

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, January 27, 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;

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

Guests: Tom Young, John Ellis

Community Members: Randy Evans

MEETING CALLED TO ORDER AT: 19:31 Hrs.

Mr. Pettit expressed gratitude to all Board members for attending the multiple special meetings in the past weeks.

MINUTES:

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

Mr. Rosenberg made a *motion* to accept the December Minutes as written, which was seconded by Mr. Roller and passed unanimously.

DECEMBER SPECIAL MEETING MINUTES:

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

Mr. Rosenberg made a *motion* to accept the December Special Meeting Minutes as written, which was seconded by Mr. Westerlage and passed unanimously.

JANUARY SPECIAL MEETING MINUTES:

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

Discussion followed and the following changes were made. Ms. Nelson began by stating that she had made several changes to the document after distributing a draft for review. First, Mr. Carson's title as Assistant Chief had been added to the first page where attendees were noted. Page 2, fourth paragraph, last sentence to read: "Mr. Roller seconded the motion, which passed by a vote of 3-0-1 . . ." Page 4, second bullet item under "Motions Made and Passed," last sentence to read: "Motion made by Mr. Rosenberg; seconded by Mr. Roller; passed by a vote of 3-0-1 . . ."

Discussion returned to page 2, second paragraph, last sentence. Mr. Pettit said that he thought the IRS website should be referenced. The sentence was rewritten to: "Mr. Roller agreed that it was clear to him that Ms. Corsaut should be an employee based on the *IRS website* information Ms. Fritz had distributed." Page 3, third paragraph, second sentence . . . conversation followed about the promotional postcard. It was concluded that the postcard should spell out "Indian Hills Fire Protection District" rather than use an acronym if room allows. No changes were made to the Minutes regarding this issue.

Page 3, last paragraph, first sentence to read: "Mr. Rosenberg made a motion to authorize Mr. *Roller* to produce a postcard with election information . . ."

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

GUEST SPEAKERS:

It was noted that per the agenda, Mr. Ellis wasn't present yet. Mr. Rosenberg stated that Mr. Ellis had several stops to make at other fire departments that evening.

Mr. Young — Election Issues

Mr. Young took the floor to discuss election issues. He said that he had distributed a document entitled "Election Resolution for 2010 Regular District Election," which was essentially standard operating procedure for an election. Conversation followed about the necessity of having an election for the open IHFPD Board seats and issues related to term limits and a mill levy increase.

Mr. Pettit said that he thought there would be better voting response to local issues if there was a special election just for the District in May rather than adding the issues to a County-wide ballot in November. Mr. Young agreed that the topic should be discussed. He then asked Ms. Fritz about voter turnout in the past. Ms. Fritz responded that only 69 or 73 votes had been cast in the last year's election. Mr. Pettit added that there had only been some 18 votes cast in the previous election. Mr. Rosenberg stated that he thought there had been more than 100 votes in the last election and remembered it as having the largest turnout ever. Mr. Roller joked that he had spent thousands on his campaign. Mr. Pettit asked Mr. Young about the nomination form. Mr. Young responded that he had given it to Ms. Fritz to make copies.

As an aside, Mr. Pettit asked Mr. Young how long he had served as the attorney for the District. "Since 1990," he answered. Mr. Young noted that the May election would have to be a mail-in one if there were issues other than the open Board seats. Ms. Fritz asked if there were downsides to having a mail-in ballot. Mr. Young explained that there were costs to print and mail the ballots. Ms. Fritz said that she thought a mail-in ballot would be less expensive since no one has to be paid to run the election. Mr. Young estimated mailing costs at \$750-1,000. Mr. Rosenberg interjected that someone had to be paid to count ballots. Mr. Roller stated that there were 755 post office boxes in Indian Hills. Ms. Fritz noted that ballots aren't sent to post office boxes but rather to registered voters. Discussion followed about specific numbers.

Mr. Roller estimated postage costs for an election at \$1,000-\$1,200. Mr. Westerlage reminded about printing costs. It was noted that the District has to incur the cost if there's an election in May. In November, Mr. Young explained, the County pays. Mr. Schoenbein asked about the time frame if the District wants to have an election in May. Mr. Young said that approval must be secured by the end of February. Ms. Fritz asked how much the District would have to pay to be a part of the November election. It was noted that the District wouldn't have to take part in the November election if one was held in May. But it was pointed out that the IHFPD's issues would be at the end of the November ballot after everything else. Further discussion occurred regarding the costs of piggy-backing onto the County's November election. A figure of \$1,546 was cited for piggy-backing onto the County's 1996 general election.

Discussion moved to the issue of the floating mill levy. Mr. Young explained the history of the mill levy. He stated that in 1996, citizens had voted to get rid of TABOR limits and the 5.5% per annum allowable increase. Instead, a 12-mill cap had been put in place, the benefits of which had become in recent years increasingly doubtful. If the 5.5% per annum allowable increase had remained in place, the District would have been able to increase revenue even though valuations decreased. Instead, the mill levy will be capped rather than floating indefinitely unless the decision is made via passage of a ballot issue to reinstate the 5.5% limit. The decision made sense in 1996, Mr. Young continued, but now the District is trapped. The Indian Hills Water District is currently at 14.5 mills, he added.

