

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, March 18, 2020

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 (via teleconference):

Fire Protection District Board Members: Scott Kellar — President, Marc Rosenberg -Treasurer, Chris Vigil, Kelley Lehman, Scott Ryplewski

Fire Department Members: Mark Forgy — Chief

Non-Members: Angel Dee Manning— Recording Secretary, Anita Fritz - Bookkeeper

Community Members: Debra Swearington – Canyon Courier

MEETING CALLED TO ORDER: 19:01

The meeting was called to order by President Scott Kellar at 19:01 hours.

INTRODUCTIONS:

Mr. Kellar welcomed everyone and asked for introductions.

APPROVAL OF THE AGENDA:

Mr. Kellar called for any additions or suggested changes.

PUBLIC COMMENTS:

There were no public comments.

BOARD MEMBER VACANCY:

Marc Rosenberg made the *motion* for Scott Ryplewski to fill the vacant board member seat until the election in May. Director Kelley Lehman seconded the *motion*, which passed unanimously.

President Kellar then swore in Scott Ryplewski as a board director of Indian Hills Fire Protection District and welcomed him to the board.

COVID 19:

President Kellar stressed the importance of COVID-19 and suggested cancelling activities through the department for at least two weeks limiting volunteers when not providing service calls in order to protect their well being and ensure ability to provide service in case of emergency. Director Kelley Lehman questioned what extra steps are being taken at the fire station. Chief Forgy informed the board of the adoption of new cleaning techniques for ambulances, swapping out ambulances on

calls to allow more time for intermediate cleaning and longer quarantine while the ambulance is resting. Director Chris Vigil mentioned it is time to prep for the Fourth of July activities and discussion was had and decided to hold off on starting that process since most of the sponsors are closing doors and with the uncertainty of developments of COVID-19 between now and then. The board agreed to direct public questions to the JeffCo Public Health Page on the fire district's website landing page.

PREVIOUS MINUTES:

Director Scott Kellar made a *motion* to waive the reading of the February 26, 2020 Meeting Minutes, which was seconded by Kelley Lehman and passed unanimously.

Marc Rosenberg made a *motion* to accept the February 26, 2020 Meeting Minutes with as amended. Kelley Lehman seconded the motion, which passed unanimously.

TREASURER'S REPORT:

Monthly Financial Reports

Treasurer Marc Rosenberg reviewed the financials with the Board.

After reviewing the financials for period ending January 31, Director Rosenberg made a *motion* to approve January checks #13830-13848 plus automated payments, credit card expenses, bank fees with board recommended changes. Director Kelley Lehman seconded the motion, which passed unanimously.

DEPARTMENT/OFFICERS' REPORTS:

District Updates

Fire Marshal

Chief Forgy stated we are still going back and forth with Elk Creek updating the IGA and we are soon to have Fire Marshall services in place.

Chiefs Report

Chief — Mark Forgy

Chief Forgy reported to the board on the possibility of blending districts and stated the mountain districts are looking to integrate four of five different policies for one Standard Operating Guidelines (SOG). Chief Forgy mentioned common messaging outreach between the mountain districts. He then discussed the change in roll out order of emergency vehicles with response to fires. He reiterated protocols regarding COVID-19 that were previously discussed. He mentioned three separate files over 31 acres and stated that we need more snow.

Officers' Reports

Assistant Chief — Marc Rosenberg

Nothing more to report.

Fire Captain — Scott Case

Not present.

EMS Captain — Bob Fager

Not present.

OLD BUSINESS:

Ambulance Grant Project Updates

Director Marc Rosenberg stated there were no updates on the ambulance build.

May 2020 Election Updates

The board discussed the upcoming election. The district's ballot currently reflects six candidates for two open board positions. Discussions ensued of considerations for changes to normal election processes due to COVID-19. It was decided to have the election at the Fire Station instead of the Community Center as the center is not ADA accessible. It was mentioned that the primary elections are cancelled in a number of states and President Kellar said he would inquire about the possibility of mail-in ballots for our May election and report back to the board. Director Lehman agreed with inquiring about the mail-in ballot election and stated the availability for volunteers for on-site election will probably also be limited.

CMS Cost Reporting Status

The office manager reported the district applied for a cost data collection grant program through American Ambulance Association to assist with CMS reporting.

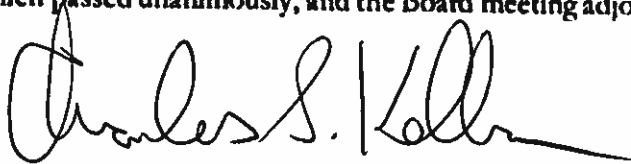
CY 2020 Audit Exemption Application Status

Anita Fritz commented the Application was due by the end of the month and required majority of board members to sign. Mrs. Fritz will include the document with the checks for signing at the station tomorrow.

ADJOURNED: 19:52

Scott Kellar made the *motion* to adjourn the March Board Meeting and Marc Rosenberg seconded the motion, which passed unanimously, and the Board meeting adjourned at 19:52.

President:



Secretary:



MOTIONS MADE AND PASSED:

- To fill vacant board seat. Motion made by Marc Rosenberg; seconded by Kelley Lehman; unanimous.
- To waive the reading of the February 2020 Meeting Minutes. Motion made by Scott Kellar; seconded by Kelley Lehman; unanimous.
- To accept the February 2020 Minutes as presented. Motion made by Marc Rosenberg; seconded by Kelley Lehman; unanimous.
- To approve financials. Motion made by Marc Rosenberg; seconded by Kelley Lehman; unanimous.
- To adjourn the meeting. Motion made by Scott Kellar; seconded by Marc Rosenberg; unanimous.