

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, July 27, 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; Ron Walton

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

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

Absent: Richard Westerlage (unexcused)

MEETING CALLED TO ORDER AT: 19:31 Hrs.

MINUTES:

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

Discussion followed and the following changes were made. Page 3, fifth paragraph, fourth sentence to read: “Mr. Rosenberg asked *what* the District had paid for the shell on the current command vehicle.” Page 5, seventh paragraph, third sentence to read: “*Mr. Rosenberg* said that he had acquired ten credit card machines . . .” Page 6, first paragraph, first and second sentences to read: “Mr. Carson said that there would be no electronic *traffic message boards* this year. Mr. Rosenberg clarified that the County had refused to loan them out because solar panels and batteries had been stolen out of them *recently while in use by the County.*”

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

Mr. Pettit noted that there had been no comments from Ms. Nemer regarding the Minutes.

Mr. Rosenberg asked if Mr. Westerlage's absence that evening was unexcused. Mr. Pettit answered that he didn't know yet. Mr. Roller suggested that it be discussed under "New Business." He added that he believed that Mr. Westerlage was "done."

TREASURER'S REPORT:

Monthly Reports

Discussion began with the cover page of the financial reports. Mr. Pettit said that he had no comments. Ms. Fritz added that there was nothing new on the cover page. As such, conversation moved to the Executive Summary. Mr. Pettit pointed out that income from ambulance fees (account #4999) is at more than 98% for the year, which is really good. Mr. Roller agreed. Ms. Fritz noted that there would be an additional \$4,000+ deposit for the month.

Conversation moved to the Profit Loss Budget Performance Spreadsheet. Mr. Pettit asked when the pension contribution (account #6230) would be paid. "Soon," answered Mr. Schoenbein.

Turning to Checks, Ms. Fritz drew attention to a voided line item (PR071511-1) for Mr. Schoenbein's payroll deposit, explaining that she had switched banks. Mr. Carson clarified the description for check #11568 to Evergreen Security for \$384.60 saying that there had been three security officers on duty rather than five for the Fourth of July. Ms. Fritz said that the company had billed for five. Mr. Schoenbein interjected that the price looks right for three. Mr. Carson proceeded to analyze the invoice and concluded that the invoice amount was correct.

Mr. Rosenberg asked about check #11569 to Foothills Auto & Truck Parts for \$60.17. Was that for Napa bills? "Yes," answered Ms. Fritz, who said that Ms. Nelson had called and obtained copies of old invoices. Mr. Pettit asked about the cost for a car wash included on the invoice. Ms. Fritz answered that the expense was for soap. She explained that receipts are not getting to her. Ms. Nelson said that the Foothills representative had told her that receipts are given to whoever picks up the part/supplies.

Discussion moved to Credit Card Purchases. Ms. Fritz asked if it was okay if she paid for one of Mr. Schoenbein's expenses on her credit card. Mr. Pettit responded that it would be fine. Ms. Fritz also noted that Cricket had been put on an autobill cycle after having service cancelled because the June bill had not been paid. She had never received it, she added. Mr. Roller then asked about the description for a Domino's pizza for wildland training that includes "dig hole for radio tower" in the memo. Ms. Fritz said that the memo line must have autopopulated and added that she would fix it. Mr. Carson then inquired about an expense for dinner at Rib City Grill on Mr. Pettit's credit card. Mr. Pettit responded that he had eaten dinner at the restaurant after working on the closing papers for the sale of apparatus 358.

Mr. Rosenberg made a *motion* to approve checks #11557-11579, plus automatic payments, credit card purchases, and bank fees. Mr. Walton seconded the motion, which passed unanimously.

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 a vehicle update. The brush truck is almost complete and two weeks out from delivery, said Mr. Schoenbein. Delivery arrangements are in process, he continued. Regarding the new ambulance, Fire Trucks Plus is still working with the County of origin to get the apparatus released, Mr. Schoenbein shared.

Mr. Schoenbein turned discussion to the new tender. Mack had sent a production schedule to Fire Trucks Plus. The chassis is scheduled for completion by October 16, said Mr. Schoenbein. From there, it will go to the Mack Truck modification plant for the front drive axle installation. Mr. Schoenbein estimated completion by mid-November. The pump is completed and ready for delivery to Fire Trucks Plus, Mr. Schoenbein said. Manufacture of the pump and body will begin concurrently within the month.

The new command vehicle (apparatus 358) is in service and receiving rave reviews, Mr. Schoenbein continued. The old command vehicle had been sold for \$8,500. Mr. Carson interjected that there were still a few things to get for the new 358. Mr. Rosenberg shared that he had found the new command vehicle to be roomier and quieter.

