

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, March 4, 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; Kelley Lehman — Treasurer; Marc Rosenberg — Secretary; Ron Walton

Fire Department Members: Emery Carson — Chief

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

Absent: Paul Pettit (Unexcused)

MEETING CALLED TO ORDER AT: 19:05 Hrs.

JANUARY MINUTES:

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

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

TREASURER'S REPORT:

2014 End-of-Year Financial Report

Ms. Fritz distributed a report showing 2014 end-of-year financials. She stated that only one change had been made since the preliminary reports were distributed the previous month. A correction had been made to account for a \$165 expense that had been double paid. As such, the District finished the year with expenses slightly more than \$491,000.

Monthly Financial Reports

Ms. Fritz distributed reports for the period ending January 31, 2015. Discussion followed on the Profit Loss Budget Performance spreadsheet regarding account #5605 (Annex Repairs & Maintenance). It was noted that fees to fix the roof as well as septic-related costs had been incurred as part of the sale of the Noble house, which closed on February 6. No further discussion occurred.

Ms. Fritz stated that she needed to write one additional check: #12546 to Colorado Comfort Products for \$568.67 for Mr. Carson's insurance. Ms. Fritz also noted that check #12547 had been voided.

Mr. Rosenberg made a *motion* to approve checks #12523-12546, plus automated payments, credit card expenses, and bank fees. Mr. Walton seconded the motion, which passed unanimously.

Bank Accounts

Brief discussion occurred about distribution of the District's money in various bank accounts. After conversation, it was agreed to leave the accounts as is.

Audit Outlook

Ms. Fritz stated that the District may be eligible for an audit exemption this year. She said she would investigate the option more fully and report back to the Board.

Chief's Insurance

Ms. Fritz shared that she was researching whether changes might be required for the Chief's medical insurance as a result of new legislation. She said that she would report back to the Board on that issue as well.

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 a new enclosed trailer is now in service to transport ATV 366 to park rescues. He also shared that \$7,255 had been raised for the family of Sgt. Renfro.

Work is proceeding with a representative from Olinger's to renew the District's lease agreement, Mr. Carson said. The lease will change to renew annually in the future.

In grant news, Mr. Carson stated that he has applied for grants for SCBA and wildland gear through the Colorado State Fire Chiefs Association. Also, a grant application has been submitted for two body vacuum splits as well as a laryngoscope through EMTS.

Next, Mr. Carson passed around two quotes for a sign board to be erected in front of the station. After brief conversation, the Board decided to discuss it further at a future meeting.

Mr. Carson concluded his report by summarizing the calls for February, which totaled 23, bringing the year's total to 45.

Assistant Chief — Marc Rosenberg

Present. No report submitted.

Fire Captain — Scott Case

Not present; no report submitted.

EMS Captain — Bob Fager

Not present. No report submitted.

OLD BUSINESS:

Attorney Recommendation

Mr. Kellar shared that a recent Board study session with a representative from Lyons Gaddis Kahn Hall Jeffers Dworak & Grant had gone well. Brief discussion about the firm headquartered out of Longmont followed.

Mr. Rosenberg made a *motion* to hire Lyons Gaddis Kahn Hall Jeffers Dworak & Grant as the District's legal counsel. Ms. Lehman seconded the motion, which passed unanimously.

After discussion, it was agreed to have the new attorney review the Olinger lease as well as address questions regarding insurance compliance.

NEW BUSINESS:

Meeting Schedule

Discussion occurred regarding whether a change should be made to the Board meeting schedule since the February meeting had been canceled due to inclement weather and the next meeting is only two weeks' away. After conversation, it was decided to leave the schedule as is.

Additional Topics

Mr. Rosenberg raised the topic of the disposition of the old trailer. It was agreed that it should be sold, with a discussion of the logistics of doing so to occur in the future. In addition, Mr. Carson said an additional storage shed is not required at this time.

Station Renovation Outlook

Discussion was tabled until the next Board meeting.

EXECUTIVE SESSION:

Mr. Rosenberg made a *motion* to call an Executive Session at 20:15 per CRS § 24-6-402(4)(f) to discuss personnel issues. Mr. Walton seconded the motion, which passed unanimously. All meeting attendees left the room with the exception of the four Board members in attendance. Recording commenced using the District's recorder.

The Executive Session concluded at 20:25 and the meeting was called back to order.

ADJOURNED AT: 20:26

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

President:

Secretary:

MOTIONS MADE AND PASSED:

- To waive the reading of the January Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the January Minutes as written. *Motion made by Mr. Rosenberg; seconded by Mr. Walton unanimous.*
- To approve checks #12523-12546, plus automated payments, credit card expenses, and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To hire Lyons Gaddis Kahn Hall Jeffers Dworak & Grant as the District's legal counsel. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To call an Executive Session at 20:15 per CRS § 24-6-402(4)(f) to discuss personnel issues. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*