

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
FOOTHILLS FIRE PROTECTION DISTRICT  
HELD  
MAY 21, 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 21<sup>st</sup> day of May, 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  
John Findling

Also In Attendance Were:

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

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

Jack Kintner; retiring Board member

Jacob Sliemers, Chief; Rob Sontag, Department Administrator; Tim O'Hayre, Fire Marshall; Jon Schreiner, Deb Gillis, Ed Daniels and Sean Malone; Foothills Fire and Rescue

Jen Sliemers; Support Auxiliary

Dan Cudahy; McMahon & Associates LLP

Joan Schwarz; C.A.R.E.

ADMINISTRATIVE  
MATTERS

Agenda: Ms. Tinney distributed for the Board's review and approval

a proposed agenda for the District's Regular Meeting. Following discussion, upon motion duly made by Director Miller, seconded by Director Hughes and, upon vote, unanimously carried, the agenda was approved, as amended.

Oaths of Office: Ms. Tinney administered the Oaths of Office for the directors elected at the May 7, 2002 election.

Appointment of Officers: Upon motion duly made by Director Miller, seconded by Director Findling and, upon vote, unanimously carried, the following slate of officers was appointed:

President	John A. McKenry, III
Vice President	Marvin D. Miller
Secretary	Kammy K. Tinney
Treasurer	Richard S. Kunter
Assistant Secretary	W.R. "Rick" Hughes
Assistant Secretary	John Findling

Minutes: The Board reviewed the minutes of the April 16, 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 April 16, 2002 meeting were approved.

SDA Regional Workshops and 2002 Annual Conference. Directors Kunter and Hughes and Mr. Sontag would like to attend the Annual Conference. Director Hughes may want to attend the Workshop. Upon motion duly made by Director Kunter, seconded by Director Miller and, upon vote, unanimously carried, the Board approved sending three people to the SDA 2002 Annual Conference.

Resolution of Appreciation: Upon motion duly made by Director Miller, seconded by Director Findling and, upon vote, unanimously carried, the Board adopted a Resolution of Appreciation for retiring Director Jack Kintner.

## FINANCIAL MATTERS

Disbursements: The Board considered approval of the payment of claims through the period ending May 21, 2002, totaling \$108,853.08, for operations. 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 May 21, 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 April 30, 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 Miller, seconded by Director Kunter and, upon vote, unanimously carried, the unaudited financial statements for the period ending April 30, 2002 were accepted as presented.

Collection services: Mr. Sontag met with Mr. Handy of Transworld Systems and Ms. Gubka of SDMS. Ms. Tinney directed Ms. Gubka to process the write-off of the old past due amounts, per previous authorization of the Board.

Transworld Systems will provide collections services based on a two tiered approach. First, they send a series of five different letters and give 90 days for recovery, after 75 days, the second tier, referral to an attorney, is used. The fees are charged at a flat rate of \$9.75 per collection account and the attorney referral is billed as a percentage of the amount collected. The Board directed Mr. Sontag to proceed with review of the contract with Attorney Scheurer.

2001 Audit: Mr. Cudahy reviewed the draft audit. He stated that no adjustments to the financial statements were required and that the internal controls in place at SDMS were good. He noted that the District still needs to implement the proposed 5-year capital plan. He is waiting for a response from Clifton Gunderson.

Following discussion, upon motion duly made by Director Kunter, seconded by Director Miller and, upon vote, unanimously carried, the Board approved the 2001 audit, subject to review by Counsel, and authorized execution of the representation letter.

## LEGAL MATTERS

Lawsuit filed by LMWD: Attorney Scheurer reported that the settlement conference has been scheduled for May 31<sup>st</sup> at 1:30 p.m. He will carry instructions and authorization from the Board to the

settlement conference. He asked that all the Board members attend, if possible.

## DEPARTMENT ISSUES

Long-range master planning and Truck Replacement Plan: Mr. Sontag made a presentation to the Board including a review of the 1997 master plan, the truck committee report, the results of the community survey and the financial projections.

Mr. Daniels addressed the Board. He reviewed the staffing requirements and discussed volunteer monetary reimbursement. He discussed the communications issues. He noted that replacement of the SCBA gear is strongly recommended. He reviewed the community survey results and a mill levy comparison. He noted that the financial projections have five different scenarios and that assumptions 1, 2 and 3 are the same for each scenario. He reviewed the proposed Capital Replacement Schedule.

Specific items for the Board to consider are the possibility of volunteer expense reimbursements, any additional capital options to be included and which scenarios should be included in the plan.

The Long-Range Planning Committee requested that the Board review all of the reports and provide their comments to Mr. Sontag, Director Findling or Mr. Sliemers at their earliest convenience. It was noted that Mr. Kintner will continue to serve on the long-range plan committee.

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

**Status of fleet repairs.** There was no additional information to provide. Mr. Sontag noted that the muffler for #542 has arrived and the replacement will be made this week.