In addition, the Civil Air Patrol wants to purchase ambulance 384 for \$5,000, Mr. Schoenbein said. It would be sold when the new ambulance was closer to being received. Mr. Roller asked if there was a time limit on the Civil Air Patrol's offer. "No," answered Mr. Schoenbein.

Discussion moved to item #2 on the Chief's Report regarding a capital equipment replacement schedule. A handout was distributed and discussion ensued. Mr. Schoenbein said that he had updated the schedule since there had been changes to the fleet. He emphasized that the replacement dates were just benchmarks and subject to change. While apparatus 359 showed a replacement date of 2010, Mr. Schoenbein explained it would only function as a backup once the new brush truck arrived.

Mr. Schoenbein then explained that he was in favor of establishing a capital equipment replacement fund, which would require that a certain amount of money be dedicated within each budget cycle to be used for purchasing replacement vehicles. He had proposed \$75,000 per year in the past. Having such a fund would eliminate having to go through the pain of figuring out how to pay for new apparatus. In the near future, he continued, only apparatus 349 was scheduled for replacement, so perhaps a lesser amount would be adequate, say a minimum of \$25,000 per year.

Mr. Roller asked how much longer apparatus 349 might be around. It could last awhile, answered Mr. Schoenbein, who added that it wasn't a front line engine and was only two wheel drive. Most members like it and think it's a viable rig, he continued. Mr. Roller suggested figuring out when it needed to be replaced. Mr. Rosenberg suggested in five years. Then a budget amount should be figured based on the replacement costs divided by five, Mr. Roller said. Or a portion of the price could be financed, he added. The point of such a

fund is that when good apparatus is found, money is available, Mr. Schoenbein explained. He said he would support a \$50,000 annual contribution. Then if there were problems with existing apparatus, the District could dip into the fund to pay for repairs. Mr. Walton expressed that he liked to pay cash for such purchases. Discussion followed about the availability of used apparatus. Mr. Schoenbein concluded conversation on the topic by encouraging the Board to plan for such a fund in the next budget cycle.

Discussion moved to item #3 regarding a recent building committee meeting. Mr. Schoenbein said that a meeting had occurred on July 21 and distributed a handout with details from the discussion. Highlighted was the possibility that Geneva Glen may be able to donate a site for a substation off Taos Rd. Mr. Schoenbein explained that the site was 4/10 mile up. The benefit of a substation would be quicker response times. It was noted that Taos was not a wide road, however. Mr. Pettit asked about the location. Mr. Schoenbein reiterated that it was 4/10 mile off Santa Clara. It's a narrow road and would require apparatus to travel at a slow speed, he said. But it's a fairly secure area. A small two-bay station could be constructed, Mr. Schoenbein continued. There would be no water, but a hydrant is located on the property next door.

Mr. Schoenbein said that committee members had tried to decide whether the existing station or a new substation should be the priority. Two-thirds of the committee had voted that the existing station should take precedence. But he would recommend pursuing both endeavors. Mr. Walton agreed. A new substation could be put up for less than \$30,000, Mr. Schoenbein estimated.

Mr. Roller, a committee member who had been absent at the July 21 meeting, expressed that if he had been present, the vote would have been different. The information about land for a new substation was really good news, he said. Mr. Schoenbein said that Mr. Atkinson from Geneva Glen would need to approach his board. Mr. Roller said he'd like the building to be up before winter. Discussion followed about costs for installing a gas or electric line for heating. Mr. Walton noted that since the property faced north, there was no opportunity for solar power. Mr. Rosenberg said that solar power had been discussed for the present station. Mr. Carson stated that rebates were available for solar installations. Mr. Walton shared that his utility bill runs only \$6.40 per month now that he has solar. Mr. Rosenberg asked about moving forward on pricing for the substation. Mr. Roller suggested that Mr. Atkinson needed to approach his board first. Mr. Walton advised moving forward anyway.

Conversation moved to pricing for a new building to replace the current station. A \$225,000 estimate was thrown out. Mr. Roller asked if the potential benefactor had been approached yet. Mr. Schoenbein said that a proposal was needed on paper first. Financing also had to be considered since the work needed to be done in the next five years whether there was a benefactor or not. Mr. Roller stated that he would not vote for a new station if there was no benefactor. It had been agreed that the Department could get ten more years out of the building, he said. Mr. Walton said that all the facts and figures were needed. Mr. Roller reiterated that the District needed to find out if the money was available. Mr. Walton responded that it couldn't be done at this point. "Yes it can," countered Mr. Roller. Mr. Walton said that he disagreed.

