

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, February 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

Fire Department Members: Don Schoenbein — Chief; Emery Carson — Assistant Chief; Bob Fager — Rescue Captain; Scott Case

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

Absent: Ron Walton (excused)

MEETING CALLED TO ORDER AT: 19:37 Hrs.

MINUTES:

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

Discussion followed and the following changes were made. Page 2, fourth paragraph, first sentence to read: “Regarding item #3 (the budget process), Mr. Pettit acknowledged that the District was a little *behind* on the process this year.” Page 2, seventh paragraph, last sentence to read: “Mr. *Rosenberg* withdrew his motion.” Page 2, last paragraph, second sentence to read: “Various options were discussed, including an offsite service that costs \$55 *per computer* per year.” Page 3, fifth paragraph, last sentence to read: “Ms. Fritz added that the invoice had noted that there had been a lot more work than anticipated but that Evergreen had kept it *at the quoted rate*.” Page 4, third paragraph, third sentence to read: “He continued by sharing information about new *fire* codes that would require residential sprinkler systems . . .” Page 4, fifth paragraph, last sentence to read: “Mr. Rudloff concluded by saying that he had received his state registry, which was the next step in his *EMTi* certification.”

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

TREASURER'S REPORT:

Monthly Reports

Discussion began with Mr. Pettit noting that the loan on the truck had been paid off that evening. He then said that he thought everything looked good and that the only accounts that are over budget year-to-date, such as insurance, are to be expected.

Conversation moved to the Profit Loss Budget Performance Spreadsheet. Mr. Pettit asked about account #5750 (Misc. Professional Fees), which is at 34% year-to-date. Ms. Fritz responded that the charges in January were for background checks. Mr. Westerlage then asked which account the legal fees were reflected in. "Account #5710 [Legal Fees]," responded Ms. Fritz.

Regarding Checks, Mr. Rosenberg asked about the charge to Staples for \$34.67 for W-2 forms. Ms. Fritz explained that the forms have to be purchased in a bulk package. Ms. Fritz then drew attention to the 2011 dues paid to the Special District Association for \$474.56. She said that the fee had been paid online since that is the only way to pay it now. Also, a discount had been applied since payment had been made before March 1. Mr. Pettit turned conversation to check #11457 to Nextel Communications for cell phone service for \$78.89. Was the District getting rid of this service? Ms. Fritz answered that service would be cancelled the next day. Mr. Pettit asked if the new phones were working okay. "Yes," responded Mr. Schoenbein.

Mr. Westerlage inquired about check #11461 to Toussaint, Nemer & Coaty for \$863.25. Would the account stay on budget at that rate? Mr. Pettit said that he thought it was okay. Ms. Fritz said that the account had to be at roughly \$500 per month to stay even. Mr. Rosenberg asked if the charges were just for reviewing the Minutes. Mr. Pettit said that there were costs for budget issues. It was just \$250 or so to review the Minutes, he stated, adding that the Board could decide to have Ms. Nemer not review the Minutes. Mr. Westerlage said that he thought Ms. Nemer's input was valuable.

Mr. Rosenberg made a *motion* to approve checks #11435-11463, plus automatic payments and bank fees. Mr. Westerlage seconded the motion, which passed unanimously.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Present; no report submitted. Mr. Rudloff began by stating that he had brought a copy of the proposed amendment to the International Fire Code that he had discussed the previous month.

Mr. Pettit read the document and made a *motion* to accept the Resolution to the Fire Code for the Indian Hills Fire Protection District. Mr. Rosenberg seconded the motion, which passed unanimously.

Both Mr. Pettit and Mr. Rosenberg signed the resolution. Mr. Rudloff said that he would submit the document to the County. Mr. Roller expressed that he believed the amendment was in the best interest of the community.

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. A question was raised regarding whether there were any homes in the District with this kind of system. It was noted that there were two in Falcon Wing Estates and one on Cameyo Rd. Mr. Pettit asked if there was a way to notate that the homes had this system. Mr. Schoenbein said that it wasn't relevant.

Mr. Rudloff changed course by thanking the District for responding to the explosion that had recently occurred in the Elk Creek District. Although it had been in Elk Creek's district, Inter-Canyon had handled the call, he added. A brief discussion followed regarding district lines. Mr. Rudloff explained that there had been a 520-foot debris pattern from the explosion. He was investigating the incident, he explained. The home, which had been built in 2000, was mortgage-free and a second home. A question was raised regarding whether there had been any fatalities. No one had been home, responded Mr. Rudloff.

Mr. Pettit returned conversation to the January Minutes and clarified with Mr. Rudloff that the wording related to the reasons for amending the Fire Code was correct. It was agreed that it was. Mr. Rudloff thanked the Board for approving the Resolution to the Fire Code and shared that he would be at an ICC seminar the following week, adding that he could be reached via pager if necessary.

