

**MINUTES OF A REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
FOOTHILLS FIRE PROTECTION DISTRICT
HELD
March 16th, 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, March 16th, 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

Jack McKenry
Marvin Miller
Rick Hughes
John Findling

Others Present

Dick Scheurer – District's Attorney
Jacob Sliemers – Chief
Jon Schriener – Assistant Chief
Rob Sontag – District Manager
Tim Hendrix - Firefighter
John Kilpatrick – Firefighter
Tim Cusick – District's Accountant
Paula Smith – District Resident

II. ADMINISTRATIVE MATTERS

A. Approve Agenda.

- Motion made to approve agenda by: John Findling
- Seconded by: Rick Hughes
- Discussion: None
- Vote: Unanimous

- B. Review and Approve Minutes of the February 17th, 2004 Regular Meeting
 - Motion made to approve minutes by: Marvin Miller
 - Seconded by: John Findling
 - Discussion: Dick Scheurer asked for clarification on page 2.B, under “legal matters” regarding the sentence “the item has been tabled until further”.
 - Vote: Unanimous

- C. Motion made to excuse Richard Kunter by: Marvin Miller
 - Seconded by: John Findling
 - Discussion: None
 - Vote: Unanimous

III. FINANCIAL MATTERS

- A. Review And Approve Payment Of Claims Through The Period Ending March 16th, 2004 Totaling \$38,248.46 For Operations
 - Motion made to approve claims through the period ending March 16th 2004 totaling a revised amount of \$38,248.46 by: Marvin Miller
 - Seconded by: John Findling
 - Discussion: None
 - Vote: Unanimous

- B. Review And Accept Un-Audited Financial Statements For The Period Ending February 29th, 2004
 - Motion made to approve un-audited financial statements for the period ending February 29th, 2004 by: John Findling
 - Seconded by: Rick Hughes
 - Discussion: Tim Cusick reported to the Board that there was nothing of concern to report this month. Tim Cusick made some changes to his audit report at last months meeting. Tim Cusick provided the Board with a revised final draft of the audit report.
 - Vote: Unanimous

IV. LEGAL MATTERS

- A. Status Of Denver Agreement Discussions
 - Dick Scheurer asked that the Board move into Executive Session at the end of the Board meeting to discuss a matter of attorney client privilege.

- B. Discussion of 2004 Fee Schedule
 - Dick Scheurer asked that this item be tabled and discussed further at a future board meeting.

V. DEPARTMENT ISSUES

A. Administrator's Report

1. Policy statement regarding access to personnel files. – Rob informed the Board of the vagueness of the current policy regarding who has access to the personnel files. Rob Sontag asked the Board for direction on how to clarify who exactly has access to these files.
 - Motion made to accept the administrative policy as presented by: Rick Hughes
 - Second: Marvin Miller
 - Vote: Unanimous
2. Rob Sontag informed the Board of the current inspection situation with the Girl Scout Camp within the district. District representatives of Foothills Fire Protection District, Denver Fire Department and the Girl Scouts had a meeting to review the code violations present with the Girl Scout camp and consequent improvements.
3. Rob Sontag updated the Board on the recent structure fire that we had at the new Red Rocks Visitor Center. Denver Fire Department had never heard of this fire, or the problems Foothills Fire Protection District presented to them last year.
4. 800 MHZ radio system paperwork has been reissued.
5. The departments new database is up and running. The membership have been issued a report on what the department has on them as far as training hours, call responses, contact information, etc.
6. Marvin Miller asked to make sure his email is current in the department database.
7. The new department server arrived on Monday and is being configured.
8. Assistance to Firefighters grant – Rob Sontag and Jon Schriener are currently working on this grant, and Rob Sontag informed the Board of the items the district will be asking for. Rob asked for approval for the matching funds since this decision is required before the next board meeting, and that this be approved.
 - Motion made to approve matching funds not to exceed \$12,000.00 by: John Findling
 - Seconded by: Rick Hughes
 - Vote: Unanimous

9. Rob Sontag asked for a resolution to cancel the upcoming Board election. The deadline passed and we had the same amount of candidates as we did positions.
 - Motion made to cancel upcoming election by: – Marvin Miller
 - Second by: John Findling
 - Vote: Unanimous
 10. Fleet Status Report – John Findling asked about extended service versus full service. Tim Hendrix clarified the difference between the extended and full service our apparatus are receiving to the Boards satisfaction. Rick Hughes asked about the fee for the shoreline on 551.
- B. Fire Marshal’s Report – Rob Sontag informed the Board that Glen Saraduke is working with Clear Channel Communications, The Lake Cedar group, and Lookout Mountain Water District to ensure that there will be an adequate water supply at their proposed location. Marvin Miller informed the Board of the planned locations of the hydrants to be installed. Rob Sontag informed the Board that Fire Marshall Glen Saraduke is negotiating with a rope rescue company for tower rescue equipment and training that the district does not currently have. Rick Hughes asked about the window status at Rainbow Hills. John Findling informed the Board that he had hand delivered Glen Saradukes letter to the Mt. Vernon Country Club for their review. Rob Sontag informed the board they had responded to us, and we will be allowed to put hydrant markers on the hydrants in Mt. Vernon.
- C. Chief’s Report
1. Jacob Sliemers informed the board that he is working on a citizen complaint, and will keep the board informed.
 2. Jacob Sliemers informed the board of the mutual aid exercise that was run this last Saturday (March 13th) with Evergreen Fire Department, and that it ran well, and the specifics and benefits of the exercise.
 3. Jacob Sliemers informed the board of the recent shift system evaluation by the membership, and the addition of the new sub-shift sign up board.

- D. Approval of purchase requisitions for department supplies and equipment.
- Motion made to approve the purchase of the TSI collection services for 144 instances by: Marvin Miller
 - Seconded by: John Findling
 - Discussion: Rob Sontag informed the board that the current contract with our collection agency (TSI) is up in April of 2003 and we need to renew this contract. Rob updated the board on the proposed changes for the current contract awaiting assignment. Rob Suggested we go with the 120 rather than the 144 being suggested. John Findling asked about the process on Rosie's end of this collection procedure.
 - Vote: Unanimous
- E. Status Report From Support Auxiliary – No representative present to report.
- Tim Cusick informed the Board that he has received a call from Janet Tyrell-Ead regarding this year's auxiliary tax return.
 - Rob Sontag informed the Board that the auxiliary will be planning the annual pancake breakfast.
- F. Status Report on the Communications Authority. – Nothing to report.
- G. Community Benefit - Marvin Miller informed the Board of the deaths in a Pittsburgh Pennsylvania church fire.

VI. EXECUTIVE SESSSION

- Motion to move to executive session for personnel issues and for legal counsel regarding Denver Mtn. parks made at 19:24 by: Marvin Miller
- Seconded by: John Findling
- Discussion: None
- Vote: Unanimous

VII. ADJOURNMENT

- Motion made to adjourn at 20:40 made by: Marvin Miller
- Seconded by: Rick Hughes
- Discussion: None
- Vote: Unanimous

- **Next regular meeting scheduled for April 20th, 2004 @ 6:30pm.**

THESE MINUTES APPROVED AS THE OFFICIAL MARCH 16th, 2004 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