

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, May 28, 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: Scott Kellar — President; Kelley Lehman — Treasurer; Marc Rosenberg — Secretary; Paul Pettit; Ron Walton

Fire Department Members: Emery Carson — Chief

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

Guests: Sandy Barnes, *Canyon Courier*

Community Members: Cheryl Touryan

MEETING CALLED TO ORDER AT: 19:05 Hrs.

SWEARING IN OF NEW BOARD MEMBERS:

Ms. Lehman and Mr. Rosenberg read their oaths of office aloud and gave the documentation to Ms. Fritz to notarize.

EXECUTIVE SESSION:

Mr. Rosenberg made a *motion* to call an Executive Session at 19:10 per CRS § 24-6-402(4)(f) to discuss personnel issues. Mr. Kellar seconded the motion, which passed unanimously. All meeting attendees left the room with the exception of the Board members. Recording commenced using the District's recorder. The Executive Session concluded at 19:20 and the meeting was called back to order.

REGULAR SESSION:

It was announced that discussion had essentially been tabled since Mr. Walton had not yet arrived.

APRIL MINUTES:

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

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

[Mr. Walton arrives at 19:25.]

SWEARING IN OF NEW BOARD MEMBERS:

Mr. Walton read his oath of office aloud and gave the documentation to Ms. Fritz to notarize.

TREASURER'S REPORT:

Financial Reports

Minimal conversation occurred regarding the financial reports except to note that account #5175 (Misc. Overhead Expenses) is at 398% of the annual budget because of expenses incurred during the trip to pick up the new tender. Most of the expenses will be reimbursed by Rosenbauer, however, and the reimbursement will offset the account, Ms. Fritz explained.

Brief conversation occurred regarding money allocated to the District's fire mitigation project. It was noted that attendance has been down recently at the community Firewise meetings. As such, a decision has not yet been made regarding whether the District will sponsor a mobile slash collection this year.

Discussion moved to Checks. Conversation occurred regarding check #12239 to SCI Colorado Funeral Services for \$375 for the District's annual lease payment for its Mt. Lindo communications site. After discussion, it was agreed to hold the check and do more research into utilities charges and how increases might affect the payment according to the terms in the lease.

Attention turned to a document that Ms. Fritz produced breaking out election expenses. It was noted that additional costs would be forthcoming.

Mr. Kellar made a *motion* to approve checks #12321-12341, excepting check #12339, plus automated payments, credit card expenses, and bank fees. Mr. Walton seconded the motion, which passed unanimously.

Brief discussion also occurred about the District's credit cards and whether it might be beneficial to investigate cards that offer benefits such as air miles or cash back.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present; no report submitted. Mr. Carson shared that the sale of the Indian Hills Equestrian Center had been finalized. He noted that it would no longer function as a public facility. As such, some of the past fire violations would not have to be addressed by the new owner. Also mentioned was the fact that Sit-n-Bull had not been sold as had been previously reported. Mr. Carson also stated that Mr. Rudloff had been busy visiting residents and providing mitigation advice.

Chief — Emery Carson

A report was distributed and various items were discussed. Mr. Carson began by stating that apparatus 371 had been sold to a church group for the purpose of hauling water at a camp. Next, he shared that the move to Evergreen Fire dispatch is going very well. Mr. Kellar and Mr. Rosenberg acknowledged Mr. Carson's hard work, as well as all area chiefs and dispatchers. It was noted that Jefferson County Emergency Communications Authority would be paying for operation of the "I Am Responding" program.

Mr. Carson shared that he had been to the second round interview for the EMTS grant. Results should be known by mid-June. In further grant news, Mr. Carson said that the department had been turned down for the DNR mitigation grant. Conversation followed regarding reasons for not being awarded the grant. Also, it was announced that a \$5,000 donation had been received with the help of Mr. Kerby to purchase a turnout gear extractor.

New radios have still not been received, Mr. Carson reported. He also shared that owners of a property on Chris Drive have requested a change to Evergreen Fire/Rescue because of their location in the District. Mr. Carson said that he had given them permission to move forward with the process.

Regarding the lot line adjustment, Mr. Carson stated that he anticipated the process would be complete in the next two weeks. The possibility of holding a Special Board meeting to decide how to move forward with the sale of the Noble house was discussed. No decisions were made.

Mr. Carson concluded his report by summarizing the calls for the month, which total 13 to date. He said that the District was up to 79 calls for the year.

