

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
FOOTHILLS FIRE PROTECTION DISTRICT
HELD
MAY 16, 2000

A regular meeting of the Board of Directors of the Foothills Fire Protection District (referred to hereafter as "Board") was convened on Tuesday, the 16th day of May, 2000, at 6:30 P.M., at the Mount Vernon Country Club, 24933 Club House Circle, Golden, Colorado. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:
John A. McKenry, III, Chairman
Richard Kunter
Jack Kintner
W. R. "Rick" Hughes

Upon motion duly made by Director Kintner, seconded by Director Kunter and, upon vote, unanimously carried the absence of Marvin Miller was excused.

Also In Attendance Were:
Deborah D. McCoy and Kammy K. Tinney; Special District Management Services, Inc.

Ed Daniels, Chief, Chris Tomford, Fire Marshal, Sean Malone, John Findling, Josh Smith, and Jim Shea; Foothills Fire and Rescue

Joanna Braun; Support Auxiliary

ADMINISTRATIVE
MATTERS

Chairman McKenry welcomed Rick Hughes as the newly-elected Board member.

Minutes: The Board reviewed the minutes of the April 18, 2000 regular meeting. Following discussion, Director Kintner moved to approve the minutes as presented, Director Hughes seconded the motion and, upon vote, the motion unanimously carried.

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May 2, 2000 Election: Ms. McCoy reported that Richard S. Kunter and Marvin D. Miller were re-elected to their Board positions and Rick Hughes was elected to fill the position held by Norm Kirsch. All re-count deadlines have passed.

Election of Officers: Following discussion, upon motion duly made by Director Kintner, seconded by Director Hughes and, upon vote, unanimously carried, the following persons were elected to their respective positions:

President	John A. McKenry, III
Treasurer	Richard Kunter
Secretary	Deborah D. McCoy
Assistant Secretary	Rick Hughes
Assistant Secretary	Marvin Miller
Assistant Secretary	Jack Kintner

FINANCIAL MATTERS

Disbursements: The Board considered approval of the payment of claims through the period ending May 16, 2000, totaling \$40,040.66, for operations. It was noted that check #2742 to Marvin Miller would be voided as he was not in attendance at the meeting. Following review and discussion, Director Kunter moved to approve payment of the claims through May 16, 2000, as amended, Director Kintner seconded the motion and, upon vote, the motion unanimously carried.

Financial Statements: The Board next reviewed the unaudited financial statements of the District setting forth the cash deposits, investments, budget analysis, and accounts payable vouchers for the period ending April 30, 2000, a copy of which report is incorporated herein and made a part hereof by this reference. Following review, upon motion duly made by Director Kintner, seconded by Director Kunter and, upon vote, unanimously carried, the unaudited financial statements were accepted as presented.

LEGAL MATTERS

Committee report regarding water supply policy: Director Kintner distributed the revised policy reflecting the comments of the water districts. Chairman McKenry thanked the committee for their

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work on this project. The Board will consider adoption of the water policy at the next regular meeting.

Cost sharing with other jurisdictions: Chief Daniels reported that Scott Wells of the Jefferson County Sheriff's Department will be pursuing this further.

Emergency response to Denver mountain parks: Chief Daniels reported on his meeting with the Denver Fire Department, Denver Parks and the State Forest Service. Denver will draft a mutual aid agreement with the District which will include inspections, investigations, and EMS services. The agreement will also address cooperation in the area of equipment and stations.

Status of statutory claim for damages to water mains: The Board reviewed the letter forwarding the invoice for \$26,976.02 from "LMWSD" to our insurance carrier. It was noted that no response has been received.

Director Kunter moved to approve payment of \$26,976.02 to LMWSD and file the claim with our insurance company, there was no second for the motion.

The Board asked that Attorney Scheurer follow-up with the insurance carrier and provide a status report to Director Kunter and Mr. DeMuth, before the next meeting.

Jefferson County low band dispatch IGA: Chief Daniels reported that the draft agreement is being reviewed. He explained the proposed fee structure choices. Following discussion, upon motion duly made by Director Kintner, seconded by Director Hughes and, upon vote, unanimously carried, the Board determined that the assessed valuation method should be used to determine the funding split.

Member Handbook, SOG's and Rules and Regulations: The Chief requested that action be deferred until the next meeting to allow for final review by the Department.

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ISSUES:

Chief's Report: Chief Daniels provided a verbal report.

Status of purchase of new vehicles. Mr. Shea reported that the pumper is to be completed on June 5 and inspected on June 9. The tender should be ready within thirty days.

