

# INDIAN HILLS FIRE PROTECTION DISTRICT

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## **BOARD MEETING MINUTES**

Wednesday, December 16, 2009

*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; Richard Westerlage — Treasurer; Bret Roller; Don Schoenbein

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

***Non-Members:*** Anita Fritz — Bookkeeper; Karen Nelson — Recording Secretary; Randy Rudloff — Fire Marshal

***Absent:*** Marc Rosenberg (excused)

### **MEETING CALLED TO ORDER AT: 19:38 Hrs.**

Mr. Pettit announced that Mr. Rosenberg would be absent from the meeting because he was ill. Mr. Pettit noted that the absence was excused and that Mr. Rosenberg was available by telephone if necessary.

### **MINUTES:**

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

Discussion followed and the following changes were made. Page 12, first paragraph, last sentence: Mr. Pettit noted that the apparatus warranty was for 24 months or 200,000 miles but said that the Minutes should stand because the way they were recorded was what was actually said. Page 14, third paragraph, fourth sentence to read: “Mr. Pettit proposed that instead of starting over with the hiring process, the District instead offer Mr. Schoenbein the job with a three-year contract that could be dissolved *at the discretion of Mr. Schoenbein and the Board.*” As an aside, regarding the last paragraph on page 14, Ms. Fritz said that she had found out that the IHFPD had been established in December 1955. Page 15, third paragraph, third sentence to read: “Mr. Carson said that the chief should be *EMT certified.*”

Mr. Schoenbein made a *motion* to accept the November Minutes as amended, which was seconded by Mr. Westerlage and passed unanimously.

### **SPECIAL RESOLUTIONS MEETING MINUTES:**

Mr. Schoenbein made a *motion* to waive the reading of the November Special Resolutions Meeting Minutes, which was seconded by Mr. Westerlage and passed unanimously.

Mr. Schoenbein made a *motion* to accept the November Special Resolutions Meeting Minutes as written, which was seconded by Mr. Westerlage and passed unanimously.

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

Ms. Fritz began by stating that the Profit Loss Budget Performance spreadsheet was not final for November since there were still invoices to come. Mr. Pettit asked how the numbers looked overall for the end of the year. Ms. Fritz responded "not bad," noting that not having to pay a chief's salary for much of the year or the apparatus payment had helped the numbers. Mr. Pettit questioned whether overages had been corrected for in the 2010 budget. "Sort of," answered Ms. Fritz. She noted that certain accounts had ended up being over budget because of random expenses that can't be budgeted for.

Discussion moved to Checks. Ms. Fritz stated that there was nothing out of the ordinary. She did, however, draw attention to check #11035 to FPPA for \$21,418 for the 2008 pension contribution, noting that the State had provided a larger match this year [\$11,076 vs. 9,111 the previous year].

Mr. Pettit asked about check #10991 to Aetna Insurance for \$710 for a refund. Ms. Fritz responded that both the patient's health and car insurance had paid the same invoice. She said that she and Ms. Cross had reviewed the documentation. The same question was asked about checks #10995, 10996, and 10997, which were all refunds because of overpayment. Ms. Fritz reiterated that each case had been well documented.

Regarding check #11000 to Casco Industries for two sets of bunker gear (\$4,391), Mr. Pettit inquired if the gear was in. Mr. Carson responded "yes." Mr. Pettit then drew attention to check #11005 to Firestone for new tires for apparatus 358 (\$403.72) and check #11007 to HSS to calibrate two AEDs for \$274.

Conversation turned to check #11009 to Jason Gagnier for \$149.84 for mileage reimbursement expenses. Mr. Pettit noted that the reimbursement rate had increased to 14.5¢ per mile. Ms. Fritz added that this is the first increase in a long while. Mr. Pettit contrasted the fact that the corporate rate is 55¢ per mile.

Mr. Westerlage made a *motion* to approve checks #10980-11047, excepting checks #10987-10990, plus automatic payments and bank fees. Mr. Roller seconded the motion, which passed unanimously.

