

INDIAN HILLS FIRE PROTECTION DISTRICT

4476 Parmalee Gulch Rd.
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Phone: 303-697-4568

BOARD MEETING MINUTES

Wednesday, May 25, 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 — Secretary; Ron Walton; Paul Pettit

Fire Department Members: Emery Carson — Chief; Bob Fager — EMS Captain

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

Absent: Kelley Lehman (excused)

MEETING CALLED TO ORDER AT: 19:08 Hrs.

ANNOUNCEMENTS:

Mr. Rosenberg announced that Ms. Lehman would be absent and Mr. Kellar would be arriving late. As such, Mr. Rosenberg said he would preside over the meeting.

SWEARING IN OF BOARD MEMBER:

Mr. Pettit read aloud his oath of office to be a board member. The oath was signed by Mr. Pettit and Mr. Rosenberg and notarized by Ms. Fritz.

APRIL MINUTES:

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

Mr. Pettit made a *motion* to accept the April Minutes as written. Mr. Walton seconded the motion, which passed unanimously.

TREASURER'S REPORT:

Monthly Financial Reports

District expenses are at 25% as of the end of April. Conversation occurred regarding the Station Repairs & Maintenance account (#5150), which is already over budget for the year. It was agreed that there would be surplus money in certain accounts, such as elections, which would help offset the overage in station repair expenses.

In the Profit Loss Budget Performance spreadsheet, it was noted that account #6610 (Public Education Expense) will need to be increased in future years if the department continues offering free community CPR classes.

In Checks, Ms. Fritz announced that check #12848 to Edcor has been voided since the bill has already been paid. Also discussed was the need to re-code several expenses that are for community CPR classes. Regarding check #12855 to IamResponding.com, Mr. Carson reminded that the District would be reimbursed for the cost by JCECA.

Mr. Pettit made a *motion* to approve checks #12843-12865, excepting check #12848, plus automated payments, credit card expenses, and bank fees. Mr. Walton seconded the motion, which passed unanimously.

[19:40: Mr. Kellar arrives.]

SWEARING IN OF BOARD MEMBER:

Mr. Kellar read aloud his oath of office to be a board member. The oath was signed by Mr. Kellar and Mr. Rosenberg and notarized by Ms. Fritz.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present. Mr. Carson announced that on May 17, the Jefferson County Commissioners adopted the 2015 fire codes for Indian Hills and ten other fire districts.

Chief — Emery Carson

Mr. Carson distributed a report and began by saying that Jefferson County would be holding slash collection at Parmalee Elementary on June 18-19 and July 30-31 from 9 am – 4 pm. Cost is \$20 per truckload, he added.

Next, Mr. Carson overviewed the 4th of July schedule and explained that there would be new activities this year, including a movie in Arrowhead Park on July 3, a 5K run, carnival rides, and food vendors.

Annual hose and ladder testing has been scheduled for June 14, Mr. Carson shared.

Mr. Carson next addressed the issue of the auto-aid agreement with Inter-Canyon. Since Inter-Canyon's May board meeting was canceled, there will be no further action taken on the agreement until their next meeting on June 8.

Mr. Carson concluded his report by summarizing the calls for the month, which total 20 to date and 102 year to date.

Assistant Chief — Marc Rosenberg

Mr. Rosenberg stated that he had nothing to report.

Fire Captain — Scott Case

Not present.

EMS Captain — Bob Fager

Mr. Fager stated that 18 community members had attended the department's most recent CPR class. He also said that he had received a grant from the Colorado Rural Health Care Grant Program that would pay for half of the costs for him to get his paramedic certification.

OLD BUSINESS:

Volunteer Pension Statements

Mr. Carson presented the Board with documentation for members who are eligible for a year of credit in the pension program.

Mr. Kellar made a *motion* to award a year of pension credit to eligible volunteers, which was seconded by Mr. Walton and passed unanimously.

Station Renovation

Briefly discussed were renovation projects required to meet current needs at the station. Mr. Carson suggested that the Board schedule a study session. Mr. Kellar agreed and said that initial project planning would address requirements, processes, and a plan for how to fund the project. After conversation, a Board member study session was scheduled for June 13 at 18:00.

Update on Fire Trucks Plus Lawsuit

Mr. Kellar stated that the Fire Trucks Plus debt is not collectible at this time. Discussion followed about what action might be possible at this point. It was agreed that questions could be asked of the new attorney who has been assigned to the District. It was further agreed that the new attorney should attend a Board meeting to become acquainted with the Board and District business.

Jeffco Mountain Departments Auto Aid Agreement

Tabled.

Jeffcom Update

Discussion began with an announcement of a staff change at Evergreen Dispatch and anticipated future changes. Mr. Kellar also announced that all entities had signed IGAs to be part of the consolidated county dispatch system. It was noted that the project is significantly over budget at this point and still has many unknowns.

NEW BUSINESS:

SDA Annual Conference

Ms. Nelson announced that she would be applying for scholarship money for Board members interested in attending the annual SDA conference in September.

Smoke Signals Newsletter

Ms. Nelson announced that the next issue of Smoke Signals would be ready soon and asked the Board for distribution guidance. After discussion, it was agreed that the newsletter would be mailed to every PO box in the District.

Computer Updates

Mr. Carson shared that updates on the computers will begin the following week. Mr. Kellar also suggested that an email policy be written for those employees/volunteers who have District email addresses. He said that the policy could be reviewed and discussed at the following month's Board meeting.

EXECUTIVE SESSION:

Mr. Kellar made a *motion* to call an Executive Session at 20:42 per CRS § 24-6-402(4)(f) to discuss personnel issues. Mr. Walton seconded the motion, which passed unanimously. All meeting attendees left the room with the exception of the Board members and Mr. Carson. Recording commenced using the District's recorder.

The Executive Session concluded at 21:51 and the meeting was called back to order.

ADJOURNED AT: 21:52

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 April Minutes. *Motion made by Mr. Pettit; seconded by Mr. Walton; unanimous.*
- To accept the April Minutes as written. *Motion made by Mr. Pettit; seconded by Mr. Walton; unanimous.*
- To approve checks #12843-12865, excepting check #12848, plus automated payments, credit card expenses, and bank fees. *Motion made by Mr. Pettit; seconded by Mr. Walton; unanimous.*
- To award a year of pension credit to eligible volunteers. *Motion made by Mr. Kellar; seconded by Mr. Walton; unanimous.*
- To call an Executive Session to discuss personnel issues. *Motion made by Mr. Kellar; seconded by Mr. Walton; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*