

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, July 24, 2019

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.

ATTENDEES: ATTENDEES:

Fire Protection District Board Members: Scott Kellar — President, Marc Rosenberg - Treasurer, Kelley Lehman, Chris Vigil (excused absence), Paul Pettit – Secretary

Fire Department Members: Emery Carson — Chief, Tom Henery, Mike Fassula

Non-Members: Angel Dee Manning— Recording Secretary

Community Members: Debra Swearington – *Canyon Courier*, Craig Levy – Water District, Kristin Waters – Water District, Chris Arnold

MEETING CALLED TO ORDER: 19:04

The meeting was called to order by President Scott Kellar at 19:04 hours.

INTRODUCTIONS:

President Scott Kellar called for introductions around the table.

MOMENT OF SILENCE:

President Scott Kellar called for a moment of silence in remembrance of the former District Fire Marshall, Randy Rudloff, and his service to our community.

APPROVAL OF THE AGENDA:

Scott Kellar called for any additions or suggested changes to the current agenda and Transport Billing Notification Letter was removed from Old Business.

PUBLIC COMMENTS:

Chris Arnold made a comment regarding fire hydrants. Kristin Waters commented that the Water District has hired an engineer to update the master plan and the district will then work on the infrastructure. She stated a deadline has been set for end of this year

PREVIOUS MONTHLY MINUTES:

Director Kelley Lehman made a *motion* to waive the reading of the June 2019 Meeting Minutes, which was seconded by Director Rosenberg and passed unanimously.

Marc Rosenberg made a *motion* to accept the June 2019 Meeting Minutes without changes. Paul Pettit seconded the motion, which passed unanimously.

TREASURER'S REPORT:

Monthly Financial Reports

Treasurer, Marc Rosenberg, reviewed the financials with board.

After reviewing the financials for period ending June 30, 2019, Paul Pettit made a *motion* to approve June checks #13636-13653, plus automated payments, credit card expenses, and bank fees. Kelley Lehman seconded the motion, which passed unanimously.

DEPARTMENT/OFFICERS' REPORTS:

District Updates

Fire Marshall

Not Present.

Chief's Report

Chief — Emery Carson

Chief Carson presented his report for July to the Board. He stated we received the EMTS Grant for the ambulance and should have purchase order by the end of the month. He then commented that the Fourth of July celebration was a success and the pancake breakfast line was longer than he had seen. He reported that the bidding on the Type 1/3 Engine from West Metro would not start until mid-August. He stated that he was currently still working on garter all of the Fire Marshall's paperwork from the county.

Chief Carson then reported the call total for July with 6 Medicals, 5 MVA's, 2 Smoke Check, 1 Power Line Entanglement, 1 Park Rescue, 2 Cut Gas Lines, and 8 Cancel-en-Route.

Officers' Reports

Assistant Chief — Marc Rosenberg

Marc Rosenberg commented that a test run was performed on the new ATV and the district is very happy with it. He then stated that #341 need an alignment.

Fire Captain — Scott Case

Not present.

EMS Captain — Bob Fager

Not present.

OLD BUSINESS:

Septic Project Update

Marc Rosenberg updated the board that he is working with Pine Grove. The plan is to remove the parking lot and this will all be done in a two stage system with a bid of \$29,950. President Kellar commented that a budget modification is needed as Pine Grove's quote is \$7,000 over the budgeted amount.

Director Paul Pettit then made a *motion* to accept the Pine Grove bid for the Septic work. Director Rosenberg seconded the *motion*, which passed unanimously.

Mt. Lindo Generator Project Updates

Generator will cost around \$10,000. It was discussed that President Kellar will work with Chief Carson to get the wheels in motion.

Communications System Maintenance Contract Update

Mr. Kellar asked the Chief to get both BearCom and CrossPoint quotes for the next meeting.

Hardship Case Procedure Policy Proposal

After review of information from HCA hospitals, other EMS providers and billing companies, it was discussed by the board to have a draft policy statement and draft policy presented at the next regular board meeting for the board's consideration. It was also suggested to gather more information, particularly St. Anthony Hospital, for comparison to the HCA hospitals upon which the information presented to the board was based.

