

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, March 22, 2023

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.

ATTENDEES:

Fire Protection District Board Members: Scott Kellar–President, Chris Vigil–Secretary, Marc Rosenberg -Treasurer, Scott Ryplewski, Kelley Lehman (excused absence)

Fire Department Members: Mark Forgy–Chief, Tom Henery-Fire Lt., Mike Fassula-Fire Capt., Robin Casanova

Non-Members: Anita Fritz – District Accountant, Angel Dee Manning - Recording Secretary

Other Attendees:

MEETING CALLED TO ORDER: 19:00

The meeting was called to order by President Scott Kellar at 19:00 hours.

INTRODUCTIONS:

President Kellar welcomed everyone to the meeting.

APPROVAL OF THE AGENDA:

President Kellar called for any additions or suggested changes to the Agenda and there were none.

PUBLIC COMMENTS:

There were no public comments.

PREVIOUS MINUTES:

After review, Treasurer Marc Rosenberg made a *motion* to waive the reading of the February 2023 Meeting Minutes, which was seconded by Secretary Chris Vigil and passed unanimously.

Director Rosenberg made a *motion* to approve the February 2023 Minutes as amended. Director Vigil seconded the motion, which passed unanimously.

TREASURER'S REPORT:

Monthly Financial Reports

Director Rosenberg reviewed the financial report with the board. After reviewing, Director Vigil made a *motion* to approve checks #14593 - 14619, automated payments, credit card expenses, and bank fees. Director Scott Ryplewski seconded the motion, which passed unanimously.

DEPARTMENT/OFFICERS' REPORTS:

District Updates – Fire Marshal

Chief Forgy reviewed the Fire Marshal Services Activity Report with the board for January 23 - March 24, which included emails and Jeffco letters for additions, remodels, sprinkler permits, gate permits, carpports, and an on-site to determine occupant load. There was a light discussion regarding the increase in fire marshal services. The invoice for these services will be placed in line for payment.

Chiefs Report

Chief — Mark Forgy

Chief Forgy discussed the CWPP development with the board. He stated that we received comments back which required us to go back to the Water District for more information. The water district needed to go back to their master plan consultants to create the appendix, which was just received today. Chief Forgy stated that he reviewed the amendments, and we should have a completed product in the next few days. Once we receive it, the office manager will make color copies for the board to review prior to approval. Chief Forgy then mentioned that the office manager is looking at furniture for the remodel of office spaces but needs a budget to work with. He reported to the board that he is working with Mike and Amy on a recruitment push both in Indian Hills and in surrounding communities. He stated that Mike ran the numbers, and we realistically need to look down the hill to recruit more members; however, the district is doing great for community participation relative to national statistics. He reported the district applied for and was approved for our CLIA waiver and the invoice for \$180 will come next week. He mentioned we renewed the FCC license, and that Bob is on a three month leave of absence. Calls for March were 3 Medicals, 4 MVAs, 1 False Alarms, and 1 Outside Fire; totaling 9 for March, and 39 calls year-to-date.

Officers' Reports

Assistant Chief — Marc Rosenberg

Nothing to report.

Fire Captain — Mike Fassula

Fire Captain, Mike Fassula, reaffirmed the recruitment push previously mentioned in Chief Forgy's report. He reported to the board regarding home defensible assessments and stated that he is doing inspections with Evergreen Fire for training purposes.

EMS Captain — Bob Fager

Not present.

OLD BUSINESS:

CWPP Development Updates

Previously covered in Chief's report.

Website Upgrade / ADA Compliance Requirements

A group was formed at the January board meeting to gather information for augmenting/upgrading the IHFR website and meeting ADA state compliance requirements. The group consists of two board members, Scott Ryplewski and Chris Vigil, and the district office manager. The group will

present possible options and findings at the April IHFPD Board of Directors meeting. A light discussion among board members resulted in proposed avenues to consider including finding someone in-house that would be capable of bringing the existing website into ADA compliance.

May Election Cancelled

President Kellar stated to the board there were not more candidates for director than offices to be filled, therefore, the election to be held on May 3, 2022 is hereby canceled by the DEO pursuant to section 1-5-208(1.5), C.R.S.

Foothills Fire Auto-Aid Review (IGA)

Previously discussed in Assistant Chief's report.

NEW BUSINESS:

2023 Strategic Planning / Master Plan Development

It was decided to move the strategic planning meeting up to July. The specific date will be set at the April board meeting.

Resolution to Approve Audit Exemption

President Kellar read aloud the Resolution to Approve the Audit Exemption to the board. Director Vigil made the *motion* to adopt Resolution 2023-1 Approving an Exemption for Audit for Fiscal Year 2022. Director Rosenberg seconded the motion, which passed unanimously.

ADJOURNED: 20:10

Director Rosenberg made the *motion* to adjourn the March 2023 IHFPD Board Meeting and Director Ryplewski seconded the motion, which passed unanimously, and the board meeting adjourned at 20:10.

President:

Secretary:



MOTIONS MADE AND PASSED:

- To waive the reading of the February 2023 Meeting Minutes. Motion made by Marc Rosenberg; seconded by Chris Vigil; unanimous.
- To approve the February 2023 Minutes as amended. Motion made by Marc Rosenberg; seconded by Chris Vigil; unanimous.
- To approve financials. Motion made by Chris Vigil; seconded by Scott Ryplewski; unanimous.
- To approve Resolution 2023-1. Motion made by Chris Vigil; seconded by Marc Rosenberg; unanimous.
- To adjourn the February 2023 Meeting. Motion made by Marc Rosenberg; seconded by Scott Ryplewski; unanimous.