

INDIAN HILLS FIRE PROTECTION DISTRICT

4476 Parmalee Gulch Rd.

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BOARD MEETING MINUTES

Wednesday, August 26, 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; Kelley Lehman — Treasurer; Paul Pettit; Ron Walton

Fire Department Members: Emery Carson — Chief

Non-Members: Randy Rudloff — Fire Marshal; Karen Nelson — Recording Secretary

Community Members: Gabrielle Porter, High Timber Times

MEETING CALLED TO ORDER AT: 19:00 Hrs.

INTRODUCTIONS AND ANNOUNCEMENTS:

Mr. Kellar announced that both Ms. Lehman and Ms. Fritz were attending Back to School events and would be late to the meeting.

JULY MEETING MINUTES

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

Discussion followed and one change was made: Page 3, third paragraph, second sentence to read: “Also announced was the fact that three Department members will be attending *Crew Boss Training for Wildland . . .*”

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

AUGUST SPECIAL MEETING MINUTES:

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

Mr. Rosenberg made a *motion* to accept the August Special Meeting 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 52% as of the end of July.

In the Profit Loss Budget Performance section, it was noted that the budgeted amount for banking fees needs to be increased for the following year. Also discussed was the fact that funds in the amount of \$1,000 allocated to account #6035 (Wildland Supplies) for PPE should be moved to account #6015 (Personal Protection Equipment).

Discussion moved to the Credit Card Purchases. Mr. Carson announced that the \$85.47 charge to Jefferson County Planning & Zoning was for the sign permit. It was also noted that the \$89.99 subscription charge to Adobe Systems had been canceled and should not recur. Clarification was also provided to justify charges for several food expenses. Finally, the \$299.00 charge to PWW Media for ICD-10 training was discussed. It was agreed that an expense account needs to be added in the next year's budget for staff training.

Mr. Rosenberg made a *motion* to approve checks #12654-12669, plus automated payments, credit card expenses, and bank fees. Mr. Walton seconded the motion, which passed unanimously.

Audit Update

Mr. Kellar shared that Ms. Fritz had received an estimate from the current auditor of \$10,000-\$12,000. As such, she is doing a lot of the legwork to cut the price to \$6,000-\$7,000. The auditing company that had been discussed at the last Board meeting had not been able to take the job this year, Mr. Kellar explained, advising that the Board look into changing auditors for the following year and getting a commitment in the September/October time frame.

2016 Budget

It was noted that the budget committee consists of Ms. Fritz, Ms. Lehman, Mr. Carson, and Mr. Rosenberg, who would be meeting before the next Board meeting.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Mr. Rudloff presented the Board with a Resolution to Adopt the 2015 International Fire Code on behalf of the District. He reviewed some of the pertinent changes and explained that the County will adopt the new code in October, with it taking effect in January 2016.

Mr. Rosenberg made a *motion* to adopt the 2015 Fire Code Resolution. Mr. Pettit seconded the motion, which passed unanimously.

Mr. Kellar and Mr. Rosenberg signed the document and returned a copy to Mr. Rudloff to submit to the County. A brief conversation ensued about mitigation and how real estate agents as well as insurance companies are playing an increasing role.

[19:37 — Ms. Lehman arrives.]

Chief — Emery Carson

Mr. Carson distributed a report and began by stating that the Department is still waiting for CDPH&E to issue a purchase order for this year's grant items, which include a laryngoscope, body stabilization bags, and a scoop.

Next, Mr. Carson shared that the new sign is up in front of the station. The Department's logo is being worked on, he added.

In apparatus news, Mr. Carson reported that Tender 376 is back in service after having the tank body repaired.

A community meeting to discuss fireworks for the following summer 2016 had been held the previous week, Mr. Carson announced. A committee has been formed, chaired by Ms. Kaza, to oversee the endeavor.

Five probationary members are presently attending Fire Academy at Genesee/Foothills. They will be done in early 2016, Mr. Carson shared.

Mr. Carson concluded his report by summarizing the calls for the month, which total 10 to date. Total calls for the year stand at 142.

Assistant Chief — Marc Rosenberg

Mr. Rosenberg stated that he had nothing to report.

Fire Captain — Scott Case

Not present.

EMS Captain — Bob Fager

Not present.

OLD BUSINESS:

Station Improvements

The Board reviewed the revised roofing bid that had been submitted by Stonebrook. Board members then discussed shingle colors as well as siding. It was noted that the roofing project will begin early the following week.

Topper for 358

Mr. Carson distributed a bid from Snugtop for \$2,338. He explained why he believes it to be the best option for apparatus 358.

Mr. Pettit made a *motion* to purchase a topper for 358 at a cost not to exceed \$2,400. Mr. Walton seconded the motion, which passed unanimously.

NEW BUSINESS:

SDA Conference

Brief discussion occurred about the SDA Board member training conference and the need to put money in the budget for professional development in 2016. It was also noted that scholarship money is available for the conference if applied for in a timely manner.

FPPA Pension Authorization Forms

Forms were distributed for completion and signatures.

Radio Maintenance Agreement

Mr. Carson distributed copies of a radio maintenance agreement with QDS Communications regarding the District's Mt. Lindo communications site. Discussion followed about the available options in terms of services provided.

Mr. Pettit made a *motion* to retain QDS for radio site maintenance on a month-to-month basis. Mr. Walton seconded the motion, which passed unanimously.

Mr. Kellar requested a clean copy of the agreement to sign and also submit to the District's attorney for review.

Chief's Review

Mr. Walton stated that only limited feedback has been received to date. He explained that a Special Meeting will be scheduled to solidify goals and review input before the Chief's review.

Additional Topic: Hydrant Maintenance

Mr. Rosenberg brought up the topic of raising the hydrant across the street from the station since the Department uses it for trainings. He estimated the cost at approximately \$600. Conversation followed about the confusion that surrounds who owns and should be responsible for maintaining hydrants in Indian Hills. It was agreed that a joint meeting with representatives from both the Board of Directors of the Indian Hills Fire Protection District and Indian Hills Water District needs to be held to discuss the issue and put in place an IGA.

Mr. Rosenberg made a *motion* to reimburse the Indian Hills Water District for the cost of raising the hydrant across the street from the station. Mr. Walton seconded the motion, which passed unanimously.

ADJOURNED AT: 20:19

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 July Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Pettit; unanimous.*

- To accept the July Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To waive the reading of the August Special Meeting Minutes. *Motion made by Mr. Walton; seconded by Mr. Rosenberg; unanimous.*
- To accept the August Special Meeting Minutes as written. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To approve checks #12654-12669, plus automated payments, credit card expenses, and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To adopt the 2015 Fire Code Resolution. *Motion made by Mr. Rosenberg; seconded by Mr. Pettit; unanimous.*
- To purchase a topper for 358 at a cost not to exceed \$2,400. *Motion made by Mr. Pettit; seconded by Mr. Walton; unanimous.*
- To retain QDS for radio site maintenance on a month-to-month basis. *Motion made by Mr. Pettit; seconded by Mr. Walton; unanimous.*
- To reimburse the Indian Hills Water District for the cost of raising the hydrant across the street from the station. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg seconded by Mr. Walton; unanimous.*