

INDIAN HILLS FIRE PROTECTION DISTRICT

4476 Parmalee Gulch Rd.
P.O. Box 750
Indian Hills, CO 80454
Phone: 303-697-4568

BOARD MEETING MINUTES

Wednesday, April 28, 2010

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; Richard Westerlage — Treasurer; Bret Roller; Ron Walton

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

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

Guests: Mary McNabb — Auxiliary

MEETING CALLED TO ORDER AT: 19:41 Hrs.

INTRODUCTIONS AND ANNOUNCEMENTS:

Mr. Pettit began by stating that he wanted to encourage better decorum during the meeting by requesting that attendees stay on topic, avoid repetition, and avoid letting the conversation get out of order. He also requested that the meeting be kept short since writing is challenging for Ms. Nelson because of her shoulder injury.

MINUTES:

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

Discussion followed and the following changes were made. Page 4, seventh paragraph, second sentence to read: "Mr. Schoenbein began with item #1 regarding *Chevron* safety striping." Page 5, second paragraph, sixth sentence to read: "Mr. Roller noted that *Indian Hills* hadn't given its approval . . ." Page 6, second paragraph, first sentence to read: "Mr. Walton asked if the policy was different for *nonresidents*." Page 6, second paragraph, sixth sentence to read: "Yes, plus mileage costs *for transport*." Page 6, eighth paragraph, third sentence to read: "Mr. Carson said he would be taking over the auxiliary." Page 8, first paragraph, additional last sentence to read: "[Mr. Westerlage, Mr. Rosenberg, and Mr. Walton will be filling four-year terms while Mr. Pettit will be filling a two-year term.]" Page 9, second paragraph,

last sentence to read: “Mr. Roller said that he had been in touch with Mr. Smith [*with Jefferson County*].”

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

TREASURER’S REPORT:

Monthly Reports

Mr. Pettit began discussion by thanking Ms. Fritz for including bullet items explaining why certain accounts are over budget. The information will help avoid the same questions each month, he added. Ms. Fritz shared that she had written the check for the truck lease but asked whether she should mail it. Mr. Pettit advised waiting. Ms. Fritz said that the payment is due May 26. Mr. Westerlage interjected that the next Board meeting falls too late in the month to approve and mail the payment in time. Mr. Roller asked if the money was coming from an interest-bearing account. “No,” answered Ms. Fritz. A decision was made to mail the payment. Ms. Fritz said that she would do so the following day.

Discussion moved to the Profit/Loss Budget Performance spreadsheet. Ms. Fritz drew attention to account #5411 (Salaries Expense — Office Mgr), noting that there is a setup issue that is causing Ms. Corsaut’s salary to come out of account #5410 (Salaries Expense — Chief). She said that the problem would be fixed by the following month. Mr. Pettit asked if money would be added back into account #5410. “Yes,” answered Ms. Fritz.

Ms. Fritz turned attention to account #5135 (Telephone & Cell Phone Exp.). She said that she had looked into phones and asked if cradles were needed. Mr. Schoenbein answered affirmatively and explained that the cradles are specific to the phones. In that case, the investment will be significant, Ms. Fritz said.

Mr. Pettit inquired about account #5150 (Station Maintenance/Repair). He said that expenses looked high. Mr. Schoenbein explained that costs were for a new door and for supplies for the interior paint job that Mr. Bruns had done. Mr. Pettit asked if the door that had been purchased was an exterior door. Mr. Schoenbein answered that he thought so; Mr. Carson had purchased it, he added. Mr. Rosenberg suggested looking at the door during the break.

Regarding election expenses (account #5310), Mr. Pettit asked if costs were final. Ms. Fritz responded that she had already received an invoice from Ms. Nemer and had finished making payments in March. Mr. Pettit noted that costs associated with putting a term limits issue on the November ballot would also come out of this account. Mr. Walton then asked what the Meeting Expense account (#5315) was for. Ms. Fritz explained that it was for Ms. Nelson’s expenses. She said that she would retile the account “Recording Secretary” to make it more clear.

Discussion moved to account #5710 (Legal Fees). Mr. Pettit asked if there were expenses in this account other than for consultation related to election issues. “Yes,” answered Ms. Fritz. For Mr. Walton’s benefit, Mr. Pettit then noted that account #5720 (Accounting Expense) was for Ms. Fritz’s work. Mr. Pettit inquired next about the fuel expense (account #6310). Was the \$381.03 for one month? He was told that it was and that this was actually low.