Mr. Pettit said that he thought it was valid to put the issue of removing the 12-mill cap before voters. Mr. Roller asked what kind of increase taxpayers would be facing. Mr. Young said that the increase could be made effective in 2011. Mr. Westerlage asked if the District was required to say that it would be a tax increase. Mr. Young said that opponents of the issue would present it as such. Discussion followed. Mr. Roller expressed that he didn't think it was a good year to raise taxes. Mr. Rosenberg said that he didn't see a "yes" vote on such a measure. Mr. Roller agreed. Mr. Young said that projections needed to be made. Mr. Rosenberg offered 1 mill per year. If the cap were repealed, Mr. Young said, the mill levy could be 1.5% above where it is now. He proposed that the Board put together an argument in favor of the repeal based on an increase per \$100,000 in value. Mr. Westerlage said that a specific scenario was needed. If the mill levy were increased to 13.5 mills, how would that look for a homeowner? It was noted that West Metro was currently at 12 mills.

Mr. Roller said that before spending a lot of money on an election, he would like to see how saleable the issue would be to taxpayers. He didn't want to anger taxpayers, he added. Mr.

Pettit concurred that he'd like to see specifics, adding that how the issue was presented mattered. An analysis is needed, agreed Mr. Westerlage.

Mr. Pettit said that the issue may be more appropriate for a November ballot. And, he continued, the District may or may not need to have an election in May depending on how many candidates run for the open Board seats. Mr. Evans said that because there were four open Board seats, the thought process on such issues could be totally different in November. Consequently, he would rather the Board wait until the November election because of cost. Mr. Rosenberg said that the District could use the fact that there had been no increase since 1996 as a sales pitch. If the cap hadn't been put in place, added Mr. Young, the mill levy would have increased.

Mr. Roller said he'd like to see specific numbers for, say, a \$200,000 house. Mr. Schoenbein agreed about the need for more specifics. It could be a sales pitch that no increase had occurred in 14 years. Mr. Westerlage said that the conversation was based on conjecture at this point. The Board needed something specific to work with.

Mr. Roller asked if Board members would be restricted in campaigning for a ballot issue. "Yes," responded Mr. Young. Campaigning could be done informally but not under the auspices of the Board. Mr. Roller inquired as to whether something could be sent out on IHFPD letterhead. Mr. Young answered "no." Could the volunteer corp promote repealing the mill levy cap if no funds are provided from the Department. Mr. Young said "yes." Mr. Schoenbein said that it would take talking to people. Mr. Pettit revisited Mr. Evans's statement about the fact that there could be a whole new Board by November.

Mr. Pettit suggested that if the District wanted to ask for a mill levy increase, he would advise doing so in May to get ahead of schools and others that would be asking for increases on the November ballot. Discussion followed about when the current mill levy would expire. Mr. Young said that it would be 12 mills indefinitely. Mr. Rosenberg questioned whether there was no ending date. Mr. Pettit said it needed to be looked into.

Mr. Pettit then asked Mr. Rosenberg if he planned to run for re-election in May. Mr. Rosenberg responded "yes." Mr. Pettit then asked Mr. Westerlage if he planned to run for re-election. He also responded "yes." A discussion followed regarding eligibility requirements.

Conversation moved to Mr. Westerlage's history as a Board member. According to his records, Mr. Young said, Mr. Westerlage was first elected to a four-year term in 2004. Mr. Westerlage recalled that he had come on the board to fill a vacancy created when Mr. Hunnicutt left. Mr. Roller noted that he was serving a two-year term. Mr. Young said that he thought perhaps Mr. Westerlage had stepped in to a two-year term in 2004 and then was elected to a four-year term in 2006. Mr. Pettit said that he thought Mr. Westerlage first came on the Board when someone else quit. Mr. Westerlage agreed. If that's the case, Mr. Young said, then Mr. Westerlage was not term limited. Mr. Westerlage reiterated that he thought he ran in 2006. Mr. Evans and Mr. Pettit admitted that they didn't remember, although Mr. Pettit did recall that Mr. Hunnicutt stepped down from the Board to take the Chief position in January of some year. It was decided that Mr. Westerlage stepped in to fill Mr. Hunnicutt's term from January through May and then ran for a two-year term from 2004-2006.

Because Mr. Ellis had arrived, he was given an opportunity to speak.

Mr. Ellis — Big Chili

Mr. Ellis presented a \$2,350 check to the Department for proceeds from the Big Chili Cookoff. It had been a good event, he said, explaining that the center aisles at the venue had been removed this year to facilitate better flow. There had been fewer people, he admitted, due to bad weather, but the event had been perfect. Mr. Ellis also presented mugs that were imprinted with the Big Chili logo. He concluded by thanking everyone for their participation and said that help would be needed for this year's event.

Mr. Rosenberg asked when the committee met. Mr. Ellis responded that it met on the fourth Monday of every month at 5:30 pm. Mr. Pettit noted that the money would be deposited in the Department's account to use at its discretion.