No one is willing to make a motion, Mr. Roller noted. Mr. Pettit expressed that he wanted five or six bids to know the costs. Money doesn't need to be spent to know what the costs would be. He said he wanted to know if the money is available or not. If not, should the project be done now or in five years? Should there be an apparatus fund or just a capital expense fund, Mr. Pettit continued. Perhaps the money would need to be used to fund a new building. Mr. Walton emphasized due diligence. Mr. Roller said that every minute the Chief spends working on the station project costs the District money.

Mr. Rosenberg made a *motion* to allow Mr. Schoenbein to pursue research as his schedule permits to rebuild the current station and construct a new substation. Mr. Walton seconded the motion, which passed by a vote of 3-1 with Mr. Roller voting against.

Mr. Roller questioned whether hours should be specified for the Chief's time spent working on the project. Mr. Walton responded that Mr. Schoenbein should work on the project when he has time.

Discussion returned to the Chief's Report and moved to item #4 regarding AED Authority's donation of a box for the AED in front of the station. The post office had refused the offer for an AED on its property, Mr. Schoenbein said, but one could be installed at Sit-n-Bull if the owners are willing. Mr. Carson explained that members would be trained in the device's use, which was "idiot proof" since the machine walks the user through every step.

Mr. Pettit asked about accessibility. Mr. Schoenbein said that it's as simple as opening the box and taking the device out, which triggers an alarm. AED Authority had said that there are rarely security problems. Mr. Schoenbein further clarified how the device works via audible cues. Mr. Roller asked if it runs on battery. "Yes," answered Mr. Schoenbein, who added that a heater would need to be purchased for the box in order to keep the gel on the pads from freezing in the cold weather.

Conversation moved to the upcoming Deer Creek Challenge bike event (item #5). Mr. Schoenbein said that it's scheduled for August 21 and has 800 participants so far. That number usually doubles the week before the race. There were no big name riders, he added.

Discussion turned to ambulance billing (item #6) and an attachment with detailed figures for the month. It was noted that everything looked good.

Regarding item #7 (policy on station exercise equipment), Mr. Schoenbein said that Ms. Nemer had agreed with the policy that had been put in place. Only current members and their immediate families could use the equipment. No previous members would be allowed, he said. Mr. Walton asked about liability issues for family members. Mr. Schoenbein explained that they are not covered by worker's compensation but are covered by the District's liability coverage. He further clarified that it's akin to having observers travel on apparatus.

Grants (item #8) were discussed next. Assistance to Firefighter grants may open in August, Mr. Schoenbein said, adding that he had no idea when SAFER grants would open.

Moving on to item #9, Mr. Schoenbein said that the upcoming ballot measure regarding eliminating term limits for Board members needs to be discussed in the Fall issue of *Smoke Signals*. An official, objective statement needs to be written on both sides of the issue. It was discussed that perhaps Ms. Nemer could write up such information for the District with text as simple as “A *yes* vote means . . . a *no* vote means . . .” Ballot language was already available. Discussion followed on how to market the issue. Mr. Pettit reminded that Board money couldn’t be spent to support the objective. “Or Department money,” added Mr. Roller. Mr. Schoenbein reminded that Ms. Nemer would be writing objectively about both sides of the issue. Mr. Pettit said that he’d talk to Ms. Nemer about it.

Discussion moved to item #10 regarding a change of officers. Mr. Gilbert had been made Fire Captain and Mr. Bruns had been named Fire Lieutenant. Mr. Gilbert would function as the training officer as well with a strong emphasis on wildland, Mr. Schoenbein said.

Mr. Schoenbein concluded his report by summarizing the calls for the month, which totaled 22. He said the number was skewed a bit because many had come in on the Fourth of July. The total for the year to date (105) is roughly the same as all calls from last year, Mr. Schoenbein said.

As an aside, Mr. Schoenbein said that the Heritage Museum in Belmar had a firefighting exhibit opening on August 5, which the Department had donated a number of artifacts for. Some had been Mr. Freymiller’s, Mr. Schoenbein shared.

Assistant Chief’s Report — Emery Carson

Mr. Carson began by stating that the Fourth of July festivities had gone well. Early estimates showed a net of \$700-1,000. Collections had been okay early in the day but had dropped off later on. Next year, Mr. Carson said, he wanted to start collections later. Mr. Rosenberg said that \$650 in donations had been processed on the credit card machines. Mr. Schoenbein said that the credit cards slips would just be filled out manually next year.

Speaking of next year, Mr. Carson noted that it would be the District’s 65th year. He recommended doing something special for the event, whether printing on coffee cups or shirts. He also wanted to investigate the costs of having a third party set off the fireworks. The tubes needed to be brushed out better for next year, Mr. Carson added. Could they be steam cleaned, asked Mr. Pettit. Both Mr. Walton and Mr. Carson said that they needed to be scraped. Mr. Carson said that he didn’t remember them ever being cleaned.

