

**MINUTES OF A REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF THE  
FOOTHILLS FIRE PROTECTION DISTRICT  
HELD  
DECEMBER 21ST, 2004 (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 21st, 2004 at 6:30 P.M., at the Mount Vernon Country Club, 24933 Club House Circle, Golden, Colorado.  
The meeting was open to the public.

I. ATTENDANCE

Board Members

John A. McKenry, III  
John Findling  
Marvin Miller  
Debra Medved  
Richard Kunter

Others in Attendance

Dick Scheurer – District Attorney  
Tim Cusick – District Accountant  
Rob Sontag – District Administrator  
Jon Schreiner – Assistant Chief  
John Kilpatrick – Chief Elect  
Patrick Smith – Deputy Chief Elect  
Christopher Brunette – Firefighter/Operations Assistant  
Damon Brown – HRT Representative  
Bill Easterling – HRT Representative  
Adam Petro – HRT Representative  
Netti Calvi – HRT Representative  
Bill McCartney Jr. – CTS Representative

- Motion to Excuse Richard Kunter: John Findling
- Seconded by: Marvin Miller
- Discussion: None
- Vote: Unanimous
- Richard Kunter arrived at 1835

## II. ADMINISTRATIVE MATTERS

### A. Approve Agenda.

- Motion to Approve Agenda as Amended: Marvin Miller
- Seconded by: Debra Medved
- Discussion: Add III, E for a presentation by Bill McCartney Jr. for bid of continued Fleet Services. Dick Scheurer advised that the Executive session will cover Legal Matters from section IV as well.
- Vote: Unanimous

### B. Review and Approve Minutes of the November 16th, 2004 Regular Meeting

- Motion to Approve Minutes of the November 16th, 2004 Regular Meeting as Presented: Marvin Miller
- Seconded by: John Findling
- Discussion: None
- Vote: Unanimous

## III. FINANCIAL MATTERS

### A. Review And Approve Payment Of Claims Through The Period Ending December 21st, 2004 For Operations.

- Motion to Approve Payment Of Claims Through The Period Ending December 21st, 2004 For Operations totaling \$42,226.43: Marvin Miller
- Seconded by: John Findling
- Discussion: None
- Vote: Unanimous

### B. Review And Accept Un-Audited Financial Statements for the Period Ending November 30th, 2004.

- Motion to Accept Un-Audited Financial Statements For The Period Ending November 30th, 2004: Marvin Miller
- Seconded by: Richard Kunter
- Discussion: Tim Cusick advised the District's Worker's Compensation Insurance will be going up to \$15,000.00 next year from \$8,800.00 this year. Mr. Cusick then explained why the rise was so steep. The Board requested Rob Sontag to research other agencies offering the insurance and return to the Board with a comparison of prices.
- Vote: Unanimous

C. Acceptance of the Final Version of the 2005 Budget

- Discussion: Handed out; No Board action necessary.

D. Presentation by Highland Rescue Team Ambulance District's Board of Directors Re: The Foothills Fire Protection District 2004 Contribution to Them and the Proposed Renewal of the Lease for the Ambulance in Idledale.

- Discussion: Damon Brown presented first, explaining the reason for the placement of the ambulances in the district and why Highland Rescue Team has opted to not place an ambulance in Idledale. Bill Easterling then presented Highland Rescue Team's budget dilemmas and asked the Board to reconsider the amount of money donated to Highland Rescue Team by the District for an increase.

E. Presentation by Bill McCartney Jr., Owner of Commercial Truck Services, for Bid of Continued Fleet Services.

- Motion to use Medved Autoplex for all light duty vehicle maintenance and continue using CTS for all other vehicle maintenance: Marvin Miller
- Seconded by: John Findling
- Discussion: Bill McCartney began by presenting the history of Commercial Truck Services (CTS), as well as their history with the District. He then explained why his labor rates are rising in 2005 and why he believes the District should continue to use the services of CTS. Rob Sontag and Chris Brunette asked the Board for guidance in making a choice on fleet services. After further discussion the Board decided it would be best to use Medved Autoplex for all light duty vehicle maintenance and continue using CTS for all other vehicle maintenance.
- Vote: Unanimous

IV. LEGAL MATTERS

A. Discussion of the Status of the Denver Agreement

- Discussion: Dick Scheurer advised this would be covered during Executive Session.

B. Discussion of an Impact Fee Schedule for Construction Development Within the Confines of the Foothills Fire Protection District.

- Discussion: Dick Scheurer advised this would be covered during Executive Session.

V. DEPARTMENT ISSUES

A. Administrator's and Fleet Status Reports.

1. Discussion of a Lease Extension to Alpine Rescue Team for the Land Their Station Sits on at Our Rainbow Hills Station Location.

