

**MINUTES OF A REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF THE  
FOOTHILLS FIRE PROTECTION DISTRICT  
HELD  
FEBRUARY 21<sup>st</sup>, 2006(TUESDAY)**

A regular meeting of the Board of Directors of the Foothills Fire Protection District (referred to hereafter as “Board”) was convened on Tuesday, February 21<sup>st</sup>, 2006 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

Others in Attendance

Dick Scheurer – District’s Attorney  
Tim Cusick – District’s Accountant  
Rob Sontag – District Administrator  
John Kilpatrick – Chief  
Stacy Dorian – Captain  
Jacob Sliemers – Firefighter  
Christopher Brunette – Firefighter/Operations Assistant  
Michael P. Ratkiewicz – District Resident  
Brenda Ratkiewicz – District Resident  
Dennis Polhill – District Resident  
Debby Polhill – District Resident

- Motion to Excuse Richard Kunter: Marvin Miller
- Seconded by: John Findling
- Discussion: None
- Vote: Unanimous

II. ADMINISTRATIVE MATTERS

A. Approve Agenda.

- Motion to Approve Agenda as Presented: John Findling
- Seconded by: Debra Medved
- Discussion: None
- Vote: Unanimous

B. Review and Approve Minutes of the January 17<sup>th</sup>, 2006 Regular Meeting

- Motion to Approve Minutes of the January 17<sup>th</sup>, 2006 Regular Meeting as Corrected: Marvin Miller
- Seconded by: John Findling
- Discussion: Under item V,B,2 there was no record of a motion or a second to the motion made; as corrected, John Findling made the motion and Marvin Miller seconded the motion.
- Vote: Unanimous

III. FINANCIAL MATTERS

A. Review and Approve Payment of Claims Through the Period Ending February 21<sup>st</sup>, 2006 for Operations

- Motion to Approve Payment Of Claims Through The Period Ending February 21<sup>st</sup>, 2006 For Operations totaling \$39,864.21: Marvin Miller
- Seconded by: Debra Medved
- Discussion: None
- Vote: Unanimous

B. Review And Accept Un-Audited Financial Statements for the Period Ending January 31<sup>st</sup>, 2006.

- Motion to Accept Un-Audited Financial Statements For The Period Ending January 31<sup>st</sup>, 2006: Marvin Miller
- Seconded by: Debra Medved
- Discussion: Tim Cusick requested a summary of the Fleet Maintenance expenditures, which took place during the Administrator's Report.
- Vote: Unanimous

C. Review and Discuss Total 2005 Tax Collections

- Discussion: None; informational item only.

IV. LEGAL MATTERS

A. Discussion of the Lookout Mountain Station Addition Request for Funds for Road Maintenance of Hess Ave Received from Mr. Mike Ratkiewicz

- Discussion: The Board tasked Rob Sontag with drafting an agreement between the Hess Avenue Homeowners Association and FFPD.

## B. 2006 Election Resolution

- Motion to Adopt the 2006 Election Resolution: John Findling
- Seconded by: Debra Medved
- Discussion: None
- Roll Call Vote: John Findling – Yea, Debra Medved – Yea, Richard Kunter – Absent, John A. McKenry, III – Yea, Marvin Miller – Yea

## V. DEPARTMENT ISSUES

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

1. Acceptance to the "Intergovernmental Agreement for Mutual Aid Between Fire Departments" Letter from Chief Rinne
  - Discussion: None: informational item only.
2. Discussion of Revisions to the Employee Handbook
  - Motion to Adopt the Employee Handbook as Revised: Marvin Miller
  - Seconded by: John Findling
  - Discussion: Rob Sontag requested that the Holiday lost through the revision to remove Columbus Day as an employee holiday be replaced by the day following Thanksgiving as a recognized employee holiday; the Board agreed to this revision.
  - Vote: Unanimous
3. Discussion of Letter Request by the Genesee Water District
  - Discussion: Rob Sontag requested guidance on a request by the Genesee Water District for a letter of support from FFPD. It is the Board's opinion that they will not take a definitive stance on the politics surrounding the construction of the Genesee Dam. However, the Board agreed that a letter of fact can be written, which states any impact to fire prevention efforts of the District.
4. Discussion of the Request by Lake City Emergency to Inspect all District Apparatus, Prior to Their Bidding on the Annual Apparatus Maintenance Agreement
  - Discussion: Rob Sontag advised the Board that Lake City Emergency requested an opportunity to inspect all the District's apparatus, at a cost of \$85 per apparatus to the District, prior to them placing a bid on the Annual Maintenance Agreement solicited to them by the District. The Board felt it

would be a valuable opportunity to compare the Districts current maintenance on the apparatus with the inspection completed by Lake City Emergency. The Board approved the expenditure to complete the inspections on the basis that Lake City Emergency would provide a written account to the District of all their findings.