Conversation moved to Checks. Regarding check #11163 to Biggs Kofford for \$985 for an audit exemption, Mr. Pettit asked if this was full payment. Ms. Fritz responded “yes.” She then said that she would need numbers to budget for a full audit for the following year unless the truck could be sold. Mr. Pettit asked how long it had been since the Department had done a full audit. Ms. Fritz answered that there had only been one since she had been in the job. After researching, she announced that it had been in 2008, the year Mr. Himstedt had set up a separate bank account. Discussion followed regarding whether full audits were every third or fourth year.

Mr. Pettit asked about check #11164 to Bound Tree Corp. for \$1,232.04 for miscellaneous supplies. Ms. Fritz responded that it was for ambulance supplies. Mr. Schoenbein further explained that it was for items such as IV solution. Ms. Fritz offered to put more detail in future reports. For example, she added, ten EpiPens had been ordered at a price of \$76 each. Mr. Pettit acknowledged that it would be good to have more information, as it would reduce questions. Mr. Schoenbein said the supplies were largely to replace expired drugs. He said that Mr. Fager could make a list of expiration dates for current supplies. Mr. Roller then asked what was done with expired drugs. Mr. Rosenberg explained that some were used in training, such as practicing jabbing needles full of expired solutions into ham hocks. Mr. Roller expressed that he didn’t want expired supplies to be disposed of improperly. Mr. Schoenbein agreed.

Mr. Pettit drew attention to check #11165 to Bret Roller for \$19.66 for mileage reimbursement costs. Mr. Pettit noted that the location where Mr. Roller had picked up the radio tower was right off the highway.

Discussion turned to check #11175 to Nextel Communications for \$157.18 for cell phones. Mr. Pettit asked if payment was current. Ms. Fritz explained that the total was for the balance forward from January. Mr. Rosenberg asked if it covered all four phones. “Yes,” answered Ms. Fritz. She advised getting prepaid phones since only one is used at a time. It was noted that phone accessories are cheap on Ebay. Mr. Walton asked if the minutes on prepaid phones expire. Ms. Fritz said that she thought they did after three months. Mr. Schoenbein recommended rotating the phones. Ms. Fritz acknowledged that it was a good idea. She mentioned establishing a link for automatic refills so the phones would never run out of service.

Mr. Rosenberg asked if Mr. Young had provided a breakdown for his bill for \$309.20 (check #11179). Ms. Fritz stated that Mr. Young had given a description and asked if Mr. Rosenberg wanted to see it. “At the break,” he responded. Discussion followed about whether Mr. Young had offered to attend one meeting a year for free or provide one hour of free legal service. Mr. Pettit then asked Ms. Fritz how she would compare Mr. Young to Ms. Nemer or her assistant, Dana. Ms. Fritz responded that she hadn’t worked with Ms. Nemer’s firm long enough to have an opinion. She acknowledged that at Toussiant and Nemer, there was a junior associate who charged less than Mr. Young, but Ms. Nemer herself was more expensive. Mr. Pettit pointed out that Ms. Nemer had more background in dealing with issues related to Special Districts.

Ms. Fritz then noted that the check numbers on the report were off by one, starting with check #11157 (which should be #11156) through #11181 (which should be #11180). In addition, checks #11181-11182 were voids.

Mr. Rosenberg made a *motion* to approve checks #11155-11184, excepting checks #11181-11182, plus automatic payments and bank fees. Mr. Walton seconded the motion, which passed unanimously.

GUESTS

Mary McNabb — Auxiliary

Ms. McNabb began by stating that a table would be set up for auxiliary recruiting at the post office the following Saturday. She said that she had received 26 phone calls about the auxiliary and anticipated having a bunch of new people by the Fourth of July. Mr. Pettit reminded that the Department always needs new volunteers as well. Ms. McNabb continued by saying that Mr. Carson had planned to be at the post office that weekend but was going to be at ISO training instead.

Mr. Pettit brought up the issue of the Elk Creek bond issue and stated that a tri-fold marketing piece was being handed out at a local grocery store. Discussion followed about Elk Creek's history with mill levy increases. It was noted that the department planned to purchase four trucks. Mr. Roller stated that Elk Creek planned to lease the trucks for the first few years. Mr. Rosenberg asked if that decision was more economical. Mr. Roller responded that he couldn't imagine so. Mr. Pettit pointed out that Indian Hills would need to do some kind of good marketing surrounding the term limits issue for the November ballot. Ms. McNabb also brought up that Elk Creek had recently held a safety fair for its community.