Conversation turned to the 2010 Budget Worksheet. Ms. Fritz noted that there had been no changes, although the Property Tax Income figure (account #4000) had been reduced to \$270,273. Mr. Roller asked if Ms. Fritz had found a place to cut \$4,000, as had been previously discussed. Ms. Fritz said that the surplus would just be smaller; it had been reduced from roughly \$13,000 to roughly \$9,000. Mr. Roller asked if the budget was final. Ms. Fritz said "no," adding that it was open to public discussion and could still change.

Mr. Pettit stated that he had received an email from Mr. Young regarding the floating mill levy. Per Special District and State statutes, a mail-in ballot would be required for the mill levy vote as well as for the new IHFPD Board members. Mr. Pettit added that Mr. Young had said that a discussion should be held regarding whether to add a provision to the ballot to eliminate term limits for Board members. Mr. Pettit then asked if everyone was in favor of Mr. Young being present at next month's meeting. Mr. Schoenbein responded "yes."

Mr. Westerlage questioned having the term limits issue on a regular election ballot. He suggested voting on the issue during a smaller election so that it didn't get lost amidst all the other issues on a bigger ballot. Discussion followed about the cost of doing so. Mr. Pettit said that he thought an expense would be incurred for adding any issue to the ballot. He also said he didn't fully understand the floating mill levy. Mr. Young could be consulted, he added. Mr. Roller suggested having Mr. Young present. Mr. Pettit asked Mr. Roller if he would take the responsibility for inviting Mr. Young to the next meeting since Mr. Roller had been talking to Mr. Young regularly. Discussion followed about the wording on the ballot regarding the mill levy. Mr. Roller asked if a third party had to be hired to conduct the election. Mr. Schoenbein said that the County Clerk handles it.

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

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

Mr. Rudloff began by stating that the International Fire Code had been signed at the County. As of the previous week, five or six districts had not submitted their paperwork, he added. The County would adopt all codes on January 1, he continued, adding that the County had adopted the code in October the previous year and that the IHFPD had followed suit in November.

It had been pretty quiet in the District, Mr. Rudloff continued, with only one main issue of note. Mr. Rudloff said that he had rejected a plan that had been submitted related to a property on Osage Rd. Mr. Roller asked if it was commercial or residential. Mr. Rudloff responded that it was related to private residences in the Cheyenne/Taos Rd. area and two difference access roads. Plans had been rejected because of several reasons, including a slight grade violation. Mr. Pettit noted that the roads are narrow in that area of the District. Mr. Rudloff concurred, adding that Mr. Thamer, whom he has known for some 25 years, uses the access roads periodically.

When Mr. Rudloff concluded, Ms. Fritz pointed out that the Board still needed to review the budget on a line-by-line basis. Conversation returned to the 2010 Budget Worksheet.

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

##### ***2010 Budget Worksheet***

Ms. Fritz began by saying that the numbers in the spreadsheet were the same as the ones that had been presented at the November meeting, with the exception of the fact that the Property Tax Income figure had changed. Mr. Pettit questioned if the spreadsheet needed to be reviewed line by line. "Yes," responded Ms. Fritz.

Regarding account #4999 (Ambulance Fees), Ms. Fritz noted that after reviewing the ambulance fees collection books, she had discovered that in the past when an insurance

company pays a portion, the remainder of the fee had been written off. That policy had changed when Mr. Schoenbein was chief, she added. Mr. Pettit reiterated the need for a specific policy regarding collections for ambulance fees.

Mr. Pettit asked about account #5110 (Internet Expense). Was that account for Comcast and wireless combined? “No,” responded Mr. Carson. Ms. Fritz explained that the Comcast expenses were under account #5135 (Telephone & Cell Phone Exp.). Mr. Fager asked if account #5110 included website maintenance since Internet expenses were only \$40/month. Ms. Fritz read the account description, which included domain name fees and website hosting. She then said that perhaps account #5135 (Telephone & Cell Phone Exp.) should be increased a bit since the Department currently had a promotional rate. A decision was made to increase the account to \$1,650.

