

INDIAN HILLS FIRE PROTECTION DISTRICT

4476 Parmalee Gulch Rd.
P.O. Box 750
Indian Hills, CO 80454
Phone: 303-697-4568

BOARD MEETING MINUTES

Wednesday, July 24, 2013

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

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

Community Member: Theresa Delacastro

MEETING CALLED TO ORDER AT: 19:00 Hrs.

MINUTES:

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

Discussion followed and the following change was made: Page 3, fifth paragraph, last sentence to read: “He explained that the District had been *reimbursed for truck usage. Personnel on scene will be reimbursed directly from the Federal government.*”

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

TREASURER’S REPORT:

Financial Reports

Discussion moved to the financial reports and the cover page. Regarding mention of account #5710 (Legal Fees) being significantly over budget, it was agreed that Ms. Nelson would scan incoming legal bills and forward them to Board members to review each month.

Conversation turned to Checks. A correction was made in the memo section for check #12095 to Essential Safety Products so that it would read “SCBA repair.” Another correction was made in the memo section of check #12105 to Toussaint, Nemer & Coaty so that the hourly rate is \$225 rather than \$320.

Mr. Rosenberg made a *motion* to approve checks #12088-12107, plus automated payments, credit card expenses, and bank fees. Ms. Lehman seconded the motion, which passed unanimously.

Audit

Ms. Fritz said that she had met with the auditor and given her all the documentation. The auditor would file for an extension by July 31, Ms. Fritz added.

Tender Financing

The final estimate for the truck build-out had been forwarded to Wells Fargo, Ms. Fritz said. The attorney still needs to review the documents, she added. The paperwork would be signed later in the meeting.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present. No report submitted. Mr. Carson said that Mr. Rudloff was continuing work on having a universal gate code for the District. Progress on addressing the Indian Hills Equestrian Center violations was slow, Mr. Carson added.

Chief — Emery Carson

A report was distributed and various items were discussed. Mr. Carson began by stating that Medicare was requiring revalidation of its providers as part of the Affordable Care Act, which necessitates completion of a 49-page form and a \$532 fee. Mr. Carson shared that the District would file a hardship claim in order to potentially have the fee waived.

Mr. Carson updated meeting attendees on the fact that Fire Trucks Plus has defaulted on the lawsuit, which will result in the District automatically being awarded a default judgment. The suit was presently awaiting a Jefferson County judge's signature and will then be filed in California. Mr. Carson said that Mr. Coaty will help the District find a California attorney to handle the lawsuit who does not work on contingency. Mr. Carson concluded by saying that the lawsuit was currently up to almost \$300,000.

Conversation turned to ambulance collections figures for the first six months of the year. Mr. Carson said that \$13,512 has been collected thus far. He then said that annual hose and ladder testing has been scheduled for August 10.

Mr. Carson shared that the mountain area fire chiefs had met on July 17 to discuss dispatching issues, among other topics. Discussion occurred about moving dispatch to Evergreen as well as possibly forming a mountain area communications authority. Lengthy conversation followed about the problems of the current dispatching system, including the fact that the County doesn't have an individual dedicated to fire/EMS dispatch, and the challenges of switching to Evergreen or starting a new communications authority. Discussion also occurred about the various dispatching setups that departments in the Denver metro area have. It was noted that prices would be forthcoming regarding dispatching options from Evergreen and that the District's communications infrastructure will need to be re-examined if dispatching changes.

The Mack chassis will be ready to ship to Rosenbauer later in the month, Mr. Carson shared. He said that he is still procuring bids to transport the truck. He also added that the tank will be moved by the end of the week.

Discussion moved to the potential sale of the Noble house. Mr. Carson referenced a memo that had been drafted by the attorney regarding the Board's responsibility in the sale of real property. Mr. Carson added that the lot line adjustment paperwork had unfortunately still not been filed with the County.

As an aside, Mr. Carson shared that Ms. Bauer had had a stroke/heart attack and that flowers had been sent. He also added that he would be on vacation the last week in July.

Mr. Carson concluded his report by summarizing the calls for the month, which total 22 to date. He said that the Department has grown to 23 firefighters.

Assistant Chief — Marc Rosenberg

Present; no report submitted. Mr. Rosenberg said that apparatus 341 was scheduled to have its annual maintenance check the following day at Evergreen. He said that the other apparatus would soon be following suit.

Fire Captain — Scott Case

Not present; no report submitted.

EMS Captain — Bob Fager

Not present; no report submitted.

OLD BUSINESS:

Firewise Update

Discussion occurred about the fact that there were a lot of questions from the community regarding slash collection as part of the Firewise program. It was noted that literature pertaining to property mitigation had still not been sent out. Ms. Delacastro stated that she was in attendance at the meeting that evening to discuss the Firewise program. It was explained that the Board had allocated \$5,000 towards the project and that each neighborhood needed to pick a slash collection date and get organized. Then the fire department could provide some resources and a chipper.

Further conversation occurred about the responsibility of community members getting slash cut and put out by the road. Discussion followed about the logistical challenges of organizing such a project and segued into the Colorado Wildfire Risk Reduction Grant that the District had applied for recently. Mr. Kellar shared that the grant application had been submitted and asked for \$43,000 to cover the cost of 10 two-day collection events. He explained that the District would have 18 months to use the funding if the grant is awarded and has to provide a 50% match, which can be documented in terms of money spent as well as volunteer hours dedicated to the project. It was noted that notification on grant recipients will be announced August 16.

