

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE FOOTHILLS FIRE PROTECTION DISTRICT HELD SEPTEMBER 19th, 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, September 19th, 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
Rob Sontag – District Administrator
John Kilpatrick – Chief of Department
Patrick Smith – Deputy Chief
Brad Danek – Captain
Justin Dusdal – Captain
Stacy Dorian – Captain
Ron Potter – Captain
David Danek – Captain
Bob Schwartz – Captain
Ken Spencer – Firefighter
Deborah Gillis – Firefighter
Randy Groe - Firefighter

Murry Wynes – District Resident
John Jarvis – District Resident
Bill McFarlane– District Resident
Bill Dickson – District Resident
Lee Todd – District Resident
Michael Drewek – District Resident
Debby Polhill – District Resident
Brenda Ratkiewicz – District Resident
Steve Close – District Resident

II. ADMINISTRATIVE MATTERS

A. Approve Agenda.

- Motion to Approve Agenda as Amended: Debra Medved
- Seconded by: Richard Bartlett
- Discussion: Marv Miller asked to add a new Item II C to present a letter to the Board from Asst. Chief Patrick Ahern, Richard Bartlett asked to move up Item II E to Item II D, TJ Carney asked to add Item II H to Discuss Board Governance and Philosophy Issues.

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- Vote: Unanimous
- B. Review and Approve Minutes of the August 15, 2006 Regular Meeting
- Motion to Approve Minutes of the August 15th, 2006 Regular Meeting: TJ Carney
 - Seconded by: Richard Bartlett
 - VOTE: Unanimous
- C. Presentation of a Letter of Concern to the Board From Asst. Chief Patrick Ahern
- Director Miller read a letter to the Board from Asst. Chief Ahern expressing his concerns about the behavior of some of the Board in its treatment of information presented in an incident debrief.
- D. Consideration of Candidates to Fill the Vacancy on Board
- Motion to appoint John Jarvis to fill the Vacancy on the Board created by the resignation of Richard Kunter until the next regular Special District election in May of 2008: Richard Bartlett
 - Seconded by: TJ Carney
 - Discussion: Debra Medved made a motion to table the vote until interviews could be conducted. The motion failed for lack of a second.
 - ROLL CALL VOTE:
 - (1) Debra Medved – NAY
 - (2) Richard Bartlett – AYE
 - (3) TJ Carney – AYE
 - (4) Marvin Miller – NAY
 - Motion to schedule interviews with Mr. Jarvis, Mr. Courim, and anyone else who turns in letters of interest in a timely manner at 9:00 AM on Sept 28th at the Mount Vernon Country Club: TJ Carney
 - Seconded by: Debra Medved
 - VOTE: Unanimous

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E. Presentation of Community Concerns and Questions by the Paradise Hills Home Owners Association

- Discussion: Murry Wynes presented questions about recruiting and retention as well as operational policies and Deputy Chief Smith answered them.

F. Presentation by John Jarvis of Paradise Hills Questions and Concerns

- Discussion:
 - (1) Mr. Jarvis withdrew his letter of interest for the Board Vacancy
 - (2) Mr. Jarvis presented the Board with a set of questions he would like to have answered before the October Board meeting. Director Miller said he would try and get the questions answered.

G. Consideration Of Request by Alpine Rescue Team To Replace Their Roof and Carpet

- The letter presented by Alpine was accepted with no further action needed by the Board for Alpine to perform their building maintenance project.

H. Discussion of Board Governance and Philosophy

- Motion to direct the Administrator to look into securing a facilitator to assist the Board in developing Board governance rules and ends and goals for District Staff: TJ Carney
- Seconded by: Richard Bartlett
- VOTE: Unanimous

III. FINANCIAL MATTERS**A. Presentation of a Draft Budget by the Board Treasurer**

- Motion to Appoint the 2007 Budget Committee consisting of the District Administrator, District Treasurer, District Accountant, Chief of the Department, and others as the committee may request: TJ Carney
- Richard Bartlett
- Discussion: Richard Bartlett presented a draft budget to begin the discussion. TJ Carney would like drafts of the budget to be posted on the website.
- VOTE: Unanimous

