

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, January 22, 2014

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; Kelley Lehman — Treasurer; Marc Rosenberg — Secretary; Ron Walton; Scott Kellar

Fire Department Members: Emery Carson — Chief

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

Guests: Matt Allen, Wells Fargo

MEETING CALLED TO ORDER AT: 19:01 Hrs.

INTRODUCTIONS AND ANNOUNCEMENTS:

Introductions were made around the table for the benefit of Mr. Allen.

GUEST SPEAKER, MATT ALLEN:

Ms. Fritz introduced Mr. Allen as the District's new personal banker with Wells Fargo. She explained that he would monitor the District's financial position, provide oversight for the District's accounts, and facilitate loans and leases as needed. Mr. Allen requested that the Board initiate a motion designating specific individuals to be authorized to communicate with Wells Fargo. He also requested a copy of the Board's by-laws for his records.

On the heels of the Inter-Canyon embezzlement scandal, lengthy conversation followed about ways to avert potential internal fraud in the District. Mr. Kellar requested that Ms. Fritz have a draft of proposed financial policies by the next month's Board meeting, including who has the authority to do what based on position.

DECEMBER MINUTES:

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

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

DECEMBER SPECIAL MEETING MINUTES:

Mr. Rosenberg made a *motion* to waive the reading of the December Special Meeting Minutes, which was seconded by Mr. Walton and passed unanimously.

Mr. Kellar made a *motion* to accept the December Special Meeting Minutes as written. Ms. Lehman seconded the motion, which passed unanimously.

TREASURER'S REPORT:

Financial Reports

Ms. Fritz announced that she had not completed the monthly reports.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Present; no report submitted. Mr. Rudloff requested that the Board pay \$300 for a course for his position as Fire Marshal. The Board agreed.

He also presented the Board with a document titled “Amendment of the Indian Hills Fire Protection District to the Resolution of the Adoption of the 2012 International Fire Code.” Mr. Rudloff explained that the resolution will give the District more authority to require safety measures (e.g., cistern, sprinkler system, monitored fire alarm system, etc.) if a roadway in the District is not compliant. Discussion followed about the role this would entail for the District in decision-making and whether that role was desired and enforceable.

Mr. Walton made a *motion* to adopt the Amendment of the Indian Hills Fire Protection District to the Resolution of the Adoption of the 2012 International Fire Code. Mr. Rosenberg seconded the motion, which passed unanimously.

Chief — Emery Carson

A report was distributed and various items were discussed, including a 2013 year-end report summarizing calls, personnel issues, grants, wildland fires, communications, special events, and detailed ambulance billing statistics. Mr. Carson began by stating that the tender will be completed by mid-March. In response to a member’s inquiry about coverage in the event of embezzlement, Mr. Carson said that he had discovered that the District has \$25,000 coverage. Increasing coverage to \$500,000 would cost the District \$1,500 per year, he stated. Mr. Carson noted that he needed approval from Wells Fargo for the minor lot line adjustment with the Berg property.

The first Firewise meeting of the year had been held on January 20, Mr. Carson shared. He noted that he would start working on a grant associated with Firewise efforts the following week. Mr. Carson also stated that he is working on getting a title for Apparatus 357. Discussion followed about the challenges associated with the task. Mr. Carson concluded his report by saying that he would submit paperwork for the EMS grant the following week.

Assistant Chief — Marc Rosenberg

Present; no report submitted.

Fire Captain — Scott Case

Not present; no report submitted.

EMS Captain — Bob Fager

Not present; no report submitted.

NEW BUSINESS:

2014 Meeting Dates

Dates were discussed and set for Board meetings for the remainder of the year, with most occurring on the fourth Wednesday of the month at 7 pm.

Board Election

Discussion began by identifying current Board members up for election and inquiring as to whether they planned to run again. Also discussed were election deadlines and a promotional campaign for the three open Board seats, which will include:

- Informational postings around town and a stack of flyers at the Post Office
- Website article
- Facebook article
- Article submitted to local newspapers
- Flyers distributed in Friday folders at Parmalee Elementary

DEO Designation

After discussion, the Board agreed to appoint Toussaint, Nemer & Coaty to serve as the District's DEO for the election.

Mr. Kellar made a *motion* to appoint Toussaint, Nemer & Coaty as the District's DEO for the May Board of Directors election. Mr. Rosenberg seconded the motion, which passed unanimously.

Building Committee

Mr. Rosenberg proposed holding a community meeting to get citizen input for moving forward on plans for the station renovation/rebuild. It was agreed that a new committee would be formed at the Board meeting the following month.

Denver UASI Grant IGA

Mr. Kellar explained that an IGA would be required to move forward on the grant for the new radios.

Mr. Kellar made a *motion* to allow Mr. Pettit to sign the UASI Grant IGA on behalf of the Board of the Indian Hills Fire Protection District. Mr. Walton seconded the motion, which passed unanimously.

Communications Site Maintenance Vendor

Mr. Carson stated that he would have a proposal for the Board to consider at the next month's meeting. The contract will include priority maintenance at both radio sites as well as annual checks.

Citizen Request Regarding Potential Merger with Evergreen

After discussion, the Board agreed that the citizen request to consider a merger between Indian Hills Fire Rescue and Evergreen Fire/Rescue is not feasible nor desired by either department. Mr. Rosenberg further clarified that such a merger would necessitate Indian Hills Department members having to go through Evergreen's academy. In addition, he said Evergreen's Chief is not interested in a merger and such action would not aid in getting a new station built in Indian Hills.

EXECUTIVE SESSION:

Mr. Rosenberg made a *motion* to call an Executive Session at 20:53 per CRS § 24-6-402(4)(b) to discuss legal issues. Mr. Walton seconded the motion, which passed unanimously. All meeting attendees left the room with the exception of the Board members. Recording commenced using the District's recorder.

The Executive Session concluded at 21:05 and the meeting was called back to order.

TREASURER'S REPORT:

Financial Reports

Ms. Fritz announced that she would email the financials later that evening.

Mr. Pettit made a *motion* to hold a Special Meeting to discuss and approve the monthly financial reports on Friday, January 24, 2014 at 7 pm. Mr. Rosenberg seconded the motion, which passed unanimously.

ADJOURNED AT: 21:26

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

President:

Secretary:

MOTIONS MADE AND PASSED:

- To waive the reading of the December Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the December Minutes as written. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To waive the reading of the December Special Meeting Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the December Special Meeting Minutes as written. *Motion made by Mr. Kellar; seconded by Ms. Lehman; unanimous.*

- To adopt the Amendment of the Indian Hills Fire Protection District to the Resolution of the Adoption of the 2012 International Fire Code. *Motion made by Mr. Walton; seconded by Mr. Rosenberg; unanimous.*
- To appoint Toussaint, Nemer & Coaty as the District's DEO for the May Board of Directors election. *Motion made by Mr. Kellar; seconded by Mr. Rosenberg; unanimous.*
- To allow Mr. Pettit to sign the UASI Grant IGA on behalf of the Board of the Indian Hills Fire Protection District. *Motion made by Mr. Kellar; seconded by Mr. Walton; unanimous.*
- To call an Executive Session at 20:53 per CRS § 24-6-402(4)(b) to discuss legal issues. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To hold a Special Meeting to discuss and approve the monthly financial reports on Friday, January 24, 2014 at 7 pm. *Motion made by Mr. Pettit; seconded by Mr. Rosenberg; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*