5. Review and Vote for an Official to be Added to the Jefferson County HazMat Authority

- Motion to Vote for Don Angell to take an Official Position on the Jefferson County HazMat Authority: Marvin Miller
- Seconded by: John Findling
- Discussion: None
- Vote: Unanimous

B. Chief's Report

1. Calls

a. Total number of calls:

February to date: ?

January: 46

- b. Calls for 2005 1<sup>st</sup> qtr. 116, 2<sup>nd</sup> qtr. 124, 3<sup>rd</sup> qtr. 167, 4<sup>th</sup> qtr. 107 Total 514  
Calls for 2004 1<sup>st</sup> qtr. 130, 2<sup>nd</sup> qtr. 157, 3<sup>rd</sup> qtr. 124, 4<sup>th</sup> qtr. 131 Total 542  
Calls for 2003 1<sup>st</sup> qtr. 189, 2<sup>nd</sup> qtr. 159, 3<sup>rd</sup> qtr. 178, 4<sup>th</sup> qtr. 115 Total 641  
Calls for 2002 1<sup>st</sup> qtr. 152, 2<sup>nd</sup> qtr. 150, 3<sup>rd</sup> qtr. 187, 4<sup>th</sup> qtr. 135 Total 624

2. Total used for reimbursement to firefighters clothing and equipment: \$550.00 in 2005

3. Consideration of Extended Leave of Absences for Stacy Dorian and Ken Spencer

- Motion to Approve the Extended Leave of Absence for Stacy Dorian and Ken Spencer: John Findling
- Seconded by: Marvin Miller
- Discussion: The Board expressed their concern that Ken Spencer's duties do not get overlooked while he is on extended leave. Chief Kilpatrick assured the Board that Chris Brunette and Ed Daniels has the chore of covering Captain Spencer's duties well in hand, with the continued remote support from Captain Spencer.
- Vote: Unanimous

4. New OG for Radio Use

- Motion to Adopt the OG for Radio Use as Presented: John Findling
- Seconded by: Debra Medved
- Discussion: None
- Vote: Unanimous

5. Worker's Comp. Certificate of Achievement for No Injuries in 4<sup>th</sup> Quarter of 2005

- Discussion: None; informational item only.

6. Presentation of Letter of Appreciation from Coal Creek Canyon FPD Re: Plainview Fire

- Discussion: None; information item only.

C. Approval of purchase requisitions for department supplies and equipment

1. Consideration of Repair of a Damaged Radio

- Motion to Repair the Damaged Radio: Marvin Miller
- Seconded by: Debra Medved
- Discussion: Rob Sontag explained that the radio in question was one that was lost by a Highland Rescue team member several months prior to Colorado State Patrol finding it in the median of I-70. Mr. Sontag also advised that the repairs needed for the radio to be functional would require the replacement of almost all the hardware, basically making it a new radio. Mr. Sontag advised that the cost to repair the radio is about half the cost of buying a new radio.
- Vote: Unanimous

D. Status Report from Support Auxiliary

- Discussion: Continuing plans for Pancake Breakfast on June 4<sup>th</sup>.

E. Resident Query Regarding the Status of Director Richard Kunter

- Discussion: Dennis Polhill asked the Board for information regarding the status of Director Kunter. Mr. Polhill asserted that Director Kunter is not eligible to be a board member and therefore Mr. Polhill believes there is a vacancy on the FFPD Board of Directors. Director Miller explained that he had been in contact with Director Kunter regarding this issue and Director Kunter explained that he is eligible and is collecting the evidence to prove this.

The Board advised Mr. Polhill that they would continue to look into the matter.

VI. EXECUTIVE SESSION FOR PERSONNEL MATTERS AND ATTORNEY CLIENT PRIVILEGED DISCUSSION

- Motion to Enter into Executive Session for Personnel Matters and Attorney Client Privileged Discussion at 19:38: Marvin Miller
- Seconded by: John Findling
- Discussion: None
- Vote: Unanimous
  
- Motion to Exit Executive Session at 20:20: Marvin Miller
- Seconded by: John Findling
- Discussion: None
- Vote: Unanimous

A. Request for John A. McKenry, III to Respond to Mr. Ratkiewicz that his Questions have been Answered

- Motion to Approve the Request for John A. McKenry, III to Respond to Mr. Ratkiewicz that his Questions have been Answered: Marvin Miller
- Seconded by: John Findling
- Discussion: None
- Vote: Unanimous

B. Leave of Absence for Medical Evaluation of Kindra Morris until March 31<sup>st</sup>

- Motion to Approve Leave of Absence for Medical Evaluation of Kindra Morris Until March 31<sup>st</sup>: Marvin Miller
- Seconded by: Debra Medved
- Discussion: The Board advised that Chief Kilpatrick can lift the Leave of Absence after Ms. Morris has been cleared to work through the Workman's Comp. Physician.
- Vote: Unanimous

VII. ADJOURNMENT

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

THESE MINUTES APPROVED AS THE OFFICIAL FEBRUARY 21ST, 2006 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