

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, September 26, 2018

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, Marc Rosenberg - Treasurer, Kelley Lehman, Chris Vigil, Paul Pettit - Secretary

Fire Department Members: Emery Carson — Chief, Randy Rudloff—Fire Marshall, Bob Fager – EMS Captain

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

Community Members: Steve Hosie, Chris Arnold, Ronald Tribbett

MEETING CALLED TO ORDER AT: 19:07 Hrs.

INTRODUCTIONS:

Mr. Kellar called for introductions around the table.

APPROVAL OF THE AGENDA:

Mr. Kellar called for any additions to the current agenda.

PUBLIC COMMENTS:

Steve Hosie noted the website needed updating with the latest approved minutes and chief's notes. He also suggested posting the financials to the website along with the district's current rules/regulations and policies/procedures. He commented that from the public's standpoint, it is difficult to find information by sorting through monthly board minutes. President Kellar responded that also posting the Resolutions as approved by the Board of Directors to the website may be a solution for providing this information to the public. Mr. Kellar then thanked Mr. Hosie for his comments and stated that the board would look into his suggestions.

Chris Arnold commented about the Minutes presented for approval to include detailed public comments. He questioned why the department doesn't purchase fire equipment for members deemed critical if there is money to do so. He also restated Mr. Hosie's previous comment regarding rules/regulations and policies/procedures postings on the website. Mr. Arnold also commented on fire codes for hydrant distribution and sprinkler adoption resolution. President Kellar then thanked Mr. Arnold for his comments.

PREVIOUS MONTHLY MINUTES:

Marc Rosenberg made a *motion* to waive the reading of the August 22 2018 Meeting Minutes, which was seconded by Chris Vigil and passed unanimously.

Marc Rosenberg made a *motion* to accept the August 2018 Meeting Minutes with discussed amendments. Paul Pettit seconded the motion, which passed unanimously.

SPECIAL MEETING MINUTES:

Paul Pettit made a *motion* to waive the reading of the September 5, 2018 Special Meeting Minutes, which was seconded by Kelly Lehman and passed unanimously.

Chris Vigil made a *motion* to accept the September 5, 2018 Special Meeting Minutes as amended. Kelly Lehman seconded the motion, which passed unanimously.

TREASURER'S REPORT:

Monthly Financial Reports

- Truck lease outstanding balance of \$.06.
- Have large amount in account for expenses, \$773,583.23
- Year-to-date, as of July, across all divisions the District expenses were at 46% of the total year's budget.
 - Ambulance Billing Expenses at 389% (\$1731) of annual budget due to adding the new ambulance billing company.
 - Office Supplies at 93% of budget, future purchases need to be watched closely to stay within budget.
 - Trash Services – this account is at 67% of its annual budget – we paid a \$153 port-a-potty invoice from May that has not been reimbursed by the department yet.
 - Computer Repair/Maintenance is at 84% of its annual budget. June expenses of \$450 for Office 365 caused the overage – unsure what additional expenses will hit later in the year, but we should watch the overage when considering additional purchases.
 - Election Expense is over \$7973.18 of the budgeted amount. We need to find line items to cover the anticipated overage.
 - Auditing expense exceeded budget by 13% due to the \$125 over for the cost of audit assistance with communications grant.
 - Communication supplies at 77%. \$860 of this amount for purchase of 8 BK radio batteries.
 - Communication Equip R&M is at 96% of annual budget, JCECA will not be reimbursing \$800 as we previously anticipated.

Suggestions were made to change “Boots” on financial report to reflect it as 501(c)3 in lieu of district association followed by a very brief discussion regarding election expense.

Paul Pettit made a *motion* to approve checks #13431-13451, plus automated payments, credit card expenses, and bank fees. Marc Rosenberg seconded the motion, which passed unanimously.

2019 Budget Development Updates

Treasurer Marc Rosenberg commented the budget meeting will be in October and public hearing for budget in November. Anita Fritz will email the board with a draft budget before October 5th for discussion at the October budget meeting. Chris Vigil stated a 3% emergency reserve needed to be separated for natural disasters and was confirmed by Anita Fritz to already exist. It was also briefly discussed that the election doesn't affect the 2019 budget as the RAR is already set for the upcoming year, however, results will be considered in 2019 for the 2020 budget.

DEPARTMENT/OFFICERS' REPORTS:

District Updates

Fire Marshall — Randy Rudloff

Mr. Rudloff presented and reviewed two draft resolutions to the board for consideration. President Kellar asked the board to consider the amendments that Mr. Rudloff suggested and that the new fire codes and resolutions would be adopted in October or November. Mr. Rudloff stated that he has distributed the amendments to 8 districts and Chris Vigil asked Mr. Rudloff to update the board on the other districts' decisions to adopt/accept the amendments. Mr. Rudloff continued discussion by stating that the second resolution was a formality of adopting the amendments and said he would be available for any questions regarding either of the Resolutions.

