

**MINUTES OF A REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
FOOTHILLS FIRE PROTECTION DISTRICT
HELD
May 20th, 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, May 20th, 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.

Attendance

Board members

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

Others

**Rob Sontag – District’s Administrator
Tim Hendrix – Operations Assistant
Tim Cusick – District’s Accountant
Dick Scheurer – District’s Attorney
Kris Emperor – Deputy Chief, Foothills Fire & Rescue
Debra Gillis – Assistant Chief, Foothills Fire & Rescue
Robin Webster – Administrative Assistant
Jon Schreiner – Captain, Foothills Fire & Rescue**

I. ADMINISTRATIVE MATTERS

A. Approve Agenda.

- Motion Made to Approve Agenda as Amended made by: Marvin Miller
- Seconded by: John Findling
- Discussion: Marvin Miller asked to move to executive session to discuss personnel matters at the end of the meeting.
- Vote: Unanimous

- B. Review and Approve Minutes of the April 15th, 2003 Regular Meeting
 - Motion Made to Approve Minutes made by: Marvin Miller
 - Seconded by: John Findling
 - Discussion: John Findling asked about bullet A under the Department Issues Section, and the land for station exchange. Director Findling asked about the details of what was discussed. In the future, Director Findling would like more details in the narratives.
 - Vote: Unanimous

- C. Adopt Resolution of Appointment of Glen Saraduke as Fire Marshal.
 - Motion to Adopt Resolution 03-004 appointing Glen Saraduke as Fire Marshal: Marvin Miller
 - Seconded: John Findling
 - Discussion: Rob Sontag asked for the board to allow Glen Saraduke to formally be hired as Fire Marshal. Rob Sontag updated the board on Glen Saraduke's schedule and performance to date as Fire Marshal.
 - Vote: Unanimous

II. FINANCIAL MATTERS

- A. Review And Approve Payment Of Claims Through The Period Ending April 20th, 2003 Totaling \$43,338.96 For Operations.
 - Motion Made to Approve Payment of Claims: Marvin Miller
 - Seconded: Rick Hughes
 - Discussion: Rick Hughes asked about the phone bill, and asked that an itemized bill be presented to him at the next board meeting. Rick Hughes asked about the overhead door situation, and asked what was the reason and status regarding these repairs, why we were still dealing with these issues, etc. Rick Hughes asked that we do a supplemental check report detailing which checks were written after the preliminary list was compiled.
 - Vote: Unanimous

- B. Review And Accept Un-Audited Financial Statements For The Period Ending April 30th, 2003.
 - Motion Made to Accept Un-Audited Financial Statements: Rick Hughes
 - Seconded: Richard Kunter
 - Discussion: John Findling asked about the station/apparatus expenditures, and whether we are making headway in getting these expenses under control.
 - Vote: Unanimous

III. LEGAL MATTERS

- A. Status of Auxiliary 501c3 status. – Dick Scheurer has had no contact on this topic.
- B. Status of Denver Fire Agreement Discussions. – Dick Scheurer has been in contact with Denver Fire and their representatives about this agreement. Rob Sontag updated the board on the discovery that a stretch of I-70 from 254 to 253 is actually in Denver Mountain Parks, and not technically in Foothills Fire Protection District's jurisdiction. Rob Sontag informed the board that the Denver owned land amounts to approximately 17% of the District's land mass and coincidentally the calls that the District ran on Denver's Jurisdiction last year was approximately 17% of the annual call volume. Dick Scheurer updated the board that the station aspect has been taken out of the proposal.
- C. Status of CARE Appeal of Fire Marshal Decision re: Mt. Morrison Application – Marvin Miller informed the board that after the meeting on May 21st, they will begin working on the final draft for Dick Scheurer. Dick Scheurer informed the board that there is a 60 day time line regarding this issue.
- D. Steve Close Appeal of Decision: Dick Scheurer informed the board that Steve Close's attorney has filed a formal appeal, and asked that the board review his issue. Dick Scheurer will report back to the board when he has more information and has heard from Steve Close's attorney.