Mr. Pettit turned conversation to the glass case in the Indian Hills post office, where the Department posts notices. He stated that he didn't think the location was noticeable. Mr. Schoenbein offered to talk to the postmistress about it. A brief discussion followed regarding locating an AED machine in the post office at some point in the future.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff (absent due to training)

Not present. No report was distributed. Mr. Pettit asked how the training was going. Mr. Schoenbein said that Mr. Gagnier was doing really well, as were Mr. Fager and Mr. Ratke. Mr. Rosenberg noted that the Department had held rescue training the previous night.

Chief's Report — Don Schoenbein

A report was distributed and various items were discussed. Mr. Schoenbein began with item #1 regarding grants. He stated that the Department had recently received a denial notification in response to its Assistance for Firefighters Grant application. He explained that there had been some 20,000 applicants, adding that the Department's small call volume works to its detriment. Mr. Schoenbein said that he would be submitting a grant request for an exhaust extraction system for the bays. The portable device, he explained, would eliminate diesel fumes. While the Department has one in the east bay, it's not used. The application period for the grant had just opened up, he concluded.

Discussion moved to item #2 regarding repairing the station roof. Mr. Schoenbein said that ice damming in the eaves necessitated the repair, which would be done that week. Mr. Rosenberg said the bid specified \$950 of work. Ms. Fritz noted that the cost would deplete the station maintenance budget. Mr. Pettit stated that the roof must be fixed.

Mr. Schoenbein turned conversation to an update on the Darley truck (item #3). He said that a mine in northern Canada had expressed interest in the truck through Brindlee. Dropping the price of the apparatus to \$399,999 would draw more interest, he said. Mr. Pettit inquired whether advertising in trade magazines would be beneficial. Mr. Schoenbein pointed out that Brindlee is the biggest national advertiser of such vehicles and expressed that he thought a print ad would get lost in a trade magazine. Discussion followed about the merits and drawbacks of print advertising, including a \$3,000-4,000 price. Mr. Pettit concurred that marketing the truck through Brindlee and Darley was enough. Ms. McNabb asked about the specs. Mr. Schoenbein responded that he had them. Ms. McNabb said she could take a copy to Ft. Carson.

Conversation segued to item #4 regarding the Department's website. Mr. Schoenbein said it had been updated with information regarding the board election and Fourth of July events. A PayPal tab had been added whereby residents could donate money online to help financially support the Fourth of July activities. Mr. Schoenbein noted that there had been no cost to set up the PayPal account. Mr. Walton asked if a commission would be taken for donations. "Three percent," answered Mr. Roller.

Mr. Schoenbein then stated that there would be a Fire Corps auxiliary meeting the following week (item #5). Also, a recruiting table would be set up at the post office that coming weekend.

Discussion turned to item #6 regarding slash collection dates. Mr. Schoenbein announced that Indian Hills would take part in the June 12-13 and June 26-27 Jefferson County collections. In addition, a slash collection would take place June 5 at the station, although Mr. Schoenbein admitted that he hadn't yet spoken to Mr. Roller about using his equipment. Ms. McNabb asked if there would be a fee to bring slash. "Yes," answered Mr. Schoenbein. But, he added, it would be less than the County charges, somewhere in the neighborhood of \$5-28, depending on the load. Mr. Pettit asked where the collection would be held. He was told either on the helipad or the parking lot.

Conversation moved to item #7 regarding donations received honoring Mr. Bermudez, who had died some two months prior. Mr. Rosenberg said that \$950 had been deposited that day. Mr. Schoenbein shared that Mr. Bermudez's daughter had written two letters to the Department and had asked how the funds might be used. Mr. Schoenbein said he planned to have a memorial plaque in the station, perhaps honoring both Mr. Bermudez and Mr. Freymiller. Regarding the funeral, Mr. Rosenberg said that five Department members had attended in uniform accompanied by apparatus 341.

The May/June issue of *Smoke Signals* was still on track, Mr. Schoenbein said, referring to item #8 on his report. Did the Board want to submit an article? It could be as long as a half page, Mr. Schoenbein said. Mr. Rosenberg asked if the Board members were listed in the issue. "Yes," answered Mr. Schoenbein. Mr. Pettit asked Mr. Roller if he would be willing to write

an article. Mr. Roller said that he would and asked how many words were needed. Mr. Schoenbein suggested two paragraphs would suffice. Mr. Pettit pointed out that previous issues of the newsletter had centered around specific themes. Mr. Rosenberg noted that the mill levy issue hadn't been touched on yet. Mr. Schoenbein said that the term limits issue should probably be addressed. Mr. Roller acknowledged that there were also many to thank in the article.

