

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, August 24, 2011

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; Bret Roller — Treasurer; Marc Rosenberg — Secretary; Ron Walton

Fire Department Members: Don Schoenbein — Chief; Emery Carson — Assistant Chief

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

MEETING CALLED TO ORDER AT: 19:32 Hrs.

ANNOUNCEMENTS:

Mr. Pettit asked that it be noted that Mr. Walton was not present at the start of the meeting and that Mr. Westerlage had resigned.

MINUTES:

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

Discussion followed and the following changes were made. Page 3, fourth paragraph, fourth sentence to read: "From there, it will go to the Mack *Truck* modification plant for the front drive axle installation." Page 5, last paragraph, fifth sentence to read: "Mr. Schoenbein explained that they *are not covered by worker's compensation but are covered by the District's liability coverage.*" Page 7, sixth paragraph, fourth sentence to read: "Mr. Pettit noted that the IGA needed to be signed by him *and* Mr. Rosenberg."

Mr. Rosenberg made a *motion* to accept the July Minutes as amended, which was seconded by Mr. Roller and passed unanimously.

Discussion moved to Ms. Nemer comments regarding the July Minutes. Referencing Ms. Nemer's first point concerning the station construction discussion, Mr. Pettit stated simply

that the project wasn't at the point yet where Ms. Nemer's advice needed to be addressed. Moving on to Ms. Nemer's second point about her opinion on the District's exercise equipment policy, Mr. Schoenbein said that she had agreed that not allowing civilians to use the equipment was sound. Family members were okay, and waivers could be incorporated if necessary, Mr. Schoenbein concluded.

Moving on to Ms. Nemer's third bullet item regarding an article about the upcoming ballot issue for *Smoke Signals*, Mr. Pettit explained that he had spoken with Ms. Nelson about writing a piece. Mr. Rosenberg agreed with the idea. Ms. Nelson asked about a deadline for the article. Mr. Pettit said that it needed to be completed and published before ballots are mailed. Ms. Fritz questioned whether a stack of newsletters could be left at the post office for general distribution. "Absolutely," answered Mr. Schoenbein.

Conversation moved to Ms. Nemer's final point regarding the 2012 budget. She said that a budget officer needs to be appointed. Ms. Fritz said that she had discussed the issue with Mr. Schoenbein earlier that day.

TREASURER'S REPORT:

Monthly Reports

Discussion began with the cover page of the financial reports. Mr. Pettit asked about the highlighted bullet item regarding the Apparatus Maintenance/Repair account (#6320). Would the additional costs for the new command vehicle be offset by the sale of the old apparatus 358? "Yes," Ms. Fritz answered, stating that the difference in costs would be \$259.98. She then, along with Mr. Rosenberg, listed the modifications that had been made to the new command vehicle.

Mr. Pettit turned conversation to the Wells Fargo savings account balance on the Executive Summary. Was this the capital expense account? Ms. Fritz explained that she had been required to open the account. It was more liquid and funds could be transferred between accounts. Overall, Mr. Pettit said, the expense and department summaries look really good for the year. Ms. Fritz said that a big insurance payment was due in addition to the pension contribution and half of the audit costs.

Discussion moved to the Profit Loss Budget Performance spreadsheet. Mr. Pettit asked about the Ambulance Fees income (account #4999) for the month (\$8,859.22). Ms. Fritz explained that the amount was for two months. Regarding account #6320 (Apparatus Maintenance/Repair), Mr. Carson explained that the Department was getting caught up from last year. Mr. Pettit asked if more radios had been ordered. Discussion followed.

Regarding account #6612 (Fourth of July Expenses), Mr. Pettit asked if all expenses had been paid. Discussion followed about an invoice that had been received for lollipops (check #11591). It was agreed that the Department should pay for that expense rather than the District. Mr. Carson concluded conversation by saying that there shouldn't be any more expenses associated with the 2011 Fourth of July celebration.

Discussion moved to Checks. Ms. Fritz said that check #11591 to RDJ Specialties would be voided. Regarding check #11595 to SCI Management for the Mt. Lindo annual lease payment, Mr. Pettit asked if Ms. Fritz had been in contact with SCI. "No," she answered,

adding that Mr. Schoenbein had a copy of a draft of the lease. Discussion followed about when the lease had been signed and who might have a final copy. Mr. Pettit said that he could not find a signed copy in his files although a signed copy had been sent to Houston. Mr. Roller suggested that Ms. Nemer might have a copy. Ms. Nelson said that she had already checked with Ms. Nemer and found that she did not have a copy of the lease.

