

**RECORD OF PROCEEDINGS**

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
FOOTHILLS FIRE PROTECTION DISTRICT  
HELD  
MAY 15, 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 15th day of May, 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  
Richard Kunter

Upon motion duly made by Director Miller, seconded by Director Kunter and, upon vote, unanimously carried, the absences of Jack Kintner and W. R. "Rick" Hughes were excused.

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

Rob Sontag, Department Administrator, Chris Tomford, Fire Marshal, and Jim Shea; Foothills Fire and Rescue

Joanna Braun; Support Auxiliary

ADMINISTRATIVE  
MATTERS

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

2001 SDA Annual Conference: Director Kunter expressed interest in attending. Director Kintner had previously stated that he felt Mr. Sontag

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should attend. Upon motion duly made by Director Miller, seconded by Director Kunter and, upon vote, unanimously carried, the Board approved sending three representatives, including Mr. Sontag, to the SDA Conference.

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FINANCIAL  
MATTERS

Disbursements: The Board considered approval of the payment of claims through the period ending May 15, 2001, totaling \$20,242.17, for operations.

It was noted that \$91.00 was refunded from the Auxiliary for reimbursement of printing costs and \$5,900 was received for wild fire response to the Eldorado fire in the summer of 2000.

Following review and discussion, Director Kunter moved to approve payment of the claims through May 15, 2001, Director Miller 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, 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.

Lease escrow account with Wells Fargo: Upon motion duly made by Director Miller, seconded by Director Kunter and, upon vote, unanimously carried, the Board authorized withdrawal of the remaining funds in the lease escrow account and directed that the funds be invested with ColoTrust.

2000 Audit: Upon motion duly made by Director Miller, seconded by Director McKenry and, upon vote, unanimously carried, the Board authorized the request for an extension of time to file the 2000 audit to be made to the State Auditor.

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LEGAL MATTERS

Intergovernmental Agreement with the City and County of Denver: Mr. Sontag reported that the proposed changes have been submitted and their counsel is working on a response. Further discussion was deferred.

Lawsuit filed by LMWD: Director Kunter stated that he believes the hearing on the motion to dismiss is scheduled for June 21<sup>st</sup>. Further discussion was deferred.

Emergency vehicle stickers: Mr. Sontag reported that Attorney Scheurer received correspondence from the attorney for the Jefferson County Sheriff's Department stating that the Sheriff's Department will consider such applications. Mr. Sontag will complete and submit the applications.

DEPARTMENT  
ISSUES

Chief's Report: Mr. Sontag reported for the Chief.

**Daytime response, out-of-District membership and operations employee.** The Chief has temporarily lifted the moratorium on out-of-District membership to the Department. The Department is considering consolidating all employee offices to the Lookout Station. Depending upon whether or not an Operations person is hired, there is a possibility that the Lookout Station may be re-configured with a daytime responder area.

**Consolidation proposal.** A draft of the Chief's proposed letter was distributed for review by Board. Director McKenry suggested that the letter be sent and wait for the response from Genesee and Highland.

**Status of repairs to #570.** Mr. Sontag has spoken with Master Body. They are currently working on the plumbing problem and it is worse than expected. The repairs to the plumbing should be done by the end of the week. The truck will then be sent on to International for the service work. Chief Daniels and Mr. Sontag will fly out Tuesday to pick the truck up and drive it back.

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**Communications Authority.** The April minutes for the Authority were distributed for review. Director Hughes has spoken with the Chief and Director McKenry and has committed to regular attendance at the meetings to better represent the District's interests.

**Grant applications.** Mr. Sontag reported that FEMA has received 92,000 submittals (country-wide) and is reviewing the requests.

**Usage at Genesee Fitness Center.** Mr. Sontag reported that no information is available. A detailed report from the start of the program and a current report will be provided at the next meeting.

