

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
FOOTHILLS FIRE PROTECTION DISTRICT
HELD
AUGUST 21, 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 21st day of August, 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.

ATTENDANCE

Directors 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.

Ed Daniels, Chief; Rob Sontag, Department Administrator; Jon Schreiner; Jacob Sliemers; John Emperor; Nate Marshall; Jim Shea; Foothills Fire and Rescue

Richard J. Scheurer, Esq.; Robinson & Scheurer, P.C.

John Findling; resident

ADMINISTRATIVE
MATTERS

Minutes: The Board reviewed the minutes of the July 17, 2001 regular meeting. Following discussion, Director Miller moved to approve the minutes as amended, Director Hughes seconded the motion and, upon vote, the motion unanimously carried.

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Additional accident and sickness insurance coverage: Ms. Tinney reviewed the proposals. The District's current insurance carrier does not offer a \$500,000 lump sum or "Principal Sum" option. However, if the Board wishes, other carriers can be researched. Director Hughes spoke to his desire to increase the "Principal Sum" as an additional incentive to join the Department. Following discussion, upon motion duly made by Director Hughes, seconded by Director Miller and, upon vote, unanimously carried, the Board voted to increase the "Principal Sum" to \$250,000.

FINANCIAL
MATTERS

Disbursements: The Board considered approval of the payment of claims through the period ending August 21, 2001, totaling \$35,487.33, for operations.

Following review and discussion, Director Kunter moved to approve payment of the claims, Director Hughes 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 July 31, 2001, 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.

2002 Budget: Following discussion, upon motion duly made by Director Miller, seconded by Director Kintner and, upon vote, unanimously carried, the Board appointed SDMS to prepare the District's budget. The Board directed SDMS to work with the Department's Budget Committee. Mr. Sontag distributed a draft of proposed changes to the chart of accounts for 2001, for review.

2000 Audit: Ms. Tinney reviewed the status of the audit, noting that an extension has been filed.

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The audit is expected to be presented at the District's September meeting.

LEGAL MATTERS

Intergovernmental Agreement with City and County of Denver: Attorney Scheurer reviewed the correspondence to the City Attorney. Chief Daniels met with Kelly Caldwell, Denver's Chief, and provided a boundary map for Denver's reference. There were no commitments made by Chief Caldwell as to an agreement. Chief Daniels will discuss the current response bill with Chief Caldwell.

Attorney Scheurer reviewed the District's options. The District can give notice to Denver regarding non-response or the District can begin billing for any response. The Board directed that they begin billing for any response to the Denver Mountain Parks.

Lawsuit filed by LMWD: The attorneys have provided disclosure information, as required. At this time, it is up to LMWD to restructure the complaint as a breach of contract claim. The District is not required to take action at this time. LMWD has refused to remove Chief Daniels as a defendant. The District Board has indemnified the Chief.

Draft Agreement with Highland Rescue Team Ambulance Service regarding Truck #586: Attorney Scheurer prepared a revision, but did not have it with him. He will provide a copy to Mr. Sontag to distribute. Attorney Scheurer has received comments from Highland which he will prepare for review at the September meeting.

Proposed joint Community Center: There has been no change in the status of this issue since the District's last meeting, and there will be no change in status until the study is complete.

Change in law regarding Executive Session procedure: Attorney Scheurer will prepare a resolution for the Board's consideration at the September meeting.

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DEPARTMENT
ISSUES

Chief's Report: Operations Personnel. Mr. Sontag distributed a draft of job responsibilities for the Board's review. It was suggested that a paid responder be hired to supplement the Department's daytime response operations and to assist with administrative duties. Chief Daniels suggested hiring a temporary, paid firefighter until full-time operations staff can be hired. One option is to poll the members to determine if any of them have the qualifications to fill the position. Another option is to "borrow" an employee from Genesee. The Chief and Counsel were directed to pursue the issue. Director Kintner would like the Personnel Committee to review the issue within the next week and make a decision on behalf of the Board as to whether to hire temporary or interim personnel. The Board would then ratify that decision at their September meeting. The Personnel Committee and Chief Daniels were directed to review the job description for the position and consider the possibility of a paid Chief in those discussions.

Criteria for officers. The Chief reviewed the proposed changes for the Board's information. Attorney Scheurer reminded the Board that they should be more involved in the issue because, by statute, the Board must approve the selection of the Department Chief. Staff was directed to add a discussion of this issue to the September agenda.

Status of truck repairs. Truck #542 is back in service. Truck #530 is based in Lookout Mountain and despite minor electrical issues, is working well. There has been no change in status of Truck #570. In general, the fleet is in good order.

Communications Authority. Director Hughes reported that he was unable to attend this month's meeting, but would obtain a copy of the minutes for the Board.