Chiefs Report

Chief — Emery Carson

Chief Carson presented his report to the board. He stated he just got the PO from State for the EMTS Grant and is still waiting for pricing on the 2019 ATV's.

He stated the memorial for former firefighter Mike Jones would be held on Thursday in Fort Collins.

Chief Carson then mentioned he would have a HIPAA class instructor by first week of October.

Chief Carson stated that Medic 383 hit corner of a house on medical call and with cost of repairs estimated at \$1087 and \$1000 deductible, decided to pay out of pocket. Repairs to be done in December.

September calls include 7 medical, 1 MVA, 1 smoke check, 1 false alarm, 1 vehicle fire, 1 UTL, 2 park rescues and 6 cancel in route. The total for September is 18 and total for the year 214.

Officers' Reports

Assistant Chief — Marc Rosenberg

Marc Rosenberg mentioned 2 pump testing.

Fire Captain — Scott Case

Not present.

EMS Captain — Bob Fager

Bob Fager discussed his hard work on grants for the district. He stated he applied for a CREATE grant that will pay 50% including conference expense, mileage, and lodging, however it does exclude meals. He also stated we received a grant from Firehouse Subs for which he applied that will pay 100% of a new CPR device. After brief discussion of the device, the board and members were very pleased to know the new CPR device will provide great assistance to the members and will be a wonderful life saving addition to the district.

OLD BUSINESS:

SDA Conference Outcomes

Chris Vigil reported on his attendance to the SDA Conference. He stated a lot of focus on the employee handbook and policies/procedures and suggested reviewing our handbook and policies. He also mentioned a new law that states new board members can't attend meetings until their membership is publicly posted. Mr. Vigil also mention CORA and the written policy for fees.

Septic and Engineering Project Updates

Marc Rosenberg reported to the Board that the county came out the prior week and Pine Grove will be excavating upon the inspector's report.

EMTS Grant

Chief Carson stated that we are waiting for ATV 2019 to come out before purchase and pricing discounts. He stated we would be responsible for 50% of the cost and the grant would be responsible for the other 50%.

Update on IGA with Indian Hills Water District

Not yet complete and will follow up after the Water District's November Board Meeting.

November Election Status – Ballot Issue 6H

President Kellar stated the language for the ballot was approved. We are moving forward according to the election calendar.

NEW BUSINESS:

District Insurance Update

Ronald Tribbett, State Director with Tribbett Agency, updated the board on the district's insurance. He began with stating that a new three-year coverage would begin 1/1/19 with any prior unused premium applicable. He presented a new training program in place allowing up to four users access to multiple training course curriculums with answer keys. These training tools can be completed individually or as group training by assigning different classes to different members. These continuing education and training classes serve as tools for risk management and credits are given for completion indirectly lowering premiums.

Mr. Tribbett then touched on coverage to include but not limited to information risk and recovery, HIPAA policy, building contents and equipment, employee handbook/bylaws, trucks, lights and sirens, communication equipment, professional liability, auto, etc.

Mr. Chris Vigil pointed out that the small increase in premium is less than the cost of the new training program for the four users.

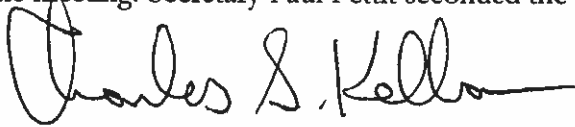
Auditor Selection Process for 2019

We are currently in the process of getting estimates for a full audit.

ADJOURNED AT: 21:15

There being no more business to discuss, Treasurer Marc Rosenberg made a *motion* to adjourn the meeting. Secretary Paul Pettit seconded the motion, which passed unanimously.

President:



Secretary:



MOTIONS MADE AND PASSED:

- To waive the reading of the August Meeting Minutes. *Motion made by Marc Rosenberg; seconded by Chris Vigil; unanimous.*
- To accept the August Minutes as amended. *Motion made by Marc Rosenberg; seconded by Paul Pettit; unanimous.*
- To waive the reading of the September Special Meeting Minutes. *Motion made by Paul Pettit; seconded by Kelly Lehman; unanimous.*
- To accept the September Special Meeting Minutes as amended. *Motion made by Chris Vigil; seconded by Kelly Lehman; unanimous.*
- To approve financials. *Motion made by Paul Pettit; seconded by Marc Rosenberg; unanimous.*
- To adjourn the meeting. *Motion made by Marc Rosenberg; seconded by Paul Pettit; unanimous.*