

**MINUTES OF A REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
FOOTHILLS FIRE PROTECTION DISTRICT
HELD
November 18th, 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, November 18th, 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 Present

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

Others Present

**Jacob Sliemers - Chief
Tim Cusick – District’s Accountant
Dick Scheurer – District’s Attorney
Tim Hendrix – Operations Assistant
Rob Sontag – District Manager**

I. ADMINISTRATIVE MATTERS

A. Approve Agenda.

- Motion Made to approve agenda: Marvin Miller
- Seconded by: John Findling
- Discussion: None
- Vote: Unanimous

B. Review and Approve Minutes of the October 21st, 2003 Regular Meeting

- Motion made to Approve Minutes as Corrected: Marvin Miller
- Seconded: John Findling
- Discussion: Marvin Miller corrected Item 1 approving minutes not the agenda. Chiefs report – Item IV.C.2 – Kris Emperors title should read “Deputy Chief”. John Findling asked about item IV.C.3, and the \$500 check. He asked that it be changed to reflect the \$500 was a donation check.
- Vote: Unanimous

II. FINANCIAL MATTERS

- A. Review And Approve Payment Of Claims Through The Period Ending November 18th, 2003 Totaling \$50,996.25 For Operations
- Motion made: Rick Hughes
 - Seconded: Marvin Miller
 - Discussion: Rick Hughes asked about the check made to D&S electric for the Idledale station and unit 530. Rob Sontag explained that this unit was not sent to us with the correct plug and adapter, and repairs needed to be made. Check #5718 to Evergreen Fitness was discussed as well as check #5274 to Genesee Fire for the spring Fire Fighter 1 class. Check #5726 for the station improvements to allow sleeping quarters to be used at RH. Check #5736 was for our pens and note pads. Check #5741 was to Verizon and Rick Hughes asked that he see this bill. He also asked about the Qwest bill. Check #5740 was for the ladder testing. Check #5744 was for the wildland radio (Bendex King) for 551. This was a grant purchase and a credit will be reflected in the future. Rick Hughes asked about how to streamline this process for explanation. He would like to see a better layout of the checks as to who they are going to, and for what. Tim Cusick asked about the possibility of writing out a report that included a description of what the payment was for. Rob Sontag said he would look into this possibility and report back to the board.
 - Vote: Unanimous
- B. Review And Accept Un-Audited Financial Statements For The Period Ending October 31st, 2003
- Motion made: Marvin Miller
 - Seconded: Richard Kunter
 - Discussion: Tim Cusick explained the details of these financial statements. Rob Sontag explained the deposit detail. Tim Cusick pointed out the form that shows today's cash. John Findling asked about the 229% over budget we show for our unexpected vehicle repair. Rob Sontag explained that these overages are offset once our insurance claims are processed.
 - Vote: Unanimous
- C. Discussion of lease Purchase Terms and Adoption of Resolution 03-006 to Execute a Lease with Municipal Services Group for the Purchase of a New Radio System for the District.
- Rob Sontag updated the board on the specifics of these terms.
 - Motion Made to adopt Resolution 03-006 by: Rick Hughes
 - Seconded: Richard Kunter
 - Vote: Unanimous

D. Public Hearing Regarding Adoption of the Draft 2004 Budget

- The Public Hearing was opened by Jack McKenry Where No Public Comment was offered, and the Public Hearing was Closed.
- Motion Made to Accept Budget and to Set the Mills at 9.196: Richard Kunter
- Seconded: Marvin Miller
- Discussion: No public discussion. Tim Cusick explained the specifics of the draft budget. John Findling asked about how realistic our scheduled and unscheduled maintenance is for this next year. Dick Scheurer stated that any motion regarding the adoption of the budget needs to reflect that any minor adjustments to the assessed valuation and property tax revenue that are necessary may be made by District staff. Richard Kunter asked about the Gallagher amendment and what effects those changes if any, would have on us.
- Vote: Unanimous

III. LEGAL MATTERS

A. Status of Denver Fire Agreement Discussions and Letter of Collection for Calendar Year 2002.

- Dick Scheurer updated the board that he has had no contact from Denver Fire Department since the last board meeting. Enclosed in the board packet was a letter informing Denver Fire Department that their lack of response to us on this issue leaves us no option but to pursue with our billing. Dick Scheurer informed the board that we will need to work on a fee schedule. Dick Scheurer will report back to the board with any changes.

IV. DEPARTMENT ISSUES

A. Administrator's Report and Fleet Status Report

1. Response from Mount Vernon Metro District regarding actions taken by their staff during the March Blizzard – We received a letter from Mt. Vernon Metro District expressing regret at the actions taken during the storm.
2. Rob Sontag informed the board that we did not receive our USFA grant.
3. Rob Sontag and Dick Scheurer have met with the county regarding their working with us on building and zoning issues. After this meeting Rob Sontag and Ken Spencer took this information to a reporter from the Canyon Courier, and took her out to show her some properties that are examples of problems we encounter. Rob Sontag then explained the specifics of the communication between Foothills Fire Protection District and the reporter. Dick Scheurer informed the board of his communication with the Commissioners. Rob Sontag informed the board of his communication with the fire council and how we are working with them to create solidarity among Fire Districts.

4. Idledale Fire – Rob Sontag updated the board on the specifics of this fire. Rob Sontag asked that the board make a resolution to recognize all the firefighters that responded to this call.
 - Motion Made by: Rick Hughes
 - Seconded by: Marvin Miller
 - Discussion: None
 - Vote: Unanimous
- B. Fire Marshal's Report – Fire Marshall Glen Saraduke is working with Lake Cedar Group to possibly run a 10" main all the way down Lake Cedar road to their gate, as well as an additional one next to their building at the bottom of their road.
- 1) Glen is working with channel 2 on their tower site.
 - 2) Girl Scout camp – They had an inspection last spring, are working on these issues, and are raising money to comply with these requirements.
 - 3) Glen is setting up a fire alarm program for Ralston.
 - 4) Glen is continuing to conduct driveway and building inspections.
 - 5) John Findling asked that we order the more visible hydrant markers in spite of the additional expense.
- C. Chief's Report
- Chief Jacob Sliemers – Jacob informed the board that the officer SOG under discussion has been tabled until next years officers decide to resume this issue or table it permanently.
 - The vote for chief officers will be conducted at the December board meeting.
 - Rob Sontag asked that a board member be present at the December meeting. Rick Hughes volunteered to be present as did Marvin Miller.
 - Jacob informed the board of our recent body recovery, and explained the details of this incident.
- D. Approval of purchase requisitions for department supplies and equipment.
Nothing to Approve
- E. Status Report From Support Auxiliary – They met this last weekend and Laura Kilpatrick is now President, and Vice President is Janet Tyrell'eads. The chiefs have appointed Julie Madsen as auxiliary liaison to assist with interaction. We will also be purchasing 2 pagers for Julie Madsen and Laura Kilpatrick to allow them to be informed of our calls.
- F. Status Report on the Communications Authority. – Rob Sontag informed the board that we have received an invoice for 2004. That invoice has been tabled until we find if our 800mhz will be implemented by the first part of 2004. Jacob Sliemers informed the board of Highland Rescue Team's request to have our old pagers and low band radios donated to them when we have implemented our new radio system.

V. ADJOURNMENT

- **Motion made to Adjourn at 8:22PM: Rick Hughes**
- **Seconded: Marvin Miller**
- **Vote: Unanimous**
- **Next regular meeting scheduled for December 16th, 2003 @ 6:30pm.**

THESE MINUTES APPROVED AS THE OFFICIAL NOVEMBER 18th, 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