

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, December 12, 2012

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; Bob Fager — EMS Captain

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

MEETING CALLED TO ORDER AT: 19:37 Hrs.

MINUTES:

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

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

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Mr. Rudloff presented to the Board a Resolution for the 2012 Fire Code Adoption. He said that the 2009 codes will remain in effect until the county commissioners enact the 2012 codes. The Board members reviewed the Resolution.

Mr. Rosenberg made a *motion* to adopt the 2012 Fire Code Resolution as presented by Mr. Rudloff. Ms. Lehman seconded the motion, which passed unanimously.

Also discussed was a recent visit Mr. Rudloff and Mr. Carson had made to the Indian Hills Equestrian Center to investigate how code violations were being addressed.

TREASURER'S REPORT:

Financial Reports

Discussion began with Checks. It was noted that check #11945 to FPPA should say “SMF 2012” in the memo section rather than 2010.

Mr. Rosenberg made a *motion* to approve checks #11941-11955, plus automatic payments, credit card expenses, and bank fees. Mr. Kellar seconded the motion, which passed unanimously.

2013 Budget

Ms. Fritz passed out copies of the final 2013 budget. She noted that the final figure for the Property Tax Income account (#4000) had lost about \$1,000 and had ended up at \$247,761.31.

Mr. Pettit next read the Budget Message and the Resolution to Adopt Budget (12/12-1).

Mr. Pettit made a *motion* to adopt the Resolution to Adopt Budget. Mr. Rosenberg seconded the motion, which passed unanimously.

Mr. Pettit next read the Resolution to Set Mill Levies (12/12-2).

Mr. Pettit made a *motion* to adopt the Resolution to Set Mill Levies. Mr. Rosenberg seconded the motion, which passed unanimously.

Mr. Pettit next read the Resolution to Appropriate Sums of Money (12/12-3).

Mr. Pettit made a *motion* to adopt the Resolution to Appropriate Sums of Money. Mr. Rosenberg seconded the motion, which passed unanimously.

Mr. Pettit next read the Letter of Budget Transmittal. Both he and Mr. Rosenberg signed the letter. Also reviewed was the Certification of Tex Levies for Non-School Governments, which was signed by Ms. Fritz.

DEPARTMENT/OFFICERS' REPORTS:

Chief's Report — Emery Carson

A report was distributed and various items were discussed. Mr. Carson began by stating that the Department is looking at running weekday calls with Inter-Canyon beginning January 1. He also mentioned that he and Mr. Rosenberg had a meeting scheduled with members of Messiah Mountain to discuss the possible donation of property for a second station.

The District's community Fire Wise meeting has been scheduled for January 14, Mr. Carson announced. He stated that Mr. Gilbert would be heading up the effort with the goal of getting residents to volunteer to lead the fire mitigation effort from each of the District's six filings. A meeting had also been scheduled for later in the week with Ms. Nemer to discuss the Employee Handbook, Mr. Carson stated. He also noted that he is working with Ms. Nemer to complete the contract with Fire Trucks Plus.

Mr. Carson concluded his report by summarizing the calls for the month to date, which total seven. He said that the District is at 126 calls for the year so far.

Assistant Chief — Marc Rosenberg

Mr. Rosenberg shared that bunker gear would be purchased for Mr. Fassula before year's end. Ms. Fritz requested that the invoice be dated 2012.

Fire Captain — Scott Case

Not present; no report submitted.

Rescue Captain — Bob Fager

Mr. Fager explained that he was working with Image Trend to set up the new software. Brief discussion followed about the transition from Emergency Reporting to Image Trend.

OLD BUSINESS:

Communications System

Mr. Pettit presented Board members with handouts including the original proposal from Grazi, a block diagram of the project, a current quote from Grazi to finish the project, and a scope of work document. Discussion followed about the project and the warranty (one year) that should be procured on the workmanship. Mr. Carson said that a maintenance contract would be forthcoming. Board members seemed satisfied with the documentation that Mr. Pettit presented.

Conversation also occurred about the frequencies, which have been procured. Mr. Pettit pointed out that backups were needed to address the upcoming low-band deadline. Also discussed were the potential need for a link transmitter for backup dispatch with Evergreen and a fence and cooling system for the Mt. Lindo site.

Mr. Walton made a *motion* to have Grazi Communications build out the first phase of the Smokey Hill site. Mr. Rosenberg seconded the motion, which passed unanimously.

Mr. Kellar expressed that a drive test would need to be performed with the handhelds. It was agreed that Mr. Carson could coordinate the testing with Mr. Grazi. The radio reprogramming would also be done by Mr. Grazi, explained Mr. Pettit.

Building Committee

Mr. Kellar stated that he had been talking to architects regarding costs for the new station. Estimates were coming in at approximately \$750,000. He noted that future discussion would need to occur to address how to pay for the project. An RFP needed to be developed for the design work, with Ms. Nemer to review, he added.

Discussion turned to the process on moving forward with the Noble property. It was agreed that a property survey needed to be performed, the Noble leach field needed to be moved, the property needed to be subdivided, and the Noble house and associated property needed to be sold.

Mr. Walton made a *motion* to hire a contractor to survey the District property and make the appropriate lot line adjustments, with a cost not to exceed \$2,000. Mr. Kellar seconded the motion, which passed unanimously.

Mr. Walton made a *motion* to hire Mr. Barta as the system design engineer for the Noble property septic/leach field project, with a cost not to exceed \$2,000. Mr. Rosenberg seconded the motion, which passed unanimously.

It was agreed that three bids would eventually be obtained and brought to the Board for the leach field work.

Tanker Status

Mr. Carson shared details of the contract that would be presented to Mr. Batista regarding completion of the tanker. Mr. Carson said that after Ms. Nemer's review, he would send the contract to Mr. Batista for his signature.

MEETING ADJOURNED AT: 21:37

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 November Minutes. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To accept the November Minutes as written. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*
- To adopt the 2012 Fire Code Resolution as presented by Mr. Rudloff. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To approve checks #11941-11955, plus automatic payments, credit card expenses, and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*
- To adopt the Resolution to Adopt Budget. *Motion made by Mr. Pettit; seconded by Mr. Rosenberg; unanimous.*
- To adopt the Resolution to Set Mill Levies. *Motion made by Mr. Pettit; seconded by Mr. Rosenberg; unanimous.*
- To adopt the Resolution to Appropriate Sums of Money *Motion made by Mr. Pettit; seconded by Mr. Rosenberg; unanimous.*
- To have Grazi Communications build out the first phase of the Smokey Hill site. *Motion made by Mr. Walton; seconded by Mr. Rosenberg; unanimous.*
- To hire a contractor to survey the District property and make the appropriate lot line adjustments, with a cost not to exceed \$2,000. *Motion made by Mr. Walton; seconded by Mr. Kellar; unanimous.*
- To hire Mr. Barta as the system design engineer for the Noble property septic/leach field project, with a cost not to exceed \$2,000. *Motion made by Mr. Walton; seconded by Mr. Rosenberg; unanimous.*

- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*