The Board discussed the purchase of additional equipment which will total \$7,000 to \$10,000. Following discussion, upon motion duly made by Director Kunter, seconded by Director Hughes, the Board authorized Director Kunter to verify the invoices for the additional equipment and to approve their payment if they do not exceed 10% of the original quoted price.

It was noted that when the tender is delivered, one of the older trucks will need to be sold to make room in the station.

Response to areas outside of jurisdiction. The Chief discussed correspondence with the Golden Fire Department regarding responses to areas outside of any fire protection district jurisdiction. The Board supported the Chief's written response to Chief Wallace at the Golden Fire Department.

Incident responses. The Chief reported on recent incidents that the Department has responded to including a truck over the embankment at the Nature Center, an accident requiring extraction and airlift and a wildfire on Bald Mountain.

The E-1 was damaged during an incident response and the repairs are estimated at \$11,000. A claim has been filed with the District's insurer.

Other. The Chief reported that hose testing has been completed.

Chief Daniels noted that Golden Fire is recognizing Chief Tom Young's ten years of service with a celebration at the Golden Community Center on June 16 from 7-10:00 p.m.

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Fire Marshal's report. The Board reviewed Mr. Tomford's written report.

Purchase orders: The Board discussed a request for \$847.25 for wildland equipment which was presented at the meeting. Following discussion, upon motion duly made by Director Hughes, seconded by Director Kunter and, upon vote, unanimously carried, the Board authorized the purchase requisition.

The Board then considered requests for \$1,440 and \$495 for additional wildland fire personal protective equipment. It was noted that the equipment will bring the truck and station up to a full compliment of interface and wildland attack hose. It was also noted that there was \$2,000 allocated to wildland fire equipment in the 2000 budget, however, there were unexpended funds for wildland fire equipment in the 1999 budget. Following discussion, upon motion duly made by Director Kintner, seconded by Director Kunter and, upon vote, unanimously carried, the Board authorized the purchase requisitions, as presented.

Long-Range Planning Committee: There was no meeting scheduled.

Support Auxiliary: Ms. Braun reported that they are still working on perfecting call dispatch to the auxiliary and planning for the pancake breakfast, which is scheduled for June 4. She noted that the expenses for the breakfast will be approximately \$1,700 and there is only \$1,400 in their account. She requested an advance of \$500 which will be repaid with the proceeds of the breakfast. Following discussion, upon motion duly made by Director Kunter, seconded by Director Kintner and, upon vote, unanimously carried, the Board approved the request for \$500.

OTHER
BUSINESS:

District Management/Department Administration: Ms. McCoy noted that SDMS is not interested in managing the department. She feels that the department needs a full-time administrator.

The Chief stated that he would like to see pro-

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active management of the department. As a volunteer chief he needs help to stay on track. He requested that the Board consider retaining an administrator to fulfill these requirements.

It was determined that a job description for a full-time administrator for the department needs to be prepared and then RFP's for an administrator can be solicited. It was noted that Mr. Tomford is not able to act as Fire Marshal and administrator, and it is necessary that a reasonable package of duties be identified. Carol Small has volunteered to help the department develop a skills list for an administrator. Directors Kintner and Kunter will work together with Ms. Small to prepare a job description. John Findling volunteered to meet with Ms. Small to assist her in preparing the document. It was suggested that the job could be advertised in the SDA newsletter.

Ms. McCoy asked that the specific areas/items of administration contracted to be performed by SDMS that are not being completed be identified. She asked that it be specific, not just "you're not doing your job."

Director McKenry stated that he feels that the administration of the department needs to be reviewed and a paid administrator may need to be hired. He feels that SDMS is fulfilling the terms of their contract for administration of the District.

Resolution of Appreciation: Following discussion, upon motion duly made by Director Kintner, seconded by Director Hughes and, upon vote, unanimously carried, the Board expressed its appreciation for the services provided by Norm Kirsch and directed that a plaque be prepared to memorialize the District's appreciation for Mr. Kirsch as a member of the original consolidated District Board.

ADJOURNMENT:

There being no further business to come before the Board at this time, upon motion duly made, seconded and unanimously carried, the meeting was

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adjourned.

Respectfully submitted,

By *[Handwritten Signature]*
Secretary for the Meeting

THESE MINUTES APPROVED AS THE OFFICIAL MAY 16,
2000 MINUTES OF THE FOOTHILLS FIRE PROTECTION
DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

John A. McKenry, III

[Handwritten Signature]
Jack Kintner

[Handwritten Signature]
Marvin Miller

[Handwritten Signature]
Richard Kunter

[Handwritten Signature]
Rick Hughes