Mr. Roller asked Mr. Pettit if he could go through his records. Mr. Roller also suggested that Olinger be contacted for a copy of the signed lease. He said that the District's absence of a copy could be explained by the recent change of attorneys and transfer of documents.

Ms. Fritz interjected that she had found all the costs for outfitting the new command vehicle, which had been discussed earlier in the evening. She proceeded to list the following: \$645 to remove the radio/siren/lightbar/wiring, \$1,783 to paint the vehicle, \$567 to install the radio, and \$765 for the bed cover.

Conversation segued to the prepaid Verizon wireless credit card charges. Mr. Pettit asked how long before the minutes expire. Mr. Schoenbein explained that they are good for a year at a cost of \$100 per year per phone for unlimited minutes. There are currently four phones, he said, adding that usage would be monitored to see if all were needed. Ms. Fritz said that she thought she was paying \$15 per quarter presently per phone. "No," contradicted Mr. Schoenbein, who explained that it should be a monthly fee. Ms. Fritz asked if it was the best deal available. "For now," answered Mr. Schoenbein.

Mr. Rosenberg made a *motion* to approve checks #11580-11599, excepting check #11591, plus automatic payments, credit card purchases, and bank fees. Mr. Roller seconded the motion, which passed unanimously.

2012 Budget

Mr. Pettit said that a budget officer needed to be appointed and suggested Mr. Rosenberg, who asked when the budget meeting would be. "October 10," answered Mr. Schoenbein. Ms. Fritz shared that she needed to have a draft of the budget by October 15. Mr. Pettit said that Ms. Nemer was sending out a budget schedule that week.

[Mr. Walton arrives at 19:58.]

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present; no report submitted. Mr. Carson said that Mr. Rudloff needed to be consulted about whether a code could be programmed to keep both gates open at Falcon Wing when there's an emergency in the area.

Chief's Report — Don Schoenbein

A report was submitted and various items were discussed. Conversation began with item #1 regarding a vehicle update. The brush truck had arrived, Mr. Schoenbein said, adding that the volunteers like the truck. It would take a couple of weeks to get it into service, he said. The ambulance should be released that week from the county of ownership and should be delivered to Fire Trucks Plus, Mr. Schoenbein noted.

Discussion moved to item #2 regarding an AED being placed at Sit-n-Bull. Mr. Schoenbein said that Mr. Rudloff would oversee the training for the restaurant employees.

Conversation turned to item #3 about a resolution for adopting Jefferson County's Hazard Mitigation Plan. Mr. Schoenbein explained that it was essentially boilerplate language to allow Indian Hills to be included in county-wide grants for hazard mitigation. Mr. Schoenbein noted that he had forwarded electronic copies to the Board members for their review. He added that there were only two districts left to sign: Lakeside and Indian Hills.

Mr. Walton made a *motion* to adopt Resolution 2011-002 Jefferson County, Colorado Multi-Hazard Mitigation Plan 2010. Mr. Rosenberg seconded the motion, which passed unanimously.

Mr. Schoenbein said that a signed intergovernmental agreement had been received for the elections (item #4). In addition, Mr. Schoenbein presented an intergovernmental agreement for signatures to approve county-wide mutual aid.

Mr. Walton made a *motion* to adopt the Intergovernmental Agreement for Mutual Aid in Jefferson County. Mr. Rosenberg seconded the motion, which passed unanimously.

Discussion moved to item #6 regarding ambulance billing and collections. Mr. Rosenberg shared that he had read an article in the *Canyon Courier* about Evergreen possibly charging a contact fee for non-transport EMS calls. Discussion followed about Indian Hills's billing history. Mr. Schoenbein expressed that he didn't think there should be a contact fee and reminded that the District had recently eliminated it. He said that he thought Evergreen was looking for revenue sources. Ms. Fritz said that EMS supplies run about \$7,000 annually, which seemed to be covered by income generated from transports.

Mr. Schoenbein moved conversation to item #7 about the station exercise equipment. He said that, as discussed earlier, Ms. Nemer had provided legal clarification on the policy. Regarding FEMA grants (item #8), Mr. Schoenbein said that the Assistance to Firefighter Grants had opened on August 15. He was working on an application, he said.