Conversation moved to account #5150 (Station Maintenance/Repair), which Mr. Pettit noted had dropped by 50%. Mr. Roller asked about roof repair and leaking. Mr. Carson responded that there had been no problems since the tape had been installed. Mr. Roller asked if the problem was solved. Mr. Carson said that it was good right now.

Mr. Pettit moved discussion to account #5155 (Meals/Food Expense), which had been doubled, he noted. He added that account #5175 (Misc. Overhead Expenses) had been increased a bit as well. Ms. Fritz responded that it hadn't, adding that the awards banquet was no longer part of the miscellaneous expenses. Mr. Roller asked about account #5185 (Station Supplies). Mr. Carson explained that the account was for such items as toilet paper. Mr. Pettit then drew attention to the fact that account #5215 (Equipment Repair/Maintenance) had increased. Discussion followed about account #5200 (Office Equipment/Computer Exp.) in general. Mr. Pettit reiterated that account #5215 (Equipment Repair/Maintenance) had increased substantially. Mr. Schoenbein said that the account was for the copy machine contract with Xerox.

Ms. Fritz asked whether the Department still used emergency reporting website services. She hadn't seen a bill in a long time, she added. Mr. Carson said that he'd look into it. Ms. Fritz then stated that emergency reporting had cost \$1,788 last year.

A call came in at 20:15. Mr. Bruns, Mr. Fager, and Mr. Vogler left the meeting to respond.

Conversation returned to account #5215 (Equipment Repair/Maintenance). Ms. Fritz asked if emergency reporting services should be budgeted for under account #5110 (Internet Expense). Discussion followed about the appropriate place to put the expense. Mr. Roller suggested that it have its own line. Mr. Schoenbein commented that it might fluctuate and was an operating expense. Mr. Pettit suggested it be allocated for under Professional Services. Ms. Fritz asked if she should put a separate line item in Professional Services (account #5700) with a budget allocation of \$2,000. Discussion followed. Mr. Pettit suggested account #5755 for Emergency Reporting Service. Ms. Fritz said she could add that. Mr. Pettit asked if it should be \$1,800. “\$2,000,” responded Ms. Fritz.

Mr. Roller returned conversation to account #5110. Mr. Carson asked if that account included Mr. Kammerzel's fees. Ms. Fritz reiterated that the account specified website hosting and domain name fees. Mr. Roller asked why the Department would pay for

multiple domains. He then asked what account Mr. Kammerzel's fees were allocated to. Ms. Fritz responded "account 5220" (Computer Repair/Maintenance). Were fees for the copier contract in account #5215 (Equipment Repair/Maintenance), asked Mr. Pettit. "Yes," responded Ms. Fritz, adding that they were \$140/month. Mr. Pettit said that he thought the Department had purchased the copy machine. He was told it was leased. Mr. Pettit then noted that the machine had been replaced last month and agreed that it was better to lease.

Regarding Insurance (account #5250), Mr. Pettit observed that all accounts had stayed the same with the exception of account #5251 — Worker's Comp. Ms. Fritz explained that the Department would get some money back after the audit. Discussion moved to account #5300 (Board of Director's Expense). No changes had been made, noted Ms. Fritz.

Conversation moved to account #5400 (Payroll & Benefit Expense). It was noted that the Chief's salary was now a separate line item (account #5410). Mr. Carson asked if the Department would save money in account #5411 (Salaries Expense — Office Manager) since Ms. Cross was leaving. Or could money be saved by having a contract employee? Mr. Pettit said that it would be discussed later in the evening. Mr. Carson suggesting hiring someone at a lower hourly rate. Mr. Westerlage interjected that if the position didn't stay filled at \$18/hour, it may not stay filled at \$15/hour. Mr. Pettit noted that the account had been moved out of Professional Services into Payroll & Benefit Expense. Which is where it will stay, explained Ms. Fritz, unless the new employee is an independent contractor.