Discussion followed about grants that had been acquired in the past by citizen groups. As an aside, Mr. Roller shared that Jefferson County was re-doing its master plan. Mr. Schoenbein mentioned the Colorado Wildfire Protection Plan. And a new fire district map was needed, added Mr. Pettit. A lot of homes in the District are not currently on the map, he said. Mr. Schoenbein noted that volunteer Mr. Ratke is a cartographer. Mr. Schoenbein also shared that there was a new lane in Indian Hills: Inca Lane. The addresses had moved from five- to four-digit numbers. Mr. Roller noted that Lane Ranch and Falcon Wing Ranch were not on the current map. Discussion moved to the capabilities of Google Earth.

Mr. Pettit returned conversation to the article Mr. Roller was to write by asking when copy was needed. "Two Weeks," answered Mr. Schoenbein. Discussion then moved to mailing issues. Mr. Roller mentioned a \$300 annual fee for bulk mailing. Ms. Fritz inquired why the Department had paid to have bulk mailing previously. Mr. Rosenberg reminded that *Smoke Signals* used to be mailed out four times a year. Mr. Roller asked if anyone had a bulk permit that the Department could piggyback on to send out the newsletter. Mr. Westerlage said that the Water District has a bulk mailing permit. Discussion followed about the legalities of using it.

Mr. Schoenbein concluded his report with item #9, which summarized the calls for the month (six). He mentioned a brush fire that had occurred earlier in the day, where several Department members were still on duty.

Ms. Nelson asked about the possibility of rumble striping on Parmalee Gulch/Myers Gulch Rd., especially since the recent accident. Mr. Roller stated that it was very expensive. Mr. Rosenberg said that the County may look at it now that there has been a fatality. He estimated that it could cost as much as \$100 per foot and mentioned that deputies were patrolling the road a lot more now. Discussion segued into concerns regarding cyclists on the road. Mr. Rosenberg cited that there was a new law requiring motorists to stay three feet away. Legally, cyclists need to ride single file, he pointed out, although they often don't. Ms. Fritz expressed that she didn't think the roads were wide enough for cyclists to safely ride.

Assistant Chief's Report — Emery Carson

Mr. Schoenbein noted that Mr. Carson and several other Department members were still on site at the brush fire that had occurred earlier in the day in the District. He noted that volunteers had done an outstanding job. Mr. Case had been the first on scene with Mr. Schoenbein. Five other Fire Departments had responded, Mr. Schoenbein said. Mr. Westerlage asked Mr. Schoenbein what role he had played at the fire since he is still compromised as a result of his recent surgery. "Incident command," Mr. Schoenbein responded. Mr. Rosenberg attested that Mr. Schoenbein had done a great job. Mr. Westerlage asked about the bunker gear he had seen a few members wearing. It was noted

that only Mr. Rosenberg and Mr. Case had been in bunker gear; other members had been wearing wildland gear. Further discussion occurred regarding red card rules in the District.

Fire Captain's Report — Steve Bruns

Not present. No report was distributed.

Rescue Captain's Report — Bob Fager (absent due to training)

Not present. No report was distributed.

(Mr. Pettit called for a break at 20:55. The meeting reconvened at 21:11. During the break, Mr. Carson arrived.)

OLD BUSINESS:

Communications System

Mr. Roller said that he had signed a new form and that the document had been sent back to Olinger. Mr. Roller admitted that he didn't know what the form was, but acknowledged that both he and Mr. Wolverton had signed it some two weeks ago. Mr. Rosenberg asked if the situation seemed encouraging. Mr. Roller responded that at least the process hadn't stalled. He then shared that he had picked up the radio tower equipment from Smokey Hill and had stored it next to the station.

Mr. Pettit turned conversation to a letter he had received stating that the Department would have to apply for a frequency split since the spectrum had become more crowded. He explained that frequencies would now be ¼ MHz apart. The process was called "narrow banding" and would be required by 2013. Mr. Roller asked about a deadline. Mr. Pettit said that the Department had to file with the FCC. He admitted that the letter he had received was confusing and that it had been sent to Mr. Schoenbein only five days before response was requested. Mr. Pettit shared that he himself had received it after the deadline.

Frontier needs to be apprised of the situation, he continued, saying that the narrow banding was a nationwide undertaking. Mr. Pettit mentioned that the Department's radio system could handle narrow banding. Mr. Roller requested that the documentation be given to him.