B. Review And Approve Payment of Claims through the Period Ending September 19th, 2006 For Operations.

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- Motion to Approve Payment Of Claims Through The Period Ending September 19th, 2006 For Operations: TJ Carney
 - Seconded by: Debra Medved
 - VOTE: Unanimous

 - Motion to increase the signature authority of the District Administrator to \$5,000.00 and have the District Administrator sign all future checks under that amount with review by the Board: TJ Carney
 - Seconded by: Richard Bartlett
 - VOTE: Unanimous
- C. Review Un-Audited Financial Statements for the Period Ending August 31st, 2006.
- Motion to have the Monthly Un-Audited Financial Statements only reviewed by the Board with only the official acceptance being that of the annual independent audit when it is completed: TJ Carney
 - Seconded by: Richard Bartlett
 - VOTE: Unanimous
- D. Consideration of Requests For Proposals for Professional Services for 2007.
- Motion to approve the RFP for Accounting Services as amended: TJ Carney
 - Seconded by: Richard Bartlett
 - Discussion: The RFP was amended to correct a date error on the timeline, to add verbiage about the current provider automatically being considered a finalist, and to replace the headings of "MONTHLY" with "RETAINER/ROUTINE SERVICES". TJ Carney asked how the RFPs would be advertised. The District Administrator informed the board that it would be advertised in the District's paper of record and direct mailed to all the firms listed with SDA. The board directed staff to further advertise the availability of the RFP's in both the Rocky Mountain News and the Denver Post in addition to the District's paper of record the Canyon Courier.
 - VOTE: Unanimous

 - Motion to approve the RFP for Attorney Services as amended: TJ Carney
 - Seconded by: Richard Bartlett
 - Discussion: The RFP was amended to correct a date error on the timeline, to add verbiage about the current provider automatically being considered a finalist, and to replace the headings of "MONTHLY" with "RETAINER/ROUTINE SERVICES"
 - VOTE: Unanimous

 - Discussion of the Fleet Services RFP was tabled until next month.

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- Motion to assign the Administrator the discretion to have vehicles serviced at the best and fastest location irregardless of previous direction on the matter: TJ Carney
- Seconded by: Richard Bartlett
- Discussion: Chief Kilpatrick expressed concern about the trend of sending our smaller trucks down to the Wheat Ridge Medved Autoplex only to have them in turn driven down to Castle Rock for their service. This increases the out of service time as well as putting additional mileage on the truck. The District has been using the Wheat Ridge Medved Autoplex for its smaller trucks at the direction of the Board with the understanding that most of the work would be done in Wheat Ridge.
- VOTE: Unanimous

IV. LEGAL MATTERS

- A. Discussion of the Status of the Boundary Adjustment Request from William and Judy Dickson
 - Discussion: Richard Scheurer informed the Board that the District and Mr. Dickson have drafted an agreement and are simply waiting on approval of the Survey by the County.
- B. Status of Request to County Commissioners for Assistance in Filling the Vacant Board Seat and Discussion
 - Discussion: Nothing new to report from the commissioners. TJ Carney will report to the Board if he hears the Commissioners expect to act.

V. DEPARTMENT ISSUES

- A. Update by Station Project Work Group
 - Discussion: The work group will be meeting this week to continue to develop its proposal to the Board.
- B. Administrator's and Fleet Status Reports.
- C. Chief's Report
 - Calls for Service
 - (1) Total number of calls this Quarter so far: 124
 - (a) July: 62
 - (b) August: 40
 - (c) Sept to Date: 22

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(2)	Calls for 2006 1 st qtr. 133, 2 nd qtr. 153	Total 410
(3)	Calls for 2005 1 st qtr. 116, 2 nd qtr. 124, 3 rd qtr. 167, 4 th qtr. 107	Total 514
(4)	Calls for 2004 1 st qtr. 130, 2 nd qtr. 157, 3 rd qtr. 124, 4 th qtr. 131	Total 542
(5)	Calls for 2003 1 st qtr. 189, 2 nd qtr. 159, 3 rd qtr. 178, 4 th qtr. 115	Total 641
(6)	Calls for 2002 1 st qtr. 152, 2 nd qtr. 150, 3 rd qtr. 187, 4 th qtr. 135	Total 624