Discussion returned to election issues.

Mr. Young — Election Issues (continued)

Mr. Pettit said that he had consulted an attorney about his service on the Board and eligibility to continue to serve. If he quit his term early, could he run for a two-year term in May? Mr. Young noted that Mr. Pettit had already served two four-year terms. He wasn't sure whether Mr. Pettit was eligible to run at all. He could be appointed, Mr. Young said. Or he could wait until the next election, offered Mr. Evans. Mr. Young admitted that he wasn't overly comfortable with Mr. Pettit's suggestion and asked how the other Board members felt about the issue. Mr. Roller responded that he didn't know. Mr. Pettit said he wanted to see how much interest there was in the open Board seats. Mr. Young pointed out that there was currently an open seat. Mr. Pettit noted that Mr. Evans was present with a self-nomination form. It was mentioned that at least 50% of the elections had been cancelled in the past because no more candidates had applied than the number of seats open.

Mr. Roller spoke up to say that he had thought Board turnover would be good, but that he had reversed his position. There's a lack of interest in the community, he explained, and the Board dynamic has calmed down. He expressed that he'd like to keep the cohesion. Mr. Rosenberg agreed that the present Board has great cohesion. There is a way to move forward, suggested Mr. Roller, and that way is to eliminate term limits for Board members. Mr. Rosenberg agreed that having four new Board members would require reinventing the wheel, so to speak, on many of the issues. Mr. Westerlage expressed that he'd like Mr. Pettit to stay on the Board and suggested putting the term limits issue on the November ballot.

Although he admitted that his suggestion sounded shady, Mr. Roller asked Mr. Young if Mr. Pettit could resign and then be reappointed. "No," responded Mr. Young. It's the State's view that Mr. Pettit was elected to two four-year terms. It would be much less shady if there aren't enough candidates to fill the seats, offered Mr. Westerlage. Mr. Rosenberg admitted that he didn't think many people were interested. Mr. Young said that he would publish notice of the open seats in the *Canyon Courier*. Mr. Pettit also mentioned a direct mailing. Mr. Roller said that there could be no response. Mr. Carson spoke up to say that Ms. McNabb had expressed interest in a Board position but couldn't be present that evening.

Mr. Evans asked if the Board had to appoint someone to fill the vacant seat. Mr. Pettit read from the SDA newsletter where it said that the County Clerk “shall” appoint someone . . . But, Mr. Young pointed out, it depends on if the County knows. Mr. Roller noted that the Board still had 30 more days to appoint someone to fill the seat. Mr. Schoenbein explained that the deadline was March 2. Mr. Pettit pointed out that the cutoff date for nominations for the May election are February 26. Issues got mixed in the Minutes, he noted.

Mr. Rosenberg expressed that he thought the Board should move on the May elections, adding that Mr. Young needs to provide figures for the Board to evaluate and determine whether to do a May election or piggy-back on the November one. Mr. Pettit recommended scheduling a special meeting to review Mr. Young’s findings. Mr. Young said that a detailed plan had to be submitted to the secretary of state by the end of February. Mr. Roller reiterated that the Board needed a brief analysis specifying what an average increase would look like for taxpayers. A special meeting could be held if necessary, he agreed. If the increase is in the triple-digit range, however . . . Mr. Roller trailed off. But if it’s under \$50 . . . added Mr. Pettit. It’s the mood, said Mr. Roller, explaining that it’s a tough time to put tax increase issues in front of people.

Mr. Pettit noted that the next Board meeting was not until February 24. He asked if Mr. Young could get information to Board members regarding the mill levy analysis by February 10 and then a special meeting could be scheduled for the following week. Mr. Roller asked Mr. Young how long it would take to put together the information. “One week to ten days,” he responded. He said that he needed to know exactly what the Board was looking for. It was noted that the operating budget for 2010 stood at \$22.5 million. Mr. Pettit reminded that it was a reduction from the previous year. Mr. Young mentioned that it was 12% of a decreasing amount. “May vs. November,” stated Mr. Roller. “This year vs. next,” he added, thinking aloud. Mr. Pettit clarified that the Board merely wanted a short evaluation of what a mill levy increase would look like and then it could decide whether to proceed.

Mr. Westerlage reminded about the term limits issue. Mr. Pettit stated he thought that both issues should be addressed at the same time. Mr. Roller agreed. Mr. Pettit proceeded to read verbiage from a sample ballot. He advised using the word “eliminating” in reference to the mill levy issue. Mr. Young explained that the Election Resolution document doesn’t call for a mail ballot, noting that it had to be advertised by February 3. Mr. Pettit asked if posting it would count. Mr. Young responded that it had to be sent to the *Canyon Courier* to be published.

Mr. Rosenberg turned conversation to the budget. Had the document ever been published? Mr. Young said that he didn’t know, but after looking through his files, he stated that he had no affidavit. Both Mr. Rosenberg and Mr. Westerlage said that they didn’t recall seeing it and regularly read the paper. Mr. Young said that it would be no problem unless someone brought it up. Mr. Pettit asked if the Resolution document should be read aloud. He said that he saw some issues, but added that they could be amended later if an election is indeed going to be held.