Grant applications. Highland is working on purchase requisitions for the grant funds received. No grant funds have been received by the Department to

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date from the FEMA grant. A grant application will be submitted to GOCO in 2002.

Other matters. Daytime responders are scarce and the Department has been calling on Genesee personnel regularly. Chief Daniels expressed his appreciation to Genesee for their help.

Appointment of Department Officers: Chief Daniels noted that two officers were appointed to fill vacancies. John Curtis was appointed as Assistant Chief of Fleet and Facilities and Kristina Emperor was appointed Chief of Safety.

Fire Marshal's report: Mr. Sontag reported that he is serving in this capacity at this time, and it is possible he will be in this role for the long term. The Personnel Committee will review the feasibility of Mr. Sontag serving as Fire Marshall.

Cistern repairs. Mr. Sontag reported that SRC has been difficult to work with. SRC has had some difficulty in scheduling time to repair the cistern. Mr. Sontag will continue to pursue the issue.

Purchase orders: New copier. Mr. Sontag reviewed the proposal from IKON and recommended that the District enter into a 48-month agreement for the CANON copier. At \$289.19 per month, Mr. Sontag recommended the monthly payment option as being more cost-effective. Mr. Sontag also suggested donating the Department's old copier or using it as a backup system.

Following discussion, upon motion duly made by Director Kunter, seconded by Director Miller and, upon vote, unanimously carried, the Board deferred the issue until September and requested that an evaluation of the cost to purchase versus leasing be provided for review.

Light rescue vehicle. Mr. Sliemers reviewed the proposal from Super Vac that provides for a scaled-down truck body at a cost of \$60,000; however, Super Vac recommends spending as much as \$80,000

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for a higher quality truck body. The Truck Committee recommended deferring discussion on this issue until all quotes have been reviewed and finalized.

Type VI wildland vehicle. Mr. Sliemers reviewed the proposals from Front Range Fire Apparatus and Medved Brutyn.

Following discussion, upon motion duly made by Director Kunter, seconded by Director Kintner and, upon vote, unanimously carried, the Board authorized proceeding with the purchase of the Type VI flatbed from Front Range, as quoted and directed that further research be done to find the best price on the chassis. Action on this issue was deferred.

Support Auxiliary: There was no report.

Truck-mounted cell phones: No information has been received from the representative regarding availability.

Website: Mr. Schreiner reported that the domain has been saved and that he is working on a domain name.

Department appreciation dinner: Mr. Sliemers has been checking into the issue with Joanna Braun. The dinner will be held at the September 6th membership meeting. Following discussion, upon motion duly made by Director Kunter, seconded by Director Miller and, upon vote, unanimously carried, the Board authorized an amount not to exceed \$2,000 to be spent on the department appreciation dinner.

New bunker gear for new members: The Board authorized the purchase of new bunker gear for new members, at the budgeted amount.

Donation of Air Compressor: Following discussion, upon motion duly made by Director Hughes, seconded by Director Kunter and, upon vote, unanimously carried, the Board ratified the donation of its air compressor to the Deer Mountain Volunteer Fire

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Department.

COMMUNITY
COMMENTS

Damage to District vehicle: Mr. Findling proposed that a letter be written to the Board of Directors of Mount Vernon requesting reimbursement for damage caused to the Department's vehicle by speed bumps. The Board directed SDMS to draft the letter for review and to include a copy of the invoice for repairs.

Complaint from former employee: Mr. Shea relayed to the Board that when he was given an opportunity for advancement at West Metro Fire Department, he requested documentation about his training from the Foothills and Genesee Fire Protection Districts. He received the requested information from Genesee in an organized format. He reported that he did not feel he received the same consideration from the District's administrator. In addition, he never received approval from the Department to repair or replace his bunker gear. It was subsequently taken care of by West Metro. Mr. Shea voiced his concern about the state of the Department.

Director McKenry responded and apologized to Mr. Shea for the Department's lack of cooperation. He expressed his appreciation to Mr. Shea for bringing this matter to the Board's attention.

OTHER
BUSINESS

Monthly call report: Director Kintner requested that Mr. Sontag's monthly report of calls between the Department and Highland be included in the agenda.

Director Hughes reviewed a sample call report and requested that the Board consider adding this item to the Chief's Report. Mr. Emperor has been working on this.

Grievances: Director Hughes requested that the Board receive a regular report of grievances from the Board of Trustees.

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Personnel matters: Mr. Tomford has requested that the Board review correspondence regarding personnel matters.

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 *Kenneth Turley*
Secretary for the Meeting

THESE MINUTES APPROVED AS THE OFFICIAL AUGUST 21, 2001 MINUTES OF THE FOOTHILLS FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

John A. McKenry III
John A. McKenry, III

Jack Kintner
Jack Kintner

Marvin W. Miller
Marvin Miller

Richard Kunter
Richard Kunter

W.R. Hughes
W.R. "Rick" Hughes