

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, June 22, 2011

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: Paul Pettit — President; Bret Roller — Treasurer; Marc Rosenberg — Secretary; Ron Walton

Fire Department Members: Don Schoenbein — Chief; Emery Carson — Assistant Chief

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

Absent: Richard Westerlage (Excused)

MEETING CALLED TO ORDER AT: 19:33 Hrs.

MINUTES:

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

Discussion followed and the following changes were made. Page 2, second paragraph, last sentence to read: "He advised contacting Mr. Smith as well as Mr. Esterling, Genesee's *administrator*." Page 4, seventh paragraph, last sentence to read: "Mr. Schoenbein responded that a *port-a-tank* would be on the side and that hydraulic power wasn't needed."

Mr. Rosenberg made a *motion* to accept the May Minutes as amended, which was seconded by Mr. Walton and passed unanimously.

TREASURER'S REPORT:

Monthly Reports

Discussion began with the Executive Summary. Mr. Pettit pointed out that income from ambulance fees (account #4999) is at more than 91% for the year, which is excellent, he said. Overall, the District is right on track, he said.

Conversation moved to the Profit Loss Budget Performance Spreadsheet. Mr. Pettit noted that account #5750 (Misc. Professional Fees) is at 102% year-to-date. It was explained that the collections agency employed to pursue delinquent ambulance fees had to be reimbursed because payment on an account had come directly to the District rather than to the collections agency. Discussion followed about whether there should be a separate line item for collections agency fees. Ms. Fritz explained that such costs would normally just show up as less income in the ambulance fees account (#4999). A decision was made to leave the account as is.

Mr. Pettit then asked about account #6010 (Clothing and Uniform Exp.), which is at 82% year-to-date. Ms. Fritz explained that the bulk of the expense was for badges. Mr. Pettit reiterated that the District is doing really well expense-wise.

Discussion moved to Checks. Mr. Pettit asked about check #11537 to Biggs Kofford for \$2,500 for the 2010 financial audit. When was the audit due? Ms. Fritz responded that the deadline was technically July 31 but that she had asked for an extension. The audit would cost \$4,850 total, she added. Mr. Pettit asked if Ms. Fritz had a written commitment regarding the \$4,850 cost. "Yes," answered Ms. Fritz.

Regarding check #11540 to Brittany Salter for \$80 for janitorial services, Mr. Pettit asked how she was doing. "Good," answered Mr. Schoenbein. Mr. Pettit inquired about check #11547 to Jefferson County for \$111.11 for fuel. He reminded that the bill had been \$506 the previous month. Mr. Rosenberg noted that the Department had responded to a lot of calls the previous month. And fuel costs are down, added Mr. Schoenbein. He said that Jefferson County doesn't break out the costs on the statement.

Mr. Pettit then thanked Ms. Nelson for the detail in breaking out EMS (ambulance billing) and fire operation duties on her invoice (check #11549). Discussion then moved to check #11555 to Xerox Corp. for \$171.69. Ms. Fritz said that the amount was higher than normal because the summer issue of *Smoke Signals* had been copied in house. She had broken out the expenses, she added, attributing \$31.46 to *Smoke Signals*. Mr. Pettit asked if there was a provision in the Xerox contract to roll over unused copies from month to month. "No," answered Mr. Schoenbein.

Conversation moved to a detailed list of credit card expenses. Ms. Fritz explained that the report showed expenses dating back to April 1. She said that the "no receipt" comments could be disregarded. Mr. Schoenbein drew attention to the Verizon Wireless expenses. He explained that the prepaid cell phones were presently under discussion.

Mr. Rosenberg made a *motion* to approve checks #11535-11555, plus automatic payments, credit card purchases, and bank fees. Mr. Walton seconded the motion, which passed unanimously.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present; no report submitted.

Chief's Report — Don Schoenbein

A report was submitted and various items were discussed. Conversation began with item #1 regarding the Jefferson County Sheriff's Office pickup truck that the District had purchased. He explained that a 2008 Ford F350 had been available for sale to the District as a command vehicle for only \$5,000 with lights and siren. Used by resident deputies, it had only been in service for three years and had a crew cab and long bed. Because the opportunity to purchase it had come up suddenly, Mr. Schoenbein explained that he had called Board members and received tentative approval for the purchase. Apparatus 358 was scheduled to be replaced the following year, so the timing was right, he added. Mr. Pettit asked about the color. "Red and white," answered Mr. Schoenbein.