Discussion moved to the topic of mail-in ballot costs. Mr. Roller suggested doing bulk rate for the ballots and including a return envelope. “Postage paid,” said Mr. Rosenberg. Mr. Roller disagreed. That’s where the gamble comes in, he said. If the measure is approved, it’s

money well spent. Mr. Evans said that if it's voted down, the District will have to hit the issue every chance it gets, at elections as well as having volunteers promote and educate about the issue. Mr. Young recalled it was a gamble in 1996 to remove the TABOR limits only three years after passage. If the issue is voted down, Mr. Roller said, the District won't want to go back and ask again. Mr. Rosenberg pointed out that it's a matter of public safety. Mr. Pettit said that since the Department is a volunteer organization, he thought it was worth trying for. Mr. Rosenberg agreed. Mr. Pettit listed all the things the Department does for the community, including the Fourth of July celebration. And the Department only made \$20 last year from that event, added Mr. Rosenberg. Mr. Pettit recalled when the Department used to have garage sales, auctions, dances, and dinners.

Mr. Roller expressed that if the community is behind the Department, there's a lot going for it. Mr. Pettit summarized that the Board would hear back from Mr. Young within ten days. Mr. Young suggested tentatively scheduling a special meeting. Discussion followed and a special meeting was scheduled for February 11 at 6 pm. Mr. Young said that he would have details on how much taxes would increase based on an assessed value of \$100,000. At that time, Mr. Pettit said, the Board could decide if it would be worth it to put the tax levy issue on the ballot and determine the wording. "And the strategy," added Mr. Roller, who noted that the volunteer corp could be handy in this situation.

Conversation turned to the Election Resolution document, which was given the number 2010-1. Mr. Young explained that it contained details for a regular district election.

Mr. Rosenberg made a *motion* to accept the Election Resolution for 2010 Regular District Election document. Mr. Westerlage seconded the motion, which passed unanimously.

Mr. Rosenberg said that he needed to fill out his form to run for re-election. Mr. Young agreed, adding that Ms. Fritz had the forms. Mr. Rosenberg then stated that he didn't think the Department should send out the postcards recruiting for Board members. "Too late," responded Mr. Roller, who explained that he had already spent the money on postage. It was suggested that he trade the stamps back in for forever stamps. Mr. Schoenbein noted that recruiting efforts were also posted on the Department's website. Mr. Rosenberg said that if publication is in the *Courier*, the legal requirements will have been met. Mr. Roller reiterated that he had changed his mind about needing new blood on the Board, adding that the only way Mr. Pettit could stay would be if there were not enough candidates.

Mr. Young shared that the Election Resolution document is a call for nominations and explains that interested citizens can get a self-nomination form from the office of the designated election official [Ms. Fritz]. Mr. Schoenbein stated that the Department's office manager is at the station three afternoons a week. He proceeded to list her approximate hours. Mr. Pettit advised designating that forms can be obtained on Monday, Wednesday, or Friday from 1-5 pm since either Mr. Schoenbein or Ms. Corsaut would be in the office.

Mr. Pettit then asked Mr. Young how much of his business is related to Special Districts other than the Indian Hills Water Board and the IHFPD. Mr. Young responded 25-30%. He explained that St. Mary's Glacier Metro District had been a client until recently. Mr. Pettit then asked who Mr. Young had replaced at the IHFPD. No one knew the answer. Mr. Rosenberg then questioned whether the Election Resolution document should be signed

that evening. Discussion briefly returned to the history of Mr. Westerlage's tenure on the Board. Mr. Young clarified that being term limited referred to serving two consecutive four-year terms. Regarding Mr. Pettit's eligibility to continue to serve, Mr. Westerlage advised that the best plan would be to wait and see who responds.

(Mr. Pettit called for a break at 21:04 .The meeting reconvened at 21:16)

Election Postcard

Mr. Rosenberg expressed that he had thought sending out postcards promoting the open Board seats was a good idea last month but had to retract that opinion since he believed the current Board was a good group. At the last meeting, Mr. Pettit reminded, the question about who was interested in running for re-election hadn't been asked. Now it was known that both Mr. Rosenberg and Mr. Westerlage were interested. And, he added, Mr. Evans was interested in running for a seat at the May election. Mr. Pettit then asked Mr. Evans how long he had served in the past. "Eight years," he responded, explaining that he had been appointed to a seat for a couple of months and then had served two four-year terms.

Mr. Pettit asked Mr. Westerlage his opinion regarding mailing out the postcards. Mr. Westerlage suggested mailing them out or at least posting some. Mr. Pettit clarified that notice of the open Board seats had already been posted in three places. Mr. Westerlage then responded that he was impartial. Mr. Roller chimed in to say that he had no strong opinion. He did, however, express that it would be good if a way could be found to keep Mr. Pettit on the Board and not make dramatic changes.

