

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, July 22, 2015

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: Scott Kellar — President; Marc Rosenberg — Secretary; Paul Pettit; Ron Walton

Fire Department Members: Emery Carson — Chief; Deserae Frisk, Probationary Member

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

Community Members: Gabrielle Porter, High Timber Times; D.J. Himstedt

Absent: Kelley Lehman (Excused)

MEETING CALLED TO ORDER AT: 19:07 Hrs.

INTRODUCTIONS AND ANNOUNCEMENTS:

Mr. Kellar called for introductions around the table. Mr. Kellar also added one item to the agenda: Fireworks 2016.

MINUTES:

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

Discussion followed and one change was made: Page 2, eleventh paragraph, first sentence to read: "Board members also reviewed an updated copy of the Mt. Lindo lease agreement, which Mr. Carson *coordinated.*"

Mr. Rosenberg made a *motion* to accept the June Minutes as amended. Mr. Pettit seconded the motion, which passed unanimously.

TREASURER'S REPORT:

Monthly Financial Reports

It was noted that District expenses are at 47% as of the end of June and that average hourly costs are the lowest in three years.

In the Checks section, Ms. Fritz explained that there had been problems with the printer jamming. As a result, she said that checks #12634-12636 as well as check #12651 had been voided. It was also clarified that check #12641 to Evergreen Fire/Rescue included a charge for a new battery for apparatus 358; not apparatus 385.

In the Credit Card section, it was noted that the charge to Jefferson County Public Health was for ambulance inspections for apparatus 383 and 385.

Mr. Rosenberg made a *motion* to approve checks #12631-12653, excepting checks #12634-12636 and 12651, plus automated payments, credit card expenses, and bank fees. Mr. Pettit seconded the motion, which passed unanimously.

Auditor Update

Ms. Fritz shared that she is looking into a different auditing firm: Wagner Barnes & Griggs and would get a quote for the District's audit. It was verified that the audit extension deadline is September 30. Ms. Fritz also stated that she'd like to establish a long-term relationship with an auditor to have some continuity.

Mr. Rosenberg made a *motion* to authorize Mr. Kellar to engage in an agreement with Wagner Barnes & Griggs to do the District's audit this year if the firm is amenable. Mr. Pettit seconded the motion, which passed unanimously.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Mr. Rudloff shared that area fire marshals are working on final revisions to land development regulations, traffic impact statements, and driveway/roadway standards before the County Commissioner review the documents in early August. He stated that the driveway/roadway standards are most pertinent to the District as new requirements will affect the width of driveways and requisite pullouts on Indian Hills roads.

Mr. Rudloff also said that the former Indian Hills Equestrian Center is no longer a commercial property. He stated that the new owner has acquired the proper permits and has inspections scheduled for the following day.

Mr. Rudloff concluded by reviewing new construction in the District, including houses on Algonquin Rd. and Navajo Rd. He also said that Cameyo Rd. is being brought up to standard and will have a new gate.

Chief — Emery Carson

Mr. Carson distributed a report and began by stating that the station announcement sign is being constructed and the county permit is complete. Supplies for the sign have either been ordered or have already arrived. He said that he anticipates the sign will be operational by the end of the month.

Next, Mr. Carson stated that the Mt. Lindo lease agreement has been completed. In apparatus news, Mr. Carson said that 376 needs to go back to the Rosenbauer factory to have body issues corrected. Since it is still under warranty, Rosenbauer will drive it to and

from the factory. Conversation followed about the potential need to get a loaner tender while apparatus 376 is gone.

Mr. Carson concluded his report by summarizing the calls for the month, which total 12 to date. Total calls for the year stand at 129.

Assistant Chief — Marc Rosenberg

Mr. Rosenberg shared that all District apparatus has been tested and checked out. Also announced was the fact that three Department members will be attending Crew Boss training for Wildland and three or four members will be attending Fire Academy.

Fire Captain — Scott Case

Not present.

EMS Captain — Bob Fager

Not present.

OLD BUSINESS:

Station Repairs

Mr. Carson distributed bids for a new station roof from three companies. It was noted that a few bids are still outstanding. Mr. Kellar suggested that a Special Meeting be scheduled when all bids are in to select a contractor. It was also mentioned that the interior drywall will need to be repaired after the new roof is installed.

Fireworks 2016

Mr. Kellar expressed that he'd like to schedule a meeting with community members to discuss options for fireworks next summer and the role the fire department is willing to play in a fireworks display. After brief conversation, it was agreed to schedule a meeting for Thursday, August 19 at 7 pm.

NEW BUSINESS:

Topper for 358

Mr. Carson expressed that he'd like to look into getting a topper for apparatus 358. He estimated the cost at \$1,000-2,500. It was agreed that he should get quotes to bring to the next Board meeting.

Radio Maintenance at Mt. Lindo

Mr. Carson distributed copies of a bid from QDS Communications regarding the District's Mt. Lindo communications site. It was acknowledged that a time and materials contract for repair and maintenance is needed. Discussion followed about what needs to be done at the site at this point. Mr. Carson also shared that a county consolidation meeting is being held August 8.

Chief's Review

Mr. Kellar announced that Mr. Walton will take the lead in getting feedback from members regarding the Chief's performance.

ADJOURNED AT: 20:07

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

President:

Secretary:

MOTIONS MADE AND PASSED:

- To waive the reading of the June Minutes. *Motion made by Mr. Pettit; seconded by Mr. Rosenberg; unanimous.*
- To accept the June Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Mr. Pettit unanimous.*
- To approve checks #12631-12653, excepting checks #12634-12636 and 12651, plus automated payments, credit card expenses, and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Pettit; unanimous.*
- To authorize Mr. Kellar to engage in an agreement with Wagner Barnes & Griggs to do the District's audit this year if the firm is amenable. *Motion made by Mr. Rosenberg; seconded by Mr. Pettit; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg seconded by Mr. Walton; unanimous.*