

# INDIAN HILLS FIRE PROTECTION DISTRICT

4476 Parmalee Gulch Rd.  
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Phone: 303-697-4568

## **BOARD MEETING MINUTES**

Wednesday, December 11, 2013

*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; Kelley Lehman — Treasurer; Scott Kellar

***Fire Department Members:*** Emery Carson — Chief

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

***Guests:*** Sandy Barnes, *Canyon Courier*

***Absent:*** Marc Rosenberg; Ron Walton

### **MEETING CALLED TO ORDER AT: 19:03 Hrs.**

### **MINUTES:**

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

Ms. Lehman made a *motion* to accept the November Minutes as written. Mr. Kellar seconded the motion, which passed unanimously.

### **TREASURER'S REPORT:**

#### ***Financial Reports***

Discussion began with the cover page of the financial reports. Although the cover page shows that the District is at 95% of budget at the end of November, Ms. Fritz pointed out that additional checks would be written that evening, some of which would be sizable.

Conversation moved to the Executive Summary, where the Fire Prevention Activities account (#6600) was discussed. It was noted that the account is at almost 234% for the year because of the community slash collection project.

On the Profit Loss Budget Performance spreadsheet, account #6915 (Mack Truck) was discussed. Fees for the month include shipping costs, it was noted.

Conversation turned to Checks. Discussion began with check #12201 to FPPA, which Ms. Fritz explained had been voided since the fee had been paid online. No further discussion occurred regarding checks. However, Ms. Fritz explained that with the timing of the meeting earlier in the month, additional checks would need to be written and discussed later in the evening.

### ***Grazi Communications Bill***

Mr. Pettit presented Board members with a final bill to close out the communications system project. The bill contained invoices from three contractors (Grazi Communications, Rex Industries, and Grainger) and totaled \$20,652.06. Mr. Pettit explained the details of the work that had been done and brief discussion followed. Mr. Kellar inquired about the District's rights regarding the Mt. Lindo tower. Mr. Pettit explained the existing lease agreement and clarified that the District owns the tower and all components. It was noted that there are still some complaints with performance regarding the handheld radios. New radios will be forthcoming, however.

### ***2014 Budget Resolution***

Ms. Fritz presented Board members with the budget resolution documents.

Mr. Pettit began by reading the Budget Message and Resolution to Adopt Budget (12/13-1).

Mr. Pettit made a *motion* to adopt the Resolution to Adopt Budget. Ms. Lehman seconded the motion, which passed unanimously.

Mr. Pettit next read the Resolution to Set Mill Levies (12/13-2).

Mr. Pettit made a *motion* to adopt the Resolution to Set Mill Levies. Mr. Kellar seconded the motion, which passed unanimously.

Mr. Pettit next read the Resolution to Appropriate Sums of Money (12/13-3). It was noted that Ms. Retterer would complete the dollar amount in the Operations and Reserves line.

Mr. Pettit made a *motion* to adopt the Resolution to Appropriate Sums of Money. Ms. Lehman seconded the motion, which passed unanimously.

Mr. Pettit next read the Letter of Budget Transmittal and the Certification of Tex Levies for Non-School Government, which was signed by Ms. Fritz.

Both Mr. Pettit and Mr. Rosenberg (after his arrival at the end of the meeting) signed all documents.

### ***District Financial Policies***

Mr. Kellar stated that District financial policies need to be addressed. He brought up such issues as credit cards, division of duties, and dual control. It was agreed that the topic would be discussed at a study session to be held later in the month during which time additional checks would be signed as well. It was further agreed that Ms. Fritz would set the date of the meeting, which would be attended by Mr. Kellar, Ms. Lehman, and Ms. Fritz.

Recommendations coming out of the meeting would be brought to the Board for further discussion.

**DEPARTMENT/OFFICERS' REPORTS:**

***Fire Marshal — Randy Rudloff***

Present; no report submitted. Mr. Rudloff shared that driveway and roadway standards are in the process of being revised for new construction. He further explained that confusion exists because there are multiple standards spelled out in various County documents that sometimes conflict. The goal is to merge all such standards into one document by February 2015. What is not known, Mr. Rudloff explained, is what authority the County will give fire departments in terms of enforcement efforts.

Mr. Rudloff also said that the 2012 Jefferson County fire codes had been enacted earlier in the month with enforcement beginning January 1, 2014.

***Chief — Emery Carson***

A report was distributed and various items were discussed. Mr. Carson began by stating that comments had come back from Jefferson County Planning & Zoning regarding the minor lot line adjustment. Several issues had been raised, including mineral rights questions, non-conforming property issues regarding setbacks, and legal access for Parmalee Elementary on Noble Lane. Mr. Carson said that he hoped to have all items addressed by the end of the month.

Next, Mr. Carson shared that Rosenbauer had received all parts for the tender and would begin work by the end of the month. Estimated completion is six weeks or mid-February.

