

**RECORD OF PROCEEDINGS**

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MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
FOOTHILLS FIRE PROTECTION DISTRICT  
HELD  
APRIL 17, 2001

A regular meeting of the Board of Directors of the Foothills Fire Protection District (referred to hereafter as "Board") was convened on Tuesday, the 17th day of April, 2001, at 6:30 P.M., at the Mount Vernon Country Club, 24933 Club House Circle, Golden, Colorado. The meeting was open to the public.

ATTENDANCEDirectors In Attendance Were:

John A. McKenry, III, Chairman  
Marvin Miller  
Jack Kintner  
W. R. "Rick" Hughes  
Richard Kunter

Also In Attendance Were:

Kammy K. Tinney; Special District Management Services, Inc.

Richard A. Scheurer, Esq.; District counsel

Ed Daniels, Chief, Rob Sontag, Department Administrator, John Findling, and Jim Shea; Foothills Fire and Rescue

Joan Schwarz; Wildfire Preparedness Committee

Joanna Braun; Support Auxiliary

ADMINISTRATIVE  
MATTERS

Minutes: The Board reviewed the minutes of the March 20, 2001 regular meeting. Following discussion, Director Miller moved to approve the minutes, Director Kintner seconded the motion and, upon vote, the motion unanimously carried.

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FINANCIAL  
MATTERS

Disbursements: The Board considered approval of the payment of claims through the period ending April 17, 2001, totaling \$49,218.77, for operations.

Following review and discussion, Director Miller moved to approve payment of the claims through April 17, 2001, 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 March 31, 2001, a copy of which report is incorporated herein and made a part hereof by this reference.

The Board discussed the response billing procedure and the possibility of hiring a service to maintain the response billing. Mr. Sontag was directed to research the matter.

Following review, upon motion duly made by Director Kintner, seconded by Director Hughes and, upon vote, unanimously carried, the unaudited financial statements were accepted as presented.

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LEGAL MATTERS

Intergovernmental Agreement with the City and County of Denver: Attorney Scheurer reported that he had revised the language from a mutual aid to a fire aid agreement. He provided copies of the draft agreement for Board review. Chief Daniels has some technical information to add to the agreement. Director Miller volunteered to work with Attorney Scheurer and Chief Daniels to finalize the agreement.

Lawsuit filed by LMWD: Attorney Scheurer reported that the motion to dismiss is still before Judge Zimmerman for oral argument. No date has been set.

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Communications Authority: Chief Daniels reported that the operational group met yesterday and the board will meet tomorrow. The operational group reviewed the current status of the system. Elk Creek is on the HiBand system and North Fork is working on it. North Fork will be withdrawing from the Authority. The operational group will discuss with the Authority board the status of the system. It is working well, they will discuss maintaining the Authority or beginning individual conversions to HiBand. It was noted that the 800MHz system is working but it has limitations. Most departments are still on the 800 MHz system. The operational group will recommend that the Authority adopt a system similar to Elk Creek's.

Resolution to adopt the International Fire Code in conformance with Jefferson County: Attorney Scheurer distributed a draft resolution for the Board to review. Attorney Scheurer has discussed the issue with Mr. Sontag and suggests approval of the resolution. It is in the best interest of the District and Department to adopt the same code as the County. Director Miller reported that the County may not adopt the fire code until October of 2001. Attorney Scheurer suggested putting the resolution on hold until the County adopts the code. Director Miller reported that training sessions will be held the second Tuesday of every month, from May through September. Director Miller, Mr. Sontag and Mr. Tomford will attend the session on May 8, 2001.

Emergency vehicle stickers: Attorney Scheurer reported that he is working with the attorney for the Jefferson County Sheriff's Department, regarding the District obtaining authority for emergency vehicle stickers from the Sheriff's Department.

FPPA pension coverage for Department Administrator: Attorney Scheurer distributed a memo discussing the issues. No action was taken.

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Jason McKean: Attorney Scheurer distributed a memo discussing the issues. No action was taken.

