

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, May 23, 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; Kelley Lehman — Treasurer; Marc Rosenberg — Secretary; Ron Walton; Scott Kellar (by phone)

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

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

Community Members: Beth Matson; Ron Matson

MEETING CALLED TO ORDER AT: 19:39 Hrs.

INTRODUCTIONS AND ANNOUNCEMENTS:

It was noted that Mr. Kellar had already been sworn in as a Board member and would be participating in the meeting via phone as he was out of town presenting at a Homeland Security conference.

SWEARING IN OF NEW BOARD MEMBERS:

Both Mr. Pettit and Ms. Lehman read their oaths of office aloud and gave the documentation to Ms. Fritz to notarize.

ELECTION OF NEW BOARD OFFICERS:

Brief discussion occurred about the responsibilities and approximate time commitment of each officer position.

Mr. Walton made a *motion* to appoint Mr. Pettit as President of the Board. Mr. Rosenberg seconded the motion, which passed unanimously.

Mr. Pettit made a *motion* to appoint Mr. Rosenberg as Secretary of the Board. Mr. Walton seconded the motion, which passed unanimously.

Mr. Rosenberg made a *motion* to appoint Ms. Lehman as Treasurer of the Board. Mr. Walton seconded the motion, which passed unanimously.

MINUTES:

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

Discussion followed and the following change was made. Page 4, fifth paragraph, first sentence to read: "Grant money *of about \$570* would be forthcoming from the SDA for safety equipment, Mr. Rosenberg relayed."

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

TREASURER'S REPORT:

Financial Reports

Discussion began by noting that the District is significantly over budget in legal expenses for the year. Conversation followed about the high cost of having an election. Mr. Pettit also pointed out that income from ambulance collections is down due in part to low transport volume.

Moving to Checks, Ms. Fritz said that she was holding check #11793 to Biggs Kofford for \$1,185 for the audit exemption because the invoice included an additional \$200 charge that wasn't explained to her satisfaction.

Mr. Kellar drew attention to check #11804 to Grazi Communications for \$8,112.50 for communications system work. Mr. Kellar said that he had questions on several of the charges. It was agreed that he and Mr. Pettit would meet to review the invoice in detail before paying the bill.

Regarding check #11815 to Toussaint, Nemer & Coaty for \$5,178.58, Ms. Fritz explained that she had created extra accounts in order to show the breakdown of expenses: #5710-1 for reviewing the Minutes and handling other routine inquiries, #5710-2 for election expenses, and #5710-3 for property purchase expenses.

Ms. Fritz said that she had an additional check to write: #11816 to Bret Roller for \$3,000 to reimburse him for the Enviro-Assess charges for the Noble property.

Mr. Rosenberg made a *motion* to approve checks #11789-11816, excepting check #11791 and #11793, plus automatic payments, credit card expenses, and bank fees. Mr. Walton seconded the motion, which passed unanimously.

Bank Signers

Ms. Fritz said that authorized Board member signators needed to be updated for the District's accounts. It was agreed to remove Mr. Roller.

Mr. Walton made a *motion* to have all Board members listed as signators on the District's checking account. Ms. Lehman seconded the motion, which passed unanimously.

Ms. Fritz said that she would bring the necessary paperwork to the next Board meeting and requested that Board members bring their driver's licenses and a credit card.

Mt. Lindo Lease

Ms. Nelson reminded that the Mt. Lindo lease payment was due the following month. It was decided to pay it that evening and keep the annual fee the same (\$375) since there had been no appreciable increase in utilities costs.

Additional Payments

Mr. Rosenberg proposed that the District pay Mr. Berg money owed for a lease on land behind the current station that had been agreed upon several years ago. It was decided to obtain Mr. Berg's mailing address and pay him \$20 the following month.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present; no report submitted.

Chief's Report — Emery Carson

Mr. Carson distributed a report and various items were discussed. He began by stating that he was still working to update the insurance coverage on the apparatus. Mr. Carson next announced that the County wants to use the station as a polling place for the November election. Potentially using the Community Center was discussed as well as security concerns raised by Mr. Kellar. Mr. Carson said he would look into the issue further.

Discussion turned to the property currently being considered for a substation. Mr. Carson stated that he had been in contact with the owners. Conversation followed about other potential properties, including land owned by the Community Center. He also shared that a Chief's meeting would be held the following evening for Department Chiefs along Hwy. 285.

Mr. Carson next expressed interest in acquiring a Ford Expedition at a cost of \$4,000 from the County if one comes available. In additional news, the District's census form had been completed and submitted, Mr. Carson said. He then turned conversation to Evergreen's new fire chief. An internal candidate had recently been hired for the position.

Finally, Mr. Carson said that the Department needed Board approval to operate a beer garden on the property during the Fourth of July festivities. Extensive conversation followed about the liabilities as well as who would run the booth and what hours it would operate. Mr. Carson concluded his report with the number of calls for the month, which totaled eight.

As an aside, Mr. Carson said that there would be a new door code for the station and mentioned that he had put in a lot of hours over the past few weeks.

Fire Captain — Marc Rosenberg

Mr. Rosenberg relayed that the new ambulance had broken down that day in Utah en route to Indian Hills. Discussion followed about the mechanical problem that had occurred and how the ambulance could be transported the remainder of the distance.

