by Mr. Roller; seconded by Mr. Rosenberg; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*