- Thanks to all who helped redecorate the Dayroom at Lookout Station.
- Purchase of Safety Vest (See Below)

D. Approval of Purchase Requisitions for Department Supplies and Equipment

- Motion to approve the purchase of Reflective Safety Vest for firefighter use on the Highway: Debra Medved
- Seconded by: TJ Carney
- Discussion: Debra Medved would like to see an "Adopt a Firefighter" program to elicit community participation in this project. In essence for about \$50.00 a person could buy a vest for a firefighter to wear. Debra Medved challenged the other directors in buying a few vest out of their own pockets so that the District would not have to bear the cost of these vest and further asked the community members present to pitch in and buy a vest.
- VOTE: Unanimous

E. Status Report from Support Auxiliary

- No one present to report.

F. Other Business

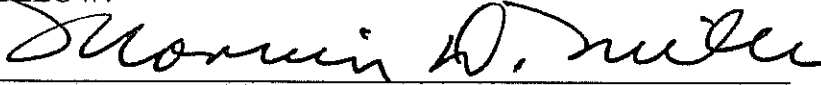
- Dick Bartlett asked to join the Board Telephonically next month. The District Administrator will set it up.
- Motion to Appoint TJ Carney to the vacancy on the Personnel Committee: TJ Carney
- Seconded by: Debra Medved
- VOTE: Unanimous

VI. ADJOURNMENT

- Motion to Adjourn: TJ Carney
- Seconded by: Debra Medved
- Discussion: None
- Vote: Unanimous

RECORD OF PROCEEDINGS

THESE MINUTES APPROVED AS THE OFFICIAL SEPTEMBER 19TH, 2006 MINUTES OF THE
FOOTHILLS FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING
BELOW:

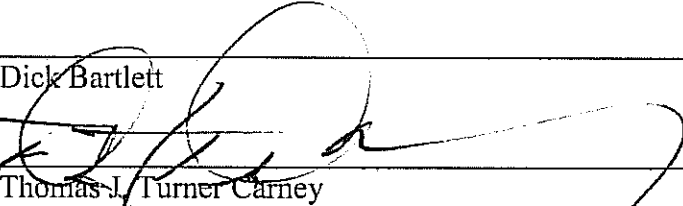


Marvin Miller



Debra Medved

Dick Bartlett



Thomas J. Turner Carney



Ric Koogler

Foothills Fire Protection District
A/P Check Register
September 1 - 19, 2006

Date	Num	Name	Account	Class	Original Amount
9/15/2006	7367	Advanta Bank Corp.	1-1100 · Cash in Bank-Commercial Fe...		-5,947.52
8/31/2006			1-6501 · Postage / Printing		24.99
			1-7704 · Training - Wildland		92.40
			1-7500 · Stations - Lookout Mountain		196.07
			1-6500 · Office and Administrative Suppl		9.95
			1-7500 · Stations - Lookout Mountain		469.94
			1-7500 · Stations - Lookout Mountain		208.06
			1-6500 · Office and Administrative Suppl		115.97
			1-7500 · Stations - Lookout Mountain		63.64
			1-6200 · Board of Directors Expenses		317.76
			1-6200 · Board of Directors Expenses		476.64
			1-6200 · Board of Directors Expenses		158.88
			1-7030 · Wildland		1,830.58
			1-7750 · Communications		52.28
			1-6200 · Board of Directors Expenses		1,200.00
			1-6500 · Office and Administrative Suppl		263.54
			1-7500 · Stations - Lookout Mountain		150.58
			1-7500 · Stations - Lookout Mountain		64.63
			1-7500 · Stations - Lookout Mountain		23.16
			1-6500 · Office and Administrative Suppl		19.99
			1-7270 · Structural & Vehicle Rescue		80.70
			1-7500 · Stations - Lookout Mountain		11.76
			1-6850 · Personnel Recognition		116.00
TOTAL					5,947.52
9/15/2006	7368	Alpha Sign & Design Inc.	1-1100 · Cash in Bank-Commercial Fe...		-1,210.00
8/3/2006	18578		1-7030 · Wildland		1,210.00
TOTAL					1,210.00
9/15/2006	7369	Anthem Blue Cross Blue Sh...	1-1100 · Cash in Bank-Commercial Fe...		-2,815.80
10/1/2006			1-6751 · Salaries		2,815.80
TOTAL					2,815.80
9/15/2006	7370	Arrakis Publishing/Fire Pro...	1-1100 · Cash in Bank-Commercial Fe...		-690.00
9/1/2006	7706		1-6500 · Office and Administrative Suppl		690.00
TOTAL					690.00
9/15/2006	7371	Bartlett, Dick	1-1100 · Cash in Bank-Commercial Fe...		-92.35
9/1/2006			1-6201 · BOD Salaries		100.00
TOTAL					100.00
9/15/2006	7372	Beta Health Association, Inc.	1-1100 · Cash in Bank-Commercial Fe...		-37.50
9/5/2006	927		1-6750 · Salaries & Employee Benefits		37.50
TOTAL					37.50

Foothills Fire Protection District A/P Check Register September 1 - 19, 2006

Date	Num	Name	Account	Class	Original Amount
9/15/2006	7373	Bigfoot Labs, Inc.	1-1100 · Cash in Bank-Commercial Fe...		-108.75
9/1/2006	555		1-6500 · Office and Administrative Suppl		108.75
TOTAL					108.75
9/15/2006	7374	Carney, Thomas	1-1100 · Cash in Bank-Commercial Fe...		-92.35
9/1/2006			1-6201 · BOD Salaries		100.00
TOTAL					100.00
9/15/2006	7375	Cingular Wireless	1-1100 · Cash in Bank-Commercial Fe...		-49.99
8/19/2006	992047948...		1-7750 · Communications		49.99
TOTAL					49.99
9/15/2006	7376	Danek, David	1-1100 · Cash in Bank-Commercial Fe...		-50.00
8/29/2006			1-6850 · Personnel Recognition		50.00
TOTAL					50.00
9/15/2006	7377	DISH Network	1-1100 · Cash in Bank-Commercial Fe...		-80.97
9/1/2006			1-6300 · Utilities		80.97
TOTAL					80.97
9/15/2006	7378	Division of Fire Safety	1-1100 · Cash in Bank-Commercial Fe...		-20.00
8/16/2006	H5200		1-7270 · Structural & Vehicle Rescue		20.00
TOTAL					20.00
9/15/2006	7379	E.D.S. Waste Solutions, Inc.	1-1100 · Cash in Bank-Commercial Fe...		-158.55
8/15/2006	781222		1-6300 · Utilities	Idledale	40.95
8/15/2006	781411		1-6300 · Utilities	Looko...	76.65
8/15/2006	781902		1-6300 · Utilities	Rainb...	40.95
TOTAL					158.55
9/15/2006	7380	FPPA - 457 Plan	1-1100 · Cash in Bank-Commercial Fe...		-1,114.47
9/14/2006			1-3180 · FPPA - Liability		492.90
			1-6750 · Salaries & Employee Benefits		621.57
TOTAL					1,114.47
9/15/2006	7381	FPPA - Defined Benefits	1-1100 · Cash in Bank-Commercial Fe...		-2,514.49
9/14/2006			1-3180 · FPPA - Liability		1,119.93
			1-6750 · Salaries & Employee Benefits		1,394.56
TOTAL					2,514.49

