

# INDIAN HILLS FIRE PROTECTION DISTRICT

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## BOARD MEETING MINUTES

Wednesday, May 24, 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 (via phone conferencing), Marc Rosenberg — Treasurer, Paul Pettit — Secretary, Ron Walton (via phone conferencing), Kelley Lehman

***Fire Department Members:*** Emery Carson — Chief

***Non-Members:*** Randy Rudloff — Fire Marshal, Karen Nelson — Recording Secretary

***Absent:*** Anita Fritz — Bookkeeper (excused)

### **MEETING CALLED TO ORDER AT: 19:04 Hrs.**

### **APRIL MINUTES:**

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

Mr. Pettit made a *motion* to accept the April Minutes as written. Ms. Lehman seconded the motion, which passed unanimously.

### **TREASURER'S REPORT:**

#### ***Monthly Financial Reports***

District expenses are at 24% as of the end of April. Minimal conversation occurred regarding the financial reports, monthly checks, and credit card expenses. In order to better understand which budgeted items hit only once or twice a year but tend to skew the budget, it was suggested that such line items be annotated with an asterisk in future budget years.

Regarding checks, an additional check was written (check #13127 to Marc James & Associates for \$806.04) to pay the auditor for the audit exemption since the original check had been misdirected and lost. It was noted that Ms. Fritz be instructed to stop payment on the original check.

Mr. Pettit made a *motion* to approve checks #13104-13127, plus automated payments, credit card expenses, and bank fees. Ms. Lehman seconded the motion, which passed unanimously.

## **DEPARTMENT/OFFICERS' REPORTS:**

### ***Fire Marshal — Randy Rudloff***

Mr. Rudloff and Mr. Carson presented a new District Inspection Fee Schedule. Changes from the original document include an increase in fees for a site inspection including a cistern or sprinkler system (now \$300) and developer inspection fees for up to four lots (\$750) with each additional lot being priced at \$125.

Mr. Rosenberg made a *motion* to adopt the new District Inspection Fee Schedule retroactive to March 23, 2017 when it was originally presented. Ms. Lehman seconded the motion, which passed unanimously.

### ***Chief — Emery Carson***

Mr. Carson distributed his report and began by saying that while being inspected for its annual license renewal, it was discovered that the turbo charger is leaking oil in apparatus 385. Also, it appears that there is metal in the oil. Mr. Carson explained that further investigation is required to determine if the unit should be repaired or replaced.

Regarding training, Mr. Carson announced that he, Ms. Lehman, and Mr. Pettit would be attending the SDA regional seminar in Evergreen in early June. Mr. Carson also stated that he would be going to a training later in the month on updated ISO requirements.

Next, Mr. Carson shared that while he is back responding on calls, Mr. Rosenberg is now off duty for the next several months as he fell on ice while responding to a call and has upcoming surgery scheduled.

In further training news, Mr. Carson said that he, Mr. Forgy, and Ms. Frisk have completed their EMT course at Red Rocks Community College. All still need to take the NREMT final test.

Regarding the Jeffcom user agreement, Mr. Carson stated that he, Mr. Kellar, and Mr. Rosenberg recently attended a meeting to address concerns with the current contract's lack of content, control over unknown expenses, and need for more complete performance expectations. Mr. Carson said that another meeting will be held later the following week with recommended changes to be reviewed. An additional meeting will be held in mid-June with the Jeffcom board chair to discuss proposed changes. Mr. Carson also stated that Jeffcom remodel work continues at West Metro. Evergreen dispatch is still scheduled for a February 2018 cutover date, he noted.

Mr. Carson requested that a job description be completed for the bookkeeper position.

Mr. Carson concluded his report by summarizing the calls for the month, which total 27 to date and 127 year to date. Discussion followed about the large number of "cancel en route" calls and the need for better communications with auto/mutual aid agencies.

### ***Assistant Chief — Marc Rosenberg***

Mr. Rosenberg shared details about his injury and anticipated leave of absence from active duty. He also brought up the topic of replacing apparatus 366. Mr. Carson said that he was beginning to think about it.

***Fire Captain — Scott Case***

Not present.

***EMS Captain — Bob Fager***

Not present.

**ADJOURNED AT:** 19:41

There being no more business to discuss, Mr. Pettit 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 April Minutes. *Motion made by Mr. Pettit; seconded by Ms. Lehman; unanimous.*
- To accept the April Minutes as written. *Motion made by Mr. Pettit; seconded by Ms. Lehman; unanimous.*
- To approve checks #13104-13127, plus automated payments, credit card expenses, and bank fees *Motion made by Mr. Pettit; seconded by Ms. Lehman; unanimous.*
- To adopt the new District Inspection Fee Schedule retroactive to March 23, 2017 when it was originally presented. *Motion made by Mr. Rosenberg; seconded by Ms. Lehman; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Pettit; seconded by Ms. Lehman; unanimous.*