

# 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, April 27, 2016

*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; Ron Walton

***Fire Department Members:*** Emery Carson — Chief; Ryan Walters — Probationary Member

***Non-Members:*** Karen Nelson — Recording Secretary

***Guests:*** Dave Recker, Foothills Computer

***Absent:*** Paul Pettit (Excused); Anita Fritz (Excused)

### **MEETING CALLED TO ORDER AT: 19:00 Hrs.**

### **INTRODUCTIONS AND ANNOUNCEMENTS:**

Mr. Kellar called for introductions around the table.

### **GUEST SPEAKER: DAVE RECKER, FOOTHILLS COMPUTER:**

Mr. Recker presented the Board with a proposal to change the District's email to a different hosting service that will eliminate much of the spam and move the District's website to a new platform that will allow for in-house maintenance. Lengthy discussion followed about the options, requirements, and benefits of each. Mr. Recker showed a mockup of a potential District website design on the Wix platform, which has the benefit of being maintained internally rather than having to wait on external resources for updates. It was also discussed that three of the computers in the office are undergoing upgrades presently.

Conversation also covered costs for the changes. After discussion, it was agreed to move forward with the Wix platform for the website but remain on Outlook for email because of increased costs associated with moving to Google (Gmail). Mr. Kellar suggested that an IT policy regarding email usage should be addressed in the future.

### **MARCH MINUTES:**

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

Mr. Rosenberg made a *motion* to accept the March Minutes as written. Mr. Walton seconded the motion, which passed unanimously.

**TREASURER’S REPORT:**

***Monthly Financial Reports***

District expenses are at 19% as of the end of March. Minimal conversation occurred about the remainder of the financial reports.

Mr. Rosenberg made a *motion* to approve checks #12820-12842, plus automated payments, credit card expenses, and bank fees. Mr. Walton seconded the motion, which passed unanimously.

***Audit Exemption Status***

It was discussed that the timeline of when the District will hear back or if the audit exemption is granted or not is not known.

**DEPARTMENT/OFFICERS’ REPORTS:**

***Fire Marshal — Randy Rudloff***

Not present. Mr. Carson shared that a residential property on Nambe Rd. has converted from residential to commercial to become an equestrian operation, which will result in more tax dollars for the District. Also, he added that a property on Aztec is attempting to re-zone from industrial to residential. In other District news, Mr. Carson stated that the church property across the street from the station has dropped its selling price drastically.

***Chief — Emery Carson***

Mr. Carson distributed a report and began by saying that the ISO rating update is complete. He said he doesn’t anticipate any change to the District’s ISO number. Next, Mr. Carson shared that ambulance collections for first quarter are at \$12,864.06.

Discussion moved to the station’s leach tank. Mr. Carson stated that despite best efforts, the leach tank has not been located. He explained that there had been a plumbing backup, but that the situation appears to have resolved itself for now.

In community news, Mr. Carson reported that not enough funding was raised by a committee of residents to do a fireworks show this summer.

Mr. Carson concluded his report by summarizing the calls for the month, which total 11 to date and 80 year to date.

***Assistant Chief — Marc Rosenberg***

Mr. Rosenberg shared that apparatus 358 needs a new exhaust gasket, and apparatus 366 needs repairs to fix the four wheel drive feature that is not properly engaging.

***Fire Captain — Scott Case***

Not present.

***EMS Captain — Bob Fager***

Not present

**OLD BUSINESS:**

***Election Cancellation Resolution***

Mr. Kellar read and signed the “Cancellation of Election and Declaration Deeming Candidates Elected Board of Directors Resolution.”

Mr. Rosenberg made a *motion* to accept the Cancellation of Election resolution, which was seconded by Mr. Walton and passed unanimously.

***Station Siding Bids***

Mr. Carson distributed two bids for replacing the station siding and one to just have the station exterior repainted. Conversation followed about details of the bids. It was agreed to put the project on hold for the present.

***Jeffcom Update***

Mr. Kellar announced that Evergreen Fire Protection District has signed the IGA to be part of the Jefferson County consolidated dispatch project. Discussion followed about how Indian Hills will be affected. Mr. Kellar shared that a service user agreement will be forthcoming by the end of the summer. He also said that mountain-area SOPs will be put in place and the pay structure for future dispatch is still unknown.

**NEW BUSINESS:**

***Potential Change of Banks***

Tabled.

***Jefferson County Mountain Departments Auto Aid Agreement***

Mr. Kellar suggested that all auto aid agreements need to be reviewed and potentially distilled into one document. It was agreed to table discussion until the following month when all agreements could be reviewed.

***Inter-Canyon Auto-Aid Agreement***

Mr. Carson distributed a copy of the updated auto aid agreement with Inter-Canyon. Changes made by the attorney were reviewed.

Mr. Rosenberg made a *motion* to accept the updated auto aid agreement with Inter-Canyon, which was seconded by Mr. Walton and passed unanimously.

The agreement was signed and will be forwarded to Inter-Canyon for signatures.

***Station LED Lighting***

Mr. Rosenberg proposed replacing existing lighting in the station with LED fixtures. He said an electrician had come by to look at the job. Mr. Rosenberg explained the details of the change and said that rebates might be available.

***Station Remodel***

Mr. Carson shared that he had drawings of a potential addition to the station that would help meet operational needs without necessitating an entire rebuild. He said that the District can, in fact, get a loan to aid in such work. Mr. Kellar clarified that state statutes may prohibit that

and offered to contact the attorney to discuss legal ways to fund such a project. Discussion followed about how to proceed, including a potential Board member study session and community meeting to solicit input.

**EXECUTIVE SESSION:**

Mr. Kellar made a *motion* to call an Executive Session at 21:44 per CRS § 24-6-402(4)(f) to discuss personnel issues. Mr. Rosenberg 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 21:54 and the meeting was called back to order.

**ADJOURNED AT: 21:55**

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

*President:*

*Secretary:*

**MOTIONS MADE AND PASSED:**

- To waive the reading of the March Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the March Minutes as written. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To approve checks #12820-12842, plus automated payments, credit card expenses, and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the Cancellation of Election resolution. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the updated auto aid agreement with Inter-Canyon. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To call an Executive Session to discuss personnel issues. *Motion made by Mr. Kellar; seconded by Mr. Rosenberg; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*