

# INDIAN HILLS FIRE PROTECTION DISTRICT

4476 Parmalee Gulch Rd.

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Indian Hills, CO 80454

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## **BOARD MEETING MINUTES**

Wednesday, March 24, 2010

*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; Richard Westerlage — Treasurer; Bret Roller; Ron Walton

***Fire Department Members:*** Don Schoenbein — Chief; Emery Carson — Assistant Chief; Steve Bruns — Fire Captain; Matt Griffin

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

### **MEETING CALLED TO ORDER AT: 19:43 Hrs.**

### **INTRODUCTIONS AND ANNOUNCEMENTS:**

Mr. Pettit began by stating that Mr. Walton needed to be sworn in for his Board position. Because a copy of the oath of office form could not be located, Mr. Pettit performed a modified swearing in, which Mr. Westerlage agreed was sufficient.

### **MINUTES:**

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

Discussion followed and the following changes were made. Page 2, fourth paragraph, first sentence to read: "Mr. Pettit then asked Ms. McNabb if she had anything she wanted to say *at this time.*" Mr. Pettit then stated that he'd like the Minutes to note whether various Department officers were present at the meeting or not. Page 6, eighth paragraph, second sentence to read: "The *siren* switch would be left, but he shared plans to remove the countertop and use *new* high shelves . . . ." Page 10, third paragraph, sixth sentence to read: "Mr. Rosenberg said that the press releases in the paper regarding election deadlines for neighboring districts mentioned a *3 pm* close on Friday."

Mr. Rosenberg made a *motion* to accept the February Minutes as amended, which was seconded by Mr. Roller and passed by a vote of 4-0-1, with Mr. Walton abstaining.

### **FEBRUARY SPECIAL MEETING MINUTES:**

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

Discussion followed and the following changes were made. Page 2, second paragraph, second sentence to read: "Mr. Pettit then read sections from the Frequently Asked Questions portion of the *Department of Local Affairs Special District Assistance* handbook . . . ." Page 2, last paragraph, fifth sentence to read: "'No,'" responded Mr. Pettit, explaining that some citizens in the District *may have filed* requests . . . ." Page 2, last paragraph, last sentence to read: "Mr. Pettit pointed out that Mr. Young didn't respond to Mr. Rosenberg's inquiries until after Mr. Evans had called him." Page 3, fifth paragraph, last sentence to read: "The firm is ready to jump in *if needed*, he explained."

Mr. Rosenberg made a *motion* to accept the February Special Meeting Minutes as amended, which was seconded by Mr. Roller and passed unanimously.

### **DEPARTMENT DOCUMENTS/SWEARING IN OF MR. WALTON:**

Mr. Westerlage sifted through the various Department documents and announced that he had located the official oath of office form. Mr. Pettit reminded that conversation had occurred regarding revising the Department documents. He noted that he had a rough draft of the last revision, which had never been approved. Mr. Dawson had dropped the ball, Mr. Pettit said, adding that he would like to finish the project. He suggested that Ms. Nelson review the documents. Mr. Westerlage listed the documents that would be included in the project: Department standard operating procedures, employee handbook, and by-laws. It was also requested that Ms. Nelson make copies of all documents for the Board members to review.

Since the oath of office document had been located, Mr. Rosenberg suggested proceeding with Mr. Walton's official swearing in. Mr. Walton then read the oath of office document. Mr. Rosenberg asked if Ms. Fritz could notarize the document. She responded that she could.

Conversation returned to the Department documents and, specifically, the job at hand. Mr. Pettit shared that revisions and updates had occurred over time but never been approved.

Mr. Rosenberg made a *motion* authorizing Ms. Nelson to update and revise the Department documents at a cost not to exceed \$500. Mr. Walton seconded the motion, which passed unanimously.

