

**MINUTES OF A REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
FOOTHILLS FIRE PROTECTION DISTRICT
HELD
August 19th, 2003 (TUESDAY)**

A regular meeting of the Board of Directors of the Foothills Fire Protection District (referred to hereafter as "Board") was convened on Tuesday, August 19th, 2003 at 6:30 P.M., at the Mount Vernon Country Club, 24933 Club House Circle, Golden, Colorado.

The meeting was open to the public.

**John Findling
Richard Kunter
Rick Hughes
Jack McKenry
Marvin Miller**

**Tim Cusick – District Accountant
Rob Sontag – District Administrator
Tim Hendrix – Operations Assistant
Glen Saraduke – Fire Marshall
Deb Gillis – Assistant Chief
Jon Schreiner - Captain
Brian Zoril - Captain
Betsy Zoril – District Resident**

I. ADMINISTRATIVE MATTERS

A. Approve Agenda.

- Motion Made to Approve by: Marvin Miller
- Seconded by: John Findling
- Vote Unanimous

B. Review and Approve Minutes of the July 15th, 2003 Regular Meeting

- Motion Made to Approve by: Marvin Miller
- Seconded by: Rick Hughes
- Marvin Miller pointed out the attendance mistake with regard to Patrick Ahern, and on page #3 the verbiage needed to be changed from "our new mayor" to "your new mayor". Under attendance, clarify Richard Kunter was not present and Tim Cusick was present. Tim Cusick clarified that under Financial matters "B", there was approximately \$90,000 left to receive after the July receipts, and total revenue would be slightly over budget.
- Vote: Unanimous

II. FINANCIAL MATTERS

- A. Review And Approve Payment Of Claims Through The Period Ending August 19th, 2003 Totaling \$225,579.70 For Operations
- Motion Made to Approve by: Rick Hughes
 - Seconded by: Richard Kunter
 - Discussion: Rob Sontag updated the board on clarification of the Grapevine Station garage door opener expense. Tim Cusick asked about the apparent double check issue for the Grapevine garage door openers. Check #5563 was questioned by Rick Hughes as well as the Genesee Business Systems check. John Findling asked about check #5549 and the particulars of the vehicle expenses and the preventative maintenance specifics.
 - Vote: Unanimous
- B. Review And Accept Un-Audited Financial Statements For The Period Ending July 31st, 2003
- Motion made that Dick Scheurer file any required motions to further the process to adjust the mill levy to offset the bonded indebtedness made by: Richard Kunter
 - Seconded by: John Findling
 - Discussion: Tim Cusick updated the board on the financial statements and the specifics therein. Tim Cusick thinks we will have an approximate positive year end budget variance of \$20,000. Tim Cusick updated the board on Dick Scheurers view that the district can explore the mill levy increase with specific regard to any tabor limitations.
 - Motion made to accept un-audited financial statements made by: Marvin Miller
 - Seconded by: Richard Kunter
 - Vote: Unanimous

III. LEGAL MATTERS

- A. Status of Denver Fire Agreement Discussions. – Tabled.

IV. DEPARTMENT ISSUES

- A. Administrator's Report and Fleet Status Report
1. Discussion of request for payment by Scott Mosser regarding plow services.
 - Motion to pay pending follow up on verification of services by: Richard Kunter
 - Seconded: John Findling
 - Discussion: Contact Dykes Plowing Service and CDOT regarding this work; and a follow up request for the cell phone bill from Scott Mosser.

Based on these responses, the district will pay this bill if verification of him providing the service is made.

- Vote: Unanimous
2. Discussion of Long Range Plan Objectives Statements (presented at last meeting) Rob Sontag, Jacob Sliemers and the Chiefs are working on the personnel plan and station plan portions of the long range plan. It should be ready in October.
 3. Discussion of Lookout Mountain Water District proposed Inter-Governmental Agreement - Rob Sontag informed the board of the specifics and planned changes that the district would like to make to this proposed agreement. Jack McKenry asked that Dick Scheurer and Rob Sontag go over this proposed form and make the desired changes from the Foothills Fire Protection District view.
 4. Discussion of deduction of Emergency Water Use from Bill from Lookout Mountain Water District – The board asked that Rob Sontag, Marvin Miller and Dick Scheurer review, revise and submit this bill.
 5. Discussion of Commercial Truck Proposal for Unit 531
 - Marvin Miller moved we delay repairs on this apparatus until next year.
 - Seconded by John Findling
 - Vote: Unanimous
 6. Discussion of update to the Special District Association Board Member Manuals (enclosed) The members were asked to replace the pertinent portions of their manuals with the appropriate replacements.
 7. Discussion of the Special District Association Annual Meeting Forms
 - a. Appointment of a Voting Proxy – Rob Sontag informed the board of this new request and the forms associated with it. It was decided that Rob Sontag or Richard Kunter would vote for the Board of Directors.
 - b. Nominations to the SDA Board –
 - Motion Made to nominate Richard Kunter made by: John Findling
 - Seconded by: Marvin Miller
 - Vote: Unanimous
 - c. Vote of the District on the Director Ballot – It was discussed and decided that Rob Sontag and Richard Kunter were appointed to decide on behalf of the district.
 8. Rick Hughes asked for clarification on the evergreen fitness center regarding usage.

B. Fire Marshal's Report

1. Resolution of Adoption of the 2003 International Urban-Wildland Interface Code.

- Motion made to adopt pending council approval by: Richard Kunter
- Seconded by: Marvin Miller
- Discussion: Glen informed the board on the specifics of this code, and how it would affect the district.
- Vote: Unanimous

C. Chief's Report – Deb Gillis updated the board on the situation of the shift system and how well it is going. Our call volume in July was quite high. Deb provided the board with the recognition award scenario's (6 of them) and the associated costs of each scenario.

- Motion made to approve plan E as presented and that we include Steve Close and Mike Whitney made by: Marvin Miller
- Seconded by: Richard Kunter
- Vote: Unanimous.

D. Approval of purchase requisitions for department supplies and equipment.

1. Reaffirmation of the call around vote to purchase Fire Programs Station and Risk Manager as a District Management Database. (Results of the call around vote were a unanimous yes)

- Moved: John Findling
- Seconded by: Marvin Miller
- Vote: Unanimous

2. Purchase Request for the purchase of the new 800 MHz Based Radio System. Rob Sontag updated the board on the specific options of the brands and associated options, costs, etc. for the radios.

- Motion made to approve based on the 7 year lease/purchase plan by: Rick Hughes
- Seconded by: John Findling
- Discussion: John Findling expressed concern over the insurance issue. If the item is stolen, lost, broken on personal time, the member is then responsible for the cost? Tim Cusick advised the board that the district should contact the insurance company about insuring these radios.
- Vote Unanimous

E. Status Report From Support Auxiliary – Not present to report.

F. Status Report on the Communications Authority. – Nothing to Report.

G. John Findling and Rick Hughes asked for exemptions for the September board meeting.

- Motion made to Excuse these 2 members Made by: Richard Kunter
- Seconded by: Marvin Miller
- Discussion: None
- Vote: Unanimous

V. ADJOURNMENT

- Motion to Adjourn by Marvin Miller at: 8:41PM
- Seconded by: John Findling
- Vote: Unanimous
- Next regular meeting scheduled for September 16th, 2003.

THESE MINUTES APPROVED AS THE OFFICIAL AUGUST 19TH, 2003 MINUTES OF THE
FOOTHILLS FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING
BELOW:

John A. McKenry, III

John Findling

Marvin Miller

Richard Kunter

W.R. "Rick" Hughes