

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
FOOTHILLS FIRE PROTECTION DISTRICT
HELD
MARCH 20, 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 20th day of March, 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

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

Also In Attendance Were:

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

Ed Daniels, Chief, Rob Sontag, Department Administrator, John Findling, Leon Siefken 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 February 20, 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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Payroll services proposal: Upon motion duly made by Director Kintner, seconded by Director Hughes and, upon vote, unanimously carried, the Board directed that the payroll for the Directors continue to be administered by SDMS.

Health insurance plan: Ms. Tinney addressed the Board. The current health insurance provider, Prudential, will no longer offer group coverage as of April 1, 2001. A proposal from Aetna US Healthcare was distributed for Board review. Following discussion, upon motion duly made by Director Miller, seconded by Director Hughes and, upon vote, unanimously carried, the Board accepted the proposal from Aetna to continue the health insurance coverage for a monthly premium amount of \$750.

FINANCIAL
MATTERS

Disbursements: The Board considered approval of the payment of claims through the period ending March 20, 2001, totaling \$24,216.42, for operations. The check to Richard Kunter will be voided.

Ms. Braun addressed the Board and inquired whether or not the arbitration regarding the Doug Taylor matter was being resolved, due to the expenses incurred to the District. Mr. Miller responded that the matter has been concluded. Ms. Braun also noted that the utility charges for the stations seemed high. Mr. Sontag was directed to review the utility charges for any discrepancies. It was also noted that the charges for IREA were incorrectly coded to the Idledale station and should be coded to the Rainbow Hills station. Director Kintner questioned the new format and charges from Special District Management Services. Ms. Tinney will have Ms. McCoy contact Director Kintner to discuss.

Following review and discussion, Director Miller moved to approve payment of the claims through March 20, 2001, as amended, Director Kintner seconded the motion and, upon vote, the motion unanimously carried.

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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 February 28, 2001, a copy of which report is incorporated herein and made a part hereof by this reference.

Director Kintner inquired about the response billing procedure between the Department and SDMS. Mr. Sontag reported that they are delivered once a month to SDMS. The Board directed Mr. Sontag to send the paperwork, via USPS, every two weeks to the attention of Connie Scott at SDMS.

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

LEGAL MATTERS

Intergovernmental Agreement with the City and County of Denver: Chief Daniels reported that the City and County of Denver sent a mutual aid agreement which read exactly as the previous agreement. Attorney Scheurer will prepare a draft of what the District is looking for and will submit it to the City.

Lawsuit filed by LMWD: Chief Daniels reported that we are waiting for the hearing to be scheduled on the motion to dismiss.

Communications Authority: No meetings have been held and there was no report.

**DEPARTMENT
ISSUES**

Chief's Report: The Chief reported on the I-70 incident involving Jay McKean on March 10, 2001. Truck #580 (1990 Ford Chassis) was impounded due to the ongoing investigation and is now at the Rainbow Hills station.

Status of repairs to #570. #570 is still not in service. A plan has been prepared to inventory the vehicle with Greg Bayse of Fleet Management to

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determine the type and extent of the damages. There are some issues with the warranty and the quality of the truck's manufacturing. Mr. Sontag will prepare a letter for review by Attorney Scheurer which will be sent to Master Body.

Cistern repairs. There was no report and no action has been taken. Mr. Sontag and Chief Daniels will follow-up.

Member Handbooks and Operational Guidelines. Mr. Sontag reported that all copies have been distributed and all receipts have been returned.

Usage at Geneses Fitness Center. There was no report.

International Fire Code. Jefferson County will adopt the International Fire Code on May 1, 2001 to become effective on July 1, 2001. The Board directed that counsel be requested to prepare a resolution stating that the District adopts the same code as the County. Mr. Sontag and Mr. Tomford are to report with any additions to the resolution.

Other. Grant priorities. A memo outlining the priorities was distributed for the Board's review.

Open house. The Department will hold open houses at the Idledale Station on Saturday and at the Lookout Station on Sunday to recruit new volunteers.

Placement of trucks. It was noted that 542 and 543 will be placed at the Grapevine Station and 541 will be placed at Idledale. 542 and 543 are better equipped to respond to I-70 and 541 is better for maneuvering on Highway 74.