**Website.** Mr. Sontag invited the Board to visit the website at [FoothillsFire.org](http://FoothillsFire.org).

**Call volume report.** No report was available. Mr. Sontag will mail the March and April reports to the Board.

**State EMS grant.** Mr. Sontag testified in Frisco on May 14<sup>th</sup>.

**FEMA grant.** Mr. Sontag reported that \$2.2 billion in requests were received for the \$360 million that is available. Award announcements are expected in October.

Chief's Report: Chief Sliemers reported that Mike Whitney resigned from the Department and as Assistant Chief. The members have appointed Deb Gillis as interim Assistant Chief for Training.

Chief Sliemers reported that the Department responded to the Snaking fire in Bailey and is currently on call for the fire in Trumble.

He noted that the wildland PPE has been received and distributed. The cost was approximately \$12,000 for the gear.

Purchase requisitions: **Washing machine.** The current agitator machine needs to be replaced by a front-loading machine to conform to the manufacturer's warranty specifications for the PPE. The washer must also be certified to handle two sets of gear. Upon motion duly made by Director Kunter, seconded by Director Miller and, upon vote, unanimously carried, the Board approved the purchase of a front-loading washer for an amount not to exceed \$1,500.

Type VI wildland vehicle: The vehicle is to be delivered by June 1st.

Fire Marshal's Report: **IFC policy statements.** Mr. O'Hayre explained the process for adopting policy statements to be implemented as modifications to the IFC. His summary is attached hereto and incorporated herein by this reference.

Mr. O'Hayre then presented a Fire Flow Policy Statement to be used for new developments and subdivisions currently in non-compliance.

Attorney Scheurer asked what the Department is doing in lieu of Board approval. Mr. O'Hayre responded that they are using the IFC guidelines and their best judgement. He noted that plan referrals are being received from Jefferson County and there are currently four new developments in the District.

**Denver Mountain Parks.** Mr. O'Hayre reported that he had received a call from the Denver Fire Prevention Bureau indicating that they are interested in working with him, on behalf of FFR, and West Metro to provide protection to the Denver Mountain Parks. He

feels that good communications are beginning. The previous attempts to reach an agreement with Denver were reviewed to bring Mr. O'Hayre up to speed. Mr. O'Hayre, Mr. Sontag and Attorney Scheurer will meet to discuss this issue further.

**Ralston Valley Elementary.** Mr. O'Hayre discussed his issues of concern and is intent on holding the school board accountable for the promises which were made in 2000.

**Fire danger assessment requests.** Mr. O'Hayre noted that he has been receiving a number of requests for assessment of fire danger for particular properties from insurance companies. The Board directed Mr. O'Hayre to charge \$45/hour for plan review.

**Statewide fire ban.** Director Hughes requested that the Board prepare and send a letter in support of the statewide fire ban. Mr. Sontag is to prepare the letter.

**Hydrant installation costs.** Mr. O'Hayre asked the Board to consider adopting a policy of not assisting with the costs of installation of fire hydrants.

Support Auxiliary: Ms. Sliemers reported that the Pancake Breakfast is scheduled for June 2<sup>nd</sup> from 7 a.m. to 11 a.m. Banners are up and postcards will be mailed out this week.

Communications Authority: Director Hughes reported that the District hosted the last meeting. A grant request has been submitted. The Authority board is reviewing the financial projections, coverage areas and repeater station locations. The costs for the improvements are currently projected to be \$40,000 for each Authority member.

COMMUNITY  
COMMENTS

C.A.R.E.: Ms. Schwarz addressed the Board. She reported that approximately 500 homes have the wildfire address signs. She is requesting that the Board consider providing funding for additional signs in the approximate amount of \$2,500. Mr. Sontag was directed to work with Ms. Schwarz to obtain quotes for the signs. Ms. Schwarz will coordinate the effort to get more homeowners interested at the Pancake Breakfast.

OTHER BUSINESS

Personnel matters: EXECUTIVE SESSION: Pursuant to §24-6-

402(4), C.R.S., at 8:45 p.m., 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 convene in Executive Session for the purpose of discussing personnel matters, as authorized by § 24-6-402(4)(f).

At 9:15 p.m., upon motion duly made by Director Miller, seconded by Director Hughes and, upon vote, unanimously carried, the Board reconvened the regular meeting.

**Administrator.** Upon motion duly made by Director Miller, seconded by Director Findling and, upon vote, unanimously carried, the Board approved a pay increase for Mr. Sontag, as discussed in the Executive Session.

**Firefighter/Administrative Assistant.** Upon motion duly made by Director Miller, seconded by Director Findling and, upon vote, unanimously carried, the Board approved a pay increase for Mr. Hendrix, as discussed in the Executive Session.

**Clerical support.** The Board directed Mr. Sontag to hire a part-time clerical support assistant.

A concern was raised regarding documentation of performance appraisals. It was noted that everything is to be documented.

Personnel committee: The Board directed that Jack Kintner is to be replaced by Director Findling.

City and Mountain Views: A letter from Carol Lomond was distributed to the Board for their review.

## 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 MAY 21,  
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