**Other matters. FPPA-Rob Sontag:** Mr. Sontag and Ms. Tinney reported on a meeting they had with representatives of FPPA regarding Mr. Sontag's membership in the plan. Mr. Sontag will begin making his 8% contribution with the District's matching contribution of 8%, beginning on June 1. Mr. Sontag proposed waiving the 4% contribution to a 457 Defined Benefit Plan, as outlined in his contract, for the past six months, and going forward based on his six month performance review.

There is also an Accident and Sickness Policy provided with membership in FPPA that requires a 2.3% contribution. This contribution can be made by either the employer or the employee, or a combination of both. Following discussion, upon motion duly made by Director Kunter, seconded by Director Miller and, upon vote, unanimously carried, the Board approved paying 100% of the 2.3% contribution to the Accident and Sickness Policy with FPPA.

**Fire Marshal's report. Cistern repairs.** Mr. Tomford reported that the cistern is empty. The contractor continues to state that work will begin soon. Mr. Sontag suggested notifying the contractor that the District will refill the cistern at their expense, including draining and refilling. The Board directed Mr. Sontag and Mr. Tomford to contact the contractor.

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**Sprinkler requirements.** Mr. Tomford reported that he is working with Attorney Scheurer on the details. He asked for direction on whether to wait for Jefferson County to adopt the International Fire Code ("IFC") or forge ahead. The Board directed that he keep working on the requirements and the District will make changes if necessary, once the County adopts the IFC.

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

Portable radios, batteries and charger	\$2,833.76
Airline ticket reimbursement to Rob Sontag	\$ 595.00
Open house expenses reimbursement to Support Auxiliary	\$ 521.66

Support Auxiliary: Ms. Braun reported that the group is meeting on Saturday to finalize the plans for the pancake breakfast which will be held on June 3<sup>rd</sup> at the Lookout Station.

South Side Response by Highland Rescue: Mr. Sontag will take responsibility to coordinate meeting on the issues and report back to the Board at the August meeting.

Truck-mounted cell phones: Mr. Sontag reported that Nextel, Sprint, AT&T and Verizon provided quotes. Sprint's quote put them out of the running and Nextel requires minimum call amounts. AT&T quoted at \$.19/minute and Verizon quoted at \$.18/minute. The Verizon phones are flip-phones which are not very durable but they offer a lower per minute price. AT&T has beeper phones at approximately \$250 per phone. None of the vendors has offered package pricing for the fifteen trucks that need to be equipped. Mr. Sontag was directed to try out the best price and service available and to report back to the Board.

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Response billing service: Mr. Sontag has discussed the service with two vendors. Most services provide ambulance, not rescue, billing. Mr. Sontag met with Deputy Chief Wiest with West Metro Fire Protection District. They are interested in discussing options to provide the rescue billing service and are ready to take on the EMS billing at any time. Mr. Sontag will prepare a proposal for Board review at the next meeting.

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OTHER  
BUSINESS

Ms. Braun reported that 450 Boy Scouts are looking for a health aid for an upcoming camping trip. The position is volunteer only. The health aid must have a minimum certification of CPR/First Aid. The dates of the camping trip are June 14-15. The trip will be cancelled if no one volunteers.

Mr. Sontag reported that the Department's physician advisor has stated that he will discontinue his representation of the Department if an EMT/Paramedic working under his physician advisement participates.

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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 Jarvis Sturkey  
Secretary for the Meeting


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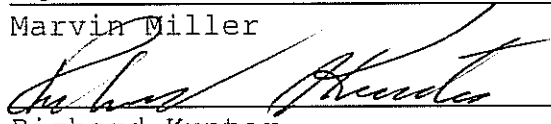
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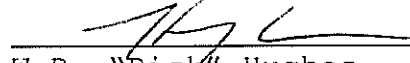
THESE MINUTES APPROVED AS THE OFFICIAL MAY 15,  
2001 MINUTES OF THE FOOTHILLS FIRE PROTECTION  
DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