Mr. Pettit said that Mr. Young's response to his question about further service on the Board had been slightly different than Ms. Nemer, whose experience with Special Districts accounted for about 50% of her workload as an attorney. Mr. Pettit said that Ms. Nemer had said he could run for a two-year term. Mr. Rosenberg, he continued, should run for a four-year term. Mr. Young wasn't as firm about his answer, Mr. Pettit pointed out. It was recommended that the Special District handbook be consulted. Both Mr. Pettit and Mr. Evans responded that it was vague about the issue. Mr. Pettit reiterated that term limits was being defined as two consecutive four-year terms. Mr. Evans had taken a break from the Board, which made him now eligible to run again, Mr. Pettit stated. Mr. Carson emphasized that the Board should be sure about the rule.

Mr. Schoenbein asked if the ballot specified how long of a term each candidate was running for. He was answered affirmatively. Ms. Fritz added that the term length also had to be specified on the nomination form.

Mr. Pettit returned conversation to the election postcard. While he acknowledged that he would like to keep the public informed, he admitted that he was torn. Mr. Roller agreed that he was also torn about whether they should be mailed. It was good to inform, he admitted, but said that he didn't want an implosion on the Board. Mr. Pettit questioned whether it could be argued that it was fiscally responsible to not send them out. Mr. Roller reiterated that he had thought mailing out a postcard was a really good idea two weeks ago. But, Mr. Pettit added, he hadn't known that both Mr. Rosenberg and Mr. Westerlage would want to run for re-election. Mr. Roller expressed that he thought it was good to have new people as long as they don't screw up. No motion was needed to make a decision, he concluded.

Mr. Carson suggested the postage be traded in for regular stamps. Mr. Westerlage asked if the postcards had already been printed. Mr. Roller admitted that they had; printing costs had come to \$67.

TREASURER'S REPORT:

Ms. Fritz began by stating that the financial reports were not final for 2009. Two bills had been submitted just that evening. A lot of checks had already been sent out, she added. Discussion turned to the Expense Summary section of the Executive Summary. Mr. Pettit questioned why account #5800 (Banking Fees) was at 665.72% year to date. Ms. Fritz said that there was an error and it appeared that figures had shifted down one line. She would research it, she said.

Conversation moved to the Profit Loss Budget Performance spreadsheet. Mr. Rosenberg asked about the \$50 that had been received in December for account #4900 (Miscellaneous Income). Ms. Fritz said that she'd look into it. Regarding Ambulance Fees (account #4999), Mr. Pettit noted that the account looked good. Ms. Fritz explained that payment from some insurance companies had come in. Account #5135 (Telephone & Cell Phone Exp.) was going to increase because the Department had been paying a promotional price, Ms. Fritz said. Mr. Rosenberg suggested calling Comcast and asking for another 12 months at the promotional price. He said he had been successful in doing so himself.

Mr. Pettit drew attention to the fact that account #5145 (Snow Plowing Expense) was over budget. He also mentioned that account #5155 (Meals/Food Expense) had been reallocated. Misc. Overhead Expenses (account #5175) were so high, Mr. Carson explained, because there had been two awards ceremonies in one calendar year. Mr. Pettit then asked if account #5185 (Station Supplies) included Ms. Bauer's wages. "No," responded Ms. Fritz. Ms. Fritz then spoke up to say that the \$50 allocated to December's Miscellaneous Income (account #4900) was for address signs that had been ordered via the website.

Mr. Pettit asked about account #6035 (Wildland Supplies) and account #6085 (Wildland Training), which are both at very low percentages year to date. Ms. Fritz responded that invoices were coming in for purchases. Mr. Pettit then turned attention to account #6320 (Apparatus Maintenance/Repair), which is at 119% year to date because of an engine rebuild. Conversation regarding the Profit Loss Budget Performance spreadsheet concluded by Mr. Pettit noting that dollars allocated to Communication Equip. R&M (account #6410) and Radio Replacement (account #6415) would be spent in 2010 rather than 2009.

Discussion moved to Checks. Mr. Pettit asked about check #11049 to AllMed for \$583.73, partially for two car seats. Mr. Roller explained that they were for babies. Ms. Fritz said that she thought the Department had blow-up ones. Was there more than one type? Mr. Carson answered "yes." Ms. Fritz then clarified that the stethoscope portion of the bill was for just one. Multiple ones had been ordered at the same time but shipped separately, she explained. Regarding check #11056 to Emergency Reporting for \$1,788, Mr. Pettit asked if it had been coded differently. Ms. Fritz responded "yes."

Ms. Fritz then turned conversation to check #11059 to Laura Resch for EMT-B clothing and registration. Ms. Fritz said that she had held the check to ask why this was being paid for

upfront. Ms. Schoenbein responded that he wanted it paid upfront because he didn't want to lose good people. Ms. Fritz said that the Department was all over the board regarding policy, noting that one was needed. Mr. Schoenbein offered to write a policy stating that volunteers have to sign a contract in order for the Department to pay upfront. Mr. Rosenberg suggested a two-year commitment be required. Mr. Roller said that he thought the situation needed to be made right with all volunteers. Mr. Carson noted that no one was owed money. Mr. Pettit questioned whether the required commitment should be two or three years. Mr. Schoenbein said that it had been two. Mr. Pettit expressed that he wanted volunteers to stay long enough to reap the benefit of their training. He proposed that if volunteers only stay with the Department one year, they be held liable for 50% of training costs. After two years, the debt is expunged, he continued.

