

## **RECORD OF PROCEEDINGS**

### **MINUTES OF A REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF THE FOOTHILLS FIRE PROTECTION DISTRICT HELD September 16<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, September 16<sup>th</sup>, 2008 at 6:30 P.M., at the Mount Vernon Country Club, 24933 Club House Circle, Golden, Colorado.

#### **I. ATTENDANCE: The meeting commenced at 6:30 p.m.**

<b>Dick Bartlett</b>	<b>Dave Stacjar</b>
<b>TJ Carney</b>	<b>Paul Berens</b>
<b>Julie Ann Courim</b>	<b>Todd Foster</b>
<b>Patrick Smith</b>	<b>Emma Chanin</b>
<b>Steve Close</b>	<b>Alan Hendrix</b>
<b>Brian Zoril</b>	<b>Jeanette Kehoe</b>
<b>Stacy Dorian</b>	
<b>Adam Goldman</b>	

#### **II. ADMINISTRATIVE MATTERS**

##### **A. Approve Agenda**

**The BOD approved by acclamation with modifications.**

##### **B. Review and Approve Minutes of the August 19<sup>th</sup>, 2008 Regular Meeting (enclosed)**

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

**\* Executive session**

#### **III. COMMUNITY FEEDBACK**

**Alan Hendrix representing the Hess HOA discussed the snow fence being proposed in the area of Hess and the adjoining Foothills property to help reduce drifting snow in the winter. FFPD and the HOA will work together on the issue and the HOA will provide additional information when available. It was believed the cost of the fence to be approximately \$700, the color to be an orange snow fence, and the HOA would check with zoning on the requirements of installing and maintaining the snow fence.**

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

- A. Develop policy on handling disputed accounts including billing for I-70. Specifically policy development on legally collecting rightful charges.**

**The request was made to discuss this in Executive session and is documented in the Executive session minutes.**

- B. Discussion of Periodic RFP requests and potential for timing.**

**A motion was made by Close and seconded by Smith to request RFP's for accounting and legal services and that these RFP's be posted to appropriate sites to gather RFP submittals. Bartlett will also make requests at the SDA conference. The maintenance contract with Firefighter Ahern expires at the end of 2008.**

**Motion passed 5-0**

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

- A. Review and update on computer and website.**

**The FoothillsFire.org site should be completely up and running including email by September 17<sup>th</sup>. The site is very professional and a special thank you to all those involved including Director Courim, Manager Kehoe, and Director Bartlett.**

- B. Update on Long Range Plan to include ISO review.**

**The plan draft has 2 main provisions for operational and community planning. Information will be brought to the Board and website when final drafts are completed.**

- C. Update by station/apparatus project work groups.**

**The roof is in place, the walls are partially completed inside Rainbow, and the plumbing and electrical are roughed in. An update including the status of the station was encouraged for the website.**

**580 (new truck) was on target for delivery and may be ahead of schedule.**

- D. Business Manager and Fleet Status report.**

**Engine 560 has air brakes being worked on and the October meeting should include updates on Stewart & Stevinson progress.**

**A proposal was prepared by Chief Zoril regarding the purchase of two Chevy Tahoe's, from the Jeffco Sheriffs department. Close made a motion to accept the proposal as drafted and Smith seconded. Motion passed 5-0**

- E. SOG Board decision and extension of District boundary for Chief Officers and to accept nomination of Glen Saraduke as Deputy Chief for 2009 based upon SOG change and membership meeting nomination.**

**A proposal was submitted regarding SOG changes for the Chief Officer position. The proposed SOG's were not included in the Board packet. Questions were raised as to the qualifications of the Officer and whether or not the individual should live in or near the District. Close and Bartlett also had questions as to next steps for the SOG change and Board decision. The discussion was tabled until October to develop additional specifics for the SOG and the Chief Officer positions.**

- F. Chief's Report**

- 1. Update on recruitment plan for 2009**

**The next meeting with the committee was scheduled for September 23<sup>rd</sup> and Firefighters Pati Stacjar and Chris Courim are developing a recruitment flyer.**

- 2. Review and Discussion of ISO project work group**

**Firefighter Pati Stacjar is working with Chief Zoril to develop and implement ISO plans for FFPD.**

**Director Carney also took a point of personal privilege to ask if the current structure was working and whether or not to enhance manager Kehoe's roles in the future. Also, if the structure had intended positive impact on morale and efficiency and his observations were that the operation was working well.**

