

**MINUTES OF A REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
FOOTHILLS FIRE PROTECTION DISTRICT
HELD
JANUARY 21ST, 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, January 21st, 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.

DATE: **January 21st, 2003 (Tuesday)**

TIME: **6:30 P.M.**

PLACE: **Mount Vernon County Club
24933 Club House Circle
Golden, CO 80401**

ATTENDANCE: **Marvin Miller
Jack McKenry
Rick Hughes (excused due to illness)
John Findling
Richard Kunter
Tim Cusick
Dick Scheurer
Tim Hendrix – Operations Assistant - FFR
Patrick Ahern – Volunteer Member - FFR
Rob Sontag – District Administrator - FFPD
Jacob Sliemers – Chief – FFR
Larry Milner – Resident of the District
Karen Thordarson – Resident of the District**

I. ADMINISTRATIVE MATTERS

A. Approve Agenda.

- Motion to Approve Agenda as amended: Subsection G, Item 4 needs to be added as executive session to discuss personnel matters.: Marvin Miller
- Seconded: John Findling
- Discussion: None
- Vote: Unanimous

- B. Review and Approve Minutes of the December 17th, 2003 Regular Meeting
- Motion to Approve Minutes: John Findling
 - Seconded: Marvin Miller
 - Discussion: Change on the opening paragraph, and that change was the written date to reflect the actual meeting date.
 - Vote: Unanimous
- C. Review and Approve Minutes of the December 17th, 2003 Executive Session
- Motion to Approve Minutes: John Findling
 - Seconded: Richard Kunter
 - Discussion: None
 - Vote: Unanimous

II. FINANCIAL MATTERS

- A. Review And Approve Payment Of Claims Through The Period Ending January 21st, 2003, Totaling \$92,145.31 For Operations
- Motion to Approve Payment Of Claims Through The Period Ending January 21st, 2003, Totaling \$92,145.31 For Operations: Richard Kunter
 - Seconded: Marvin Miller
 - Discussion: Dick Scheurer updated the board on an amendment for these claims. This amendment is implemented to reflect the unplanned changes in the budgeted spending.
 - Vote: Unanimous
 - Motion to limit all optional expenditures unless there is an existing obligation: John Findling
 - Seconded: Marvin Miller
 - Discussion: None
 - Vote: Unanimous
- B. Review And Accept Un-Audited Financial Statements For The Period Ending December 31st, 2003
- Motion to Accept Un-Audited Financial Statements For The Period Ending December 31st, 2003: Richard Kunter
 - Seconded: Marvin Miller
 - Discussion: Tim Cusick addressed questions regarding the financial statements and the current audit status. Tim Cusick suggested we either bring down the amount of petty cash, or eliminate the petty cash fund since Rob Sontag can write checks out of the general fund for up to \$1000.00. Rob Sontag explained the redundant nature of the petty cash account, and how the discrepancy in the dollar amount occurred.

- Motion made to eliminate the petty cash account: Richard Kunter.
- Seconded: Marvin Miller.
- Vote: Unanimous

C. Adoption of Resolution 03-002 to amend the 2002 Budget.

- Motion to Adopt Resolution 03-002 to amend the 2002 Budget: Marvin Miller
- Seconded: Richard Kunter
- Discussion: None
- Vote: Unanimous

III. LEGAL MATTERS

A. Discussion of Revised Proposal To The City And County Of Denver Regarding The Provision Of Emergency Services On City Owned Land Within The Foothills Fire Protection District Response Area.

- Dick Scheurer updated the board on the recent meeting with Denver Fire Department. The meeting was specific to the compensation issue for services rendered, and Dick felt the meeting was productive.

