

INDIAN HILLS FIRE PROTECTION DISTRICT

4476 Parmalee Gulch Rd.
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Phone: 303-697-4568

BOARD MEETING MINUTES

Wednesday, January 23, 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; Kelley Lehman — Treasurer; Ron Walton; Scott Kellar

Fire Department Members: Emery Carson — Chief; Jesse Chastain

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

MEETING CALLED TO ORDER AT: 19:03 Hrs.

MINUTES:

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

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

Discussion moved to Ms. Nemer's comments regarding the Minutes. Mr. Pettit noted that he would get a signed contract from Mr. Grazi for completion of the work on the communications system.

TREASURER'S REPORT:

Financial Reports

Regarding the Executive Summary, it was noted that the District ended the year with expenses at 62.6% of budget. In the Operating Cost Summary, Ms. Fritz reminded that the 2013 financial reports would break out capital expenditures separately.

Discussion turned to the Profit Loss Budget Performance Spreadsheet. Ms. Fritz stated that the funds in account #5250 (Insurance) would be allocated differently in the 2013 budget to more accurately reflect expenses. Regarding the overage for account #6810 (Annex), Ms. Fritz reminded that the budget figures had been based on standard mortgage expenses rather than the ten-year lease the District had ended up with.

Conversation moved to Checks. Regarding check #11956 to AED Authority for a replacement AED machine for apparatus 358, Mr. Carson explained that the device had gone bad. He reminded that the District had initially received it free so there had been no warranty. Ms. Fritz shared that check #11969 to the Colorado State Treasurer and check #11970 to the Colorado Department of Revenue were for quarterly and annual state unemployment/withholding taxes.

Mr. Carson instructed that check #11975 to Essential Safety Products for \$1,600 should be held until the bunker gear for Mr. Fassula arrived. Clarification was made regarding check #11981 to Image Trend for \$2,250. The amount had been decreased \$250 since the District was only having one webinar instead of two.

Ms. Fritz noted that check #11991 to Xerox Corp. had been voided. She announced that she had written the following additional checks:

- #11992 to RCD Construction for \$200 for septic expenses
- #11993 to Barta & Associates for \$850 for septic engineering fees
- #11994 to Xerox for \$286.65 for copy services

Mr. Rosenberg made a *motion* to approve checks #11956-11994, excepting check #11991, plus automated payments, credit card expenses, and bank fees. Mr. Walton seconded the motion, which passed unanimously.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Mr. Rudloff shared that the owners of the Indian Hills Equestrian Center were working on correcting violations. He also stated that Messiah Mountain had plans to put in three or four primitive huts on the property. Owners are in the process of trying to rezone the property as well. Mr. Rudloff concluded by saying that the proposed 2012 Fire Code had been submitted to the County Commissioners. Mr. Kellar asked about occupancy issues with Sit-n-Bull. Discussion followed.

Chief's Report — Emery Carson

A report was distributed and various items were discussed. Mr. Carson began by saying that a repeater had been installed at the Smokey Hill site and is ready for testing. A Yagi antenna needs to be put up at the site. The power may also need to be turned up, he added.

Barta & Associates has completed the engineering work to move the leach field on the Noble property. Mr. Carson said that he would be getting bids to do the work and present those at the next month's Board meeting. A survey of a half acre of Parmalee Elementary, the Berg property, the fire station, and the Noble property is being conducted by Pitsker &

Associates at a cost of \$1,875, Mr. Carson said. The District is planning to pursue a lot line adjustment to annex the desired properties, he added. In further land news, a meeting is scheduled with members of Messiah Mountain later in the month to discuss a possible land donation, Mr. Carson stated.

Ambulance 385 is having electrical problems and is out of service until the problem is resolved, Mr. Carson said. Two garage doors had been lubed and adjusted to aid in proper closure, he added.

Regarding the tender being built by Fire Trucks Plus, Mr. Carson shared that Mr. Batista had signed a contract stating that the truck would be completed by March 15 or the District would get its money back. Discussion followed regarding the dollar amount (\$245,000) and the fact that the tank still hasn't been ordered.

Mr. Carson shared that the new incident reporting system is now online. Information is still being input from the old system. One additional month of service from Emergency Reporting had been purchased to enable time to move documents. He commended Mr. Fager and Ms. Nelson on their work during the transition.

The District's first Fire Wise meeting had been held on January 14 and attended by some 30 community members. Mr. Carson complimented Mr. Gilbert in heading up the effort. Mr. Kellar shared that community members had raised two questions: Why weren't county roads mitigated and what can be done about residents who don't mitigate their properties. Getting rid of slash is another issue, he stated.

Regarding ambulance collections for the year, Mr. Carson stated that Ms. Nelson had brought in \$28,228.63. He referenced an attachment with details. Mr. Carson concluded his report by summarizing the calls for the year, which totaled 130. He referenced an attachment that detailed the incident types.

Assistant Chief — Marc Rosenberg

Mr. Rosenberg shared that the Department had kicked off its mutual aid with Inter-Canyon and provided an account of the recent Deer Creek Canyon Park rescue.

Fire Captain — Scott Case

Not present; no report submitted.

Rescue Captain — Bob Fager

Not present; no report submitted

OLD BUSINESS:

Communications System

Mr. Pettit reiterated that the District's repeater had been installed at Smokey Hill and said that the antenna needed to be changed out at a cost of approximately \$500. In addition, the FCC had asked for proof that the District is a legal government entity before approving the license. Mr. Pettit said that he could either find the paperwork from the state archives or see if Ms. Nemer has it.

Mr. Walton made a *motion* to purchase a new antenna and fund the associated labor at a cost not to exceed \$1,500. Mr. Rosenberg seconded the motion, which passed unanimously.

Building Committee

Mr. Carson stated that the topic had already been covered in his Chief's Report.

Tanker Status

Mr. Carson stated that the topic had already been covered in his Chief's Report.

Employee Handbook

Mr. Carson said that Ms. Nemer wants the District to consider her draft. The document is currently being reviewed, he added.

Additional Topic

Mr. Pettit drew attention to an article in the *SDA Manual* regarding mileage reimbursement. Discussion followed about the interpretation. It was agreed that Ms. Nemer needed to be consulted about the law and that a policy needed to be drafted if the reimbursement rate was not 14.4 cents per mile.

MEETING ADJOURNED AT: 20:22

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 December Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*
- To accept the December Minutes as written. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To approve checks #11956-11994, excepting check #11991, plus automated payments, credit card expenses, and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To purchase a new antenna and pay for the associated labor to install it at a cost not to exceed \$1,500. *Motion made by Mr. Walton; seconded by Mr. Rosenberg; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*