

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
FOOTHILLS FIRE PROTECTION DISTRICT
HELD
OCTOBER 23, 2001

A special meeting of the Board of Directors of the Foothills Fire Protection District (referred to hereafter as "Board") was convened on Tuesday, the 23rd day of October, 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:
Deborah D. McCoy and Kammy K. Tinney; Special District Management Services, Inc.

Ed Daniels, Chief; Jacob Sliemers, Nate Marshall and Damon Brown; Foothills Fire and Rescue

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

Joanna Braun; Support Auxiliary

ADMINISTRATIVE
MATTERS

Minutes: The Board reviewed the minutes of the September 18, 2001 regular meeting. Following discussion, upon motion duly made by Director Miller, seconded by Director Kintner and, upon vote, unanimously carried, the minutes of the September 18, 2001 meeting were approved.

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MATTERS

Disbursements: The Board considered approval of the payment of claims through the period ending October 16, 2001, totaling \$26,628.56, for operations.

Following review and discussion, upon motion duly made by Director Kintner, seconded by Director Kunter and, upon vote, unanimously carried, the payment of claims through the period ending October 16, 2001, totaling \$26,628.56, was approved.

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 September 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 Hughes, seconded by Director Miller and, upon vote, unanimously carried, the unaudited financial statements for the period ending September 30, 2001 were accepted as presented.

2002 Budget: Ms. McCoy reviewed the draft budget. The Board discussed the possibility of using a portion of the ending fund balance for 2001 to pay off the lease on the trucks or to reduce the total debt. The debt becomes callable on December 15, 2001, and approximately 45 days notice to the Trustee is required for additional payment.

Following discussion, upon motion duly made by Director Miller, seconded by Director Kunter and, upon vote, unanimously carried, the Board approved an additional principal payment of \$100,000 towards the debt.

Staff was directed to provide notice to the Trustee and amend the 2001 debt service fund figures to reflect the additional payment.

LEGAL MATTERS

Lawsuit filed by LMWD: Attorney Scheurer noted that there was no new information to report.

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Draft Agreement with Highland Rescue Team Ambulance Service regarding Truck #586: The Board discussed the October 8, 2001 response letter to Highland Rescue.

Chief Daniels advised the Board that he would like the District to be represented on the Highland Rescue Board of Directors.

Following discussion, upon motion duly made by Director Miller, seconded by Director Kintner and, upon vote, unanimously carried, the Board approved and authorized execution of the agreement with Highland Rescue Team Ambulance Service regarding Truck #586, to be modified with additional language regarding the District's interest in Highland's operation and a request to have an ex-officio Board membership on the Highland Rescue Board. Attorney Scheurer will include this request in correspondence to Highland Rescue upon execution of the agreement.

Antenna Lease: Attorney Scheurer and Rob Sontag have worked on the antenna lease and added indemnification language to the agreement. The lease has been executed.

DEPARTMENT
ISSUES

Administrator/Fire Marshall Report: Operations Personnel. Chief Daniels reported that an advertisement for an Operations staff member has been circulated. Eleven responses have been received to date. The application deadline is November 12, 2001, and selection of a candidate is expected by December 1, 2001.

Status of fleet repairs. Mr. Brown is working with Greg at Fleet Services to coordinate needed maintenance. The ambulance has been certified. Mr. Brown has also been working on year-end equipment testing and maintenance logs for each vehicle.

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Grant applications. The FEMA grant application was denied. FEMA had appropriated \$100 million for the grants, and received requests for assistance totaling approximately \$3 billion.

Cistern repairs. Chief Daniels reported that Mr. Sontag was directed to give the contractor one more chance before turning the work over to Art Braun, a resident of the District, who agreed to perform the work at the existing contract price.

Truck-mounted cell phones. The phones have been received but have yet to be installed.

Website. Mr. Marshall reported that the domain name is available. He is will be working with Mr. Sliemers and Mr. Brown on Friday to re-register the name. It was noted that the District's and Highland's websites will be linked.

Use of station for antennas and related equipment. The Agreement has been executed.

Purchase of Type VI wildland vehicle chassis. The chassis has been ordered and is on its way to Front Range Fire Apparatus for fitting.

Correspondence from Jeff Reynolds. The Board reviewed the letter. No action is necessary.

Call volume breakdown report. Director Hughes inquired about the status of the report. Directors Kintner and Hughes will prepare a specific list of requests for information to Mr. Sontag.

Chief's Report: Call report. The Chief reported on a call regarding a gas tanker explosion approximately two weeks ago. Apparently, the driver lost control and sparks caused the tanker to explode. The Chief noted the great response by the Department. He also noted that Genesee provided mutual aid.

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Continued Training. Chief Daniels reported that Kris Emperor is doing a great job as training captain. He noted that the driving and air bag deployment training at CSP were excellent.

Purchase orders: Light rescue truck. Mr. Sliemers advised the Board that in order to make a recommendation, he needs to have information about the number and type of calls coming into the south side station. Mr. Sliemers believes the District needs a light duty vehicle, but needs to determine if a new or new-used vehicle would be most appropriate. No action was taken.

Tuition reimbursement request. The Chief presented a reimbursement request for \$3,405.00 from Damon Brown who completed paramedic school. The training required commuting to Scottsbluff, Nebraska for eight months.

Following discussion, upon motion duly made by Director Kunter, seconded by Director Miller and, upon vote, unanimously carried, the Board approved Mr. Brown's reimbursement request for paramedic training and commuting costs in the amount of \$3,405.00.

Vehicle stop blocks. The Chief reported that the vehicle stop blocks currently being used no longer meet NFPA standards. Following discussion, upon motion duly made by Director Miller, seconded by Director Kintner and, upon vote, unanimously carried, the Board approved the purchase of four stop blocks at a cost of \$172.00 each and four brackets at a cost of \$56.00 each.

Revisions to the Operational Guidelines: Chief Daniels presented the proposed revisions via a video presentation. The revisions include safety on highway calls, severe weather situations and structure responses. Officer qualifications and official elections have also been revised. The Board noted that it would like to see blacklined versions of revisions in the future. The Chief recommended approving the revisions as discussed.

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Director Hughes said he would like to see a Chaplain added back into the structure.

Following discussion, upon motion duly made by Director Kintner, seconded by Director Kunter and, upon vote, with Directors Miller, Kunter, Kintner and McKenry voting in favor and Director Hughes voting against, the revisions to the Operational Guidelines were approved as presented.

Support Auxiliary: Ms. Braun reported that the Auxiliary is now incorporated.

Auxiliary members provided support for the tanker fire and set up at the station. The Auxiliary also provided food for the training sessions.

Ms. Sliemers is chairing the committee for the Christmas Party. Mt. Vernon provided a quote of approximately \$2,000 to host the party. The group would prefer going to Christie's at no charge.

Communications Authority: No report was available. Director Hughes reported that he had received no response to his request for information.

COMMUNITY
COMMENTS

Member recognition: Director Miller commended Ken Spencer for a tremendous job on the structural training at Riva Chase. He recommended that the Board pay for a dinner for Mr. Spencer and his family and the Chief and his family.

Following discussion, upon motion duly made by Director Miller, seconded by Director Kintner and, upon vote, unanimously carried, the Board approved a dinner for the Spencer family and Daniels family.

ADJOURNMENT

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

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Respectfully submitted,

By *Nancy A. Innes*
Secretary for the Meeting

THESE MINUTES APPROVED AS THE OFFICIAL OCTOBER 23,
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 D. Miller
Marvin Miller

Richard Kunter
Richard Kunter

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