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.

OLD BUSINESS:

Adoption of Employee Handbook

Mr. Rosenberg made a *motion* to adopt the April 22, 2014 version of the Employee Handbook. Mr. Walton seconded the motion, which passed unanimously.

Mr. Kellar proposed that the Handbook be distributed with a letter of endorsement from the Board members.

New Building Committee

Mr. Rosenberg proposed holding a community meeting to get feedback on moving forward with station renovation/redesign and the feasibility of constructing a substation. The makeup of the committee was discussed, with the Board agreeing that the committee should comprise no more than five individuals who could be a mix of Board members, Department

members, and community members. It was agreed that the community meeting would be promoted in the upcoming issue of *Smoke Signals*.

Five-Year Plan

After discussion, the Board agreed to schedule a study session to begin putting together a five-year plan, which will include capital expenses as well as an apparatus replacement schedule. Mr. Pettit was tasked with scheduling the meeting.

Station Sign Board

A conversation occurred regarding erecting a sign board similar to the one at the Indian Hills Community Center to communicate with residents. Mr. Carson said that he would research options.

NEW BUSINESS:

Audit

Ms. Fritz said that she had a proposal for the Board to review from Haynie and Company regarding the District's audit. Discussion followed, including the feasibility of getting an engagement letter or a guarantee of work done.

Mr. Rosenberg made a *motion* to hire Haynie and Company to do the District's audit at a cost of \$5,500. Mr. Walton seconded the motion, which passed unanimously.

Office Software

Mr. Carson presented the Board with the costs to update all four office computers to Windows 7. Discussion followed about software costs and options. It was noted that Mr. Recker had offered to perform the upgrades free of charge.

EXECUTIVE SESSION:

Mr. Rosenberg made a *motion* to call an Executive Session at 20:45 per CRS § 24-6-402(4)(b) and CRS § 24-6-402(4)(f) and to discuss legal and personnel issues. Mr. Kellar seconded the motion, which passed unanimously. All meeting attendees left the room with the exception of the Board members. Recording commenced using the District's recorder.

The Executive Session concluded at 21:30 and the meeting was called back to order.

REGULAR SESSION:

The Board announced that a potential nondischargeable settlement may have been reached with Fire Trucks Plus. No financial details were offered.

Election of Board Officers

Mr. Rosenberg made a *motion* to appoint Mr. Kellar as President of the Board. Mr. Walton seconded the motion, which passed unanimously.

Ms. Lehman made a *motion* to appoint Mr. Rosenberg as Secretary of the Board. Mr. Walton seconded the motion, which passed unanimously.

Mr. Pettit made a *motion* to appoint Ms. Lehman as Treasurer of the Board. Mr. Walton seconded the motion, which passed unanimously.

Additional Topics

Ms. Fritz announced that she had two additional checks to write:

- Check #12342 to Signarama for \$16 for a locker nametag
- Check #12343 to General Air for \$283.57

Mr. Kellar made a *motion* to pay Checks #12342-12343. Mr. Rosenberg seconded the motion, which passed unanimously.

ADJOURNED AT: 21:42

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 call an Executive Session at 19:10 per CRS § 24-6-402(4)(f) to discuss personnel issues. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*
- To waive the reading of the April Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*
- To accept the April Minutes as written. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To approve checks #12321-12341, excepting check #12339, plus automated payments, credit card expenses, and bank fees. *Motion made by Mr. Kellar; seconded by Mr. Walton; unanimous.*
- To adopt the April 22, 2014 version of the Employee Handbook. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To hire Haynie and Company to do the District's audit at a cost of \$5,500. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To call an Executive Session at 20:45 per CRS § 24-6-402(4)(b) and CRS § 24-6-402(4)(f) and to discuss legal and personnel issues. *Motion made by Mr. Rosenberg; seconded by Mr. Kellar; unanimous.*
- To appoint Mr. Kellar as President of the Board. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To appoint Mr. Rosenberg as Secretary of the Board. *Motion made by Ms. Lehman; seconded by Mr. Walton; unanimous.*
- To appoint Ms. Lehman as Treasurer of the Board. *Motion made by Mr. Pettit; seconded by Mr. Walton; unanimous.*
- To pay Checks #12342-12343. *Motion made by Mr. Kellar; seconded by Mr. Rosenberg; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*