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

#### ***Monthly Reports***

Mr. Pettit asked about the large expense allocated to account #6000 (Fire Operations) on the Expense Summary portion of the Executive Summary. Mr. Schoenbein said that the percent of budget spent corresponds since it's 33% of the way through the year. Ms. Fritz reminded that the reports at hand are only through February and thus reflect 17% of the year. She said that there had been a \$12,150 cost for the rescue training. Mr. Pettit asked if the same training was also reflected in account #200 (EMS) under the Department Summary. Ms.

Fritz responded “yes.” Mr. Rosenberg asked about getting money back for that expense. Mr. Schoenbein interjected that \$1,000-\$1,200 per student would be reimbursed via a grant.

Moving on to the Operating Cost Summary portion of the Executive Summary, Mr. Pettit questioned why the average monthly cost for operating expenditures in 2009 was so high. Ms. Fritz answered that it was because of the truck. Mr. Rosenberg asked whether the truck should be a separate line item. Ms. Fritz agreed that it wasn’t an apples-to-apples comparison from year to year, adding that she could pull the truck expenses out. Mr. Pettit said that it was okay as long as they knew why the amount was high.

Discussion moved to the Profit Loss Budget Performance Spreadsheet. Mr. Rosenberg asked about account #5135 (Telephone & Cell Phone Exp.). Ms. Fritz said that cell phone expenses hadn’t been budgeted for. She said she would explain the situation later that evening. Regarding account #5170 (Assoc. Dues & Subscriptions), Ms. Fritz said that she’d paid a big bill that month. Mr. Schoenbein interjected that it was for the Colorado State Fire Chiefs Association.

Mr. Rosenberg asked if the worker’s compensation account (#5251) was okay since it was already at 61% year to date. “Yes,” answered Ms. Fritz. Mr. Pettit asked if that was a result of paying an upfront premium. Ms. Fritz said that she’d check into it.

Mr. Westerlage questioned payroll expenses (account #5400). Ms. Fritz explained that there had only been one payroll cycle in February since the 28<sup>th</sup> had fallen on a Sunday. There will be three cycles in March, she added. Regarding account #5425 (Payroll Processing Fees), Mr. Pettit inquired about the 65% year-to-date figure. Ms. Fritz stated that Ms. Griggs had billed at the beginning of the year.

Conversation moved to account #6050 (Rescue Training). Mr. Pettit noted that the 98% year-to-date figure again reflected the current training course several Department members were taking. Mr. Rosenberg reminded that there would be money coming back.

Regarding account #7040 (Hardware), Ms. Fritz said that there had been no line item for hardware and, hence, the \$0 annual allocation. But a \$626.69 expense had been incurred for hardware for the office manager’s computer. Mr. Carson spoke up to say that Ms. Corsaut was overwhelmed with the setup. Ms. Fritz noted that she had been putting hours into computer setup issues. Mr. Carson asked if Ms. Fritz had figured out how to transfer information. Ms. Fritz responded that she would be working on that task the following day.

Discussion turned to Checks. Ms. Fritz began by pointing out the funds transfer line items. She explained that it was the first month for paying Ms. Corsaut. Mr. Pettit asked about check #11139 to Home Depot for \$50.29. Ms. Fritz explained that she had called Home Depot’s automated system to pay off the balance before the closing the account. Mr. Schoenbein mentioned a \$25 refund before the account is closed. Mr. Pettit brought up the Department’s tax-exempt status. Mr. Schoenbein recounted how Ms. Corsaut had found a packet of six Staples/Office Max/Sam’s Club credit cards in the office. He mentioned that he would destroy them. Mr. Pettit spoke up to say that he had bought some supplies for Ms. Nelson.

Moving on to check #11149 to Toussaint, Nemer for \$394.50, Ms. Fritz said that she'd broken out the costs to show that a big firm doesn't have to be expensive. She mentioned that Dana from the firm had been very proactive and had wanted to know an answer to a question herself so she hadn't charged the Department for her time spent researching it. Mr. Rosenberg recalled that Ms. Nemer had explained the fee structure to Mr. Pettit. Mr. Pettit noted that the firm is responsive.

