

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, November 16, 2011

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: Paul Pettit — President; Bret Roller — Treasurer; Ron Walton

Fire Department Members: Don Schoenbein — Chief; Emery Carson — Assistant Chief; Bob Fager — Rescue Captain; Matt Griffin — Rescue Lieutenant; Steve Bruns

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

Guests: Barbara Ford — *High Timber Times*

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

MEETING CALLED TO ORDER AT: 19:34 Hrs.

INTRODUCTIONS AND ANNOUNCEMENTS:

Mr. Pettit called for introductions around the table. He noted that Mr. Rosenberg had an excused absence. Ms. Lehman was also absent because she was sick, Mr. Pettit added.

MINUTES:

Mr. Pettit made a *motion* to waive the reading of the October Minutes, which was seconded by Mr. Walton and passed unanimously.

Discussion followed and the following changes were made. Page 6, third paragraph, fifth sentence to read: "Mr. Schoenbein asked if more batteries *would be* acquired." Page 7, third paragraph, first sentence to read: "Mr. Schoenbein proposed tabling discussion of Issue 5A until the *December Board meeting.*"

Mr. Walton made a *motion* to accept the October Minutes as amended, which was seconded by Mr. Roller and passed unanimously.

TREASURER'S REPORT:

Financial Reports

Discussion began with the cover page. Mr. Pettit clarified that the bullet points on the cover page were there so that the same questions were not asked month after month. He commented that the District was on track for the year.

Conversation moved to the Executive Summary. Mr. Pettit noted that the Ambulance Fees account (#4999) keeps going up. Regarding the Profit/Loss Budget Performance spreadsheet, Ms. Fritz said that there was not a lot of activity this month. Mr. Pettit asked about account #6035 (Wildland Supplies). Were any big orders expected? "A few more," responded Mr. Schoenbein. Mr. Bruns interjected that no more rescue equipment would be purchased; just supplies.

Discussion turned to Checks. Mr. Walton asked about the Xcel Energy automatic payments. Were the dollar amounts for both gas and electric? "Yes," answered Ms. Fritz. Mr. Walton then inquired if there was a file for reference. Ms. Fritz responded that there was one online. Mr. Pettit asked about check #11657 to Biggs Kofford for \$2,441.58 for the audit. Was the cost within budget? "Yes," answered Ms. Fritz, who added that the company had stuck to its quote. Mr. Fager drew attention to check #11665 to Philips Medical Systems for \$74 for a handle kit. He clarified that the expense was to repair a handle on a Philips monitor. Mr. Fager explained that the device had fallen off the seat in a truck because it wasn't strapped in, breaking the device's handle. Rather than allocating the expense to Rescue Equipment (account #6040), was there a repair account? "No," answered Ms. Fritz. She said that she'd improve the description.

Mr. Roller turned attention to check #11669 to Toussaint, Nemer & Coaty for \$705.59. There was a line item for reviewing the October Minutes, but no feedback had been received from Ms. Nemer. Mr. Roller said he couldn't believe that Ms. Nemer didn't have any comments with all that is going on regarding the election issue. He said that it warranted a phone call. Mr. Pettit said that he'd call Ms. Nemer since he needed to talk with her anyway.

Mr. Walton made a *motion* to approve checks #11649-11671, excepting checks #11650-11655, plus automatic payments, credit card expenses, and bank fees. The motion was seconded by Mr. Roller and passed unanimously.

Proposed 2012 Budget

Mr. Pettit said that the proposed 2012 budget was on the agenda but that since Mr. Rosenberg was absent it might be best to do a line-by-line review the following month. Mr. Walton said that he'd like to see if it was possible to cut an additional 10% from the total budget. Mr. Schoenbein said that the budget committee had already done that. As a result, total expenses were 10% less than last year, he said. But, he added, it could be done. Mr. Roller proposed a quick run-through.

Concerning the Income portion of the proposed 2012 budget, Ms. Fritz began by saying that the final property tax numbers would be known by December 10-15. It was noted that projected Ambulance Fees (account #4999) had been significantly increased for 2012. Revenues were already at \$31,000 for 2011. The estimated total income for the District is at \$297,400, which is \$30,000 less than the last few years.

