

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
FOOTHILLS FIRE PROTECTION DISTRICT
HELD
NOVEMBER 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 November, 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.

Ed Daniels, Chief, Rob Sontag, Department Administrator; Nate Marshall, John Emperor and Damon Brown; Foothills Fire and Rescue

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

Joanna Braun; Support Auxiliary

Tim O'Hare; West Metro Fire Protection District

John Findling; resident

ADMINISTRATIVE
MATTERS

Minutes: The Board reviewed the minutes of the October 23, 2001 special meeting. Following discussion, upon motion duly made by Director Hughes, seconded by Director Kintner and, upon vote, unanimously carried, the minutes of the October 23, 2001 meeting were approved.

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Management services: The Board reviewed the revised Management Services Agreement submitted by SDMS. The Board requested Deborah McCoy to attend the December 2001 meeting to discuss the revisions with the Board directly.

FINANCIAL
MATTERS

Disbursements: The Board considered approval of the payment of claims through the period ending November 20, 2001, totaling \$62,117.06, for operations. Check #3624 was voided. Check #3263, in the amount of \$360.00, was issued to John Kilpatrick. Staff was directed to review taxes on checks #3640 and #3648.

Following discussion, upon motion duly made by Director Kunter, seconded by Director Miller and, upon vote, unanimously carried, the payment of claims through the period ending November 20, 2001 was approved, as amended.

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, 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 Kintner and, upon vote, unanimously carried, the unaudited financial statements for the period ending October 31, 2001 were accepted as presented.

2002 Budget Hearing: The Chairman opened the public hearing to consider the proposed 2002 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.

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No public comments were received and the public hearing was closed.

Ms. Tinney reviewed the estimated 2001 expenditures and proposed 2002 expenditures.

Following discussion, the Board considered the adoption of the Resolution to Adopt the 2002 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, 2001, 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.

457 Deferred Compensation Plan: The Board previously approved participation in the plan. Following review, upon motion duly made by Director Kintner, seconded by Director Kunter and, upon vote, unanimously carried, the Board authorized execution of the Adoption Agreement and Trust Agreement for the 457 Deferred Compensation Plan.

LEGAL MATTERS

Lawsuit filed by LMWD: Attorney Scheurer noted that there was no new information to report. No response to LMWD's requests has been received from the courts to date.

Resolution to adopt International Fire Code: Jefferson County adopted the code effective October 1, 2001. Chief Daniels noted that he would like additional sprinkler and key box requirements incorporated into the District's code.

Following discussion, upon motion duly made by Director Miller, seconded by Director Kintner and,

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upon vote, unanimously carried, the Board adopted the Resolution to adopt the International Fire Code. A copy of the Resolution is attached hereto and made a part hereof.

Attorney Scheurer will prepare the Resolution for execution at the December meeting.

Disciplinary Action for Mr. Shea: Mr. Shea submitted a formal request for an appellate hearing to the Board. The Board scheduled the hearing for 8:00 p.m., to follow its regular December meeting that begins at 6:30 p.m. Attorney Scheurer will prepare a response to Mr. Shea notifying him of the date, time and place of the meeting. Attorney Scheurer will also review the requirements for the public being present at the hearing and the possibility of an Executive Session.

Lease Agreement with Highland: The Agreement is being reviewed by Highland's counsel. Once the review is complete, the Agreement will be returned to the Board. It is expected to be returned prior to the December meeting.

DEPARTMENT
ISSUES

Administrator/Fire Marshall Report: **Operations Personnel.** The deadline to submit applications has passed. Mr. Sontag has developed a form for use by a five-person panel at each candidate's interview. He estimates that a candidate will be selected in December for hiring in January 2002.

Status of fleet repairs. One vehicle is currently at Fleet Management for minor repairs.

Cistern repairs. The contractor is scheduled to meet with Mr. Sontag on December 4, 2001, at 8:00 a.m., at Sunset Hills. If the contractor fails to keep the appointment, Art Braun will perform the repairs.

Truck-mounted cell phones. The first phone will be mounted on Truck 583 today. The remaining phones will be installed by December 5, 2001.

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Website. High speed internet service is being installed this week.

Purchase of Type VI wildland vehicle chassis. No report was available.