Regarding check #11152 to Xerox Corp. for \$140.23, Mr. Rosenberg asked if that was the monthly fee. Mr. Schoenbein responded "yes," noting that it was for a maintenance contract. Mr. Rosenberg stated that he thought the fee was expensive. "Not really," answered Mr. Schoenbein.

Ms. Fritz stated that she had written a few more checks: #11153 to Fern Bauer for \$105 and #11154 to Evergreen Fire/Rescue for \$520.80 for power steering repairs on apparatus 384. Mr. Schoenbein noted that there had been a broken bracket that had required quite a bit of work. Mr. Pettit asked if it was rack and pinion. "Worm gear," he was told.

Mr. Rosenberg made a *motion* to approve checks #11129-11154, plus automatic payments and bank fees. Mr. Walton seconded the motion, which passed unanimously.

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

##### ***Fire Marshal — Randy Rudloff (absent due to training)***

Not present. No report was distributed. Mr. Pettit asked when Mr. Rudloff would be back. "June," answered Mr. Schoenbein. Mr. Pettit requested that the Minutes note that Mr. Rudloff was absent due to a class. Mr. Pettit then asked if Mr. Rudloff had submitted a report. Mr. Schoenbein said "no."

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

A report was distributed and various items were discussed. Mr. Schoenbein began with item #1 regarding Chevron safety striping. Bids had been received to place safety striping on the rear of apparatus 341 and 383 for higher visibility. He noted that artist renderings were attached. The bid was close to \$2,000. Mr. Carson said that the second bid had been even higher. Mr. Pettit asked if the fee was per vehicle. Mr. Schoenbein said it was for both apparatus 341 and 383, adding that the ambulance costs more but that the work has to be done. Mr. Carson said that he planned to drop by MaxFire and see if they had any recommendations. Mr. Schoenbein said he also had one more option to explore, noting that the expense was not budgeted for. Ms. Fritz asked if the expense should be allocated to apparatus maintenance and repair. She was told "probably."

Discussion moved to item #2 regarding a bike race that would be passing through the District. The Deer Creek Challenge had been scheduled for August 29, Mr. Schoenbein shared, explaining that up to 3,000 cyclists would be traveling down Parmalee Gulch Rd. No traffic would be blocked, he added. Discussion followed about the details of the bike race, which starts at Chatfield and will primarily take place in Inter-Canyon's district and finish at the arboretum. Options for 34- to 100-mile courses were planned. There were no plans to close roads, Mr. Schoenbein reiterated.

Mr. Roller asked about a permit. Mr. Schoenbein responded that it was contingent upon certain safety issues. Mr. Rudloff had attended the first hearing, Mr. Schoenbein said. Apparently, it was documented that Indian Hills had agreed to the race, but Mr. Schoenbein said he hadn't known about it. Five districts were affected. Mr. Roller noted that Indian Hills hadn't given its approval; he recommended calling Ms. Hartman or Mr. McCasky [County commissioners]. Mr. Schoenbein shared that Mr. Rudloff had said that the fire department was supposed to approve it. Mr. Roller said that it should be made known that no approval had been given by Indian Hills.

The race starts at 6:15 am, Mr. Schoenbein continued. He proceeded to share details about the route. There will supposedly be enough volunteers at each intersection to control traffic, he said. Mr. Schoenbein added that he would attend the next meeting where the race would be discussed and would keep everyone posted. Mr. Roller reiterated that a call to Ms. Hartman was in order. Mr. Pettit said that he thought cyclists might be passing through the District twice if a 100-mile race option was being offered. Mr. Schoenbein admitted that he didn't know.

