

## RECORD OF PROCEEDINGS

### MINUTES OF A REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF THE FOOTHILLS FIRE PROTECTION DISTRICT HELD September 15<sup>th</sup>, 2009 (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 15<sup>th</sup>, 2009 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-excused  
Julie Ann Courim-Vice President  
Richard Bartlett-Board Treasurer  
Patrick Smith-Board Secretary  
Steve Close-Board  
Brad Danek-Chief  
Jennifer Siefert-CPA  
John Kilpatrick-Firefighter

Dave Stacjar-Firefighter  
Jeanette Kehoe-Business Manager  
Patrick Ahern-Firefighter  
Marvin Miller-Community  
John Blood-Community CPNA  
Jen Sliemers-Community/Firefighter  
Murry Wynes-Firefighter  
Jason Gibbs-Firefighter

#### II. ADMINISTRATIVE MATTERS

- A. Approve Agenda  
**Motion to approve by Close and seconded by Smith, passed 4-0.**
- B. Review and Approve Minutes of the August 18<sup>th</sup>, 2009 Regular Meeting  
**Motion to approve by Close seconded by Smith, passed 4-0.**

#### III. COMMUNITY FEEDBACK

None was provided.

#### IV. LEGAL MATTERS

- A. Alpine MOU

MOU was on agenda though no final MOU is available from the attorney's and Alpine regarding joint training, EVOC, and on scene command issues per the Chief. No estimated time for completion was available. Director Courim questioned the sixty dollar monthly bill and Alpine agreed to pay a prorated portion of the bill for water usage. **Director Bartlett moved to approve and Director Close seconded.** Initially the discussions centered on having Alpine pay at least twenty dollars of the bill or twenty percent. Firefighter Kilpatrick recommended a split of the sixty dollar bill or a split of the bill should the bill be higher with use. Firefighter Wynes raised a question as to if we were meeting the minimum usage at Lookout station prior to the move, which was apparently the case. Community member Miller stated the leach field must be able to handle the possible additional water usage or a new leach field may need to be built. Apparently the usage is far under this minimum for the leach field. Director Smith felt a split of the bill was fair considering the current lease arrangement with Alpine to split any water bill with a fifty, fifty split. More information was needed to make a final decision. **Director Smith motioned to table and Close seconded, motion to table passed 4-0.**

B. Collection "Ability to Pay Schedule"

Manager Kehoe still needed additional information from the attorney to finalize the schedule. However, a rough draft of the proposal had been prepared, using a similar schedule at Highland Rescue. Manager Kehoe planned to have this prepared for final approval at the next Board meeting.

**V. DEPARTMENT ISSUES**

A. Update by station/apparatus project work groups

Chief Danek has spoken with Lieutenant Schreiner regarding the purchase of potentially two engines next year to meet guidelines in the long range plan. Chief Danek recommended that the apparatus committee look at both new and used trucks to help maximize and extend funds available from the budget. Chief Danek believes it worthwhile to rebuild Engine One for a cost of approximately one hundred fifty thousand to one hundred seventy five thousand dollars and thus extend its service life. Firefighter Gibbs also provided proposals to purchase used trucks at approximately one hundred fifty thousand dollars that would be more useful to our community.

B. Fleet status report and Chief's report

Engine Three is currently being serviced at West Metro to complete pump testing. Engine Two has been repaired and is back in service. Rescue One is out of service to complete warranty work.

Chief Danek has completed the discussion with CDOT employees Larry Dugan and Terry Kearns to obtain free crushed asphalt for Rainbow station. CDOT delivered eight truck loads of the crushed asphalt and spread it in the driveway for the Rainbow station and Chief Danek was sending a letter to all the personnel involved at CDOT thanking them for their assistance.

The hot water heater at lookout station is now working. CDOT was helping provide cones for the EVOC training at Heritage Square with approximately nine new prospective driver/operators. The driver/operator class was being scheduled for October. Rope Rescue class has approximately twenty five participants from four different agencies. The Sawyer class was scheduled and Chief Danek purchased ten radios for immediate needs. The Chief felt the additional six radios approved by the Board were not needed until some time next year and would be considered in the 2010 budget.