A pension board meeting needed to be scheduled for September (item #9), Mr. Schoenbein continued. Ms. Nemer had said that every board member should be on the pension board. Mr. Rosenberg said that a Special Meeting could be scheduled for September. It was decided that the meeting could be held before the next Board meeting.

Mr. Schoenbein reminded that a budget meeting had been scheduled for October 10 (item #10). Also previously discussed was the fact that an article about the upcoming ballot issue would be in the next issue of *Smoke Signals* (item #11).

Discussion moved to item #12 regarding the progress of the building committee. Three companies had been asked to provide structure bids, Mr. Schoenbein said. The building committee would meet again when input was received.

Mr. Schoenbein concluded his report by giving a brief summary of the recent bike race, with the only glitch being gridlock when cyclist stopped to put on rain gear.

Assistant Chief's Report — Emery Carson

A report was submitted and various items were discussed. Mr. Carson began by stating that slash collection had been held at Inter-Canyon earlier in the month. Traffic had been steady, but not busy. There had been \$377.79 in boot collections. In addition, Mr. Carson said that a training had been held with Airlife a week prior. Mr. Carson then shared a brief maintenance update for some of the apparatus. He reminded that the Big Chili would be held on September 11 and a flea market and open house on September 24. Recruiting for new members as well as the Fire Boots would be held at Fall Family Fun Night at Parmalee Elementary on September 22, Mr. Carson added. He concluded his report by saying that Boots members had requested T-shirts.

Fire Captain's Report — Loren Gilbert

Not present; no report submitted.

Rescue Captain's Report — Bob Fager

Not present; no report submitted.

OLD BUSINESS:

Communications System

Mr. Pettit shared that he had been to Mt. Lindo with Mr. Grazi and found that the equipment was overheated. One fan was not plugged in. Mr. Pettit listed the temperatures as he had measured them, including 125 degrees inside the box. The slits that should allow ventilation had been filed with silicone, keeping air from getting in. Mr. Pettit proposed using two fans with a baffle in the middle. Mr. Schoenbein asked about winter requirements. Mr. Pettit answered that a thermostat could be programmed to turn off the fans when not needed. The bottom line, he continued, is that there is poor air circulation and good fans are needed. Mr. Pettit proceeded to list the equipment he believed was needed for the equipment to operate optimally.

Mr. Rosenberg suggested asking the contractor why the vent had been sealed. Mr. Pettit responded that the fans were too small regardless. Mr. Walton advised following Mr. Pettit's advice. Mr. Roller said that the silicone in the vent could be removed. It would help, Mr. Pettit agreed. Mr. Schoenbein recalled that it was supposed to be an all-season cabinet. Mr. Pettit said that the power had been disconnected and that the fans were only 4-inch muffin fans.

Further discussion occurred about the sealed vent and how removing the silicone might affect the equipment in winter. Mr. Roller asked if there was any way to know if there had been any permanent damage to the equipment. Mr. Pettit said that circuit boards get stressed in extreme heat. Mr. Roller said that he was happy to help with whatever needed to be done.

Changing subject, Mr. Pettit stated that he had located 98% of the remaining equipment and shared that he had given Ms. Nelson a copy of the intergovernmental agreement for the Smokey Hill site to mail to Ms. Nemer. He said that he had met with Mr. Reynolds from APCO, who would be the one to approve the District's frequencies that Mr. Grazi would obtain.

Mr. Pettit further shared his dissatisfaction with the previous contractor in regards to pricing the simulcast system in an unaffordable range and telling the District that the equipment was not compatible with simulcast technology. The only equipment missing is a GPS clock for synchronizing the sites, Mr. Pettit stated. There were two but only one was found in the box when the equipment was inventoried. Mr. Rosenberg asked how expensive a GPS clock was. Mr. Pettit admitted that he didn't know but said that it wasn't cheap.

He said that Mr. Reynolds had been confident about acquiring frequencies. Mr. Grazi was working on the costs and needed equipment to finish the Smokey Hill site. Mr. Rosenberg asked if Mr. Pettit would have specifics by the next Board meeting. Mr. Pettit responded that he believed so and explained further about frequencies.

