

## RECORD OF PROCEEDINGS

### MINUTES OF A REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF THE FOOTHILLS FIRE PROTECTION DISTRICT HELD May 20, 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, May 20<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

|                                       |  |
|---------------------------------------|--|
| T. J Carney-Board President           | Chris Schuchman*-Recruit                 |
| Richard Bartlett-Board Treasurer      | John Kilpatrick-Captain                  |
| Julianne Courim-Board Vice President  | Carole Lomond-Community member           |
| Patrick Smith-Board Secretary         | Emma Chanin-Community member/Auxiliary   |
| Steve Close-Board Assistant Secretary | John Blood-Community member              |
| Marvin Miller-Outgoing Board member   | Murry Wynes-Firefighter/Community member |
| Ric Koogle-Outgoing Board member      | Dennis Locke-Community member            |
| Brian Zoril*-Chief                    | Dennis Polhill-Community member          |
| David Stacjar-Firefighter             | Debby Polhill-Community member           |
| Pati Stacjar-Firefighter              | Carole Lomond-Community member           |
| Chris Courim-Firefighter              | Brenda Ratkiewicz-Community member       |
| Dick Scheurer-Districts Attorney      | Netti Calvi-Community member             |

\* Attended though did not sign in

- **Debra Medved Motion to excuse by Director Carney**
- **Seconded by Director Bartlett**
- **Vote: Passed unanimous**

#### II. ADMINISTRATIVE MATTERS

- A. Swearing in of new Board members by Marvin Miller.
- B. Presentation of plaques to Retiring Board Members by Chief Zoril
- C. Appointment of President, Vice President, Treasurer, Secretary, and Assistant Secretary.

- **Motion by Director Close to select Director Carney President**
- **Second by Director Smith**
- **Vote: Passed Unanimous**
  
- **Motion by Director Close to select Director Courim Vice President**
- **Second by Director Smith**
- **Vote: Passed Unanimous**
  
- **Motion by Director Close to select Director Bartlett Treasurer**
- **Second by Director Courim**
- **Vote: Passed Unanimous**
  
- **Motion by Director Close to select Director Smith Secretary**
- **Second by Director Courim**
- **Vote: Passed Unanimous**

- **Motion by Director Bartlett to select Director Close Assistant Secretary**
- **Second by Director Courim**
- **Vote: Passed Unanimous**

D. Approve Agenda

- **Motion by Director Close to approve**
- **Second by Director Smith**
- **Vote: Passed Unanimous**

E. Review and Approve Minutes of the April 15<sup>th</sup>, 2008 Regular meeting

Two changes were noted. 1<sup>st</sup> under item D, Ethical issues, the last sentence should read “**his**” name on the packet. The second change is Item 2 under V. Department issues E after Jon Schreiner family; add “**upon their approval.**”

- **Motion by Director Close to approve as amended**
- **Second by Director Bartlett**
- **Vote: Passed Unanimous**

F. Review and Approve minutes of the May 1<sup>st</sup>, 2008 Special Meeting

- **Motion by Director Close to approve**
- **Second by Director Bartlett**
- **Vote: Passed Unanimous**

**The Pension Board meeting information and minutes was tabled for the next regularly scheduled Board meeting by acclamation.**

### III. COMMUNITY FEEDBACK

Community member Netti Calvi discussed her work with CDOT in providing an emergency call box at or near the Idledale Post Office as cell coverage is poor in the Highway 74 corridor. Later in the meeting Ms. Calvi inquired about the status of the training room at Alpine station. Director Carney explained the status and new agreements initiated with Alpine Rescue related to these issues.

Later in the meeting general comments were made regarding working with the community and the grant process to potentially help HOA’s with grants to support the Wild land Protection Plan.

No other comments were made by the public.

### IV. LEGAL MATTERS

A. Correspondence from the City of Golden regarding inclusion of RTD Park & Ride at I-70 and CR 93

Discussion included a question of inclusion and the fee associated with inclusion in the FFPD boundaries. Secondly, a question was raised to have Golden and /or CDOT pay for and process a draft of the various paperwork and fees to be submitted back to FFPD for final approval and acceptance. Director Carney suggested that FFPD attorney Scheurer coordinate efforts with the city attorney and CDOT for review.

In addition, attorney Scheurer provided disclosure forms to the Board members for any potential conflicts of interest.

