

INDIAN HILLS FIRE PROTECTION DISTRICT

4476 Parmalee Gulch Rd.
P.O. Box 750
Indian Hills, CO 80454
Phone: 303-697-4568

BOARD MEETING MINUTES

Wednesday, April 24, 2013

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; Kelley Lehman — Treasurer; Ron Walton; Scott Kellar

Fire Department Members: Emery Carson — Chief

Non-Members: Randy Rudloff — Fire Marshal; Anita Fritz — Bookkeeper; Karen Nelson — Recording Secretary

MEETING CALLED TO ORDER AT: 19:03 Hrs.

MARCH MINUTES:

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

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

APRIL SPECIAL MEETING MINUTES:

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

Discussion followed and the following change was made based on comments from Ms. Nemer. Page 3, second paragraph, last sentence to read: “Ms. Nemer noted that she had prepared an IGA for a slash collection project and said that she would forward it.”

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

TREASURER’S REPORT:

Financial Reports

Discussion moved to the financial reports. It was noted that expenses were at 55.41% with only 25% of the year completed. Also discussed were the fact that account #5755 (Emergency Reporting Service) was paid for the year and that the Capital Expenditures account (#7000) is at 198% year to date because Wells Fargo has approved the lease to purchase the chassis from TEC.

Discussion moved to checks. Ms. Fritz explained that she had used temporary checks because she had run out of regular ones, resulting in out-of-sequence check numbers. No further significant discussion occurred regarding checks.

Mr. Rosenberg made a *motion* to approve checks #2000-2009 and #12035-12049, plus automated payments, credit card expenses, and bank fees. Mr. Walton seconded the motion, which passed unanimously.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Mr. Rudloff began by presenting a resolution to adopt the 2012 edition of the International Wildland-Urban Interface Code and asking for the Board's approval and signature. He explained that the code would regulate and govern conditions deemed hazardous to life and property from wildland urban interface. Mr. Rudloff added that adoption of the code would help with District ISO ratings.

Mr. Kellar made a *motion* to adopt the 2012 Edition of the International Wildland-Urban Interface Code. Mr. Rosenberg seconded the motion, which passed unanimously.

Both Mr. Pettit and Mr. Rosenberg signed the resolution and returned it to Mr. Rudloff for submission to the County.

In other news, Mr. Rudloff shared that the Indian Hills Equestrian Center has hired a land planner to help get the property up to code and that a Picutis Rd. resident has lost his burn permit privileges after allowing a controlled burn to get out of control.

Chief — Emery Carson

A report was distributed and various items were discussed. Mr. Carson began by stating that the leach field at the 4470 Parmalee Gulch Rd. property should be complete by the end of April. He mentioned that he was still getting quotes from vendors on building out the tender. Quotes are coming in at roughly \$110,000-120,000, Mr. Carson added.

Next, Mr. Carson shared that he is working on a Homeland Security grant with Foothills and Genesee Fire Departments for new BK radios. The total cost of the radios is \$55,235.50. If the grant is received, he continued, the District's cost would be \$11,047.10. Extensive discussion followed about the details of the radios.

Mr. Carson stated that the Jefferson County School Board would meet in early May to make a decision about letting the District annex a part of its property. After a decision is made, it will take up to three months for Planning and Zoning to do lot line adjustments. Mr. Carson shared that the Building Committee had discussed the fact that the residential market is moving right now. As such, the committee wants to move forward on the lot line adjustment

and consider preparing an RFP for the new station. Additional discussion occurred on the feasibility of listing the house property prior to the lot line adjustment being completed. It was agreed that it is not possible to list the property before having a final legal description.

Mr. Carson referenced attachments for quotes for a new fence to be erected on the property line between the fire station and house. He shared details of the bids.

Mr. Walton made a *motion* to give the building committee the authority to make a decision about hiring a fencing contractor. Mr. Rosenberg seconded the motion, which passed unanimously.

Mr. Carson also said that he has obtained four bids for painting the exterior of the house. Lengthy discussion followed about whether the District should be spending the money to erect a fence and paint the house. Ms. Fritz recommended that interior painting might be more valuable than erecting a fence. After extensive conversation, it was agreed that a realtor should be consulted for feedback before any monies are spent.

Mr. Walton made a *motion* to give the building committee the authority to make a decision regarding painting the house exterior. Mr. Kellar seconded the motion, which passed unanimously.