NEW BUSINESS:

Deer Creek Challenge Bike Race

Mr. Pettit said that the race had been approved by the County Commissioners. The race would be passing through the District; maybe twice. The limit was 3,000 cyclists, Mr. Pettit added. Mr. Schoenbein noted that less than 100 riders had signed up the previous year and that the event had been cancelled. Mr. Roller reminded that there had been no permit the previous year. Mr. Schoenbein said that it wasn't a done deal. Mr. Rudloff had not been aware that the race had been approved. Mr. Schoenbein asked that the race coordinator contact the Department, which could at least go on record for its reasons in being opposed to the race (no shoulders on the road; bikers are not supposed to pass).

Mr. Roller recommended that signs be posted informing drivers of the cyclists. Mr. Rosenberg said that the burden should be on the race organizers. Mr. Roller said that if they won't do it, he thought the Department should make signs and offered to help. Doing so would be easier than dealing with a serious accident. Mr. Schoenbein noted that the race was

scheduled for August 26. Mr. Pettit added that it would go all day. Mr. Roller shared that passing through the District was part of the long route. The majority of the race would be on Pleasant Park Rd.

Mr. Schoenbein shared that Mr. Rudloff had said that perhaps the race organizers could make a donation to the affected departments. Mr. Rosenberg suggested that mention of the race be made in *Smoke Signals*. And post signs for motorists three to four days ahead of time, added Mr. Roller.

Oil Burn Boiler

Mr. Roller passed around information from the Clean Burn Energy Systems Co. for a 325,000-BTU burner. The big question, he said, is whether the oil supply is available in the District. He mentioned that the lifespan of the ceiling-mounted unit is 30+ years and would pay for itself long before that time. He suggested that oil could be collected every second Saturday or some such schedule. Mr. Pettit spoke up to share a story of a company that has successfully used such a boiler, but expressed concern about self-service dropoff for used oil. Mr. Rosenberg said that the Department would need to buy a tank. A 1,000-gallon double-walled tank, added Mr. Roller. Mr. Rosenberg asked about the price. Discussion followed about pricing and potential cost savings that the Department could realize from such a unit.

Mr. Schoenbein reminded that the burner is portable. Mr. Pettit mentioned that older units smelled. Mr. Roller acknowledged that, but added that the technology has come a long way. Mr. Carson said that collection of oil could be a pain. Mr. Roller proposed approaching Mr. Noble about getting his used oil. Collection could occur all summer, and resulting oil could be burned all winter. Oil collection could also be advertised in *Smoke Signals*, Mr. Roller said. Mr. Pettit suggested also asking Tom's Auto. Mr. Rosenberg said that Noble may have its own oil burner.

Mr. Roller said that the question is really whether the oil supply is available to make the idea work. Ms. Fritz asked how much was needed to get through the year. "1,000 gallons," Mr. Roller estimated. Mr. Carson expressed concern about people leaving oil when no one was there to collect it. Mr. Roller reminded that heating costs had run as high as \$800 a month the previous winter. If rates continue to rise, those costs could be \$1,000 by next year, he said. Mr. Pettit advised figuring costs for such a system, which should include a tank in the back of a trailer. Mr. Roller said that he would talk to the major oil generators in the District. Mr. Rosenberg said that Evergreen Water District disposes of 500 gallons of used oil every quarter. Mr. Roller said that Mr. Rosenberg could take a tank to work with him when the Water District's oil is going to be changed.

Mr. Roller read further from the documents he had from Clean Burn, including the fact that 1.7 gallon per hour max was required for the smaller unit. He proceeded to list the different types of oil that could be burned to operate the unit. Mr. Pettit said that it would be bad if antifreeze got mixed in. Mr. Roller reminded that it would be so diluted, it probably wouldn't matter much. Mr. Westerlage estimated 600+ gallons would be required monthly to heat the station at 1 gallon per hour. Discussion followed. Mr. Roller said that he would return to the next meeting with specific numbers. Evergreen Water District and one other big oil user are all that are needed, he expressed.

Additional Topic

Ms. Fritz said that she had written a few more checks that would be dated the following day. They would show up on the next month's reports. Mr. Carson proceeded to hand Ms. Fritz a tow bill for a truck that had become stuck in the mud at the fire earlier in the day. Mr. Pettit noted that it was a truck from Genesee Fire Department. Both Mr. Roller and Mr. Rosenberg reminded that it had been fighting a fire in the Indian Hills District and, thus, the District should foot the bill. Ms. Fritz asked what account the bill should be coded to: apparatus repair and maintenance? She was told "yes." Ms. Fritz noted that the check would go out the following day.

MEETING ADJOURNED AT: 21:45

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

President:

Secretary:

MOTIONS MADE AND PASSED:

- To waive the reading of the March Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the March Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To approve checks #11155-11184, excepting checks #11181-11182, plus automatic payments and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Roller; unanimous.*

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