Discussion moved to item #3 on the Chief's Report regarding the fact that the roof leakage into the office is getting worse. Mr. Roller asked if the heat cables were on. Mr. Carson responded "yes," unless they had been turned off. Mr. Rosenberg suggested that the Department look at really fixing the problem rather than continuing with band-aid solutions. He estimated that it would cost a couple of thousand dollars to fix the roof properly. Mr. Pettit asked Mr. Roller if he had any suggestions. Mr. Roller asked where the roof was leaking from. He said he favored a band-aid fix since a new roof would run some \$20,000. The tear-off alone would be \$5,000, he said. Mr. Rosenberg said a whole new roof wasn't needed. Mr. Pettit suggested having someone look at it when the weather clears up. Mr. Rosenberg said that he could find someone and mentioned an ice and water shield. Mr. Pettit stated that he thought the Department needed to move quickly on it. Mr. Rosenberg said he would contact someone the following day.

Mr. Schoenbein turned conversation to item #4 regarding the automatic aid agreement with Evergreen. He mentioned that he was awaiting maps that would define the area. They were supposed to arrive the previous day, he said. The agreement was close to being signed and would just be for water resources, he added. Mr. Schoenbein pointed out that paperwork for the agreement was attached to the Chief's Report. He reminded that having such an agreement would assist in getting better ISO scores, even though it was five more years before an ISO evaluation. A mutual aid agreement was already in place, Mr. Schoenbein added.

Regarding item #5 (ambulance transport fees), Mr. Schoenbein proposed raising the standard fee from \$1,000 to \$1,200 and eliminating the unpopular \$150 contact fee. Doing away with it would be offset by raising the standard fee, he pointed out. Mr. Schoenbein said he had asked Ms. Corsaut for current collections numbers and been told that they stand at \$3,124 year to date. Mr. Walton asked if the new fees were comparable to neighboring districts. Mr. Schoenbein said that the proposed fees fall in the medium range, reminding that neighboring districts are not competitors. He noted that the Department's policy called for billing and then sending follow-up letters. No collections agencies were involved.

Mr. Walton asked if the policy was different for nonresidents. Mr. Schoenbein responded that the policy was the same, adding that the Department didn't badger residents with billing issues and was realizing decent success. Mr. Pettit asked if the Department was still billing for medical supplies in addition to the \$1,200 fee. "No," answered Mr. Carson. So, Mr. Pettit continued, there's a flat fee regardless of what supplies are used. "Yes, plus mileage costs for transport," responded Mr. Schoenbein. Mr. Walton asked how much was billed for mileage. Mr. Schoenbein explained that an additional \$30-\$50 per call was usually billed.

Mr. Walton made a *motion* to raise the ambulance transport fee to \$1,200 and remove the \$150 contact fee from the policy. Mr. Roller seconded the motion, which passed unanimously.

Discussion moved to item #6 regarding *Smoke Signals*. Mr. Schoenbein said that he would be taking on the project and have the first issue out by May.

Mr. Schoenbein concluded his report by summarizing the calls for the month, which were presented in a new format that provides a more detailed breakdown. Mr. Roller asked about the animal rescue call. Mr. Schoenbein explained that the ambulance was out as a result of a call. On the way back to the station via Hwy. 285, Department members saw a dog that had been hit. Volunteers loaded the dog into the back of the ambulance and drove to the post office, where animal control was waiting. The owner also showed up, Mr. Schoenbein shared, and the dog was saved. It was a happy ending, he said. Mr. Pettit commented that he liked the new format for reporting incidents.

As an aside, Mr. Schoenbein detailed a recent call that had been for a member's daughter who had been injured by a snowblower. Mr. Bruns relayed that internal stitches and staples had been required for her injuries. He mentioned that it was Mr. Kerby's daughter Elise.

Mr. Schoenbein turned conversation to an EMSAC class that was being held on ambulance billing at a cost of \$840 for the certification. He stated that he didn't think it was worth it. On another note, Mr. Schoenbein mentioned that he, Mr. Bruns, and Mr. Vogler had all passed haz-mat operations on the first try. Seven out of 17 hadn't, Mr. Schoenbein added, noting that Mr. Vogler had scored 90 out of 100; 80 was required to pass. Mr. Bruns said that he had scored 80.

