

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, August 27, 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: Scott Kellar — President; Kelley Lehman — Treasurer; Marc Rosenberg — Secretary; Paul Pettit; Ron Walton

Fire Department Members: Emery Carson — Chief, Billy Hall

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

Guests: Bret Roller

Community Members: Sandy Barnes, *Canyon Courier*; Cindy Richardson; Vince Rozmiarek

MEETING CALLED TO ORDER AT: 19:20 Hrs.

GUESTS: BRET ROLLER

Mr. Roller announced that the Jefferson County Commissioners had approved a slash collection project to be held at Tall Timbers Ranch in Indian Hills on October 18-19. He explained that the County was in the process of putting together a dedicated website that would provide details of the smaller, more localized slash collections it would be organizing at sites throughout the County.

Mr. Roller shared that costs would be \$20 per truckload, which would be paid via pre-purchased vouchers. It was noted that participants will have to unload their own slash. Discussion followed about the feasibility of the District assuming the cost and providing vouchers to Indian Hills residents. It was agreed that the community Firewise group could decide on the methodology for voucher distribution and help with promoting the event and general logistics.

JULY MINUTES:

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

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

TREASURER'S REPORT:

Financial Reports

Ms. Fritz began by stating that several accounts under General Overhead (#5100) need to be watched closely. It was noted that legal fees, which are at 174% year to date, should stabilize with the Fire Trucks Plus resolution. Mr. Carson explained that fuel costs (account #6310) are up because the Department is running more calls with Inter-Canyon. Overall, the District is at 50% of expenses year to date once capital expenditures are removed.

In Checks, minor conversation occurred regarding clarification of a few expenses. Ms. Fritz announced that she needed to draft an additional check: #12412 to Leak Fixers for \$200 for a roof repair at the Noble property.

Mr. Pettit made a *motion* to approve checks #12386-12412, plus automated payments, credit card expenses, and bank fees. Mr. Rosenberg seconded the motion, which passed unanimously.

District Credit Cards

It was discussed and agreed that Mr. Pettit and Ms. Fritz would surrender their District credit cards per the new financial policies. Cards would be issued for Ms. Lehman, Mr. Carson, and Ms. Nelson, with credit limits in the amounts of \$6,000, \$2,500, and \$1,500, respectively.

District Audit

Ms. Fritz stated that the audit had been submitted on time but is not complete. She explained that the previous auditor had never turned over information required to complete the inventory and depreciation section. As such, an amended version will need to be filed. Mr. Kellar stated that he would contact the previous auditor. It was agreed that the current auditor would come to a future Board meeting to provide feedback to the District.

Budget

After brief discussion, it was noted that Ms. Lehman, Mr. Carson, Mr. Rosenberg, and Ms. Fritz will schedule a budget planning meeting in the coming weeks.

As an aside, Ms. Fritz shared that the District's property assessment is down roughly \$20,000, which means that the District will have slightly less operating income to work with next year.

DEPARTMENT/OFFICERS' REPORTS:

Fire Marshal — Randy Rudloff

Not present; no report submitted.

Chief — Emery Carson

A report was distributed and various items were discussed. Mr. Carson began by stating that two office computers have been successfully upgraded. He then shared that the Noble property lot line adjustment has been completed and the house is ready to sell.

In grant news, Mr. Carson shared that there are two potential grants coming up: the Fireman's Fund Insurance Company grant, through which he is going to ask for computerized mapping equipment for the apparatus, and the CDFP&C grant, where Mr.

Carson will try to get more PPE. Next, Mr. Carson stated that Kittredge Auto Rebuilders has donated a vehicle lock-out kit, which has already been put to use, he added.

Mr. Carson concluded his report by summarizing the calls for the month, which total 21 to date. He said that the District was up to 162 calls for the year.

Assistant Chief — Marc Rosenberg

Present; no report submitted. Mr. Rosenberg stated that an inspection had revealed that some new replacement hose would be needed. Also, he shared that one ladder had failed during inspections.

Fire Captain — Scott Case

Not present; no report submitted.

EMS Captain — Bob Fager

Not present; no report submitted.

OLD BUSINESS:

Fire Trucks Plus Lawsuit Update

It was noted that a settlement had been reached with a non-dischargeable debt. After the six-month waiting period, collection efforts can begin.

Property Realtor Selection

Mr. Carson distributed proposals from three area realtors outlining their appraisal of and services available for the sale of the adjoining property. Discussion occurred concerning the pros and cons of each.

Mr. Pettit made a *motion* to hire Lisa Hoffman of Kellar Williams to handle the sale of the property located at 4470 Parmalee Gulch Rd. Mr. Rosenberg seconded the motion, which passed unanimously.

It was agreed that the next step is for Mr. Carson and Mr. Kellar to have a meeting with Ms. Hoffman.

Strategic Planning Study Session

The Board agreed to convene for a strategic planning study session on September 10 to discuss long-term goals.

NEW BUSINESS:

Petition for District Property Exclusion

A document was distributed concerning property located at 24554 Chris Dr. in Evergreen. The petition calls for exclusion from the Indian Hills Fire Protection District based on location and access.

Mr. Rosenberg made a *motion* to accept the petition to exclude property located at 24554 Chris Dr. in Evergreen from the Indian Hills Fire Protection District. Mr. Walton seconded the motion, which passed unanimously.

District CORA Policy

Mr. Kellar distributed a document that will serve as the District's policy regarding response to public information requests for open records. The Board reviewed the policy and agreed to enact it effective immediately.

Mr. Rosenberg made a *motion* to accept the District's Colorado Open Records Act Policy on responding to open record requests. Mr. Walton seconded the motion, which passed unanimously.

Chief Review

It was announced that Mr. Carson's review would be held at the next month's Board meeting. Members and staff are encouraged to provide feedback to Mr. Walton prior to September 15.

Additional Topics

Mr. Rosenberg brought up the issue of raising the fire hydrant located across the street from the station since it doesn't meet standards. Discussion followed regarding who is responsible for hydrant maintenance.

Mr. Pettit raised the issue of potentially having a new sign installed near Pence Park announcing entrance into the District. Mr. Carson said he would get an estimate.

As an aside, Mr. Carson said that the County is doing another study regarding communications and possible dispatch consolidation. He said he would have more information at the next Board meeting.

ADJOURNED AT: 21:07

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 July Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the July Minutes as written. *Motion made by Mr. Rosenberg; seconded by Mr. Walton unanimous.*
- To approve checks #12386-12412, plus automated payments, credit card expenses, and bank fees. *Motion made by Mr. Pettit; seconded by Mr. Rosenberg; unanimous.*
- To hire Lisa Hoffman of Kellar Williams to handle the sale of the property located at 4470 Parmalee Gulch Rd. *Motion made by Mr. Pettit; seconded by Mr. Rosenberg; unanimous.*

- To accept the petition to exclude property located at 24554 Chris Dr. in Evergreen from the Indian Hills Fire Protection District. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the District's Colorado Open Records Act Policy on responding to open record requests. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*