- G. Approval of Purchase Requisitions for Department Supplies and Equipment**

**The only requisitions were for the Tahoe purchases which were previously approved by the Board.**

- H. Status Report from Support Auxiliary**

**The next meeting for the Auxiliary will be on October 9<sup>th</sup>.**

## **VI. FINANCIAL MATTERS**

**A. Review and approve Payment of Claims through the period ending September 16<sup>th</sup>, 2008 for Operations.**

**These payments were reviewed and approved. Discussions included uniform allowance, t shirts, permits, and response charges on Interstate 70.**

**B. Prepare final removal date of Lookout trailer and move to Rainbow station.**

**The removal of the Lookout trailer is still pending the completion of the Rainbow station. It does not appear the project will be completed by the original completion date of October 1<sup>st</sup>.**

**C. Status of the 2007 Audit**

**The audit is still being monitored by the District. We have also requested RFP's for accounting services should any changes be necessary.**

**D. Proposed 2009 Budget**

**Several additional items were proposed for the budget. The October meeting should have a final draft of the Budget. November will include a public meeting on the budget and the county must have the final budget by December 12<sup>th</sup>. Questions were discussed regarding budgeted insurance and line item 16400 for estimated insurance. A more reflective amount of \$68,600 or lower was requested as well as worker compensation considerations for everyone not just paid employees. Item 17400 Knox key and equipment for rescue truck for 2009 were discussed. 16200 were reviewed for \$7,800 Board expenses including a possible BOD attendance at the SDA conference. The trailer we have budgeted \$0 and should be amended reflecting changes in plans for completion of Rainbow. 15600 reflect the Tahoe's purchases. Additional review will be conducted at the next Board meeting.**

**E. Mil Levy considerations for 2009 and beyond**

**Close recommended the Board consider changes to the mill levy for 2009 and beyond. Close recommend lowering the mill levy to 8% or ratify the 1.96% increase with the voters. The decrease in mill levy will lower the operational budget by nearly 200k. Director Courim will research and review past information as to the discussions regarding the mill increases, ballot issue, consolidation, and relevant court orders. Scheurer also suggested he would review the legal opinions and provide prior to the October meeting. An additional question was raised if the mill needed to be modified after the retirement of the bonds and if this modifies the previous agreement. Zoril mentioned by saving money now the District can avoid borrowing later and paying cash for major purchases.**

## **VII. \* EXECUTIVE SESSION**

**Requested to be moved earlier in the meeting to accommodate member but represented in the minutes at this time. First Executive session commenced at 6:37 p.m. for issue 1 and 6:43 p.m. for issue 2.**

**Motion to meet in executive session Smith seconded by Close approved 5-0.**

**BOD Returned from Executive session at 7:07 p.m.**

**A motion was made by Close and seconded by Bartlett to accept the resignation of Fire Investigator Paul Berens and to waive the 30 day notice to the District. Motion passed 5-0**

**A second motion was made by Close and seconded by Bartlett to allow former Fire Investigator Paul Berens to go on LOA to complete training at Golden Fire without accrual of pension and then will return to Foothills as a volunteer in 6 months. Paul Berens will be notified in writing of the LOA and pension considerations. Motion passed 5-0**

**A motion was made by Close and seconded by Bartlett regarding the status of the Business Manager and providing an interim solution to allow the Business Manager up to 26 additional hours of pay each pay period to complete critical administrative duties for the District. Chair Carney will also look into additional FLSA, Department of Labor and SDA opinions on the matter. Motion passed 5-0**

**Bartlett requested an additional Executive session regarding legal actions available to the District. At 9:25 p.m. a motion was made to approve by Close and seconded by Smith and the session began at 9:28 p.m. after a short break. Motion passed 5-0**

**The Board sought legal counsel regarding a collections matter and a motion to resolve the matter without legal intervention was made by Smith and seconded by Bartlett. Motion passed 5-0**

## **VIII. ADJOURNMENT**

**A motion was made to adjourn the meeting by Bartlett seconded by Smith at 10:03 p.m. Motion passed 5-0**

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

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**TJ Carney**

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**Dick Bartlett**

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**Julie Ann Courim**

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**Steve Close**

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**Patrick Smith**