

## RECORD OF PROCEEDINGS

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

November 18<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, November 18<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	Jeanette Kehoe-Business Manager
Richard Bartlett-Board Treasurer	Dick Scheurer-FFPD attorney
Julianne Courim-Board Vice President	Nicholas Smith-self
Patrick Smith-Board Secretary	
Steve Close-Board Assistant Secretary	
John Blood-CPNA	
Brian Zoril-Chief	
Chris Schuchman-FFPD	
Cherri Koogle-FFR Auxiliary	

#### II. ADMINISTRATIVE MATTERS

- A. Approve Agenda  
**Motion to approve by Close and seconded by Smith passed 5-0.**
  
- B. Review and Approve Minutes of the October 21<sup>st</sup>, 2008 Regular Meeting (enclosed)  
**Motion to approve by Close seconded by Smith passed 5-0.**

#### III. COMMUNITY FEEDBACK

The community session was conducted after volunteer status discussion. A warm welcome was given to Nicholas Smith who was attended to meet requirements of Boy Scout citizenship observations. John Blood spoke on behalf of the Cody Park residents and thanked the Board for the tremendous website and information being provided by the Board. Cherri Koogle discussed the arrangements for obtaining Identification cards for auxiliary members and new auxiliary members. Chief Zoril planned to work with the auxiliary regarding identification. Carney let the public know that if anyone has a question on a particular vote of the Board to let the Board know so it can be discussed.

#### IV. LEGAL MATTERS

- A. Report from Business Manager on Legal RFP committee interviews & recommendation for approval.

The committee recommended Collins, Cockrel, and Cole and a letter was to be prepared by Kehoe and the Board to engage the firm after appropriate completion of the current arrangement with Board attorney Scheurer to begin January 1, 2009. Carney stated that he had no concerns with current clients and felt the RFP firms would have no conflict representing FFPD. Collins, Cockrel, and Cole are the largest special district firm in Colorado; Nemer does represent two adjoining districts; and Scheurer has been the attorney of the FFPD for many years. A special thank you was given by Carney, Smith, and the Board to Scheurer for his service to the Board.

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

- B. Report from Business Manager on Accounting RFP committee interviews & recommendations for approval.

The committee recommended retaining Jaspers and Hall and a letter was to be prepared by Kehoe and the Board to engage the firm to begin January 1, 2009. The Board will monitor the service of the firm and make changes if deemed necessary. The firm is on notice to the performance requirements of the agreement.

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

- C. Volunteer Status

A discussion regarding the status of Kehoe and other paid members of the District regarding the FLSA-Fair Labor Standards Act, and implications to volunteer status were made. For salaried employees certain elements of the wage and hour requirements do not apply. Carney suggested it would be improper or illegal to require employees to volunteer. For our District and others it appears to be acceptable to allow paid employees to volunteer with Foothills or any other agency if they desire. The District however cannot require it. A motion was made to allow any exempt paid employee to volunteer with us or any other agency if they choose. This discussion resolved questions with Kehoe and Gerald's regarding service credit and fire academy attendance. A question of the FPPA credit was presented and if serving as a volunteer the volunteer would have to meet all the requirements of volunteer status for service credit. The motion to change the policy was not retroactive for past employees.

**Motion to approve by Carney seconded by Bartlett passed 5-0.**

#### V. DEPARTMENT ISSUES

- A. Update on Long Range Plan

Smith presented an overview and thank you to the people involved from the community and department in building and revising the plan to the current final product. The plan will serve as a guide for current and future decisions of the District and will be a dynamic document to help current and future Board and Operational leadership with strategic direction. Courim had one question if the Alpine Rescue partnership had been addressed in the plan and Chief Zoril asked if the garage changes for Rainbow were added to the plan. Both have been addressed in the current plan.

**Motion to approve by Smith seconded by Bartlett passed 4-0 with 1 abstention by Close.**

B. Update by station/apparatus project work groups

The team to obtain the new rescue apparatus was expected to travel on December 7<sup>th</sup> and return back with the truck on about December 12<sup>th</sup> or 13<sup>th</sup>. Rainbow Hills is now moving along quicker after resolving some issues with permits, electrician, plumbing and continued help of volunteers. Marv Miller has completed the roof work. Cherri Koogle did ask a question on moving the modular and Chief Zoril is considering space behind Rainbow for the garage which is being prepared in the 2009 budget plan.

C. Business Manager and Fleet Status report

520 and 521 are being added to the report and 583 is out of service until further notice with a continuing electrical issue. We have 13 new recruits for the 2009 class so far. We are staying with PayChex service for payroll, and we are monitoring computer issues that may present themselves over the next six months.

D. Chief's Report

Chief Zoril and Deputy Chief Sliemers hired Dave Gerald to serve as fire investigator based on his work with Paul Berens, experience as a volunteer and team work exhibited. Chief Zoril felt that the members obtained for the 2009 recruit class were being obtained by the quality and information on the website. The Chief was also working through ways to use existing PPE for new recruits rather than buy them new PPE until they finished probationary time with the department.

E. Status Report from Support Auxiliary

Cherri Koogle asked if we do background checks on recruits and Chief Zoril assured her we do and this has been a practice of the department for sometime. Cherri Koogle also planned to get the RSVP information organized for the Holiday party and the Auxiliary was planning to pay for the dinner for the membership. Chief Zoril and Koogle were working on organizing the

identification documents for auxiliary members as the need exists especially for identifying auxiliary members especially at larger incidents.

## **VI. FINANCIAL MATTERS**

- A. Review and approve Payment of Claims through the period ending October 21<sup>st</sup>, 2008 for Operations.

The use of the credit card machine for credit card and insurance premium payments appears to be working well. The credit card system seems to be helping in collecting past accounts receivable of the District's.

**A motion was made by Bartlett and seconded by Smith passed 5-0.**

- B. Update on final removal date of Lookout trailer and move to Rainbow Station.

The plan is to have the Rainbow station completed in January as long as the electrician issues are completed sooner. As stated previously issues with permits and inspections were being resolved. The Auxiliary was planning to provide food for the open house.

- C. Status of the 2007 Audit.

Most importantly after DOLA review and review by the county and auditor it appears the audit is sufficient to show that the District finances are now in order and no negative concerns were raised in the audit documents.

- D. Approval of Purchase Requisitions for Department Supplies and Equipment

Requisitions were made for supplies for the new rescue truck 580 of \$50,638.

**A motion was made by Smith and seconded by Close passed 5-0.**

A motion was made by Bartlett to approve the contribution to the FFPA early. It was believed it would be better to wait until the next board meeting to vote on the motion of the thirty thousand to the FPPA.

- E. Review and adoption of 2009 budget.

A discussion reviewing the budget included considerations of four hundred thousand for a possible purchase of a new engine. The total amount would be dependent on ISO impacts and how engine 543 could be used effectively by the District. Another one hundred fifty thousand was planned for development of garage space at Rainbow. Reviews and revisions of carryovers of financials and changes in the cash positions would continually be updated in the long range plan especially in the late summer and early fall of 2009. The motion made to adopt the 2009 budget was contingent on the county providing financial certification of the taxes payable.

**A motion was made to approve by Close and seconded by Bartlett passed 5-0.**

**VII. Adjournment**

**A motion was made to adjourn the meeting at 8:05 p.m. by Smith and seconded by Close, passed 5-0.**

**Next regularly scheduled Board meeting is December 16<sup>th</sup>, 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**