

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, October 24, 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: Marc Rosenberg — Secretary; Kelley Lehman — Treasurer; Ron Walton; Scott Kellar

Fire Department Members: Emery Carson — Chief; Loren Gilbert

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

Absent: Paul Pettit (Excused)

MEETING CALLED TO ORDER AT: 19:32 Hrs.

Mr. Rosenberg called the meeting to order and presided since Mr. Pettit was absent.

MINUTES:

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

Discussion occurred and the following changes were made. Page 1, last paragraph, first sentence to read: “In response to an inquiry, discussion began with Ms. Fritz explaining how excess funds from the current year are rolled into the next year’s *fund balance*.” Page 2, eighth paragraph, first sentence to read: “Mr. Rosenberg shared that 350 feet of new hose was being purchased at a cost of \$1,150.” Page 3, second paragraph, first sentence to read: “Discussion followed about the history of the *frequency* licenses expiring and the need for an in-house communications expert.”

Mr. Kellar made a *motion* to accept the September Minutes as amended. Ms. Lehman seconded the motion, which passed unanimously.

TREASURER’S REPORT:

Financial Reports

Discussion began with an explanation of a few accounts on the Profit Loss Budget Performance spreadsheet, including Property Tax Income (account #4000), Fire Prevention Income (account #4300), and County Treasurer Fees (account #5000).

Conversation moved to Checks. Ms. Fritz noted that the automatic payments to the FPPA will appear on the financial reports every month from now on for Mr. Carson's pension contribution and AD&D payment. Clarification followed for check #11903 to Essential Safety Products for \$137.15 for an air mask cleaner and check #11910 to Laura Resch for \$212 in part for reimbursement for an Evergreen Rec Center pass. Discussion occurred about the need for a policy in the Employee Handbook specifying what benefits are available in terms of using the Rec Center.

Ms. Fritz drew attention to check #11914 to Tribbett Agency for \$11,473 for annual insurance premiums. She noted that she had broken out the costs to align with the type of insurance. Ms. Fritz also shared that check #11916 made out to herself had been re-drafted since the original had been lost. It was agreed that a stop payment would be put on the original check.

Ms. Lehman made a *motion* to approve checks #11895-11916, excepting check #11898, plus automatic payments, credit card expenses, and bank fees. Mr. Kellar seconded the motion, which passed unanimously.

As an aside, discussion turned to Ms. Nemer's comments regarding the September Minutes. It was noted that the budget committee had held a meeting on October 10 and a copy of the proposed 2013 budget should be posted in anticipation of the November budget hearing.

NEW BUSINESS:

Curtain Burner Proposal

A decision was made to delay review of the proposed 2013 budget until later in the evening in order to allow Mr. Gilbert to present his proposal to the Board for the purchase of a curtain burner to aid Indian Hills in mitigation efforts and becoming recognized as a Fire Wise community.

Mr. Gilbert explained what a curtain burner is and how it could be used to dispose of slash in the community. He shared that used models of the equipment range in price from \$28,500-38,900 and proposed that the Board could purchase one as a capital expenditure. Lengthy discussion followed about the logistics of running such an operation and how money could be raised for such a purchase.

Conversation segued to the need for a means to collect slash. Ideas included renting a truck to drive around the community to collect slash. While it was agreed that there was money in the budget to support fire mitigation efforts, concern was expressed about purchasing a curtain burner and running such a service without dedicated man-power.

After long conversation, no decision was made about the curtain burner. The Board did authorize Mr. Gilbert's use of the station's copy machine to reproduce materials in anticipation of a community mitigation meeting in January. It was also noted that mention of the meeting could be made in the next issue of *Smoke Signals*.

Corporation Status

Mr. Gilbert shared that the Department has received 501(c)(3) status. The Department also has a new bank account and a new tax ID number. Mr. Gilbert expressed the need to increase the size and scope of the Fire Boots auxiliary.

TREASURER'S REPORT:

2013 Budget

A copy of the proposed 2013 budget was distributed for review. Lengthy discussion followed. Ms. Fritz began by noting that the Property Tax Income figure (account #4000) would be finalized in early December.