Noble House Sale/Rent

Conversation began with a discussion of how to move forward with the property given the fact that the lot line adjustment will not be final for two more months. It was agreed that once the adjustment is complete, the District will work with the attorney to try to sell the property by owner with as much at-large advertising as possible so as to ensure the best deal for the taxpayers' money.

NEW BUSINESS:

Fourth of July Recap

Mr. Rosenberg shared that the Department had raised \$6,500 from the Fourth of July activities. Some \$9,000 had been brought in. Also, \$1,000 had been raised from a Volkswagen raffle that occurred on July 14 at the Evergreen Lake House. Discussion followed about whether the Department should charge those who attend the fireworks display in the future. Also discussed were the small size of this year's parade and the possible reason being water fights deterring parade participants. It was agreed that water fights would be eliminated from the parade in the future with the possibility of a water fight planned in the park.

Election of Board Officers

Brief discussion occurred regarding if Board members were happy with their positions and if non-officers were interested in assuming officer positions.

Mr. Rosenberg made a *motion* to leave all officers in their current Board positions for the next year. Mr. Walton seconded the motion, which passed unanimously.

Mileage Reimbursement Policy

Tabled.

Potential Station Ballot Issue

Discussion occurred regarding whether the Board wanted to participate in the November election asking residents to pass a bond issue or mill levy increase to finance a new station. Conversation followed about options for funding the new station and potential ballot language. It was noted that a decision is required by the County on August 27, one day before the next scheduled Board meeting. After lengthy discussion concerning the information that would need to be gathered to make an informed decision on whether to participate in the election, it was agreed to move the Board meeting up to accommodate the County's deadline.

Mr. Kellar made a *motion* to move the August Board meeting to August 22, 2013, at 7 pm. Mr. Walton seconded the motion, which passed unanimously.

Purchase of Thermal Imager

Mr. Rosenberg explained that the Department would like to purchase a \$9,500 thermal imager from MaxFire. He explained that it was a tiny hand-held device that would replace a non-functioning unit. It was agreed that he would come back to the Board with an estimate.

Community Plan

Mr. Kellar referenced a 2007 community plan that had been commissioned for Indian Hills by the County. He recommended that the Board review it and update it as appropriate.

Tender Paperwork

Ms. Fritz shared details of the terms of the Wells Fargo lease agreement for the new tender. She explained that the attorney needed to review the documents and draft an opinion letter to finalize the agreement.

Discussion followed about the cost and logistics of transporting the chassis to Rosenbauer.

Mr. Rosenberg made a *motion* to transfer the chassis from TEC to Rosenbauer at a cost not to exceed \$7,200. Mr. Kellar seconded the motion, which passed unanimously.

Mr. Kellar made a *motion* to authorize Mr. Pettit and Ms. Lehman to sign the paperwork and finalize the Wells Fargo lease agreement for the new tender at a cost of \$307,415.20. Mr. Rosenberg seconded the motion, which passed unanimously.

Mr. Kellar made a *motion* to authorize Mr. Carson to sign the build-out contract with Rosenbauer at a cost not to exceed \$145,000. Mr. Walton seconded the motion, which passed unanimously.

EXECUTIVE SESSION:

Mr. Rosenberg made a *motion* to call an Executive Session at 21:38 to discuss personnel matters per Colorado Revised Statute § 24-6-402(4)(f). Ms. Lehman seconded the motion, which passed unanimously. All meeting attendees left the room with the exception of the Board members. Recording commenced using the District's recorder.

Mr. Kellar made a *motion* to adjourn the Executive Session at 22:03. Mr. Walton seconded the motion, which passed unanimously.

ADJOURNED AT: 22:03

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

President:

Secretary:

MOTIONS MADE AND PASSED:

- To waive the reading of the June Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*
- To accept the June Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*
- To approve checks #12088-12107, plus automated payments, credit card expenses, and bank fees. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To leave all officers in their current Board positions for the next year. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*

- To move the August Board meeting to August 22, 2013, at 7 pm. *Motion made by Mr. Kellar; seconded by Mr. Walton; unanimous.*
- To transfer the chassis from TEC to Rosenbauer at a cost not to exceed \$7,200. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*
- To authorize Mr. Pettit and Ms. Lehman to sign the paperwork and finalize the Wells Fargo lease agreement for the new tender at a cost of \$307,415.20. *Motion made by Mr. Kellar; seconded by Mr. Rosenberg; unanimous.*
- To authorize Mr. Carson to sign the build-out contract with Rosenbauer at a cost not to exceed \$145,000. *Motion made by Mr. Kellar; seconded by Mr. Walton; unanimous.*
- To call an Executive Session at 21:38 per CRS 24-6-402 to discuss personnel issues. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To adjourn the Executive Session at 22:03. *Motion made by Mr. Kellar; seconded by Mr. Walton; unanimous.*
- To adjourn the meeting. *Motion made by Ms. Lehman; seconded by Mr. Kellar; unanimous.*