

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, March 21, 2012

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; Ron Walton; Kelley Lehman

Fire Department Members: Emery Carson — Chief; Bob Fager — Rescue Captain; Scott Case — Rescue Lieutenant; Lance Schneider

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

Community Members: Scott Kellar, Beth Matson, Ron Matson

Absent: Bret Roller (excused)

MEETING CALLED TO ORDER AT: 19:41 Hrs.

INTRODUCTIONS AND ANNOUNCEMENTS:

Mr. Pettit asked for introductions around the table. Community members Scott Kellar, Beth Matson, and Ron Matson introduced themselves as well as other attendees.

Mr. Pettit then noted that Mr. Roller would be absent that evening, adding that he might join the conversation via phone.

FEBRUARY MINUTES:

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

Discussion followed and the following changes were made. Page 3, third paragraph, last sentence to read: “Our own *VHF*, answered Mr. Schoenbein.” Page 4, last paragraph, first two sentences: removed via advice from Ms. Nemer. Page 5, second paragraph, last sentence to read: “The holdup now is the new *County* dispatch system, he said . . .”

Further discussion occurred regarding Ms. Nemer’s comments on the February Minutes. Addressing Ms. Nemer’s first comment about the Treasurer’s Report, Ms. Nelson verified

that the Minutes are, indeed, correct as is. Regarding Ms. Nemer's second point referencing the Chief's Report, Mr. Rosenberg stated that he thought Ms. Nemer was trying to point out that there is a process to follow to split land parcels, a process that was never documented for the land that the District is looking into for a substation location.

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

FEBRUARY SPECIAL MEETING MINUTES:

Ms. Lehman made a *motion* to waive the reading of the February Special Meeting Minutes, which was seconded by Mr. Walton and passed unanimously.

Discussion turned to Ms. Nemer's comment that Ms. Nelson's attendance is not necessary during Executive Sessions. The Board acknowledged Ms. Nemer's comment but said that Ms. Nelson's presence is desired nonetheless. Conversation also occurred about Ms. Nemer's advice that the Board formally acknowledge Mr. Schoenbein's resignation in the Minutes as well as the Board's authority in regards to operating documents.

Mr. Rosenberg made a *motion* to accept the February Special Meeting Minutes as written. Ms. Lehman seconded the motion, which passed unanimously.

MARCH SPECIAL MEETING MINUTES:

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

Mr. Rosenberg made a *motion* to accept the March Special Meeting Minutes as written. Ms. Lehman seconded the motion, which passed unanimously.

TREASURER'S REPORT:

Financial Reports

Discussion began with the Legal Fees account (#5710) on the Profit Loss Budget Performance spreadsheet. It was noted that legal fees were at 39% with 16.7% of the year complete. Ms. Fritz said that the expenses to date include \$477 of election costs. Mr. Rosenberg asked when the ballots will be mailed. "Mid-April," responded Mr. Pettit.

Conversation moved to Checks. Ms. Fritz noted that two automatic payroll payments for Mr. Schoenbein had to be reversed since the wrong calculation had been used for his last paycheck. Mr. Rosenberg asked about check #11759 to Jefferson County for \$563.72 for fuel costs. Was that for one month? Ms. Fritz answered that it was for January and February.

Mr. Pettit inquired about check #11765 to Toussaint, Nemer & Coaty for 1,171.62 for various legal fees. He requested a breakout on fees for the Noble property.

Mr. Rosenberg made a *motion* to approve checks #11749-11765, plus automatic payments, credit card expenses, and bank fees. Ms. Lehman seconded the motion, which passed unanimously.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present; no report submitted. Mr. Carson noted that Mr. Rudloff is presently taking classes.

Chief's Report — Emery Carson

Mr. Carson began by saying that the gutters and soffits had been repaired. Mr. Case advised that everyone watch out for screws and nails. Chevron striping had been put on the back of apparatus 341, continued Mr. Carson. In addition, he said that apparatus 366 is in the shop. Someone had started it while it was on the charger, blowing a bulb. There was a rule now about starting processes, he continued, adding that while the carburetor problem had been repaired, the idle was still low. Mr. Pettit asked if the carburetor had been rebuilt or replaced. "Rebuilt," answered Mr. Carson.