Regarding account #5190 (Trash Services), Mr. Carson noted that the District may switch to a new service that also offers recycling. After discussion, a decision was made to increase account #5215 (Equipment Repair/Maintenance) from \$1,500 to \$1,800. Ms. Fritz shared that Ms. Nelson's salaries as Board Recording Secretary (account #5315) and Office Manager (account #5411) were being changed to \$21 per hour for both positions in 2013.

Discussion followed about the need to have an account (#5606) for closing costs on the annex. The account was left unchanged. A decision was made to decrease account #5610 (Utilities) from \$1,800 to \$1,200. Ms. Fritz pointed out that the Auditing Expense account (#5730) may change depending on whether a full audit is required in 2013.

Regarding account #5755 (Reporting Service), Mr. Carson stated that the state anticipated supporting the free EMS portion of the State Bridge reporting system for the long-term. Ms. Fritz noted that \$50 was being kept in the budget for account #5800 (Banking Fees) because copies of checks run \$3.50 per month.

A decision was made to add an account (#6604) for the District Fire Mitigation Program and allocate \$5,000 for 2013. Also, \$10,000 was added to account #7090 for the Communications System Infrastructure.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present; no report submitted.

Chief's Report — Emery Carson

A report was distributed and various items were discussed. Mr. Carson began by stating that matching locks were being put on gates throughout the District. The locks would be painted yellow for easy identification, he said. Mr. Carson then stated that the Employee Handbook is almost complete and would be ready for ratification by the next month's Board meeting.

Mr. Carson said that apparatus 357 would be going back to the dealer for recall work related to the tie rod end. In addition, Mr. Carson announced that new frequencies had been applied for and said that the District was waiting on the FCC. Conversation segued to general communications system issues, including the need to build out the Smokey Hill site regardless of whether Jefferson County continues to provide dispatch or a switch is made to Evergreen.

Mr. Carson concluded his report by summarizing the calls for the month, which totaled seven.

Fire Captain — Marc Rosenberg

Mr. Rosenberg shared that urban interface training had been held through Evergreen Fire/Rescue the previous weekend. Some 70 firefighters had attended, he added.

Rescue Captain — Bob Fager

Not present; no report submitted.

OLD BUSINESS:

Communications System

Mr. Carson passed out a quote from Grazi Communications that had been prepared a year ago to complete the communications system project. The estimate was for \$18,600. Mr. Carson said that he would have an updated quote from Mr. Grazi in the next few weeks. Mr. Kellar noted that a system design had still not been presented and expressed concern once again about proceeding on a project with no design plan.

Building Committee

A handout was distributed summarizing discussion that had occurred at the building committee meeting that had been held earlier in the month. The handout outlined the status of the plan development and also detailed the request for proposal plan and building options for a substation. Mr. Carson said that land owned by Messiah Mountain was now being considered.

Apparatus

Mr. Rosenberg stated that the tank has been ordered for the new truck. He anticipated that the truck would be completed by January or February. Mr. Rosenberg announced that the title to the ambulance (apparatus 385) had finally been received but was found to be missing a signature and had to be returned. As an aside, it was noted that Mr. Batista of Fire Trucks Plus has purchased another business.

NEW BUSINESS

Policy Regarding Department Members Serving on the Board

Discussion occurred regarding the pros and cons of having Department members serve on the Board. A number of ideas were discussed, but no decision was made pending Mr. Carson addressing the issue with volunteers. It was agreed that a decision would be made at the November Board meeting, after which an addendum could be written to the by-laws.

MEETING ADJOURNED AT: 22:17

There being no more business to discuss, Mr. Walton 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 September Minutes. *Motion made by Ms. Lehman; seconded by Mr. Kellar; unanimous.*
- To accept the September Minutes as amended. *Motion made by Mr. Kellar; seconded by Ms. Lehman; unanimous.*
- To approve checks #11895-11916, excepting check #11898, plus automatic payments, credit card expenses, and bank fees. *Motion made by Ms. Lehman; seconded by Mr. Kellar; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Walton; seconded by Ms. Lehman; unanimous.*