

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, June 24, 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; Kelley Lehman — Treasurer; Marc Rosenberg — Secretary; Paul Pettit

Fire Department Members: Emery Carson — Chief

Non-Members: Karen Nelson — Recording Secretary

Guests: Ron Tribbett, Continental Western Group

Community Members: Gabrielle Porter, High Timber Times

Absent: Ron Walton (Excused); Anita Fritz (Excused)

MEETING CALLED TO ORDER AT: 19:06 Hrs.

INTRODUCTIONS AND ANNOUNCEMENTS:

Mr. Kellar called for introductions around the table.

GUEST SPEAKER: RON TRIBBETT, CONTINENTAL WESTERN GROUP

Mr. Tribbett began by passing out handouts and explaining that he represented the agency that has insured the District for many years. He proceeded to review the District's current insurance policy, answer questions from Board members, and present options for additional coverage. Discussion occurred and no changes were made to the District's present policy. After his presentation, Mr. Tribbett thanked the Board for inviting him to attend the meeting, committed to sending beneficiary cards for Department members, and departed.

MAY MINUTES:

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

Discussion followed and one change was made: Page 3, fifth paragraph, third sentence to read: "Mr. Fager shared that there is *one new full member and several new EMTs on the Department.*"

Mr. Rosenberg made a *motion* to accept the May Minutes as amended. Ms. Lehman seconded the motion, which passed unanimously.

TREASURER'S REPORT:

Monthly Financial Reports

It was noted that District expenses are at 42% as of the end of May. No significant conversation occurred regarding the financial reports.

A request was made to write one additional check:

- #12630 to BoundTree for \$67.67

Mr. Pettit made a *motion* to approve checks #12614-12630, plus automated payments, credit card expenses, and bank fees. Ms. Lehman seconded the motion, which passed unanimously.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present. Mr. Carson shared that the 2015 fire codes have been written and are slated for adoption in 2016. He added that there are many proposed changes that apply to commercial properties.

Chief — Emery Carson

Mr. Carson distributed a report and began by stating that the District was awarded the EMTS Consolidated Grant. The Department will pay the requisite 50% match, he added. Purchase of items for the grant will be made in July or August.

Annual hose testing has been completed, Mr. Carson continued. The Department did very well, he stated, with only two small hose sections failing.

Next, Mr. Carson reviewed changes that have been made to the Department's new member application form. With guidance from the District's attorney, questions have been added asking if the applicant has ever been arrested or convicted of any crime and, if so, requiring detailed information.

Board members also reviewed an updated copy of the Mt. Lindo lease agreement, which Mr. Carson coordinated. The five-year agreement specifies fees and rules regarding the District's communications equipment that is housed at the Mt. Lindo site.

Mr. Carson concluded his report by announcing that ambulance collections are at just over \$20,000 for the year and by summarizing the calls for the month, which total 12 to date.

Assistant Chief — Marc Rosenberg

Mr. Rosenberg shared that the apparatus is undergoing annual checkups. In addition, he stated that all fire extinguishers have been inspected and certified, and pump tests are also in progress.

Fire Captain — Scott Case

Not present.

EMS Captain — Bob Fager

Not present. Mr. Carson announced that County ambulance inspections would occur on the following day.

OLD BUSINESS:

Station Repair

Mr. Carson stated that he would have quotes for getting a new station roof by the following month. He also announced that he would have more information regarding potential station remodeling plans by the next Board meeting as well. Mr. Kellar spoke up to say that the District needs to move on getting roof quotes ASAP.

District By-Laws/Policies Update

Mr. Kellar reviewed the minor changes that have been made to the District By-Laws, Financial Purchasing Policies, and CORA Policies documents based on feedback from the District's new attorney. He explained that a few sections have been pulled out of the By-Laws and will be put in more appropriate documents, such as the Employee Handbook or Financial Purchasing Policies document.

Mr. Rosenberg made a *motion* to adopt the updated District By-Laws. Ms. Lehman seconded the motion, which passed unanimously.

Mr. Pettit made a *motion* to adopt the updated CORA Policies document. Mr. Rosenberg seconded the motion, which passed unanimously.

Mr. Rosenberg made a *motion* to adopt the updated Financial Purchasing Policies document. Ms. Lehman seconded the motion, which passed unanimously.

Employee Handbook Update

Mr. Carson said that he has distributed the updated version to members. No feedback has been received yet.

Additional Topic: Slash Collection

Concern was expressed that the slash collection being held at Parmalee Elementary this summer has not been properly promoted and that the community isn't well informed about it. It was noted that while the District is not hosting the slash collection event this year, it has nevertheless promoted it via signs at the post office, in an article in the recent addition of *Smoke Signals*, as well as on the District's website and Facebook page. Brief discussion followed about how to increase promotion of events such as slash collection and the cancellation of the 4th of July fireworks.

NEW BUSINESS:

Board Officer Elections

Mr. Pettit made a *motion* to keep all Board officers in their current positions for the following year. Mr. Rosenberg seconded the motion, which passed unanimously.

As such, Mr. Kellar will remain President, Ms. Lehman will remain Treasurer; and Mr. Rosenberg will remain Secretary for the next year.

Pension Qualification Report

Mr. Carson announced that statistics have been reviewed and all full members have been deemed eligible of receiving one year of credit toward their pension. Mr. Kellar requested that a summary memo be presented to the Board in the future.

4th of July

It was announced that an online signup is available for people to volunteer their time to help with the event. Discussion followed about the cancellation of the fireworks show. Mr. Rosenberg noted that the trend is for fire departments to get out of the fireworks business because of safety issues. He added that Indian Hills community members may choose to coordinate a show for next year with Department help.

Chief Review

Mr. Kellar said that he would ask Mr. Walton to coordinate information gathering as he has in the past regarding Mr. Carson's annual review.

Additional Topic

Before adjournment, Ms. Fritz showed up in time to answer questions about the District's audit extension. She said she believes the audit will be due at the end of October with the extension. She also committed to looking into why the banking fees seem unusually high.

ADJOURNED AT: 20:30

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

President:

Secretary:

MOTIONS MADE AND PASSED:

- To waive the reading of the May Minutes. *Motion made by Mr. Pettit; seconded by Ms. Lehman; unanimous.*
- To accept the May Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To approve checks #12614-12630, plus automated payments, credit card expenses, and bank fees. *Motion made by Mr. Pettit; seconded by Ms. Lehman; unanimous.*
- To adopt the updated District By-Laws. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To adopt the updated CORA Policies document. *Motion made by Mr. Pettit; seconded by Mr. Rosenberg; unanimous.*

- To adopt the updated Financial Purchasing Policies document. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To keep all Board officers in their current positions for the following year. *Motion made by Mr. Pettit; seconded by Mr. Rosenberg; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Pettit; seconded by Ms. Lehman; unanimous.*