

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, September 25, 2019

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:

Fire Protection District Board Members: Scott Kellar — President, Marc Rosenberg -Treasurer, Kelley Lehman, Paul Pettit – Secretary, Chris Vigil

Fire Department Members: Emery Carson — Chief

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

Community Members: Gregory Viergutz, CPA, CCM - Marc, James and Associates, PC, Ron Walton, Scott Ryplewski – Water District, Steve Hosie, Chris Arnold

MEETING CALLED TO ORDER: 19:00

The meeting was called to order by President Scott Kellar at 19:00 hours.

INTRODUCTIONS:

President Kellar called for round-table introductions.

APPROVAL OF THE AGENDA:

Mr. Kellar called for any additions or suggested changes to the current agenda. Director Chris Vigil requested bumping up the auditor report.

PUBLIC COMMENTS:

Chris Arnold made a comment regarding fire hydrants and requested follow-up from his past inquiries thereof. President Kellar commented we could discuss that subject during the Fire Marshal district update.

Steve Hosie stressed his concern for not having a procedure for communicating Fire Marshal requests and mentioned an untimely response to a previously submitted email that inadvertently went to the spam folder at the fire district.

PREVIOUS MINUTES:

Director Marc Rosenberg made a *motion* to waive the reading of the August 2019 Meeting Minutes, which was seconded by Kelley Lehman and passed unanimously.

Marc Rosenberg made a *motion* to accept the August 2019 Meeting Minutes as presented. Paul Pettit seconded the motion, which passed unanimously.

Auditor Out Brief

President Kellar introduced Gregory Viergutz, CPA, CCM with Marc, James and Associates, PC to present an out-brief of internal auditing. Mr. Viergutz reminded the board that their audit was selective, and the final report concludes that the fire district is in good-standing. He mentioned (Gatsby) accounting changes since the last audit in 2014. He then touched on some suggestions regarding old checks still on the books, EMS receivables, possibly considering change in FPPA contributions regarding match percentages, FPPA (quarterly) reporting to the board, and reviews of EMS write-offs.

TREASURER'S REPORT:

Monthly Financial Reports

Treasurer, Marc Rosenberg, reviewed the financials with the board.

After reviewing the financials for period ending August 31, 2019, Mr. Rosenberg made a *motion* to approve August checks #13676-13704, plus automated payments, credit card expenses, and bank fees. Director Kelley Lehman seconded the motion, which passed unanimously.

2020 Budget Committee Updates – Draft Budget Review

The committee will review and submit by October 15th and then meet on third Wednesday in December.

Budget Hearing Date / Time

Anita Fritz submitted the proposed budget on September 11, 2019 to the Board. The office manager will follow-up with the board the SDA regulations and rules for budget hearing date and time according to the SDA 2019 Manual to include the proper posting requirements.

DEPARTMENT/OFFICERS' REPORTS:

District Updates

Fire Marshal

Chief Carson briefed the board on six current fire marshal projects within the IHFPD.

Chief's Report

Chief — Emery Carson

Chief Carson presented his report for September to the Board. He stated all fire marshal paperwork has been organized and put into files. The awards ceremony, previously scheduled for December 14, 2019 will move to January 18, 2020. Chief Carson said the Mount Lindo generator should be completed by Friday, October 4. He stated the septic was started today and should also be completed by October 4. The Chief mentioned he was going to a meeting at Channel 7 on September 26 for Operation Save a Life to get free fire and carbon monoxide alarms from Kidde. The fire department received \$3,300 from Sit-N-Bull Poker Run and the district is planning to purchase light-weight turnout gear for EMS responders.

Chief Carson then reported the calls for September 2019: 4 Medicals, 4 MVA's, 1 Park Rescue, 1 Wildland Fire, 2 Unable to Locate, totaling 12 for September and 212 for the year.

Officers' Reports

Assistant Chief — Marc Rosenberg

Fire Captain — Scott Case

Not present.

EMS Captain — Bob Fager

Not present.

OLD BUSINESS:

Big Chili Outcomes

There is no news regarding the outcomes.

Septic Project Update

Covered in the Chief's report.

Mt. Lindo Generator Project Updates

Should be completed next Friday.

Communications System Maintenance Contract Update

The two contracts presented at last month's meeting are being reviewed and moved to approve at the next meeting.

EMTS Grant Award Contract – Timeline, Contract Conditions

President Kellar reviewed the EMTS Award Contract with the board called for motion and resolution. Marc Rosenberg made the motion to accept the EMTS Grant Award Contract. Kelley Lehman seconded the motion which passed unanimously.

District Meeting Notice Changes

The District's Bylaws should be reviewed and updated to reflect the current SDA Meeting Notice Requirements as they changed as of July 1, 2019; however, until the bylaws are updated with this change, we will continue posting in the three locations within the district according to the old requirements along with the new on-line posting requirement.

Hardship Case Procedure Policy

The office manager will create a draft to present at the next meeting for adoption.

NEW BUSINESS:

Potential Walmart Community Grant

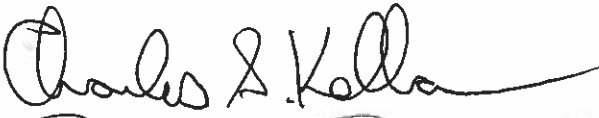
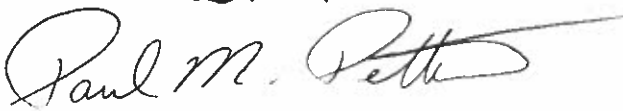
A discussion ensued regarding Walmart local community grants.

EXECUTIVE SESSION:

Director Rosenberg motioned that the Board move into an executive session. Director Pettit seconded the motion and the motion passed unanimously. Director Kellar then placed the Board into an executive session at 20:27 hours, on 25 September 2019 under section 24-6-402(4)(F) of the Colorado Revised Statutes concerning personnel matters addressing the ongoing performance review for Emery Carson. The executive session was concluded at 21:04.

ADJOURNED: 21:05

Marc Rosenberg made the *motion* to adjourn the September Board Meeting and Chris Vigil seconded the motion. The Board meeting adjourned at 21:05.

President: 
Secretary: 

MOTIONS MADE AND PASSED:

- To waive the reading of the August 2019 Meeting Minutes. *Motion made by Marc Rosenberg; seconded by Kelley Lehman; unanimous.*
- To accept the August 2019 Minutes as presented. *Motion made by Marc Rosenberg; seconded by Paul Pettit; unanimous.*
- To approve financials. *Motion made by Marc Rosenberg; seconded by Kelley Lehman; unanimous.*
- To accept EMTS Grant Award Contract. *Motion made by Marc Rosenberg; seconded by Kelley Lehman; unanimous.*
- To move the board into executive session. *Motion made by Marc Rosenberg; seconded by Paul Pettit; unanimous.*
- To adjourn the meeting. *Motion made by Marc Rosenberg; seconded by Chris Vigil; unanimous.*