

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
FOOTHILLS FIRE PROTECTION DISTRICT
HELD
NOVEMBER 21, 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 21st day of November, 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
Marvin Miller
Jack Kintner
W. R. "Rick" Hughes
Richard Kunter

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

Richard A. Scheurer, Esq.; District counsel

Ed Daniels, Chief, Rob Sontag, Department Administrator, Netti Calvi, Nate Marshall, Deb Gillis, Jay McKean and Sean Malone; Foothills Fire and Rescue

Joanna Braun; Support Auxiliary

ADMINISTRATIVE
MATTERS

Minutes: The Board reviewed the minutes of the October 17, 2000 regular meeting. Following discussion, Director Miller moved to approve the minutes as presented, Director Kintner seconded the motion and, upon vote, the motion unanimously carried.

2000 Audit: Following discussion, upon motion duly made by Director Kintner, seconded by Director

Kunter and, upon vote, unanimously carried, the Board authorized the retention of Van Schooneveld & Co., Inc. to perform the 2000 Audit for an amount not to exceed \$4,800.

FINANCIAL
MATTERS

Disbursements: The Board considered approval of the payment of claims through the period ending November 21, 2000, totaling \$22,215.30, for operations. Following review and discussion, Director Miller moved to approve payment of the claims through November 21, 2000, Director Kunter 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 October 31, 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 Miller, seconded by Director Kunter and, upon vote, unanimously carried, the unaudited financial statements were accepted as presented.

2001 Budget Hearing: The Chairman opened the public hearing to consider the proposed 2001 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of the budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing.

Ms. McCoy reviewed the estimated 2000 expenditures and proposed 2001 expenditures.

The budget proposes a total of **8.000???** mills to be levied for general operating costs.

No public comments were received and the public hearing was closed. Following discussion, the Board

considered the adoption of the Resolution to Adopt the 2001 Budget, Set Mill Levies, and Appropriate Sums of Money. Director Kunter moved to adopt the Resolution, and authorize execution of the Certification of Budget and Certification of Mill Levies and authorize the transmittal of the Certification to the Board of County Commissioners of Jefferson County, the Division of Local Government and the Division of Property Taxation, not later than December 15, 2000, subject to receipt of the final assessed valuation. Director Miller seconded the motion and, upon vote, the motion unanimously passed. A copy of the adopted Resolution is attached to these minutes and incorporated herein by this reference.

LEGAL MATTERS

Status of Communication Authority: Chief Daniels attended the Authority Board meeting as Director Hughes was out of town. He reported that the Board reviewed the inspections of the base tower locations, an assessment of what equipment is currently in place and whether or not any maintenance is required. Jefferson County replaced the transmitter on the Lookout tower at their expense. The other towers were toned for transmission. Jefferson County has been very helpful in the review of tower maintenance. The next meeting is in January.

Intergovernmental Agreement with the City and County of Denver: Chief Daniels and Attorney Scheurer reported that John Curtis has not been able to get a satisfactory response from the Denver Fire Department. Chief Daniels and Attorney Scheurer will discuss and Chief Daniels will attempt to contact Chief Gonzales again.

Lawsuit filed by LMWD: Attorney Scheurer reported that he has contacted the attorney for our insurer. He is working on finding the Chief's Report: Status of new vehicles. Jeff Reynolds dropped in to the meeting to report that the department is still working on determining where #570 (the water tender) will be placed. It is currently at the decal shop. He reported that the radios are in and noted that the folding tank needs some adjustments. The Truck #530 (the interface attack vehicle) has been

correct person placed at the Mt. Vernon station and has been out with the SDA on calls. Mike Whitney and Jon Schriner are Pool for working on fitting the unit with some additional service. The equipment. Some minor adjustments by the process cannot manufacturer will be needed.

move forward until service **Administrator.** Chief Daniels introduced Rob has been Sontag. Mr. Sontag was hired last week as the completed. Department Administrator.

