

# INDIAN HILLS FIRE PROTECTION DISTRICT

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## **SPECIAL MEETING MINUTES**

Sunday, January 17, 2010

*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; Richard Westerlage — Treasurer; Bret Roller

***Fire Department Members:*** Don Schoenbein — Chief; Emery Carson — Assistant Chief

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

### **MEETING CALLED TO ORDER AT: 10:04 Hrs.**

### **MINUTES:**

Mr. Pettit announced that the purpose of the meeting was to discuss the office manager position, upcoming Board election, and vacant Board seat.

Mr. Rosenberg made a *motion* to accept Mr. Schoenbein's resignation from the Board effective December 31, 2009, in order to become Chief of the IHFPD. Mr. Westerlage seconded the motion, which passed unanimously.

### **OFFICE MANAGER POSITION:**

Mr. Pettit announced that Mr. Schoenbein was recommending a candidate for the office manager position. Mr. Schoenbein began by stating that there had been several interested candidates. After review, he had chosen Carol Corsaut. Mr. Pettit asked what Ms. Corsaut's qualifications were aside from her experience with the Department. Mr. Schoenbein responded that Ms. Corsaut had management experience in addition to some casino work. She had the requisite clerical skills to do the work and also possessed a degree in psychology, he added.

Mr. Roller noted that Ms. Fritz had given Ms. Corsaut a glowing recommendation, adding that she had the necessary attention to detail, computer, and accounting skills to do the job. Mr. Schoenbein agreed that Ms. Fritz's recommendation had influenced his decision as well. Mr. Pettit reminded that her opinion was valuable since the office manager needs to be able

to work well with Ms. Fritz. He then asked about the pay rate. Mr. Schoenbein answered that Ms. Corsaut would receive \$17/hour with a six-month review.

Mr. Rosenberg asked if Ms. Corsaut would be an employee of the Department vs. an independent contractor. Mr. Pettit responded that Ms. Fritz had advised that Ms. Corsaut be an employee since her position required her to work regular hours. And she'll be on site using Department equipment, added Mr. Schoenbein. Mr. Roller agreed that it was clear to him that Ms. Corsaut should be an employee based on the IRS website information Ms. Fritz had distributed.

Mr. Pettit asked what Ms. Corsaut's work schedule would be. Mr. Schoenbein responded that she would work approximately three days per work at a certain number of hours. He mentioned that Ms. Corsaut does have another part-time job in the Evergreen area. Mr. Rosenberg asked if the importance of ambulance billing had been discussed with Ms. Corsaut. "Yes," answered Mr. Schoenbein, adding that Ms. Fritz was planning to work with Ms. Corsaut as early as the following day.

Mr. Rosenberg made a *motion* to accept Mr. Schoenbein's recommendation to hire Carol Corsaut as office manager for the IHFPD. Mr. Roller seconded the motion, which passed by a vote of 3-0-1, with Mr. Westerlage abstaining due to a conflict of interest.

Mr. Rosenberg noted that Mr. Schoenbein would be Ms. Corsaut's immediate supervisor.

#### **UPCOMING ELECTION/OPEN BOARD SEAT:**

Mr. Pettit turned conversation to the fact that two separate notices needed to be posted: one regarding the Board position that was currently vacant as a result of Mr. Schoenbein's resignation and the second announcing that four Board seats would be open for the upcoming May election. He passed out copies of postings he had drafted for review. Discussion followed about minor changes that should be made to the postings. Mr. Pettit noted that both Mr. Rosenberg and Mr. Westerlage could run for re-election if they chose to do so.

Mr. Schoenbein asked Mr. Pettit if he had a copy of the nomination form. "No," answered Mr. Pettit, who then added that Ms. Fritz has one. He admitted that he had never seen one. He suggested asking for letters of self-nomination, posting the openings on the Special District website, and having interested candidates contact Mr. Schoenbein for a nomination form. Mr. Roller suggested placing an information box in front of the station with forms. Mr. Schoenbein agreed, proposing that one be placed at the Indian Hills post office as well. Mr. Pettit reiterated that there would be two information boxes with some 25 forms.

Mr. Rosenberg questioned whether it would be okay to appoint someone to fill Mr. Schoenbein's seat at the end of the upcoming Board meeting. Mr. Pettit said "yes," adding that the appointed person would only serve a few months until the election. He noted that the position needed to be filled by February 26 per State statute.