Ms. Fritz noted that account #5425 (Payroll Processing Fees) needed to be changed to \$125, bringing the sum of the total account to \$73,999. Mr. Westerlage asked what the total budget was. Mr. Pettit responded \$306,000. "Almost \$307,000," interjected Ms. Fritz. Because account #5755 (Emergency Reporting Service) had been added, Ms. Fritz said that the total for account #5700 (Professional Services Expense) would be increased to \$16,150.

Regarding account #5740 (Fire Marshal Expense), Mr. Carson asked Mr. Rudloff if he was satisfied with the allocation. Mr. Rudloff responded that he had received a raise the previous year.

Discussion turned to account #6010 (Clothing & Uniform Exp.). Mr. Pettit asked if the allocation should be reduced since it wasn't used in 2009. Ms. Fritz asked if she had received all invoices for account #6015 (Personal Protection Equipment) for 2009. Was \$7,500 needed for 2010? Mr. Pettit noted that 70% of the budgeted amount had been spent in 2009. Discussion followed about clothing and personal protection equipment needs. Mr. Roller and Mr. Schoenbein both advised leaving the numbers as is.

Regarding account #6050 (Rescue Training), it was noted that the allocation had doubled. Mr. Ratke explained that the Department was requesting that three members be sent to a special training class. Eighty percent of the Department's calls are medical, he explained, adding that EMT certification is not much more than crude first aid training. No drugs can be administered with EMT certifications and only minimal airway handling. The class would provide EMTi and ALS certifications, he added. Mr. Ratke stated that he would be willing to sign a contract for service to the Department for three to five years if he could be permitted to attend the class and explained that he already possessed basic EMT certifications and

EMT IV as well as a red card. The last time the class had been offered in the Denver area had been 17 years ago, he added.

Mr. Ratke explained that the budget allowed for two people to attend the training, but the Department was requesting funding for a third. Discussion followed about the price of the class and response availability of various Department members. Ms. Fritz asked Mr. Ratke how available he was to respond to calls. He explained that he worked a 9-5 job but was in the area in the early morning to take his son to school, adding that his work was “very understanding” about his schedule. Mr. Schoenbein noted that Mr. Gagnier’s response record was good but added that Mr. Ratke was not a responding member yet. Mr. Pettit noted that Mr. Ratke lives near Mr. Westerlage and asked how long he had been in the area. “Since April,” Mr. Ratke responded. He added that he was working on becoming a responding member and had been a member of a hot shot crew in the past.

Mr. Roller responded that if Mr. Ratke can be relied on, he thought money could be found in the budget. Mr. Pettit agreed, adding that at least that much money had been spent at conventions with not much return. Mr. Westerlage asked when the class started. “January,” responded Mr. Ratke. Mr. Schoenbein noted that the revenue from ambulance billing would be higher if members can provide advanced medical care. Long term, it’s a wash, he concluded. Mr. Schoenbein did express concern that Mr. Ratke isn’t in District during the day. Mr. Roller asked who had signed up to attend the class. Mr. Schoenbein responded that Mr. Fager and Mr. Gagnier would be attending. Mr. Roller said Mr. Bruns should. Mr. Schoenbein said that he could go either way regarding a decision on the issue of Mr. Ratke attending. It would be good long term since the District has an aging population.

Mr. Ratke reminded that the class hadn’t been offered in Denver in a long time. Mr. Rudloff corrected him to say that it had been offered at St. Anthony’s not that long ago. Ms. Fritz said she thought the price for the training was \$3,100, but added that she didn’t know what other expenses there might be. Mr. Pettit proposed changing the account allocation from 10,000 to \$12,500. Ms. Fritz noted that there wouldn’t be much money for anything else in that account.

Mr. Roller expressed that he liked the idea of having a repayment contract whereby if Mr. Ratke terminates service with the Department before his time is up, he has to reimburse for the training. Mr. Carson suggested that Mr. Young write up a contract. Mr. Carson added that he thought Mr. Ratke had been with the Department long enough to be a responding member. Mr. Schoenbein agreed, saying that Mr. Ratke had to step up. Regarding ambulance billing, Mr. Carson said, if more medical services are offered, the Department can charge more.