A new gas detector had been purchased for use by the Department, Mr. Rosenberg shared. Training in its use had occurred. Mr. Rosenberg then explained the device's calibration requirements. In further news on equipment, Mr. Rosenberg said that 75% of the Department's fire extinguishers had been inspected by Evergreen Fire/Rescue at no cost to the District. Two needed to be replaced at a cost of \$265.

Discussion moved to training issues. Mr. Rosenberg said that 80% of the Department's firefighters had received their Red Cards, and all had taken the refresher course. Mr. Rosenberg concluded by giving an apparatus update, including news on brake problems that had been fixed on apparatus 341 and new lights that had been installed on apparatus 357.

Rescue Captain — Bob Fager

Mr. Fager said that members were scheduled to help move gear into the new ambulance once it arrived. Fleet lettering would be needed, he added. Mr. Fager also added that the County ambulance inspections would occur later in the month. He reminded that there had been problems in the past. Discussion followed on the process for getting the ambulance inspections done.

Conversation turned to how the ambulances would be used once the new one arrived. If a decision is made to rotate use between the two, Mr. Fager said that he'd like to see the purchase of additional drugs and another computer. Options for selling apparatus 384 were discussed next, including selling it to the Civil Air Patrol as well as to Mr. Fuller in exchange for free or reduced class prices for members.

OLD BUSINESS:

Property Update

Mr. Matson opened conversation by asking if a feasibility study had been done on both the Noble and Aztec properties before the District had made a purchase decision. Lengthy discussion followed whereby Mr. Rosenberg explained the drawbacks of the Aztec property as well as the plan to raze the current station and construct a new building. Conversation ensued regarding various ideas for use of the Noble property.

Ms. Lehman suggested that a master plan was needed. A decision was made to form a building committee comprising Mr. Carson, Mr. Kellar, Mr. Rosenberg, and community member Mr. Matson to move forward with creating a site plan and addressing zoning issues for the Noble property as well as researching possibilities for the substation land.

Regarding the Noble property, Mr. Rosenberg explained why the District had gone with a ten-year lease since Special Districts can't legally incur debt and expressed gratitude for Ms. Nemer's help in the process. Mr. Rosenberg provided payment plan details.

As an aside, Mr. Carson stated that he believed that the District would have an upcoming ballot issue in November regarding the mill levy. It was decided that the Board would ask Ms. Nemer to verify if that was correct.

Communications System

Mr. Rosenberg shared that a bid had been received from Pericle to do a system analysis at a cost of more than \$11,000. Both he and Mr. Walton advised completing the site build at

Smokey Hill at the present time rather than engaging Pericle's services. Mr. Pettit shared technical updates from the previous month, including news that one frequency had been dropped so the District would end up with one repeater pair and eight tactical channels. He advised getting the Smokey Hill site live and reprogramming the radios.

Mr. Kellar expressed concerns about moving forward if there were already problems with coverage. Lengthy discussion followed about the initial system design and how the project had been derailed along the way. Mr. Kellar advised reviewing the system design and operational tests that had been done in the past at the June Board meeting.

NEW BUSINESS:

Minutes

Per Ms. Nemer's advice, Mr. Walton and Mr. Rosenberg requested that the Minutes be written at a higher level and include less detail. Ms. Nelson said that she could oblige.

Board By-Laws

It was decided to table discussion until the following month to give all Board members time to review the proposed document.

Employee Handbook

Mr. Rosenberg stated that Mr. Schoenbein's draft was good. He advised forwarding the draft to all Department and Board members for review and feedback.

Organizational Structure

Mr. Rosenberg acknowledged that Mr. Carson had been putting in a lot of hours as Chief. Mr. Rosenberg advised keeping Mr. Carson as a volunteer chief and compensating him for his administrative work. Discussion followed concerning how that decision might affect his pension plan. Additional concerns were raised, including the requirement to have AD&D insurance. It was decided that more research was needed on the feasibility and legality of the transition.

Additional conversation occurred about whether a job description was in place and still valid for the Chief position and the potential appointment of an assistant chief. Mr. Pettit interjected that such conversation all relates to the by-laws that still need to be approved. Further discussion followed about requirements for various officer positions and whether there is a conflict of interest to have Department members serve on the Board.

Community Evacuation Plan

Mr. Matson expressed concern that Indian Hills had no community evacuation plan in place and asked about developing one. Discussion followed about the Jefferson County Sheriff Department's role in providing buses for children at Geneva Glen as well as transport for horses should evacuation be necessary. Additional discussion followed about community mitigation efforts as well as support that could be provided if community members want to put together an evacuation plan for their specific neighborhood.

Board Position on School Busing Issue

Mr. Carson shared that he had received a letter from a community member asking the District to take a position on a school busing issue. After discussion, Board members

unanimously agreed that the issue was under the jurisdiction of the Jefferson County School Board and that the fire department would take no position.

MEETING ADJOURNED AT: 22:44

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 appoint Mr. Pettit as President of the Board. *Motion made by Mr. Walton; seconded by Mr. Rosenberg; unanimous.*
- To appoint Mr. Rosenberg as Secretary of the Board. *Motion made by Mr. Pettit; seconded by Mr. Walton; unanimous.*
- To appoint Ms. Lehman as Treasurer of the Board. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To waive the reading of the April Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the April Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To approve checks #11789-11816, excepting check #11791 and #11793, plus automatic payments, credit card expenses, and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To have all Board members listed as signators on the District's checking account. *Motion made by Mr. Walton; seconded by Ms. Lehman; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*