

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, October 24, 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, Bob Fager – EMS Captain, Tom Henery - EMT

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

Community Members: Steve Hosie, Chris Arnold, Marianna Kristoff

MEETING CALLED TO ORDER AT: 19:00 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. Paul Pettit seconded the motion, which passed unanimously.

TREASURER'S REPORT:

Monthly Financial Reports

- Ambulance Billing Expenses at 413% (\$1879) of annual budget due to adding the new ambulance billing company.
- 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 146% 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 supplies 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.

President Kellar questioned the 413% ambulance billing expenses as this should fluctuate as we receive payments for ambulance service through the billing system. Anita Fritz replied it is the expense of the billing process that is being reflected and the ambulance fees are reflected as income.

Paul Pettit made a *motion* to approve checks #13452-13469, 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. Chris Vigil recommended research for radio purchases. Mr. Rosenberg stated that the public hearing for budget will be in November. It was decided to move the November board meeting and Pension Board meeting to November 28th. Posting date requirements for public meetings was briefly discussed regarding website and newspaper. It was noted that the budget had to be posted for one month in order to adopt the budget.

Marc Rosenberg made a *motion* to move the November Board meeting and Pension Board meeting to November 28th. Chris Vigil seconded the motion with consideration of changing the date at all post locations, which passed unanimously.

DEPARTMENT/OFFICERS' REPORTS:

District Updates

Fire Marshall — Randy Rudloff

Not present.

Chief's Report

Chief — Emery Carson

Chief Carson presented his report to the board.

He stated the HIPAA training was held on Tuesday, October 16, 2018 at 19:00. Those who could not attend that evening, it was recorded so they can watch it here at the station.

He stated he is attending the Colorado State Fire Chiefs Conference October 24th – 26th in Keystone.

Fire Prevention assembly on Wednesday, October 10th at Parmalee Elementary went well, still must judge poster.

Water District states tanks are full again.

October calls include 6 medical, 3 MVA's, 1 good intent, and 8 cancel in route. The total for October is 19 and total for the year 235.

Officers' Reports

Assistant Chief — Marc Rosenberg

Fire Captain — Scott Case

Not present.

EMS Captain — Bob Fager

EMS Captain, Bob Fager, commented on ambulance vendors with new safety features and also stated he would be attending the EMS Conference in Nashville.

OLD BUSINESS:

Septic and Engineering Project Updates

Marc Rosenberg reported Pine Grove is working with the county for septic and engineering project.

EMTS Grant

Chief Carson stated that we are waiting for a grant update.

Update on IGA with Indian Hills Water District

President Kellar recommended a review of the IGA and stated any suggested changes or recommendations should be made prior to the November board meeting.

November Election Status – Ballot Issue 6H

President Kellar announced a meeting at the Community Center October 25, 2018 to inform the public of Ballot Issue 6H and address any concerns of the Indian Hills Fire District community members.

2018 Fire Codes

President Kellar called for review of the draft Resolutions 2018-4 and 2018-5 previously presented by Fire Marshall Randy Rudloff. It was noted an amendment to Chapter 5, Special building Construction Regulations shall be omitted in Resolution 2018-5. Mr. Keller then commented that almost all the other fire districts are adopting the Resolutions as written with no changes and it was discussed to adopt the Resolutions as presented by adopting baseline codes and posting for research, then publicizing.

NEW BUSINESS:

Fourth of July Participation Waiver

It was briefly discussed to have a waiver signed by all participants in the Fourth of July parade to release Indian Hills Fire Protection District of liability in case of an accident during the parade route.

Review / Update Employee Handbook

President Kellar commented the employee handbook needed to be reviewed for updating (refresher).

Identification of Annual Refresher Training

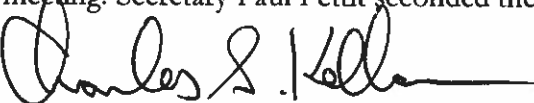
Mr. Kellar stated the district needs an annual refresher training course regarding HIPAA rules and regulations and sexual harassment. He also stated that the district needed to post a sexual harassment policy.

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 20:20.

ADJOURNED AT: 21:43

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 September Meeting Minutes. *Motion made by Marc Rosenberg; seconded by Kelley Lehman; unanimous.*
- To accept the September Minutes as amended. *Motion made by Marc Rosenberg; seconded by Paul Pettit; unanimous.*
- To approve financials. *Motion made by Paul Pettit; seconded by Marc Rosenberg; unanimous.*
- To move the November Board meeting and Pension Board meeting to November 28, 2018. *Motion made by Marc Rosenberg; seconded by Chris Vigil; 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.*