

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

Attendance

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

Others in Attendance

**Rob Sontag – District Administrator
Tim Hendrix – Operations Assistant
Jacob Sliemers – Department Chief
Deb Gillis – Assistant Chief
Glen Saraduke – Fire Marshall
Tim Cusick – District Accountant
Rod Nelson – District Resident
Dick Scheurer – District Attorney
John Kilpatrick – Department Firefighter
Bob Schwartz – Department Firefighter
Justin Dusdal – Department Firefighter
Randy Groe – Department Firefighter
Stacey Dorian – Department Firefighter
Patrick Ahern – Department Firefighter
Patrick Smith – Department Firefighter
Brian Zoril – Department Firefighter
Sue Prezekwas – Department Firefighter**

I. ADMINISTRATIVE MATTERS

A. Approve Agenda.

- Motion Made to Approve Agenda As Amended Below by: Marvin Miller
- Seconded by: John Findling
- Discussion: Jack McKenry asked that the Item 4.C.1. should include a general discussion regarding the proposed SOG change proposed at the last board meeting. The need to go to executive session to discuss personnel matters will be added as item G.
- Vote: Unanimous

B. Review and Approve Minutes of the September 16th, 2003 Regular Meeting

- Motion Made to Approve Agenda as Amended by: Marvin Miller
- Seconded by: John Findling
- Discussion: Under the SOG discussion, add “and with the board” after the membership discussion.
- Vote: Rick Hughes abstained, the vote was otherwise unanimous.

II. FINANCIAL MATTERS

A. Review And Approve Payment Of Claims Through The Period Ending October 21st, 2003 Totaling \$ 48,554.75 For Operations.

- Motion Made to Approve Payment of Claims by: Marvin Miller
- Seconded by: John Findling
- Discussion: Marvin Miller asked for clarification on the EMT fees for 3 of our members. Rob Sontag explained these were for Glen Saraduke, Dave Danek, and Brad Danek and should have been coded as EMS rather than Personnel Recognition.
- Vote: Unanimous

B. Review And Accept Un-Audited Financial Statements For The Period Ending September 30th, 2003

- Motion Made to Accept Un-Audited Financial Statements by: Marvin Miller
- Seconded by: Richard Kunter
- Discussion: Tim Cusick explained the specifics of the budget comparisons between this year and next. Tim Cusick did propose that we increase our utilities budget by \$5000 in anticipation of the proposed Excel Energy gas increase. There was some discussion on the 9.196 mill levy. Tim Cusick did update the board on his FPPA interaction, and that there is a cost to request a representative from the FPPA to visit the districts board meeting. The board

decided that the district does not need an FPPA representative to be present at the next meeting. Tim Cusick recommended that we stay with ColoTrust instead of switching our banking to CoBiz per the proposal from CoBiz.

- Vote: Unanimous

C. Requests for Abatement of Invoice 02-1237

- Motion Made to Abate 02-1237 to the \$100.00 Received by: Richard Kunter
- Seconded by: Rich Hughes
- Discussion: Rob Sontag informed the board of a district resident that is asking for abatement for our services rendered on his call, and a reduction from his bill down to \$100.00.
- Vote: Unanimous

III. LEGAL MATTERS

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

- Discussion: Dick Scheurer informed the board that the current status is the same reply from Denver Fire Department; that they are currently working on this and will be discussing it further. Rob Sontag informed the board that he has had some interaction with contacts within the city of Denver, and they are working on different options with regard to our invoices. Rob Sontag asked the board that we send a master invoice for 2002 responses to the City of Denver, and if we do not receive a response within 60 days we send these invoices to hard collections. Richard Kunter did ask we add a note of interest of 1.5% per month to this invoice after 60 days have passed.
- Motion made to invoice Denver Fire Department for 2002 by: Marvin Miller
- Seconded by: Rick Hughes
- Vote - Unanimous

B. 525 Spring Ranch Rd. Stop Work Order / Restraining Order

- Discussion: Dick Scheurer updated the board of the current situation, and how Foothills Fire Protection District and Jefferson County have both adopted the International Fire Code, and that Jefferson County will enforce these issues except for issues directly inside appropriate fire districts. We do not have the type of cooperation that we would desire between Foothills Fire Protection District and Jefferson County. Foothills Fire Protection District was notified of this construction site in June, and Fire Marshall Glen Saraduke did address the concerns with the owner and county shortly thereafter. Glen Saraduke did provide the district with a detailed timeline of his interaction with the homeowner and the general contractor. Dick Scheurer has been speaking with

the homeowner and his lawyer. Dick Scheurer informed the board of the options on handling this issue with regard to enforcement since Jefferson County does not enforce these types of issues inside our district. Dick informed the board that this issue would most likely go to District Court and be dealt with on that level. Dick Scheurer's opinion is that this house is not up to code, but we must be careful with future issues of this nature. Marvin Miller said that we adopted a fire code and it makes no sense to not enforce it. The board directed Rob Sontag and Dick Scheurer to proceed with enforcing the code that we have adopted with regard to the homeowner and all further construction. Dick Scheurer asked that the board direct him to meet with the county to possibly adopt a policy that potential permit pullers are notified that they must meet with the fire department prior to construction. The board agreed to so direct Dick Scheurer and Rob Sontag to meet with the county.

