



## RECORD OF PROCEEDINGS

### MINUTES OF A REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF THE FOOTHILLS FIRE PROTECTION DISTRICT HELD

August 19th, 2008 (Tuesday)

A regular meeting of the Board of Directors of the Foothills Fire Protection District (referred to hereafter as "Board") was convened on Tuesday, August 19<sup>th</sup>, 2008 at 6:30 P.M., at the Mount Vernon Country Club, 24933 Club House Circle, Golden, Colorado.

The meeting was open to the public at 6:30 p.m.

#### I. ATTENDANCE

T. J Carney-Board President  
Richard Bartlett-Board Treasurer  
Julianne Courim-Board Vice President  
Patrick Smith-Board Secretary  
Steve Close-Board Assistant Secretary  
Glen Saraduke-Firefighter  
Brian Zoril-Chief  
Murry Wynnes-Firefighter  
Noah Harkless-Firefighter  
Chris Courim-Firefighter  
Dick Scheurer-FFPD Attorney

Jeanette Kehoe-Business Manager  
Dave Stacjar-Firefighter  
Debby Polhill-Community member  
Paul "Woody" Woodward-Alpine Rescue  
James Rose-Firefighter  
Todd Foster-Firefighter  
Pati Stacjar-Firefighter

#### II. ADMINISTRATIVE MATTERS

- A. Approve Agenda
  - **Motion to approve by Close seconded by Courim passed 5-0**
- B. Review and Approve Minutes of the July 15th, 2008 Regular Meeting (enclosed)
  - **Motion to approve by Close seconded by Courim passed 5-0**
- C. Review and Approve Minutes of the June 17th, 2008 Regular Meeting (enclosed)
  - **These minutes were approved in June though needed signatures at this meeting.**

#### III. COMMUNITY FEEDBACK

"Woody" Woodward from Alpine provided an update on the site plan for the Alpine Rescue building and that he and Alpine appreciated the extension of the 20 year lease from the previous Board on January 18, 2008. After reviewing the Draft 5 year plan of FFPD Woodward stated he felt the extension beyond the 20 year extension would

be “good for both parties” and referred to item #6 in the draft LRP. It was discussed that Alpine had a Memorandum of Legal Understanding (MLU) to work with Foothills in various respects. It was encouraged by Smith that the organizations should work closely on training, operations, and other areas as indicated between Chief Zoril and Alpine. Zoril had a goal to work with Alpine and the Chief would also work with Woodward. Some discussion included the joint training facility between Alpine and Foothills. Other comments were made by Carney and Bartlett that no intention existed at this time to terminate the extension or agreement based upon a draft long range plan.

#### **IV. LEGAL MATTERS**

##### **A. Discussion of City of Golden progress and inclusion for Cody Park resident.**

Carney also asked for an update on the Kriss proposal for inclusion and Scheurer suggested we are ready to move forward and are waiting for the formal acceptance from Kriss.

##### **B. Request to eliminate the resolution allowing the Administrator to serve as Fire Marshall.**

The discussion included having the Chief serve as Fire Marshall which has been the practice in recent history.

- **Motion to approve by Smith seconded by Close passed 5-0**

#### **V. DEPARTMENT ISSUES**

##### **A. Leave of Absence Request**

The discussion included granting a request of a LOA of approximately 6 months and to allow pension accrual during these 6 months due to “special circumstances” for long term firefighter Dave Danek.

- **Motion to approve extended LOA by Close seconded by Bartlett passed 5-0**
- **Motion to approve pension accrual based upon special circumstances by Close seconded by Bartlett passed 4-0 with 1 abstain Smith**

##### **B. Review and Discussion of the use of Yahoo list serve.**

The list serve has “no official purpose” and as a list serve the owner can include members as they own the list serve. Questions were raised if use of the list serve was a possible open records violation since the former administrator and other paid staff produced emails on the site using District computers, while paid and included public members in the email lists. Additional concerns were raised that the site has not been maintained and many members are not currently on the site. A new list could be started by anyone to change ownership and create a better communication system and list serve. The Board does not and has not felt that it should be involved in the communications of the members. Members explained

benefits in the meeting of keeping a communication system for the members that can “air dirty laundry” and help provide training communications to members. Chief Zoril wanted a “private member only” site. SOG’s are in place on the use of email within the department and were to be reviewed. No decisions were made on the matter.