Moving on to the Expenses portion of the proposed 2012 budget, discussion began with account #5110 (Internet Expense). It was clarified that the account was for Cricket services. Mr. Schoenbein turned attention to Station Maintenance/Repair (account #5150), stating that \$5,000 was needed in the account to do band aid fixes. Mr. Roller agreed that money needed to be allocated for safety-related repairs. Ms. Fritz interjected that there had been \$10,000 in the account the previous year.

Regarding account #5170 (Assoc. Dues & Subscriptions), Mr. Schoenbein said that the budgeted amount was based on actuals. Mr. Walton asked about \$500 for station supplies since only \$100 had been spent year-to-date for 2011. It was noted that the account was for such items as paper towels and toilet paper. Mr. Walton said that the allocated amount might be something to revisit.

Discussion moved to the Equipment Repair/Maintenance account (#5215). It was revealed that the account was for the Xerox lease. Regarding account #5220 (Computer Repair/Maintenance), conversation followed about what expenses it covered. It was determined that virus protection, file backup services (Carbonite), and web design and maintenance were all included. Ms. Fritz said that \$230 had been paid to K2 Designs this year for website maintenance. Mr. Pettit noted that the website wasn't current.

Regarding the Insurance accounts (#5250), Ms. Fritz said that she now had the specific amount for the policies and could re-adjust the numbers. The total cost for insurance was \$19,797 without coverage for the tanker, which would go in account #5252. Discussion followed about how much it might cost to insure the tanker. It was decided to reduce the total for account 5250 (Insurance) from \$23,315 to \$20,500.

Mr. Pettit turned conversation to account #5310 (Election Expense). He said that while \$10,000 is a reasonable estimate for both a Board of Directors and ballot issue election, he didn't anticipate any ballot issues in 2012. Therefore, he advised reducing the account to \$7,000. Mr. Pettit then asked if the estimated figures for both account #5315 (Recording Secretary) and account #5411 (Salaries Expense – Office Mgr) included the proposed raise. "Yes," answered Mr. Schoenbein. Mr. Pettit acknowledged that Ms. Nelson had been bringing in a significant amount of money via ambulance fees.

Discussion moved to account #5710 (Legal Fees). It was noted that expenses were at \$4,300 through October. Mr. Schoenbein reminded that there had been a November election expense in 2011 and proposed lowering the allocation to \$5,000. Ms. Fritz interjected that Ms. Retterer's rate was being increased from \$95 to \$125 per hour in 2012. A decision was made to leave the account at \$6,000. Consultant Fees (account #5745) were discussed next. Ms. Fritz reminded that the account had initially been set up when the District employed the services of Ms. Griggs with Gemsbok Consulting. Conversation moved to account #5750 (Misc. Professional Fees). Ms. Fritz clarified that the cost of background checks were allocated to this account.

Regarding account #6010 (Clothing & Uniform Exp.), Mr. Schoenbein shared that there were a lot of new people in the Department who would need to be outfitted. Mr. Fager spoke up to say that some of the uniforms were ready at Neve's. Mr. Walton asked about Personal Protection Equipment (account #6015). It was explained that the costs were for

bunker gear. Mr. Schoenbein then said that the Rescue Equipment account (#6040) would include money for an ipad. Mr. Walton questioned whether \$8,000 was enough for Rescue Training (account #6050). “Yes,” answered Mr. Fager.

Moving on to account #6090 (Fire Training Expenses), Mr. Schoenbein explained that the allocation had been increased to \$4,000 because there was another branch of qualifications in the fire training area that necessitated increased training. A lot of the training could be done in house, Mr. Schoenbein continued, if Mr. Gilbert got certified. Mr. Schoenbein estimated that as many as four members might enroll in the fire academy in January.

Discussion moved to Apparatus Expenses (account #6300). Mr. Roller questioned whether the fuel allocation should be increased since diesel fuel was currently at \$4 per gallon. Mr. Schoenbein advised leaving the \$5,000 amount. Mr. Carson spoke up to discuss account #6320 (Apparatus Maintenance/Repair). He explained that he was advising hiring an in-house mechanic since Evergreen was very expensive. Mr. Carson further shared that he was thinking of getting someone who was possibly retired, although Evergreen would do the work once a year for ISO certification. If someone is hired, the dollars would shift accounts, he added.

