

**MINUTES OF A REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
FOOTHILLS FIRE PROTECTION DISTRICT
HELD
JUNE 20th, 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, June 20th, 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

Marvin Miller
Debra Medved
TJ Carney
Richard Bartlett

Others in Attendance

Dick Scheurer – District’s Attorney	Bill Dickson – District Resident
Tim Cusick – District’s Accountant	JulieAnn Courim – District Resident
Rob Sontag – District Administrator	Bonnie Skopinski – Canyon Courier
John Kilpatrick – Chief of Department	
Patrick Smith – Deputy Chief	
Patrick Ahern – Assistant Chief	
David Danek – Captain	
Bob Schwartz – Captain	
Debra Gillis - Firefighter	
Jacob Sliemers - Firefighter	
Dave Henkel – Firefighter	
Christopher Brunette – Firefighter/Operations Assistant	
Scott Giles – District’s Architect	
Steve Close – District Resident	
Aaron Smith – District Resident	
Donna Wittrock – District Resident	
Paul Wells – District Resident	
Dennis Polhill – District Resident	
Debby Polhill – District Resident	
Brenda Ratkiewicz – District Resident	
Alyson Kimzey – District Resident	
Carole Lomand – City & Mountain Views	
Pati Stajcar – District Resident	
David Stajcar – District Resident	

II. ADMINISTRATIVE MATTERS

A. Approve Agenda.

- Motion to Approve Agenda as Amended: Richard Bartlett
- Seconded by: TJ Carney
- Discussion: Director Marvin Miller asked that section V,F be added to the agenda for distribution of an informational publication.
- Vote: Unanimous

B. Public Comment Period Regarding Candidates for the Vacant Seat on the Board of Directors

- Public Comment Period Open at 18:32
- Discussion: Jacob Sliemers, Bill Dickson, Dennis Polhill, Pati and David Stajcar, Brenda Ratkiewicz, David Danek, Pat Smith, and JulieAnn Courim spoke.
- Motion to Close Public Comment Period at 18:43: TJ Carney
- Seconded by: Richard Bartlett
- Discussion: None
- Vote: Unanimous

C. Selection of New Board Member

- Motion to Elect Steve Close to the Board of Directors: TJ Carney
- Seconded by: Richard Bartlett
- Roll Call Vote: TJ Carney – Yea, Richard Bartlett – Yea, Marvin Miller – Nay, Debra Medved – Nay
- Motion to Elect Donna Wittrock to the Board of Directors: Debra Medved
- Seconded by: Richard Bartlett
- Roll Call Vote: TJ Carney – Nay, Richard Bartlett – Nay, Marvin Miller – Yea, Debra Medved – Yea
- Motion to Elect Paul Wells to the Board of Directors: Debra Medved
- Seconded by: Richard Bartlett
- Roll Call Vote: TJ Carney – Nay, Richard Bartlett – Nay, Marvin Miller – Yea, Debra Medved – Yea
- Motion to Submit a Letter to the Jefferson County Board of Commissioners to Request Their Involvement in the Filling of the Empty Board Seat: TJ Carney
- Seconded by: Richard Bartlett
- Discussion: Director Carney suggested that the Board turn to the Jefferson County Board of Commissioners for guidance on the filling of the empty

Board seat since the Board, as it sits, is unable to agree on the election of one of the three current candidates.

- Vote: Unanimous

D. Swearing In of New Board Member

- Unnecessary; see above.

E. Appointment of Vice President and Assistant Secretary

- Motion to Appoint TJ Carney as Board Vice President: Richard Bartlett
- Seconded by: TJ Carney
- Discussion: None
- Vote: 3 to 1 in Favor – Motion Carried.

- Motion to Appoint Debra Medved as Assistant Secretary: Richard Bartlett
- Seconded by: TJ Carney
- Discussion: None
- Vote: 3 to 1 in Favor – Motion Carried.

