

**MINUTES OF A REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
FOOTHILLS FIRE PROTECTION DISTRICT
HELD
JANUARY 18TH, 2005 (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 18th, 2005 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's Attorney
Tim Cusick – District's Accountant
Rob Sontag – District Administrator
John Kilpatrick – Chief
Patrick Smith – Deputy Chief
Jon Schreiner – Assistant Chief
Brad Danek – Captain
Patrick Ahern – Captain
Justin Dusdal – Firefighter
Christopher Brunette – Firefighter/Operations Assistant
Peter Webb – PR Firm President
Jeizel Pickett – PR Account Coordinator

- Motion to Excuse Richard Kunter: Marvin Miller
- Seconded by: Debra Medved
- Discussion: None
- Vote: Unanimous
- Richard Kunter arrived at 18:38

II. ADMINISTRATIVE MATTERS

A. Approve Agenda.

- Motion to Approve Agenda as Amended: John Findling
- Seconded by: Debra Medved
- Discussion: Add an Executive Session to Discuss Personnel Matters.
- Vote: Unanimous

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

- Motion to Approve Minutes of the December 21st, 2004 Regular Meeting as Presented: Debra Medved
- Seconded by: John Findling
- Discussion: None
- Vote: Unanimous

III. FINANCIAL MATTERS

A. Review And Approve Payment Of Claims Through The Period Ending January 18th, 2005 For Operations.

- Motion to Approve Payment Of Claims Through The Period Ending January 18th, 2005 For Operations totaling \$27,580.85: Marvin Miller
- Seconded by: John Findling
- Discussion: None
- Vote: Unanimous

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

- Motion to Accept Un-Audited Financial Statements For The Period Ending December 31st, 2004: Marvin Miller
- Seconded by: Debra Medved
- Discussion: Tim Cusick advised that the district expenditures came in under budget for 2004.
- Vote: Unanimous

C. Registration of Vote for the Four Vacancies on the ColoTrust Board of Directors

- Motion to Vote for Gregory David, Doug Milliken, Phillip Saletta, and Karen Sheaffer to Fill the Vacant Positions on the ColoTrust Board of Directors: Marvin Miller

- Seconded by: Richard Kunter
- Discussion: Rob Sontag advised that there are four openings on the ColoTrust Board of Directors, for which the Board has been asked to vote on to fill.
- Vote: Unanimous

D. Discussion of the Proposed Renewal of the Lease for the Ambulance in Idledale

- Discussion: Richard Kunter, on behalf of Foothills Fire Protection District, met with representatives of Highland Rescue Ambulance District, who agreed to a one year, auto-renewing, inter-governmental lease for the FFPD owned ambulance, which does not allow for a change of ownership.

IV. LEGAL MATTERS

A. Discussion of the Status of the Denver Agreement

- Discussion: Dick Scheurer advised he has asked the court to define the jurisdictional lines between FFPD and Denver Fire District. Mr. Scheurer also used this opportunity to advise that Robin is ready to accept articles for and begin production of the next Firefly.

B. Discussion of the Results of the Communication Audit

- Discussion: Peter Webb and Jeizel Pickett presented the Communication Audit and its findings.

V. DEPARTMENT ISSUES

A. Administrator's and Fleet Status Reports.

- Discussion: Rob Sontag presented and gave an update on the status of 543 and 570.

B. Chief's Report

1. Calls

- Mutual aid with Genesee for structure fire in Genesee Village
- Response in Idledale for medical assist and traffic control for JCSO at scene of car chase and kidnapping conclusion on HWY 74
- Water Leak in Cody Park

2. Shift System

- Firefighter choice between shifts of minimum number of calls
- 21/18 split between shifts and minimum calls