Mr. Schoenbein noted that \$10,000 was in the Communication Equip. R&E account (#6410) to cover the antenna and work at the Smokey Hill site. A decision was then made to reduce the Repeater Maint/Lease Payment account (#6420) from \$1,500 to \$400.

Ms. Fritz turned conversation to the Fire Prevention Activities account (#6600). She noted that account #6605 (Community Improvements) was in the budget because the District had helped pay for and maintain hydrants in the past. Discussion moved to *Smoke Signals* (account #6611), which is currently at \$840.78 year-to-date. Mr. Schoenbein said that he anticipated putting out another issue of the newsletter in December. He also explained that postage would be lower next year since he was getting a junk mail permit. Consequently, a decision was made to reduce the account allocation from \$2,500 to \$1,500 for 2012. Mr. Walton reminded that he planned to bring in a folding machine.

Discussion moved to the Grant Matching Funds account (#6700). The \$4,500 figure is based on a 10% matching amount if the District gets awarded a grant. If the grant is not received, the money will go back into the budget, Mr. Walton pointed out.

Based on discussion, Ms. Fritz calculated that \$8,415 had been shaved from the proposed 2012 budget, roughly 3%. She said that she would update the numbers before finalizing the budget at the next Board meeting. It was also requested that Ms. Fritz add a column to her spreadsheet showing what the 2011 budget allocation was in addition to the estimated 2011 expenses.

Mr. Schoenbein noted that Mr. Rosenberg had brought up the idea of adding a line item for siren/light bar costs for member vehicles. Mr. Roller asked for an estimated cost. A figure of \$500 per vehicle was offered. Five per year could be done for senior members, Mr. Pettit suggested. Mr. Schoenbein said that Mr. Rosenberg has a specific vendor in mind. Mr. Schoenbein stated that perhaps the dollars could be added to account #6030 (Fire Equipment) to cover the expense. Mr. Walton suggested that perhaps the expense would be

better funded by Department money raised via such events as the Big Chili. Mr. Roller agreed, adding that if the District is trying to cut costs, the expense doesn't make sense. Mr. Schoenbein acknowledged that the Department's account has more money than usual, although extrication equipment is on the Department's wish list. Mr. Roller said that perhaps raising money for the sirens and light bars would be a good fundraising goal for the Fire Boots.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present; no report submitted.

Chief's Report — Don Schoenbein

A report was submitted and various items were discussed. Conversation began with item #1 regarding a vehicle update. Mr. Schoenbein said that the Mack tender is on schedule and should be at Fire Trucks Plus after Thanksgiving. In addition, the new ambulance is in good condition, according to Mr. Batista.

Discussion moved to item #2 regarding ambulance revenues. Mr. Schoenbein referenced an attachment with detailed figures. He said that the optional write-off (\$825.44) was for Mr. Kauffman, since he was owed money from the District. Mr. Schoenbein said that he had talked to Mr. Kauffman and explained that the Mt. Falcon system had not been running for a year. Mr. Kauffman agreed that the ambulance transportation write-off would mean that he and the District were even financially. Mr. Roller suggested getting that agreement in writing. Mr. Schoenbein agreed that it was a good idea.

Conversation turned to item #4 regarding the upcoming awards dinner. People were supposed to RSVP to Ms. Arnott. At present, only about 40% had responded, Mr. Schoenbein said. He reminded that music requests should be sent to Mr. Gagnier.

Mr. Schoenbein concluded his report by summarizing the calls since the last Board meeting, which totaled 4. He reminded that since the Board meeting was early this month, the call volume only spanned three weeks.

Assistant Chief's Report — Emery Carson

A report was submitted and various items were discussed. Mr. Carson began by stating that striping was done on apparatus 383. It would be done on apparatus 341 and 358 by year's end, as well as the new ambulance, he added. The wiring had been done on apparatus 358, Mr. Carson continued, adding that there were problems with apparatus 341 regarding the oil sensor. Unfortunately, the vendor (HME) was not being responsive in getting the part. The company doesn't focus on fire apparatus anymore, he explained.

Fire Captain's Report — Loren Gilbert

Not present; no report submitted.

