

RECORD OF PROCEEDINGS

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

HELD

June 17th, 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, June 17th, 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. PLEDGE OF ALLEGIANCE

II. ATTENDANCE

T. J Carney-Board President	Don Koogle-Firefighter
Richard Bartlett-Board Treasurer	Barbara Ratkiewicz-Community member
Julianne Courim-Board Vice President	Noah Harkless-Firefighter
Patrick Smith-Board Secretary	Ric Koogle-Community member
Steve Close-Board Assistant Secretary	
Cherri Koogle-Auxiliary President	
Brian Zoril-Chief	
Murry Wynnes-Firefighter	
Jane Wilson-Auxiliary	
Chris Courim-Firefighter	
Dick Scheurer-Districts Attorney	

III. ADMINISTRATIVE MATTERS

- A. Approve Agenda
- **Motion to approve by Close seconded by Bartlett passed 5-0**
- B. Review and Approve Minutes of the June 17th, 2008 Regular Meeting
- **Motion to approve by Close seconded by Courim as amended passed 5-0**

IV. COMMUNITY FEEDBACK

Auxiliary President Cherri Koogle wanted the Board to check on the vesting of Rosi Quintana as to whether it was July 2008 or 2009. Additionally a question was asked from Murry Wynnes if we could have agenda items on the website prior to the Board Meeting. The consensus from the Board was affirmative once the computer issues have been resolved. Director Carney took point of personal privilege and stated that the support from the community had been fantastic.

No other comments were made by the public.

V. LEGAL MATTERS

- A. Correspondence from the City of Golden regarding inclusion of RTD Park & Ride at I-70 and CR 93. Scheurer planned to contact Steve Glick for legal descriptions. Smith planned to advise HRTAD (Highland Rescue Team Ambulance District) of the proposed changes.

B. Antennas on 2 stations

- Chief Zoril is checking to see if we are contracted with vendor “Trevor” for the 2 antennas on Rainbow and Lookout. The site needs high speed access. Apparently weeks of calling without resolution, downtime issues, and no control over where the website is posted were at issue. Apparently the contract may give the contractor access for 6 different antennae repeaters on the building. Carney asked to have these files PDF to the Board. In the July Board meeting review if anyone else is contracted with our buildings.
- Carney asked if we had a list of all the contracts. Scheurer also asked if we have a file with the District contracts or an index of the contracts. It is unclear if all contracts have been forwarded to Scheurer for review or opinion.
- Zoril is seeking a new internet provider and has a possibility of Network Solutions at \$20/year.

V. DEPARTMENT ISSUES

A. Discussion of District Business Manager Position and status on posting and hiring.

- The posting was made in Colorado to Fire Training officers, Fire Chiefs, Division of Fire, to the Genesee list serve, and to the Fire Inspectors. Carney asked that prior applicants be given notice of the new posting. The latest terms of the position announcement were discussed. Paid issues with the Chief would go to the Board for resolution.
- **Motion to approve latest posting Smith seconded by Close passed 5-0**

B. Review and Discussion of additional Structure Committee Recommendation

The paid positions should not be voting positions.

C. Board Committee Assignment-Personnel, Finance, etc.

Carney appointed various committees including the Hiring committee to be composed of:

1. Carney tj-ffpd@carneylaw.net, current organizational committee, a firefighter and a community member.
2. The Finance committee would include the Chief, Board Treasurer, Accountant, Mike Ratkiewicz, another Board member, and the Business Manager.
3. The Personnel committee would review and be an investigative arm for volunteer staff. The committee now entails Chair, Admin, Board member, and Chief. Proposed change to be Chief, non officer appointed by Chief, single Board member appointed by Chair, and an elected member position. The Board would oversee and chair meetings, would handle within the department, then provide Board appellate review. SOG review and amendments were needed to complete the process.
4. The Community Liaison Group would be Board appointed by the chair, a department member appointed by Chief, and 3 members of the community. The purpose was to get ideas back and forth between the community and department year round. This would be an open channel for the department.

D. Development of Long Range Plan committee

- Carney appointed Smith as Chair with the joint efforts of the department members and community. The July agenda should include a community member to serve. Elections officers will be Carney and Bartlett for the member elections.

E. Update By Station / Apparatus Project Work Groups

The trees at the Rainbow station were sold to a logger for \$100. The excavator was to be at the station today to begin work. The county gave approval to move forward with the project.