Mr. Schoenbein interjected that a decision had to be made since the training starts January 25. Ms. Fritz listed the financial details for the training: \$3,800 for the class plus \$600 for book minus a \$1,200 grant. Mr. Schoenbein asked how much was spent at EMSAC. Mr. Carson estimated expenses at about \$2,000-\$2,500 plus food for six members. Mr. Roller spoke up to say that the training Mr. Ratke was proposing was the most important to the people who pay the bill, so to speak. Mr. Pettit agreed and suggested changing the allocation in account #6050 (Rescue Training) to \$12,500, bringing the total for Fire Operation Expenses (account #6000) to \$45,500.

Discussion moved to account #6230 (Pension Contribution), where conversation occurred regarding the cost and matching dollars. Ms. Fritz said that the actual expense for 2009 was \$21,418 minus the State contribution.

Regarding account #6310 (Fuel — Oil/Gas/Diesel), Mr. Pettit noted that the allocation had been reduced and was only 30% of last year. Ms. Fritz said that it was adequate, depending on the agreement with the new chief regarding vehicle use. Mr. Pettit admitted that he hadn't read the employment contract yet. Mr. Roller said it needs to be reviewed. He explained that Mr. Young had initially said that he didn't have enough time to put the contract together but had done so. Mr. Pettit said that he recalled asking for a one-page contract.

Mr. Carson turned attention to the Mechanic Expense account (#6325), which has no allocation for 2010. He said to plan on having money in that account for the following year. Mr. Pettit agreed. Mr. Schoenbein said that he thought the volunteers were doing a good job. "Yes," concurred Mr. Pettit. But he reminded about the burnout factor.

Conversation turned to account #6410 (Communication Equip. R&M). Mr. Pettit inquired whether the account included batteries. Mr. Carson responded "yes." Regarding the zero dollar allocation for account #6415 (Radio Replacement), Mr. Pettit noted that funds would carry over from 2009. Ms. Fritz responded that the funds had been carried over for the past five years.

Mr. Schoenbein asked about account #6605 (Community Improvements). Ms. Fritz explained that the account is for helping financially support fire hydrants in the District. Mr. Carson explained that the Water District asks the Department for financial help. Mr. Pettit then noted that the allocation had been increased for Public Education Expense (account #6610). Ms. Fritz said the money was partly for the production of *Smoke Signals*. Mr. Carson also mentioned the auxiliary. Mr. Roller asked if money in account #6610 was also for Ms. McNabb's group. "Partly," answered Mr. Carson. Mr. Schoenbein asked if Fourth of July expenses also came out of the account. "Yes," responded Ms. Fritz, adding that costs for port-a-potties and barricades were part of the account. Mr. Pettit suggested leaving the allocation as is.

Regarding accounts #6800 (Loan Interest) and #6900 (Loan Principal), Mr. Pettit simply stated that "it is what it is at this point." With that, discussion concluded on the 2010 Budget Worksheet, with total expenses at \$302,166.92 and net income at \$4,806.08.

Mr. Schoenbein made a *motion* to accept the amended 2010 IHFPD budget, which was seconded by Mr. Roller and passed unanimously.

As an aside, Ms. Fritz shared that Mr. Young had put a posting in the paper with an extension until December 16. The budget wouldn't be submitted until December 31, she added.

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

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

A report was distributed and various items were discussed. Mr. Carson began with item #1 regarding apparatus 341. He said that the truck was back from Cummins, where it had gone in for engine repairs. Mr. Pettit asked what the total bill was. Mr. Carson responded that it was \$11,716. The engine had been rebuilt. So far, it was fine, he said. The warranty was for 24 months or 200,000 miles. Mr. Pettit said that he had advised the Chief to take the apparatus on a road trip to break it in.

