

INDIAN HILLS FIRE PROTECTION DISTRICT

4476 Parmalee Gulch Rd.

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Phone: 303-697-4568

BOARD MEETING MINUTES

Wednesday, July 23, 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; Paul Pettit; Ron Walton

Fire Department Members: Emery Carson — Chief

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

Community Members: Sandy Barnes, *Canyon Courier*

Absent: Kelley Lehman (Excused); Marc Rosenberg (Excused)

MEETING CALLED TO ORDER AT: 19:00 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. Pettit made a *motion* to accept the June Minutes as written. Mr. Walton seconded the motion, which passed unanimously.

TREASURER'S REPORT:

Financial Reports

Minimal conversation occurred regarding the financial reports except to clarify purchases in the checks and credit card sections.

Mr. Pettit made a *motion* to approve checks #12368-12385, plus automated payments, credit card expenses, and bank fees. Mr. Walton seconded the motion, which passed unanimously.

District Financial and Purchasing Policies

Per request by Mr. Carson, one change was made to the document: shortening the term "Fire Chief" to just "Chief" in all instances in the document.

Mr. Pettit made a *motion* to approve the Indian Hills Fire Protection District Financial & Purchasing Policies document. Mr. Walton seconded the motion, which passed unanimously.

It was noted that the document would eventually be presented in memo style in a District policy book.

District Audit

Ms. Fritz stated that a draft of the District's audit had been distributed to Board members on June 30. It would be completed and submitted on July 31. Mr. Kellar requested that a representative from the audit firm attend the next Board meeting. He also suggested that the audit firm review the District's newly approved Financial & Purchasing Policies document.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present; no report submitted. Mr. Carson shared that road standards for the County have been completed. Brief discussion followed. Mr. Carson also stated that the new owner of the equestrian center is eager to comply with requirements and plans to change the property to R1 zoning.

Chief — Emery Carson

A report was distributed and various items were discussed. Mr. Carson began by stating that a new extractor has been installed for the Department's turnout gear. He is waiting for it to be programmed, he added.

The minor lot line adjustment is complete except for signatures on the mylar, which should be complete by early the following week, Mr. Carson said. He explained that the mylar has to be sent to Kansas State Bank for signatures before being returned to the County to be recorded. In unrelated land news, Mr. Carson noted that the easements for the parking lot and helipad across from the station have been completed.

In grant news, new radios have been installed in all apparatus, Mr. Carson said, adding that he is still waiting for the purchase order for the EMTS grant to buy items.

Next, Mr. Carson reported that ambulance collections for the year are at more than \$23,000 as of the end of June, with a 64% collection rate.

Mr. Carson shared that he has spoken with Jefferson County Planning and Zoning about rules and regulations for the public sign that will be erected in front of the station. He said that he will have pricing by the next Board meeting. Upgrades to office computers will begin the following week, he added.

Next, Mr. Carson referenced a public exclusion notice for a property whose owner is petitioning to switch from Indian Hills to Evergreen's fire district. A hearing to this effect will be held at the August Board meeting, he added.

Mr. Carson concluded his report by summarizing the calls for the month, which total 28 to date. He said that the District was up to 136 calls for the year.

Mr. Carson also noted that roughly \$12,500 had been brought in from the Fourth of July festivities. Expenses have yet to be figured, he said.

Assistant Chief — Marc Rosenberg

Not present; no report submitted.

Fire Captain — Scott Case

Not present; no report submitted.

EMS Captain — Bob Fager

Not present; no report submitted.

OLD BUSINESS:

Fire Trucks Plus Lawsuit Update

It was noted that a hearing would be held the following day. No other news was reported.

Employee Handbook Cover Letter

Mr. Kellar stated that minor changes would be made to the draft and then it could be signed.

Building Committee

It was noted that a new building committee would be put in place after the Board's strategic planning session the following month.

Five-Year Plan Study Session

After discussion, the Board agreed to schedule an offsite study session for a Saturday in August. No date was finalized.

Sale of Noble Property

It was reiterated that a Special Meeting could be scheduled if necessary when the lot line adjustments are finalized.

Additional Topic

The Board agreed that there are no ballot issues for the upcoming November election.

Pension Board Meeting

It was noted that a pension board meeting will be held prior to the August Board meeting beginning at 6:30 pm.

ADJOURNED AT: 19:43

There being no more business to discuss, Mr. Pettit 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 June Minutes. *Motion made by Mr. Pettit; seconded by Mr. Walton; unanimous.*
- To accept the June Minutes as written. *Motion made by Mr. Pettit; seconded by Mr. Walton unanimous.*
- To approve checks #12368-12385, plus automated payments, credit card expenses, and bank fees. *Motion made by Mr. Pettit; seconded by Mr. Walton; unanimous.*
- To approve the Indian Hills Fire Protection District Financial & Purchasing Policies document. *Motion made by Mr. Pettit; seconded by Mr. Walton; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Pettit; seconded by Mr. Walton; unanimous.*