Chief's Report — Don Schoenbein

A report was submitted and various items were discussed. Conversation began with item #2 regarding Mr. Gilbert's promotion. Mr. Schoenbein shared that Mr. Gilbert had been promoted to lieutenant as Wildland Coordinator. Mr. Gilbert puts in a lot of time and effort and has earned the position, Mr. Schoenbein added.

Regarding item #3 (communications system), Mr. Schoenbein said that Inter-Canyon had offered to pay 80% of the expected \$3,000 to upgrade the Critchell site. Indian Hills will be responsible for the remaining 20%. Mr. Pettit asked if the costs were for labor. "Mostly," answered Mr. Schoenbein. Mr. Carson said that the work at the Critchell site had been done that day. Mr. Schoenbein further explained that there were too many steps that were causing a delay. The work was being done to eliminate the echoing, he said.

Discussion moved to item #4 regarding cell phones. Mr. Schoenbein said that new phones had been placed in apparatus 341, 384, and 358 to replace the Nextels. The phones, which are "pay as you go," have no contract and cost \$15 each. Mr. Pettit asked how long the minutes last before expiring. Ms. Fritz responded that the minutes are good for three months, adding that the phones have an autobilling agreement so that they won't run out of minutes. Further discussion occurred about the details of the autobilling. Mr. Fager noted that the phone on apparatus 383 was the only one that had been used so far.

Regarding item #5 (gutters), Mr. Schoenbein said that repairs were needed. He would be getting an estimate. Mr. Schoenbein concluded his report by summarizing the calls since the last meeting, which totaled 16. He said that there had been two false alarm calls, one as a result of a bug bomb. There had been 33 calls for the year so far, Mr. Schoenbein added. Mr. Roller asked about the rollover from that morning. Mr. Schoenbein responded that West Metro had responded to it.

Assistant Chief's Report — Emery Carson

Mr. Carson began by saying that Apparatus 341 was having problems with the rear air break gauge. Mr. Pettit asked if it was the sensor. “Maybe,” responded Mr. Carson. He explained that the vehicle had just come back from Evergreen that Monday.

Mr. Carson then shared that progress was being made on the Fourth of July festivities. He said that he’d like to get a 40-foot flatbed for the bands to perform on. Mr. Rosenberg volunteered to ask Mr. Noble if he might have one that the Department could use. Mr. Pettit asked about the bands. Mr. Carson shared that he had two bands booked: The Red Hot Blues Cats and The Fog. He said that he’d like to have a beer garden at the park. Mr. Vogler had looked into New Belgium but found that the company doesn’t do what the Department thought.

Mr. Roller asked about the level of interest among Department members concerning the Fourth of July event. There had been some question as to whether to continue with the festivities, he reminded. Mr. Carson said that he hadn’t heard anything negative. Mr. Schoenbein said that there had been a few members on the fence the previous year, but that everyone seemed more positive. Mr. Carson explained that he was trying to get going on the planning earlier this year.

Fire Captain's Report — Steve Bruns

Not present; no report submitted.

Rescue Captain's Report — Bob Fager

Present; no report submitted. Mr. Fager thanked everyone for the flowers he and his wife had received to celebrate the birth of their new baby. The baby was doing great, Mr. Fager said, although he would have to spend another month in the hospital. Mr. Westerlage asked if the issue was resolved with the credit application. “No,” answered Mr. Fager. Ms. Fritz said that she had the application and had emailed Mr. Fager.

NEW BUSINESS:

Apparatus Update

Mr. Case summarized that he, Mr. Schoenbein, Mr. Rosenberg, and Mr. Carson had gone to Fire Trucks Plus the previous weekend. The recommendations that had arisen from the trip were then presented in a slide show entitled “Vehicle Acquisition Update.” Mr. Case began by giving the background of how the District had signed an agreement with Fire Trucks Plus to market the 2009 Darley pumper in exchange for a \$350,000 line of credit with the company. A buyer had been located, thus making it possible for the District to move forward with purchasing decisions. Mr. Case then outlined the District’s apparatus priorities and goals, as well as specific vehicles that the District had been interested in at Fire Trucks Plus.

Upon arrival at Fire Trucks Plus, District representatives had found that the Peterbilt tender and ambulances had already been sold, Mr. Case explained. The ASAP mini brush truck was found to not have enough advantages to meet the District’s needs, Mr. Case continued. With minor modifications, however, the team determined that the 2008 Sterling Dodge brush truck would meet the District’s needs as a replacement for apparatus 355.