Mr. Carson then noted that the awards ceremony had been held (item #2). Mr. Carson moved on to item #3 concerning apparatus recalls. Both apparatus 358 and 383 had recalls on the brakes, he said. He noted that apparatus 341 was back from Cummins before sending the other two vehicles in.

Discussion moved to item #4 (thermal imager). Mr. Carson said that he had a thermal imaging device for review that evening. Mr. Carson concluded by summarizing the calls for the month of November, which totaled nine. This month, however, there had already been 17 calls, Mr. Carson said, ten of which had occurred in a two-day period, including a chimney fire.

***Fire Captain's Report — Steve Bruns***

No report was distributed.

***Rescue Captain's Report — Bob Fager***

No report was distributed.

**OLD BUSINESS:**

***Apparatus***

Mr. Carson explained that he and Mr. Rosenberg had gone back to Darley for the final inspection. It had been a waste of time, he said, because only about half of the changes had been made. Darley had said that they hadn't been told to move forward, Mr. Carson said. The apparatus was now supposed to be completed on January 8. Mr. Carson said that he had expected to do an item-by-item check while there, but hadn't. It had been a long trip . . . So, there's no delivery date, stated Mr. Pettit. The order should have been cancelled long ago, concluded Mr. Carson.

Mr. Carson then said that the goal was still to sell the completed truck. He said that he would send the pictures of the completed truck to Brindlee when they were available. Mr. Schoenbein asked if the Department's name was on the truck. "Absolutely not," answered Mr. Carson, who passed around photos of the truck. Discussion followed about how the various manufacturers were doing sales-wise. After the next trip, the balance of the payment would be due, Mr. Carson said. Mr. Schoenbein thanked Mr. Carson for all his work and noted that the longer the build process takes, the longer until Darley gets paid.

*(Mr. Pettit called for a break at 21:15. The meeting reconvened at 21:27.)*

***Communications System***

Mr. Roller said that he had nothing to report. No progress had been made. Mr. Pettit turned conversation to generators. He said that no decision had to be made, but said that a switch panel would allow generators to be added. Mr. Westerlage interjected that there was a local



company that offers the service of monitoring batteries at remote locations. Mr. Pettit said that he had worked for a company that offered a similar service. It didn't negate the need for a generator, he added. He asked about the draw and battery requirements for the communications system. "No one knows," responded Mr. Roller. He has received answers that range from four hours to five days, he said. Mr. Pettit explained that the batteries might last longer in different modes.

Mr. Roller noted that the Department still doesn't have a signed lease from Olinger. Consequently, he said, he hasn't put a lot of effort into the details of the project. Mr. Carson advised asking Mr. Hall to figure out how long the system would receive and transmit using the batteries. And how many batteries were needed, added Mr. Pettit. Mr. Westerlage noted that the company he had been referring to was located in Morrison. Mr. Carson said he was familiar with Mr. Brush's company.

### ***New Chief***

Mr. Pettit said that he had just received a copy of the proposed employment contract that evening from Mr. Young. He suggested that everyone review it and correspond through email regarding any changes. Then a short special meeting could be held to approve and activate the agreement. Mr. Ratke asked if the Department used a software program that could monitor changes made to documents. Mr. Roller said that the feature is available in Word. He said that if the Board members reviewed the document, he would compile the changes.

Ms. Fritz asked if a meeting could be scheduled. Mr. Schoenbein noted that he would be out of town during a portion of the holidays. Mr. Westerlage said the Department had hired a chief before without such a document. Mr. Pettit stated that he wanted the task done. Mr. Roller proposed meeting on December 23. Mr. Westerlage said that he would be gone then. Mr. Pettit said that he'd like a full Board but could call Mr. Westerlage if necessary. Mr. Roller requested that changes be submitted to him via email by 6 pm on Monday, December 21. Then the Board could convene on December 23. Mr. Schoenbein asked if he would be sending the document out in Word. Mr. Roller responded "yes."