Mr. Carson stated that he would be going to a radio grant meeting later in the week. At a recent Jefferson County Emergency Communications Authority meeting, Mr. Carson said that it appeared that the County is receptive to providing funding for the dispatch change. Discussion followed about the fact that the County would provide dispatch funding on a declining scale over time. Mr. Kellar expressed concern that taxpayers might eventually be paying E911 taxes with none of the money going to their own district.

Further discussion occurred about dispatching costs, with latest estimates at \$31.08 per call or approximately \$6,000 annually. An IGA between all districts will eventually be put in place, Mr. Carson said. It was further noted that automated fire alarms will need to be reprogrammed if dispatching changes. Also, Mr. Carson said that West Metro may end up providing backup dispatch rather the County.

In addition, he shared that extrication cutters that had been ordered via the EMTS grant should arrive by the end of the week. Paperwork would be submitted for reimbursement as soon as the invoice is received.

In further grant news, Mr. Carson said that he had applied for an AFG grant to get a pulse oximeter, which detects carbon monoxide levels in the blood. If the District gets the grant, its portion of the cost would be \$230 out of a total cost of \$4,586, he said.

A revised Employee Handbook should be ready by the end of January, Mr. Carson stated. Mr. Carson concluded his report by summarizing the calls for the month, which total five to date.

***Assistant Chief — Marc Rosenberg***

Not present; no report submitted.

***Fire Captain — Scott Case***

Not present; no report submitted.

***EMS Captain — Bob Fager***

Not present; no report submitted.

**OLD BUSINESS:**

***Fire Trucks Plus Lawsuit***

Mr. Pettit announced that after receiving all documentation, the California attorney had accepted the District as a client. Mr. Pettit said that he had hoped to have more news to share but hadn't heard anything further.

***Communications System Update***

Mr. Pettit stated that all paperwork had been filed with the FCC now that the construction is complete.

**NEW BUSINESS:**

***2014 Board Meeting Dates***

Brief discussion occurred about the possibility of changing the Board meeting dates for 2014. It was agreed to hold the first meeting of the year on the fourth Wednesday of the month and make a final decision then regarding meeting dates for the remainder of the year.

***Station Roof Estimate***

Mr. Pettit shared that he had asked his roofing contractor to provide an estimate for the station roof to give the District a baseline figure. Costs for a new roof, soffits, gutters, and siding had come in at \$75,000 without changing the roof's pitch. It was noted that the project would have to be put out for competitive bid.

***Study Session with Attorney***

After review, Mr. Kellar said that he didn't think the attorney's costs for election and lawsuit expenses were out of line with initial estimates provided. He did say that he thought invoicing could be simplified to make it easier to understand and suggested January 8 at 6:30 pm as a possible meeting time with Mr. Toussaint.

**TREASURER'S REPORT:**

***Financial Reports***

Ms. Fritz announced that she had written the following additional checks:

- 12217 to Dorothy Walton for \$100 for janitorial expenses
- 12218 to Evergreen Fire/Rescue for \$231.38 for apparatus maintenance/repairs

- 12219 to Grainger for \$526.47 for radio systems hardware
- 12220 to Grazi Communications for \$19,675.59 to finish the communications system project
- 12221 to Indian Hills Water District for \$36 for utilities
- 12222 to Rendell Rudloff for \$657.50 for fire marshal expenses
- 12223 to Rex Industries for \$450 for Mt. Lindo tower supplies
- 12224 to Jefferson County for \$343.38 for fuel costs
- 12225 to Colorado Comfort Product for \$526.67 for Mr. Carson's health insurance

Ms. Lehman made a *motion* to approve checks #12200-12225, excepting checks #12201 and #12216, plus automated payments, credit card expenses, and bank fees. Mr. Kellar seconded the motion, which passed unanimously.

[Mr. Rosenberg arrives to sign budget resolution documents.]

**ADJOURNED AT: 20:32**

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

*President:*

*Secretary:*

**MOTIONS MADE AND PASSED:**

- To waive the reading of the November Minutes. *Motion made by Mr. Kellar; seconded by Ms. Lehman; unanimous.*
- To accept the November Minutes as written. *Motion made by Ms. Lehman; seconded by Mr. Kellar; unanimous.*
- To adopt the Resolution to Adopt Budget. *Motion made by Mr. Pettit; seconded by Ms. Lehman; unanimous.*
- To adopt the Resolution to Set Mill Levies. *Motion made by Mr. Pettit; seconded by Mr. Kellar; unanimous.*
- To adopt the Resolution to Appropriate Sums of Money. *Motion made by Mr. Pettit; seconded by Ms. Lehman; unanimous.*
- To approve checks #12200-12225, excepting checks #12201 and #12216, plus automated payments, credit card expenses, and bank fees. *Motion made by Ms. Lehman; seconded by Mr. Kellar; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*