

**MINUTES OF A REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF THE  
FOOTHILLS FIRE PROTECTION DISTRICT  
HELD  
MAY 16<sup>th</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, May 16<sup>th</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  
TJ Carney  
Richard Bartlett

Others in Attendance

Dick Scheurer – District’s Attorney	Ron Selstad – District Resident
Tim Cusick – District’s Accountant	Marie Selstad – District Resident
Rob Sontag – District Administrator	Bonnie Skopinski – Canyon Courier
John Kilpatrick – Chief of Department	David Stajcar – District Resident
Patrick Smith – Deputy Chief	Pati Stajcar – District Resident
David Danek – Captain	Scott Giles – District’s Architect
Stacy Dorian – Captain	
Justin Dusdal – Captain	
Jeanette Kehoe - Firefighter	
Kindra Morris - Firefighter	
Jacob Sliemers - Firefighter	
Jen Sliemers – Firefighter	
Christopher Brunette – Firefighter/Operations Assistant	
Rosi Quintana – Administrative Assistant	
Janet Tyrell-Ead – Foothills Fire & Rescue Auxiliary	
Steve Close – District Resident	
Michael Drewek – District Resident	
Kevin Groeneweg – District Resident	
Kevin B. Jeffery – District Resident	
Dennis Polhill – District Resident	
Debby Polhill – District Resident	
Brenda Ratkiewicz – District Resident	
Michael P. Ratkiewicz – District Resident	

## II. ADMINISTRATIVE MATTERS

### A. Swearing in of New Board Members

- Board President John A. McKenry, III swore in the two new Board Members, Richard Bartlett and TJ Carney, then turned the Board Meeting over to Vice President Marvin Miller.

### B. Presentation of Plaques to Retiring Directors

- Chief John Kilpatrick presented Commemorative Plaques to Directors John A. McKenry, III and John Findling in appreciation of their service on the Board.

### C. Appointment of President, Vice President, Treasurer, Secretary, and Assistant Secretary

- Motion to Appoint Marvin Miller as Board President: Debra Medved
- Seconded by: Richard Bartlett
- Discussion: None
- Vote: Unanimous
  
- Motion to Appoint Richard Bartlett as Treasurer: TJ Carney
- Seconded by: Debra Medved
- Discussion: None
- Vote: Unanimous
  
- Discussion: Rob Sontag was appointed to the position of Secretary by Acclamation and the remaining positions were left vacant until the fifth Board Member is appointed into office.

### D. Approve Agenda.

- Motion to Approve Agenda as Amended: TJ Carney
- Seconded by: Debra Medved
- Discussion: Richard Bartlett requested that “New Business” be discussed under V,G.
- Vote: Unanimous

### E. Review and Approve Minutes of the April 18<sup>th</sup>, 2006 Regular Meeting

- Motion to Approve Minutes of the April 18<sup>th</sup>, 2006 Regular Meeting as Corrected: Richard Bartlett
- Seconded by: TJ Carney
- Discussion: Director Miller requested that under V,B that “Denver Road and Bridge” be changed to “Denver Mountain Parks”.
- Vote: Unanimous

### III. FINANCIAL MATTERS

#### A. Review and Approve Payment of Claims Through the Period Ending May 16<sup>th</sup>, 2006 for Operations

- Motion to Approve Payment Of Claims Through The Period Ending May 16<sup>th</sup>, 2006 For Operations totaling \$122,035.93: Richard Bartlett
- Seconded by: TJ Carney
- Discussion: None
- Vote: Unanimous

#### B. Review And Accept Un-Audited Financial Statements for the Period Ending April 30<sup>th</sup>, 2006.

- Motion to Accept Un-Audited Financial Statements For The Period Ending April 30<sup>th</sup>, 2006: Debra Medved
- Seconded by: TJ Carney
- Discussion: Tim Cusick explained that the payments on the new tanker truck will be three fold. Rob Sontag advised that the first payment had been made, the second payment was canceled because the truck was not complete upon inspection, and the third would be sent out upon delivery of the truck.
- Vote: Unanimous

### IV. LEGAL MATTERS

#### A. Discussion of the Appointment Process to fill the Vacancy Created by Richard Kunter's Resignation and Letters of Interest Received

- Motion to Close Acceptance of Letters of Interest on May 31<sup>st</sup> at Close of Business: TJ Carney
- Seconded by: Richard Bartlett
- Discussion: TJ Carney proposed that the Board discontinue acceptance of Letters of Interest for the vacant position on the Board on May 17<sup>th</sup>, which was later amended to May 31<sup>st</sup>. Director Carney also proposed that the Board hold interviews for the vacant position following the above mentioned date. Rob Sontag advised that the interviews would have to be made public; the Board agreed.
- Vote: Unanimous