Mr. Westerlage asked about posting for the meeting. Ms. Fritz and Ms. Nelson responded that 72 hours' notice was required. Mr. Roller summarized the review process and confirmed that a meeting would be held on December 23 at 7:30 pm.

### **NEW BUSINESS:**

#### ***Office Manager Position***

Mr. Pettit said that numerous emails had been exchanged between Ms. Cross, Ms. Fritz, and himself regarding ambulance billing records. Specifically, Ms. Fritz had been trying to obtain data regarding ambulance call volume, billing, and percent collected. Mr. Pettit said that he had discovered that if insurance paid any amount toward the bill, Ms. Cross had written off the remainder. Procedures were needed, he explained, and it's not the Chief's job, he added. Mr. Westerlage noted that Ms. Cross had resigned. Effective the end of the month, added Mr. Pettit.

Consequently, Mr. Pettit continued, a new office manager is needed. Several people had expressed interest. He suggested forming an interview committee and proceeding. If none of

the candidates worked out, then the position could be posted. Mr. Ratke asked if the position had to be posted. "No," responded Mr. Pettit. He elaborated that two individuals, Carol Corsaut [Mr. Westerlage's wife] and Laura Wuerthele, were interested in the position and recommended forming a committee consisting of Mr. Schoenbein, Ms. Fritz, and another Board member, not Mr. Westerlage or himself since he knew Ms. Wuerthele personally. He asked Mr. Roller if he was interested. Mr. Roller said "okay." Discussion followed regarding the hiring committee.

### ***Additional Topics***

Mr. Carson explained that the Department's current thermal imager is ten years old and is broken. He proposed purchasing a new thermal imager for \$9,500 and added that it was not included in the budget. Mr. Pettit noted that all the money had been spent for the year. Mr. Schoenbein suggested shelving the proposal. He said that the Department could possibly get a grant from the Fireman Fund Insurance Company. Mr. Ratke asked if the device could be leased. "No," responded Mr. Carson. Mr. Schoenbein explained that it's considered a disposable device since it's destroyed if dropped in a fire. He reiterated that it was possible to get a grant to pay for one. Mr. Carson said that Mr. Leprino may be willing to supply the money since he has offered funds for supplies in the past.

Ms. Fritz turned attention to an email she had received requesting information about the Department on behalf of the Freedom of Information Act. The return address, she stated, was [foia@hotmail.com](mailto:foia@hotmail.com). Mr. Roller noted that there was an official way to ask for information, and this was not it. Mr. Pettit noted that the email had come from Carlsbad, CA and had no contact name. He advised ignoring the request.

### ***Fire Captain's Proposal***

Mr. Bruns said that he knew that his proposal for wildland equipment needs had been discussed at last month's meeting. He expressed that he felt a statement he made in his proposal ("because we have extra money in this year's budget . . .") had been taken the wrong way and he wanted to revisit some of the items that had been voted down. He said that he had meant that he had money remaining in his budget and wanted to get set up for 2010.

Mr. Bruns began with the wildland headlamp at \$64.95 each. He said he had requested 15. Nine people are typically red carded on the Department. Would the Board reconsider purchasing nine at \$584.55 or 11 at \$714.45? Mr. Pettit asked Mr. Bruns if he had money left in his budget. Mr. Bruns responded "yes." Mr. Pettit requested hearing the entire list before making a decision.

Mr. Bruns moved on to the masks/filters, saying that he had miscounted the first time around. He needed 11 masks at a cost of \$39.95 each (\$439.45 total) and five packs of filters at a cost of \$34.95 each (\$174.75 total). Mr. Schoenbein said that he thought this expense had been approved the previous month. It had, Mr. Bruns responded, but he had counted wrong.

The final item Mr. Bruns wanted the Board to reconsider was the accountability system. He said that although the Department does have one, it doesn't suit its needs. It's not realistic to have a huge board with velcro tags. Consequently, Mr. Bruns said he was willing to make

something close to what he wanted. He proceeded to list the costs for the supplies he would need to craft the system. He noted that the Board had voted down the tags (20) at a cost of \$8.99 each (\$179.80 total).

