

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, January 26, 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; Richard Westerlage

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

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

MEETING CALLED TO ORDER AT: 19:37 Hrs.

Mr. Pettit began by announcing that Mr. Schoenbein would be late to the meeting because of his EMT clinicals and field work.

MINUTES:

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

Discussion followed and the following changes were made. Page 3, third paragraph, fourth sentence to read: "Mr. Pettit asked for clarification with apparatus 341, which required the *electric winch control* to be relocated." Page 3, third paragraph, last sentence to read: "Mr. Carson explained that it was in a bad spot and had been remounted *into* the toolbox in order to stay cleaner." Pages 3 and 4, all paragraphs under the header "Pension Contribution," all instances of the word "Department" was replaced with the word "District."

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

Ms. Nemer's Comments Regarding the November Minutes

Discussion turned to Ms. Nemer's email concerning the November Minutes. Regarding item #1 pertaining to discussions regarding personnel matters at Board meetings, Mr. Pettit agreed that the conversation surrounding the conflict between Mr. Westerlage and Ms. Fritz

should have been discussed in an Executive Session. But, Mr. Pettit acknowledged, it had been good to get the issue on the table. There was nothing to hide from the public, he continued, adding that the Board needed to keep Ms. Nemer's advice in mind for the future. Mr. Rosenberg agreed that the topic should have been discussed in an Executive Session. Mr. Pettit asked Mr. Westerlage if he had any problems with the discussion as presented in the Minutes. "No," answered Mr. Westerlage, who added that he also agreed that personnel matters should be discussed in an Executive Session.

Conversation moved to item #2 regarding life insurance for Department members. Mr. Pettit noted that Ms. Nemer clarifies the issue for Department personnel who are rescue-only. "Yes," added Mr. Rosenberg, who stated that rescue-only members are part of the Department and qualify for FPPA benefits.

Regarding item #3 (the budget process), Mr. Pettit acknowledged that the District was a little behind on the process this year. Discussion followed about specific pieces of the process and the timeline for each. In conclusion, Mr. Pettit noted that everything was completed on time for the 2011 budget.

Ms. Nemer's Comments Regarding the December Minutes

Discussion turned to Ms. Nemer's email concerning the December Minutes. Regarding item #1 pertaining to Ms. Nemer's comments about the Minutes and the fact that such comments are privileged and protected by law, Mr. Pettit noted that the Board needed to be cognizant of calling an Executive Session if it's appropriate for the topic to be discussed that way.

Conversation moved to item #3 concerning the Wells Fargo loan. Mr. Pettit noted that Ms. Nemer had provided a lot of information regarding financial issues that were relevant to Ms. Fritz. Mr. Westerlage drew attention to Ms. Nemer's statement about the apparatus sale. Mr. Walton clarified that Ms. Nemer was essentially saying that the apparatus couldn't be sold unless it was paid for. It's the collateral, added Mr. Roller. Mr. Pettit acknowledged that Ms. Nemer had clarified the issue in a legal way. Mr. Pettit recommended that a file of legal advice be maintained for the future.

Mr. Rosenberg made a *motion* to scan all District documents in order to have them in electronic form. Discussion followed. Mr. Rosenberg withdrew his motion.

Conversation segued to the most efficient process to back up the District's hard drives. Various options were discussed, including an offsite service that costs \$55 per computer per year. Mr. Roller explained how such an off-site service works, including how specific updates occur with content changes in documents.

Mr. Rosenberg made a *motion* to employ Carbonite to provide hard drive backup services for the District's computers. Mr. Westerlage seconded the motion, which passed unanimously.

Mr. Walton requested that Ms. Corsaut be copied on all emails/documents, including the Minutes and legal documents, since her computer will be backed up via the service.

TREASURER'S REPORT:

Monthly Reports

Mr. Pettit thanked Ms. Fritz for the information on the cover page of the financial reports. Discussion began with the Profit Loss Budget Performance spreadsheet. Mr. Pettit drew attention to the fact that account #4999 (Ambulance Fees) had come in almost \$4,000 over budget. He noted that the figure was really good. He then said that Ms. Fritz had identified all accounts that were over budget and that even with expenses associated with the communications system, the District had ended the year at 98% of budget. Mr. Rosenberg asked if paying off the truck would cause any problems. “No,” responded Ms. Fritz, reminding that the budget is just a best guess. The money can roll forward, she added.