Mr. Schoenbein referenced attachments with details on the value of the new 2008 vehicle and current 1997 Ford F250 pickup. He explained that the new truck had 105,000 miles on it and discussed its 5.4-liter engine. The current 1997 command vehicle had 55,000 miles that had been put on it over 14 years. Mr. Schoenbein said that it could be sold to offset the cost of the new truck. The strategy would be to sell it to another fire department since it was already equipped. The District is getting a deal with the new truck, Mr. Schoenbein emphasized.

Mr. Rosenberg made a *motion* to approve the purchase of the 2008 Ford F350 to serve as the District's new apparatus 358. Mr. Walton seconded the motion, which passed unanimously.

Ms. Fritz asked if the check should be written that evening. "Yes," answered Mr. Schoenbein. He said that he would get the title the following day when he picked up the truck. Mr. Rosenberg asked when the District had paid for the shell on the current command vehicle. Mr. Carson responded that it had cost \$2,500. Mr. Pettit suggested starting the asking price for the 1997 truck higher than \$5,000. Maybe \$9,000, he said. It's worth \$12,000, so there's room to go down, he reminded. Mr. Schoenbein noted that it had some body damage. Mr. Roller suggested an asking price of \$8,000. Discussion followed about what the asking price should be as well as the plan to sell the truck with the shell and tailgate, strip out the radio, and purchase stickers for the door of the new truck.

Mr. Rosenberg made a *motion* to list the current command vehicle for sale for \$8,000. Mr. Walton seconded the motion, which passed unanimously.

Mr. Schoenbein said that he had already ordered two sets of graphics with the Indian Hills logo and lettering for \$370 for the new truck.

Moving on with apparatus news, Mr. Schoenbein said that the Mac cab and chassis had been ordered. It would be four to five months before it was finished. The poly tank, pump package, and body components had all been ordered as well, he added. It would be seven months until the truck was completed, Mr. Schoenbein said.

The brush truck was being worked on, Mr. Schoenbein continued, adding that it would be nice to have it for the Fourth of July. The plan was for Mr. Gilbert to go out to get it since he's the wildland coordinator, Mr. Schoenbein explained. And Fire Trucks Plus was still waiting for the ambulance to be released from the County it was acquiring it from. In addition, Mr. Schoenbein said that the Civil Air Patrol is interested in buying apparatus 384

for \$5,000. Mr. Pettit asked how much the District had paid for that ambulance. “\$5,000, four or five years ago,” answered Mr. Rosenberg.

Discussion moved to item #2 regarding the Fourth of July celebration. A decision had been made to move forward with the fireworks, Mr. Schoenbein said. And Dick Reed would serve as the Grand Marshal. “Not Ms. Bauer?” asked Mr. Roller. Mr. Schoenbein answered that she wouldn’t be around. Mr. Pettit interjected that he needed a trailer to pick up his Model T. Mr. Roller said that he had one.

Conversation segued to item #3 regarding Turkey Creek coffee now being open in the old Base Camp location. In addition, AED Authority is now open on the second floor of that building, Mr. Schoenbein said. The company is willing to donate AEDs to the community, he added. Discussion followed about where to locate the devices. Locations being considered included Sit-n-Bull, AED Authority, the fire station, and Parmalee Elementary.

Mr. Schoenbein moved discussion to item #4 regarding the Deer Creek Challenge bike event. He said that it was being held August 21 and would go downhill on Parmalee Gulch Rd. There had only been a handful of minor incidents the previous year, he said, adding that there were 618 registrants currently.

Discussion moved to an attachment regarding ambulance collections figures for the month (item #5). It was noted that \$5,227.19 had been received since the last Board meeting. Further conversation followed regarding specific ambulance collections statistics year-to-date.

Item #6 regarding a policy for the use of station exercise equipment was discussed next. Mr. Schoenbein said that he had sent an email to Ms. Nemer asking for advice. His concern regarding use, he said, is strictly about liability. Current Department members are covered by workers’ compensation. Mr. Pettit asked if everyone had seen responses from the officers stating that retired members in good standing should be able to use the equipment. “Members with ten years,” added Mr. Walton.

