

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
 THE BOARD OF DIRECTORS OF THE
 FOOTHILLS FIRE PROTECTION DISTRICT
 HELD
 SEPTEMBER 18, 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 18th day of September, 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.

Rob Sontag, Department Administrator; Jacob Sliemers; Nate Marshall, Kris Emperor, Deb Gillis; Foothills Fire and Rescue

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

Kevin Collins, C.P.A.; Clifton Gunderson, L.L.P.

Joanna Braun; Support Auxiliary

Sean Hughes; resident

ADMINISTRATIVE
MATTERS

Minutes: The Board reviewed the minutes of the August 21, 2001 regular meeting. Following discussion, upon motion duly made by Director Miller, seconded by Director Hughes and, upon vote, unanimously carried, the minutes of the August 21, 2001 meeting were approved.

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Proposal for increased weekly payment under accident and sickness insurance coverage: The Board reviewed the proposal. Following discussion, upon motion duly made by Director Miller, seconded by Director Kintner and, upon vote, unanimously carried, the Board voted to continue at the current \$300.00 weekly payment under the District's accident and sickness insurance coverage.

FINANCIAL
MATTERS

Disbursements: The Board considered approval of the payment of claims through the period ending September 18, 2001, totaling \$32,107.58, for operations.

Following review and discussion, upon motion duly made by Director Miller, seconded by Director Hughes and, upon vote, unanimously carried, the Board approved the payment of claims through the period ending September 18, 2001, totaling \$32,107.58.

The Board requested that staff change the format of the claims list by adding the truck number.

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 August 31, 2001, a copy of which report is incorporated herein and made a part hereof by this reference.

Ms. Tinney reviewed and discussed the emergency response charges billing and responses to the attorney's collection letter. The Board requested that management review each request for adjustment or write-off of charges on a case-by-case basis to determine whether or not to adjust the charges.

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 August 31, 2001 were accepted as presented.

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2000 Audit: Mr. Collins reviewed the draft audit. Following discussion, upon motion duly made by Director Kunter, seconded by Director Miller and, upon vote, unanimously carried, the Board approved the 2000 audit, subject to review by Counsel, and authorized execution of the representation letter.

2001 Assessed Valuation and preliminary 2002 budget: A Budget Committee meeting was scheduled for Tuesday, October 9, 2001 at 9:00 a.m. at 141 Union Boulevard, Suite 150, Lakewood, Colorado.

Following discussion, upon motion duly made by Director Miller, seconded by Director Hughes and, upon vote, unanimously carried, the Public Hearing on the 2002 Budget was scheduled for the District's November 20, 2001 regular meeting.

LEGAL MATTERS

Executive session meeting procedure: Attorney Scheurer reviewed the change in the law and the effect of that change on conducting Executive Sessions. He proposed that the Board consider a resolution setting the District's policy and procedure. Following discussion, upon motion duly made by Director Miller, seconded by Director Hughes and, upon vote, unanimously carried, the Board adopted a Resolution providing policy regarding recording of public and executive session meetings. A copy of the Resolution is attached hereto and incorporated herein by this reference.

Lawsuit filed by LMWD: Attorney Scheurer noted that there was no new information to report. Director Kunter reported that Mr. DeMuth submitted a motion regarding the bad faith claim on behalf of LMWD. No date has been set for the hearing.

Draft Agreement with Highland Rescue Team Ambulance Service regarding Truck #586: Attorney Scheurer and Mr. Sontag reviewed the revised lease agreement and letter from Mr. Harms. The Board discussed the request from Highland for additional funds and agreed it was a reasonable request. However, the Board is not interested in funding \$35,000 (\$20,000 in 2001 and \$15,000 in 2002), although it might

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consider funding an additional \$6,000-\$7,000. Ms. Tinney and Mr. Sontag will work on a written response to Highland.

Minor details on the agreement remain to be revised. The Board will consider execution of the agreement at the October 16, 2001 meeting.

Board's role in selection of Department Chief: Attorney Scheurer advised the Board that statute requires that the Board select the Chief, and that any changes in departmental process must incorporate that requirement.

DEPARTMENT
ISSUES

Administrator/Fire Marshall Report: Operations Personnel. Mr. Sontag reported that the committee met on September 13, 2001. The committee slightly modified the job description for full-time operations personnel. Director Kintner noted that he would like Operations personnel to perform operational duties only, and not perform administrative tasks.

The Committee has recommended that temporary operations personnel and a contract Fire Marshall be paid an hourly salary of \$12.80 on a "temp-to-hire" basis. Damon Brown began work today, filling the temporary operations position. The Board authorized Mr. Sontag to begin advertising for the full-time, permanent positions. Mr. Sontag has solicited through FMA for a contract Fire Marshall and received responses from two candidates.

Directors Kintner and Hughes would like to hire a part-time administrative assistant as well. The Board requested a recommendation from Mr. Sontag regarding full-time operational staff, a part-time administrative assistant and a part-time Fire Marshall. The Board determined to review the duties of each position as circumstances merit.

Following discussion, upon motion duly made by Director Miller, seconded by Director Kunter and, upon vote, with Directors Miller, McKenry, Hughes and Kunter voting in favor and Director Kintner

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voting against, the Board approved the hiring of one full-time operations person and determined to evaluate whether clerical staff would be needed in the future.

Status of fleet repairs. Truck #530 is out of service for repairs.

Grant applications. No update has been received from FEMA.

Cistern repairs. Mr. Sontag reported that no response has been received from SRC. The repairs are still not completed.

