

DRAFT

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Thursday, December 10, 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; Adam Ryzak — Probationary Member

Non-Members: Karen Nelson — Recording Secretary

MEETING CALLED TO ORDER AT: 19:09 Hrs.

Mr. Kellar announced one change to the agenda: the auditor would not be in attendance at the meeting because of the change in meeting date.

NOVEMBER MEETING MINUTES

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

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

TREASURER'S REPORT:

2016 Budget Paperwork

It was noted that the budget paperwork was presently incomplete.

Monthly Financial Reports

It was noted that District expenses are at 89% as of the end of November.

Brief discussion occurred regarding the cover page of the financials, namely that the auditor will not waive the fee for an exemption consideration.

No discussion occurred regarding checks or credit card expenses.

Mr. Rosenberg made a *motion* to approve checks #12730-12746, plus automated payments, credit card expenses, and bank fees. Ms. Lehman seconded the motion, which passed unanimously.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present. Mr. Carson stated that the former Indian Hills Equestrian Center property is back up to code except for the gate requirements. He also shared that the owner is planning to sell the property.

Chief — Emery Carson

Mr. Carson distributed a report and began with an update on apparatus 357, stating that he had received the VIN verification on the brush truck and also had the recall work complete. Mr. Carson added that he is waiting on bond paperwork to complete the title work. In further apparatus news, Mr. Carson stated that apparatus 376 was involved in an accident while on a mutual aid structure fire call with Foothills. No citations were issued.

Next, Mr. Carson distributed a bid for batteries and a new antenna for the Mt. Lindo communications site. He explained that the contractor, QDS, has agreed to do the work before the end of the year. Bids were also reviewed for workers compensation insurance. After discussion, agreement was reached to change carriers.

Mr. Rosenberg made a *motion* to switch to Pinnacol Assurance for workers compensation insurance. Mr. Walton seconded the motion, which passed unanimously.

A bid was also reviewed for mold eradication and new drywall in the station office. Mr. Carson shared that it was the only bid that had been received and noted that the work would be done before year's end.

Mr. Rosenberg made a *motion* to hire Colorado Premier Restoration to remove mold and replace drywall in the station office. Mr. Walton seconded the motion, which passed unanimously.

Mr. Carson completed his report by summarizing the calls for the month, which total 6 to date, bringing the annual total to 217.

As an aside, discussion followed about the need to file an amended budget in the future. It was agreed that the Board would look into doing this moving forward if expenses deviated from the budget in any appreciable way.

Assistant Chief — Marc Rosenberg

Mr. Rosenberg said that he had nothing to share.

Fire Captain — Scott Case

Not present.

EMS Captain — Bob Fager

Not present.

OLD BUSINESS:

Station Drywall Bids

It was noted that this topic had already been covered under the Chief's Report.

NEW BUSINESS:

DEO for May Election

Discussion followed about options for appointing a DEO for the District's upcoming Board member election in May. It was agreed to get recommendations for independent DEOs from the SDA.

Conversation also occurred about investigating the option of potentially holding a polling place election in coordination with the water board.

2016 Board Meeting Schedule

Board members agreed to continue meeting on the fourth Wednesday of the month beginning at 7 pm with the exception of March, November, and December. The schedule was outlined as follows:

- January 27
- February 24
- March 16
- April 27
- May 25
- June 22
- July 27
- August 24
- September 28
- October 26
- November 16
- December 14

Mr. Rosenberg made a *motion* to accept the 2016 Board meeting schedule. Mr. Walton seconded the motion, which passed unanimously.

Annual Background Checks for Members

Discussion occurred about running background checks on volunteers annually. Board members agreed it was a good idea and suggested instituting the policy at the beginning of 2016. It was noted that changes would be made to the Employee Handbook to reflect the change in policy.

Communications Project Updates

Mr. Kellar shared that there would be a meeting the following day about a grant-funded consolidated dispatch channel.

Station Siding Bids

Mr. Carson noted that he has an RFP prepared and plans to send it out in early 2016.

EXECUTIVE SESSION:

Mr. Rosenberg made a *motion* to call an Executive Session at 20:08 per CRS § 24-6-402(4)(f) to discuss personnel matters. Mr. Walton 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 20:42 and the meeting was called back to order.

REGULAR SESSION:

2016 Budget Paperwork

Discussion commenced about the need to consult with the District's attorney regarding the budget documents and schedule a Special Meeting to complete the paperwork. It was agreed that a Special Meeting would be held Monday, December 14 at 6 pm to pass the budget resolutions.

As an aside, Mr. Pettit made a motion to grant a \$1/hour raise to Ms. Nelson effective January 1, 2016. Mr. Rosenberg seconded the motion, which passed unanimously.

ADJOURNED AT: 20:49

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 November Minutes. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To accept the November Minutes as written. *Motion made by Mr. Rosenberg; seconded by Mr. Pettit; unanimous.*
- To approve checks #12730-12746, plus automated payments, credit card expenses, and bank fees. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To switch to Pinnacol Assurance for workers compensation insurance. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To hire Colorado Premier Restoration to remove mold and replace drywall in the station office. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*

- To accept the 2016 Board meeting schedule. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To call an Executive Session at 20:08 per CRS § 24-6-402(4)(f) to discuss personnel matters. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To grant a \$1/hour raise to Ms. Nelson effective January 1, 2016. *Motion made by Mr. Pettit; seconded by Mr. Rosenberg; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*