Mr. Roller stated that his opinion was that the station was not a fitness club. The equipment should only be used by current firefighters to make them stronger for the job, he said. Mr. Schoenbein admitted that he struggled with where to draw the line. He said that he had been unable to find the grant paperwork to see if it specified usage guidelines. Mr. Pettit said that he agreed with Mr. Roller that the equipment should only be used to increase the fitness level of the District’s responders.

Mr. Roller made a *motion* to restrict station exercise equipment to current members pending a policy from the Chief. Mr. Rosenberg seconded the motion, which passed by a vote of 3-1, with Mr. Walton voting against.

Mr. Schoenbein asked how Board members felt about family members of current volunteers using the equipment if supervised. Discussion followed. Mr. Roller shared that he had stopped using the equipment himself when his membership ceased. It was agreed that family members could use the equipment as long as they were supervised by a current Department member. Conversation then ensued about issues with non-members accessing the facility.

Discussion moved to item #7 regarding FEMA grants. The Assistance to Firefighters grants should open in July/August, Mr. Schoenbein said, with SAFER grants opening in August/September. The SAFER grants provided perks for members and were not as dependent on call volume, Mr. Schoenbein explained. He shared that he had been to a FEMA seminar in Pueblo to get tips on better chances of being awarded a grant.

Regarding the Xerox printer contract (item #8), Mr. Schoenbein referenced an attachment to his report concerning the details surrounding a motion that had been made at the January 2009 Board meeting regarding the contract. As a result, he said, the District “owns” the contract for now. Mr. Pettit pointed out that the surplus copies could be used for *Smoke Signals* again in the future. Mr. Roller said that any Fed Ex store could do the collating of the newsletter. He suggested finding out when the time period ends on the printer and staggering the copying of *Smoke Signals* over two months so as not to incur costs for extra copies.

Conversation moved to item #9 regarding the ISO District map review. There had been no changes since the last review in 2006, Mr. Schoenbein said. The District had a rating of “6.” Evergreen had a rating of “5,” he added, explaining that the rating was based on such factors as call response time, community water supply, and apparatus water capacity.

Mr. Schoenbein wrapped up his report by summarizing the calls for the month, which totaled ten (item #10). There had been 84 calls year-to-date, he added.

Assistant Chief's Report — Emery Carson

Mr. Carson began with news about apparatus. Yearly oil changes were under way for the vehicles. Mr. Schoenbein advised Mr. Carson to hold off on apparatus 358 as well as apparatus 384.

Discussion turned to the Fourth of July celebration. Mr. Carson said that mowing would be done on the Thursday or Friday before the Fourth. Mr. Rosenberg said that he had acquired ten credit card machines, the old-fashioned kind, to facilitate offsite donations. Conversation followed about the machines. Mr. Walton noted that some credit cards don't have raised numbers/letters anymore. Mr. Schoenbein responded that information could still be written in. Mr. Roller shared that any computer device can become a terminal that will print or email a receipt. He reminded that some authorizations are only good for 24 hours.

Mr. Pettit asked if there were signs announcing that donations could be made via credit card. Mr. Rosenberg said that the Fire Boots would handle that and that the credit card processing was through First Bank. Mr. Roller asked about monthly fees associated with the credit card processing. Mr. Rosenberg responded that First Bank had waived the fees because of the Special District status. Ms. Fritz expressed that she wasn't sure she was comfortable with wandering machines. Mr. Schoenbein said that Fire Boots members would be wearing shirts identifying them as such. Mr. Rosenberg further explained that Visa, Mastercard, and Discover would be accepted, but not American Express.

Mr. Carson said that there would be no electronic traffic message boards this year. Mr. Rosenberg clarified that the County had refused to loan them out because solar panels and

batteries had been stolen recently while in use by the County. He advised getting some like those that had been used for the Evergreen Rodeo.

Mr. Carson then proceeded to list the schedule of events for the day. He shared that Ms. Kniss was in charge of boot collections and had divided the area into quadrants so as not to repeatedly hit the same people. Mr. Schoenbein said that the Department had been struggling to get someone to head up the Fire Boots but that Ms. Kniss had stepped up and was in charge now.

Mr. Rosenberg asked if Inter-Canyon's coffee dispensers had been acquired. "Yes," answered Mr. Carson, who added that volunteers from Genesee, Evergreen, and Elk Creek would be on site to help with the fireworks.

Mr. Carson concluded his report by stating that a wildland refresher course would be held July 16 and that slash collection was being held August 12 at Inter-Canyon station 3.

Fire Captain's Report — Steve Bruns

Not present; no report submitted.