In other news, Mr. Carson shared that apparatus 341 was having major maintenance done and that Mr. Frappaulo would be called to wire electric to the new AED box in front of the station. Mr. Carson concluded his report by saying that he would be out of town August 18-21.

Fire Captain’s Report — Loren Gilbert

Not present; no report submitted.

Rescue Captain’s Report — Bob Fager

Not present; no report submitted.

OLD BUSINESS:

Communications Authority

Mr. Pettit filled attendees in on the happenings with the dissolution of the Communications Authority since the last Board meeting. He said that Golden Gate had been planning to turn everything over to the Red Cross but ended up just resigning from the Authority instead. There had been a misunderstanding on who was using the frequencies, Mr. Pettit said. Genesee is using low band again. As such, everything for the Communications Authority has been turned over to Genesee. Mr. Esterling had already renewed the licenses. The Authority would be dissolved with everything transferring to Genesee. In sum, Mr. Pettit said, everything had been resolved.

Communications System

Mr. Pettit said that he had a meeting scheduled with Mr. Grazi for that Friday about the communications system. Mr. Rosenberg asked about costs. Mr. Pettit said that he didn't have any figures yet but would get a proposal. Mr. Rosenberg asked about frequencies. Discussion followed. Mr. Pettit said that Genesee was running on the 800 frequency but that it wasn't working well.

Mr. Pettit asked where a copy of the lease agreement with Olinger was. Ms. Nelson said she had a copy of a draft but no signed copy. She said that she had contacted Ms. Nemer, who did not have a copy either. Discussion followed about who might have a copy of the final lease agreement. It was noted that the agreement called for the District to pay \$10 per year plus electric costs. Mr. Schoenbein advised asking Grazi to estimate what electric costs might run for a year. Mr. Rosenberg suggested paying ahead on the lease five years. It was decided it would be a good idea to put a line item in the budget. Mr. Pettit said he would look for a copy of the signed lease in his files.

Mr. Rosenberg asked if Ms. Fritz should be authorized to send a check to Olinger. Mr. Carson wondered if Xcel could be contacted to see what changes had occurred on the Olinger bill. Mr. Roller said that the costs were too small and would never show. It was agreed that Mr. Pettit would call Mr. Grazi the next day and then contact Ms. Fritz directly.

November Election

Discussion moved to the proposed verbiage for the term limits ballot issue. Mr. Pettit noted that specifying the section and article portion of the Colorado Constitution was required in the wording. Mr. Schoenbein said that he thought the verbiage was clearer than the last time. Mr. Pettit noted that the IGA needed to be signed by him and Mr. Rosenberg. There were 1,087 voters in the district, Mr. Pettit had determined. There had been a 65% turnout at the last election and the initiative had been defeated by six votes. Mr. Schoenbein asked if it was a mail-only ballot this year. "Yes," answered Mr. Pettit.

NEW BUSINESS:

Mr. Westerlage

Mr. Roller said that he'd had a brief conversation with Mr. Westerlage on the Fourth of July that led him to believe that Mr. Westerlage was done with his stint on the Board. As such, someone would need to be found to fill his seat, Mr. Roller said. Mr. Westerlage needed to draft a letter announcing his intention to resign, Mr. Roller continued. Both Mr. Walton and

Mr. Rosenberg said that they had had similar conversations with Mr. Westerlage. Mr. Roller said that he would talk to Mr. Westerlage the following day.

Mr. Rosenberg asked if anyone knew someone who might want to sit on the Board. Mr. Schoenbein said that Ms. Fager might. But she doesn't want the seat for a year. He said that he had talked about the term limits issue with her and found that she was opposed to eliminating term limits. Mr. Carson asked if there would be any issue with having Ms. Fager on the Board since her husband was on the Department. Mr. Roller said that Ms. Fager would bring a totally different perspective to the Board. Mr. Rosenberg said that she might not want the seat right now because of her commitment to her two children. Mr. Pettit shared that the District is unusual in letting Department members be on the Board. Mr. Schoenbein agreed that Ms. Fager would have to recuse herself if an issue were being discussed concerning her husband.

Discussion followed regarding various Board members' terms. Mr. Pettit clarified that whoever takes Mr. Westerlage's seat will only serve until the next election unless re-elected.

MEETING ADJOURNED AT: 20:57

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

President:

Secretary:

MOTIONS MADE AND PASSED:

- To waive the reading of the June Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the June Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To approve checks #11557-11579, plus automatic payments, credit card charges, and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To allow Mr. Schoenbein to pursue research as his schedule permits to rebuild the current station and construct a new substation. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; passed by a vote of 3-1 with Mr. Roller voting against.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*

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