

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, November 18, 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; Kelley Lehman — Treasurer; Paul Pettit; Ron Walton

Fire Department Members: Emery Carson — Chief

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

Community Members: Gabrielle Porter, *High Timber Times*

MEETING CALLED TO ORDER AT: 19:01 Hrs.

OCTOBER MEETING MINUTES

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

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

TREASURER'S REPORT:

Budget Hearing

Copies of the 2016 proposed budget were distributed. Mr. Kellar announced that the proposed budget would be reviewed and then the floor would be open for discussion and changes. After conversation, the following changes were made:

- Decrease account #5150 (Station Maintenance/Repair) to \$500
- Increase account #5251 (Worker's Comp) to \$8,200
- Decrease account #5412 (Salaries Expense – Board Sec.) to \$800
- Decrease account #5420 (Benefits Expense) to \$10,000
- Decrease account #5710 (Legal Fees) to \$7,500
- Increase account #6035 (Wildland Supplies) to \$6,500
- Decrease account #6310 (Fuel – Oil/Gas/Diesel) to \$3,500
- Decrease account #6410 (Communication Equip. R&M) to \$2,000

- Increase account #6425 (Dispatching Fees) to \$5,000
- Add account #7060 (Station Improvements) with an allocation of \$27,500 to cover new exterior siding for the station

After reviewing all changes, it was noted that the District will have roughly \$6,690 for reserves.

Mr. Rosenberg made a *motion* to adopt the 2016 Indian Hills Fire Protection District budget. Mr. Walton seconded the motion, which passed unanimously.

Monthly Financial Reports

It was noted that District expenses are at 84% as of the end of October.

In Checks, it was agreed that check #12728 to Tribbett Agency in the amount of \$12,591 would be voided in lieu of receiving clarification on the invoice. Discussion then moved to the Credit Card statements. Conversation occurred regarding a \$39 charge to Ms. Nelson's account for exceeding the card's credit limit. Ms. Nelson said that she would speak to the bank about waiving the fee.

Mr. Rosenberg made a *motion* to approve checks #12711-12729, excepting check #12728, plus automated payments, credit card expenses, and bank fees. Mr. Walton seconded the motion, which passed unanimously.

Audit Update

Mr. Kellar said that he hopes to have a representative from Haynie & Company come to the December Board meeting to present an overview of the audit. Discussion followed about the fact that the final check for the audit is being held until a conversation can occur between Mr. Kellar and the auditor.

Unemployment Insurance Rebate Status

Ms. Fritz said that the District should be owed a rebate in the next six weeks.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present. Mr. Carson stated that there is an upcoming County Commissioners meeting regarding the fire codes. A decision about passage should be made at that point.

Chief — Emery Carson

Mr. Carson distributed a report and began with an update on apparatus 357. He said that he had sent a request to Mr. Batista regarding procuring a title for the vehicle. Mr. Carson also shared that half of the recall work is complete.

Next, Mr. Carson stated that he had taken a class at the Division of Fire Prevention and Control that will allow fire, Haz-Mat, and EMS certification paperwork to be handled in-house.

The QDS radio maintenance contract is complete and signed, Mr. Carson said. He referenced an attachment showing the signed contract. Mr. Carson also shared that a request for proposals for station mold eradication will run in upcoming editions of the *Canyon Courier* and *High Timber Times*.

Mr. Carson completed his report by summarizing the calls for the month, which total 13 to date, bringing the annual total to 201.

Assistant Chief — Marc Rosenberg

Mr. Rosenberg said that he had nothing to share.

Fire Captain — Scott Case

Not present.

EMS Captain — Bob Fager

Not present.

OLD BUSINESS:

Station Siding Bids

It was agreed that a request for proposals will be developed in the future with review at an upcoming Board meeting.

Update on FTP Lawsuit

Mr. Kellar said that there was no news. He offered to follow up for the December Board meeting.

NEW BUSINESS:

DEO for May Election

After discussion, it was agreed to appoint Lyons Gaddis as the DEO for the upcoming election. It was also recommended that Ms. Nelson attend election training offered in early January.

ADJOURNED AT: 20:18

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 October Minutes. *Motion made by Mr. Pettit; seconded by Mr. Rosenberg; unanimous.*

- To accept the October Minutes as written. *Motion made by Mr. Rosenberg; seconded by Mr. Pettit; unanimous.*
- To adopt the 2016 Indian Hills Fire Protection District budget. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To approve checks #12711-12729, excepting check #12728, plus automated payments, credit card expenses, 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. Walton; unanimous.*