## V. DEPARTMENT ISSUES

- A. Discussion of District Administrator Position (Data from John Kilpatrick)  
Captain Kilpatrick wanted to be sure the firefighters position was presented to the Board for consideration.

B. Review and Discussion of Structure Committee Recommendation

Chief Zoril reviewed the structure and reporting relationships. Director Courim had no further comments. Director Bartlett stated the Business Manager should be a responder of last resort.

- **Motion by Director Bartlett to approve as amended**
- **Second by Director Close**
- **Vote: Passed 4-1 Director Carney dissents**

Discussion: Initially tabled. Additional concerns were raised on the combination of a volunteer and paid within the same position due to potential FLSA legal issues for organizations less than 25 employees. The reporting relationship of the PIO directly to the Chief was considered and that PIO duties were needed though up to the Chief as this was considered operational in focus. Director Carney felt the Administrative position irregardless of title should report directly to the Board. Director Bartlett maintained that under this new proposed structure it would be even more important the Board be able to work with the Chief, and not being able to this could impact future decisions to Chief selection and approval by the Board. An amended change was made in the structure where the paid positions would report to the Chief and would be in a flat structure rather than having the Business Manager having direct reports at this time. Legal questions were referred to FFPD Attorney Scheurer and Director Carney for further review prior to a job posting.

C. Update By Station / Apparatus Project Work Groups

Retired Board member Miller stated he would continue to help with the permit process for the Rainbow Hills station addition and had been in discussion with an engineer in Mount Vernon at a rate of \$40/hour and an assistant fee of \$20/hour. Miller would help with the installation and completion of the administrative office and felt the fees would still be well under the \$10,000 budgeted for the permitting and completion of the project.

- **Motion by Director Close to approve**
- **Second by Director Bartlett**
- **Vote: Passed unanimous**

D. Administrator's And Fleet Status Report

Marv Miller stated IAFC has requested a presentation on Highway Safety. This was tabled until the next meeting.

1. Discussion of Attendance of Board members at membership meetings the remainder of 2008

**June 5<sup>th</sup> -Director Courim**  
**July 3<sup>rd</sup> -Director Bartlett**  
**August 7<sup>th</sup> -Director Carney**  
**September 4<sup>th</sup> -Director Close**  
**October 2<sup>nd</sup> -Director Smith**  
**November 6<sup>th</sup> -Director Courim**  
**December 4<sup>th</sup> -Director Carney**

2. Pancake Breakfast

The breakfast is June 1 and a discussion to limit the booths due to space except for wild land, having sign up sheets for emailing residents, asking for volunteer firefighters, and auxiliary volunteers was discussed.

### 3. Genesee Fitness Proposal

Chief Zoril discussed a proposal to help improve safety of firefighters and use more up to date equipment as related to physical fitness. The Genesee Fitness Center has decided to give a benefit in reduced price to firefighter members and their family members. Chief Zoril asked that the Board approve up to \$375 per month, or \$300/month based upon usage of members at the fitness center.

- **Motion by Director Close to approve**
- **Second by Director Smith**
- **Vote: Passed unanimous**

Discussion: The question was asked by Director Carney why the need for a new facility. Chief Zoril stated with the new Rainbow structure we would lose adequate space for fitness equipment in the bay and it was not appropriate or feasible in the new structure. Chief Zoril felt he would probably have around 10 firefighters using the facilities initially. Discussions included possibly donating the old equipment or even bringing it to the pancake breakfast auction. Director Smith asked if the Chief felt the new fitness center would be used enough to warrant the expenditure. The Chief felt this was a good first step in supporting the safety and fitness of the firefighters. Director Bartlett stated we did have adequate resources in the budget to assume the expenditure.

### 4. Firefly Proposal

Community member Emma discussed the proposal from Mary Snyder on increasing the firefly to 6 pages increasing the cost per firefly by around \$212. Additional information including community involvement, recruiting, kids section, fire safety, and education were some of the added features that were recommended initially.

- **Motion by Director Smith to approve**
- **Second by Director Close**
- **Vote: Passed unanimous**

### 5. Acceptance of Pierce MFG Proposal

Director Bartlett provided truck financing options for consideration of the Board and recommended JP Morgan Chase.

