

**MINUTES OF A REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
FOOTHILLS FIRE PROTECTION DISTRICT
HELD
OCTOBER 19TH, 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, October 19th, 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
Jacob Sliemers - Chief
Jon Schreiner – Assistant Chief
John Kilpatrick – Captain
Brad Danek – Captain
Dave Danek – Firefighter
Jen Sliemers – Firefighter
Justin Dusdal – Firefighter
Jamie M. Samuels – Cleaning Company Representative
Peter J. Webb – Communications Company Representative
Janet Tyrrell-Ead – Support Auxiliary
Leslie Keeler – Support Auxiliary
Christopher Brunette – Firefighter/Operations Assistant

II. ADMINISTRATIVE MATTERS

A. Approve Agenda.

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

- Discussion: Add item III,D for discussion of 2004 Audit and add V,A,4 to discuss Dumping in the District.
- Vote: Unanimous

B. Review and Approve Minutes of the September 21st, 2004 Regular Meeting

- Motion to Approve Minutes of the September 21st, 2004 Regular Meeting as Corrected: John Findling
- Seconded by: Marvin Miller
- Discussion: Tim Cusick advised that in the discussion under section III,B the topic of expenditures needs to be changed to Salaried Employee expenditures and it was higher than average to catch up on employee benefits, not member benefits. John Findling advised that the Department Long Range Plan was adopted, not accepted, as stated in the minutes.
- Vote: Unanimous

III. FINANCIAL MATTERS

A. Review And Approve Payment Of Claims Through The Period Ending October 19th, 2004 For Operations.

- Motion to Approve Payment Of Claims Through The Period Ending October 19th, 2004 For Operations totaling \$53,084.72: Marvin Miller
- Seconded by: Richard Kunter
- Discussion: Rob Sontag explained the discrepancy with the check register at the last BOD meeting was an error in the computer program and that it has been corrected.
- Vote: Unanimous

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

- Motion to Accept Un-Audited Financial Statements For The Period Ending September 30th, 2004: Richard Kunter
- Seconded by: John Findling
- Discussion: The Board asked that Rob Sontag look into why we went 5 months without a bill from Jeffco for gasoline use. The Board stated they would like to be on a month to month billing cycle with Jeffco.
- Vote: Unanimous

C. Presentation of Draft 2005 Budget

- Discussion: Tim Cusick presented a draft of the 2005 budget to the Board. The Board reviewed and accepted the budget as presented.

D. 2004 Audit

- Motion to Accept the Letter of Engagement for the 2004 Financial Audit, Not to Exceed \$3950.00: Richard Kunter
- Seconded by: John Findling
- Discussion: None
- Vote: Unanimous

IV. LEGAL MATTERS

- Discussion: Dick Scheurer presented the legality of the District contracting Medved Dealerships to complete all vehicle maintenance. Mr. Scheurer advised that Debra Medved may not participate in any discussion involving the contract and must provide a Declaration of Potential Conflict, which Mr. Scheurer will prepare for her signature. The Board asked that Rob Sontag obtain a proposal for service from Medved Dealerships and the District's current maintenance provider, Commercial Truck Services.

V. DEPARTMENT ISSUES

A. Administrator's and Fleet Status Report.

1. Consideration of Proposals for Station Cleaning Services

a. Jamie Samuels Cleaning

- Jamie Samuels spoke, highlighting several items in her written proposal and explained why she thought she was the best choice for station cleaning services for Foothills Fire Protection District.
- Motion to Accept Jamie Samuels Cleaning for Station Cleaning Services: Richard Kunter
- Seconded by: Debra Medved
- Discussion: The Board asked that all bays be removed from the station cleaning contract and made a counter offer to Jamie Samuels Cleaning for \$400.00 per month under the revised contract. Jamie Samuels accepted the new terms. The Board also asked that both cleaning companies submit a revised proposal that excludes the cleaning of the bays.
- Vote: Unanimous

b. Jani-King

- Discussion: Jani-King representative did not attend the meeting. The Board reviewed the written proposal submitted by Jani-King.