Mr. Pettit reiterated that Mr. Schoenbein would write a policy regarding advance payment for training expenses. Mr. Roller suggested that Mr. Young could draft a contract. Mr. Schoenbein said that he'd write the draft. Mr. Pettit agreed that Mr. Schoenbein could draft it for Mr. Young to review. Mr. Pettit concluded by saying that Ms. Fritz should pay check #11059. "With a signed contract," noted Ms. Fritz. Conversation moved to the high price of the Xcel Energy bill (check #11067) for the period of November 16-December 17.

With discussion of checks concluded, Ms. Fritz noted that she needed to draft a few more checks and proceeded to list them:

- Check #11092 to Chase (Mr. Carson's credit card) to reimburse for the purchase of 11 headlamps totaling \$493.02.
- Check #11093 to Xcel Energy for \$881.67. It was asked if the bill was for only one month. Ms. Fritz responded affirmatively.
- Check #11094 to Aaron Ratke to reimburse \$68.50 for a physical and background check.
- Check #11097 to the postmaster for \$88 for the purchase of 200 stamps.

Mr. Rosenberg made a *motion* to approve checks #11048-11097, excepting checks #11095-11096, plus automatic payments and bank fees. Mr. Westerlage seconded the motion, which passed unanimously.

Mr. Pettit expressed that he'd like to see documentation specifying total calls, how many were medical, how many were billed, how many were collected on, etc. Ms. Fritz explained that those statistics should be available from this time forward. She admitted that she and Ms. Corsaut had had a tough time finding any documentation. There had been a lot of write-offs. No rhyme or reason could be made of the files, she added. Ms. Corsaut needed some policies in place to move forward with her job.

Mr. Carson addressed a few of Mr. Pettit's questions by stating that there had been 181 calls in 2009. Mr. Schoenbein explained that 80% of those had been medically related, with patient contact affecting half of those. Mr. Pettit again requested that he be given what was available. He noted that ambulance billing revenue was still higher in 2009 than expected. A new ambulance billing policy was needed, he said. Mr. Westerlage said that policies need to be followed through on, implemented, and documented. Mr. Pettit added that Ms. Corsaut

needs to understand the expectations. Mr. Schoenbein responded that he thought she did. Mr. Roller requested moving forward.

Ms. Fritz raised the question of how to run payroll for Mr. Schoenbein. Mr. Pettit questioned whether the topic should be discussed in a public meeting. Ms. Fritz said that it was merely a question of how to interpret Mr. Schoenbein's employment contract. An Executive Session wasn't needed, she said.

Mr. Pettit spoke up to say that it was his understanding that Mr. Schoenbein was contracted to be paid for 32 hours of work per week. It was the least amount that could be specified to be considered full time and eligible for benefits. The question, he continued, was whether Mr. Schoenbein should be paid extra when he works more than 32 hours a week or whether his position is considered management. Ms. Fritz explained how Mr. Schoenbein's salary was calculated based on 32 hours a week times \$25 per hour to be distributed over 24 pay periods on the 15th and 30th each month. Mr. Pettit noted that the issue had come up because Mr. Schoenbein had worked more than 32 hours the previous week. Mr. Schoenbein spoke up to say that he didn't expect to get paid for the additional hours. Mr. Rosenberg said that he considered Mr. Schoenbein to be on salary. Mr. Pettit said that Ms. Fritz had brought up the question but acknowledged that Mr. Schoenbein had just given him the answer he had wanted to hear.

Mr. Rosenberg asked if the contract needed to be changed. Mr. Schoenbein said that it wasn't an issue for him. Mr. Pettit said that he didn't want it to become an issue and asked about amending the contract. Ms. Fritz said it could be a two line amendment written to say that Mr. Schoenbein was paid hourly not to exceed . . . Mr. Rosenberg agreed that it was the right course. Mr. Roller suggested it be made right so that the issue didn't have to be dealt with again. Mr. Evans spoke up to say that it was valuable to track hours even if paid a salary. Down the road, the hours may need to be revised, he added. Mr. Pettit agreed that he'd like to have Mr. Schoenbein continue tracking his hours. But, Mr. Rosenberg interjected, Mr. Schoenbein doesn't need to give the information to Ms. Fritz. Mr. Roller stated that since no one knows who will be on the Board in the future, the issue should be clarified in the contract. Ms. Fritz said that she would take care of it.

As an aside, Mr. Schoenbein announced that Mr. Rudloff had been accepted to the same training class that several Department members were attending. As a result, his time would be committed through May. It had been a last-minute acceptance, Mr. Schoenbein said.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

No report was distributed.