Conversation moved to Checks. Ms. Fritz pointed out that check #11408 had been deleted in QuickBooks, but that the numbers hadn’t reconciled and were off by one through the rest of the report. Mr. Pettit asked about check #11414 to Emergency Reporting for \$1,788. Had the cost gone up? Ms. Fritz said that she thought it was the same as the previous year and that \$2,000 had been budgeted.

Regarding check #11415 to Evergreen Fire/Rescue for various maintenance, Mr. Pettit asked if the electrical issues on apparatus 358 had been resolved. “Yes,” responded Mr. Carson. Ms. Fritz added that the invoice had noted that there had been a lot more work than anticipated but that Evergreen had kept it at the quoted rate.

Attention next focused on check #11420 to Jefferson County Treasurer for 1,040.85 for election expenses. Some joking occurred about the fact that the cost had indeed come in over \$1,000. Ms. Fritz noted that there had been no detail on the invoice. Mr. Pettit said that he’d like to see how many ballots had been mailed out for reference for the next election. Discussion followed. Mr. Rosenberg said that the number of mail-in ballots keeps going up. Ms. Fritz asked if the District could do away with a polling place for the next election. Mr. Pettit responded that a drop-off location was necessary. Mr. Pettit returned conversation to needing to know how many ballots had been mailed out since the next election was only 15 months away. The information would be needed by budget time, Ms. Fritz interjected.

Discussion moved to check #11426 to Robert Frappaolo for \$400. Mr. Carson noted that the expense was to install lights in the shed and replace fixtures at the front entrance. Someone had unwired the fluorescent light in the front, he shared.

Regarding check #11429 to Xcel Energy for \$1,455.60, discussion followed regarding a breakdown of the costs. Ms. Fritz said that between November 15-December 16, electric costs had been \$200 and gas costs had been \$400. The costs for the December 16-January 19 time period were \$235 for electric and \$582 for gas. The temperature had been colder, Ms. Fritz added. Mr. Pettit noted that he had found the thermostat in the office programmed at full blast and wondered if it was working.

In concluding discussion of the financial reports, Ms. Fritz said that check #11431 had been a misprint.

Mr. Rosenberg made a *motion* to approve checks #11406-11430, plus automatic payments and bank fees. Mr. Walton seconded the motion, which passed unanimously.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Present; no report submitted. Mr. Rudloff began by summarizing that 2010 had been a pretty quiet year in the District. He continued by saying sharing information about new fire codes that would require residential sprinkler systems in all new construction and on certain remodel projects. Discussion followed about the specific flow requirements. Mr. Rudloff stated that the new codes would mandate two heads with a flow of 15 gallons per minute for ten minutes, or 300 gallons of water. He said that he would like to increase the mandate to 20 minutes, or 600 gallons of water, to give firefighters more time to respond to a fire and had previously discussed the proposal with Mr. Carson.

Mr. Rosenberg asked what constituted a remodel. Mr. Rudloff explained it would be based on square footage or a certain percentage. In one-story homes or ones with less than 2,000 square feet, he continued, the code would require 210 gallons of water. He said he'd like to double that requirement as well. Discussion followed about how citizens would have to install a storage tank with a booster pump to meet the requirements. Mr. Walton asked about a cistern. Mr. Rudloff responded that a dedicated water supply would be required. Conversation ensued about further technical requirements and potential costs associated with the requirements. Mr. Pettit asked Mr. Rudloff to bring a proposal to the next Board meeting about increasing the County's requirements for the District.

Mr. Roller admitted that he was against Mr. Rudloff's proposal financially but in favor of it overall. Mr. Rudloff concluded by saying that he had received his state registry, which was the next step in his EMTi certification.

Chief's Report — Don Schoenbein

Mr. Schoenbein distributed a 2010 Annual Report for review. Mr. Pettit said that he appreciated all the detail and liked the chronological format. Little discussion occurred, although the Board reviewed the last page where the response percentage for each Department member was tracked.

Mr. Schoenbein noted that there had been 21 calls in the last month, 12 or 13 of which had been in the last three days as a result of magnesium chloride being applied to Highway 285 when it was too warm and making the roadway very slick. Mr. Schoenbein also brought up the topic of phones. Ms. Fritz said that she would have Ms. Corsaut cancel the Nextel service.

Assistant Chief's Report — Emery Carson

Mr. Carson began by recapping news of apparatus maintenance. He then moved conversation to an update on the communications system. The Mt. Lindo site is now online, he said, adding that Mt. Falcon had been turned off but could be turned on again if necessary. The system is working well, he noted, although work still needs to be done at the Critchell site. Mr. Carson shared that the radios would be reprogrammed one more time. He said that he had asked Mr. Gilbert to get the frequencies for wildland.