- **Motion by Director Bartlett to approve**
- **Second by Director Close**
- **Vote: Passed unanimous**

Discussion: 5 bids were received and various considerations were included such as performance bond requirements, terms, rates, miscellaneous fees, and final amount of payment. Director Bartlett addressed questions why other smaller local banks were not included. Some organizations did not provide the services and some did not respond back with proposals. The financing of special district purchases tends to be a more specialized service and some organizations do not provide the service. It was suggested that FFPD attorney Scheurer review the final agreement for the performance contract that was signed in the recent special Board meeting including the final spec workbook of approximately 300 pages.

### E. Chief's Report

The Chief updated 4 calls that had longer than normal response times due to various circumstances. The question was raised on whether or not to include monthly call response time reports in the Board packet and make this a quarterly report.

- **Motion by Director Bartlett to approve**
- **Second by Director Close**
- **Vote: 2-1 Passed, Director Courim, Bartlett affirmative, Director Smith dissent, Directors Carney and Close Abstain**

Discussion: Director Smith raised the point that he felt monthly reports would help the Board stay informed of any negative trends rather than waiting for the quarterly report. Director Bartlett

asked the Chief if there were any difficulty in relaying information of delay to the Board if he felt there were response issues. The Chief felt he would relay issues to the Board if problems arose.

There is a possibility of using the New Ministry church to hold future meetings. No action was taken on this invitation.

F. Approval of Purchase Requisitions for Department Suppliers and Equipment

- Additional Wild land firefighting Equipment and Supplies

\$1735 was needed to outfit the new recruits and replace some existing gear.

- **Motion by Director Courim**
- **Second by Director Bartlett**
- **Vote: Passed unanimous**

- The discussion for replacement of the laptops was tabled till a future meeting though 1 laptop appears not to be repairable and 1 is not upgradeable.

G. Status Report from Support Auxiliary

Emma reviewed various considerations for state and federal grants including some of the recent grant application changes enacted April 1<sup>st</sup>. There are approximately 50 additional grantors that we may be able to obtain future funds. The 3 changes included that the Board should consider implementing to increase chances of obtaining grants are:

1. Collaboration of FFPD with other agencies such as Highland Rescue, Genesee Fire, Evergreen Fire, and Alpine Rescue for providing better service.
2. FFPD should actively embrace inclusion in all activities and planning and actively work to implement a plan that provides non discrimination for volunteer efforts, programs, and staffing.
3. The role of the Board of FFPD should serve to advance the mission of the organization and the actions and directives of the Board should support the mission of the organization. In addition, the Board term and percentage of financial contribution each individual chooses is important to advancing the mission of the organization. The financial contribution is something that is meaningful to each person and is a tangible endorsement and donation to the organization.

The Auxiliary will also discuss the slash pile date and coordinate with publishing information for the firefly to advise the community.

V. FINANCIAL MATTERS

A. Review and approve Payment of Claims through the period ending May 20<sup>th</sup>, 2008 for Operations

The request to approve the Wild land cache expense of \$1,735 was proposed.

- **Motion by Director Bartlett**
- **Second by Director Smith**
- **Vote: Passed unanimous**

B. Review and Accept Un-audited financial Statements for the Period ending April 30<sup>th</sup>, 2008

Director Bartlett proposed that the Board allocate 50% of the budgeted Pension contribution funds July 1<sup>st</sup> and the remaining 50% of budgeted Pension funds December 1<sup>st</sup>, 2008 to avoid any chance of not satisfying the contribution later in the year. In addition, Director Bartlett suggested this way the firefighters were earning the interest in the pension account rather than the general accounts of the District.

- **Motion by Director Close**
- **Second by Director Smith**
- **Vote: Passed unanimous**

C. Review First quarter Accountants Financial Statements

The accountant Jaspers & Hall PC reviewed and provided that the district is currently solvent. No other action was taken by the Board other than review of the information.

Director Smith made a recommendation to eliminate the monthly Board fee that was currently being paid to Board members. The maximum current fee being paid was up to \$100/month/Director and could be as much as \$1600/year/Board member. In addition, the need for a separate accounting payroll service to process the checks would not be needed. These funds would stay within the general funds of the District.

- **Motion by Director Smith**
- **Second by Director Close**
- **Vote: Passed unanimous**

**VI. ADJOURNMENT**

- **Motion by Director Close**
- **Second by Director Smith**
- **Vote: Passed unanimous**
- **Adjourned at 8:54 P.M.**

**Next regularly scheduled meeting is June 17, 2008**