

# INDIAN HILLS FIRE PROTECTION DISTRICT

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

## BOARD MEETING MINUTES

Wednesday, August 22, 2012

*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; Marc Rosenberg — Secretary; Kelley Lehman — Treasurer; Ron Walton; Scott Kellar

***Fire Department Members:*** Emery Carson — Chief; Bob Fager — Rescue Captain; Ray Vogler

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

### MEETING CALLED TO ORDER AT: 19:36 Hrs.

### JULY 16 SPECIAL MEETING MINUTES:

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

Discussion followed and the following change was made. Page 2, third paragraph under “Communications System,” last sentence to read: “He concluded by saying that when the last two letters of concurrence are received, the FCC will issue the District its license.”

Mr. Rosenberg made a *motion* to accept the July Special Meeting Minutes as amended. Mr. Kellar seconded the motion, which passed unanimously.

### JULY MINUTES:

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

Discussion followed and the following changes were made. Page 3, last paragraph, first sentence to read: “Mr. Pettit summarized the progress that had been made on the project since the last meeting, including delivering a copy of the *intergovernmental agreement (IGA)* to the County and drafting additional *letters of concurrence (LOCs)*.”

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

### **TREASURER'S REPORT:**

#### ***Financial Reports***

Discussion began with the last bullet item on the first page of the financial reports highlighting how the budget figures for the annex are affecting total budget numbers.

Moving to the Profit Loss Budget Performance spreadsheet, discussion occurred on account #5310 (Election Expense). It was estimated that approximately \$12,000 had been spent on the May election. Conversation turned to account #5425 (Payroll Processing Fees). Ms. Fritz explained that \$150 had been paid for two years. Regarding the annex expenses (account #5600), Ms. Fritz reminded that there had been incomplete information at the time that the budget was put in place. The utilities (account #5610) had recently been set up on an autopay account, she shared.

Turning to account #5710 (Legal Fees), Ms. Fritz said that she could break expenses into three categories: election expenses, Noble property expenses, and regular legal costs. She then reminded that account #6800 (Loan Interest) and #6900 (Loan Principal) wouldn't align with the budget since the figures were based on a 30-year loan rather than a lease.

Discussion moved to checks, beginning with #11867 for \$178.20 for an automotive light bar. Lengthy conversation followed regarding whether the District should be footing the bill or members themselves. It was discussed that five members were being approved for the purchase per year based on seniority. Mr. Rosenberg clarified that the District owns the light bars rather than the members. Mr. Pettit suggested that a policy was needed either for the Employee Handbook or an SOP.

Mr. Rosenberg made a *motion* to approve checks #11854-11871, plus automatic payments, credit card expenses, and bank fees. Mr. Walton seconded the motion, which passed unanimously.

### **DEPARTMENT/OFFICERS' REPORTS:**

#### ***Fire Marshal — Randy Rudloff***

Not present; no report submitted. Mr. Carson shared that Mr. Rudloff was working on getting a master key that would work all padlock gates in the District. Mr. Rudloff is continuing work on having a universal remote for all electronic gates as well, Mr. Carson stated.

#### ***Chief's Report — Emery Carson***

A report was distributed and various items were discussed. Mr. Carson began by stating that yearly hose and ladder testing had been performed earlier in the month. He said that 300 feet of 2½-inch replacement hose is needed. Pricing would be forthcoming.

Mr. Carson said that he had spoken with Mr. Batista at Fire Trucks Plus, who had promised a production chart on the new tender by the end of the week. It was decided that further discussion on the topic would occur later in the meeting.

Regarding apparatus 384, Mr. Carson shared that all paperwork had been turned in to Swedish Medical Center for the sale of the ambulance. A check should be received the following week in addition to two free EMT-B classes, he said.

Discussion moved to a recent area Chiefs' meeting that Mr. Carson had attended. Issues discussed were moving E911 funding from Jefferson County dispatch to Evergreen dispatch, combining fire academies to one at Evergreen, and possibly combining ambulance services into one authority. Mr. Carson shared that many area districts are losing money on ambulance transport. Conversation then followed on the controversy surrounding the proposed construction of Evergreen's burn building.

Mr. Carson then summarized the calls for the month, which totaled seven, and explained that the bill for the vandalism at the Critchell site had been forwarded to the District's insurance agent. All but \$250 would be covered, he stated.

***Fire Captain — Marc Rosenberg***

Mr. Rosenberg shared that maintenance and pump testing had been performed on apparatus 349. While an overheating problem had been detected, it wasn't expected to be a problem. Mr. Rosenberg then explained that Mr. Fassula had requested wildland coats for four members. There is money in the budget, Mr. Rosenberg added, although he said that \$1,000 worth of gear would be needed next year for new members. He concluded by saying that the apparatus were undergoing their yearly maintenance checkups.

***Rescue Captain — Bob Fager***

Mr. Fager said that he had nothing to bring to the Board.