South Metro donated seven thousand feet of two and a half inch hose for the department to help the District meet ISO. Lieutenant Schreiner planned to send a letter to South Metro thanking them for their assistance.

#### C. Business Manager Report

Manager Kehoe submitted her report and also commented that the billing collection rate was up to sixty eight percent, which is over the average collection rate of fifty percent. The Ability to Pay Schedule will be finalized next month as stated earlier.

#### D. Status Report from the Auxiliary

Mary Snyder was planning to conduct a meeting and Director Courim was sending out information. The firefly was planned for an October mailing with the help of Emma Chanin.

#### E. Structure Committee Update

**Director Bartlett motioned to approve Option 1 and hire a paid Chief and Director Close seconded.**

Director Close stated the process to hire the Chief should begin immediately and it was important to set the process in motion. Director Close felt that at least sixty percent of the hiring committee should be volunteers. The remaining members should be at least one Board member and one community member.

Community member Blood asked if there would be time to allow for community input. The firefly was planned for publication in early October and Director Smith had already formally contacted the community homeowner representatives and the Canyon Courier requesting input for the Board on the Chief decision.

Feedback continues to be welcome. Community member Miller recommended that the committee have the budgeted dollar amount available prior to soliciting candidates and felt a community representative would be needed on the interview panel. Director Courim agreed to provide a pros and cons for the firefly for community members to review and provide feedback. Further discussions included allowing the selected Chief to develop the organizational structure to meet their goals and objectives. It was also believed the Board and firefighters would also have significant input.

Director Smith asked Chief Danek several times if the membership was in agreement with the paid Chief proposal and that no other volunteers were willing to serve as Chief. The Chief believed members were in agreement with the proposal and that no members were willing to assume the Chief's role as a volunteer. Director Courim provided further research on the website for public review. Firefighter Sliemers felt the volunteers should have a say in the decision and names could be selected from a hat for all those that wanted to volunteer to serve on the committee. Chief Danek felt a majority of the members should have a say on the selection of the paid Chief. Firefighter Kilpatrick discussed firefighter fractional votes and the potential political weighting of the committee may be adverse to the needs of the District. As the volunteers have not provided a Chief for appointment by the Board, the Board has to move in a direction to obtain a Chief to maintain the integrity of the District.

After the above discussion **the Motion passed 4-0.**

## **VI. FINANCIAL MATTERS**

### **A. Review and Payment of Claims through the period ending September 15<sup>th</sup>, 2009.**

The bill for Collins/Cockrel/Cole was submitted for four thousand two hundred seventy six dollars and eighty six cents (\$4,276.86). The bill for MES truck equipment Reserve Ready was submitted for two thousand seven hundred and four dollars and eighty five cents (\$2,704.85). The bill for Super Vacuum Manufacturing for the truck chevrons was submitted for three thousand six hundred seventy three dollars and nineteen cents (\$3,673.19). The bill for the West Metro fleet maintenance was submitted for nine thousand one hundred seventy two dollars and forty six cents (\$9,172.46). Finally, the portion of the excess funds from the FEMA grant, no smoke exhaust that could not be used, was submitted for return of three thousand four hundred six dollars and seventy cents (3406.70). **Director Close made a motion to approve the amounts payable, and seconded by Director Bartlett, passed 4-0.**

Firefighter Ahern inquired as to the status of the Stewart and Stevenson discussions. Firefighter Ahern and Director Smith planned to contact Attorney Scheurer as he was apparently still District representative on the matter. Firefighter Ahern would maintain any documents he has on the matter.

Director Smith asked Manager Kehoe if all payroll and employee insurance obligations for employees and the District were up to date and accurate and Manager Kehoe advised all items are up to date and in compliance.

B. Approval of Purchase Requisitions for Department Supplies and Equipment.

None were presented.

C. 2010 Budget Update

The Chief was planning on budgeting approximately one hundred twenty thousand dollars per year to refurbish trucks and meet the long range plan. The final lease payment funds and the budget savings of radios this year will free up approximately seventy seven thousand dollars next year. Director Bartlett is budgeting for an approximate shortfall in property tax revenues of between ten and eleven percent based upon economic conditions. These forecasts seem in line with current conditions. The projected lesser revenues would be collected primarily in 2011.

