

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, February 22, 2017

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; Paul Pettit — Secretary; Kelley Lehman; Ron Walton (via phone conferencing)

Fire Department Members: Emery Carson — Chief

Non-Members: Randy Rudloff — Fire Marshal; Anita Fritz — Bookkeeper; Karen Nelson — Recording Secretary

Guests: Greg Viergutz, CPA with Marc, James & Associates

Community Members: Deb Swearington, *Canyon Courier*

MEETING CALLED TO ORDER AT: 19:02 Hrs.

INTRODUCTIONS AND ANNOUNCEMENTS:

Introductions were made around the table.

GUEST SPEAKER: GREG VIERGUTZ:

Mr. Viergutz of Marc, James & Associates, a CPA firm based in Evergreen that prepared paperwork for the District's audit exemption for fiscal year 2015, made a brief presentation regarding his background as an auditor and the services he can provide to the District. He advised the Board regarding full audits vs. audit exemptions. After discussion, the Board agreed to retain Mr. Viergutz to proceed with an audit exemption for fiscal year 2016. Ms. Fritz stated that she would get all the necessary paperwork to Mr. Viergutz in time for the March 31 audit exemption deadline.

JANUARY MINUTES:

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

Mr. Rosenberg made a *motion* to accept the January Minutes as written. Mr. Walton seconded the motion, which passed unanimously.

TREASURER'S REPORT:

Monthly Financial Reports

District expenses are at 9% as of the end of January. Minimal conversation occurred regarding the Profit Loss Budget Performance spreadsheet and monthly checks.

Regarding the credit card expenses, attention was drawn to two Verizon Wireless charges for prepaid phones. A question was raised if they were duplicate charges from the previous month. It was agreed that the charges need to be investigated.

Mr. Pettit made a *motion* to approve checks #13050-13068, plus automated payments, credit card expenses, and bank fees. Mr. Rosenberg seconded the motion, which passed unanimously.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Mr. Rudloff shared community news, including plans for a remodel of the dorm building at the recently purchased church property across the street from the station and Geneva Glen's new suppression system. He also noted that revisions are being made to the county land development regulations, flood plain document, and other policy manuals.

Next, Mr. Rudloff turned attention to the fee structure for driveway, cistern, sprinkler, and general site inspections. He reminded that a formal fee structure had been adopted some years back and said that the Board could elect to increase fees to help offset the potential Gallagher Amendment losses, which are scheduled to take effect in 2018. It was agreed that Mr. Rudloff and Mr. Carson would bring a proposal to the next Board meeting for increasing fees.

Chief — Emery Carson

Mr. Carson distributed a report and began by stating that there have been two structure fires in the District since the last Board meeting. He praised the teamwork and skill of the responding members in saving both structures.

Next, Mr. Carson shared that the electric is being brought up to code on Mt. Lindo and that the department is now scheduled to go live at Jeffcom in February 2018.

He concluded his report by summarizing the calls for the month, which total 22 to date and 47 year to date.

Assistant Chief — Marc Rosenberg

Mr. Rosenberg shared that apparatus 358 recently had repair work done on the catalytic converter and oxygen sensor. He also stated that the department had held a wildland refresher class for members the previous Saturday to gear up for wildfire season.

Fire Captain — Scott Case

Not present.

EMS Captain — Bob Fager

Not present.

NEW BUSINESS:

Jeffcom User Agreement

The Jeffcom User Agreement was reviewed briefly. It was agreed that it would be adopted by the Board at the March meeting.

First Amendment to IGA for Emergency Dispatch Services

A document outlining the first amendment to the IGA for joint emergency dispatch services was reviewed. In essence, the amendment adds Genesee Fire as a party to the agreement. The cost of such was shown to result in a decrease per call.

Mr. Rosenberg made a *motion* to adopt the First Amendment to Intergovernmental Agreement for Joint Emergency Dispatch Services. Mr. Walton seconded the motion, which passed unanimously.

PUC Amendment to JCECA IGA

Discussion occurred whereby Mr. Kellar explained that the PUC wants to modify the original JCECA IGA, to which Indian Hills Fire Protection District was an original signer. Modification of the IGA requires 75% approval from original signers, Mr. Kellar stated. It was explained that the intention of the modification is to give the PUC authority to increase the cost of emergency calls.

Mr. Rosenberg made a *motion* to provide approval for the PUC to modify the original JCECA IGA. Ms. Lehman seconded the motion, which passed unanimously.

Wells Fargo Credit Cards

Mr. Carson explained his frustration that the internal credit limits put in place on cardholders only results in money in Wells Fargo's pocket since the cards do not cut off when the credit limits are reached but result in a \$39 fee. It was also noted that there is currently no way for cardholders to get online to view transactions and see where the balance stands on each card. Ms. Fritz said that she would contact the banker and see what she could do to help.

Discussion also followed about potentially changing banks to find one that is more customer-service oriented. Ms. Fritz agreed to research what kind of balance would need to be retained at Wells Fargo since the District's lease agreement is through the bank.

Fire Trucks Plus Lawsuit Update

Mr. Kellar shared an email that he had received from the Guerrini Law Firm stating that the case was being closed on its end since no debtor's assets have been found. The Board agreed to stay on top of the situation and potentially look into hiring a new collection attorney.

EXECUTIVE SESSION:

Mr. Kellar made a *motion* to call an Executive Session at 20:33 per CRS § 24-6-402(4)(c) to discuss confidential matters related to negative information about the District that was noted in another District's planning session minutes. Mr. Rosenberg seconded the motion, which passed unanimously. All meeting attendees left the room with the exception of the Board members, Mr. Carson, and Ms. Nelson. Recording commenced using the District's recorder.

The Executive Session concluded at 21:09 and the meeting was called back to order.

ADJOURNED AT: 21:12

There being no more business to discuss, Mr. Rosenberg made a *motion* to adjourn the meeting. Ms. Lehman seconded the motion, which passed unanimously.

President:

Secretary:

MOTIONS MADE AND PASSED:

- To waive the reading of the January Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Pettit; unanimous.*
- To accept the January Minutes as written. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To approve checks #13050-13068, plus automated payments, credit card expenses, and bank fees. *Motion made by Mr. Pettit; seconded by Mr. Rosenberg; unanimous.*
- To adopt the First Amendment to Intergovernmental Agreement for Joint Emergency Dispatch Services. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To provide approval for the PUC to modify the original JCECA IGA. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To call an Executive Session at 20:33 per CRS § 24-6-402(4)(c) to discuss confidential matters. *Motion made by Mr. Kellar; seconded by Mr. Rosenberg; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*