

**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

Jack McKenry  
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

II. ADMINISTRATIVE MATTERS

A. Approve Agenda.

- Motion to Approve Agenda as Amended: Marvin Miller
- Seconded by: John Findling

- Discussion: Under III, C the board will hear from PJ Turner and Patrick Smith on behalf of Highland Rescue Team and from the representatives from Medved Autoplex on a presentation for bid of a Fleet Service Contract.
- Vote: Unanimous

B. Review and Approve Minutes of the October 19th, 2004 Regular Meeting

- Motion to Approve Minutes of the October 19th, 2004 Regular Meeting as Corrected: Marvin Miller
- Seconded by: John Findling
- Discussion: Tim Cusick requested that the wording under section III, C be changed to read that the Board reviewed the Budget, rather than approved the budget.
- Vote: Unanimous

III. FINANCIAL MATTERS

A. Review And Approve Payment Of Claims Through The Period Ending November 16th, 2004 For Operations.

- Motion to Approve Payment Of Claims Through The Period Ending November 16th, 2004 For Operations: Richard Kunter
- Seconded by: Marvin Miller
- Discussion: Tim Cusick pointed out that there were two checks going to FPPA, one being the District contribution and one the State contribution. Mr. Cusick also pointed out the Bond payment was on this disbursement schedule, however it would be held until it is due in December.
- Vote: Unanimous

B. Review And Accept Un-Audited Financial Statements for the Period Ending October 31st, 2004.

- Motion to Accept Un-Audited Financial Statements For The Period Ending October 31st, 2004: Marvin Miller
- Seconded by: Debra Medved
- Discussion: Tim Cusick advised there was nothing unusual to report on the statements, but did include a 3<sup>rd</sup> Quarter Pension Report. Rob Sontag explained the changes to the proposed 2005 budget since the draft was presented in September.
- Vote: Unanimous

C. Public Hearing Regarding the Proposed 2005 Budget

- Jack McKenry opened meeting up for the Public Hearing Regarding the Proposed 2005 Budget at 18:42
- Pat Smith presented the letter sent to the Board on behalf of Highland Rescue Team. Mr. Smith presented what HRT has budgeted for in 2005 and explained that one of the letters was a request for a greater EMS contribution from FFPD to Highland Rescue in the amount of \$48,000.00. Mr. Smith also requested an update for the lease agreement for Ambulance 286. He also advised that Adam Petro was hired as HRT's Administrator.
- Jack McKenry officially closed the Public Hearing regarding the proposed 2005 Budget at 18:53
- Motion to Adopt the proposed 2005 Budget, Set the Mill Levy, and Appropriate Sums: Richard Kunter
- Seconded by: Marvin Miller
- Discussion: None
- Vote: Unanimous

#### D. Presentation by Medved Autoplex for Fleet Services

- Dick Scheurer advised that Debra Medved has signed a Disclosure of Conflict form and may not, nor did she, participate in the following discussion.
- Bruce McConnell began the presentation and advised that Special Districts are available for bid assistance on Ford and GM vehicles.
- Mr. McConnell also advised that Medved Autoplex is able to set up an "Employee Purchase Program," through which FFR members can purchase vehicles at a reduced price.
- Chuck Gibson presented the fleet services side – Mr. Gibson advised that an advisor would be set up that FFPD would work with. He advised that they do all scheduled vehicle maintenance based on fluid management, whereas they take an analysis of the vehicle's fluids and service them based on the results. Medved contracts CTS to complete the fluid analysis.
- When asked, Mr. Gibson advised all district employees and volunteers would be included in special District pricing for vehicle maintenance.
- The Board requested that Rob Sontag and Chris Brunette review the Bid, compare it to a Bid from the current service provider, and present the findings to the Board.

#### IV. LEGAL MATTERS

- Discussion: Dick Scheurer presented an update on the legal actions taken with Denver Fire department concerning the Denver Mountain Parks. He advised that several articles have been gathered to send out an edition of “Firefly”.

#### V. DEPARTMENT ISSUES

##### A. Administrator’s and Fleet Status Reports.

##### 1. Consideration of Revised Proposals for Station Cleaning Services by Jamie Samuels Cleaning

- Motion to Accept the Revised Proposal for Station Cleaning Services by Jamie Samuels Cleaning; Marvin Miller
- Seconded by: Debra Medved
- Discussion: Rob Sontag presented the revised proposal and advised the Board that Jamie Samuels lowered the bid amount from \$400.00 to \$350.00/month.
- Vote: Unanimous

##### 2. Consideration of Bid Specifications for the District’s Insurance

- Discussion: Rob Sontag presented the Board with a Request for Bid Solicitation for the District’s insurance provider.

##### 3. Ratification of Voice Vote to Accept Proposal for Preparation of a Communication Audit and Plan by Peter Webb

- Motion to Accept Proposal for Preparation of a Communications Audit and Plan by Peter Webb: Marvin Miller
- Seconded by: John Findling
- Discussion: None
- Vote: Unanimous

##### 4. 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 presented a request from Alpine Rescue Team to extend the lease of the land their station is currently on. He advised that the Chiefs recommended that FFPD request the use of their classroom and climbing wall in exchange for the extension. The Board requested that Dick Scheurer and Rob Sontag put together a counter-proposal to present.

## B. Chief's Report

- Discussion: Deputy Chief Deb Gillis reported that the recruitment of new members is ongoing and interviews are taking place. She advised that the current shift system is under review, but no action has been taken yet. She also advised that the call volume is up from the previous month.

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

- Discussion: Rob Sontag presented a Service Contract Bid proposal from Medtronic for the servicing of the District's AED's. The Board requested Rob Sontag and Pat Smith to go over the Proposal and come back to the Board with a recommendation.

## D. Status report From Support Auxiliary

- Discussion: John Kilpatrick Spoke on behalf of the Support Auxiliary. He reminded that membership that the Holiday Party is on December 14 and the Auxiliary is requesting RSVP's from everyone who plans to attend.

## VI. EXECUTIVE SESSION FOR LEGAL MATTERS

- Motion to move to Executive Session at 19:59 for attorney-client privileged discussions: Marvin Miller
- Seconded By: John Findling
- Discussion: None
- Vote: Unanimous
  
- Motion to come out of Executive Session at 20:42: Marvin Miller
- Seconded by: John Findling
- Discussion: None
- Vote: Unanimous

## VI. ADJOURNMENT

- Motion to Adjourn at 20:45: Marvin Miller
- Seconded by: John Findling
- Discussion: None
- Vote: Unanimous
  
- **Next regular meeting scheduled for December 21st, 2004 @ 6:30pm.**

THESE MINUTES APPROVED AS THE OFFICIAL NOVEMBER 16TH, 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