

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, July 27, 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; Ron Walton; Kelley Lehman

Fire Department Members: Emery Carson — Chief

Non-Members: Karen Nelson — Recording Secretary

Absent: Anita Fritz — Bookkeeper

MEETING CALLED TO ORDER AT: 19:06 Hrs.

JUNE MINUTES:

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

Ms. Lehman made a *motion* to accept the June Minutes as written. Mr. Walton seconded the motion, which passed unanimously.

TREASURER'S REPORT:

Monthly Financial Reports

District expenses are at 36% as of the end of June. Minimal conversation occurred regarding the financial reports.

Mr. Pettit made a *motion* to approve checks #12889-12906, plus automated payments, credit card expenses, and bank fees. Mr. Walton seconded the motion, which passed unanimously.

Audit Exemption Status

It was announced that the District's audit exemption has been approved. However, it was noted that the District cannot exceed stated budget numbers in the future without preparing a modified budget. Conversation ensued about the option of preparing a more high level budget for formal submission while maintaining a more detailed one for community transparency as well as general District use in the future. Also discussed was the need for the District to modify the 2016 budget to adjust for account overages. A decision was made for

Mr. Carson to review the budget and determine where adjustments need to be made to ensure that the budget will accurately reflect 2016 expenditures. Once a revised budget is developed, it can be reviewed and submitted.

Truck Payoff Options

On the heels of the budget modification discussion, conversation ensued about whether the District should proceed with paying off the lease on the tender as was decided last month. Ultimately, it was agreed that the best course of action is to make a lump payment of the balance in January 2017, with next year's budget reflecting the expense.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present. Brief discussion occurred regarding the installation of a new gate at the Falcon Wing subdivision and the fact that the Geneva Glen remote now works at Falcon Wing as well.

Next, conversation turned to the recent passage of a bill in the state that allows fire departments to collect impact fees from new capital development. Mr. Carson stated that our fire marshal already charges fees for services. It was agreed that a fee schedule would be presented at the next month's Board meeting for review.

Chief — Emery Carson

Mr. Carson distributed a report and began by reiterating that the entrance gate at Falcon Wing has been converted so that the Department's emergency remote controls can open and close gates without using the keypad.

Next, Mr. Carson stated that ambulance collections for the first half of the year are at more than \$22,000. He reminded that it's time to start thinking about beginning preparations for the 2017 budget.

Regarding the communications system at Mt. Lindo, Mr. Carson said that additional venting has been added to help cool current and upcoming additional equipment.

Mr. Carson turned conversation to station renovation plans. He said that he had spoken with the County and determined that digging can be done within 20 feet of the leach field on the property to the west of the station. Mr. Carson added that he plans to start on drawings for phase 2 of the station the following week.

Mr. Carson concluded his report by summarizing the calls for the month, which total 26 to date and 164 year to date.

Assistant Chief — Marc Rosenberg

Mr. Rosenberg stated that a crew of four had been deployed to the Cold Springs Fire with apparatus 357. He shared that the experience highlighted the need for some equipment for future incidents. In particular, he said tents for sleeping, a toolbox on trucks for personnel to store items, a cooler, and ready-to-eat meals are needed when future deployment to wildland fires occurs. Discussion followed about building self-sufficiency kits. It was agreed to

purchase items now as the budget allows and set aside money in the 2017 budget for additional desired items.

Mr. Rosenberg also mentioned that apparatus 383 is scheduled for a front end alignment and said that the pump on apparatus 357 needs adjusting.

Fire Captain — Scott Case

Not present.

EMS Captain — Bob Fager

Not present.

OLD BUSINESS:

Station Renovation

Mr. Carson said that there was no news to report at this time.

Jeffcom Transition

Mr. Kellar stated that the project is currently \$3 million over budget and moving very slowly.

NEW BUSINESS:

Wildland Deployment Needs

It was noted that the topic was already covered in the Assistant Chief's report.

Disaster Declaration Process

Mr. Kellar explained the process whereby in the case of a “major event” the Board would be responsible for declaring an emergency in the District. He stated that there is no definitive guidance on when an emergency should be declared, but rather that it is up to the elected officials (Board members) to make such a call. The declaration would include a resolution to the Department of Homeland Security. All such actions would ultimately precipitate potential public assistance through FEMA as well as federal/state reimbursement for disaster funding rather than individual claims being filed. Mr. Kellar said that he would bring a sample declaration to review at the next meeting.

Legal Counsel

With the departure of Mr. Dickhoner from Lyons Gaddis, it was agreed that a primary contact needs to be established moving forward.

Board Officer Elections

Discussion occurred about Board officer positions for the next year.

Mr. Kellar made a *motion* to approve the new slate of Indian Hills Fire Protection District Board of Directors officers, including Mr. Kellar as President, Mr. Rosenberg as Treasurer, and Mr. Pettit as Secretary. Mr. Rosenberg seconded the motion, which passed unanimously.

With the change in the Treasurer position, it was noted that Ms. Fritz will need to make the appropriate changes with the District's credit cards.

Inter-Canyon Auto-Aid Agreement

Mr. Carson passed around an updated version of the auto-aid agreement. It was noted that Inter-Canyon's attorney had rewritten sections of the document. As such, it was agreed that the document needs to be reviewed again by both Mr. Carson and our attorney before final approval. Mr. Kellar pointed out several sections that he believes need attention.

ADJOURNED AT: 20:40

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

President:

Secretary:

MOTIONS MADE AND PASSED:

- To waive the reading of the June Minutes. *Motion made by Ms. Lehman; seconded by Mr. Walton; unanimous.*
- To accept the June Minutes as written. *Motion made by Ms. Lehman; seconded by Mr. Walton; unanimous.*
- To approve checks #12889-12906, plus automated payments, credit card expenses, and bank fees *Motion made by Mr. Pettit; seconded by Mr. Walton; unanimous.*
- To approve the new slate of Indian Hills Fire Protection District Board of Directors officers, including Mr. Kellar as President, Mr. Rosenberg as Treasurer, and Mr. Pettit as Secretary. *Motion made by Mr. Kellar; seconded by Mr. Rosenberg; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*