Mr. Rosenberg asked if Mr. Young was going to be present at this month's Board meeting. "Yes," responded Mr. Roller, noting that Mr. Young had noted so in an email. Mr. Pettit

returned conversation to the vacant Board seat by saying that mention should be made on the Department's own website in addition to the Special District Association website.

Mr. Roller asked if the Department got some kind of discount with the post office. "No," answered Mr. Rosenberg. He reminded that the Department would need to sign up for bulk mailing and that it would cost more to do so than it was worth. Mr. Roller expressed that he'd like to do a mailing to all community members regarding the upcoming election. Mr. Pettit mentioned that notice could also be published in the newspaper. Mr. Roller said that he thought there were some 700+ post office boxes in Indian Hills. Mr. Pettit and Mr. Rosenberg said that they thought the number was closer to 1,500. Discussion followed about exact numbers and the cost/feasibility of doing a mailing.

Mr. Roller suggested producing a promotional postcard that would be brief and energetic, emphasizing that running for a Board position would be a chance to be a part of the community. The postcard could have a heading like "IHFPD Needs You," he proposed. The goal would be to get the interest of five, six, seven viable candidates, he concluded.

Mr. Pettit said that the postings could be placed along with sending out a postcard that directs interested candidates to . . . . "The website," answered Mr. Schoenbein. Only three, four, or five people are needed, Mr. Schoenbein added, noting that a lot of Indian Hills post office box holders don't live in the community.

Mr. Roller continued by expressing his ideas about the postcard. He proposed that it be addressed to "Indian Hills Resident," adding that if Mr. Schoenbein could write it, he [Mr. Roller] could take it to Kinko's for printing. Mr. Schoenbein answered that he would write the copy the following day. Mr. Rosenberg reminded that the election date should be printed on the postcard. Mr. Westerlage suggested that perhaps the best place to reach community members was the Sit-n-Bull restaurant. Mr. Pettit noted that the election would be held on May 4, the first Tuesday of the month. Mr. Roller agreed that it was a good idea to include the date. Mr. Pettit summarized the action items: posting edited versions of the announcements and producing a postcard.

Mr. Westerlage asked if mention of the open Board seats was on the Department's website. Mr. Roller agreed that the website should be included on the postcard. Mr. Rosenberg suggested that the postcard could be used to solicit volunteers for the Department as well. Mr. Schoenbein suggested perhaps just one line at the bottom for this purpose. Mr. Rosenberg asked if a motion was needed to proceed. Mr. Pettit said that more money may need to be appropriated for postage.

Mr. Rosenberg made a *motion* to authorize Mr. Roller to produce a postcard with election information and spend the necessary funds associated with the printing, postage, and legal aspects of doing so. Mr. Westerlage seconded the motion, which passed unanimously.

As an aside, Mr. Westerlage stated that he hadn't seen a posting in the *Canyon Courier* regarding the Department's budget. Mr. Roller reminded that it hadn't been Mr. Young's fault. The staff member at the paper who did such postings had been on vacation . . . . Mr. Roller said that he would contact the paper, reminding that Olinger was interested in getting

some PR for its role in the communications system as well. Mr. Schoenbein noted that Mr. Young's latest bill for December included nothing regarding the budget.

Mr. Pettit summarized that Mr. Roller would contact the paper as well as take responsibility for producing the postcards. Mr. Pettit then added that perhaps the paper would be interested in an article about how the Department had progressed, including hiring a paid chief.

Mr. Westerlage turned conversation to the topic of the final payment on the new apparatus. He was reminded that since this was a special meeting with a specific agenda, the subject couldn't be discussed at that time.

**MEETING ADJOURNED AT: 10:30**

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

*President:*

*Secretary:*

**MOTIONS MADE AND PASSED:**

- To accept Mr. Schoenbein's resignation from the Board effective December 31, 2009, in order to become Chief of the IHFPD. *Motion made by Mr. Rosenberg; seconded by Mr. Westerlage; unanimous.*
- To accept Mr. Schoenbein's recommendation to hire Carol Corsaut as office manager for the IHFPD. *Motion made by Mr. Rosenberg; seconded by Mr. Roller; passed by a vote of 3-0-1, with Mr. Westerlage abstaining due to a conflict of interest.*
- To authorize Mr. Roller to produce a postcard with election information and spend the necessary funds associated with the printing, postage, and legal aspects of doing so. *Motion made by Mr. Rosenberg; seconded by Mr. Westerlage; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Roller; unanimous.*

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