Mr. Pettit asked if the Critchell site still had old equipment. "Yes," Mr. Carson responded, adding that plans call for improvement at both the Critchell and Smokey Hill sites in an effort to make the whole system more reliable. Mr. Pettit asked if a simulcast GPS system

was being used. “Not at this time,” Mr. Carson answered. Mr. Pettit reminded that such a system was originally supposed to be installed at Smokey Hill. No dates were available at this time for when the improvements would be made to the Smokey Hill and Critchell sites, Mr. Carson concluded. As an aside, he announced that he had recently learned that Mr. Thomas had died of a heart attack a month ago.

Conversation turned to the progress being made on the station remodel project. A meeting was scheduled for January 31 with an architect and a builder. There was a possibility of asbestos being found in the center bay, he said. A \$400 test would need to be done to make a determination. Mr. Pettit expressed that he wanted a certified person to come in to conduct the test. The District needs to know, Mr. Carson agreed. Mr. Roller asked for clarification about the remodel project. Had approval been given to move forward on it? Mr. Rosenberg clarified that the upcoming meeting would be held with an architect and engineer — not a builder — to get an estimate on project costs.

Mr. Rosenberg made a *motion* to authorize a test of the station for the presence of asbestos. Mr. Walton seconded the motion, which passed unanimously.

As an aside, Mr. Schoenbein shared that Mr. Fager’s wife, who was 27 weeks pregnant, had been in the hospital since the previous Friday for pre-term labor. Ms. Fritz asked if a gift should be sent. “Not yet,” answered Mr. Schoenbein.

Discussion moved to a report Ms. Corsaut had prepared regarding ambulance billing. Mr. Pettit complimented Ms. Corsaut’s performance. Ms. Fritz noted that Ms. Corsaut is having a problem with her computer. Conversation followed whereby it was discussed that the XP operating system was needed to file Medicare forms. It was decided that someone should be called in. Mr. Carson recommended Mr. Denny and shared his cell phone number.

Fire Captain’s Report — Steve Bruns

Not present; no report submitted.

Rescue Captain’s Report — Bob Fager

Not present; no report submitted.

NEW BUSINESS:

Board Meeting Dates and Posting Locations

Mr. Pettit announced that the Board needed to decide on dates for the remainder of the year as well as three posting locations announcing meeting dates/times in addition to the station. It was decided that postings would be placed at the Indian Hills Post Office, Indian Hills Water District, and Parmalee Elementary School in addition to the offices of the County Clerk.

After discussion, a proposal was made to hold Board meetings on the following dates in 2011:

- January 26
- February 23
- March 23

- April 27
- May 25
- June 22
- July 27
- August 24
- September 28
- October 26
- November 16
- December 14

Mr. Rosenberg made a *motion* to approve the proposed 2011 Board meeting schedule. Mr. Walton seconded the motion, which passed unanimously.

(Mr. Pettit called for a break at 21:00. The meeting resumed at 21:08.)

New Apparatus Update

Mr. Schoenbein announced that Mr. Carson, Mr. Rosenberg, Mr. Case, and he would be visiting Fire Trucks Plus in February. Mr. Pettit asked about the Kenworth. Mr. Schoenbein responded that they would be viewing everything the company had. Mr. Pettit expressed that it would be good if the District could get four trucks. Mr. Westerlage asked what the priority was. Mr. Schoenbein outlined the first priority as the Kenworth, the second priority as a brush truck, and the third priority as a utility/wildland apparatus. Mr. Westerlage asked where a utility vehicle would be used. “Anywhere off road,” answered Mr. Schoenbein.

Mr. Pettit said that Mr. Walton’s mention the previous month of a shuttle tanker had raised his interest. Having such a vehicle would ease the water concerns. Discussion followed about water issues, and Board members expressed their opinions. Mr. Roller said that he would put trust in what the members who were visiting Fire Trucks Plus thought. He further expressed that he wanted the best apparatus for the District that could be acquired in a responsible way. The apparatus had to fit the needs of the District and be drivable by the Department members, he stated. Mr. Pettit said that he thought the Kenworth sounded like a great truck.