C. Review and update on computer and website.

The website is running and we are just looking to complete the FoothillsFire.org domain. Take a look at the site as it has many, many features to access information and is very professional. A special thanks to Director Courim and her team for the efforts with the site.

D. Update on Long Range Plan committee meetings.

Two meeting have taken place and the next meeting was scheduled for August 21 at 6 p.m. Seven people are part of the group and half dozen others have provided direct feedback and ideas to be added to the LRP. The plan is to have a rough final draft at the end of September and then review at the member meeting and Board meetings in October.

E. Update By Station / Apparatus Project Work Groups.

The windows were to be placed at the Rainbow Station this Friday. Then possibly Monday or Tuesday of next week the Modular buildings would be moved into place at Rainbow.

F. Administrator’s And Fleet Status Report.

1. No smoke update

The process of installation is complete with one spare. It was felt that keeping a spare would be good for an additional truck or to replace a failed system on another truck.

2. Genesee Fitness usage

Presently six or seven members are using the center which is within the planned usage. Some of the individuals change each month as members try the service.

3. Firefly status

The firefly was planned to be ahead of schedule for a print date of the end of September.

4. Update on Pierce build out

The drawings for Pierce were finalized with a completion tentative date of December 17<sup>th</sup>, 2008. Pierce apparently planned to cut the steel in the next few days.

5. Update on Rainbow Hills Station construction

This was updated earlier with tentative movement of the modular units into position for August 25<sup>th</sup>, or 26<sup>th</sup>.

G. Chief's Report including Board approval and Chief acceptance for 2009

1. Update on recruitment plan for 2009

Currently three applications have been received from in-District members. The plan still needs to be developed and Chief was planning to make this a priority this month. Also Chief stated that Aaron Sirbin would not be able to teach the recruit class for next year due to health issues. Chief is working with Carlton Babbs to create a plan for the training.

2. Status of Deputy Chief/officers for 2009

A question was raised regarding allowing a Chief Officer as proposed at the member elections to serve as Deputy Chief or other Chief Officer while living outside the 2-3 mile limit of the District. Attorney Schuerer advised that the Board can modify or amend the SOG's at any time. No decisions were made on the matter and it was recommended that Chief review what he would like to do and also review the SOG's again to best make a decision moving forward. Chief felt he could not do both jobs of Deputy Chief and Chief. The decision was made to table until the next meeting.

3. Review and Discussion of ISO project work group

The Chief is finding another volunteer & team to lead the project as no actions were taken by the member volunteering to complete the project.

4. Update on MCI Training

The MCI was a big success and special thank you to Todd Foster and his work with Highland and Jarret Winkleman on providing a solid training event.

H. Approval of Purchase Requisitions for Department Supplies and Equipment

The 146k grant check for a portion of the Pierce truck was planned to be received any day. It was proposed to give Bartlett the approval to sign the check for the first payment to Pierce when received.

- **Motion to approve by Smith seconded by Close passed 5-0**

I. Status Report from Support Auxiliary

No report from the Auxiliary was made.

**VI. FINANCIAL MATTERS**

- A. Review and approve Payment of Claims through the period ending August 19<sup>th</sup>, 2008 for Operations.
- B. Review final removal date of Lookout trailer and move to Rainbow Hills Station.

**VII. Request for Executive session**

**At 8:01 p.m. the Board voted to go into Executive Session**

- Motion to approve by Close seconded by Bartlett passed 5-0

**At 8:08 p.m. returned to regular session**

**VIII. ADJOURNMENT**

- Motion to adjourn by Close seconded by Bartlett passed 5-0 at 8:08 p.m.

**Next regularly scheduled meeting is September 16, 2008**

**The following Directors have reviewed and acknowledged the minutes:**

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**Dick Bartlett**

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**T. J. Carney**

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**Steve Close**

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**Julie Ann Courim**

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**Patrick Smith**