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

Mr. Carson began by stating that he had ordered the fireworks for the Fourth of July celebration. Regarding the auxiliary, Mr. Carson said that Ms. McNabb doesn't have enough time for the project since she travels so much for her job. Mr. Carson said he would be taking over the auxiliary.

Discussion moved to the new apparatus. Mr. Carson said that he needed to follow up with Mr. Tribbett regarding the insurance. In addition, he proposed lowering the price of the truck to \$410,000 for Brindlee to market. A few departments out east were still interested, he said. Mr. Westerlage asked about a deadline. Would it be June since the Department didn't get the truck until January? Mr. Carson said it would be six months from the signoff date. Mr. Rosenberg suggested revisiting the topic at the May/June Board meeting.

Mr. Schoenbein suggested lowering the price of the truck now since he had received an email from Brindlee that day saying that there was no interest in the truck at its present price of \$436,000. There were still a couple more months to sell it before taking possession, he pointed out. Mr. Pettit said that Mr. Roller had suggested \$399,999 to put it in a different price bracket. Mr. Schoenbein reminded that Brindlee would collect a \$10,000 commission so pricing it at \$410,000 was essentially selling it at \$399,999 as far as the Department was concerned. But it's a different price point at \$399,999, pointed out Mr. Roller. Mr. Pettit said that the question was how much the Department was willing to lose. Discussion followed.

Mr. Schoenbein suggested leaving the truck on the market until June and revisiting the topic at the May meeting. He added that he didn't know what Darley was expecting commission-wise if it were to sell. Mr. Roller asked about the depreciation on the truck during the first year. Mr. Schoenbein responded that it would be 25% or more. He reminded that one option was to sell apparatus 341 for \$100,000-125,000. Mr. Westerlage stated that he didn't think Darley would sell the new truck since the company already had its money and, therefore, no motivation to do so. Mr. Walton asked if a motion was needed to lower the sale price. He was told that it wasn't necessary.

Mr. Schoenbein reminded that if the truck were priced at \$399,999, the Department would still have to pay Brindlee \$10,000. Mr. Pettit suggested doing so anyway. Mr. Schoenbein said that the Department could use the truck while still keeping it for sale. Mr. Roller suggested that perhaps the Department should sell apparatus 341 for \$125,000. Mr. Pettit reminded Mr. Roller that he hadn't wanted to do that. Mr. Roller acknowledged that he wanted to now.

Mr. Pettit shared that there had already been a recall on the Spartan chassis on the new apparatus. Discussion followed about various recalls, including one that might affect apparatus 383. Mr. Carson said that he would follow up on it.

As an aside, Mr. Pettit commented that the paint job in the station looked good. Mr. Roller agreed and thanked Mr. Bruns for doing it and taking pride in the station.

***Fire Captain's Report — Steve Bruns***

Present. No report was distributed.

***Rescue Captain's Report — Bob Fager (absent due to training)***

Not present. No report was distributed.

*(Mr. Pettit called for a break at 21:07. The meeting reconvened at 21:13.)*

**OLD BUSINESS:**

***Election Update***

Ms. Fritz asked if a motion was needed to cancel the election. She explained that Mr. Evans had withdrawn from the election. Mr. Young had published the notices wrong initially, but they had been corrected, she said. It was noted that Mr. Westerlage, Mr. Rosenberg, Mr. Pettit, and Mr. Walton would be filling the seats up for election in May. [Mr. Westerlage, Mr. Rosenberg, and Mr. Walton will be filling four-year terms while Mr. Pettit will be filling a two-year term.]

Mr. Rosenberg made a *motion* to cancel the election for IHFPD Board members originally scheduled for May. Mr. Walton seconded the motion, which passed unanimously.