Foothills Fire Protection District A/P Check Register September 1 - 19, 2006

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Original Amount</u>
9/15/2006	7382	Home Depot CRC	1-1100 · Cash in Bank-Commercial Fe...		-18.51
9/1/2006			1-7500 · Stations - Lookout Mountain		18.51
TOTAL					18.51
9/15/2006	7383	Intermountain R E A	1-1100 · Cash in Bank-Commercial Fe...		-158.34
8/28/2006			1-6300 · Utilities		158.34
TOTAL					158.34
9/15/2006	7384	International Code Council	1-1100 · Cash in Bank-Commercial Fe...		-145.00
9/8/2006	196107		1-5700 · Fire Protection Fees		145.00
TOTAL					145.00
9/15/2006	7385	Jefferson County Accountin...	1-1100 · Cash in Bank-Commercial Fe...		-1,393.28
8/15/2006	19726		1-7001 · Fuel		1,393.28
TOTAL					1,393.28
9/15/2006	7386	Line Pressure Inc.	1-1100 · Cash in Bank-Commercial Fe...		-5.50
8/31/2006			1-7300 · EMS		5.50
TOTAL					5.50
9/15/2006	7387	Medved Colorado	1-1100 · Cash in Bank-Commercial Fe...		-1,547.04
9/6/2006	FOCS1506...		1-7002 · Fleet Maintenance	582	1,547.04
TOTAL					1,547.04
9/15/2006	7388	Medved, Debra	1-1100 · Cash in Bank-Commercial Fe...		-69.26
9/1/2006			1-6201 · BOD Salaries		75.00
TOTAL					75.00
9/15/2006	7389	Metrocall	1-1100 · Cash in Bank-Commercial Fe...		-13.04
9/1/2006	P03842301		1-7750 · Communications		13.04
TOTAL					13.04
9/15/2006	7390	Miller, Marvin D.	1-1100 · Cash in Bank-Commercial Fe...		-69.26
9/1/2006			1-6201 · BOD Salaries		75.00
TOTAL					75.00
9/15/2006	7391	Mt Vernon Country Club	1-1100 · Cash in Bank-Commercial Fe...		-20.65
8/31/2006	11252		1-6200 · Board of Directors Expenses		20.65
TOTAL					20.65

Foothills Fire Protection District A/P Check Register September 1 - 19, 2006

Date	Num	Name	Account	Class	Original Amount
9/15/2006	7392	Municipal Services Group, I...	1-1100 · Cash in Bank-Commercial Fe...		-16,674.18
9/1/2006	1030		1-7990 · Capital Lease Payments		16,674.18
TOTAL					16,674.18
9/15/2006	7393	Nat'l Fire Protection Associ...	1-1100 · Cash in Bank-Commercial Fe...		-222.24
8/26/2006	3559463Y		1-6250 · Dues & Subscriptions		121.05
9/1/2006	3593217Y		1-5700 · Fire Protection Fees		101.19
TOTAL					222.24
9/15/2006	7394	OfficeMax Contract, Inc.	1-1100 · Cash in Bank-Commercial Fe...		-211.98
8/22/2006	961097		1-6500 · Office and Administrative Suppl		211.98
TOTAL					211.98
9/15/2006	7395	Overhead Door Company	1-1100 · Cash in Bank-Commercial Fe...		-661.70
8/31/2006			1-7500 · Stations - Lookout Mountain		661.70
TOTAL					661.70
9/15/2006	7396	Pinnacol Assurance	1-1100 · Cash in Bank-Commercial Fe...		-1,968.00
9/5/2006	8143325		1-6750 · Salaries & Employee Benefits		1,968.00
TOTAL					1,968.00
9/15/2006	7397	Qwest	1-1100 · Cash in Bank-Commercial Fe...		-802.86
8/7/2006			1-6502 · Telephone		49.49
8/7/2006			1-6502 · Telephone		44.78
8/7/2006			1-6502 · Telephone		280.31
9/4/2006			1-6502 · Telephone		53.78
9/7/2006			1-6502 · Telephone		280.65
9/7/2006			1-6502 · Telephone		44.98
9/7/2006			1-6502 · Telephone		48.87
TOTAL					802.86
9/15/2006	7398	RELM Wireless Corporation	1-1100 · Cash in Bank-Commercial Fe...		-1,830.58
8/29/2006	5840974		1-7030 · Wildland	530	1,830.58
TOTAL					1,830.58
9/15/2006	7399	Reynolds, Henrie & Associa...	1-1100 · Cash in Bank-Commercial Fe...		-3,403.75
8/31/2006	14839		1-6460 · Professional Services		3,403.75
TOTAL					3,403.75
9/15/2006	7400	Rocky Mountain Industrial E...	1-1100 · Cash in Bank-Commercial Fe...		-197.35
8/15/2006	2450		1-7200 · Equipment Maintenance		197.35
TOTAL					197.35