D. RFP Recommendation for Accountant

Four RFP's were received by the committee consisting of Directors Close and Carney and Manager Kehoe. One proposal was nearly forty percent higher than the other bids. One proposal was for more money than currently budgeted and the firm's representative was not a CPA. The remaining two bids had limited Title Thirty Two (32) experience. Jennifer Siefert, CPA, has worked in the Golden market and is involved with Golden Urban Renewal. Her experience as a CPA will serve the Board well and the fees are reasonable and under budget for the services proposed. **Director Close made a motion to approve, the CPA Jennifer Siefert to serve as the CPA for the District and seconded by Director Smith, passed 4-0.**

E. CD Investments

The Board previously approved up to seventy five thousand dollars in any one institution. Director Bartlett obtained the interest rates and proposals from three banks allowing more flexibility and more returns. Colorado Business Bank and Citywide Bank are currently paying approximately two percent and an increased return to two and one quarter percent were possible. **A motion was made by Director Bartlett to allow up to one hundred thousand dollars in any one bank with up to another fifty thousand dollars deposited in any one bank to obtain higher FDIC insured returns, seconded by Director Close, passed 4-0.**

## F. Budget Cost Cutting

Chief Danek reemphasized his discussions with re-establishing the truck committee to look into obtaining a used truck to help meet budget and long range planning needs. Chief Danek also instituted a short term decision to save on fuel costs by allowing only utility vehicles for errands and that the larger apparatus would not be used for training unless specifically authorized by the Chief. Manager Kehoe confirmed the rate for CPA fees from Jennifer Siefert would be three hundred and twenty five dollars (\$325) per month compared with Jaspers/Hall fees of four hundred and twenty five dollars (\$425) per month. Manager Kehoe felt the District will save approximately six thousand dollars per year (\$6,000) in accounting fees which includes both monthly fees and lower additional accounting expenses.

Director Bartlett stated the sixty thousand dollar FPPA payments were discussed at the previous Pension Board meeting and wanted to determine the vesting schedule for the funds. Fifteen thousand dollars (\$15,000) was to be invested with the FPPA in September. The payments would be seven thousand five hundred dollars (\$7,500) on the first and fifteenth of the month, and bimonthly thereafter through the remaining period of 2009 to meet contribution requirements for FPPA. It was believed this would take better advantage of dollar cost averaging and potentially increase overall return. **The Board motioned by acclamation to invest the funds on the first and fifteenth of the month, passed 4-0.**

## VII. New Matters

### A. FPPA payroll deductions for overtime

Manager Kehoe reviewed FPPA payroll contributions for overtime from former and current paid members of the department for the preceding three years. Manager Kehoe corrected the problem effective August 28, 2009. Apparently the Board had been paying FPPA contributions on overtime since 2001 in error. For the current employees an overpayment of approximately three hundred dollars was made. For former paid members leaving the department or obtaining pension credit these funds cannot be recaptured by the District. The exact amount of the overage is unknown. However, since it is understood the dollars cannot be recaptured anyway, it is not worth reviewing all payroll records for the last eight years.

## VIII. Executive Session

### A. Personnel matters

A small break at 8:01 p.m. was established prior to executive session. **A motion was made to go into executive session at 8:08 p.m. by Director Bartlett seconded by**

**Director Smith. Directors Courim, Close, Bartlett, and Smith were in attendance as well as Chief Danek.** At 8:16 p.m. the Board and Chief returned from executive session. Director Courim reported that in executive session the Board discussed personnel matters. **Director Smith made a motion to add “Fire Chief” replacing “Board” in the two items in III.3.6 Exempt Employees of the Employee Handbook, seconded by Director Bartlett, passed 4-0.**

**IX. Adjournment**

**A motion was made to adjourn the meeting at approximately 8:16 p.m. by Director Smith and seconded by Director Bartlett, passed 4-0.**

The next regularly scheduled Board meeting is October 20<sup>th</sup>, 2009.

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

---

**Dick Bartlett**

---

**T. J. Carney**

---

**Steve Close**

---

**Julie Ann Courim**

---

**Patrick Smith**