

INDIAN HILLS FIRE PROTECTION DISTRICT

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BOARD MEETING MINUTES

Wednesday, January 22, 2020

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.

ATTENDEES:

Fire Protection District Board Members: Scott Kellar — President, Marc Rosenberg -Treasurer, Chris Vigil, Kelley Lehman

Fire Department Members: Mark Forgy — Chief, Ryan Walters

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

Community Members: Debra Swearington – Canyon Courier

MEETING CALLED TO ORDER: 19:00

The meeting was called to order by President Scott Kellar at 19:00 hours.

MOMENT OF REMEMBRANCE

President Kellar requested a moment of silence in honor and remembrance of Board Secretary Paul Pettit, a long-time Indian Hills resident and huge supporter of Indian Hills Fire Department serving 21 years on the Indian Hills Fire Protection District Board of Directors.

INTRODUCTIONS:

Mr. Kellar welcomed everyone and asked for introductions.

APPROVAL OF THE AGENDA:

Mr. Kellar called for any additions or suggested changes.

PUBLIC COMMENTS:

There were no public comments.

PREVIOUS MINUTES:

Director Marc Rosenberg made a *motion* to waive the reading of the December 11, 2019 Meeting Minutes, which was seconded by Kelley Lehman and passed unanimously.

Marc Rosenberg made a *motion* to accept the December 2019 Meeting Minutes with suggested changes. Chris Vigil seconded the motion, which passed unanimously.

TREASURER'S REPORT:

Monthly Financial Reports

Treasurer, Marc Rosenberg, reviewed the financials with the Board.

After reviewing the financials for period ending December 2019, Director Rosenberg made a motion to approve December checks #13770-13799 plus automated payments, credit card expenses, bank fees with board recommended changes. Director Chris Vigil seconded the motion, which passed unanimously.

DEPARTMENT/OFFICERS' REPORTS:

District Updates

Fire Marshal

Chief Mark Forgy informed the board that he is reviewing IGA's of two other fire departments in search for a new Fire Marshal and will report his findings at next month's meeting.

Chief's Report

Chief — Mark Forgy

Chief Forgy reported the call response for the year 2019, which totaled 245 calls. He pointed out that the call number significantly decreased toward the end of the year due to no auto-aid. He then stated the auto aid agreement may eventually be reinstated. Chief Forgy then reported the call data for 7 calls in January to date to include: 1 MVA, 3 EMS (2 transports), 1 False Alarm, 1 Grass Fire, 1 Outside Fire.

Officers' Reports

Assistant Chief — Marc Rosenberg

Marc Rosenberg reported to the Board that he is working with Evergreen Fire with putting together pricing for LED lighting replacing halogen lights on 341. He also informed the Board of the switch of 385 as first ambulance out as 385 is retiring in a month or so.

Fire Captain — Scott Case

EMS Captain — Bob Fager

Not present.

OLD BUSINESS:

Ambulance Grant Project Updates

Director Marc Rosenberg stated the pre-build on the new ambulance has begun and looks good so far. Completion of the build should be soon, and after field inspection, is due to be here on-site for the Fourth of July with possibility of then going on a short tour as a demonstration model. A brief discussion followed regarding CDPHE reporting requirements.

District Bylaws Update

After review and discussion, Director Rosenberg made the *motion* to accept the changes to the District Bylaws. Modifications include changes to official postings of notifications of board meetings (according to the SDA Manual), Sexual Harassment, and Workers' Compensation. Director Kelly Lehman seconded the motion, which passed unanimously.

CY 2020 Budget Message/Filing

President Kellar reviewed with the board the Letter of Transmittal and Budget Message to be filed with the County with the specially formatted budget and Resolutions by January 31, 2020.

May 2020 Election Updates

President Kellar reviewed with the board updates regarding the May 2020 Election. The District will conduct a regular election on May 5, 2020 as (2) two directors will be elected for a 3-year term expiring in May 2023. He stated the deadline for Self-Nominations and Acceptance Forms are due by February 28 and Write-In-Candidate forms by March 3. The Call for Nominations will be posted on the IHFPD website landing page and published in The Canyon Courier second week of February. After this election there will be no more four-year board seats.

CMS Reporting Analysis

A brief discussion ensued regarding CMS reporting and Director Rosenberg will get with the office manager to discuss details of the reporting requirements to make sure we are collecting the correct data to report at the beginning of next year.

NEW BUSINESS:

District Board Seat Vacancy

Request for Letters of Interest from the public to fill this board seat will be posted on the website landing page and the post office.

Election of New Board Secretary

Marc Rosenberg made the *motion* to nominate Director Chris Vigil as interim Secretary. Director Kelley Lehman seconded the motion, which passed unanimously.

Board Officer Responsibility Review

President Scott Kellar briefly discussed board officer duties and stated that the Secretary position will be acquiring more responsibilities. It was also mentioned that the board needs a new recorder for recording executive sessions and a new district seal.

CY 2020 Transparency Notice

The CY2020 Transparency Notice to be filed with DOLA with correct terms of office (three years).

CY 2020 Audit Exemption Application Resolution

Marc Rosenberg made the *motion* to approve the Audit Exemption Application for 2020. Kelley Lehman seconded the motion, which passed unanimously.

Ambulance Fee Review

An Ambulance Fee Schedule which included ambulance fee amounts from neighboring fire departments was distributed to the Board for review. A brief discussion followed with comparing Indian Hills Fire to other districts' fees.

Mountain Fire District Collaboration Discussions

The board briefly discussed mountain fire district collaborations and more meetings will follow to discuss options.

County WUI Task Force

After a brief discussion, it was decided that Chief Mark Forgy will attend the WUI Task Force meetings on behalf of the fire district.

Paul Pettit Memorial, Saturday, January 25th

The Board discussed the details for the Paul Pettit Memorial to be held Saturday at the Fire Station. President Kellar exhibited the Plaque that would be presented at the Memorial and will be displayed at the Indian Hills Fire Department in honor of Secretary Paul Pettit.

2020 Board Meeting Schedule

Marc Rosenberg made the *motion* to approve the 2020 Board Meeting Schedule with changes. Director Chris Vigil seconded the motion, which passed unanimously.

ADJOURNED: 20:47

Marc Rosenberg made the motion to adjourn the January Board Meeting and Chris Vigil seconded the motion. The Board meeting adjourned at 20:47.

President:

Charles S. Kellar

Secretary:

Chris Vigil

MOTIONS MADE AND PASSED:

- To waive the reading of the December 2019 Meeting Minutes. Motion made by Marc Rosenberg; seconded by Kelley Lehman; unanimous.
- To accept the December 2019 Minutes as presented. Motion made by Marc Rosenberg; seconded by Chris Vigil; unanimous.
- To approve financials. Motion made by Marc Rosenberg; seconded by Chris Vigil; unanimous.
- To approve the District Bylaw Updates. Motion made by Marc Rosenberg; seconded by Kelley Lehman; unanimous.
- To elect new Secretary. Motion made by Chris Vigil; seconded by Kelley Lehman; unanimous.
- To approve the Audit Exemption Application. Motion made by Marc Rosenberg; seconded by Kelley Lehman; unanimous.
- To approve the 2020 Board Meeting Schedule. Motion made by Marc Rosenberg; seconded by Chris Vigil; unanimous.
- To adjourn the meeting. Motion made by Marc Rosenberg; seconded by Chris Vigil; unanimous.