House numbers. House number signs will be available to the public at the open houses this weekend. The order received was six signs short. The six have been re-ordered and the District will pay for shipping only. We should receive an invoice in approximately six weeks. There was

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discussion as to the most effective way to get the word out that the signs are available to homeowners. Mr. Sontag suggested authorizing the expenditure of \$300 for printing and \$250 for postage to mail information to residents. Director Kintner suggested an ad in the FireFly. It was suggested that information could be added to the invitations for the pancake breakfast. Mr. Sontag feels direct mail is more effective. Mr. Sontag was directed to work with Ms. Schwarz to determine the most effective and cost efficient method of distributing the information to residents. The Board will authorize additional expenditures if and when they become needed. Chief Daniels suggested a review of the effectiveness of the program with the 500 signs currently available, before additional signs are ordered. The Board agreed with the suggestion and requested that the Department conduct an address check for those that are distributed.

Ms. Schwarz noted that the expenditure for the signs had been re-authorized in October 2000, but the initial approval was given in 1999, with funds appropriated in the 1999 budget. The invoice to be paid in 2001 uses the balance of the 2001 Wildfire Preparedness Committee budget. Following discussion, upon motion duly made by Director Kintner, seconded by Director Miller and, upon vote, unanimously carried, the Board authorized an additional \$2,500 for the Wildfire Preparedness Committee budget.

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

Purchase orders: Review of procedure for purchase requisitions. Director Hughes addressed the Board and staff regarding last minute purchase requisitions being presented for Board review and approval at the meeting, rather than with the agenda packages. He noted that, in the future, all last minute requisitions must come through the Chief or they will not be considered by the Board.

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Recruiting ad. Following discussion, upon motion duly made by Director Miller, seconded by Director Kintner and, upon vote, unanimously carried, the Board ratified the expenditure of \$500 for recruiting advertisements.

High Band radio installation for Jacob Sliemers. Upon motion duly made by Director Miller, seconded by Director Kintner and, upon vote, unanimously carried, the Board approved the installation expense, as presented, in the total amount of \$460.

Air compressor. The vendor will require payment upon receipt. The expected delivery date is March 30th. SDMS will prepare a check upon receipt of the invoice and will route for signature.

Support Auxiliary: Ms. Braun reported that the group met on Saturday. They are beginning the planning for the pancake breakfast and continuing work on improving communications. The auxiliary will supply the food for this weekend's open houses. There was some discussion regarding a fund-raiser for Jay McKean. After review and approval by District counsel as to the effect of the donations on worker's compensation and accident and sickness policy payments, the Auxiliary plans to place donation cans in various locations to solicit donations.

Operational Guidelines revision regarding Department Administrator responsibilities: The Board deferred action pending response by counsel. Director Kintner suggested that #3 be revised to reflect "we". Mr. Sontag will make the changes.

OTHER
BUSINESS

Pension Board meeting: Staff was directed to add Robert Aussprung to the pension board agenda for discussion. The pension board needs counsel to review whether or not military leave counts as a leave of absence.

Community Center: Director Hughes informed the Board that the new community church is taking away

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the space used by the C.A.R.E. organization. He would like the District to consider incorporating a community center into any new fire station that might be built. Ms. Schwarz spoke regarding the same issue. The C.A.R.E committee is preparing a survey to gauge interest. There is a possibility that a new district could be formed at the November election. Pleasant View has a combination fire station/community center. Mr. Findling discussed the fact that fire stations are required to be available to the community.

Strobe lights on trucks: Director Hughes inquired as to the NFPA standard for the size of the strobe lights used on the trucks and requested that the Department review the possibility of installing brighter lights. The Chief will look into it.

Mounted cell phones in trucks: Director Hughes offered to assist the Department in researching the costs for mounting cell phones in each of the vehicles and to present a proposal to the Board.

ADJOURNMENT:

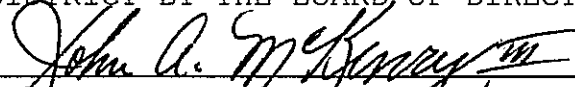
There being no further business to come before the Board at this time, upon motion duly made, seconded and unanimously carried, the meeting was adjourned.

Respectfully submitted,

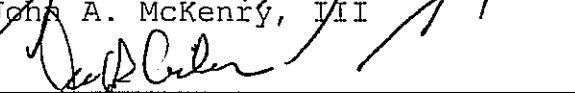
By *Kenneth A. Purkey*
Secretary for the Meeting

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THESE MINUTES APPROVED AS THE OFFICIAL MARCH 20,
2001 MINUTES OF THE FOOTHILLS FIRE PROTECTION
DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:




John A. McHenry, III



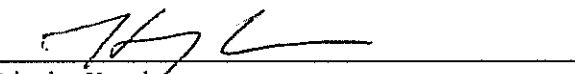
Jack Kintner



Marvin Miller



Richard Kunter



Rick Hughes