IV. DEPARTMENT ISSUES

- A. Administrator's Report and Fleet Status Report
 - 1. Discussion of Director's SDA Annual Conference Attendance in Keystone, CO in September (enclosed). – Rob Sontag asked the board for direction on who will be attending this year's conference. Richard Kunter asked that he be allowed to attend this year. Rob Sontag asked that he be sent as well.
 - Motion made to send Rob Sontag, 3 directors and a Chief to the SDA Annual Conference in Keystone: Richard Kunter
 - Seconded by: Marvin Miller
 - Vote: Unanimous
 - 2. Insurance Claim for Kilpatrick Vehicle – Rob Sontag updated the board on a request for reimbursement for damage done to John Kilpatrick's vehicle while responding to a call. Rob Sontag asked for direction from the board to either file a claim, or to cut a check for John Kilpatrick's accident.
 - Motion Made to pay for the repairs without submitting a claim to the District's Insurance Carrier: Rick Hughes
 - Seconded: Marvin Miller
 - Vote: Unanimous

3. Insurance Claim for Sontag Vehicle – Rob Sontag informed the board of the incident involving the damage to his personal vehicle while removing the post from the damaged mailbox. There will be a claim regarding this incident.
4. Rob Sontag informed the board of the letter from the Genesee Foundation to some Foothills Fire Protection District residents to petition to be excluded from Foothills Fire Protection District and included in to Genesee Fire Protection District. Dick Scheurer informed the board of the process associated with this transfer, Rob Sontag asked the board for direction on how, if at all to reply. Dick Scheurer advised the Directors that it would be premature to reply to this letter, and no response is advised at this time. The Board concurred and directed Mr. Sontag to take no action at this time.

B. Fire Marshal's Report – Nothing to Report.

C. Chief's Report – Kris emperor updated the board on the current status of the recent recruit class. Deputy Chief Emperor updated the board on the current use and pending status of the coverage calendar.

- Adopt revised OG's 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, and 6.7 (7 enclosures)
 - Motion Made to Adopt Revised OG's Made by: John Findling
 - Seconded by: Rick Hughes
 - Discussion: Kris Emperor updated the board on the specific OG regarding Driver Operators, and the elimination of redundancy, updating of the record keeping, etc. Rick Hughes asked for clarification on the OG for POV's going on calls on the highway. Kris Emperor answered Rick Hughes question about the drastic reduction in POV's entering the freeway due to the District's Policy of only allowing Chief Officers on the highway in their POV along with allowing medical personnel to respond POV if needed. Jon Schreiner asked that 6.6's footnote needs the 3rd word struck from the record.
 - Vote: Unanimous
2. Discussion of reworking OG's, Rules and Regulations, Bylaws, and Employee Handbook.
- Discussion: Kris Emperor updated the board on the current status of the SOG's, and the revisions that are being undertaken by the officers. Deputy Chief Emperor asked for direction on how to proceed with this task. Dick Scheurer informed the board that the rules and regulations are the master from which the SOG's must be calibrated. Rob Sontag suggested that the by-laws be done away with, or possibly fused with the rules and regulations. Rick Hughes asked that all the changes be reflected in separate versions prior to future adoption for his review.

- D. Approval of purchase requisitions for department supplies and equipment. – Nothing to Approve.
- E. Status Report From Support Auxiliary – Nothing to Report
- F. Status Report on the Communications Authority. – Rick Hughes updated the board on the current status of the communications authority. Rick Hughes updated the board of the increased contribution amount that has been requested of the District for the communications venture. Rick Hughes updated the board of our pending grant review this next year. Rick Hughes has made the recommendation that the board approve an 800 MHZ radio be installed in each apparatus, and in each officers hand. Rob Sontag informed the board of a pending grant that may pay for the purchase of a handheld and a mobile for each officer in the coming months. This issue has been tabled until the grant issue is resolved in the coming months
- Marvin Miller asked that we move to executive session at 7:51 PM
 - Seconded: Rick Hughes
 - Vote Unanimous

V. ADJOURNMENT

- Motion Made to Adjourn at 8:05 PM by: Marvin Miller
- Seconded by: Richard Kunter
- Vote: Unanimous
- Next regular meeting scheduled for June 17th, 2003.

THESE MINUTES APPROVED AS THE OFFICIAL MAY 20TH, 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