

# INDIAN HILLS FIRE PROTECTION DISTRICT

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## **BOARD MEETING MINUTES**

Wednesday, December 10, 2014

*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

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

***Community Members:*** Sandy Barnes, Canyon Courier; Rob Christie; Carter Christie

### **MEETING CALLED TO ORDER AT: 19:01 Hrs.**

### **INTRODUCTIONS AND ANNOUNCEMENTS**

Mr. Kellar called for introductions around the table.

### **NOVEMBER MINUTES:**

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

Discussion followed and the following changes were made. Page 1: It was noted that Mr. Rosenberg's name was spelled wrong. Page 4, first paragraph, first sentence to read: "Mr. Carson said that Foothills Fire Protection District had requested use of one of Indian Hills' extra VHF frequencies." Page 4, first paragraph, last sentence to read: "Mr. Kellar recommended that Mr. Carson solicit a formal letter of request *from the Foothills Board of Directors.*"

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

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

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

Ms. Fritz began by stating that because the meeting was occurring so early in the month, the reports were very preliminary. Final reports would be available later in the month.

Minimal conversation occurred regarding the monthly financial reports. In reviewing the Expense Summary for the year, Mr. Pettit noted that the District looks pretty good minus capital expenditures.

In Checks, Ms. Fritz explained that several checks (#12487-12489) had been written after the reports were generated. As such, they are not reflected in the preliminary November reports.

Mr. Rosenberg made a *motion* to approve checks #12479-12489, plus automated payments, credit card expenses, and bank fees. Mr. Walton seconded the motion, which passed unanimously.

### ***2015 Budget***

A copy of the proposed 2015 budget was distributed for review. Ms. Fritz stated that the Property Tax Income (account #4000) had been finalized. The budget was reviewed and it was confirmed that all changes that had been agreed upon at the previous month's Board meeting had been incorporated. Mr. Kellar asked for any final comments regarding the proposed budget. After brief conversation, one additional change was made to the budget:

- Increase account #5610 (Annex Utilities) from \$0 to \$500.

Mr. Pettit made a *motion* to adopt the 2015 budget as amended. Mr. Rosenberg seconded the motion, which passed unanimously.

Ms. Kellar proceeded to read through the Budget Message and the Resolution to Adopt Budget (12/14-1). The resolution was approved unanimously.

Mr. Kellar next read the Resolution to Set Mill Levies (12/14-2). The resolution was approved unanimously.

Mr. Kellar next read the Resolution to Appropriate Sums of Money (12/14-3). The amount in the Operations and Reserves line was filled out as \$361,302.00. The resolution was approved unanimously.

Mr. Kellar next read the Letter of Budget Transmittal and the Certification of Tax Levies for Non-School Governments. They were approved unanimously.

All documents were signed by the appropriate parties in preparation for submittal.

### **DEPARTMENT/OFFICERS' REPORTS:**

#### ***Fire Marshal — Randy Rudloff***

Present; no report submitted. Mr. Rudloff shared that he has been meeting regularly with Jefferson County Planning and Zoning regarding driveway and road regulations that affect the District.

In addition, Mr. Rudloff stated that he had received several pieces of equipment through a grant and has donated the equipment to the District. Included are a cutter, spreader, and rescue ram. It was announced that training on all equipment will occur the following week. The Board thanked Mr. Rudloff for his contribution.

***Chief — Emery Carson***

A report was distributed and various items were discussed. Mr. Carson began by stating that Department training on the new vehicle stabilization kit had occurred the previous night. The equipment, which is on apparatus 341, is now in service.

Mr. Carson also announced that the Department is staying with Swedish Medical Center for EMS medical direction. He said that he anticipates a change of medical director within the organization.

Mr. Carson concluded his report by summarizing the calls for November, which totaled 17. Year-to-date call volume stands at 223.

***Assistant Chief — Marc Rosenberg***

Present. No report submitted.

***Fire Captain — Scott Case***

Not present; no report submitted.

***EMS Captain — Bob Fager***

Not present. No report submitted.

**OLD BUSINESS:**

***Noble House Sale***

Mr. Kellar stated that the current price is \$314,500. He added that there has been a lot of activity. Further conversation followed about the zoning of the property, which is A2.

***Attorney Review***

Mr. Kellar stated that he has received a proposal from the attorney retained by West Metro and Elk Creek. Discussion followed with a decision being made to invite attorneys being considered to attend a future Board meeting for further discussion before a decision is made.

***Communications System Update***

Mr. Kellar shared that meetings were continuing regarding a possible unified Mountain-area dispatch system. He announced that grant money had been received to help fund a drive study by Pericle Communications with the goal of developing a system with a common VHF frequency. Pericle will also be analyzing repeater locations that would optimize functionality.

Lengthy conversation followed, whereby it was discussed that Elk Creek has offered to donate a frequency operating off of Conifer Mountain if the project comes to fruition. Also discussed were logistical details, including the fact that although there would be one channel for dispatch, each Department would have its own tactical channel for operations.

**NEW BUSINESS:**

### ***Trailer for Apparatus 366***

Mr. Pettit expressed that the District needs to plan how to house apparatus 366 (ATV) in the event that the Noble house sells. He explained that there is no room in the bays and added that the ATV needs to be housed in such a manner that it can be readily towed and deployed in situations that require its use. Discussion followed about the need for a 7 x 14-foot tandem axle trailer. It was agreed that the purchase would not be made until 2015.

### ***2015 Board Meeting Schedule***

After brief discussion, it was agreed that Board meetings would be held on the following dates at 7 pm in 2015:

- January 28
- February 25
- March 18
- April 22
- May 27
- June 24
- July 22
- August 26
- September 23
- October 28
- November 18
- December 9

It was also agreed that the meetings in April and November would begin at 6:30 pm to accommodate a Pension Board meeting prior to the regular District Board meeting.

Mr. Rosenberg made a *motion* to accept the 2015 Board meeting schedule. Mr. Walton seconded the motion, which passed unanimously.

### **ADJOURNED AT: 20:22**

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 November Minutes. *Motion made by Mr. Pettit; seconded by Mr. Walton; unanimous.*
- To accept the November Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*

- To approve checks #12479-12489, plus automated payments, credit card expenses, and bank fees *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To adopt the 2015 budget as amended. *Motion made by Mr. Pettit; seconded by Mr. Rosenberg; unanimous.*
- To accept the 2015 Board meeting schedule. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*