Wildland Fire Preparedness Community Meeting Updates

On Wednesday, July 31, 2019, the District will have a meeting at the Indian Hills Community Center for an all fire informative hearing for the public. The content of the meeting will be a combination of Firewise preparedness and fire codes and a member from JeffCo notification system will be present to address the alerts and codes at all levels. The draft Smoke Signals was distributed to the board for review as this will be used to inform the public of the meeting.

NEW BUSINESS:

Interim Fire Marshall Support

It was discussed that in the absence of a District Fire Marshall, the Chief will do what he can to address any requests that pertain to Fire Marshall duties. Scott Case also offered to help whenever needed.

Vehicle Maintenance IGA with Evergreen Fire

After review of the proposed maintenance agreement and brief discussion, Marc Rosenberg made the *motion* to accept the Vehicle Maintenance Agreement with Evergreen Fire. Paul Pettit seconded the motion, which passed unanimously.

Review of 2019 Budget Amendment Requirements

The board discussed the District's processes for budget amendment during the year and Mr. Kellar advised of about a 3-month process with a public hearing and according to the SDA Manual, the notice provisions and requirements for adoption of budget amendments are the same as for adopting the budget and the resolution amending the budget must be filed with the Division of Local Government. It was decided to start with the amendment to the district's 2019 budget at the August Meeting.

Formation of 2020 Budget Development Committee

The 2020 Budget Development Committee will begin meeting next month with named members as follows: Director Kelley Lehman, Director Marc Rosenberg, Chief Emery Carson, and Mrs. Anita Fritz.

District Meeting Notice Changes (HB 19-1087)

The board was advised of the changes to the district meeting notices. The fire district will update the Bylaws to reflect this change according to House Bill 19-1087, and a draft will be presented at the next board meeting for the Board of Directors to review and accept upon approval.

EXECUTIVE SESSION:

Director Rosenberg motioned that the Board move into an executive session. Director Pettit seconded the motion and the motion passed unanimously. Director Kellar then placed the Board into an executive session at 20:04 hours, on 24 July 2019 under section 24-6-402(4)(A) of the Colorado Revised Statutes concerning the purchase, acquisition, lease, transfer, or sale of any real, personal or other property interest. The executive session was concluded at 20:25 hours.

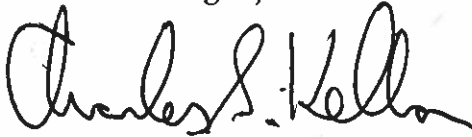
EXECUTIVE SESSION:

Director Pettit motioned that the Board move into an executive session. Director Rosenberg seconded the motion and the motion passed unanimously. Director Kellar then placed the Board into an executive session at 20:27 hours, on 24 July 2019 under section 24-6-402(4)(F) of the Colorado Revised Statutes concerning personnel matters addressing the ongoing performance review for Emery Carson. The executive session was concluded at 21:27.

ADJOURNED: 21:28

Marc Rosenberg motioned to adjourn the July Board Meeting and Paul Pettit seconded the motion. The Board meeting adjourned at 21:28.

President:



Secretary:



MOTIONS MADE AND PASSED:

- To waive the reading of the June 2019 Meeting Minutes. *Motion made by Kelley Lehman; seconded by Marc Rosenberg; unanimous.*
- To accept the June 2019 Minutes as amended. *Motion made by Marc Rosenberg; seconded by Paul Pettit; unanimous.*
- To approve financials. *Motion made by Paul Pettit; seconded by Kelley Lehman; unanimous.*
- To adopt the final draft of the Water District/Fire District IGA. *Motion made by Marc Rosenberg; seconded by Chris Vigil; unanimous.*
- To accept the Pine Grove bid for septic work. *Motion made by Paul Pettit; seconded by Marc Rosenberg; unanimous.*
- To move the Board into an Executive Session. *Motion made by Marc Rosenberg; seconded by Paul Pettit; unanimous.*
- To move the Board into a second Executive Session. *Motion made by Paul Pettit; seconded by Marc Rosenberg; unanimous.*
- To adjourn the meeting. *Motion made by Marc Rosenberg; seconded by Paul Pettit; unanimous.*