Rescue Captain's Report — Bob Fager

Not present; no report submitted.

OLD BUSINESS:

Station Remodel/Rebuild

Mr. Pettit asked if a committee was in place. Mr. Roller said that the committee comprises Mr. Schoenbein, Mr. Rosenberg, Mr. Carson, and himself. The plan was to meet after the Fourth of July to decide how to proceed with the project.

Communications System

Mr. Pettit shared that he had spoken with Mr. Grazi several times but still needed to talk to Frontier. The key and remaining equipment needed to be obtained, he added, stating that he still hadn't fired Mr. Hall. Mr. Schoenbein asked if Mr. Pettit knew what the inventory was. Mr. Pettit responded that he had a list and could put the remaining equipment in a pickup truck. Mr. Roller offered his help. Mr. Rosenberg said that he didn't want the situation to drag on.

Mr. Pettit said that Mr. Grazi is willing to help. He can get the frequencies, do a site survey, and do the project the way it was originally planned. A new IGA will be needed from the County for the Smokey Hill site, Mr. Pettit added, saying that the site survey could be done the following week. The antenna will need to be re-aimed toward Smokey Hill. The equipment may need to be reconfigured and the repeater reprogrammed, he continued.

Mr. Walton asked how long it would take to get the frequencies. Mr. Pettit said that the system wouldn't be able to be activated until the frequencies were acquired. Mr. Rosenberg asked about a knaack box. One would be used regardless, said Mr. Schoenbein.

Mr. Roller then asked about the lease agreement for the Mt. Lindo site. When is a payment due? Discussion followed. It was agreed that the Minutes needed to be checked to find out

the details. Mr. Schoenbein suggested perhaps paying ahead five years or putting a line item in the budget in the future to stay on top of the payment. Mr. Pettit reiterated that he would try to get up to Mt. Lindo that week with Mr. Grazi for a site assessment.

NEW BUSINESS:

POV Lights and Sirens

Mr. Rosenberg brought up the idea of providing members with lights and sirens for their personal vehicles. Mr. Pettit asked what the cost would be. Mr. Rosenberg answered that it was hard to say but \$200-400 per vehicle for 20 members. Evergreen provides lights and sirens for its members, he added. Mr. Schoenbein said that it provides standardization for the Department but admitted that it's a large upfront cost. Mr. Roller asked if a grant could cover the cost. Mr. Schoenbein answered that a SAFER grant might, perhaps. Ms. Fritz asked if the volunteers would give the equipment back when they left the Department. "Yes," answered Mr. Schoenbein. Mr. Pettit advised putting a line item in the budget for the following year.

November Elections

Mr. Pettit turned conversation to a letter from Ms. Nemer regarding November elections. The deadline for deciding if the District wanted to have an item on the ballot was July 15. Putting the term limits issue on the ballot the next time new Board members needed to be elected would be too late for him, Mr. Pettit said. Mr. Walton asked about the cost. "The same as last time," answered Mr. Pettit. Does the Board want to consider the option or not, he asked.

Mr. Rosenberg asked when Mr. Westerlage's term was up. Discussion followed about when the terms of various Board members ended. Mr. Walton asked if the verbiage for a ballot issue was needed by July 15 or just a commitment to have a ballot issue. Mr. Pettit responded that the July deadline was just for saying whether the District would be participating in the election. There would be no cost until a certain point, he added. Mr. Roller suggested coordinating the ballot issue with an article in *Smoke Signals* explaining why the District wants to eliminate term limits for Board members.

Mr. Walton made a *motion* to participate in the November election with a ballot issue addressing eliminating term limits. Mr. Rosenberg seconded the motion, which passed unanimously.

MEETING ADJOURNED AT: 21:17

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

President:

Secretary:

MOTIONS MADE AND PASSED:

- To waive the reading of the May Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the May Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To approve checks #11535-11555, plus automatic payments, credit card charges, and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To approve the purchase of the 2008 Ford F350 to serve as the District's new apparatus 358. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To list the District's current command vehicle for sale for \$8,000. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To restrict station exercise equipment to current members pending a policy from the Chief. *Motion made by Mr. Roller; seconded by Mr. Rosenberg; passed by a vote of 3-1, with Mr. Walton voting against.*
- To participate in the November election with a ballot issue addressing eliminating term limits. *Motion made by Mr. Walton; seconded by Mr. Rosenberg; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*