Mr. Carson continued with his report by stating that the airpack/airmask test are scheduled, along with a hose test, which are all part of the District's ISO rating. He explained to the community members in attendance what ISO was and its purpose. Mr. Fager asked if the ISO rating takes into account the many bridges that the District's apparatus cannot cross. "No," responded both Mr. Carson and Mr. Walton.

Mr. Carson turned the topic to training and explained that Fire Rescue International would be held at the Denver Convention Center on July 31-August 4. Mr. Case chimed in to say that the education was usually great at that conference. Mr. Pettit asked about costs. Mr. Case responded that admission is \$500 per person for the entire conference. Access to the exhibit hall is free, he added.

Discussion moved to wildland issues. Mr. Carson shared that a training had been held the previous Tuesday on the helipad relating to water movement. Yesterday's training had focused on cisterns, he continued, and next week's training would cover wildland gear, packs, and trucks. Mr. Pettit asked if the training involved the new truck. He was told "yes."

Fire Captain — Marc Rosenberg

Mr. Rosenberg began by summarizing upcoming activities. A pack test would be held in Evergreen later that week, and West Metro had a controlled burn of some 20 acres planned for the following day. Mr. Rosenberg then said that an Evergreen Fire/Rescue representative had recertified some of the Department's fire extinguishers. He recommended that the ones that didn't pass inspection be replaced, which included five of the big CO₂ canisters. The small ones can be purchased at Home Depot, he said. Mr. Rosenberg clarified that five or six would need to be replaced. He noted that Evergreen had not charged for the service, which would save the District money on paying Red Comet, the previous service provider.

Discussion turned to apparatus. Mr. Rosenberg advised that the District keep apparatus 371 and put a poly tank on it for shuttling water at a cost of less than \$20,000. It could be put in storage, he added, either at the Noble property or a substation. Mr. Case advised against this proposition since the Department doesn't have enough drivers. "Or personnel," added Mr. Fager. Mr. Rosenberg recommended that members be familiar with CDL driving when the new truck arrives.

Rescue Captain — Bob Fager

Mr. Fager said that he didn't have much to report other than there was currently a nationwide drug shortage.

OLD BUSINESS:

Department/Organizational Structure

Mr. Rosenberg advised tabling discussion of the organizational structure since Board elections were coming up. Mr. Walton agreed, stating that the new Board would have to live with whatever structure is put in place. Mr. Pettit said that he appreciated the work that Mr. Carson, Mr. Gilbert, and Ms. Nelson had done. Mr. Rosenberg reminded that the present Board only has one more meeting before the election.

Property Update

Mr. Rosenberg said that the District was moving forward on the purchase of the Noble property. No survey would be needed, he added, sharing that the down payment had been made. Ms. Nemer had not yet heard back from Wells Fargo regarding financing, Mr. Rosenberg continued. Ms. Fritz said that the District has a personal banker there who should be the contact. Mr. Pettit brought up the topic of the audit information that has been requested by the Municipal Services Group. Ms. Fritz said that there were two banks that do these kinds of deals. She offered to contact Wells Fargo. Mr. Rosenberg said that he'd contact Ms. Nemer the following morning and asked Ms. Fritz for the Wells Fargo contact information.

Communications System

Mr. Pettit said that he expected to see licenses in the next week or so. The holdup was that the IGA was with the County's attorney. Mr. Pettit then said that he had contacted Pericle Communications and forwarded the company the coordinates of the site. Pericle would get back to the District with a proposal. A legitimate coverage study was needed, he said.

Mr. Pettit turned conversation to the Smokey Hill site. It was time to move forward on construction there, he said, adding that the District would need to buy a new link system for the new frequencies. Mr. Rosenberg asked what the cost would be. "\$1,600," answered Mr. Pettit.

Mr. Kellar asked some questions about the District's current communications system. Discussion followed. Mr. Kellar stated that Indian Hills isn't the only agency that isn't where it needs to be in terms of its communications system. Mr. Pettit reminded that the County would be updating its dispatch center in the near future. Mr. Kellar said that if the District isn't getting the response it desires from the County, he might be able to help because of his connections. Mr. Rosenberg suggested that perhaps Mr. Kellar could help expedite the process on behalf of the District. Mr. Pettit said that if he didn't hear back from the County the following day he would move up the chain of command. Mr. Rosenberg stated that it would be nice to not have to share frequencies.