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John A. McKenry, III

  
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Jack Kintner

  
\_\_\_\_\_  
Marvin Miller

  
\_\_\_\_\_  
Richard Kunter

  
\_\_\_\_\_  
W.R. "Rick" Hughes

## RECORD OF PROCEEDINGS

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MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
FOOTHILLS FIRE PROTECTION DISTRICT  
HELD  
MAY 24, 2001

A special meeting of the Board of Directors of the Foothills Fire Protection District (referred to hereafter as "Board") was convened on Thursday, May 24, 2001, at 6:00 p.m. at the Idledale Community Church, 21429 Highway 74, Idledale, Colorado.

**ATTENDANCE: Directors in Attendance were:**

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

Jack Kintner was unable to attend and was excused by the Board.

**Also in Attendance were:**

Richard A. Scheurer, Esq.; District Counsel  
Ed Daniels, Chief, Foothills Fire Protection District

Josh Smith, Julie Madsen, Jacob Sliemers, Bob Schwartz, Michael Whitney, Jon Schreiner, Foothills Fire and Rescue

Director Millers moved to convene an Executive Session of the Board. The motion was seconded by Richard Kunter and approved by all present.

The Board came out of Executive Session at 6:55 p.m.

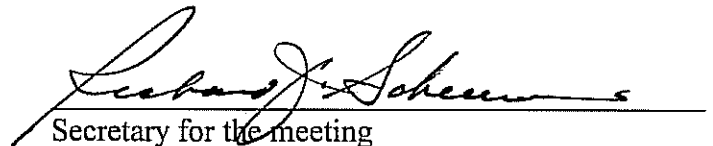
**LEGAL MATTERS:**

The Board reviewed letters that were submitted by Julie Madsen, Jon Schreiner, and Michael Whitney, all of which addressed various issues with regard to policies and current administration, involving the Chief, Deputy Chief and the Administrator. After initial review, the Board determined that the issues raised were properly those which should be processed under Article VII, Grievances, subpart 7.1.3. of the Rules and Regulations, and that the issues raised in the letters should first be presented to the Board of Trustees. The Board clarified that the members who had submitted the letters detailing their concerns were, in fact, entitled to review of these concerns by the Trustees as provided by the adopted

Rules & Regulations, and that resolution of the issues at the lowest possible level is the preferable approach to addressing the issues concerned. The Board indicated that, in the event that no resolution was achieved at the Board of Trustees level, that they would entertain a request from any of the parties for further consideration. It was determined that the letters currently provided to the Board will be held by Director Miller and will not be distributed or made available, and that the parties will make efforts to review the contents of their respective letters, discuss issues first with the persons most directly involved, *i.e.*, the Chief, Deputy Chief and Administrator, and then refine the issues that would be submitted for a Board of Trustees consideration.


There were no objections from those present to the Board's request for compliance with the adopted procedures. There being no further business to come before the Board, Director Hughes moved to adjourn at 7:22 p.m. Director Miller seconded the motion and it was passed unanimously.

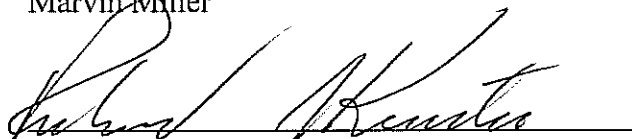
Respectfully submitted,

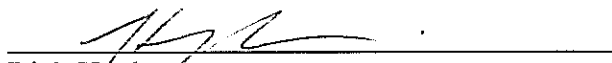
  
Secretary for the meeting

THESE MINUTES APPROVED AS THE OFFICIAL MAY 24, 2001 MINUTES OF THE  
FOOTHILLS FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING  
BELOW:

\_\_\_\_\_  
John A. McKenry, III

  
\_\_\_\_\_  
Marvin Miller

  
\_\_\_\_\_  
Richard Kunter

  
\_\_\_\_\_  
Rick Hughes