F. Review and Approve Minutes of the May 16th, 2006 Regular Meeting

- Motion to Approve Minutes of the May 16th, 2006 Regular Meeting as Corrected: Richard Bartlett
- Seconded by: Debra Medved
- Discussion: Director Miller requested “whom” be changed to its correct form, “who,” under item V,C,1.
- Vote: Unanimous

G. Review and Approve Minutes of the June 14th, 2006 Special Meeting

- Motion to Approve Minutes of the June 14th, 2006 Special Meeting as Corrected: TJ Carney
- Seconded by: Richard Bartlett
- Discussion: The Board noted that the title stated the minutes were for a “regular” meeting and requested that the minutes be changed to reflect that it was a “special” meeting. Also, the Board requested that “Other Business” be labeled under a separate item “D”, following the Paul Wells interview.
- Vote: Unanimous

III. FINANCIAL MATTERS

A. Review and Approve Payment of Claims Through the Period Ending June 20th, 2006 for Operations

- Motion to Approve Payment Of Claims Through The Period Ending June 20th, 2006 For Operations totaling \$139,980.17: TJ Carney
- Seconded by: Debra Medved
- Discussion: Rob Sontag explained that there are 2 large checks this month for the lease payments on 530 and 570. Also, Mr. Sontag explained that the final check due to Deep South will be re-deposited into an interest bearing account until Deep South rectifies the items notated on the punch list for repair.
- Vote: Unanimous

B. Review And Accept Un-Audited Financial Statements for the Period Ending May 31st, 2006.

- Motion to Accept Un-Audited Financial Statements For The Period Ending May 31st, 2006: Richard Bartlett
- Seconded by: TJ Carney
- Discussion: Tim Cusick stated his comments were covered in the above discussion of the payment of claims.
- Vote: Unanimous

C. Discussion of Letter from Wells Fargo Regarding Unpaid Bonds and Coupons

- Discussion: Tim Cusick explained that the District was not affected by the content of the letter and that he believed it is a form letter sent to all commercial account holders at Wells Fargo.

IV. LEGAL MATTERS

A. Discussion of the Status of the Boundary Adjustment Request from William and Judy Dickson

- Motion to Authorize Director Marvin Miller to Sign, on Behalf of the Board, all Paperwork Necessary to Complete the Boundary Adjustment: TJ Carney
- Seconded by: Richard Bartlett
- Discussion: Rob Sontag advised that the Surveyor used by the District refuses to assist in the Boundary Adjustment. Dick Scheurer advised that a legal description of the adjustment is necessary to complete the paperwork and he would work on obtaining one with the Dickson's attorney and surveyor.
- Vote: Unanimous

V. DEPARTMENT ISSUES

A. Discussion of Station Addition

1. Presentation and Proposal to Begin Process to execute a Contract for Construction of the Proposed Station Addition by the District's Architect

- Motion to Form a Committee, Consisting of Rob Sontag, Scott Giles, Marvin Miller, Richard Bartlett, and a Board Selected Contractor, to Form a Complete Proposal Regarding the Lookout Mountain Station Project, Its Financing Solutions, and Proposed Contractor Selection to Present Back to the Board: Richard Bartlett
- Seconded by: Debra Medved
- Discussion: The District's Architect, Scott Giles, advised that he was approached with a new idea from Director Medved to look into the cost of demolishing the existing building at Lookout Mountain and building a new station on the site from a set of blueprints donated by Director Medved. Mr. Giles advised that he was unable to provide the requested cost estimate. Mr. Giles explained that construction cost estimation is not in his professional skill set and advised the Board to seek the advice of a professional on this matter. Mr. Giles further requested that the Board form a committee to create a complete proposal regarding the Lookout Mountain Station Project.
- Roll Call Vote: Marvin Miller - Nay, Debra Medved – Nay, Richard Bartlett – Nay, TJ Carney – Nay
- Motion to form the Above Committee, Minus the Contractor: Debra Medved
- Motion Dies for Lack of a Second
- Motion to Form a Work Group, Consisting of Rob Sontag, Scott Giles, Marvin Miller, Richard Bartlett, and a Community Member at Large to Present the Board with a Complete Proposal Cost, Financing Solutions for the Proposal, and Possible Contractor Selection Regarding the Lookout Mountain Station Project.: Richard Bartlett
- Seconded By: Debra Medved
- Discussion: The Board advised that they want it to be made very clear to all Contractors involved in advising the work group that they have not been selected to complete the project, but to participate in the work group only until a final Contractor is selected. Rob Sontag was tasked with scheduling the above meeting of this work group.
- Vote: Unanimous

2. Presentation of Potential Funding Mechanisms by the District Administrator

- Discussion: Rob Sontag explained that all options explored to date have been through a lease-purchase program. The Board requested that the above enacted

committee continue to look into financing options and present their findings to the Board.