IV. DEPARTMENT ISSUES

A. Administrator's Report and Fleet Status Report

1. Discussion of Mechanical Damage to unit 581 and subsequent repairs – Rob Sontag informed the board of the engine damage and reasons why the damage occurred. He informed the board of the potential costs depending on the mechanics findings that are yet to be determined. Rob Sontag asked the board for direction on how to proceed; weather we file a claim with our insurance, or pay the cost out of pocket. Does an insurance claim have implications regarding an increased premium (Board). The board gave Rob Sontag direction to wait and see what the cost will be. If the claim is substantially less that \$8000.00 do not file a claim. If the claim is more than \$8000.00 then file with the insurance company for payment.

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

C. Chief's Report –

1. Chief Sliemers updated the board on the sheriffs request for help with arson issues, and their willingness to train fire fighters in arson investigations.
2. Deputy Kris Emperor has resigned as deputy chief due to her increased workload. Jacob and Deb have decided not to fill the position for the last 2 months of the year.
3. Foothills Fire Protection District has a \$500.00 from the North Woods Corporation, for our radio fund.
4. Jacob asked that Jack McKenry sign his D/O paperwork. Which was done.
5. Revisions to the Officer Structure OG's adopted by the Board at the last meeting. Jack McKenry asked that any concerns be expressed to the board. Rob Sontag informed the board of the OG changes. In summary, the officers had several meeting to discuss the changes in this OG. The proposed changes are that we will have specialty squads for the membership to be a part of as a training ground for

future potential officers. Rob outlined the details of who would be on what squad, how many squads will be present, the inner workings of these squads, and the responsibilities of these squads, etc. Rick Hughes asked why the proposed changes, what was removed, added, etc was not present in this current OG presentation. Chief Sliemers explained that there are other changes in this proposed OG that will be worked on in future officers meeting. Richard Kunter and Rick Hughes asked that the old OG be presented at the next officers meeting as well as any changes that will be made with support of the majority of the membership. Rick Hughes asked that the board resend the approved OG. Rick Hughes made the motion to resend this proposal and start over. Jack McKenry asked John Kilpatrick about his opinions and his letter. John Kilpatrick expressed his concerns over potential changes that may drive firefighters away. Jack McKenry expressed his desire to move forward and involve the officers and members with future changes. Marvin Miller asked that we hear from the members that were present at this meeting. Richard Kunter expressed his desire to see a healthy amount of discussion and input. Patrick Ahern asked about the changes in the past OG's and where are the current OG's for his review. Rob Sontag informed the members present and the board of the member's only portion of the department website that will have a current OG layout. Rick Hughes proposed that this OG be resended, and reworked over the next 4 months. Rob Sontag asked that elections be suspended until the OG is resolved. John Findling asked that the OG be a complete document when it is presented to the board unlike this recent proposal. John Findling asked that a complete OG be presented to the board in the November meeting with support for said document or the issue be tabled until further. John Findling asked that the OG be tabled until November.

- Motion made to table implementation of this OG until the next board meeting, at which time the officers should provide a completed document with membership support or decide to table the issue: John Findling
- Seconded by: Marvin Miller
- Vote: Unanimous

- D. Approval of purchase requisitions for department supplies and equipment. – Rob Sontag informed the board that we have been approved for the homeland security grant for purchase of our 800 MHZ radios, and the details of the leasing of these radios, the associated bids, etc.
- E. Status Report From Support Auxiliary – No one present to report.
- F. Status Report on the Communications Authority. – Nothing to Report.
- G. Motion to Move to Executive Session for Personnel Matters at 9:06: Marvin Miller
- Seconded by: John Findling
 - Vote: Unanimous

V. ADJOURNMENT

- Motion Made to Adjourn at 9:15 PM by: Marvin Miller
- Seconded by: Rick Hughes
- Discussion: None
- Vote: Unanimous

THESE MINUTES APPROVED AS THE OFFICIAL OCTOBER 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