

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, March 23, 2011

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; Bret Roller — Treasurer; Marc Rosenberg — Secretary; Richard Westerlage; Ron Walton

Fire Department Members: Don Schoenbein — Chief; Emery Carson — Assistant Chief; Scott Case

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

MEETING CALLED TO ORDER AT: 19:34 Hrs.

MINUTES:

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

Discussion followed and the following changes were made. Page 3, second paragraph, first sentence to read: "Discussion turned to a news item whereby glycol, *used as an additive in sprinkler systems to prevent freezing, had enhanced fires in a few incidents.*" Page 4, first paragraph, second sentence to read: "He said that *there had been two false alarm calls, one as a result of a bug bomb.*" Page 5, fourth paragraph, first sentence to read: "Discussion then turned to a 2004 Ford F450 *Wheeled Coach* ambulance that was available through Fire Trucks Plus." Page 5, sixth paragraph, first sentence to read: "The delivery of the brush truck and ambulance would be contingent upon *Fire Trucks Plus's receipt of final payment from the client purchasing the Darley, Mr. Case explained.*" Page 6, last paragraph, seventh sentence to read: "Mr. Case responded that the cost was *because of the specialty build of the truck.*" Page 7, third paragraph, third sentence to read: "Mr. Carson shared that an inspection had found no asbestos in the ceiling tiles but that there is some *asbestos in the roof trusses.*" Page 7, last paragraph, first two sentences to read: "*Mr. Rosenberg made a motion to call an Executive Session to discuss personnel issues, which was seconded by Mr. Westerlage and passed unanimously. Mr. Pettit called the Executive Session at 21:24.*" Page 7, fourth sentence to read: "*Recording commenced using the District's recorder.*" Page 8,

new sixth bullet under Motions Made and Passed to read: *“To call an Executive Session to discuss personnel issues. Motion made by Mr. Rosenberg; seconded by Mr. Westerlage; unanimous.”*

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

TREASURER’S REPORT:

Monthly Reports

Discussion began with Mr. Pettit clarifying the bullet point regarding account #6410 (Communications Equipment Repair & Maintenance) on the cover page of the financial reports. He said that the account is over budget because of repairs done by CSI [at the Squaw Mountain site]. He explained that Mr. Carson had called CSI, who had fixed the repeater and billed for labor and mileage. Mr. Pettit expressed that he wished Mr. Carson had called him. Mr. Pettit continued by saying that he had called Golden Gate fire department to see if the bill could be split. But the invoice needs to be paid, he added.

Ms. Fritz noted that the work was done in 2010. It’s the last repair that will be done at that site now that the new communications system is running, Mr. Pettit said, who added that the system will be turned off sometime this year. Mr. Westerlage asked why Frontier hadn’t been called. CSI traditionally has done the low-band work at that site, explained Mr. Pettit. Mr. Westerlage asked if CSI would be used again in the future. “No,” answered Mr. Pettit. Mr. Westerlage then inquired if CSI was the company that the District had encountered problems with regarding the batteries for the new communications system. “No,” responded Mr. Pettit, who clarified that Mr. Westerlage was thinking of Grazi Communications.

Conversation moved to the Fund Balance chart of the Executive Summary. Mr. Pettit noted that there wasn’t as much money in the bank, but that the truck had been paid off. On a related issue, Ms. Fritz drew attention to account #6900 (Loan Principal) on the Profit Loss Budget Performance spreadsheet, noting that there will be a large discrepancy since only loan payments had been budgeted for. She said that she would leave the line item in the budget, but encouraged Board members to look at the Adjusted – Without Truck Payoff or Budget Amounts line at the bottom of the spreadsheet.

Discussion turned to Checks. Mr. Pettit asked about check #11466 to A&E Tire for \$1,543. Mr. Carson clarified that it was for two front tires. Ms. Fritz said that she had received a statement rather than an invoice and questioned whether the bill was legitimate. Mr. Schoenbein confirmed that it was. Further discussion followed about tire needs for the District’s apparatus.

Regarding check #11471 to Don Schoenbein for \$77.49 for reimbursement for batteries, Ms. Fritz asked where the expense should be coded. “Fire equipment,” responded Mr. Schoenbein. Mr. Westerlage asked about check #11482 to Trail Ridge Products for \$713.01. How many sterile needles had been purchased? Ms. Fritz said that the invoice had said “three of each.” Discussion followed. Mr. Schoenbein determined that the expense was for six needles. Mr. Pettit noted how expensive that was. Mr. Schoenbein agreed. Mr. Westerlage inquired about check #11483 to Western Trading Co. for \$341.99 for wildland boots. Was that one pair? “Yes,” answered Mr. Schoenbein. Ms. Fritz said that the expense had been

coded to wildland supplies but that she had moved it to personal protection equipment. Mr. Schoenbein said that it should be coded to wildland supplies.

