

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
FOOTHILLS FIRE PROTECTION DISTRICT
HELD
APRIL 16, 2002

A regular meeting of the Board of Directors of the Foothills Fire Protection District (referred to hereafter as "Board") was convened on Tuesday, the 16th day of April, 2002, 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
W. R. "Rick" Hughes
Richard Kunter
Jack Kintner

Also In Attendance Were:

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

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

Jacob Sliemers, Chief; Rob Sontag, Department Administrator; Jon Schreiner; Brian Zoril; Patrick Ahern; and Deb Gillis; Foothills Fire and Rescue

Jen Sliemers; Support Auxiliary

Steve Handy; Transworld Systems, Inc.

John Findling; resident

ADMINISTRATIVE
MATTERS

Minutes: The Board reviewed the minutes of the March 19, 2002 regular meeting. Following discussion, upon motion duly made by Director Miller, seconded by Director Hughes and, upon vote, unanimously carried, the minutes of the March 19, 2002 meeting were approved, as amended.

Proposal for accounting services: Ms. Tinney reported that staff met with Ms. Gillis and the process was reviewed. The Board determined to delay making a decision until a new manager has been selected.

Request for proposals for District Manager: Mr. Sontag would like to meet with SDMS and the personnel committee to revise the proposal. He feels that the request for proposals should focus on the accounting functions. He will likely take over many of the administrative duties.

FINANCIAL MATTERS

Disbursements: The Board considered approval of the payment of claims through the period ending April 16, 2002, totaling \$42,395.80, for operations. Following discussion, upon motion duly made by Director Miller, seconded by Director Kunter and, upon vote, unanimously carried, the payment of claims through the period ending April 16, 2002 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 March 31, 2002, a copy of which report is incorporated herein and made a part hereof by this reference.

Following review, upon motion duly made by Director Kunter, seconded by Director Miller and, upon vote, unanimously carried, the unaudited financial statements for the period ending March 31, 2002 were accepted as presented.

Collection services: Mr. Handy addressed the Board. He presented an overview of the collection services offered by Transworld Systems. He noted that they focus on diplomacy and provide a flat fee service. They are a national agency and contact debtors with a series of written demands. They encourage payment arrangements. He reviewed the collection process and noted that it is best to try to make the collection within 90-120 days of the provision of the service. He noted that when working with insurance companies, the follow-up should be done within 60-75 days. They offer a follow-up legal service once payment has been refused and a tougher approach is deemed necessary. They will review the current billing system. Their fees are based on the volume of collections on an

annual basis. Submittals are made monthly. They will offer software to the District for electronic submittal after one year of service. He provided a proposed contract for review by management and counsel.

LEGAL MATTERS

Lawsuit filed by LMWD: Attorney Scheurer reported that the settlement conference has been scheduled for May 31st. An amended complaint was received by the Court from counsel for the SDA insurance pool.

May 7, 2002 Election: Ms. Tinney reviewed the status of the election. Director Kintner and Brian Zoril volunteered to serve on the Canvass Board which will meet on May 8th.

First Amendment to the Intergovernmental Agreement for Establishment and Operation of the Communications Authority: The Board reviewed the amended agreement. Attorney Scheurer indicated that he had no issues with the proposed amendments.

Upon motion duly made by Director Kunter, seconded by Director Kintner and, upon vote, unanimously carried, the Board approved the First Amendment to the Intergovernmental Agreement for Establishment and Operation of the Communications Authority.

Additions to the agenda per Robert's Rules of Order: Director Kintner requested a review of the Rules. Attorney Scheurer reviewed the Rules and suggested implementing a standing order by resolution that if a matter is not on the agenda, it will not be discussed by the Board. The Board determined to add "Approve agenda" to the administrative matters section of all future agendas.

Member Handbook: Attorney Scheurer distributed the revised, completed Member Handbook for approval. Upon motion duly made by Director Miller, seconded by Director Kunter and, upon vote, unanimously carried, the Board approved the Member Handbook, as presented.

DEPARTMENT ISSUES

Administrator's Report: Mr. Sontag reviewed his written report.

Status of fleet repairs. The status of repairs is being reviewed

weekly with Fleet Maintenance. Mr. Sontag is reviewing options available for fleet services. He noted that #570 was out-of-service for one day. Because the vehicle is still under warranty, International's maintenance reviewed and repaired the wiring problem in the transmission.

Website. Mr. Sontag is working with the hosting service to bring the site up for the general public to view.

Call volume report. No report was available. Mr. Sontag will email the report to the Board when it is ready.

State EMS grant. Mr. Sontag reported that testimony appointments are being scheduled.

FEMA grant. The Department submitted an application. Mr. Sontag noted that 19,000 applications were submitted for the \$360 million available. A 10% match is required if the grant is received. He noted that the Board previously approved the matching funds.

Chief's Report: Chief Sliemers reported that purchase requisitions will be submitted for additional equipment at next month's meeting. He noted that the wildfire season has already begun and that the agencies appear to be working well together. The Board directed staff to prepare a letter from the Board to the Golden Fire Protection District and West Metro Fire Protection District thanking them for their assistance on a wildfire call last weekend.

The Chief noted that the Department will be using the County facility for refueling. This will be tracked the same way the Conoco bills were but additional information will be available.

Purchase requisitions: Wildland PPE is required for the new recruits. They will need boots, pants and shirts. There are also some current members who need these items. Mr. Sontag will be obtaining the final purchase requirements but feels that approximately six full sets and five additional items will be required. The Department requested authorization to make the purchase.

Upon motion duly made by Director Kintner, seconded by Director Miller and, upon vote, unanimously carried, the Board approved the purchase of wildland PPE, as requested.

Long-range master planning and Truck Replacement Plan: Director Kintner reported that he had not received the report from Clifton Gunderson for review at this meeting. They have prepared four scenarios for review with a twenty year projection. The report will be sent with the May agenda packets.

Type VI wildland vehicle: Mr. Sontag reported that the chassis is at Rocky Mountain Apparatus and everything is on track for delivery the first week in June.

Fire Marshal's Report: Mr. Sontage reported that there is an immediate ban on all open burning and there will be strict enforcement of disposal of "glowing substances."

Mr. Garcia was informed of the District's approval of his request, subject to LMWD approval and approval by the owner of the lateral line.

Support Auxiliary: A joint meeting was held by the Auxiliary and the Department last week. The pancake breakfast is being planned for June. A trial run of the chili cook-off will be held this weekend???. The Auxiliary is currently focusing on these community events.

Communications Authority: Director Hughes attended the last meeting. The next meeting will be at the Mount Vernon Country Club on April 30, 2002. The cost to convert from lo-band to hi-band will be reviewed at the next meeting.

COMMUNITY COMMENTS

Collection of fees: Mr. Findling addressed the Board. He stated that until the Department's data processing is in order, the collections effort will not bring the District to their goal. The Department must get their system in order first.

Denver Mountain Parks: Director Miller reported that the Denver Mountain Parks fifty year plan is available on their web-site.

2001 Audit: Director Kunter requested that the Board reconsider Clifton Gunderson as the auditor. Ms. Tinney noted that McMahan and Associates will have a draft audit for review at the May meeting.

May 7, 2002 Election: Director Kunter reminded those campaigning that no representations attributed to the District are to be included in any information provided to the voters.

ADJOURNMENT

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

Respectfully submitted,

By _____

Secretary for the Meeting

THESE MINUTES APPROVED AS THE OFFICIAL APRIL 16, 2002
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