

# INDIAN HILLS FIRE PROTECTION DISTRICT

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Phone: 303-697-4568

## **BOARD MEETING MINUTES**

Wednesday, March 18, 2015

*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; Kelley Lehman — Treasurer; Marc Rosenberg — Secretary; Paul Pettit; Ron Walton

***Fire Department Members:*** Emery Carson — Chief; Bob Fager — EMS Captain

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

***Community Members:*** Sandy Barnes, *Canyon Courier*

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

### **ADDITIONS TO AGENDA:**

Three topics were added to the agenda: an audit discussion under Treasurer's Report, an update on new legal counsel under Old Business, and the possible purchase of an ambulance from Inter-Canyon under New Business.

### **MARCH 4 MINUTES:**

Mr. Rosenberg made a *motion* to waive the reading of the March 4 Minutes, which was seconded by Mr. Walton and passed unanimously.

Mr. Rosenberg made a *motion* to accept the March 4 Minutes as written. Mr. Walton seconded the motion, which passed unanimously.

### **TREASURER'S REPORT:**

#### ***Monthly Financial Reports***

Ms. Fritz distributed the financial reports for the period ending February 28, 2015. Discussion began with the Executive Summary. It was noted that the yield for the District's ColoTrust account needs to be updated to the current percent. Brief discussion followed regarding the amounts spent for office supplies (account #5180) as well as Worker's Comp (account #5251). Also discussed were the expenses associated with the sale of the Noble house (account #5600 — Annex Expenses). It was noted that expenses are complete for that account. Minimal conversation occurred regarding the Profit Loss Budget Performance spreadsheet, the monthly checks, and the monthly credit card purchases.

Mr. Rosenberg made a *motion* to approve checks #12548-12570, plus automated payments, credit card expenses, and bank fees. Mr. Walton seconded the motion, which passed unanimously.

***Audit***

Ms. Fritz announced that the District qualifies for an audit exemption this year, which should result in costs being reduced from an estimated \$5,000 to \$750. Brief conversation followed regarding anticipated auditor fees for future years.

**DEPARTMENT/OFFICERS' REPORTS:**

***Fire Marshal — Randy Rudloff***

Not present; no report submitted. Mr. Carson shared that a new restaurant, Mac Nation, would be opening in the District on April 1. Discussion followed about the type of food the restaurant would offer as well as its catering services. Mr. Carson stated that a new fire alarm system as well as a new roof had been installed at the building.

***Chief — Emery Carson***

A report was distributed and various items were discussed. Mr. Carson began by stating that he had applied for a no-match grant for four sets of bunker gear through the National Volunteer Fire Council. In other grant news, Mr. Carson said that he had attended an EMTS consolidated grant review earlier in the day. The District should know by the end of April if the grant is awarded.

Next, he shared that Tender 376 has been recalled for a leak around the wildshield that could affect the electronic power distribution module.

Mr. Carson announced that the updated Mt. Lindo lease agreement should be complete by the end of the month. He also mentioned that he has been working on ideas on how to remodel the present station. More information regarding that topic would be forthcoming, he said.

Mr. Carson concluded his report by summarizing the calls for March to date, which total 9, bringing the year's total to 54.

***Assistant Chief — Marc Rosenberg***

Present. No report submitted.

***Fire Captain — Scott Case***

Not present; no report submitted.

***EMS Captain — Bob Fager***

Present. No report submitted. Mr. Fager shared that the Phillips monitors had been updated. In addition, bags to hold medical accessories had been received free of charge from the company. Discussion followed about the potential need for new batteries for the monitors.

**OLD BUSINESS:**

***Sale of Trailer***

Conversation ensued about the sale of the trailer used in the past for transporting apparatus 366. Discussion regarding the value of the trailer as well as the best way to market it occurred. It was agreed that Mr. Carson would promote its sale via both local flyers as well as put an ad on Craigslist.

### ***Station Renovation***

Mr. Kellar stated that a community meeting could be scheduled if the Board wants one. He said that if there's not widespread support for the idea of constructing a new station, the District will have to move forward with renovation needs. It was agreed to wait until the April meeting to formulate a plan until ideas are more solidified.

### ***Update on New Legal Counsel***

Mr. Kellar stated that the District is still officially represented by Toussaint & Coaty until a formal transition occurs, which should be in the next few weeks. He said that he plans to have new legal counsel review all formal documents, including District By-Laws and the Employee Handbook, as well as policies such as CORA. It was acknowledged that the change of attorneys would entail some upfront legal costs.

### **NEW BUSINESS:**

#### ***New Collections Agency***

Ms. Nelson shared that the District's current collections agency employed to pursue delinquent ambulance transport accounts was scaling back operations and essentially going out of business. As such, she proposed moving accounts to the State of Colorado Central Collections services. Documentation about the organization and services it provides was distributed and discussed.

Mr. Rosenberg made a *motion* to sign a contract and enter into an agreement with the State of Colorado Central Collections services. Mr. Pettit seconded the motion, which passed unanimously.

#### ***Potential Purchase of Inter-Canyon Ambulance***

Mr. Rosenberg stated that as a result of a private donation from a community member, Inter-Canyon is planning to purchase a new ambulance and sell one of its current ones. Mr. Rosenberg suggested that the District consider whether it would be a good addition to its fleet. Discussion followed about the details of the ambulance. After conversation, it was decided that Mr. Rosenberg would get further information to bring for discussion at the next month's Board meeting.

#### ***Additional Topic***

Mr. Kellar asked if anyone had information regarding Mr. Roller's plan for slash collection for the Indian Hills community. Discussion followed. It was agreed that it would be a good idea to invite Mr. Roller to the next Board meeting to update attendees on his progress with the project.

### **EXECUTIVE SESSION:**

Mr. Rosenberg made a *motion* to call an Executive Session at 20:10 per CRS § 24-6-402(4)(f)

to discuss personnel issues. Mr. Pettit seconded the motion, which passed unanimously. All meeting attendees left the room with the exception of the Board members and the Chief. Recording commenced using the District's recorder.

The Executive Session concluded at 20:25 and the meeting was called back to order.

**ADJOURNED AT: 20:26**

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 March 4 Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the March 4 Minutes as written. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To approve checks #12548-12570, plus automated payments, credit card expenses, and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To sign a contract and enter into an agreement with the State of Colorado Central Collections services. *Motion made by Mr. Rosenberg; seconded by Mr. Pettit; unanimous.*
- To call an Executive Session at 20:10 per CRS § 24-6-402(4)(f) to discuss personnel issues. *Motion made by Mr. Rosenberg; seconded by Mr. Pettit; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*