

**MINUTES OF A REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF THE  
FOOTHILLS FIRE PROTECTION DISTRICT  
HELD  
January 20<sup>th</sup>, 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, January 20<sup>th</sup>, 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.

**Attendance**

**Richard Kunter – Board Member  
Rick Hughes – Board Member  
Marvin Miller – Board Member  
John Findling – Board Member**

**Rob Sontag – District Administrator  
Tim Hendrix – Administrative Assistant  
Tim Cusick – District's Accountant  
Deb Gillis – Deputy Chief  
Dick Scheurer – District's Attorney**

**I. ADMINISTRATIVE MATTERS**

**A. Approve Agenda.**

- Motion Made to Approve the Agenda: John Findling
- Seconded: Rick Hughes
- Discussion: None.
- Vote: Unanimous

**B. Review and Approve Minutes of the December 16<sup>th</sup>, 2003 Regular Meeting**

- Motion Made to Approve Minutes: John Findling
- Seconded: Rick Hughes
- Discussion: Item II.C. Corrected to correctly spell "Budget". John Findling asked that we try and include a little more detail in the future minutes.
- Vote: Unanimous

- C. Motion Made to Excuse Director Jack McKenry from This Meeting by: Rick Hughes
  - Seconded by: John Findling
  - Discussion: None
  - Vote: Unanimous
  
- D. Marvin Miller will check into the possibility of adding a second floor to the Rainbow Hills station, and report back to the Board at the February meeting.

## II. FINANCIAL MATTERS

- A. Review And Approve Payment Of Claims Through The Period Ending January 20<sup>th</sup>, 2004 Totaling \$33,606.35 For Operations.
  - Motion Made to Approve the Payment of Claims for Period Ending January 20<sup>th</sup>, 2004 Totaling \$33,606.35 for Operations by: Richard Kunter
  - Seconded by: Rick Hughes
  - Discussion: Rob Sontag explained the process of our fluid samples that are taken on our apparatus and the purpose of this procedure. Rob Sontag then fielded questions on misc. expenses to the Board's satisfaction.
  - Vote: Unanimous
  
- B. Review And Accept Un-Audited Financial Statements For The Period Ending December 31<sup>st</sup>, 2003.
  - Motion Made to Accept Un-audited Financial Statements for the Period Ending December 31<sup>st</sup>, 2003 by: Richard Kunter
  - Seconded by: Rick Hughes
  - Discussion: Tim Cusick fielded questions from the Board on the Un-Audited Financial Statements. Rob Sontag updated the Board on the expense associated with the personnel recognition at the Christmas party, the Rainbow Hills station improvements, and the planned structural and vehicle purchases that were put on hold until the end of the year because of last years spending freeze.
  - Vote: Unanimous
  
- C. Amend 2003 Budget
  - Discussion: The Government Accounting Standards Board requirements regarding statement 34 which reflects how governments report their accounting, and the differences between the original and amended budget, etc were discussed. We are required to implement this change in 2004, and the annual requirements for reporting. Tim Cusick fielded further questions on these specific changes.

### III. LEGAL MATTERS

#### A. Status Of Denver Fire Agreement Discussions

- Dick Scheurer updated the Board on the current situation with The City and County of Denver and the lack of progress with Denver Fire Department. Dick Scheurer asked the Board if this item should be discussed in executive session when Jack McKenry is present. The Board then agreed to move this item to executive session.

#### B. Discussion of 2004 Fee Schedule – This issue has been tabled until the above executive session on Denver Fire has been discussed.

#### C. Appointment of District Manager as Designated Election Official for the May 2004 Election.

- Motion Made to Appoint Rob Sontag, District Manager as the Designated Election Official for the Election of May 2004 by: Richard Kunter
- Seconded by: John Findling
- Discussion: None
- Vote: Unanimous

### IV. DEPARTMENT ISSUES

#### A. Administrator's Report

##### 1. Proposed "Re-supply of Issued Equipment" SOG

- Motion made to Approve Re-supply Issued Equipment SOG by: Rick Hughes
- Seconded by: John Findling
- Discussion: Rob Sontag informed the Board of the concern some members had about their being held liable for lost or damaged department equipment assigned to them, specifically the new 800 MHZ radios. Rob Sontag explained the details of the new SOG the officers decided on in their January Officers meeting. The new SOG states that they "may" be held liable for a lost or damaged radio, and the insurance deductible which is currently \$250.00. That liability will be decided on a case by case basis.
- Vote: Unanimous