Ms. Fritz moved conversation to check #11474 to Foothills Auto & Truck Parts for \$69.14. There had been no invoice for one of the items. Mr. Rosenberg recalled that the expense had been for an amber light. The receipt was on Mr. Carson's desk, he added. Ms. Fritz then asked where she should code check #11479 to Municipal Emergency Services for \$48 for an SCBA repair. "Fire equipment," answered Mr. Schoenbein. Mr. Rosenberg inquired whether check #11480 to Nextel Communications for \$78.89 would be the last one. Ms. Fritz said "yes," adding that the company wouldn't cancel service mid-cycle. A representative from the company was supposed to call the following Monday, Ms. Fritz said, although she didn't actually expect that to happen.

Ms. Fritz announced that she had two more checks to draft: #11485 to Randy Rudloff for \$100 and #11486 to First Responder for \$300. The invoice, which was for the Kenwood TK280, had been dated December 31, she noted. Discussion followed on the new radios and costs for refurbished ones vs. new ones. Mr. Pettit asked if the warranty covered repair work. "It better," answered Mr. Carson.

It was noted that Mr. MacBean from Inter-Canyon fire department had sent an email about splitting an invoice, but no invoice had been attached. Mr. Schoenbein said that \$600 was the District's responsibility. But don't pay until an invoice has been received, he advised.

Mr. Rosenberg made a *motion* to approve checks #11465-11486, plus automatic payments and bank fees. Mr. Walton seconded the motion, which passed unanimously.

Ms. Fritz then announced that the District would be undergoing a full audit. The budget included a \$5,500 provision, but Ms. Fritz said that she thought it would run \$4,850. A full inventory would be needed. Mr. Schoenbein said that an inventory had been done last fall.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present; no report submitted.

Chief's Report — Don Schoenbein

A report was submitted and various items were discussed. Conversation began with item #1 regarding apparatus. Mr. Schoenbein said that the rough specs for the tender had been received from Fire Trucks Plus on March 22. A few inconsistencies had been found. In addition, the engine had been upgraded with 1,000 lb. more torque. Mr. Schoenbein thanked Mr. Rosenberg for doing the legwork that had resulted in upgraded power for the same price. Work on the change order has begun on the brush truck, Mr. Schoenbein continued. He had expressed to Fire Trucks Plus that receiving the brush truck sooner rather than later would be preferable. Delivery is anticipated in mid-April, he stated.

Discussion moved to item #2 regarding an automatic aid agreement with Foothills Fire Department. Mr. Schoenbein shared that an agreement had been signed for a tanker on confirmed fires. The agreement would benefit the Indian Hills ISO ratings. Mr. Pettit asked if the Board needed to sign the agreement. Mr. Schoenbein said that only he needed to sign.

New and refresher wildland training is under way (item #3), Mr. Schoenbein continued. Pack tests are planned, equipment has been purchased, and budget dollars have been spent on pants, shirts, and shelters, he said. Discussion followed about the need for wildfire preparedness to be high and Department members' certifications. Mr. Westerlage asked if any firefighter can respond to a wildland fire in District. "Yes, in District," answered Mr. Schoenbein, who added that Mr. Rosenberg and Mr. Gilbert had responded to the Soda Creek fire. Mr. Rosenberg noted that he and Mr. Gilbert had taken apparatus 355. There had been plenty of apparatus there, though, Mr. Rosenberg said.

[Mr. Roller arrives at 20:19.]

Conversation turned to item #4 regarding the purchase of foam. New Class A foam had been purchased for training use, said Mr. Schoenbein. Mr. Pettit asked about the cost. Mr. Schoenbein said that it was \$95 per 5-gal bucket. Four buckets had been ordered. It can be stored in the shed, he continued, saying that the freeze/thaw cycles wouldn't affect it.

Regarding apparatus striping (item #5), Mr. Schoenbein said that he had ordered Chevron striping for apparatus 341, 383, and 358 to bring them up to NFPA specs. Bids last year to have striping put on the apparatus had come in at \$2,000. Applying the striping in-house was only costing the Department \$500, he said.

Discussion moved to item #6 regarding the station's gutters. The soffits are rotten, Mr. Schoenbein stated. Plus, there are four to six layers of shingles on the roof. Schoenbein said that he was waiting to see what might happen with the potential remodel project before moving forward.