B. Adoption of Resolution 03-001 to appoint the Fire Code Appeals Board for the appeal of orders, decisions, or determinations made by the code official relative to the application and interpretation of the code filed by the “Canyon Area Residents for the Environment (CARE)” under section 108 of the International Fire Code. (To be Presented at the Meeting)

- Motion to Adopt Resolution 03-001 to appoint the Fire Code Appeals Board: John Findling
- Seconded: Richard Kunter
- Discussion: Dick Scheurer explained the appeal that has been made by C.A.R.E., what exactly this appeal is asking for, and it’s affects on Foothills Fire Protection District. Dick Scheurer informed the board that Foothills Fire Protection District now has some qualified candidates to be on the Fire Code Appeals Board. These candidates are Daniel Pfanestael, Marvin Miller, Tim O’Hayre, and David Abbink. Dick Scheurer updated the board on his conversation with Deb Carney, and what her appeal will be based on.
- Vote: Unanimous

IV. DEPARTMENT ISSUES

A. Administrator's Report and Fleet Status Report

- The purchase order for the new SCBA's has been placed, and they are expected to be delivered before June 4th.
- Alpine Fire Apparatus will be here to review 542 on January 28, and possibly cosign for 542.
- The flagpole project has been completed at Lookout Mtn. Station. The check for the new truck (582) has been cut, and this vehicle will be picked up on Thursday of this week.
- Child Safety Seat Training certifications have taken place and those members certified are Rob Sontag, Robin Webster and Tim Hendrix. On Feb. 22nd, there will be a Child Safety Seat Training fair at the Big O Tires in Evergreen.
- Rob Sontag also went over the incident and call report summaries for the year, month, specific apparatus, etc. Rick Hughes request for scheduled vs. unscheduled apparatus maintenance is reflected in this report on a quarterly basis. John Findling asked for clarification on the unscheduled items, and asked for examples.
- Dick Scheurer informed the board that Deb Carney has made a Colorado Open Records Act request. Dick Scheurer explained the law limits the cost of copies to \$1.25 per page. Dick Scheurer asked the board for guidance on how to proceed with this fee. Rob Sontag informed the board of the specifics of these fees, and how we are regulated.
- Richard Kunter made the motion we implement a policy to charge \$1.25 per page for issues related to this type of request.
- Seconded: John Findling
- Vote: Unanimous
- Marvin Miller made a motion that we add these requests and the associated fees in the minutes.
- Seconded: John Findling
- Vote Unanimous
- The board asked the administrator to reflect in his monthly report the actual cost of any Open Record Request.

B. Fire Marshal's Report

- None

C. Chief's Report

- Chief Jacob Sliemers discussed the call volume from 2002 versus previous years. Chief Jacob Sliemers also updated the board on the departments training records. The Auxiliary is continuing to receive donations for the radio fund. We have 12 new recruit members, and 3 of these have their FF1 certification already.

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

1. Ratification of Call Around Vote to Accept AED Grant from American Heart Association and purchase 8 new AED's. (enclosure of MOA)

- Motion to Ratify the Call Around Vote to Accept AED Grant from American Heart Association and purchase 8 new AED's: Marvin Miller
- Seconded: John Findling
- Discussion: None
- Vote: Unanimous

E. Report From Support Auxiliary

- None

F. Status report on the Communications Authority.

- Marvin Miller updated the board on the completion of the equipment and tower testing. Licensing should take approximately 180 days.

G. Executive Session to Discuss Personnel Matters:

- Motion to convene an executive session: John Findling
- Seconded: Richard Kunter
- Discussion: None
- Vote: Unanimous

H. Steve Close Personnel Action:

- The board of directors received the chief's formal written charges and Mr. Close's response and request for appeal.
- Motion to Set Hearing to hear Steve Close's Appeal at 9AM on March 11th, 2003 at a location to be determined: Richard Kunter
- Seconded: Marvin Miller
- Vote: Unanimous

V. ADJOURNMENT

- Motion Made to Adjourn: 8:28PM: Richard Kunter
- Seconded: Marvin Miller
- Vote: Unanimous
- Next regular meeting scheduled for February 18th, 2003.

THESE MINUTES APPROVED AS THE OFFICIAL JANUARY 21ST, 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