Tentative deadline was August. Discussions were made to expand the garage space and begin looking proactively at phase II of the remodel at Rainbow. Chief and Bartlett were working on these issues. Recommendations were made to discuss at July meeting. Smith provided the current trailer contract and deadlines and notices recommended for trailer removal.

*Tape of meeting stopped approximately 30 minutes into meeting due to technical problems with tape recorder.

F. Administrator's And Fleet Status Report

- Knox box keys are currently installed in 544, 581, 582, 543 and 561.
- Genesee Fitness proposal status: Has 1-10 estimated to start with access code. A question was raised if Board members could go with paying.
- S & S have not responded regarding the bill for 581. If this goes another month contact Scheurer for resolution. Current repairs in question are \$3,500. Truck 582 has a transmission problem.
- Firefly status: Emma continues a great job on the Firefly. TJ recommended a liaison for the Firefly. The Firefly was still needed on the website.
- **Motion to accept Smith seconded by Close. Passed 4 with 1 Abstain Close.**

- Update on the Rainbow Hills station construction-Marvin/Chief-discussed previously.
- Update on No Smoke is pending for July with follow up from Chief.
- Pierce Proposal is moving forward with minor variances in \$400 credit from original bid. The final drawing was due next week.
- With the continued technology issues a Technology Committee was formed to include Chief, Jason Gibbs, Chris Courim, and Chris Schuchman. It was thought that outside vendor may be \$1-50 or \$500/month. Also outsourcing versus internal management of the system was important to resolve.
- A discussion of possibly selling 543 was raised.
- Bartlett assumed responsibilities to be DEO for department elections and 2 board members could serve as a canvassing committee. This should be discussed at the July meeting.

G. Chief's Report

The Chief discussed the new member from Australia status and that he needed to complete the State test. Chief felt no accident review board was needed for the incident with a firefighter injury on the truck fire. There were some operational issues including poor water supply that are being addressed. No other PIO issues were addressed. In addition, Chief stated some people were concerned about the direction of the department. Carney stated that Board members would reach out for feedback regarding anyone's concerns on the department or community. Dave Gerald was very helpful with new recruits at the pancake breakfast.

H. Approval of Purchase Requisitions for Department Suppliers and Equipment

- No requisitions were presented.

I. Status Report from Support Auxiliary

1. Pancake Breakfast recap. The silent auction proceeds were \$5382, a total of approximately \$11,000 were expected including \$1,056 in accounts receivables, and \$4759 for the breakfast. Changes were considered to have request for auction items in January and February. 2007 had a 25% increase over the previous year. It was expected this year's numbers were roughly the same as last year. Jeanette Kehoe continues to help as a liaison between the fire department and Auxiliary. New recipes were being considered with the help of Deb Carney. Golden liked them so much they asked the Auxiliary for the help at their breakfast. A special thank you was made to Ric Koogler for his help at the breakfast.

VI. FINANCIAL MATTERS

- A. Review and approve Payment of Claims through the period ending June 17th, 2008 for Operations
The review of payments for 570, 530 and the 2002 truck annual payments were brought into question. The Suntrust payment was approved. The duplication of an item from Dykes Snow removal was reviewed. Item #870 to Bigfoot Labs Incorporated was questioned and appears to be the Rescue Booker fee.
 - **Motion to approve Suntrust payment Smith seconded by Close passed 5-0.**

- B. Review Staff trailer contractual agreement, options, and timeframe for removal at Lookout station.
 - Smith discussed contract issues for removal of the trailer. The original executed contracts were not in the files. Copies of the contract state begin date of 8/9/07 for 2 years maximum and no obligation exists to continue the contract and can be terminated now if desired with a 30 day notice. It was discussed to coordinate expenditures with the new structure issue of the door at Rainbow. Plan is to move staff to new location in August and terminate contract in September. Chief was asked by the Board to obtain the location of all executed agreements from Rob Sontag, and letters could be sent by Carney if needed to obtain the agreements.

- C. FPPA-First Quarter Allocation report
 - The first quarter report was received and our investment contribution lost money of about 5%. This is due to severe market downturns of the State pension fund. We will possibly need to look at actuarial data in the future to remedy the situation.

VII. ADJOURNMENT

- **Motion by Director Close**
- **Second by Director Smith**
- **Vote: Passed unanimous**
- **Adjourned at 8:25 P.M.**

Next regularly scheduled meeting is August 19th, 2008

Minutes reviewed and acknowledged by

TJ Carney

Dick Bartlett

Julie Ann Courim

Steve Close

Patrick Smith