Regarding the 2005 Kenworth pumper, the team found that although the vehicle had outstanding handling characteristics, it could not climb a steep nearby hill with grades similar to those found in the District. So despite numerous advantages, Mr. Case explained, the Kenworth would not meet the District's needs. Mr. Case then summarized some of the lessons that had been learned, namely that horsepower does not equate to climbing power, and that climbing power is generated by torque. Consequently, Mr. Case continued, the District requires a high-torque engine. Based on these findings, the number of suitable apparatus was substantially diminished, he added.

As such, Mr. Case explained that the team had worked with Fire Trucks Plus to spec a new custom tender to meet the District's specific needs. Mr. Case then shared that the specifications included at least 2,500-gallon water capacity, ease of operation, maneuverability, and four- or six-wheel-drive capability. Conversation turned to the options for the chassis, which included Kenworth, International, and Mack models. Specifications and prices for each were reviewed.

Discussion then turned to a 2004 Ford F450 Wheeled Coach ambulance that was available through Fire Trucks Plus. Mr. Case shared that it had 129,500 miles and was offered for \$47,500.

In summary, Mr. Case explained that Fire Trucks Plus believes it can offer the District the following three apparatus in exchange for the Darley:

- 2008 Sterling Brush Truck
- New Custom Tender
- 2004 Ford F450 Ambulance

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. Ordering of the chassis and components for the tender would also be contingent upon the Darley's final payment. Delivery for the custom tender was estimated at six to eight months after the order is placed, Mr. Case concluded.

With the presentation complete, questions and discussion followed. Mr. Pettit clarified that it would take three to four months to build the chassis. "Yes," responded Mr. Case, who then shared pictures of vehicles with the chassis being considered. Mr. Roller asked if the District was really bettering itself with the purchase of the 2004 ambulance. Is it really an ambulance the District needs or is it just part of the package? "Both," answered Mr. Schoenbein. Since it's a diesel model, 129,000 miles is not that much, he explained. Mr. Roller asked if the whole group that visited Fire Trucks Plus agreed with the proposal being presented. He was told "yes." Mr. Pettit said he'd like an ambulance with half as many miles on it. Discussion followed about the mileage. Mr. Schoenbein said that he wouldn't be surprised if members wanted the 2004 model to be the priority ambulance.

Mr. Rosenberg noted that the committee was bringing a proposal to the Board for three apparatus for the price of one. Mr. Case clarified that the custom tender would run approximately \$220,000 while the other two apparatus would total roughly \$130,000. Mr. Roller asked if the delivery time could be accelerated since Fire Trucks Plus has already

begun modifying the Darley. Why should the District have to wait on final payment if the Darley is already sold and being modified? Mr. Schoenbein explained that components could be put together while the chassis is being built. But waiting to order the chassis until the Darley is off the lot doesn't make sense, expressed Mr. Roller. It was agreed that the situation could be discussed with Fire Trucks Plus.

Mr. Case shared that the brush truck should be able to be delivered in a month or six weeks. He said that he felt like the District was at a place it should have been five years ago. Mr. Roller expressed that he was in favor of the deal. He said that he was glad that the committee had rejected the Kenworth and found an alternative. Mr. Schoenbein admitted that he had learned that seeing and handling the apparatus in person is a necessity. Mr. Case said that Fire Trucks Plus had been very apologetic when the committee had shared that the apparatus couldn't climb the hill. Mr. Rosenberg added that the team had also declined on the ASAP wildland vehicle.

Mr. Roller asked about the reputation Fire Trucks Plus has for building apparatus. Mr. Carson responded that the shop was very neat and clean. The staff was on top of things. Mr. Rosenberg said that it was a family business. Mr. Roller recommended calling references. Mr. Schoenbein noted that the company was willing to bring the committee out as many times as necessary. Mr. Roller reiterated that he was in favor of the proposal.

Mr. Westerlage admitted that he found the situation depressing because the District was back where it had started. That being said, though, he expressed that he agreed with the recommendation of the committee. But he strongly advised against allowing costs to go above \$350,000. Mr. Westerlage continued by saying that Fire Trucks Plus should be able to accommodate the District in moving forward with the tender build if it has a deposit from the purchasing department in Oregon for the modifications being made to the Darley.

Mr. Carson admitted that he felt more comfortable with the Fire Trucks Plus personnel than he had ever felt with the Darley staff. Mr. Schoenbein explained that the Fire Trucks Plus representatives educated rather than pushed them. Mr. Westerlage reiterated that he can't justify spending any more money on the deal. Mr. Schoenbein said that he had told Fire Trucks Plus that the District wouldn't pay any more. Mr. Case stated that he thought the District was going to end up with three exceptionally useful trucks. Fire Trucks Plus can market apparatus 384, 371, and 349 down the line, added Mr. Schoenbein.