Foothills Fire Protection District A/P Check Register September 1 - 19, 2006

Date	Num	Name	Account	Class	Original Amount
9/15/2006	7401	Scheurer & Associates, P.C.	1-1100 · Cash in Bank-Commercial Fe...		-888.00
8/31/2006	14205		1-6460 · Professional Services		888.00
TOTAL					888.00
9/15/2006	7402	Software Spectrum, Inc.	1-1100 · Cash in Bank-Commercial Fe...		-402.96
9/11/2006	8580241		1-6000 · Administrative Expenses		402.96
TOTAL					402.96
9/15/2006	7403	Supply Cache, Inc	1-1100 · Cash in Bank-Commercial Fe...		-610.31
8/29/2006	73530A		1-7030 · Wildland		610.31
TOTAL					610.31
9/15/2006	7404	T Foster	1-1100 · Cash in Bank-Commercial Fe...		-67.50
8/2/2006			1-6850 · Personnel Recognition		67.50
TOTAL					67.50
9/15/2006	7405	United Parcel Service	1-1100 · Cash in Bank-Commercial Fe...		-11.52
8/19/2006	5Y147Y336		1-6501 · Postage / Printing		11.52
TOTAL					11.52
9/15/2006	7406	Verizon Wireless, Bellevue	1-1100 · Cash in Bank-Commercial Fe...		-207.13
8/22/2006	2068521566		1-7750 · Communications		207.13
TOTAL					207.13
					<i>\$ 46,582.68</i>
9/19/2006	7407	Diversified Specialty Vehicles	1-1100 · Cash in Bank-Commercial Fe...		-1,948.63
9/14/2006	1474		1-7002 · Fleet Maintenance	560	1,738.35
9/18/2006	1478		1-7002 · Fleet Maintenance	543	210.28
TOTAL					1,948.63
9/19/2006	7408	E.D.S. Waste Solutions, Inc.	1-1100 · Cash in Bank-Commercial Fe...		-158.55
9/15/2006	793771		1-6300 · Utilities	Rainb...	40.95
9/15/2006	793294		1-6300 · Utilities	Looko...	76.65
9/15/2006	793107		1-6300 · Utilities	Idledale	40.95
TOTAL					158.55
9/19/2006	7409	OfficeMax Contract, Inc.	1-1100 · Cash in Bank-Commercial Fe...		-442.09
9/11/2006	292006		1-6500 · Office and Administrative Suppl		259.49
9/12/2006	326991		1-6500 · Office and Administrative Suppl	Looko...	13.98
9/13/2006	341489		1-6500 · Office and Administrative Suppl		177.60
TOTAL					451.07

Foothills Fire Protection District
A/P Check Register
September 1 - 19, 2006

Date	Num	Name	Account	Class	Original Amount
9/19/2006	7410	Samuels, Jamie M.	1-1100 · Cash in Bank-Commercial Fe...		-350.00
9/15/2006	2006033		1-6500 · Office and Administrative Suppl		350.00
TOTAL					350.00
9/19/2006	7411	Xcel Energy	1-1100 · Cash in Bank-Commercial Fe...		-409.57
9/12/2006			1-6300 · Utilities	Grap...	30.55
			1-6300 · Utilities	Idledate	113.20
			1-6300 · Utilities	Looko...	212.58
			1-6300 · Utilities	Rainb...	26.22
			1-6300 · Utilities		27.02
TOTAL					409.57

\$ 3,308.84

GRAND TOTAL

\$ 49,891.52