

DRAFT

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, July 26, 2017

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: Marc Rosenberg — Treasurer, Paul Pettit — Secretary, Ron Walton (via phone conferencing)

Fire Department Members: Emery Carson — Chief

Non-Members: Karen Nelson — Recording Secretary

Community Members: Nelson Goodreau, *President of the Indian Hills Water District*; Debra Swearington, *Canyon Courier*

Absent: Scott Kellar (excused), Kelley Lehman (excused), Anita Fritz (excused)

MEETING CALLED TO ORDER AT: 19:08 Hrs.

JUNE MINUTES:

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

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

TREASURER'S REPORT:

Monthly Financial Reports

It was noted that the monthly financial reports were not ready for review but that the checks should be ready for signing by the conclusion of the meeting.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present. Mr. Carson shared that challenges are occurring at locations in the District regarding old platting and property boundaries.

Chief — Emery Carson

Mr. Carson distributed his report and began by saying that ambulance collections are at more than \$20,000 through the end of June. Secondly, he stated that annual hose testing has been completed. Only four sticks of hose did not pass.

The District's ISO review has begun. Mr. Carson said that he hopes the review will be complete by the end of September. He explained that he and Ms. Nelson had met with Mr. Nichols, the ISO field representative for the commercial division. Mr. Carson further explained that flow testing at five hydrant locations will be performed as part of the review. No hydrant producing less than 20 psi will pass the testing. Further discussion followed about the District's hydrants. Only one flow test will be required each year following the ISO review, Mr. Carson added.

In apparatus news, Mr. Carson said that 341, 349, and 376 have all had their annual maintenance and passed pump tests.

Mr. Carson next shared that he will be attending an SDA workshop for small community districts in mid-August in Silverthorne.

Regarding Jeffcom, Mr. Carson said that the mountain-area fire chiefs had convened earlier in the week to meet the new Jeffcom director, who addressed concerns about the dispatching costs and provided an update on the progress being made at the facility. Mr. Carson distributed an updated — but not complete — Jeffcom service level agreement for review. He also stated that the cutover date is still set for April 2018. In addition, Mr. Carson said that the mountain-area chiefs had met with Mr. Kellar about the progress of the new single channel dispatch. Mr. Carson referenced a handout that summarized the meeting with Mr. Kellar.

Mr. Carson concluded his report by summarizing the calls for the month, which total 29 to date and 191 year to date. He also added that he thought the County's fire ban would be lifted before the end of the week.

Assistant Chief — Marc Rosenberg

Mr. Rosenberg provided updates about the recovery from his surgery. He explained that he has been released to light duty but that it could be a year before he is back to full duty.

Fire Captain — Scott Case

Not present.

EMS Captain — Bob Fager

Not present.

OLD BUSINESS:

Jeffcom Update

It was noted that the topic had been discussed in Mr. Carson's Chief's Report.

EXECUTIVE SESSION:

Mr. Walton made a *motion* to call an Executive Session at 19:48 per CRS § 24-6-402(4)(f) to discuss personnel issues regarding Ms. Nelson and District employee contracts. Mr. Pettit seconded the motion, which passed unanimously. All meeting attendees left the room with the exception of the Board members, Mr. Carson, and Ms. Nelson. Recording commenced using the District's recorder.

The Executive Session concluded at 20:09 and the meeting was called back to order.

Mr. Pettit made a *motion* to form a hiring committee consisting of Mr. Rosenberg, Mr. Carson, and Mr. Pettit to fill the position of Office Manager, which is being vacated following Ms. Nelson's resignation. Mr. Rosenberg seconded the motion, which passed unanimously.

At 20:15 the Board agreed to a brief recess to wait on the completion of the checks.

The Board reconvened at 20:40.

MONTHLY FINANCIAL REPORTS:

Checks

Ms. Fritz passed out a listing of the monthly checks. Brief discussion occurred.

Mr. Rosenberg made a *motion* to approve checks #13156-13~~XXX~~, plus automated payments, credit card expenses, and bank fees. Mr. Walton seconded the motion, which passed unanimously.

ADJOURNED AT: 19:57

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 June Minutes. *Motion made by Mr. Pettit; seconded by Mr. Walton; unanimous.*
- To accept the June Minutes as written. *Motion made by Mr. Walton; seconded by Mr. Pettit; unanimous.*
- To call an Executive Session at 19:48 per CRS § 24-6-402(4)(f) to discuss personnel issues regarding Ms. Nelson and District employee contracts.

- To form a hiring committee consisting of Mr. Rosenberg, Mr. Carson, and Mr. Pettit to fill the position of Office Manager, which is being vacated following Ms. Nelson's resignation.
- To approve checks #13156-13~~XXX~~, plus automated payments, credit card expenses, and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*