- Most people with highest response numbers chose minimum calls
 - Effective February 1, 2005
 - Compliance
 - Final SOG for Shift System Compliance
 - a. Conditional Motion to Accept the Final SOG for Shift System Compliance Pending Review by the Board and Legal Council: Marvin Miller
 - b. Seconded by: Richard Kunter
 - c. Discussion: None
 - d. Vote: Unanimous
3. SOG for new highway operations specifying personnel return to trucks after work is done.
- Motion to Accept the SOG for New Highway Operations Specifying Personnel Must Return to trucks After Work is Done: Debra Medved
 - Seconded by: John Findling
 - Discussion: Chief Kilpatrick also advised the Evergreen FD is working to adopt most, if not all, of the FFR Highway Protocols. He also advised FFR has received high praise and gratitude from State Troopers on scene for FFR presence.
 - Vote: Unanimous
4. No new Deputy Fire Marshall position for this year.
5. Uniform allowance of \$50.00 per firefighter per year to defer cost of individuals purchasing fire dept. related clothing, uniforms, or equipment.
- Discussion: Chief Kilpatrick advised this would require each firefighter to purchase his/her own equipment and then, in turn, be reimbursed by the District. He proposed the funding for this come out of the "Personnel Recognition" budget. The Board advised that they would like to see this as a written policy prior to any further discussion.
6. CDOT sign on I-70 EB near Lookout Community Church. Sponsored by Fire Dept.
7. Fire I Academy
- Ten recruits – 2 already have Fire I certification
 - Strong class, total of approximately 15 in Fire I class
8. Personnel Issues – Executive Session
9. Expenditure Authorizations
- Recommend that specialty captain, either deputy chief or assistant chief, and chief authorization for purchase of equipment that is not a life safety issue.

- District Administrator can and should authorize purchase of any equipment or supplies necessary for life safety without having to wait for any chief's authorization.
 - a. Discussion: Chief Kilpatrick was advised that this would be an OG change and he will need to make the change in writing and then return to the Board.

10. Mobile Radios

- Chiefs recommend that mobile 800Mhz radios be installed in the personal vehicles of the chiefs and former chiefs if they want one.
 - a. Discussion: Total of five radios, installed, paid for by the District.

11. CTS Truck Service – List of issues for specific trucks handled by CTS

- Chief Kilpatrick advised the Board he would discuss the list with Rob Sontag and Chris Brunette, then discuss the issues with CTS, and then return to the Board with the results.

12. New trucks and Garage space at Lookout Mountain Station

- Jon Schreiner has two committees to work on specs for these apparatus and facilities
 - a. Discussion: Rob Sontag advised the architect we have been working with and who was heading up this project discontinued his services with T-Rex.

C. Approval of purchase requisitions for department supplies and equipment

1. Acceptance of a bid to install donated emergency warning equipment and a radio on the Chief's vehicle.

- Motion to Accept the bid to install donated emergency warning equipment and a radio on the Chief's vehicle: John Findling
- Seconded by: Debra Medved
- Discussion:
- Vote: Unanimous

2. Tim Cusick asked that John Kilpatrick and his officer staff receive a detailed monthly analysis of the budget.

D. Status report From Support Auxiliary

- Discussion: Chief John Kilpatrick presented on behalf of the Auxiliary. He advised that the Auxiliary is interested in participating in on-scene activities, such as taking vital signs in the Rehabilitation Sector.

VI. EXECUTIVE SESSION FOR PERSONNEL MATTERS

- Motion to move to Executive Session at 20:31 for personnel matters and attorney-client privileged discussions: Marvin Miller
- Seconded By: John Findling
- Discussion: None
- Vote: Unanimous

- Motion to come out of Executive Session at 21:15: Marvin Miller
- Seconded by: Debra Medved
- Discussion: None
- Vote: Unanimous

VII. ADJOURNMENT

- Motion to Adjourn at 21:16: Richard Kunter
- Seconded by: Debra Medved
- Discussion: None
- Vote: Unanimous

- **Next regular meeting scheduled for February 15th, 2005 @ 6:30pm.**

THESE MINUTES APPROVED AS THE OFFICIAL JANUARY 18TH, 2005 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