

**MINUTES OF A REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF THE  
FOOTHILLS FIRE PROTECTION DISTRICT  
HELD  
February 19<sup>th</sup>, 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, February 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.

**I. ATTENDANCE**

|                                   |                                    |
|-----------------------------------|------------------------------------|
| Marvin Miller -Board President    | Chris Courim- Firefighter          |
| Richard Bartlett -Board Treasurer | Julie Ann Courim- community member |
| Debra Medved- Board Member        | Richard Scheurer- Dist. Attorney   |
| Ric Koogle -Board Member          | Jacob Sliemers- Deputy Chief       |
| T.J Carney -Board Member          | Jen Sliemers- Lieutenant           |
| Craig Moilanen- Firefighter       | Pat Smith-Firefighter              |
| Paul Berens- Firefighter          | Patrick Ahern- Firefighter         |
| Murry Wynes- Firefighter          | Stacy Dorian- Firefighter          |
| Brian Zoril- Chief                | Adam Goldman- Firefighter          |
| John Kilpatrick- Captain          | Bob Schwartz- Firefighter          |

**II. ADMINISTRATIVE MATTERS**

A. Approve Agenda

- Motion to Approve Agenda As Amended: T. J Carney
- Seconded by: Debra Medved
- Vote: Passed Unanimous

B. Review And Approve Minutes Of The January 15<sup>th</sup>, 2008 Regular Meeting

- Motion to Approve the Minutes Of The January 15<sup>th</sup>, 2008 Regular Meeting: Debra Medved
- Seconded by: Ric Koogle
- Vote: Passed Unanimous

C. Discussion of Process Under Which A New District Administrator Will Be Selected and How to Handle Those Duties in the Interim.

- Discussion: There was discussion on how the department will handle the present issue of the administrator duties which will be handled by Chief Zoril for short term, and the Board will be looking at alternative solutions to the districts needs. A committee was formed to develop possible structure options for the department, and handle the interim issue for the district administrator position.

### **III. FINANCIAL MATTERS**

- A. Review Payment of Claims Through the Period Ending February 19<sup>th</sup>, 2008 For Operations
  - Motion To Approve Payment of Claims: T.J Carney
  - Seconded by: Ric Koogle
  - Vote: Unanimous
  
- B. Review Un –Audited Financial Statements for the period ending January 31<sup>th</sup> 2008
  - Discussion: The balance sheet showed bonds payable that was incorrect that will be corrected and questions on an item being in the asset category to be brought to the accountants attention next meeting which they are present.
  
- C. Final Closeout of USFA Assistance to Firefighters Grant EMW-2006-FG-17045
  - Discussion: The Firefighters Grant was used for Bunker Gear, Structure boots, and a Thermal Imager.
  
- D. Engagement Letter to Secure McMahan and Associates to perform 2007 District Audit.
  - Motion to Approve Letter: T. J Carney
  - Seconded by: Ric Koogle
  - Vote: Unanimous
  
- E. Review of the District Insurance Policy for 2008.
  - Discussion: The contact information will need to be updated and the temporary contact will be Marvin Miller.

### **IV. LEGAL MATTERS**

- A. Adoption of Proposed Fee Schedule of 2008.
  - Motion to Approve Fee Schedule: T. J Carney
  - Seconded by: Ric Koogle
  - Vote: Unanimous
  - Discussion: Fire Inspector Paul Berens was present to explain the new fee schedule
  
- B. Adoption of 2006 International Fire Code and Forwarding to the Jefferson County Board of County Commissioners for Ratification.
  - Motion to Approve new Fire Code: Richard Bartlett
  - Seconded by: Debra Medved
  - Vote: Unanimous
  - Discussion: Fire Inspector Berens explained having the new 2006 IFC will bring the District up to date along with all the neighboring Districts.

- C. Discussion of Identifying a Designated Election Official for the May 2008 Special District Election.
  - Motion to assign Richard Bartlett as the Designated Election Official: Debra Medved
  - Seconded by: T. J Carney
  - Vote: Passed
- D. Discussion of Appointing a Board Secretary.
  - Discussion: The current Board Secretary has been Operations Assistant, Craig Moilanen and to continue.

## V. DEPARTMENT ISSUES

- A. Update By Station / Apparatus Project Work Groups
  - The modular buildings will be moved to the Rainbow Hills location to be stored until project can continue to be permanently placed for use. The truck committee is continuing to develop an RFP for the new apparatus.
- B. Administrator's and Department Reports
  - Discussion: The contract for Ahern for truck maintenance will continue to be good through June 2008. Craig and Patrick developed a maintenance schedule form that will provide better accuracy of truck maintenance. The Board would like to receive a Long Range Plan on Truck replacement from the Truck committee.
- C. Chief's Report
  - Discussion: Chief Zoril discussed various calls as PIO information. Two probationary firefighters will be off of probation and expecting Two to Three more soon.
- D. Approval Of Purchase Requisitions For Department Supplies And Equipment
  - Purchase of Department Alpha-Numeric Pagers and Accompanying Service.
  - Discussion: Richard Bartlett will be available for a signature to purchase pagers.
  - Purchase of Knox Key Secures for all District Owned Apparatus.
  - Motion to approve purchase of Knox Key Secures: Debra Medved
  - Seconded by: Ric Koogle
  - Vote: Passed
  - Discussion: In order to provide better security and accountability Chief Zoril would like to have these purchased to secure the Knox Keys for the district.
- E. Status Report From Support Auxiliary
  - Discussion: Julie Ann Courim announced a meeting for Thursday Feb 21<sup>st</sup> for the auxiliary, and some discussion will be on the Pancake Breakfast, and the Firefly.

**VI. ADJOURNMENT**

- Motion to Adjourn: Debra Medved
- Seconded by: Richard Bartlett
- Vote: Passed Unanimous

THESE MINUTES APPROVED AS THE OFFICIAL JANUARY 15<sup>th</sup>, 2008 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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Richard Bartlett

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Thomas J Turner Carney

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Ric Koogle