

INDIAN HILLS FIRE PROTECTION DISTRICT

4476 Parmalee Gulch Rd.
P.O. Box 750
Indian Hills, CO 80454
Phone: 303-697-4568

BOARD MEETING MINUTES

Wednesday, February 26, 2014

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; Kelley Lehman — Treasurer; Marc Rosenberg — Secretary; Ron Walton

Fire Department Members: Emery Carson — Chief

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

Absent: Scott Kellar

MEETING CALLED TO ORDER AT: 19:09 Hrs.

JANUARY MINUTES:

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

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

JANUARY SPECIAL MEETING MINUTES:

Mr. Rosenberg made a *motion* to waive the reading of the January Special Meeting Minutes, which was seconded by Ms. Lehman and passed unanimously.

Mr. Rosenberg made a *motion* to accept the January Special Meeting Minutes as written. Ms. Lehman seconded the motion, which passed unanimously.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present; no report submitted. A question was posed about the status of the Indian Hills Equestrian Center. Mr. Carson responded that the owner was trying to sell the property but added that it is still not in compliance on coding issues.

Chief — Emery Carson

A report was distributed and various items were discussed. Mr. Carson began by stating that he, Mr. Rosenberg, and Mr. Case would be going to Rosenbauer to do the final inspection on the new tender on March 11. Mr. Carson added that he and Mr. Rosenberg would drive the tender back and arrive on March 13. Funds would need to be sent on March 12 to have the truck released, Mr. Carson reminded. After arrival, the new tender will immediately go to Evergreen Fire/Rescue to undergo a pump test for our altitude, Mr. Carson said.

Next, Mr. Carson shared that he had applied for the 2014 EMTS grant to get a CO pulse oximeter, vehicle stabilization kit, and two PC Think Pads for the ambulances. He explained that the Department had voted and agreed to assume the associated costs if the grant is received. Mr. Carson also stated that the District should be receiving a check for the 2013 EMTS grant in the next week or two.

Paperwork for the lot line adjustment should be final by the end of the week, Mr. Carson announced, adding that there was a \$550 application fee to complete the process.

Mr. Carson concluded his report by summarizing the calls for month, which totaled 13 to date. The District is at 33 calls for the year, he added.

Assistant Chief — Marc Rosenberg

Present; no report submitted.

Fire Captain — Scott Case

Not present; no report submitted.

EMS Captain — Bob Fager

Not present; no report submitted.

TREASURER'S REPORT:

Financial Reports

Two sets of financial reports were distributed: a 2013 end of year report and a January 2014 report. Brief discussion occurred about some of the line items in the 2013 report. It was noted that the Checks had already been approved from that report previously.

Regarding the Profit Loss Budget Performance spreadsheet in the January 2014 report, discussion occurred about a few accounts. It was noted that the expense allocated to account #5170 (Assoc. Dues & Subscriptions) is for the annual SDA membership. Regarding the Emergency Reporting Service account (#5755), it was discussed that the cost is based on a flat fee plus a per call fee. Also discussed was the fact that account #6085 (Wildland Training) is already at 116% year to date. Mr. Carson explained that a number of members had attended a wildland training conference.

No significant discussion occurred regarding the Checks. Ms. Fritz noted that there was a lapse in the numbers this month because checks #12269-12270 had to be voided because of a printer jam. She added that two additional checks had to be written:

- 12284 to Jeffco Treasurer for \$550.00 for the lot line adjustment application fee

- 12285 to Foothills Auto for \$19.26 for apparatus supplies

Mr. Rosenberg made a *motion* to approve checks #12254-12285, excepting checks #12269-12270, plus automated payments, credit card expenses, and bank fees. Ms. Lehman seconded the motion, which passed unanimously.

NEW BUSINESS:

Fire Trucks Plus Lawsuit

Mr. Pettit announced that the District's attorney in California had received an extension and is working on a potential settlement with Mr. Batista's attorney. If a settlement is agreed upon, the case will revert to the California collections attorney.

Board Election Resolution

Mr. Pettit presented Board members with Resolution #2-14-1 titled "Board Resolution for 2014 Special District Regular Biennial Election May 6, 2014 Appointing a Designated Election Official and Authorizing Designated Election Official to Cancel Election."

Mr. Walton made a *motion* to approve Resolution #2-14-1 titled "Board Resolution for 2014 Special District Regular Biennial Election May 6, 2014 Appointing a Designated Election Official and Authorizing Designated Election Official to Cancel Election" and hold a polling place election at the Indian Hills Fire Protection District. Ms. Lehman seconded the motion, which passed unanimously.

It was noted that a motion had already been made to name Ms. Retterer at Toussaint, Nemer & Coaty as the designated election official at the previous month's Board meeting.

Building Committee

Brief discussion occurred about the formation of a new building committee. Mr. Schoenbein's name was raised as a possible committee member. After conversation, it was agreed to table the topic until after the election and the new Board is in place.

Radio Sites Maintenance Vendor

Mr. Carson said that he would be meeting with Frontier Communications the following week to visit both radio sites and discuss a possible maintenance plan. Brief conversation followed regarding changes that might be required at the sites as a result of dispatch moving to Evergreen.

Apparatus 371 Disposition

With the new tender scheduled to arrive mid-March, discussion occurred regarding the disposition of apparatus 371. After conversation about pricing and sales venues, it was agreed that Mr. Carson would market the truck online.

Station Card Key Access

Mr. Carson proposed that the Board consider installing a card key access system at the station, which would allow for tracking of who is in the building at all times. He said that he could get pricing information from Inter-Canyon, which had recently installed such a system.

After discussion, it was agreed that Mr. Carson would bring pricing back to the Board for consideration.

Evergreen Dispatch Services IGA

A copy of the current IGA document was passed out for review. No action was taken.

Employee Handbook

A copy of the Employee Handbook was distributed to all Board members for review with plans to approve the document with any necessary changes at the March Board meeting.

Active Retired Member Program

Mr. Carson disseminated a copy of a Resolution proposing the formation of an active retired member program at Indian Hills Fire Rescue, which would allow retired members to still participate in Department activities without jeopardizing their pension.

Mr. Rosenberg made a *motion* to approve the Resolution for an Active Retired Member Program at Indian Hills Fire Rescue. Ms. Lehman seconded the motion, which passed unanimously.

Other Business

Ms. Fritz proposed that the Board consider changing auditors regularly as part of a safeguard of the District's finances. She said that while she wanted to use the same auditor this year, she would advocate regular changes in the future. The Board agreed and noted that it seems as if this happens naturally anyways.

ADJOURNED AT: 20:45

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 January Minutes. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To accept the January Minutes as written. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To waive the reading of the January Special Meeting Minutes. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To accept the January Special Meeting Minutes as written. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*

- To approve checks #12254-12285, excepting checks #12269-12270, plus automated payments, credit card expenses, and bank fees. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To approve Resolution #2-14-1 titled “Board Resolution for 2014 Special District Regular Biennial Election May 6, 2014 Appointing a Designated Election Official and Authorizing Designated Election Official to Cancel Election” and hold a polling place election at the Indian Hills Fire Protection District. *Motion made by Mr. Walton; seconded by Ms. Lehman; unanimous.*
- To approve the Resolution for an Active Retired Member Program at Indian Hills Fire Rescue. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*