Ms. Fritz noted that the four Board members serving new terms would need to complete the oath of office in May. Mr. Roller said that he had talked to Mr. Evans recently and had a good conversation with him about doing what's right for the community. Mr. Rosenberg said that he hadn't been aware that the election had been cancelled until he read it in the paper. Ms. Fritz said that she had assumed everyone knew that Mr. Evans had withdrawn. Mr. Pettit said that he had talked to Mr. Evans, who had been confused regarding the two-vs. four-year term issue. After having it explained to him, Mr. Evans had said that he would withdraw. But, added Mr. Pettit, he didn't know when Mr. Evans would withdraw. Ms. Fritz apologized for not notifying everyone and explained that Mr. Evans had waited until the last minute and called at 1 pm on the Friday deadline to withdraw.

Mr. Rosenberg said that he had to applaud Mr. Evans for his decision. The attorney hadn't helped matters, Mr. Rosenberg added. He then asked whether a bill had been received from Mr. Young. A call from Mr. Evans had not been itemized on a bill, Ms. Fritz said, adding that Mr. Young's response time had been better as of late.

Mr. Pettit turned conversation to Board member terms, noting that he and Mr. Roller would be up for re-election in 2012. Mr. Pettit proposed putting a measure on the ballot to eliminate term limits in the upcoming November election. Ms. Fritz stated that she thought it was worth doing, adding that lots of other Districts have done so. Mr. Roller said that if it could avoid having an election, it would be worth it.

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

Mr. Roller said that there was nothing to report.

#### ***Apparatus***

Mr. Pettit noted that discussion had already occurred.

#### **NEW BUSINESS:**

##### ***Policy Regarding Disposition of Department Equipment/Supplies — Paul Pettit***

Mr. Pettit stated that everyone needed to be aware of a policy regarding disposition of Department equipment/supplies. For example, the copy machine had been given away before the Board had been notified. Both Mr. Schoenbein and Mr. Rosenberg said that the Board had been told in advance. Mr. Pettit interjected that he was fine with Mr. Walton having the copy machine.

#### ***Attorney Change***

Mr. Pettit said that Ms. Nemer could attend the April meeting if desired. But, he added, Mr. Roller had pointed out that Mr. Young was involved in the lease regarding the communications system. Mr. Roller spoke up to say that the Department had the lease now and that it didn't need to go back to Mr. Young again. Any attorney could review it, if necessary. The changes were only minor now, Mr. Roller added. Mr. Pettit asked if the specs on the building had been included. "Yes," Mr. Roller answered.

Mr. Carson asked if Mr. Roller had picked up the tower. "No," Mr. Roller responded. Mr. Schoenbein reminded that the upcoming weekend was the last opportunity to get it. Ms. Fritz stated that she and her husband would be in Aurora the coming weekend and that her husband could help with getting it. She gave Mr. Roller her cell phone number. Mr. Rosenberg suggested that it be picked up by Sunday at the latest. Mr. Roller said that he had been in touch with Mr. Smith [with Jefferson County].

Mr. Pettit returned discussion to the possibility of changing attorneys. He could invite Ms. Nemer to attend the April Board meeting, he reiterated. Mr. Westerlage pointed out that Mr. Young had written the mill levy increase proposal. But, Mr. Pettit reminded, the Board had decided not to approach the issue that year since it would result in a net loss in the beginning. Mr. Rosenberg recalled that it would take ten years to see the positives from such an initiative. Mr. Pettit said the term limits proposal could be short, one paragraph, and it was the only issue the District had for the November ballot. Ms. Nemer could attend a Board meeting with one week's notice, he continued. Mr. Rosenberg asked if Ms. Nemer's attendance would be free of charge. "Yes," responded Mr. Pettit. She would give her sales pitch.

Mr. Pettit said that he had never heard back from Ms. Alexander with Collins, Cockrel and Cole. He said that he would call her again. He didn't want attorneys from two different firms showing up to the same Board meeting. Ms. Fritz wondered whether Mr. Young needed to be retained through the election period. Mr. Pettit said that he had already told Ms. Nemer that no changes would be made until after that time.

As an aside, Mr. Pettit said that he wanted Mr. Roller to look into the oil burn boiler for the station.