**OLD BUSINESS:**

***Tanker Status***

Discussion followed about Mr. Batista's lack of commitment and follow-through regarding building the tanker. It was noted that the tank and body parts were presently in Wisconsin, serving as further evidence of how far behind Fire Trucks Plus is in the build process. After discussion, the Board outlined the following options for moving forward:

- File suit.
- Ask for money back or a signed contract with deadlines and consequences.
- Get the chassis plus a check for the difference in price and take the chassis to another vendor to complete the build.

It was also noted that the title for apparatus 385 has never been received from Mr. Batista despite multiple requests.

After extensive conversation, it was agreed that Mr. Rosenberg would interface with Ms. Nemer and Mr. Batista and decide how to move forward.

***Communications System***

Mr. Pettit stated that the intergovernmental agreement (IGA) had come back from the County. He said that he would forward it to Ms. Nemer. A snag had been encountered with one letter of concurrence: Boulder County had refused to sign it fearing communication

interference. Mr. Pettit shared that he had requested another frequency from APCO, which could take up to 60 days. Mr. Kellar offered to speak to Mr. Scott at Boulder County.

Mr. Kellar reminded that a system design was still needed from Mr. Grazi. Mr. Pettit said that he had asked Mr. Grazi to compile a list of Districts that may not be using their frequencies. Mr. Kellar said that he had access to that list. Mr. Pettit concluded by saying that as soon as the frequencies are approved, the project can be completed.

### ***Building Committee***

Both Mr. Carson and Mr. Kellar distributed handouts detailing discussion from a recent meeting of the building committee. Mr. Kellar explained in detail what would be desirable in a new structure as well as such considerations as how to best use the newly acquired Noble property. Also discussed was the potential purchase of the Berg property behind the station. It was agreed that budgetary issues regarding the project would be discussed at the next Board meeting.

Mr. Carson shared that he had heard from the County that the land currently being considered for the substation sits in a flood plane, making the property an unlikely candidate for future construction. Lengthy conversation followed regarding other potential properties in the area that might be suitable to build a substation.

### ***District By-Laws***

After brief discussion, the Board decided to move forward with the By-Laws.

Mr. Walton made a *motion* to adopt the Indian Hills Fire Protection District Rules and By-Laws as amended by Ms. Nemer. Mr. Kellar seconded the motion, which passed unanimously.

As an aside, it was noted that the spelling of Mr. Pettit's name at the end of the document was wrong and should be corrected.

### ***Employee Handbook***

Mr. Carson said that he planned to work on the Employee Handbook over the next few weeks. It was agreed that the topic would be revisited at the October Board meeting.

### **EXECUTIVE SESSION:**

Mr. Kellar made a *motion* to call an Executive Session per CRS 24-6-402 to discuss personnel issues. Mr. Rosenberg seconded the motion, which passed unanimously. All meeting attendees left the room except for the Board members. Mr. Pettit called the Executive Session at 21:12. Recording commenced using the District's recorder.

### **REGULAR SESSION:**

Mr. Pettit called the regular meeting back into session at 22:27.

### **OLD BUSINESS:**

#### ***Chief Position***

The Board presented a contract to Mr. Carson for the Chief position. It was discussed that the contract would be renewed annually at the December Board meeting with a resolution made to retain the Chief if agreeable to both parties.

Mr. Walton made a *motion* to hire Mr. Carson as Chief of the Indian Hills Fire Protection District effective August 23, 2012. Mr. Kellar seconded the motion, which passed unanimously.

Discussion then followed regarding the possibility of offering Mr. Carson a \$2,500 stipend, or signing bonus, to recognize his unpaid work the previous few months. Mr. Carson turned down the offer and instead requested that the money be redirected to other Department needs. It was noted that Mr. Carson's insurance coverage would begin September 1. Signing of documents followed.

**NEW BUSINESS:**

***Ambulance Transportation Benefit***

Mr. Carson raised the possibility of offering free ambulance transportation to full Department members and their families. It was agreed that Mr. Kellar would discuss the legality of the idea with Ms. Nemer.

**MEETING ADJOURNED AT: 22:52**

There being no more business to discuss, Mr. Kellar 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 July Special Meeting Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the July Special Meeting Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*
- To waive the reading of the July Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*
- To accept the July 9 Minutes as amended. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To approve checks #11854-11871, plus automatic payments, credit card expenses, and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To adopt the Indian Hills Fire Protection District Rules and By-Laws as amended by Ms. Nemer. *Motion made by Mr. Walton; seconded by Mr. Kellar; unanimous.*
- To call an Executive Session per CRS 24-6-402 to discuss personnel issues. *Motion made by Mr. Kellar; seconded by Mr. Rosenberg; unanimous.*

- To hire Mr. Carson as Chief of the Indian Hills Fire Protection District effective August 23, 2012. *Motion made by Mr. Walton; seconded by Mr. Kellar; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Kellar; seconded by Mr. Walton; unanimous.*