

# INDIAN HILLS FIRE PROTECTION DISTRICT

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Phone: 303-697-4568

## **BOARD MEETING MINUTES**

Wednesday February 28, 2018

*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

***Fire Department Members:*** Emery Carson — Chief, Bob Fager

***Non-Members:*** Anita Fritz — Bookkeeper, Dixie Miller— Recording Secretary

***Community Members:*** Steve Hosie, Nelson Goodreau

**MEETING CALLED TO ORDER AT: 19:02 Hrs.**

### **INTRODUCTIONS:**

Mr. Kellar called for introductions around the table.

### **APPROVAL OF THE AGENDA:**

Mr. Kellar called for any additions to the current agenda. He added to Old Business, election update, then asked for it to be on the agenda until after the election.

### **PUBLIC COMMENT:**

Discussion of the Cora Policy since a request was submitted was brought up by Mr. Hosie. The timing and amount required at time of request is difficult not knowing the amount to provide for a request. Legal gave wording of “deputy of records”. Free of charge if no policy.

### **PREVIOUS MONTHLY MINUTES:**

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

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

## **TREASURER'S REPORT:**

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

- District expenses are at 7% as of the end of January. Communication supplies at 69% due to purchase of 8BK batteries. Discussion of the check 13298 for General Air Service that the description should be changed to oxygen exchange instead of replacement cylinders.
- Mr. Rosenberg asked Ms. Fritz to check on if there was anything they needed to do special at the time of last payment for the truck.
- Cost of combo door locks was incurred that wasn't expected but was necessary to happen quickly. Mr. Walton discussed how the change is very complicated if you haven't done it before.

Ms. Lehman made a *motion* to approve checks #13292-13308, plus automated payments, credit card expenses, and bank fees. Mr. Walton seconded the motion, which passed unanimously.

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

### ***Chief — Emery Carson***

Chief Carson shared that the Sit-n-Bull hood fire suppression system has been completed and the kitchen is back open.

Chief Carson shared that the new Jeffcom system will begin on April 3<sup>rd</sup>.

New antenna should be mounted by early March at Mt. Lindo, weather permitting.

Total calls for February were 13 with the year of 2018 total so far of 37.

### ***Assistant Chief — Marc Rosenberg***

Present.

### ***Fire Captain — Scott Case***

Not present.

### ***EMS Captain — Bob Fager***

Present but immediately was pulled away for a EMS call.

## **OLD BUSINESS:**

### ***Long-Term Planning (Capital Assets/Apparatus)***

Meeting scheduled for March 19th at 18:00 (6pm).

### ***JCMARS Agreement***

Discussion explaining the “capital replacement fund” in which all in the agreement will contribute equally. Mr. Kellar made a motion to enter into the JCMARS agreement and Mr. Walton seconded the motion, which passed unanimously

### ***Ambulance Billing***

Ms. Miller provided a grid of the research of ambulance billing companies used by surrounding fire departments. A motion was made by Mr. Kellar to move forward in getting a contract from System Designs West, EMS billing. Mr. Walton seconded the motion and all unanimously agreed.

### ***Election Update***

Deadline for self-nominations March 2, 2018. If election will need to order ballots, will know by March 6<sup>th</sup> if we have more than three running. Sue Blair is our DEO and will let us know steps to take after the 6<sup>th</sup>.

### **NEW BUSINESS:**

#### ***CORA Request***

Ms. Miller commented on the request for information on the first CORA request in 2018 by Mr. Steve Hosie. It was a discovery of information surrounding the loss of funds by purchases of apparatuses with no specific time frame stated in the request. The staff was thanked for their professionalism in handling the request.

#### ***Weapons Policy***

Mr. Kellar had our attorney draw up a policy that was provided at the meeting. There was no action taken at the meeting on the policy.

### **FUTURE BUSINESS:**

#### ***Audit 2018***

Ms. Fritz commented that the audit extension paperwork is due March 31<sup>st</sup> and she cannot be at the meeting on the 21<sup>st</sup>.

### **ADJOURNED AT: 19:52**

There being no more business to discuss, Mr. Pettitt 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 January Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the January Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To approve financials. *Motion made by Ms. Lehman; seconded by Mr. Walton; unanimous.*
- Enter into the JCMARS agreement. *Motion made by Mr. Kellar; seconded by Mr. Walton; unanimous.*
- To move forward on contract with System Designs EMS. *Motion made by Mr. Kellar; seconded by Mr. Walton; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Pettitt; seconded by Mr. Rosenberg; unanimous*