Truck-mounted cell phones. Verizon returned the phones last week. Costs for each truck would be: phones, \$100; mounts, \$200; mount installation, \$100, for a total cost of approximately \$7,000. The Board determined to phase in equipping the trucks with cell phones over time.

Following discussion, upon motion duly made by Director Hughes, seconded by Director Kunter and, upon vote, unanimously carried, the Board authorized the purchase of five truck-mounted cell phones in 2001.

Website. Mr. Marshall reported that he is working toward re-registering the domain name on October 17, 2001.

Use of station for antennas and related equipment. The District received a request from Need High Speed, Inc. to install and operate antennas and related equipment at the station. In exchange, Need High Speed, Inc. is offering the District 256K internet access and service at no charge. Attorney Scheurer will review the license agreement. Director Kunter suggested requesting an additional incentive for the District to accept the agreement, perhaps a monthly fee of \$100-\$200.

Chief's Report: Appreciation dinner. Mr. Sliemers reported that the member dinner was excellent. He thanked the Board for its support. Director Kunter

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requested a commendation by the Board for Mr. Sliemers for all his efforts. The Board commended Mr. Sliemers.

Continued Training. Current training will end and new training will begin in September.

Executive Session. Pursuant to §24-6-402(4), C.R.S., Director Miller moved that the regular public meeting of the Board of the Foothills Fire Protection District adjourn and, upon an affirmative vote of at least two-thirds of the quorum present, that the Board reconvene in Executive Session for the sole purpose of discussing personnel matters pertaining to possible disciplinary action as authorized by §24-6-402(4)(f).

Purchase orders: New copier. The Board reviewed the information received from Genesee Business Systems, Inc.

Following discussion, upon motion duly made by Director Hughes, seconded by Director Miller and, upon vote, unanimously carried, the Board authorized the purchase of a Royal Copystar 3010L copier for an amount not to exceed \$8,877.00.

Type VI wildland vehicle. Mr. Sliemers noted that the Board approved the purchase of the appurtenance from Front Range at their August meeting. He reviewed quotes from Medved and O'Meara for the chassis. Director Miller noted that O'Meara would quote below Medved's price which is approximately 20% higher than the District's budgeted amount.

Following discussion, upon motion duly made by Director Kunter, seconded by Director Kintner and, upon vote, unanimously carried, the Board authorized the Department staff to order the vehicle chassis, at an amount to be negotiated with the lowest bidder, not to exceed \$38,000.

Light rescue vehicle. Director Kunter suggested that the Board postpone discussions until the 2002 budget is drafted and reviewed.

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Long-range planning. Director Kintner asked that the long-range plan be reviewed by a professional consultant. The Board directed staff to pursue proposals for obtaining a professional review.

Proposal from FireOne. The Board reviewed the proposal from FireOne for annual testing of fire pumps, fire hose and ground ladders, as required by NFPA. Following discussion, upon motion duly made by Director Kintner, seconded by Director Kunter and, upon vote, unanimously carried, the Board approved the proposal from FireOne for annual testing of fire pumps, fire hose and ground ladders for a total cost of \$9,700.

Improvements to Lookout Station. The Board reviewed the plan drawing and the purchase requisition. Following discussion, upon motion duly made by Director Kunter, seconded by Director Miller and, upon vote, unanimously carried, the Board authorized improvements to the Lookout Station for an amount not to exceed \$8,000.

Colorado State Patrol Track Operator course. Following discussion, upon motion duly made by Director Kunter, seconded by Director Miller and, upon vote, unanimously carried, the Board authorized renting space at the CSP Track and the Vehicle Operator course, at a cost not to exceed \$400.

Support Auxiliary: Ms. Braun reported that the Support Auxiliary met to discuss operations procedures. She advised the Board that paperwork has been submitted to incorporate the Auxiliary, and asked for assistance with the 501(c)(3) documentation.

She reported that the last auxiliary support was provided on July 4, 2001. Ms. Braun also reported that the Support Auxiliary is planning a Christmas party.

Communications Authority: Director Hughes reported that he was not invited to attend the last meeting

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and had requested a copy of the minutes from the Chairman.

COMMUNITY
COMMENTS

Jefferson County Open Schools Fundraiser: Mr. S. Hughes addressed the Board about a fund raiser for the Jefferson County Open School. The funds will be used to purchase new furniture and computers for the school.

Letter of Appreciation: The Board thanked Julie Madsen for her assistance with fundraising efforts in which the Department raised \$10,500 for the IAFF of New York City and directed staff to prepare a letter of appreciation.

Slash weekend: Director Hughes presented a report from Joan Schwarz of the Wildfire Preparedness Committee that the slash weekend was successful.

OTHER BUSINESS

Correspondence from former employee: Action was taken at the July meeting. No further action is required.

ADJOURNMENT

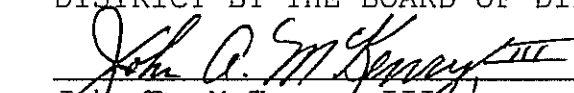
There being no further business to come before the Board at this time, upon motion duly made by Director Miller, seconded by Director Hughes and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

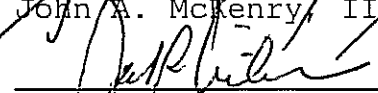
BY *Karley Atkins*
Secretary for the Meeting

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THESE MINUTES APPROVED AS THE OFFICIAL SEPTEMBER 18, 2001 MINUTES OF THE FOOTHILLS FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:




John A. McKenry, III



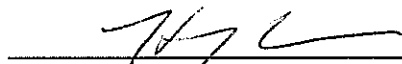
Jack Kintner



Marvin Miller



Richard Kunter



W.R. "Rick" Hughes