Call volume report. Mr. Sontag met with Directors Kintner and Hughes this morning to review the report format. He will present a copy of the report to the rest of the Board for review at the December meeting.

Proposal regarding Fire Marshall services. Mr. Sontag reported that he had interviewed various individuals and investigated the available Fire Marshall service providers.

Mr. O'Hare presented his proposal to the Board. It was noted that he is generally available on Mondays and Fridays.

Mr. Sontag recommended hiring Mr. O'Hare. The Chief also believes that Mr. O'Hare would be an asset to the Department.

Mr. O'Hare's compensation would be an hourly rate, based on a budgeted amount of \$20,000 for salary and materials. The Board would like to review issues with the Chief and Administrator before an hourly rate is established. The Chief would like to work out a definitive allocation of the \$20,000 budgeted. He will poll the Board next week to ascertain their approval.

Chief's Report: Lookout Station. The Chief reported that Mr. Brown is doing an excellent job on the station remodeling.

Open house. The Chief reported that an Open House has been scheduled for December 1, 2001 at the Lookout Station. It is planned as a recruiting event.

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Highway guidelines: Highway guidelines are now in effect, and a training session was conducted. The day after the training, members used the guidelines in an incident response.

Department elections. Department elections are underway. Nominations were opened at the last membership meeting, and elections are scheduled for the December membership meeting.

Purchase orders: Light rescue truck. The Truck Committee is continuing to review and assess the need for the equipment. The call report will help them to make a determination.

EMS equipment. The Board reviewed the purchase requisitions:

Medtronic Physio-Control	\$12,394.75
Dynamed	\$ 1,109.98
Exempla Lutheran Medical Center	\$ 430.18

Following discussion, upon motion duly made by Director Miller, seconded by Director Kintner and, upon vote, unanimously carried, the Board authorized payment of the purchase requisitions totaling \$13,934.91.

Tuition reimbursement request. The Board reviewed a reimbursement request for \$360.00 from John Kilpatrick who completed the EMT-B Course at Lutheran Medical Center.

Following discussion, upon motion duly made by Director Hughes, seconded by Director Miller and, upon vote, unanimously carried, the Board approved Mr. Kilpatrick's reimbursement request for EMT training in the amount of \$360.00.

Laptop computer. Following discussion, upon motion duly made by Director Kunter, seconded by Director Miller and, upon vote, unanimously carried, the Board approved Mr. Sontag's purchase requisition for a laptop computer with docking station in the amount of \$2,693.90.

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Support Auxiliary: Ms. Braun reported that the Christmas party has been scheduled for December 11th and will be held at Christie's of Genesee.

It was noted that there will be no support available this weekend, although supplies will be at the station.

Communications Authority: Director Hughes reported that he has received no response from the chairman. The Chief attended the Communications Authority meeting last week. The meeting included a planning assessment for Hi-Band and grant funds. It was noted that Board representation is necessary.

Long-range master planning: Director Kintner reviewed his meeting with Kevin Collins at Clifton Gunderson and distributed a memo for review by the Board. Mr. Collins would like to meet with Department members and prepare a new financial projection.

Following discussion, upon motion duly made by Director Kunter, seconded by Director Hughes and, upon vote, unanimously carried, the Board authorized execution of the engagement letter with Clifton Gunderson, LLP to prepare the District's financial projections for an amount not to exceed \$4,500.

OTHER BUSINESS

Member appreciation: Ms. Braun thanked Mr. Emperor and Mr. Brown for speaking to a group of Cub Scouts at the elementary school.

Contributor appreciation: Director Hughes suggested recognizing special contributors to the Department at the Christmas party.

Response billing past due report: The Board would like to proceed with a letter to those on the past-due listing to negotiate payment of the charges or send the accounts to collections. Mr. Sontag noted that ambulance-related charges or charges incurred by Medicare recipients are not permitted to be sent

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for collection; past due charges incurred in 1998 and earlier must be written off. Ms. Tinney will contact collection agencies to determine charges for their services.

ADJOURNMENT

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

Respectfully submitted,

By *Kathryn A. Tinney*
Secretary for the Meeting

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

John A. McKenry, III
John A. McKenry, III

J. Kintner
Jack Kintner

Marvin D. Miller
Marvin Miller

Richard Kunter
Richard Kunter

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