

# INDIAN HILLS FIRE PROTECTION DISTRICT

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## **BOARD MEETING MINUTES**

**Wednesday, February 27, 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; Ron Walton; Scott Kellar

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

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

***Community Members:*** Loren Gilbert, Bret Roller

***Absent:*** Marc Rosenberg

**MEETING CALLED TO ORDER AT: 19:04 Hrs.**

### **MINUTES:**

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

After reviewing Ms. Nemer's comments regarding the Minutes, the following change was made to the Employee Handbook discussion: Page 4, fifth paragraph, first sentence to read: "Mr. Carson said that Ms. Nemer wants the District to *consider* her draft."

Mr. Walton made a *motion* to accept the Minutes as amended. Mr. Kellar seconded the motion, which passed unanimously.

In further conversation regarding Ms. Nemer's comments, it was agreed that the District needs guidance from Ms. Nemer on the mileage reimbursement rates for volunteers using their own vehicles while on Department business.

### **DEPARTMENT/OFFICERS' REPORTS:**

***Fire Marshal — Randy Rudloff***

Not present; no report submitted. Mr. Carson shared that he and Mr. Rudloff had attended an ISO meeting. Based on information presented and District needs, Mr. Carson said that he'd like to purchase a 35-foot ladder and would get pricing. He also shared that Jefferson

County dispatch not having automatic aid information programmed into its system can hurt the District's ISO rating.

Conversation ensued regarding dispatch with Jefferson County. Mr. Carson explained that the District doesn't have any written agreement regarding dispatch services with the County. The District also doesn't pay for the services, he added, noting that the County collects monies to fund dispatch through the E911 tax. Mr. Carson said that West Metro may eventually take over dispatch for a portion of the County with Evergreen providing mountain-area dispatch. There may be a fee associated with having Evergreen provide dispatch, he added. Mr. Kellar offered to do some research regarding dispatch options.

### **FIRE WISE EFFORTS**

#### **Loren Gilbert and Bret Roller**

Mr. Gilbert shared that two community meetings had been held to date with approximately 30 in attendance at both. A coordinating committee has been established; neighborhood committees are in process, he added. Mr. Gilbert said that he and Mr. Roller were in attendance to present a contract proposal for horizontal grinding of community slash.

Mr. Roller passed around a detailed proposal explaining the community's challenge with slash disposal and a cooperative plan whereby his company, Wildland Enterprises, would provide quarterly slash disposal services at a cost of \$26,800 annually. His proposal included a five-year contract. Lengthy discussion followed about the logistics of such an operation, including the positives of a horizontal grinder over a curtain burner, staffing, pricing for residents/nonresidents, and the potential for obtaining grant money to help defray the cost to the District. Mr. Kellar reminded that the District can't sign leases beyond 12 months. After extensive conversation, the Board agreed to consider Mr. Roller's proposal and get back to him.

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

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

Discussion moved to the financial reports. On the heels of the slash collection conversation, discussion began with the amount allocated to account #6604 (District Fire Mitigation Project). While \$5,000 is in the budget, a question was raised regarding whether that amount was supposed to be \$10,000. Ms. Fritz responded that the budget had been finalized but that money could be reallocated from other accounts if necessary.

Ms. Fritz shared that a \$263.59 amount allocated to account #6610 (Public Education Expense) would be zeroed out as the cost would be paid by the Department.

Moving on to Checks, Mr. Carson requested an additional check be written to Mr. Case to cover his expenses for out-of-state training for his fire inspector certification. Discussion followed about cash advances vs. paying for costs already incurred. It was agreed to draft a check (#12016) to Mr. Case in the amount of \$1,408.10 at this time. Further expenses could be submitted for reimbursement, Ms. Fritz said.

Mr. Walton made a *motion* to approve checks #11995-12016, plus automated payments, credit card expenses, and bank fees. Mr. Kellar seconded the motion, which passed unanimously.

## **DEPARTMENT/OFFICERS' REPORTS:**

### ***Chief's Report — Emery Carson***

A report was distributed and various items were discussed. Mr. Carson began by saying that the tender being built by Fire Trucks Plus would not be completed by March 15 as the contract stipulates. He then shared the news that not only has the tank not been started but the chassis is not even at Fire Trucks Plus, a discovery that had been made after an unannounced visit. According to Mr. Batista, the chassis is at Mack. Mr. Carson said that he needed to find out more details and then would involve Ms. Nemer and decide how to proceed. Lengthy discussion followed about possible scenarios for moving forward, including Mr. Carson and Mr. Rosenberg making a trip to California to sort out the situation.