### ***Cell Phones***

Ms. Fritz said that she had been researching cell phone options. Verizon was pretty expensive; AT&T was cheaper. Mr. Carson asked if the same phones would be used but have a different service provider. "No," responded Ms. Fritz. The provider makes users get new phones. Mr. Walton advised checking into coverage. Sprint, for example, is not very good, he said, but Verizon is. Mr. Rosenberg asked Mr. Walton if he had a tower on his property. Mr. Walton responded affirmatively. Ms. Fritz said that the Department had Nextel right now, but added that the plan wasn't very good. AT&T was less expensive, she said. Mr. Rosenberg interjected that AT&T had good coverage in the area.

Ms. Fritz asked if the Department had four cell phones. Mr. Schoenbein and Mr. Carson listed off the location of the phones: in apparatus 341, 358, 383, and 384. Mr. Pettit asked about the initial costs. Ms. Fritz answered that it was \$13-30 per phone, which may be waived. Mr. Carson asked about charging cradles. Ms. Fritz said that they were included in the costs. Mr. Schoenbein admitted that there are a lot of days where the phones just sit with no use. Or a call could be 15-30 minutes, added Mr. Bruns. Ms. Fritz proceeded to detail the plans that were available. Mr. Roller noted that the dollar amounts were all small. Ms. Fritz said that she needed to check that the pre-paid service doesn't expire and set up auto billing so that the phones don't die.

Conversation turned to walkie talkies. Mr. Rosenberg noted that for \$29.99 walkie talkies are available with a 16-mile range. Discussion followed.

### ***Audit***

Ms. Fritz said that she had received a call from the auditors. With the purchase of the truck, expenses were over \$500,000, which would require a full audit. The fact that the final payment on the truck had been made on January 21 might buy the Department a year, which would be good since a full audit had not been budgeted for, she said. Ms. Fritz said that she would hear back on a decision in the next few days.

Mr. Pettit read a section from the *SDA Newsletter* regarding audits. The State had said an audit was required, Ms. Fritz continued, but having made payment in 2010 may save the Department. It postpones rather than saves, pointed out Mr. Schoenbein. Mr. Walton asked what the price of a full audit was. Ms. Fritz estimated less than \$5,000. Mr. Schoenbein revisited the goal of getting the truck sold . . . this year. Ms. Fritz pointed out that this would be an offset to the expense, but would still leave the Department over on the revenue side. It was income; not profit. In 2010, she continued, the Department had paid \$236,000 of the cost of the truck, but the intent had been to make the whole payment in 2009. Further conversation occurred regarding the possibility for a full audit or getting an exemption. Ms. Fritz said that she would call Board members for signatures the following week if the Department could get by with an exemption. Mr. Walton gave Ms. Fritz his cell phone number.

Mr. Rosenberg asked who the Department's auditor was. Mr. Pettit explained that it had changed every couple of years. Ms. Fritz said that the one she was planning to use had been referred by Ms. Griggs. Mr. Rosenberg questioned why the Department was always piggybacking onto the Indian Hills Water District's professional contacts. Ms. Fritz said that the practice was stopping. Ties would be broken. Mr. Rosenberg noted that Mr. Young represents the Water District.

### **MEETING ADJOURNED AT: 21:43**

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

*President:*

*Secretary:*

### **MOTIONS MADE AND PASSED:**

- To waive the reading of the February Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Roller; unanimous.*
- To accept the February Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Mr. Roller; passed by a vote of 4-0-1, with Mr. Walton abstaining.*
- To waive the reading of the February Special Meeting Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Roller; unanimous.*

- To accept the February Special Meeting Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Mr. Roller; unanimous.*
- To authorize Ms. Nelson to update and revise the Department documents at a cost not to exceed \$500. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To approve checks #11129-11154, plus automatic payments and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To raise the ambulance transport fee to \$1,200 and remove the \$150 contact fee from the policy. *Motion made by Mr. Walton; seconded by Mr. Roller; unanimous.*
- To cancel the election for IHFPD Board members originally scheduled for May. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Walton; seconded by Mr. Rosenberg; unanimous.*

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