

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, October 28, 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; Sue Ryplewski — Probationary Member

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

MEETING CALLED TO ORDER AT: 19:00 Hrs.

SEPTEMBER MEETING MINUTES

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

Discussion followed and the following change was made: Page 2, eighth paragraph, first sentence to read: “Discussion followed about how to allocate the *increased revenue* as well as when the budget hearing should be held.”

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

TREASURER’S REPORT:

Monthly Financial Reports

It was noted that District expenses are at 77% as of the end of September.

Regarding the cover page for the financial reports, a lengthy discussion occurred about auditing expenses. Conversation covered whether expenses for the audit exemption work should be paid, whether the District should stay with its current auditing firm, and how to move forward in terms of understanding needs and expectations to complete next year’s audit in a timely manner. Ms. Fritz pointed out that a full audit will be required for 2015 numbers because of the sale of the Noble house earlier in the year. Mr. Kellar agreed to call the auditor and discuss the aforementioned topics before the final bill is paid.

In the Profit Loss Budget Performance spreadsheet, it was noted that expenses allocated to account #5150 (Station Maintenance/Repair) for station roof and siding work need to be moved to a capital expense account since the work adds to the value of the building.

In Checks, it was agreed that check #12699 to Haynie & Company for the audit will be held until after Mr. Kellar has spoken to the firm.

Mr. Rosenberg made a *motion* to approve checks #12689-12710, excepting check #12699, plus automated payments, credit card expenses, and bank fees. Mr. Pettit seconded the motion, which passed unanimously.

Audit Update

Mr. Kellar said that he'd like to have a representative from Haynie & Company come to the next Board meeting to present an overview of the audit. Discussion also followed about the procedure for revising the budget and whether it is necessary and, if so, the timing for doing so. Mr. Kellar said he would discuss it with both the auditor and the District's attorney.

Unemployment Insurance Rebate Status

Ms. Fritz said that the District is owed money but hasn't heard back on it yet.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present. Mr. Carson stated that the County Commissioners are still discussing the proposed fire codes. He added that area fire chiefs are planning to attend an upcoming meeting to encourage passage of the codes. It was also noted that the new hydrant on Navajo Rd. is too low and will have to be raised.

Chief — Emery Carson

Mr. Carson distributed a report and began by stating that ambulance collections as of the end of September are \$25,250.24.

Next, Mr. Carson stated that all items for the EMTS grant have been received except the scoop stretcher, which is still backordered. Apparatus 357 has a recall for a driver side tie rod and air bag replacement, Mr. Carson said, which will be scheduled for early November.

Mr. Carson concluded his report by summarizing the calls for the month, which total 18 to date. Total calls for the year stand at 188.

As an aside, Mr. Carson asked Mr. Kellar about the status of the QDS contract for radio site maintenance. Mr. Kellar responded that the attorney is reviewing it and said he would follow up on it.

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 Drywall Repair

Mr. Carson distributed two bids for review. After discussion, Mr. Kellar suggested that Mr. Carson write up a detailed description of the work to be done and get updated bids. Ms. Ryplewski spoke up to say that she'd like to bid on the job as well.

Snowplow Contract

Mr. Carson distributed three bids for discussion. Brief conversation followed.

Mr. Rosenberg made a *motion* to hire Pine Grove Excavating to provide snowplowing services for the coming season. Mr. Pettit seconded the motion, which passed unanimously.

NEW BUSINESS:

Station Exterior Siding

Mr. Carson distributed estimates from three companies. After brief discussion about the need for new exterior siding, it was agreed to table the discussion until the next month's Board meeting.

New Auditor

Ms. Fritz recommended staying with the current auditor if a turnover in the bookkeeper position is anticipated. It was agreed that the District should look into getting estimates from other firms.

Awards Ceremony

Mr. Carson announced that the annual awards dinner will be held Saturday, December 5. He said that he is still working to find a caterer.

EXECUTIVE SESSION:

Mr. Rosenberg made a *motion* to call an Executive Session at 20:03 per CRS § 24-6-402(4)(f) to conclude Mr. Carson's annual review. Mr. Walton seconded the motion, which passed unanimously. All meeting attendees left the room with the exception of the Board members and Mr. Carson. Recording commenced using the District's recorder.

The Executive Session concluded at 20:24 and the meeting was called back to order.

ADJOURNED AT: 20:27

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

President:

Secretary:

MOTIONS MADE AND PASSED:

- To waive the reading of the September Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the September Minutes as amended. *Motion made by Mr. Pettit; seconded by Mr. Rosenberg; unanimous.*
- To approve checks #12689-12710, excepting check #12699, plus automated payments, credit card expenses, and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Pettit; unanimous.*
- To hire Pine Grove Excavating to provide snowplowing services for the coming season. *Motion made by Mr. Rosenberg; seconded by Mr. Pettit; unanimous.*
- To call an Executive Session at 20:03 per CRS § 24-6-402(4)(f) to conclude Mr. Carson's annual review. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Pettit; unanimous.*