B. Administrator's and Fleet Status Reports.

1. Change of Health Insurance Plan for Employees of the District and Establishment of a District Premium Only Plan
 - Discussion: Informational item only.
2. Discussion of Renewal of Collections Contract with GreenFlag
 - Discussion: Rob Sontag explained that the company currently used by the District for Collections, GreenFlag, is seeking to renew their contract, but with some alterations to the existing fee schedule. The Board requested that Mr. Sontag compare the contract with other available Collections contracts and return to the Board with his findings.

C. Chief's Report

1. Calls
 - a. Total number of calls:

April	54
May	39
June to date:	<u>47</u>
Total	140
 - b. Calls for 2006 1st qtr. 133,
Calls for 2005 1st qtr. 116, 2nd qtr. 124, 3rd qtr. 167, 4th qtr. 107 Total 514
Calls for 2004 1st qtr. 130, 2nd qtr. 157, 3rd qtr. 124, 4th qtr. 131 Total 542
Calls for 2003 1st qtr. 189, 2nd qtr. 159, 3rd qtr. 178, 4th qtr. 115 Total 641
Calls for 2002 1st qtr. 152, 2nd qtr. 150, 3rd qtr. 187, 4th qtr. 135 Total 624
2. New Tender – Delivered on May 31st. Minor items on final delivery punch list, CTS to fix items to be paid for by Deep South Trucking. Waiting for Estimate to install Klam retarder.
3. Pancake Breakfast – Gross proceeds were approximately \$9,739.00 counting some late arriving contributions. Auxiliary is still working on figuring net proceeds.
4. July Membership Meeting will be held at the “Castle” House on July 6th. Rob Sontag will post the meeting if more than 3 directors plan on attending.

D. Approval of Purchase Requisitions for Department Supplies and Equipment

1. Replacement of Hydraulic Portable Power Unit

- Motion to Approve Purchase of Hydraulic Portable Power Unit: TJ Carney
- Seconded by: Debra Medved
- Discussion: None
- Vote: Unanimous

2. Purchase of 4 Replacement Desktop Computers

- Motion to Approve Purchase of 4 Replacement Desktop Computers: Richard Bartlett
- Seconded by: TJ Carney
- Discussion: None
- Vote: Unanimous

3. Refurbishment of Lookout and Rainbow Hills Station Signs

- Motion to Approve Refurbishment of Lookout and Rainbow Hills Station Signs: Richard Bartlett
- Seconded by: Debra Medved
- Discussion: None
- Vote: Unanimous

E. Status Report from Support Auxiliary

- Discussion: None

F. Distribution of Informational Publication by Director Marvin Miller

- Discussion: Informational item only.

VI. EXECUTIVE SESSION

- Motion to Electronically Record This And All Future Executive Sessions, as Required by State Statute: TJ Carney
- Seconded by: Marvin Miller
- Discussion: None
- Vote: Unanimous
- Motion to Enter into Executive Session for a potential Lease of Property and for Personnel Issues at 21:08: Richard Bartlett
- Seconded by: TJ Carney
- Discussion: None
- Vote: Unanimous

- Motion to Exit Executive Session: TJ Carney
- Seconded by: Debra Medved
- Discussion: None
- Vote: Unanimous

- Motion to Authorize Chief Kilpatrick to Enforce the Requirements of the Workers Compensation Doctor, Dr. Ellis, as They Pertain to the Personnel Discussed in the Executive Session and to Extend the Leave of the Above Mentioned Personnel Until Released for Work by Dr. Ellis or Rendered Ineligible: TJ Carney
- Seconded by: Richard Bartlett
- Discussion: None
- Vote: Unanimous

VII. ADJOURNMENT

- Motion to Adjourn: TJ Carney
- Seconded by: Richard Bartlett
- Discussion: None
- Vote: Unanimous

THESE MINUTES APPROVED AS THE OFFICIAL JUNE 20TH, 2006 MINUTES OF THE FOOTHILLS FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Marvin Miller

Debra Medved

Dick Bartlett

Thomas J. Turner Carney