

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, November 20, 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; Marc Rosenberg — Secretary; Ron Walton; Scott Kellar

Fire Department Members: Emery Carson — Chief; Suzannah Epperson; Mark Forgy

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

Guests: Sandy Barnes, Canyon Courier

Community Members: Don Schoenbein

Absent: Kelley Lehman

MEETING CALLED TO ORDER AT: 19:06 Hrs.

INTRODUCTIONS AND ANNOUNCEMENTS:

Introductions were made around the table.

MINUTES:

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

Discussion occurred and the following changes were made: Page 2, first paragraph, first sentence to read: "Discussion followed about challenges that would face Indian Hills Department members if a merger occurred, namely the fact that Evergreen *has its own academy, which would necessitate Indian Hills members having to recertify through Evergreen's academy.*" Page 3, last paragraph, first sentence to read: "Mr. Kellar made a motion *as an exception to the policy* to reimburse not more than two members driving to the EMSAC conference at the standard IRS rate of \$0.565 per mile."

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

TREASURER'S REPORT:

Ms. Fritz began by stating that the District's new personal banker from Wells Fargo had notified her that he was unable to attend the Board Meeting that evening due to a family obligation. Mr. Kellar expressed that he would like the banker to attend a Board meeting at some point in the future. Ms. Fritz agreed.

Financial Reports

Discussion began with the cover page of the financial report. Mr. Pettit stated that he likes seeing the outstanding lease balances listed on the balance sheet because it provides a more accurate picture of the District's financial position.

It was noted that District expenses are at 83% of budget as of October 31. Ms. Fritz clarified that this figure did not take into account the cost of the recent slash collection project or annual pension contribution. Conversation moved to the Executive Summary, where Mr. Pettit noted that ambulance fees were sitting at a healthy 121% year to date.

Brief discussion also occurred about the fact that expenses in the Professional Services account (#5700) are at 192% for the year. It was agreed that the District would invite Mr. Toussaint to the next Board meeting. After further discussion, it was proposed that a more intimate venue such as a study session might be more appropriate. Ms. Fritz said that she did not intend to pay the interest portion of the attorney's most recent invoice.

Discussion moved to the Profit Loss Budget Performance spreadsheet. Ms. Fritz explained that expenses allocated to account #5745 (Consultant Fees) were for the creation of the new station design documents. Ms. Fritz then turned attention to the Grant Matching Funds account (#6700), where she noted that she had moved the expenses for the Stryker stair chair and medicine vaults. The District has not been reimbursed via the grant yet, she said.

Conversation turned to Checks. Discussion began with check #12182 to Bear Creek Landscaping and Tree Service for \$17,600 for the cost of the community slash collection project. While the project was over budget, it was noted that participation was very high and community members were extremely appreciative of the District offering the service.

Regarding check #12186 to Evergreen Fire/Rescue for \$2,654.86, Mr. Carson clarified that the expenses were for annual maintenance on the District's apparatus, including pump tests, oil changes, and other services.

Ms. Fritz asked about check #12189 to Indian Hills Water District for \$36. She inquired as to why the District was being billed when no water was even used at the Noble house. It was explained that the Water District bills a fee every month even if no water is used. Mr. Pettit asked about check #12193 to Mark Forgy to reimburse for his First Responder course. Did Mr. Carson get Mr. Forgy to sign a contract? Mr. Carson said he was comfortable with the fact that Mr. Forgy would be around for some time.

Regarding check #12198 to Toussaint, Nemer & Coaty for \$2,869.29 for legal services, it was agreed to hold the check until a meeting had been held with the attorney.

Mr. Rosenberg made a *motion* to approve checks #12178-12199, excepting check #12198, plus automated payments, credit card expenses, and bank fees. Mr. Kellar seconded the motion, which passed unanimously.

2014 Budget

Ms. Fritz presented Board members with a revised draft of the proposed 2014 budget, including an updated figure for the District's property tax income. Board members reviewed the proposed budget and, after discussion, only made one change:

- Election Expense (#5310) – Increased to \$12,000

It was announced that the budget resolution would occur at the next Board meeting on December 11.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present. No report submitted.

Chief — Emery Carson

A report was distributed and various items were discussed. Mr. Carson began by stating that since Medicare had rejected the District's application for hardship, the District would have to pay \$532 to revalidate as a Medicare provider in order to continue to file ambulance transportation claims.

Community slash collection is complete, Mr. Carson announced, adding that some 130 residents had participated in the service. It was noted that community members were extremely appreciative of the service and some even made financial contributions toward the effort. Further discussion followed about the need for planning in how to get an "in kind" grant for fire mitigation projects.

Mr. Carson turned discussion to dispatching. He stated that a final answer regarding funding of the transfer to Evergreen should be forthcoming soon. At present, he continued, the 911 Board is resisting paying for dispatch because of concerns that other departments will follow suit. Further discussion followed about the details of the potential dispatching change.

Mr. Carson reminded that the Awards Ceremony will be held Saturday, December 7 at 6 pm. He also shared that progress was occurring on the minor lot line adjustment, with comments due back from the County by the end of the week.

Mr. Carson concluded his report by summarizing the calls for the month, which total 10 to date.

Assistant Chief — Marc Rosenberg

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 shared that all of the paperwork had been completed to hire Mr. Guerrini to take the case. A paper trail had been sent to him, and a certified transcript had been requested from the Jefferson County court. As an aside, the District had received a letter from the State of California saying that Mr. Batista had filed for bankruptcy but been denied. Receipt of such signifies that the District is listed as a debtor, Mr. Kellar pointed out. Mr. Pettit reminded that the attorney agreement stipulates a 20% contingency rate plus a \$500 filing fee. As such, no more legal fees regarding the Fire Trucks Plus situation should be incurred.

Communications System Update

Mr. Pettit said that the Mt. Lindo site is complete; the infrastructure is in place. New radios should be purchased soon via grant money. Mr. Kellar suggested that it was time to close the project and look into hiring a professional firm to provide maintenance and repair services for the system. It was noted that money is still owed to Grazi Communications, although Mr. Pettit said that he had questions about the invoice that need to be addressed before payment is made.

Tender Update

Mr. Carson stated that the tender should be received no later than the end of January. All parts are due in by the end of November, and the build is a six-week project once all parts are received.

NEW BUSINESS:

Mileage Reimbursement Policy

Discussion occurred regarding the memo that had been received last spring from Ms. Nemer regarding guidelines for mileage reimbursement. Board members agreed that their interpretation was that the reimbursement rate for charitable activities is \$0.14, while the reimbursement rate for District activities should be \$0.565. The Board also agreed that a policy needs to be put in place that stipulates what the District will reimburse for and how such expenses will be preapproved.

Long-Term Planning

With the failure of the passage of the bond issue, Board members discussed the need to plan for the future, specifically for the necessary maintenance and repair on the existing station. Although getting quotes would be helpful, it was acknowledged that it will be hard to repair the existing structure. Discussion followed about potentially holding another community meeting to get feedback.

ADJOURNED AT: 20:17

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 October Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*
- To accept the October Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*
- To approve checks #12178-12199, excepting check #12198, plus automated payments, credit card expenses, and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*