Mr. Schoenbein concluded his report by summarizing the calls since the last meeting (item #7), which totaled 16. He noted that one call was for a 17-year-old who had committed suicide on Shawnee Rd. So far, there have been a total of 47 calls for the year, which is nearly half of last year's total, he said.

[Mr. Walton leaves at 20:30.]

Mr. Schoenbein noted that the Department had received green first aid boxes from the County. They were military surplus that had been given to the County from the Federal government. Mr. Schoenbein said that they were available for the taking.

Assistant Chief's Report — Emery Carson

Mr. Carson passed out a handout detailing progress that had been made on the station remodel feasibility project. He said that he had met with Mr. Martino, Mr. Balas, and Mr. Rosenberg to review plans and pricing. In order to get a final dollar figure on the project, he said that he anticipated an additional \$600 in costs, including \$400 for code research and analysis. Mr. Carson said that the costs would be for an architect and County employee. Mr. Schoenbein asked if Mr. Rudloff could do the code analysis. Mr. Carson said he could ask. Mr. Roller expressed that he thought the work would require a person who knows all codes.

Discussion moved to septic system issues. Mr. Carson said that he had met with Mr. Barta and found that it would cost \$200 to have the septic system analyzed. Mr. Pettit acknowledged that it needed improvement. "It's one of the first things," added Mr. Westerlage.

Mr. Pettit asked if there were pictures available yet of the proposed remodel. Mr. Carson responded that there were basic drawings. Mr. Roller inquired how accurate estimates could be obtained if there was no fit and finish in the drawings. Mr. Pettit said that he didn't want to spend money to move forward without pictures. Mr. Westerlage interjected that nothing matters to him unless the Department can secure the required funding. Mr. Carson said that he needed to spend \$600 before he would have the details to present the plan.

Mr. Roller expressed concern that the District has yet to agree move forward with the project. He said he thought that the cart was being put in front of the horse. Mr. Pettit said that he'd like to see the plans. All of the rest of the details follow. Even solar power needs to be analyzed, he added. Not much has been spent to date, he said, figuring with the \$400 asbestos test, the total expense would be \$1,000 if the septic and code assessments were done.

Mr. Westerlage noted that the plans were not building-ready. How could plans be obtained at this point? A general contractor is needed, he expressed. And that requires three bids. Mr. Rosenberg said that what Mr. Carson had at this point were concept drawings. Mr. Roller expressed that he thought there needed to be a vote to move forward. It never got to that point, he added. Discussion followed. Mr. Pettit said that he thought a concept and a rough plan should be enough to give to a potential benefactor to inquire about funding. A build-to plan shouldn't be required to ask that question.

Mr. Roller questioned whether it was the right time to remodel the station. He expressed concern about the message that might be given to the community to ask for an increase in taxes at the same time a station remodel is being done. Mr. Schoenbein responded that it would be the District's job to get the message out that the project was totally funded by a donor. Mr. Roller inquired whether a notification should be sent out with that message. In defense of Mr. Carson, Mr. Schoenbein said that the goal has been to get as defined a project as possible.

Mr. Roller inquired about a 20-year plan. If a large check can be secured, he said that he'd want to make sure that the District was in good shape on equipment before a station remodel project. If it's a medium or small check, Mr. Roller said that the project could not happen. Mr. Rosenberg agreed that it had to be funded 100% by private donation. Mr. Pettit asked what needed to be done that evening. Mr. Rosenberg proposed approving the \$600 and then taking the plans to the benefactor. Mr. Pettit asked Mr. Westerlage his opinion on the matter.

Mr. Westerlage said that he didn't mind spending the money because he agreed that the septic system needed to be researched. Mr. Carson shared that Mr. Barta thought that the station's septic system might be okay. Mr. Westerlage expressed that he didn't think the existing system was okay. Mr. Pettit advised moving forward on the code research. Mr. Schoenbein questioned whether everything would have to be fixed if the station was found

to be in violation of codes. Mr. Pettit said that he shared Mr. Schoenbein's concern and asked what the chances were of being forced to fix things even if the District doesn't do the remodel. "None," answered Mr. Roller, who reiterated that he didn't support spending an additional \$600. Instead, he advised adding 25% to the contractor's estimate and asking the benefactor to commit \$500,000 to the project rather than the \$371,000 current estimate.

Mr. Schoenbein asked if the \$371,000 included solar electric power. "Yes," answered Mr. Carson. Mr. Westerlage said he was in favor of the business plan approach. Discussion followed about how the plan might be presented to the benefactor.

[Mr. Case arrives at 21:00.]