Mr. Carson shared that he had met with Mr. Coaty and given him paperwork in preparation for legal action against Fire Trucks Plus. Mr. Carson referenced a multi-page handout containing details about Fire Trucks Plus that had been obtained by Mr. Coaty through Internet research. Mr. Carson drew attention to the fact that the paperwork suggests that Mr. Batista has assets. Discussion followed about details of the lawsuit, including a dollar figure that would be an appropriate settlement. After conversation, it was agreed that Mr. Carson should not be involved in any future conversations with Mr. Batista. Instead, Mr. Pettit would work with Mr. Coaty to instruct him about Board decisions regarding moving forward with the lawsuit.

Also revealed was the fact that the title for the brush truck from Fire Trucks Plus was missing. Although Mr. Carson said that the previous fire chief stated that he remembers receiving the paperwork, the truck was never titled.

Discussion moved to another handout Mr. Carson distributed showing where cuts could be made to the budget to fund two volunteers attending the Intermediate to Paramedic course. Mr. Carson noted that the St. Anthony's class that had originally been proposed had been cancelled. Another option has been identified at Denver Health that would cost \$12,000 for Mr. Fager and Mr. Gagnier. Mr. Carson added that Mr. Fager has applied for a grant from BoundTree that would cover 50% of his tuition if received. Notification would be received in June, Mr. Carson said.

Conversation segued to another attachment showing ambulance billing and collections year-to-date. No questions were raised.

Mr. Carson concluded his report by summarizing the calls for the month, which total 15 to date.

Assistant Chief— Marc Rosenberg

Mr. Rosenberg shared that he has found a nice truck online that was a replica of apparatus 341 for only \$99,000. He also mentioned that several volunteers have received their red cards and added that the Department is training hard for wildland season.

Fire Captain — Scott Case

Not present; no report submitted.

OLD BUSINESS:

Communications System

Mr. Pettit shared that there is still too much snow on the ground to install a shed at the Mt. Lindo site. He expressed that he hoped to have progress made by the next Board meeting.

Building Committee

Discussion began by asking if the Board wants to proceed with preparing an RFP for a new station. It was agreed that the District is in a Catch 22 situation by not wanting to spend money to get an RFP prepared but needing a design document to approach a potential financial benefactor. Discussion followed about the need for a concept design and the time frame for a potential summer 2014 build.

Ms. Fritz questioned whether the project would require a public vote to approve since financing will be required. Mr. Kellar stated that he would talk to an attorney regarding finance options for Special Districts. He also recommended that the District should emphasize to residents the benefit of having a new “community building” since other groups would be welcome to use the new station for meeting purposes.

Tanker Update

Based on conversation from earlier in the meeting, it was agreed to move forward with purchasing the chassis from TEC.

Mr. Rosenberg made a *motion* to purchase the chassis from TEC for \$162,402.20. Ms. Lehman seconded the motion, which passed unanimously.

Mileage Reimbursement

Tabled.

Additional Topics

Mr. Carson stated that he plans to purchase two handheld BK radios for \$2,400. He said that the money is in the budget.

Mr. Carson also shared that there has been confusion about Ms. Resch’s pay rate. Was she supposed to be paid by the hour or by the job? Ms. Fritz said that she recalls that the job was set up to be paid \$20 for one cleaning visit per week with additional hours after special events to be negotiated. The Board agreed to pay Ms. Resch’s invoice but to have Mr. Carson clarify the agreement with Ms. Resch.

Discussion turned to agreements for contract employees. Mr. Kellar requested that a simple job agreement with pay details be drafted for Ms. Resch.

MEETING ADJOURNED AT: 21:07

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 Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the March Minutes as written. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To waive the reading of the April Special Meeting Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the April Special Meeting Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To approve checks #2000-2009 and #12035-12049, plus automated payments, credit card expenses, and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To adopt the 2012 Edition of the International Wildland-Urban Interface Code. *Motion made by Mr. Kellar; seconded by Mr. Rosenberg; unanimous.*
- To give the building committee the authority to make a decision about hiring a fencing contractor. *Motion made by Mr. Walton; seconded by Mr. Rosenberg; unanimous.*
- To give the building committee the authority to make a decision regarding painting the house exterior. *Motion made by Mr. Walton; seconded by Mr. Kellar; unanimous.*
- To purchase the chassis from TEC for \$162,402.20. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*