Chief's Report — Don Schoenbein

A report was distributed and various items were discussed. Mr. Schoenbein began with item #1 regarding grants. He explained that he had applied for a SAFER (FEMA) grant to help with recruiting incentives. The grant has a performance period of four years and does not require matching funds, he explained. Mr. Schoenbein said that the grant would pay for printing of recruitment materials twice a year and would cover materials relating to EMT, haz-mat, fire academy, and bunker gear. The call volume may hurt the Department's chances

of getting the grant, however. A grant request for a thermal imaging camera had also been submitted to the Fireman's Fund Insurance Company, Mr. Schoenbein continued. Mr. Carson noted that a free estimate could be obtained to fix the current inoperable one. Mr. Schoenbein noted that the current thermal imager is ten years old.

Discussion moved to item #2 regarding quotes for a new desktop computer for the office manager. Mr. Schoenbein said that he had received a detailed quote from Mr. Denny, with a total cost of \$1,199. Ms. Fritz, however, had said that she could procure a similar system for half that price, Mr. Schoenbein added. The current computer has security issues but can still be used by Ms. Fritz for her accounting work. Mr. Pettit shared that Ms. Fritz had recently been laid off from her other job and had relied on the computer at that company to do her work for the District.

Mr. Roller said that if Ms. Fritz could get a computer for Ms. Corsaut for \$600, she should proceed. Ms. Fritz admitted that she hadn't spec'ed software since it wasn't needed. Discussion followed about support/service. Mr. Pettit asked if there was any guarantee. Mr. Carson responded "three years." Ms. Fritz noted it was a Dell system and would take two weeks at most to get the system.

Mr. Roller made a *motion* to authorize Ms. Fritz to purchase a desktop system and monitor for the officer manager with a cost not to exceed \$800. Mr. Westerlage seconded the motion, which passed unanimously.

Discussion moved to the need to back up Department files. Mr. Schoenbein recommended purchasing an external hard drive that could be stored in a fireproof cabinet. Mr. Rosenberg agreed with the proposal. Mr. Westerlage asked if documents would be backed up to the server. Mr. Schoenbein admitted that he didn't know. Ms. Fritz said the cost would be about \$100. Mr. Roller proposed using an online service, which runs about \$50 a year. Mr. Schoenbein asked if that was a per-computer fee. Mr. Roller said that he didn't know, but added that it wasn't efficient to have an external hard drive. Discussion followed about how the idea of an external hard drive is good in theory but often forgotten in practice. Mr. Pettit said online service providers would need to be researched. Mr. Roller suggested Carbonite.com. Mr. Schoenbein said that he was fine with either method.

Regarding item #3 (Darley update), Mr. Schoenbein said that Mr. Carson had done the final inspection and signed off on the apparatus. He thanked Mr. Carson for all his work. The apparatus was also actively listed with Brindlee Mountain Fire Apparatus, Mr. Schoenbein said. A contingency plan had been prepared if the apparatus doesn't sell whereby Mr. Wessel with Brindlee would purchase apparatus 341 for \$100,000-\$120,000. Mr. Schoenbein said that he didn't recommend that plan of action until time is exhausted with Darley marketing the new truck. He'd much rather sell the new pumper/tender and have the cash for what was really needed, he admitted.

Mr. Pettit asked if there had been any interest. Mr. Roller expressed that for \$100,000, he'd rather keep apparatus 341 with the Department. Mr. Schoenbein responded to Mr. Pettit's question by stating that Brindlee had received three email inquiries about the apparatus in two days. Mr. Schoenbein said that he was cautiously optimistic.

Conversation moved to item #4 regarding establishing an ISO automatic aid agreement with Evergreen, which would improve the Department's rating. For example, Mr. Schoenbein explained, the Department could identify the Myers Gulch corridor for automatic aid. The system worked well in the city, he said. The agreement can be a blanket or specific agreement and designated for water aid only or more. Mr. Schoenbein said that he had a blank copy for Board members and Mr. Young to review. The materials are time-sensitive if the Department wants to participate.

Mr. Pettit asked what apparatus was housed at the Kittredge sub-station. Mr. Carson responded that there was a pumper and brush truck. Mr. Roller said he would defer to Mr. Schoenbein's experience. If Mr. Schoenbein felt the agreement would be valuable to the Department, then he should set it up as he saw fit, Mr. Roller said. If there are ten or more calls a year where automatic aid applies, then it's a win-win situation, said Mr. Schoenbein.

Moving on to item #5, Mr. Schoenbein said that he had been accepted into an online EMT-B course through UNLV as a beta tester. The entire course cost of \$1,750 would be waived, although books (\$200) were not covered. In addition, Mr. Schoenbein said, he would have to travel to Las Vegas upon completion of the course for a one-week skills assessment, which would cost approximately \$500. Only 15 people had been chosen as beta testers, he noted. Mr. Schoenbein passed out an overview document that beta testers had received explaining their role in the process.

Regarding item #7 (ambulance fees), Mr. Schoenbein said that he believes the Department's ambulance fees need to be reassessed and probably raised in the next month or two. Discussion moved to item #8 regarding Mr. Himstedt's retirement. Mr. Schoenbein said that Mr. Himstedt had turned in his equipment and would officially retire on April 10. Mr. Pettit said that Mr. Himstedt had asked him for some documentation, to which Mr. Pettit had obliged. Continuing with personnel issues, Mr. Schoenbein moved to item #9 by announcing that Mr. Rosenberg would be taking a leave of absence from the Department since he was busy with work and studying for a test that he would take in late-February. Mr. Rosenberg planned to return to duty in March, Mr. Schoenbein said. Mr. Pettit noted that it was a five-week leave of absence.

