

**MINUTES OF A REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF THE  
FOOTHILLS FIRE PROTECTION DISTRICT  
HELD  
December 16<sup>th</sup>, 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, December 16<sup>th</sup>, 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.

**Board Members**

**Jack McKenry**

**Richard Kunter**

**Rick Hughes**

**John Findling**

**Other Members**

**Dick Scheurer – District's Attorney**

**Tim Hendrix – Operations Assistant**

**Rob Sontag – District Manager**

**Deb Gillis – Assistant Chief**

**Tim Cusick – District's Accountant**

**I. ADMINISTRATIVE MATTERS**

**A. Approve Agenda.**

- Motion made to approve agenda by: John Findling
- Seconded by: Richard Kunter
- Discussion: None
- Vote: Unanimous

**B. Review and Approve Minutes of the November 18<sup>th</sup>, 2003 Regular Meeting**

- Motion made to approve the minutes as amended by: John Findling
- Seconded by: Rick Hughes
- Discussion: None
- Vote: Unanimous

## II. FINANCIAL MATTERS

- A. Review And Approve Payment Of Claims Through The Period Ending December 16<sup>th</sup>, 2003 Totaling \$141,847.27 For Operations.
- Motion made to approve payment of claims totaling \$141,847.27 by: Richard Kunter
  - Seconded by: John Findling
  - Discussion: Rick Hughes asked for clarification on the details on the payment of claims. Rick Hughes asked that more details regarding payment to whom and for what be present in these future reports if possible.
  - Vote: Unanimous
- B. Review And Accept Un-Audited Financial Statements For The Period Ending November 30<sup>th</sup>, 2003 -
- Motion made to accept un-audited financial statements by: Richard Kunter
  - Seconded by: John Findling
  - Discussion:
  - Vote: Unanimous
- C. Tim Cusick explained the details of this current month and reported that current tax revenue is right where it should be for the year. Tim Cusick asked for clarification on the expenses on the vehicle and structural rescue line item. Richard Kunter asked about check #5754, and Tim Cusick said he would follow up on this item and report back to the board. Richard Kunter asked about the damage done to the Lookout Station and Rob Sontag explained what had occurred, and that it was repaired this last week. Richard Kunter asked about checks 5754 and 5755.
- D. Review of Final Adopted 2004 Budget.
- Rob Sontag fielded questions and clarified the final mill levy and adopted budget to the board's satisfaction.
- E. Discussion of 2004 Fee Schedule
- Rob updated the board on the specifics of a proposed fee schedule. Rob Sontag clarified that the call volume was supposed to be 660 instead of 550. Rob explained that he and Dick Scheurer had compiled a flat rate per call that is shown on this fee schedule. Rob also updated the board on the fee schedules for the non tax generating municipal areas and the Fire Marshall. This item has been tabled until January.

E. Auditor Recommendations

- Tim Cusick updated the board on the proposed audit fees that the auditor will charge.
- Motion made to select McMahon and Associates as the 2003 auditor: Richard Kunter
- Seconded by: John Findling
- Vote: Unanimous

III. LEGAL MATTERS

A. Status Of Denver Fire Agreement Discussions

- Dick Scheurer updated the board of the most recent interaction with Denver Fire Department. Denver Fire Department has essentially said that Foothills Fire Protection District is responsible for responding to the park areas, and Denver Fire Department has the option to respond to Denver Mountain Parks if they so desire. We have received a letter from Denver Fire Department that states there is no agreement either currently or forthcoming so they will not be providing any fees for services rendered. This item will be further discussed in executive session.

IV. DEPARTMENT ISSUES

A. Administrator's Report and Fleet Status Report.

- Rob Sontag informed the board of the recent election for the Chief Officers and the pension representative, and the results of that election.
- The results of that election are - Jacob Sliemers – Chief. Deb Gillis – Assistant Chief. Jon Schreiner – Deputy Chief. Stacy Dorian – Pension Board Representative.
- Motion made to accept the Chiefs as elected by: John Findling
- Seconded by: Richard Kunter
- Vote: All in favor except director Rick Hughes who voted against.

B. Fire Marshal's Report – not present.

C. Chief's Report

- Deb Gillis informed the Board of how the captain assignments will be dealt with.

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

- Nothing to Approve

E. Status Report From Support Auxiliary

- Deb Gillis has been asked to represent the Auxiliary to the Board. Deb informed the board that we will be having a FF1 recognition party for our new recruits on January 24<sup>th</sup>, and all are invited.

F. Status Report on the Communications Authority.

- Rob Sontag informed the board on the status of the 800 MHZ system and it's implementation. Rob Sontag recommended that when our 800 MHZ system is up and running, we send a termination of membership letter to the Communications Authority.

G. Motion Made to Excuse Marvin Miller from this Board Meeting by: Rick Hughes

- Seconded by: John Findling
- Discussion: None
- Vote: Unanimous

H. Move to Executive Session for Legal Counsel Attorney/Client Privilege for Potential Litigation at 19:52 by: Rick Hughes

- Seconded by: John Findling
- Discussion: None
- Vote: Unanimous

V. ADJOURNMENT

- **Motion Made to Adjourn at 20:43 by: Rick Hughes**
- **Seconded: John Findling**
- **Vote: Unanimous**
- **Next regular meeting scheduled for January 20<sup>th</sup>, 2003 @ 6:30pm.**

THESE MINUTES APPROVED AS THE OFFICIAL DECEMBER 16<sup>th</sup>, 2003 MINUTES OF THE FOOTHILLS FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

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John A. McKenry, III

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John Findling

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Marvin Miller

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Richard Kunter

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W.R. "Rick" Hughes