

# 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, October 26, 2016

*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; Marc Rosenberg — Treasurer; Paul Pettit — Secretary; Kelley Lehman; Ron Walton (via phone conferencing)

***Fire Department Members:*** Emery Carson — Chief

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

***Guests:*** Cathy Tallerico and Adele Reester, Lyons Gaddis

***Community Member:*** Deborah Swearington, *Canyon Courier*

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

### **GUEST SPEAKERS: CATHY TALLERICO AND ADELE REESTER, LYONS GADDIS**

Ms. Tallerico and Ms. Reester overviewed the services offered by the law firm and the areas where they could support Indian Hills Fire Protection District. In particular, conversation occurred about the role Lyons Gaddis could play in helping prepare documents for the budget hearing in November. Also briefly discussed were questions regarding personnel issues and prepayment of insurance policies.

### **SEPTEMBER MINUTES:**

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

Discussion followed and one change was made: It was requested that Ms. Lehman's absence from the previous month's Board meeting be marked as "excused."

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

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

***Monthly Financial Reports***

District expenses are at 55% as of the end of September. In discussing the Executive Summary, it was requested that another column be added to the Operating Cost Summary that lists the calls per year.

Regarding the Profit Loss Budget Performance spreadsheet, discussion occurred regarding reimbursement for certain expenses being put back into the proper account to offset charges. It was agreed that this could be done and would help more accurately reflect expenses within certain accounts.

After reviewing checks, Mr. Carson noted that an EMSAC bill had not been paid and requested a check be drafted. Ms. Fritz added check #12977 for \$2,040.00 to cover conference expenses.

Ms. Lehman made a *motion* to approve checks #12952-12977 plus check #12946, plus automated payments, credit card expenses, and bank fees. Mr. Rosenberg seconded the motion, which passed unanimously.

### ***2017 Proposed Budget***

A draft of the 2017 District budget was reviewed and finessed. In particular, the following changes were made:

- Account #6050 (EMS Training): Increased from \$6,000 to \$12,000
- Account #6815 (Mack Truck Lease Interest): Increased from \$0 to \$2,512
- Account #6915 (Mack Truck Lease Principal): Increased from \$0 to \$64,086
- Account #7070 (Apparatus/Vehicles): Reduced from \$110,000 to \$17,500

It was noted that accounts #6815 and #6915 were increased as a decision was made to not pay off the tender in 2017 as the cost saving were deemed to not be worth it.

Also discussed was how often the Board wants to do a full audit. After conversation, it was agreed that every four years would be reasonable.

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

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

Not present. Mr. Carson noted that a proposal is suggesting 54 more houses in the District in the coming years.

#### ***Chief — Emery Carson***

Mr. Carson distributed a report and began by stating that the annual awards ceremony will be held Saturday, December 3 at 6 pm. Mr. Carson also shared that ambulance collections are at \$31,994.93 through the end of September.

Next, Mr. Carson distributed an updated proposal for Accidental Death and Dismemberment (AD&D) coverage. Lengthy conversation followed on the various plan options and who should be covered under the policy. After discussion, it was agreed to purchase the more generous policy for volunteers, Board members, employees, and select auxiliary members.

Mr. Pettit made a *motion* to purchase Provident AD&D insurance beginning in January 2017 with an annual premium of \$1,750.00. Mr. Rosenberg seconded the motion, which passed by a vote of 4-0-1, with Mr. Walton abstaining.

Mr. Carson also passed out an updated long-term plan showing station improvements and equipment replacement. Mr. Carson concluded his report by reviewing the calls for the month, which total 23 to date and 237 for the year.

***Assistant Chief — Marc Rosenberg***

Mr. Rosenberg said that he had nothing to share.

***Fire Captain — Scott Case***

Not present.

***EMS Captain — Bob Fager***

Not present.

**OLD BUSINESS:**

***Mountain Area Auto Aid Agreement***

The most recent copy of the mountain area IGA was distributed for review and approval. Mr. Carson explained that several of the departments listed have already signed the agreement and he recommended approval and signatures.

Mr. Rosenberg made a *motion* to approve the Intergovernmental Agreement for Automatic Aid. Ms. Lehman seconded the motion, which passed unanimously.

**ADJOURNED AT: 21:10**

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

*President:*

*Secretary:*

**MOTIONS MADE AND PASSED:**

- To waive the reading of the September Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Pettit; unanimous.*
- To accept the September Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To approve checks #12952-12977 plus check #12946, plus automated payments, credit card expenses, and bank fees *Motion made by Ms. Lehman; seconded by Mr. Rosenberg; unanimous.*

- To purchase Provident AD&D insurance beginning in January 2017 with an annual premium of \$1,750.00. *Motion made by Mr. Pettit; seconded by Mr. Rosenberg; passed by a vote of 4-0-1, with Mr. Walton abstaining.*
- To approve the Intergovernmental Agreement for Automatic Aid. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Pettit; seconded by Mr. Rosenberg; unanimous.*