Mr. Pettit asked what the headlamps would cost. Mr. Bruns responded “\$1,530 total.” Mr. Roller admitted that he was torn. Mr. Pettit drew attention to the fact that only 8% of the budget had been spent to date for such supplies. Mr. Schoenbein said that therein lies part of the problem: waiting until the end of the budget year to spend all the money. Nevertheless, he didn’t see Mr. Bruns’s proposal as unreasonable. The accountability system is a bargain if Mr. Bruns builds the board on his own.

Mr. Schoenbein expressed, however, that he would like to know if there is a reasonable alternative to a \$65 headlamp. Mr. Bruns explained that headlamps are offered in three price categories: \$20-40 bracket, \$60-90 bracket, and \$120+. He had purchased one in the \$30 range and found it to be trash. Mr. Himber had showed him the one he was proposing. Mr. Schoenbein asked if it ran on rechargeable batteries. “AA,” responded Mr. Bruns. He explained that it has a high power and low power setting and a separate battery pack. The headlamp comes with three straps to clip on to a wildland helmet, he added.

Mr. Ratke suggested that some companies are willing to give a discount. Mr. Roller interjected that he had worked in Alaska for six years with a \$24 headlamp and done just fine. Mr. Pettit asked if any rechargeable models were available. Mr. Roller responded that rechargeable wasn’t the way to go. Mr. Westerlage said that the less spent, the better. But, he added, if it doesn’t work, then it’s a bad choice. Mr. Pettit noted that there hadn’t been any wildfires in awhile. Mr. Roller said that he agreed with Mr. Westerlage. Mr. Pettit asked if any research had been done into knocking down the price. Mr. Westerlage reminded that the money is in the budget for such purchases. Mr. Pettit said that a motion was needed.

Mr. Westerlage made a *motion* to approve \$1,550 for rescue supplies, which was seconded by Mr. Schoenbein and passed unanimously.

Ms. Fritz asked Mr. Bruns if he had spent the money for the previously approved supplies. Mr. Bruns said he had purchased most. Mr. Carson said he had passed the invoices on to Ms. Fritz. Mr. Pettit noted that the expenses would put the account slightly over budget. Mr. Carson reminded that some of the expenses are for fire equipment and some for rescue equipment. Properly coding invoices was emphasized. Mr. Bruns thanked the Board for its decision.

### ***Additional Topic***

Mr. Roller announced that he had taken his house off the market and had decided to stay in Indian Hills for awhile. Consequently, he planned to keep his seat on the Board for some time. He briefly recounted why he had made the decision. Ms. Fritz asked Mr. Roller if he was up for re-election. He responded “no.”

### **MEETING ADJOURNED AT: 22:10**

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

*President:*

*Secretary:*

**MOTIONS MADE AND PASSED:**

- To waive the reading of the November Minutes. *Motion made by Mr. Pettit; seconded by Mr. Schoenbein; unanimous.*
- To accept the November Minutes as amended. *Motion made by Mr. Schoenbein; seconded by Mr. Westerlage; unanimous.*
- To waive the reading of the November Special Resolutions Meeting Minutes. *Motion made by Mr. Schoenbein; seconded by Mr. Westerlage; unanimous.*
- To accept the November Special Resolutions Meeting Minutes as written. *Motion made by Mr. Schoenbein; seconded by Mr. Westerlage; unanimous.*
- To approve checks #10980-11047, excepting checks #10987-10990, plus automatic payments and bank fees. *Motion made by Mr. Westerlage; seconded by Mr. Roller; unanimous.*
- To accept the amended 2010 IHFPD budget. *Motion made by Mr. Schoenbein; seconded by Mr. Roller; unanimous.*
- To approve \$1,550 for rescue supplies. *Motion made by Mr. Westerlage; seconded by Mr. Schoenbein; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Schoenbein; seconded by Mr. Roller; unanimous.*

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