Rescue Captain's Report — Bob Fager

Present; no report submitted. Mr. Fager said that the EMSAC conference had been very good. Mr. Griffin stated that the presentations had been better than in year's past. Mr. Fager said that there had been great turnout. Mr. Pettit asked how the new truck (358) had

functioned on the drive to the conference. “Good,” responded Mr. Griffin, adding that it was a little light in the back. Mr. Pettit suggested putting some weight in the back. Mr. Griffin agreed, stating that the truck has a lot of power for not much weight. Mr. Walton suggested loading it up as much as possible with sandbags.

OLD BUSINESS:

Noble Property

Mr. Pettit began by stating that it had been hard to get an appraisal since part of the property is zoned commercial. The school has an easement to use the access road, but the road is part of the property, he continued. In summary, the property had appraised for \$290,000, Mr. Pettit said, with the appraisal costing \$250. Some appraisers had asked for up to \$4,500. Mr. Pettit then noted that two Board members were missing in terms of making any decisions to move forward. Mr. Roller said that he knows Mr. Rosenberg’s opinion. Putting in an offer is the next step, Mr. Roller said.

Mr. Carson interjected to say that there was a nine-acre property just down the road that the owners were desperate to sell. It was listed for \$700,000. Mr. Roller said that he disagreed with that direction since the District didn’t need nine acres and it was a lot of money, not to mention the construction costs, septic, well, etc. The Noble lot is ready to go, Mr. Roller continued, and has a good septic. Mr. Walton and Mr. Carson both expressed doubt that the station’s septic would pass if the decision was made to do a scrape-off.

The other land parcel is too big, Mr. Roller said. He proceeded to share his vision of combining the present fire department lot with the Noble property, keeping the barn on the current property and moving the offices to the Noble house. A helipad could go in the middle. Discussion continued about the possibility of building out the other property down the road. Mr. Schoenbein reminded that putting a second floor on a structure adds a lot of money. Mr. Carson shared that the property has water taps. Plus, a hydrant, added Mr. Walton. Mr. Roller reiterated that it’s more than the District needs to deal with.

Mr. Pettit proposed scheduling a Special Meeting to discuss the topic outside of a regular Board meeting. He said that Mr. Rosenberg had suggested leaving the two end bays of the existing station as a water refilling station. Also, Mr. Pettit added, there is an updated septic system on the Noble property.

Mr. Roller expressed concern that the cart was being put before the horse. There needed to be a list of what makes the most sense for the District’s needs. The District doesn’t need a shiny, new toy, he added. Mr. Walton spoke up to say that it’s not a new toy and had been in discussions for some 10-15 years. Mr. Schoenbein reminded that the District couldn’t cap over the leach field, which covers 40-50% of the Noble property. He questioned why the helipad would need to be moved. Mr. Roller acknowledged that Mr. Schoenbein had a good point. He reiterated the need for a list of priorities with an eye to historical and future uses.

Mr. Schoenbein said that since the District had an appraisal on the Noble property, the Board should meet to rectify the vision. Mr. Roller agreed that a Special Meeting should be scheduled. Discussion followed about how the current station could be used for equipment storage and that since there would be no offices there, the heat would never need to be above 50 degrees. Ms. Fritz spoke up to ask how the District planned to pay for the land

purchase. It was agreed that finances were a big piece of the puzzle. Mr. Roller reiterated that purchasing the Noble property was a fantastic opportunity. It was estimated that with 20% down, monthly expenses for the property would be in the neighborhood of around \$1,500 per month on a 15-year note.

Discussion moved to the structure that might be constructed in place of the current station. Mr. Schoenbein reminded that the Foothills station had cost \$300,000. But, he added, more concrete was required, the building had a mezzanine, and grading was necessary. A discussion followed about dates for scheduling a Special Meeting to further discuss the topic. Mr. Roller suggested that it would be good to have as many Department members in attendance at the Special Meeting as possible.

Mr. Walton made a *motion* to schedule a Special Meeting on Wednesday, November 30 at 7:30 pm to discuss future building expansion plans as well as how to structure the Chief's upcoming evaluation. Mr. Roller seconded the motion, which passed unanimously.

Communications System

Mr. Pettit said that weather-permitting, a Yagi directional antenna would be installed at the Mt. Lindo site. The omni-directional antenna would stay, he added. The frequencies had been submitted to APCO for clearance. In addition, an IGA with Jefferson County was in process with the attorney, Mr. Pettit relayed.

