

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, November 20, 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:

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

Fire Department Members: Emery Carson — Chief, Roman Molnar

Non-Members: Angel Dee Manning— Recording Secretary, Anita Fritz - Bookkeeper

Community Members: Scott Ryplewski – IHWD, Dave Mosby – IHWD

MEETING CALLED TO ORDER: 19:26

The meeting was called to order by President Scott Kellar at 19:26 hours.

INTRODUCTIONS:

Mr. Kellar welcomed everyone and asked for introductions.

APPROVAL OF THE AGENDA:

Mr. Kellar called for any additions or suggested changes and Hiring Update and Medicare Cost Reporting were added to the Agenda.

PUBLIC COMMENTS:

Scott Ryplewski commented on behalf of the Indian Hills Water District regarding Tank 3. He stated the tank is empty and the water district may have to pursue possibly through legal to have the tank fixed under warranty. Mr. Ryplewski then briefed the board on the water district's master plan and preliminary through Aqua Engineering. He stated a board meeting will take place tomorrow at the Indian Hills Community Center with focus on community assistance, support and funding. He mentioned that the water district has \$140,000 - \$200,000 budgeted in Aqua Improvements for 2020, however the overall master plan could reach \$5.7 million.

PREVIOUS MINUTES:

Director Marc Rosenberg made a *motion* to waive the reading of the October 2019 Meeting Minutes, which was seconded by Paul Pettit and passed unanimously.

Paul Pettit made a *motion* to accept the October 2019 Meeting Minutes as presented. Chris Vigil seconded the motion, which passed unanimously.

TREASURER'S REPORT:

Monthly Financial Reports

Treasurer, Marc Rosenberg, reviewed the financials with the board.

After reviewing the financials for period ending October 2019, Mr. Paul Pettit made a *motion* to approve October checks #13727-13753, plus automated payments, credit card expenses, and bank fees. Director Chris Vigil seconded the motion, which passed unanimously.

Final Review of Proposed 2020 Budget

The Board of Directors performed a final review of the proposed 2020 budget and will pass and execute Resolutions with the budget at the next board meeting on December 11, 2019.

DEPARTMENT/OFFICERS' REPORTS:

District Updates

Fire Marshal

Chief Carson reported to the board on Fire Marshal updates. He mentioned Parmalee Elementary additions.

Chief's Report

Chief — Emery Carson

Chief Carson presented his report for November to the board. He stated Foothills Fire has moved to Jeffcom and will be joining JCMARS in January 2020. He updated the board that the generator at Mount Lindo is completed and has already been used on a power outage. Chief Carson then stated that one of the 100,000 gallon water storage tanks in zone 3 is out of service for maintenance. At this time, it will be January before it will be back in service.

Chief Carson then reported the calls for November 2019: 2 Medicals, 5 MVA's, 1 Wildland Fire, 1 Good Intent, and 1 False Alarm totaling 10 for November and 235 for the year.

Officers' Reports

Assistant Chief — Marc Rosenberg

Marc Rosenberg reported that the generator on 341 is still out of service.

Fire Captain — Scott Case

Not present.

EMS Captain — Bob Fager

Not present.

OLD BUSINESS:

Communications System Maintenance Contract Update

The board members discussed the Communications System Maintenance Contract and concluded the contract doesn't cover anything outside. Crosspoint being the more expensive covers all including microwave. President Kellar requested a quote on radios, etc. for add-on to the

maintenance contract and Chief Carson will research and provide clarification of what coverage is included and not included in the contract at the next meeting.

Ambulance Grant Project Updates

Updates regarding Braun NW, Inc and the ambulance grant were discussed to include financial state match and what is allowed and not allowed with the state match which brought forth concerns of having two vendors billed to one grant. Chief Carson will research and let the board know at the next board meeting.

District Bylaws Update Draft

President Kellar distributed recommended changes to the District's Rules and By-Laws regarding Conduct of Business and changes to notices for meetings. He then asked the Directors to review for other updates along with the suggested changes and stated the board will make a motion for adoption at the next board meeting.

Hardship Case Policy Adoption

Mr. Kellar stated he hoped to have a policy/procedure regarding hardship requests to present to the board at the next meeting after consulting with legal.

NEW BUSINESS:

Evergreen FPD IGA – Vehicle Maintenance Repair

To be signed.

May 2020 Election DEO Appointment

President Kellar stated he would have more information at the next meeting regarding the DEO Appointment for the May 2020 Election.

AGENDA ADDITIONS:

Hiring Update

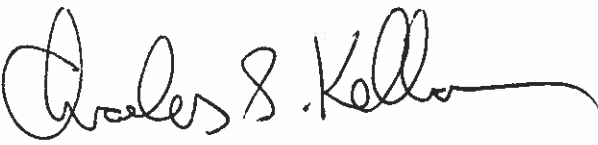
To date the District has received two resumes and cover letters. It was discussed and decided that the 5 members of the Board of Directors will function as the hiring committee for the Chief's position. A special meeting on December 2, 2019 will serve for internal interviews.

EMS Cost Reporting

The office manager reported to the board that the district was chosen for the first round of Medicare Cost Reporting, a new reporting system CMS is implementing nation-wide. It was suggested to the office manager to check with other districts that were chosen for 2020 cost reporting to see how those districts would collect the information, whether out-sourced through a third-party or performing in-house, related costs if outsourced, complexity of the implementation of data processes, and more details regarding the CMS reporting requirements.

ADJOURNED: 21:10

Marc Rosenberg made the *motion* to adjourn the November Board Meeting and Paul Pettit seconded the motion. The Board meeting adjourned at 21:10.

President: 

Secretary: 

MOTIONS MADE AND PASSED:

- To waive the reading of the October 2019 Meeting Minutes. *Motion made by Marc Rosenberg; seconded by Paul Pettit; unanimous.*
- To accept the October 2019 Minutes as presented. *Motion made by Paul Pettit; seconded by Chris Vigil; unanimous.*
- To approve financials. *Motion made by Paul Pettit; seconded by Chris Vigil; unanimous.*
- To adjourn the meeting. *Motion made by Marc Rosenberg; seconded by Paul Pettit, unanimous.*