Mr. Roller mentioned that he had heard that the Longmont Department had four trucks that were going to be hitting the market. Discussion followed about the fact that finding a tanker that meets the District’s needs was hard. Mr. Pettit inquired as to whether the problems with the ambulance had been solved. “So far,” answered Mr. Schoenbein. Mr. Rosenberg commented that apparatus 384 was turning into another apparatus 389 and “nickel and diming” the District. The possibility of getting another ambulance should be considered. Mr. Pettit asked if Fire Trucks Plus had any ambulances. Mr. Schoenbein responded that the company had two four-wheel-drive models.

Mr. Walton asked what approval was needed to move forward. Mr. Pettit proceeded to read the motion from the previous month’s Board meeting. Mr. Pettit said that he had considered scheduling a Special Meeting to address a possible apparatus purchase but hadn’t since the regular Board meeting in February was scheduled for right after the trip to Fire Trucks Plus. Discussion followed about how the purchase process might occur. Mr. Roller said he didn’t

see a reason for any extra steps but wasn't sure of the legality of Mr. Schoenbein making a final decision. Mr. Schoenbein responded that he could put a hold on interested apparatus and bring a proposal to the Board since it needed to be a District purchase. Mr. Pettit said Mr. Rosenberg could have the authority to sign off on a purchase pending the Board's full approval.

Discussion followed about whether any motion needed to be made. Further conversation ensued about purchase priorities. A final decision was made for the four Department members to visit Fire Trucks Plus and return to the Board with recommendations.

Various Other Topics

Mr. Pettit brought up the topic of new IRS mileage reimbursement rates for 2011. Mileage is reimbursed at \$.51 per mile for business purposes, \$.19 per mile for moving purposes, and \$.14 per mile for charitable purposes, he shared. Department volunteers should not be considered charitable, he stated. Ms. Fritz acknowledged that there were people fighting the ruling. She passed on that Ms. Griggs had said that members are reimbursed at this rate because they're volunteers.

In regards to the SDA renewal, Ms. Fritz noted that it was due by March. It could be done online, she said.

Mr. Schoenbein announced that the Fire Boots auxiliary was pursuing 501(c)(3) status. He said that it would cost \$2,000 for an attorney to do the work, which he believed was too costly.

Mr. Carson stated that work was in progress to draft and refine Department documents. In a related topic, Mr. Pettit said that he wanted the District documents to be cleaned up. Discussion followed about the history of such documents. Mr. Rosenberg said Inter-Canyon's District documents can be used as an example.

Mr. Schoenbein suggested tabling discussion on life insurance for Department members. He mentioned that it was offered through the FPPA.

Mr. Pettit turned discussion to the District's contract with Xerox. He asked Ms. Fritz if she had found a copy of the contract. Ms. Fritz responded that she had never had it. Mr. Schoenbein said that Xerox should have a copy. Mr. Walton suggested that Ms. Corsaut look for a copy in her files.

Ms. Rosenberg asked if the Board felt that Ms. Nemer should continue to review the Minutes every month. Mr. Walton suggested continuing the practice for a few more months. Discussion followed about the costs associated with having Ms. Nemer review the Minutes each month.

Ms. Fritz then said that she had written three more checks that required approval to pay:

- Check #11432 to Alert Credit Bureau for \$68 for CDI background checks
- Check #11433 to Bound Tree for \$31.07 for medical supplies

- Check #11434 to Toussaint, Nemer & Coaty for \$918.52 for legal services

Mr. Rosenberg made a *motion* to pay checks #11432-11434, which was seconded by Mr. Westerlage and passed unanimously.

Mr. Westerlage stated that there had not been many changes in the District by-laws over the years. It was noted that copies were needed for the Board members. Mr. Westerlage shared that Mr. Dawson had done some updating. He said that he wondered if Ms. Nemer had a copy of the document. Mr. Walton suggested that the Board make changes and have Ms. Nemer review the final document.

MEETING ADJOURNED AT: 21:48

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. Walton; unanimous.*
- To accept the December Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Mr. Westerlage; unanimous.*
- To employ Carbonite to provide hard drive backup services for the District's computers. *Motion made by Mr. Rosenberg; seconded by Mr. Westerlage; unanimous.*
- To approve checks #11406-11430, plus automatic payments and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To authorize a test of the station for the presence of asbestos. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To approve the proposed 2011 Board meeting schedule. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To pay checks #11432-11434. *Motion made by Mr. Rosenberg; seconded by Mr. Westerlage; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*

MOTIONS MADE AND NOT PASSED:

- To scan all District documents to have them in electronic form. *Motion made by Mr. Rosenberg; withdrawn by Mr. Rosenberg.*

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