Attorney Scheurer will **Operations employee.** This position was discussed continue to during the budget review. monitor the

situation.DEPART **Cistern repairs.** Mr. Tomford was not in MENT attendance. Mr. Miller reported that Mr. Tomford ISSUES is still looking for an excavator.

Access and water availability. Attorney Scheurer has contacted Tim Buchanan but has not had an opportunity to discuss the issues with him. Ms. McCoy is to contact Holly Holder. Attorney Scheurer and Ms. McCoy will continue to follow up. It was suggested that Chief Daniels add this topic to his discussions with Chief Gonzales of Denver.

Member Handbooks and Operational Guidelines. The Chief reported that the distribution has been completed. John Emperor is working on collecting the receipts. Mr. Sontag will be assisting.

Mr. Sontag proposed a change to the purchasing policy in the Operational Guidelines. Director McKenry requested that District counsel and management review the proposed change and bring their recommendations to the next Board meeting.

Other. Chief Daniels reported that two truck were involved in accidents while responding to calls during icy conditions on I-70. Both units are still in service.

Department elections will be held in December.

Mr. Emperor has put in a significant amount of time and effort into programming a response

billing system and Mr. Schriener has put time and effort into developing a web site and street guide. The Board asked that written acknowledgment be sent to these Department members.

The Chief notified the Board that he will be requesting funding at the next meeting for emergency lights and various equipment for addition to the new personal vehicle he will be purchasing.

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

Remodel of Lookout Mountain Station: The Chief noted that the issue was discussed at the last membership meeting but no conclusions were made. This item will be tabled until the Department comes up with a plan.

Purchase orders: **Office chair.** Upon motion duly made by Director Hughes, seconded by Director Miller and, upon vote, unanimously carried, the Board approved the purchase requisition for a Herman Miller office chair in the amount of \$537.50.

Two-way pagers. Upon motion duly made by Director Hughes, seconded by Director Miller and, upon vote, unanimously carried, the Board approved the purchase requisition for alpha-numeric two-way pagers for the Chief and the Department Administrator in the amount of \$434.00.

Genesee Fitness Center: Deb Gillis distributed a proposed policy of membership. She suggested that the Board approve the full membership option with any additional training at the expense of the individual member. Jay McKean also recommends approval of Option I, at an annual cost of \$6,125.

Director Kunter would like to see accountability regarding member use in six months. Director Miller does not see that the amount of member response is enough to warrant full funding

(\$6,125) by the District, but is willing to test the plan. The Chief suggested a monthly report of member use be presented to the Board at each meeting. Mr. McKean volunteered to prepare said report. The Board would like it made clear to the members that the neither the District nor the Department will be responsible for any additional purchases by members for supplements and equipment. In addition to reporting on member participation, the Board requests that a physical assessment of the members be included with the annual membership. If possible the Board, auxiliary and Department Administrator would also like to be included in the annual membership.

Upon motion duly made by Director Hughes, seconded by Director Kunter and, upon vote, unanimously carried the Board approved the expenditure of \$6,125 for an annual membership with Genesee Fitness Center.

Long-Range Planning Committee: The last committee meeting was canceled. Chief Daniels has spoken with a member of the community who has experience in long-range planning and he has agreed to review the plan at no cost. The Board would like final recommendations from the committee by the April 2001 meeting.

Support Auxiliary: Ms. Braun reported that the Holiday Party will be held on December 12th. She also noted that a policy for bad weather response has been implemented. The Board requested staff to get a written response from the insurance carrier regarding liability coverage for the auxiliary.

OTHER
BUSINESS

Amendment 21: Director Miller congratulated everyone on their collective efforts against the passage of Amendment 21 and requested a \$25 personal contribution from each Board member toward reimbursement of his personal costs for distribution of information to the community.

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 adjourned.

Respectfully submitted,

By

Secretary for the Meeting

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THESE MINUTES APPROVED AS THE OFFICIAL NOVEMBER 21, 2000 MINUTES OF THE FOOTHILLS FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

John A. McKenry, III

Jack Kintner

Marvin Miller

Richard Kunter

Rick Hughes