NEW BUSINESS:

Election Recap

Ms. Fritz said that the ballot issue in favor of eliminating term limits for Board members had passed. Mr. Schoenbein added that the vote had been 255 to 242, as reported by the County.

Deadlines Related to May Election

Ms. Fritz said she would have deadline details at the next Board meeting. Mr. Pettit explained that deadlines are essentially figured by taking the election date and working backwards 30, 60, and 90 days. Mr. Roller asked which Board member seats were up. Mr. Pettit responded that his, Mr. Walton's, Ms. Lehman's, and, he believed, Mr. Roller's were all up. Mr. Roller retorted that he wasn't running again and may change his direction if his term is not up. It was suggested that Ms. Nemer be consulted about each member's term dates. It was noted that Mr. Rosenberg is not up for re-election.

Dissemination of Minutes

Mr. Pettit stated that he didn't think the policy that was in place should change regarding the dissemination of draft copies of Minutes. As it stands, he explained, all Board members receive a copy along with those who attended the meeting. After the Minutes are approved, they can be distributed to Department members via email. Inquiry was made as to whether the Minutes are posted on the website. Ms. Ford spoke up to say that Minutes from two years back are required to be posted on the District's website. Mr. Schoenbein asked what would happen if the District had no website. It was noted that copies of finalized Minutes used to be maintained in a binder in the station office. They are presently available to members via the Emergency Reporting system once finalized.

Mr. Fager asked if the draft copy could be posted prior to being finalized. Mr. Roller inquired as to what the issue was. The doors are open here, he said, referring to the station and the personnel within. The Board meeting is an open meeting, he continued. Mr. Walton inquired as to whether Department members receive draft copies of the Minutes. Mr. Pettit reiterated that only Board members and attendees who were at the meeting receive copies before final approval. He suggested that the final Minutes be posted on the website and distributed to Department members via email in the future.

Mr. Walton subtly suggested that those Department members that attend the Board meeting and receive a draft copy could distribute it to other members. Mr. Roller jumped in to ask Mr. Walton if he was suggesting that Department members violate policy. Until the Board figures out what the Department is unhappy about . . . Mr. Roller said, leaving his thought unfinished. The Department gets everything it asks for, he stated. Recent behavior on the part of some members has made him not want to be a Board member, Mr. Roller continued. There should be adult conversation occurring rather than some attack letter put out. Some Department members say the Board is horrible to the Department. But this recent behavior has been horrible to the Board members, he lamented. The Board has been better in recent years than ever. Mr. Roller concluded his statements by saying that he simply didn't understand certain Department members' behavior.

Mr. Walton rescinded his earlier statement and said that draft copies of the Minutes should not be distributed to those not in attendance at the Board meeting. Discussion followed about the possibility of Ms. Nelson maintaining the website content and what that would entail in terms of training. It was noted that Ms. Nelson needed to email Minutes from the past two years to Mr. Kammerzel to post. In addition, the finalized Minutes would continue to be posted in the Emergency Reporting system as well as emailed out to members.

Chief's Evaluation

It was noted that a committee needed to be formed to oversee the Chief's evaluation since his contract stipulates that he will be evaluated in January. Mr. Pettit proposed that the committee comprise two Board members, two Department members, and one staff member (Ms. Fritz or Ms. Nelson). Ms. Nemer could be contacted about a performance evaluation template.

MEETING ADJOURNED AT: 21:25

There being no more business to discuss, Mr. Walton made a *motion* to adjourn the meeting, which was seconded by Mr. Roller and passed unanimously.

President:

Secretary:

MOTIONS MADE AND PASSED:

- To waive the reading of the October Minutes. *Motion made by Mr. Pettit; seconded by Mr. Walton; unanimous.*

- To accept the October Minutes as amended. *Motion made by Mr. Walton; seconded by Mr. Roller; unanimous.*
- To approve checks #11649-11671, excepting checks #11650-11655, plus automatic payments, credit card expenses, and bank fees. *Motion made by Mr. Walton; seconded by Mr. Roller; unanimous.*
- To schedule a Special Meeting on Wednesday, November 30 at 7:30 pm to discuss future building expansion plans as well as how to structure the Chief's upcoming evaluation. *Motion made by Mr. Walton; seconded by Mr. Roller; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Walton; seconded by Mr. Roller; unanimous.*