Discussion followed about the three chassis models, specifically the Mack Granite at \$140,000. Mr. Pettit asked to review the figures for the three apparatus being considered for purchase. It was discussed that the Dodge was offered at a price of \$85,000 vs. \$120,000-150,000 new. The custom tanker would cost \$220,000. And the ambulance would cost \$45,000. Mr. Roller asked why the Dodge is so expensive. Mr. Case responded that the cost was because of the specialty build of the truck. Mr. Pettit advised getting the Dodge as soon as modifications can be made. He said the same for the ambulance and also advised ordering the chassis. The Mack specs look good, Mr. Pettit stated.

Mr. Rosenberg made a *motion* to move forward with Fire Trucks Plus on the acquisition of three apparatus: the 2008 Sterling brush truck, 2004 Ford ambulance, and a new custom

tender with a Mack or equivalent chassis, in exchange for the Darley. Mr. Westerlage seconded the motion, which passed unanimously.

Station Remodel Update

Mr. Carson distributed a handout that outlined his progress with the proposed station remodel. He began by saying that he had recently met with Mr. Martino, who was doing the drawings, and Mr. Townsend and Mr. Balas, of JHL Constructors, to discuss the drawings and look at the station. Mr. Carson shared that an inspection had found no asbestos in the ceiling tiles but that there is some asbestos in the roof trusses. Further research will need to be done to determine if the septic system needs to be improved as well. Mr. Carson said that he would have pricing for the project available for review at the next Board meeting.

Mr. Pettit asked if a sketch was available. “Eventually,” answered Mr. Carson. Discussion then followed about how the station layout may change. Mr. Carson shared that offices would be moved upstairs, along with the fitness equipment. Bathrooms and showers would also be constructed in the upstairs area.

Mr. Roller asked if any money had been spent on the project to date. “\$400,” said Mr. Carson. Mr. Roller expressed concern that he didn’t want to escalate too far on the project without knowing if funds would come in. Mr. Schoenbein responded that it was understood that a benefactor would have to pay for the project in order for the District to proceed. He recommended doing something nice for Mr. Martino for his time spent doing the drawings free of charge.

Copier Lease

Mr. Pettit stated that he couldn’t find the account number or a name of who the District had leased through. Ms. Corsaut had found a contract with Marlin, but that wasn’t who the machine was leased through. In addition, Mr. Pettit continued, the copier had been leased to the Department rather than the District. Ms. Fritz recalled that being the case. Mr. Rosenberg asked if the District was looking to get out of the lease. “Yes,” answered Mr. Pettit, noting that it was a 60-month lease at \$140 per month. Mr. Rosenberg suggested not paying the bill to see who contacted the District. Mr. Pettit said he would follow up.

Office Manager Position

Mr. Pettit announced that Ms. Corsaut had resigned from her position as office manager in order to go full time with her other job. Ms. Nelson had expressed interest and had met with Mr. Schoenbein to discuss the position. Mr. Pettit asked that the meeting be adjourned to an Executive Session to discuss the personnel issue.

EXECUTIVE SESSION

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. All meeting attendees left the room except for Board members, Mr. Schoenbein, and Ms. Fritz. Recording commenced using the District’s recorder. The regular meeting reconvened at 21:42.

Office Manager Position (continued)

Mr. Rosenberg made a *motion* to hire Ms. Nelson as the new IHFPD office manager. Mr. Westerlage seconded the motion, which passed unanimously.

Mr. Pettit stated that the position would be offered as an independent contractor. Ms. Nelson would keep her position as Board secretary and submit an invoice with separate rates.

MEETING ADJOURNED AT: 21:43

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 January Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Westerlage; unanimous.*
- To accept the January Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Mr. Westerlage; unanimous.*
- To approve checks #11435-11463, plus automatic payments and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Westerlage; unanimous.*
- To accept the Resolution to the Fire Code for the Indian Hills Fire Protection District. *Motion made by Mr. Pettit; seconded by Mr. Rosenberg; unanimous.*
- To move forward with Fire Trucks Plus on the acquisition of three apparatus: the 2008 Sterling brush truck, 2004 Ford ambulance, and a new custom tender with a Mack or equivalent chassis, in exchange for the Darley. *Motion made by Mr. Rosenberg; seconded by Mr. Westerlage; unanimous.*
- To call an Executive Session to discuss personnel issues. *Motion made by Mr. Rosenberg; seconded by Mr. Westerlage; unanimous.*
- To hire Ms. Nelson as the new IHFPD office manager. *Motion made by Mr. Rosenberg; seconded by Mr. Westerlage; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Westerlage; unanimous.*

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