B. Discussion of “Quick Claim” Request from William and Judy Dickson

- Motion to Request Dick Scheurer, in Conjunction with the Surveyor, to Prepare the Documents Necessary for the District to “Quit Claim” to the property in Question that Adjoins the District’s Property at Lookout Mountain Station with the Dickson Family’s Property: TJ Carney
- Seconded by: Richard Bartlett
- Discussion: TJ Carney requested that the “Quit Claim” be mutual, in that both the District and the Dickson’s “Quit Claim” to the property and agree that the new property line will be the existing fence line; the Board agreed.
- Vote: Unanimous

V. DEPARTMENT ISSUES

A. Presentation by Department Firefighters About Proposed Station Addition

- Discussion: David Danek and Justin Dusdal gave a presentation that documented the need for the proposed station addition and requested that the Board take action to move toward building the station addition and locate temporary housing for the firefighters in the interim. Scott Giles Presented the need for the above mentioned station addition from an architectural and safety standpoint, as well as explained how the decision was made, by his former employers, to fund a portion of the building of the addition.

B. Opening of Received Revised Bids on Construction of the Proposed Station Addition

- Motion to Move Decision on Selecting a Bid for Construction to the June Meeting: TJ Carney
- Seconded by: Richard Bartlett
- Discussion: None to Open.
- Vote: Unanimous

C. Administrator’s and Fleet Status Reports.

1. Notification of Passing of Former Chief of LMFPD Dept. Charles Joseph Zoril

- Discussion: The Board expressed their condolences to the family of Chief Zoril, particularly Captain Brian Zoril, who was present.

2. Discussion of Attendance of Board Members at Membership Meetings for the Rest of the Year
  - Discussion: TJ Carney elected to attend the June meeting. Debra Medved elected to attend the July meeting. The remaining meetings were left open until the vacant position on the Board is filled.
3. Attendance at the SDA Regional Workshop
  - Discussion: TJ Carney and Richard Bartlett offered to attend the workshop in Littleton. Rob Sontag was advised he could attend the workshop.
4. Discussion of Proposal for Group Term Life Insurance from VFIS
  - Discussion: Rob Sontag presented a proposal from VFIS for Group Term Life Insurance for all members of FFR. The Board requested that Mr. Sontag obtain a second proposal from a different company, to which they will compare the VFIS proposal.

#### D. Chief's Report

1. Calls
  - a. Total number of calls:
 

April	54
May to date:	20
  - b. Calls for 2006 1<sup>st</sup> qtr. 133,  
 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. New Tender – Rob Sontag and Jon Schriener traveled to Seminary, MS to inspect the truck prior to signing off on contract, they found 56 items to be corrected or added to truck and we expect delivery prior to June 1<sup>st</sup>.
3. Pancake breakfast on June 4<sup>th</sup>.

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

- Discussion: None to Approve. Rob Sontag asked for guidance from the Board on the purchase of new computers for the office. The Board asked that Mr. Sontag prepare a presentation of cost for the next meeting.

## F. Status Report from Support Auxiliary

- Discussion: Janet Tyrell-Ead advised the Auxiliary is continuing plans for Pancake Breakfast on June 4<sup>th</sup> and reminded all present that there is plenty of work to be done in preparation for the breakfast.

## G. New Business

### 1. Mt. Vernon Emergency Committee

- Discussion: Richard Bartlett advised that the Mt. Vernon community has formed a committee to prepare the residents for emergency situations. Director Bartlett stated he would like to see FFR become involved with this project and assist in any way possible.

### 2. Pension Funds

- Discussion: Richard Bartlett advised that he would like to look into making payments to the Firefighters' Pension funds more than once a year, as is the current practice. Rob Sontag was tasked with looking into the matter.

### 3. Public Information

- TJ Carney advised he would like to see public records, such as the District's Budget and the "Long Range Plan," made available via the internet. Rob Sontag advised that he and the office staff would work on completing this task. Director Carney also advised that he would like to see a department sponsored forum placed on the FFR website at some point in the near future.

## VI. ADJOURNMENT

- Motion to Adjourn at 21:08: Debra Medved
- Seconded by: Richard Bartlett
- Discussion: None
- Vote: Unanimous

THESE MINUTES APPROVED AS THE OFFICIAL MAY 16TH, 2006 MINUTES OF THE  
FOOTHILLS FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING  
BELOW:

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Marvin Miller

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Debra Medved

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Dick Bartlett

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Thomas J. Turner Carney