**DEPARTMENT  
ISSUES****Chief's Report:**

**Status of repairs to #570.** #530 is in service with issues. #570 is still not in service. A conference call with Master Body was held today. Mr. Sontag and the Chief need to review the issues one more time for #530. Master Body is willing to work with us on the repairs. #570 will be going back to California where Master Body will repair all the problems. The District will be required to provide for the cost of materials. A purchase requisition will be presented to the Board at the next meeting. The repairs should be complete within three weeks of arrival in California. Director Kunter recommended that any necessary equipment upgrades, per the specifications attached to the correspondence to Master Body, be completed while the vehicle is in California. The Board directed that a letter be sent to Master Body confirming the terms of this agreement.

**Cistern repairs.** The repairs were to begin but were delayed by snow. The project is scheduled to begin this week.

**Usage at Geneses Fitness Center.** Mr. McKean is convalescing. The Chief reported that participation had dropped but is improving.

**Grant applications.** Mr. Sontag testified for the State EMS grant. The District was second on the list and is now first due to withdrawal of another that requested a waiver of the match. The total matching amount has not been determined as yet. Upon motion duly made by Director Miller, seconded by Director Hughes and, upon vote, unanimously carried, the Board authorized matching funds up to \$20,000.

Federal grant applications are due May 2<sup>nd</sup>. Attorney Scheurer is working on the details of combining with Genesee.

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A recruitment and retention grant cycle is coming up. The funds could be used for recruitments materials, costs of advertising, postage, etc... The maximum grant amount is \$1,500.

**Other matters.** The Department is requiring FF1 certification before members are allowed to respond to calls. There are approximately ten applicants scheduled to start FF1 classes in May.

Director Miller inquired about notification to some current members that their lack of participation or physical limitations may cause them to be dropped from membership. He is concerned that some of these members have EMS qualifications that are valuable to the Department. Chief Daniels is meeting with each individual and the Department is reviewing the possibility of separate requirements for fire fighter and EMS responders.

Fire Marshal's report. The Board reviewed Mr. Tomford's written report. The Chief reviewed the memo regarding sprinkler requirements for commercial and some residential properties.

Purchase orders: Following discussion, upon motion duly made by Director Kunter, seconded by Director Miller and, upon vote, unanimously carried, the Board approved the following purchase requisitions:

Service Agreement with PhysioControl and two AED's	\$1,294.00
Paramedic refresher course reimbursement	\$ 107.92
Re-stock medical supply inventory	\$ 578.66
Office furniture	\$ 499.97
Repairs to #570	\$2,500.00

Support Auxiliary: Ms. Braun reported that the group met last night to organize the pancake breakfast. They will be holding a raffle and preparing signs to put up in the District to increase participation.

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Wildfire Preparedness Committee: Ms. Schwarz reported that she has received a donation for the address signs and will give the donation to the auxiliary. She has also received a call from the Jefferson County Sheriff's office inquiring about the Wildfire Preparedness Committee and involvement in the address sign campaign.

Operational Guidelines revision regarding Department Administrator responsibilities: Attorney Scheurer distributed a written opinion regarding any legal issue that may arise from Mr. Sontag's participation in FPPA, including any compliance issues with the Fair Labor Standards Act, for Board review. Director Kintner requested that a written report of Mr. Sontag's response to calls be included each month with the agenda package.

Highland Rescue: Chief Daniels reported that Netti Calvi is forming a committee with Idledale and Lookout, there has been no action so far.

Long-Range Plan: Chief Daniels reported that, in his estimation, the best long-range plan for the District would be to approach the surrounding fire protection Districts and emergency service providers with the idea of consolidation. He feels that a consolidation would provide a higher level of service to all of the areas served. He would like to prepare a letter to the various agencies to that effect and will do so personally, if necessary. Following discussion, upon motion duly made by Director Hughes, seconded by Director Kintner and, upon vote, unanimously carried, the Board authorized the Chief to prepare said correspondence, on behalf of the District and the Department.

Truck-mounted cell phones: Director Hughes reported on his research. AT&T has offered to provide free activation and a rate of \$.20/minute, but will not provide free phones. The cost of the phones is approximately \$200 for analog or \$500 for digital. The cost to install is approximately \$100 per installation. Director

