

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, September 23, 2015

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; Marc Rosenberg — Secretary; Paul Pettit; Ron Walton

Fire Department Members: Emery Carson — Chief

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

Absent: Kelley Lehman (excused)

MEETING CALLED TO ORDER AT: 19:06 Hrs.

INTRODUCTIONS AND ANNOUNCEMENTS:

Mr. Kellar announced that Ms. Lehman had a meeting at the school and would not be present. Mr. Kellar also announced that there was one change to the agenda, which was that there would be no new bookkeeper discussion.

AUGUST MEETING MINUTES

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

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

TREASURER'S REPORT:

Monthly Financial Reports

It was noted that District expenses are at 57% as of the end of August.

In the Profit Loss Budget Performance spreadsheet, it was noted that a few of the calculations are not computing correctly in the % of budget column. Ms. Fritz said that she would fix the errors.

In Checks, Ms. Fritz stated that check #12670 has been voided because of a misprint. In addition, two checks were added:

- #12687 to A&A Topper for \$2,329.00 for a topper for apparatus 358
- #12688 to Stonebrook Roofing for \$14,432 for work on the station soffits and hose tower

Mr. Pettit made a *motion* to approve checks #12671-12688, plus automated payments, credit card expenses, and bank fees. Mr. Walton seconded the motion, which passed unanimously.

Audit Update

Ms. Fritz stated that the audit would be submitted by September 30 and that Board member signatures may be required. The auditor was presently waiting on information from the District's prior attorney, she added.

Unemployment Insurance Filings

Mr. Kellar stated that Ms. Fritz would research why the District has been receiving notices of delinquent unemployment insurance filings.

2016 Budget

A draft of the 2016 budget was distributed for discussion. It was noted that the property tax income is up significantly for the coming year, giving the District more money to work with.

After discussion on a line-by-line basis, it was agreed to add an account (#6430) for Dispatching Fees and allocate \$2,500 to it. Also, account #6612 (4th of July Expenses) was increased from \$1,000 to \$1,500. Finally, \$2,500 was allocated to account #7040 (Hardware). After all expenses, net income of slightly more than \$10,000 is anticipated for the year.

Discussion followed about how to allocate the increased revenue as well as when the budget hearing should be held. It was decided that the proposed budget would be posted for public review and a hearing would be held at the November 18 Board meeting to hear public comment before final approval.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present.

Chief — Emery Carson

Mr. Carson distributed a report and began by stating that the Department had participated in a very successful Big Chili event earlier in the month. He announced that Mr. Kram from the community had been awarded first place for best firefighter chili while community member Mr. Owens had been awarded third place for his veggie chili.

The sign board in front of the station is now complete, Mr. Carson announced, thanking Ms. Ryplewski for her work on the logo. Also complete is the station roof and siding work, Mr. Carson added.

Next, Mr. Carson stated that the topper for apparatus 358 should arrive by the end of the week. He also shared that he and Ms. Nelson would be attending the FPPA's employer

summit in mid-October. In addition, it was noted that there was no radio maintenance contract with QDS yet. Mr. Carson said he would follow up with the company.

Mr. Carson concluded his report by summarizing the calls for the month, which total 17 to date. Total calls for the year stand at 161.

Assistant Chief — Marc Rosenberg

Mr. Rosenberg shared that he, Mr. Carson, and Mr. Kellar had met with Mr. Frank and Mr. Gaudreau from the Indian Hills Water District to discuss the community's hydrants. It was clarified that while the Water District owns the hydrants, the Department can help maintain them via painting, flagging, and numbering. It was noted that work is being done to GPS all 32 hydrants in the District.

Fire Captain — Scott Case

Not present.

EMS Captain — Bob Fager

Not present.

OLD BUSINESS:

Station Drywall Repair

Mr. Carson said that only one estimate has been received to date. He added that several companies want to charge to give estimates. Mr. Rosenberg said that he could get another bid. It was agreed that the topic would be discussed at the next month's Board meeting.

NEW BUSINESS:

Snowplow Contract

Discussion was tabled until the following month.

Shed Roof

Mr. Carson said that he would speak to Stonebrook about re-roofing the shed.

New Auditor

Discussion occurred regarding whether the District should consider hiring a different auditor for next year. Ms. Fritz recommended staying with the current auditor if there was a change in the bookkeeper position.

EXECUTIVE SESSION:

Mr. Walton made a *motion* to call an Executive Session at 20:43 per CRS § 24-6-402(4)(f) to discuss personnel issues. Mr. Rosenberg seconded the motion, which passed unanimously. All meeting attendees left the room with the exception of the Board members. Recording commenced using the District's recorder.

The Executive Session concluded at 21:48 and the meeting was called back to order.

ADJOURNED AT: 21:50

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

President:

Secretary:

MOTIONS MADE AND PASSED:

- To waive the reading of the August Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the August Minutes as written. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To approve checks #12671-12688, plus automated payments, credit card expenses, and bank fees. *Motion made by Mr. Pettit; seconded by Mr. Walton; unanimous.*
- To call an Executive Session at 20:43 per CRS § 24-6-402(4)(f) to discuss personnel issues. *Motion made by Mr. Walton; seconded by Mr. Rosenberg; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*