Mr. Schoenbein concluded his report by summarizing the calls for the month, which totaled 16. Twelve motor vehicle accidents had occurred, he said, many of which were on Highway 285. The one vehicle fire was a result of hot brakes on a semi-truck, he explained.

Mr. Schoenbein then brought up the topic of certificates of liability insurance he had received from an old snowplowing company (D&J) and the Girl Scouts. Mr. Roller explained that he believed that the station had been cited as an additional location to insure. It was advised that it be investigated further. Mr. Carson said that he thought D&J had towed the tanker the last time it had been down.

Assistant Chief's Report — Emery Carson

A report was distributed and various items were discussed. Mr. Carson began with item #3 regarding apparatus repair. Both apparatus 383 and 358 had gone back to the dealer for recall in early January, Mr. Carson said. He moved on to item #4, which summarized the calls for the month of December (27) as well as totals for 2009 (151).

Mr. Carson stated that the EMT1 training had ended up being \$500 less than thought. Five Inter-Canyon members and three from Indian Hills were attending. Mr. Carson then stated that there were two new potential Department members, both sons of a local pastor. One was already certified as an EMT. The younger one was interested in the fire academy.

Mr. Carson then turned conversation to his recent trip to Darley to inspect the apparatus. He said that he had spent eight hours fine-tuning the truck. He stated that he would never buy a truck from Darley again. The trip went well enough, Mr. Carson said. He continued by saying that he had paid for and insured the truck this past week. A letter would be arriving with the paperwork. Mr. Pettit asked if the truck had been paid in full. Mr. Carson responded that there may be \$454 more in costs. He expressed that he hoped it could be sold and a refund could be obtained from the insurance company. Mr. Carson summarized that the apparatus had cost \$436,000, but he had insured it for \$470,000.

Fire Captain's Report — Steve Bruns

No report was distributed.

Rescue Captain's Report — Bob Fager

No report was distributed.

OLD BUSINESS:

Communications System

Mr. Roller shared that Mr. Wolverton had said that he believed this would be the month to finalize the Mt. Lindo agreement. Mr. Pettit interjected with some bad news by stating that the County had terminated the Department's lease agreement for the Smokey Hill site effective April 1. He expressed his dismay since a decision had been made some 2½ years ago to build the site, adding that the County had a right to make the decision. Either Frontier or someone from the Department needed to pick up the tower, he continued.

Mr. Roller asked how big the tower was and where it was located. Mr. Pettit responded that it was lying on the ground in three sections, each of which are ten feet long. Mr. Carson wondered if it could fit in his trailer. Mr. Pettit suggested a roof rack. Mr. Schoenbein questioned whether it was a secured site. "Yes," answered Mr. Pettit, adding that it was inside a fenced area that had a combination lock. Mr. Roller asked who to call to gain access. "Randy Smith," Mr. Pettit responded.

Mr. Schoenbein asked if there was any more equipment at the site. Mr. Pettit proceeded to explain to Mr. Roller what the equipment looks like and offered to help get it. Mr. Roller wondered about the weight of the tower and asked for an address for the site. Mr. Carson suggested that Mr. Roller ask Mr. Smith. Mr. Roller asked where the equipment should be put once he got it. Mr. Pettit suggested putting it either behind the station or at his house. Although he acknowledged that it was water under the bridge, Mr. Pettit stated that if Smokey Hill had been put on the air, the Department would have been able to maintain its frequencies. He expressed that he wasn't happy with Frontier since the company hadn't followed through. He recalled that Mr. Dawson had been interfacing with Frontier most recently. Mr. Roller suggested moving on and concluded conversation by saying that he would take care of retrieving the tower.

MEETING ADJOURNED AT: 22:50

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

President:

Secretary:

MOTIONS MADE AND PASSED:

- To waive the reading of the December Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Roller; unanimous.*
- To accept the December Minutes as written. *Motion made by Mr. Rosenberg; seconded by Mr. Roller; unanimous.*
- To waive the reading of the December Special Meeting Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Roller; unanimous.*
- To accept the December Special Meeting Minutes as written. *Motion made by Mr. Rosenberg; seconded by Mr. Westerlage; unanimous.*
- To waive the reading of the January Special Meeting Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Westerlage; unanimous.*
- To accept the January Special Meeting Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Mr. Westerlage; unanimous.*
- To accept the Election Resolution for 2010 Regular District Election document. *Motion made by Mr. Rosenberg; seconded by Mr. Westerlage; unanimous.*
- To approve checks #11048-11097, excepting checks #11095-11096, plus automatic payments and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Westerlage; unanimous.*
- To authorize Ms. Fritz to purchase a desktop system and monitor for the office manager with a cost not to exceed \$800. *Motion made by Mr. Roller; seconded by Mr. Westerlage; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Westerlage; unanimous.*

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