2. Consideration of Proposals for Preparation of a Communication Audit and Plan

a. Peter Webb

- Discussion: Dick Scheurer opened up discussion with a comment on the importance of good communication with our community. Peter Webb spoke on behalf of Webb Public Relations. He advised they would like to provide the District with a plan on how to improve communications with the community for \$3000.00 to \$3500.00. Mr. Webb also advised they would provide the tools to help the Foothills Fire Protection District more efficiently communicate with the community. The Board asked that Mr. Webb provide a complete proposal with a bid. Mr. Webb advised he would provide the requested documents within a week. The Board requested that the Communications Audit take place as soon as possible. Rob Sontag advised he would call each Board member as soon as Mr. Webb presented the proposal for Board review and voting.
- b. Leslie Dahlkemper
 - Discussion: Dick Scheurer advised that Leslie Dahlkemper has withdrawn herself from consideration.
3. Consideration of Proposed Contract with Flight For Life for Aero-Medical Services within the District
 - a. Rob Sontag presented the letter and advised the Board of its content and of the history leading up to the proposed contract.
 - Motion to Accept the Proposed Contract with Flight For Life for Aero-Medical Services within the District, Pending Review and Approval by Dick Scheurer: John Findling
 - Seconded by: Richard Kunter
 - Discussion: None
 - Vote: Unanimous
 4. Dumping in District
 - a. Debra Medved advised that there is a gray house (unknown address) on Hwy 40 between I-70 exits 254 and 256 where several items, all of which appear to be trash, have been placed in the yard. She would like to see it cleaned up and asked if there is anything the District can do. Rob Sontag advised that he would refer the issue to Jeffco Health and Zoning Regulator, Mike Chadwick.

B. Chief's Report

- Discussion: Chief Sliemers advised that we have had a slow down in call volume. Nominations for Chief Officers will begin in November. Chief Sliemers reiterated that he will not be running for the Chief's position again. It is unknown at this point if the current Assistant and Deputy Chiefs will run again. Chief Sliemers thanked the staff for the recent trainings. Chief Sliemers also advised that he has discussed future repeater locations with Jefferson County Sheriff's Office to improve radio reception. Chief Sliemers asked that the Board accept Randy Groe, Rob Sontag, and Glen Saraduke as official Fire Investigators/Inspectors.

- Motion to Accept Randy Groe, Rob Sontag, and Glen Saraduke as Official Fire Investigators/Inspectors for the District: Richard Kunter
 - Seconded by: John Findling
 - Discussion: All three were appointed by the Board.
 - Vote: Unanimous
- C. Approval of purchase requisitions for department supplies and equipment
- None to Approve
- D. Status report From Support Auxiliary
- Discussion: The Support Auxiliary expressed their support of the Communications Audit. They also advised that the Christmas party would be on December 14th at Christies. They asked that we include Highland Rescue again this year and that everyone RSVPs. Justin Dusdal asked that the RSVPs be made available through email. The Support Auxiliary stated they would try to make that happen.
- E. Status Report on the Communications Authority
- Discussion: Rob Sontag advised that he will forward a letter from the District removing us from the authority now that the September 21st, 2004 BOD meeting minutes have been approved.

VI. EXECUTIVE SESSION

- Motion to move to Executive Session at 20:26 for attorney-client privileged discussions regarding possible pending litigation: Marvin Miller
- Seconded By: John Findling
- Discussion: None
- Vote: Unanimous

- Motion to come out of Executive Session at 21:45: Marvin Miller
- Seconded by: Debra Medved
- Discussion: None
- Vote: Unanimous

VI. ADJOURNMENT

- Motion to Adjourn: Marvin Miller
- Seconded by: John Findling
- Discussion: None
- Vote: Unanimous

- **Next regular meeting scheduled for November 16th, 2004 @ 6:30pm.**

THESE MINUTES APPROVED AS THE OFFICIAL OCTOBER 19TH, 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

Debra Medved