Mr. Rosenberg then asked about radios. Mr. Pettit said that Mr. Grazi was offering them at the State bid price. They would come programmed, with no keypad, and be half the size of the current radios. Mr. Kellar advised waiting until Pericle does a coverage study. There may be outcomes that may make the District want to investigate different models, he said. But if Mr. Grazi is willing to let the District try out the radios . . . Mr. Pettit responded that Mr.

Grazi also has Kenwood refurbished radios. All in all, everything is moving forward, Mr. Pettit said.

Mr. Rosenberg made a *motion* to purchase a new link system to function between Smokey Hill and Mt. Lindo at a cost not to exceed \$1,650. Ms. Lehman seconded the motion, which passed unanimously.

Employee Handbook

A decision was made to table discussion.

Department By-Laws

A decision was made to table discussion. Mr. Rosenberg said that decisions about such topics can't be made so close to a Board election. Mr. Pettit said that he had read the new Department boilerplate by-laws received from Ms. Nemer. He stated that he thought the document was excellent.

Apparatus Update

Mr. Rosenberg said that he had taken over responsibility for the apparatus with Fire Trucks Plus. He passed around pictures and a proposed schedule. The tanker should be complete in late June/early July, he said. Mr. Kellar asked about training for the new truck. Mr. Rosenberg said that it would occur after the truck had been received. Mr. Kellar asked when the new truck would be put into service. "Immediately," answered Mr. Rosenberg. Mr. Kellar advised CDL training prior to taking delivery.

Regarding the new ambulance, Mr. Rosenberg said that there were 66 "to do" items still. It should be ready by the end of April, he estimated. Mr. Rosenberg reminded that the District did not have a contract with Fire Trucks Plus, but said that Mr. Batista had promised the ambulance no later than the end of April. Fire Trucks Plus was in possession of the new tanker, Mr. Rosenberg continued. The District should have put a delivery deadline in a contract for both apparatus, he said.

NEW BUSINESS:

Auditor Requests

Ms. Fritz said that the auditors had posed some questions. Assuming that the District started with a \$350,000 credit with Fire Trucks Plus in exchange for the Darley, she needed to know the value of the apparatus that the District was receiving. She was told that the value of the brush truck was \$90,000, the value of the tanker was \$236,000, and the difference (\$24,000) could be attributed to the ambulance. Ms. Fritz said that the issue might necessitate a full audit. She would know in the next week or two, she added.

Mr. Walton asked what a full audit would cost. "\$5,000," Ms. Fritz answered.

EXECUTIVE SESSION:

Mr. Walton made a *motion* to call an Executive Session per CRS 24-6-402(4)(F) to discuss personnel issues. Mr. Rosenberg seconded the motion, which passed unanimously. Mr. Pettit called the Executive Session at 20:48. All meeting attendees left the room except for Board members and Ms. Nelson. Recording commenced using the District's recorder.

REGULAR SESSION:

Mr. Pettit called the regular Board meeting back to order at 21:00.

Mr. Pettit made a *motion* to accept the resignation of Mr. Schoenbein on February 29, 2012. Mr. Rosenberg seconded the motion, which passed unanimously.

MEETING ADJOURNED AT: 21:01

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

President:

Secretary:

MOTIONS MADE AND PASSED:

- To waive the reading of the February Minutes. *Motion made by Ms. Lehman; seconded by Mr. Walton; unanimous.*
- To accept the February Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To waive the reading of the February Special Meeting Minutes. *Motion made by Ms. Lehman; seconded by Mr. Walton; unanimous.*
- To accept the February Special Meeting Minutes as written. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To waive the reading of the March Special Meeting Minutes. *Motion made by Ms. Lehman; seconded by Mr. Rosenberg; unanimous.*
- To accept the March Special Meeting Minutes as written. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To approve checks #11749-11765, plus automatic payments, credit card expenses, and bank fees. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To purchase a new link system to function between Smokey Hill and Mt. Lindo at a cost not to exceed \$1,650. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To call an Executive Session per CRS 24-6-402(4)(F) to discuss personnel issues. *Motion made by Mr. Walton; seconded by Mr. Rosenberg; unanimous.*
- To accept the resignation of Mr. Schoenbein on February 29, 2012. *Motion made by Mr. Pettit; seconded by Mr. Rosenberg; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*