Mr. Carson also provided an update on land issues related to building plans. The permit had been approved to relocate the leach field on the Noble property. Mr. Carson shared that he had been successful in having the \$1,000 permit fee waived. RFPs had been sent out, and four proposals had been received for the project. Mr. Carson said that the bid from Mr. Noble was the lowest so far.

Mr. Walton made a *motion* to award the leach field contract to Mr. Noble providing his bid is the lowest. Ms. Lehman seconded the motion, which passed unanimously.

Mr. Carson noted that he had spoken with Mr. Reed from Jefferson County Planning and Construction about the donation of a half acre of Parmalee Elementary land. Discussion followed about what the District could do in return, including allowing parking on fire department property during school events. Mr. Carson also shared that a land survey has been completed on the four properties in question (fire department, Noble land, Berg property, and relevant Parmalee Elementary property).

In grant news, Mr. Carson shared that he had applied for an EMTS grant requesting a stair chair, medicine vaults, and extrication cutters. If awarded, the District's share would be \$5,268.37. Regarding grants, Mr. Carson said that he had been advised that some account names on the financial reports need to be changed to maximize the ability to procure grants. Discussion followed, whereby Ms. Fritz agreed to do some research to find the appropriate labels for allocating surplus monies.

Mr. Carson concluded his report by stating that the electrical problems had been resolved on apparatus 385 and summarizing the calls for the month, which totaled seven. He also mentioned that he had been working with the Jefferson County Sheriff's Office on evacuation assistance in the event of a fire and noted that the deputies are not properly clothed to be in such situations.

### ***Assistant Chief — Marc Rosenberg***

Not present; no report submitted.

### ***Fire Captain — Scott Case***

Not present; no report submitted.

### ***Rescue Captain — Bob Fager***

Not present; no report submitted

**OLD BUSINESS:**

***Communications System***

Mr. Pettit shared that the District's license had been received from the FCC. He noted that it was valid until 2023. Dispatch had been hooked up through the Smokey Hill site, he continued, adding that the County had accidentally disconnected both Indian Hills and Inter-Canyon for some three days.

After sharing the challenges involved in working on the equipment at the Mt. Lindo site, Mr. Pettit said that he'd like to install a shed there and sell the existing box. He presented a proposal for an 8 x 7.5-foot shed from Ted's Sheds for \$1,944. Mr. Pettit shared that the original lease agreement allowed for a shed on the property.

Mr. Walton made a *motion* to purchase and install a shed and the associated electrical at the Mt. Lindo site with a cost not to exceed \$2,500. Mr. Kellar seconded the motion, which passed unanimously.

***Building Committee***

Mr. Carson stated that the next step in constructing a new station involved developing an RFP for the design and build of a structure. He added that he would have Ms. Nemer provide legal review. Mr. Pettit advised slowing the process down a bit and not planning on construction any soon than summer 2014.

***Additional Topic***

Ms. Fritz asked for permission to order blank checks from Costco. The Board agreed. Mr. Kellar said that he might be able to get them less expensively through Costco using a corporate membership and said he would check into it.

**MEETING ADJOURNED AT: 21:25**

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

*President:*

*Secretary:*

**MOTIONS MADE AND PASSED:**

- To waive the reading of the January Minutes. *Motion made by Mr. Walton; seconded by Mr. Kellar; unanimous.*
- To accept the January Minutes as amended. *Motion made by Mr. Walton; seconded by Mr. Kellar; unanimous.*
- To approve checks #11995-12016, plus automated payments, credit card expenses, and bank fees. *Motion made by Mr. Walton; seconded by Mr. Kellar; unanimous.*

- To award the leach field contract to Mr. Noble providing his bid is the lowest. *Motion made by Mr. Walton; seconded by Ms. Lehman; unanimous.*
- To purchase and install a shed and the associated electrical at the Mt. Lindo site with a cost not to exceed \$2,500. *Motion made by Mr. Walton; seconded by Mr. Kellar; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Walton; seconded by Ms. Lehman; unanimous.*