Mr. Schoenbein reminded that there was still an antenna on Mt. Falcon. Mr. Carson said that all he'd done is unplug it. Mr. Pettit reminded that talk had occurred about splitting the power on Mt. Lindo. Mr. Grazi had estimated 53 hours of work, Mr. Pettit said. Mr. Schoenbein asked if that included the Smokey Hill site. "Yes," answered Mr. Pettit. Mr. Rosenberg asked if a motion was needed. Not until an estimate is received, advised Mr. Pettit. Mr. Rosenberg attested to the fact that the radio system is not working properly.

Mr. Carson asked if Frontier should be asked to submit a bid. Mr. Pettit said that he didn't want to do that. Grazi had started the project and should finish it the way it had been originally designed. Mr. Pettit expressed that he just wanted to get the system working correctly.

Ms. Fritz reminded that the Mt. Lindo lease stipulated a \$10/month charge plus estimated electricity. Discussion followed on what amount to pay for the estimated electrical costs. Mr. Roller suggested \$1 per day plus the \$10 annual lease fee for a total of \$375.

NEW BUSINESS:

Easement on Noble Property

Mr. Pettit suggested moving forward with Mr. Noble regarding an easement while he's amenable to the idea. Mr. Pettit advised asking for 20 feet. Mr. Roller asked if Mr. Noble was open to the idea of selling his property. Discussion followed about County requirements. Mr. Roller said that an easement would be fine but a purchase would be better. He advised getting a right of first refusal on the house. Mr. Pettit said that he had brought that idea to the Board in the past but been told that the fire department is not in the real estate business. Mr. Schoenbein expressed concern about the usability of the land. Mr. Pettit said that he thought any land that was adjacent to the fire station was valuable. Mr. Roller agreed.

Open Board Seat

Mr. Pettit shared that Mr. Westerlage had tendered his board resignation in an email dated July 28. He said that he had sent a personal response. Mr. Pettit said that he had asked Ms. Nemer about the date of the resignation and timing for replacement of the board seat. Mr. Pettit said that Mr. Fager had sent him an email informing him that Mr. Pollitt or Mr. Pollitt's wife might be interested in the position. He had advised that interested candidates should submit a letter of introduction with information on why they want to serve. Mr. Pettit said that he'd also like interested candidates to come to a Board meeting.

The position can be posted or just discussed by word of mouth, Mr. Pettit explained. There are no requirements. But someone was needed in the next month or two. Both Ms. Fritz and Mr. Rosenberg expressed that they might know interested candidates. Mr. Rosenberg advised against posting the position. Mr. Roller agreed, especially since there were interested candidates. Mr. Roller said that he thought candidates needed to have a certain skill set. The Board needs to know what it's looking for. There's a difference between filling a seat and filling a role, he said.

Mr. Rosenberg agreed that interested candidates should be invited to the next Board meeting. Mr. Pettit said that the majority of people he talks to about Board positions aren't interested. And sometimes certain people bring too much controversy, he added. "Controversy's okay," said Mr. Roller. Unless it takes the Board backwards, said Mr. Pettit. Mr. Schoenbein asked if there should be questions for candidates. Mr. Pettit reminded that it's only a 7-8 month partial term until the May election.

Discussion followed about whether certain people should be eligible for the Board because of potential conflicts of interest (Department members and their spouses) and state statutes vs. District by-laws. Conversation ensued about past Board members who were also Department members and even Chiefs at the time of their tenure. Mr. Rosenberg suggested waiting to see who showed up at the next month's meeting.

Mr. Rosenberg made a *motion* to accept Mr. Westerlage's resignation from the Board effective August 24, 2011. Mr. Walton seconded the motion, which passed unanimously.

As an aside, it was agreed that a pension board meeting would be held before the next month's Board meeting on September 28.

MEETING ADJOURNED AT: 21:16

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 July Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Roller; unanimous.*
- To accept the July Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Mr. Roller; unanimous.*
- To approve checks #11580-11599, excepting check #11591, plus automatic payments, credit card purchases, and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Roller; unanimous.*
- To adopt Resolution 2011-002 Jefferson County, Colorado Multi-Hazard Mitigation Plan 2010. *Motion made by Mr. Walton; seconded by Mr. Rosenberg; unanimous.*

- To adopt the Intergovernmental Agreement for Mutual Aid in Jefferson County. *Motion made by Mr. Walton; seconded by Mr. Rosenberg; unanimous.*
- To accept Mr. Westerlage's resignation from the Board effective August 24, 2011. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*

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