Mr. Rosenberg expressed that if the District wants to approach a potential donor in a professional manner, the additional testing needs to be done. Mr. Pettit asked who would put together a proposal. Mr. Westerlage suggested a professional writer. Mr. Schoenbein asked if Mr. Westerlage could communicate the information. Mr. Westerlage said he could do an outline. He further expressed that he wasn't opposed to having the septic system analyzed since it needed to be done anyway. Mr. Roller suggested that there were options for fixing the septic system that were cheap.

Mr. Rosenberg made a *motion* to have the station assessed for code compliance and the septic system tested at a cost not to exceed \$600 and to then make a decision whether to move forward with the proposed station renovation. The motion was seconded by Mr. Westerlage and passed by a vote of 2-1-1, with Mr. Roller voting against and Mr. Pettit abstaining.

Mr. Pettit said that he thought there were two possible scenarios: doing a remodel/upgrade or scraping the current station and rebuilding. Mr. Roller reiterated that the project didn't move forward properly and that he didn't agree with it. Mr. Westerlage said that he thought it was worth spending \$1,000 to either rule the project in or out. Mr. Roller reminded that a building couldn't be given back.

Mr. Carson concluded conversation by saying that Mr. Fosler had done one more repair on apparatus 341. Mr. Case shared that the air pressure gauge had spiked on a drive the previous night. Mr. Pettit suggested that both the sensor and gauge might need to be checked.

Fire Captain's Report — Steve Bruns

Not present; no report submitted.

Rescue Captain's Report — Bob Fager

Not present; no report submitted.

Office Manager Update

Mr. Pettit asked for an update from Ms. Nelson on the position. She responded that it was going well but that there was a learning curve with the ambulance billing functions.

OLD BUSINESS:

Apparatus Update with Fire Trucks Plus

It was noted that the topic had already been discussed. Mr. Schoenbein summarized the current situation for Mr. Roller, who had not been present when the topic had been discussed earlier in the evening. Mr. Schoenbein then announced that there was a Stage 2 fire ban in unincorporated Jefferson County. Mr. Roller said that he thought the weather was worse than the Hayman fire year. Mr. Rosenberg noted that there is only 21 inches of snow at Mt. Evans when there should be 10-12 feet.

NEW BUSINESS:

Carbonite Backup System

Ms. Fritz brought up the topic of installing Carbonite on the accounting computer for backup purposes. It was agreed that it was a good idea. Discussion followed about specifics concerning the program.

Fourth of July

Mr. Westerlage asked where in the budget the allocated dollars appear for the event. Ms. Fritz said that it had been given its own account (#6612). Mr. Westerlage said that he'd like to see the expenses for the Fourth of July. Mr. Rosenberg said that there was a detailed spreadsheet. Mr. Roller asked if there was a contingency plan if there were no fireworks because of the dry weather. Mr. Schoenbein responded that there would be bands playing music. Mr. Carson expressed that he thought it would be futile to spend money on bands if there were no fireworks.

Membership Corporation

Mr. Rosenberg announced that the Department membership had voted to form a corporation. He would be serving as president, Mr. Gilbert would be treasurer, and Ms. Resch would be secretary. The Department had filed for 501(c)(3) status under the name Indian Hills Fire Department. Mr. Westerlage asked how such an action related to the larger agreement between the Board and the Department. Mr. Rosenberg said that the Department now has by-laws; the Board has to do its own. Mr. Case recommended one operations manual. Mr. Schoenbein further explained that the corporation is separated out, with no mention about being responders or emergency services. All that is mentioned are uniformed and non-uniformed members, which would include the Fire Boots.

Mr. Westerlage asked about the District by-laws. Who would write them? Ms. Nemer's name was raised. Mr. Rosenberg interjected that the corporation's by-laws are only three pages long. Mr. Westerlage said that drafting the District's by-laws needed to happen. He suggested giving a copy of the existing ones to Mr. Pettit to review, after which they could be sent to Ms. Nemer. Discussion followed. It was agreed that the bulk of the work in crafting and refining the by-laws should be done in-house before sending them to Ms. Nemer.

MEETING ADJOURNED AT: 21:35

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 February Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the February Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Mr. Westerlage; unanimous.*
- To approve checks #11465-11486, plus automatic payments and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To have the station assessed for code compliance and the septic system tested at a cost not to exceed \$600 and to then make a decision whether to move forward with the proposed station renovation. *Motion made by Mr. Rosenberg; seconded by Mr. Westerlage; passed by a vote of 2-1-1, with Mr. Roller voting against and Mr. Pettit abstaining.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Westerlage; unanimous.*

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