##### 2. Proposed Interim "Sleeping Quarters Policy" SOG

- Motion made to implement an interim policy that the sexes be segregated when not on calls between the hours of 2300 to 0700 hours at separate stations by: John Findling
- Seconded by: Richard Kunter
- Discussion: Rob Sontag explained the discussion that took place at the last department membership meeting regarding this topic. Dick Scheurer advised the district to address this issue and protect the department. Richard Kunter expressed concern about protecting the district, department, as well as the firefighters from any real or perceived sexual harassment. Deb Gillis

expressed concern about this sleeping issue, and how she could potentially be coerced to sleep at the station with younger male firefighters. Deb Gillis is concerned that the department is “setting itself up for a fall”. Dick Scheurer recommended that the Board send a clear message that there is to be no cohabitation of the sexes during sleeping hours. Rob Sontag informed the Board of his recommendation for a “dark hours” policy. Rob Sontag explained that this “dark hour’s policy” would be no cohabitation between the hours of 2300-0700 hours. Dick Scheurer suggested that the district implement an interim policy until the sleeping quarters committee presents its findings.

- Vote: Unanimous
3. Request for a 60 Day Medical Leave of Absence for Patrick Ahern and Ken Spencer
- Motion Made to Grant this Request by: Richard Kunter
  - Seconded by: John Findling
  - Discussion: Rob Sontag explained the medical reasons behind these two leave of absence requests.
  - Vote: Unanimous
4. Request for a 90 Day Leave of Absence for personal reasons for Duane Schettler.
- Motion Made to Grant this Request by: Rick Hughes
  - Seconded by: Richard Kunter
  - Discussion: Rob Sontag explained that Duane Schettler is trying to start his own business, and that he views the shift systems requirements as too difficult to continue. He has asked for this leave of absence to establish his business.
  - Vote: Unanimous

#### B. Fire Marshal’s Report

- Glen Saraduke is working with tower developers to solve our tower rescue concerns.
- A water flow test kit has been ordered, and this will allow Fire Marshal Saraduke to get accurate readings on the fire hydrants in our district.
- All of our cisterns have been checked and filled. Knox padlocks have been ordered for each cistern so they can be secured, and they will be checked every 30 days.
- Glen Saraduke is working with the Lookout Mountain Water District in hopes of splitting the cost of marking the hydrants. The board would like to see a joint venture between Foothills Fire and Rescue and our local water districts.
- Glen Saraduke is working with the homeowners on 730 and 750 Genesee Mountain Road regarding some code correction issues.

C. Chief's Report

- Deb Gillis informed the Board of our upcoming recruit class, and that we would have 5 recruits in this academy.
- Deb Gillis asked the Board for future consideration of funds to increase our in district recruiting.
- Nettie Calvi has withdrawn her petition to rejoin Foothills Fire and Rescue as a reservist member.
- Rick Hughes asked Deb Gillis about bringing back previous members as well as ways to raise funds for the department.

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

- Nothing to Approve.

E. Status Report From Support Auxiliary

- Rob Sontag informed the Board that Julie Madsen has become the auxiliary coordinator and a representative to C.A.R.E. for the District.

F. Status Report on the Communications Authority.

G. There was discussion on leaving the Communications Authority, and Rob Sontag informed the Board that we should no longer be using low band as of February 1<sup>st</sup>. We will leave the Authority shortly after we stop using their equipment and frequencies.

V. CONTINUE MEETING TO A LATER DATE:

- Motion made at 21:07 to continue the meeting at 17:00 on 2/2/04 at a location to be determined with all present parties notified of the new location by: Rick Hughes
- Seconded: John Findling
- Vote: Unanimous

VI. CONTINUATION OF MEETING

A. Meeting reconvened on February 2<sup>nd</sup>, 2004 at 17:04 Hours at the District's Attorney's Office at 143 Union Blvd, Lakewood, CO, Suite 625.

- Motion made to move to executive session for Attorney/Client privilege by: Jack McKenry
- Seconded by: Richard Kunter
- Vote: Unanimous
  
- Motion made to come out of executive session by: Jack McKenry
- Seconded by: Richard Kunter
- Vote: Unanimous

- B. Dick Scheurer asked that the minutes reflect that all matters discussed in executive session were of an attorney/client privilege nature.
- C. Direction to District's Attorney on how to proceed with the City and County of Denver.
- Motion made to direct Dick Scheurer to take preparatory steps for litigation against The City of Denver regarding fire protection jurisdiction and responsibility on Denver owned lands within the boundaries and response area of Foothills Fire Protection District, and to make recommendations to the Board of Directors at the next regular meeting by: Jack McKenry
  - Seconded by: Richard Kunter
  - Vote: Unanimous

**Next regular meeting scheduled for February 17<sup>th</sup>, 2004 @ 6:30pm.**

THESE MINUTES APPROVED AS THE OFFICIAL JANUARY 20<sup>th</sup>, 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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W.R. "Rick" Hughes