- Discussion: Rob Sontag advised that Alpine Rescue Team would like to add three bays to the building that is already in place. In return for allowing them to build this on our land, Mr. Sontag advised Alpine Rescue Team that Foothills Fire & Rescue would like access to their training room and climbing wall. Alpine Rescue Team advised they would not allow this, but would allow FFR to build a training room over the proposed bays, at FFR's expense. Pat Smith suggested FFR check the Long Term Plan put forth in regards to the property, he believes the original agreement gave FFR rights to using the training facilities already in place. Rob Sontag advised he would look further into it.

2. Acceptance of the Proposal From the Owners of 1006 and 1008 Lookout Mountain Road Re: Their Proposal to Address the Water Supply and Technical Rope rescue Needs Presented by Their Site.

- Motion to Accept the Proposal from the Owners of 1006 and 1008 Lookout Mountain Road Re: Their Proposal to Address the Water Supply and Technical Rope Rescue Needs Presented by Their Site: Marvin Miller
- Seconded By: John Findling
- Discussion: Rob Sontag presented the proposal. Dick Scheurer advised that, after investigation, he found the District would not be affected legally by accepting this proposal. John Findling wants to re-iterate to the community that this proposal is to be accepted on the grounds that it is the most beneficial option with regards to the community. The Board made the decision that the District will take a proactive role in presenting this proposal to the community.
- Vote: Unanimous

3. Appointment of Board Members to Attend the 2005 Membership Meetings of the Foothills Fire & Rescue.

- Discussion: The members of the board have agreed to attend the FFR membership meetings as follows –

January – Debra Medved	February – Richard Kunter	March – Debra Medved
April – Marvin Miller	May – Marvin Miller	June – Richard Kunter
July – Jack McKenry	August – Debra Medved	September – Debra Medved
October – John Findling	November – Jack McKenry	December – Miller, Findling

## B. Chief's Report

- Discussion: John Kilpatrick advised that Brad Danek, Glen Saraduke and he met with Highland Rescue Team to discuss procedures while working on the highway. Chief Kilpatrick also advised State Patrol is interested in reviewing our highway SOGs – further discussion is needed. Chief Kilpatrick asked that a new position for FFR be created – Deputy Fire Marshall. Glen Saraduke will be his choice to fill this position. The title of Fire Marshall would remain with the Chief. The Deputy Fire Marshall position would be an officer's position, thus giving the person filling the position the ability to run for one of the Chief Officer's position in a year's time. The Board requested that Chief Kilpatrick revise the current SOG to include the new position and return the revision to the Board for endorsement by the Board.

## C. Approval of purchase requisitions for department supplies and equipment

### 1. Approval of Medtronic Service Agreement for the District's 11 AEDs at a Rate of \$2,475.00 Per Annum.

- Motion to Approve the Medtronic Service Agreement for the District's 11 AEDs at a Rate of \$2,475.00 Per Annum: Marvin Miller
- Seconded by: Debra Medved
- Discussion: Rob Sontag advised that Medtronic reduced the term of agreement from 5 years to 3 years, while still honoring the reduced 5 year price.
- Vote: Unanimous

## D. Status report From Support Auxiliary

- Discussion: None

## VI. EXECUTIVE SESSION FOR PERSONNEL AND LEGAL MATTERS

- Motion to move to Executive Session at 20:23 for attorney-client privileged discussions: John Findling
- Seconded By: Marvin Miller
- Discussion: None
- Vote: Unanimous
  
- Motion to come out of Executive Session at 21:30: Marvin Miller
- Seconded by: John Findling
- Discussion: None
- Vote: Unanimous

## VII. APPOINTMENT OF CHIEF OFFICERS FOR 2005

- Motion to Appoint John Kilpatrick as Chief, Patrick Smith as Deputy Chief, and Jon Schreiner as Assistant Chief and to Restrict the Deputy Chief from Access to any Existing and Released Personnel Files Through the Personnel Committee: Marvin Miller
- Seconded by: John Findling
- Discussion: The Board advised that the Deputy Chief would be restricted from access to any existing and released personnel files through the Personnel Committee due to a potential legal conflict of interest. Pat Smith is to explain this conflict resolution to the Personnel Committee.
- Vote: Unanimous

## VIII. ADJOURNMENT

- Motion to Adjourn: Richard Kunter
- Seconded by: Marvin Miller
- Discussion: None
- Vote: Unanimous
  
- **Next regular meeting scheduled for January 18th, 2005 @ 6:30pm.**

THESE MINUTES APPROVED AS THE OFFICIAL DECEMBER 21ST, 2004 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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Debra Medved