

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, November 28, 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: Debra Swearington, *Canyon Courier*, Chris Arnold

MEETING CALLED TO ORDER AT: 19:02 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:

There were no public comments.

PREVIOUS MONTHLY MINUTES:

Marc Rosenberg made a *motion* to waive the reading of the September 26, 2018 Meeting Minutes, which was seconded by Kelley Lehman and passed unanimously.

Marc Rosenberg made a *motion* to accept the September 2018 Meeting Minutes. Chris Vigil seconded the motion, which passed unanimously.

TREASURER'S REPORT:

Monthly Financial Reports

- Ambulance Billing Expenses at 450% (\$2100) of annual budget due to adding the new ambulance billing company. Some of the overage may be covered by a lower salary expense for the office manager.
- Office Supplies at 93% of budget, future purchases need to be watched closely to stay within budget.

- Computer Repair/Maintenance is at 105% 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 \$7998.18 of the budgeted amount. We need to find line items to cover the anticipated overage.
- Salary Expense – Board Secretary – this account is at 156% of the annual budget.
- Auditing expense exceeded budget by 13% due to the \$125 over for the cost of audit assistance with communications grant.
- Public Education Expense – this account exceeded its annual budget by 34%. We purchased \$682.50 worth of supplies for the school fire safety day. May need to assess this expense for the future years.
- Communication Expense is at 112%. \$800 of this amount was supposed to be reimbursed by JCECA but will not happen this year. We have budgeted accordingly for 2019.

After reviewing the financials, Paul Pettit made a *motion* to approve checks #13470-13485, plus automated payments, credit card expenses, and bank fees. Marc Rosenberg seconded the motion, which passed unanimously.

2019 Budget Development Updates

Treasurer Marc Rosenberg reviewed the budget. Discussion pursued to possibly present the public education expense to Boots for reimbursement and moving Communication Equipment R&M overage to Dispatching Fees (still under Communication Expenses). It was also discussed to increase auditing and accounting expense, increase apparatus/vehicles to cover the new ambulance, and other minor changes to line items. Anita Fritz will make the updates and distribute to the board before the December meeting.

DEPARTMENT/OFFICERS' REPORTS:

District Updates

Fire Marshall — Randy Rudloff

Fire Marshall, Randy Rudloff, distributed a copy of the Fire Protection Land Development Regulations (Section 24) to the board. He reviewed the required fire protection measures in accordance with the standards, codes and regulations including the Fire Protection Will Serve Letter, Fire Protection Construction Plan(s), and Wildfire Hazard Mitigation Plan(s). Mr. Rudloff also prepared a distribution from the Engineering Supervisor at Jefferson County regarding Fire Protection Districts' authority to act on certain requirements and regulations within the County regulations during permitting processes.

Chief's Report

Chief — Emery Carson

Chief Carson presented his report to the board. He stated at the Chiefs' meeting, it was discussed to have a multi department fire academy in 2019. He then said that Jeffco Sheriff sent out an evacuation map and he is updating it by going through and eliminating all the platted road that doesn't exist. He mentioned purchasing a locking fire proof file cabinet for PCR's and then reminded the board of the Awards Ceremony, Saturday December 8th at 18:00.

Chief Carson reviewed the calls for November to include 3 medicals, 1 MVA, 3 false alarms, 1 electrical fire, 1 outside fire, 2 cancel en route totaling 11 for November thus far and 250 for the year-to-date.

Officers' Reports

Assistant Chief — Marc Rosenberg

Fire Captain — Scott Case

Not present.

EMS Captain — Bob Fager

EMS Captain, Bob Fager, began his presentation to the board by mentioning that he attended the EMS Conference in Nashville. He then commented on ambulance specs and pricing and through comparison had eliminated manufacturers down to seven. He said he would be going Monday to see an ambulance like the one of interest. He then reminded the board that 10 people would be going to MSAC next week and the CREATE grant pays for 50% of all expenses (excluding meals).

OLD BUSINESS:

Septic and Engineering Project Updates

Marc Rosenberg reported that Jeffco didn't approve the leach field placement and the plan is now to move the light pole to access the new leach field location.

EMTS Grant

Chief Carson distributed to the board quotations he received for the ATV and trailer and discussed options and costs.

After discussion, President Kellar made a *motion* to approve the purchases in accordance with the financial policy. Chris Vigil seconded the motion, which passed unanimously.

Update on IGA with Indian Hills Water District

There was no update to report since the last meeting and will resume this subject at the December meeting.

November Election Status – Ballot Issue 6H

The district election stats showed 84% voter turnout for Indian Hills Fire Protection District with favor of 700 yes to 277 no.

2018 Fire Codes

President Kellar reviewed the 2018 Fire Code Resolutions 2018-4 and 2018-5 by reading them aloud to the board.

After presenting, Mr. Kellar made the motion to adopt and approve Resolution 2018-4 International Fire Code. Treasurer, Marc Rosenberg seconded the motion, which passed unanimously.

President Kellar then made the motion to adopt and approve Resolution 2018-5 International Wildland-Urban Interface Code. Mr. Rosenberg seconded the motion, which also passed unanimously.

Fourth of July Participation Waiver

Scott Kellar is reviewing a draft waiver and will present to the board in January.

NEW BUSINESS:

Chief Carson requested approval from the board to get Dee Manning a district credit card.

EXECUTIVE SESSION

Marc Rosenberg made a motion to call an executive session 24-6-402(4)(f), personnel matters identifying the person or position to be discussed. Chris Vigil seconded the motion and the executive session began at 20:55.

ADJOURNED AT: 21:33

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 October Meeting Minutes. *Motion made by Marc Rosenberg; seconded by Kelley Lehman; unanimous.*
- To accept the October Minutes as amended. *Motion made by Marc Rosenberg; seconded by Chris Vigil; unanimous.*
- To approve financials. *Motion made by Paul Pettit; seconded by Marc Rosenberg; unanimous.*
- To approve purchase of ATV/trailer. *Motion made by Scott Kellar; seconded by Chris Vigil; unanimous.*
- To adopt and approve International Fire Code Resolution 2018-4. *Motion made by Scott Kellar; seconded by Marc Rosenberg; unanimous*
- To adopt and approve International Wildland-Urban Interface Code Resolution 2018-5. *Motion made by Scott Kellar; seconded by Marc Rosenberg; unanimous*
- Executive Session. *Motion made by Marc Rosenberg; seconded by Chris Vigil; unanimous.*
- To adjourn the meeting. *Motion made by Marc Rosenberg; seconded by Paul Pettit; unanimous.*