

## RECORD OF PROCEEDINGS

### MINUTES OF A BOARD MEETING OF THE BOARD OF DIRECTORS OF THE FOOTHILLS FIRE PROTECTION DISTRICT HELD August 17, 2010 (Tuesday)

A meeting of the Board of Directors of the Foothills Fire Protection District (referred hereafter as "BOD") was convened on Tuesday, August 17, 2010 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

Patrick Smith-Board President	David Geraldts-FFR
Julie Ann Courim-Vice President	David Stajar-Self
Richard Bartlett-Treasurer	Pati Stajcar-Self
David Robinson-Secretary	Laura Kilpatrick-Self
Steve Close-Assistant Secretary	Kyle Vaughn-Building Committee
John Kilpatrick-Chief	John Blood- Cody Park NA
Craig Moilanen-FFR	Michelle Paulet-Cody Park NA

#### II. ADMINISTRATIVE MATTERS

Director Smith called to Order at 7:02

##### A. Approve Agenda

**Motion to approve by Director Smith and seconded by Director Close, passed 5-0**

##### B. Approve Minutes of July 20, 2010 Regular Meeting

**Motion to approve as amended by Director Close and seconded by Director Courim, passed 4-0-1 abstention Director Smith**

#### III. COMMUNITY FEEDBACK

A. John Blood and Michelle Paulet expressed the thanks of the Cody Park neighborhood to the FFPD staff and volunteers for the ingenuity and effort

that they expended to open the emergency egress route from Cody Park. The route was open and cleared of debris the first week of August.

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

No legal matters discussed.

#### **V. DEPARTMENT MATTERS**

##### **A. Station Updates:**

1. Idledale; Station was cleaned, roof was inspected for hail damage and no damage occurred.
2. Lookout Mountain; Roof replacement is scheduled in approximately one week.
3. Mount Vernon; No changes
4. Grapevine; No changes
5. Rainbow; will be presented by the Station Committee

**B. Fleet Status:** All equipment is in service. Engine #2 required extensive repairs to the brake system and these repairs were performed by West Metro.

##### **C. Chief Report:**

1. Presented 4 proposals for Record Digitization of department documents. Recommendation of accepting the proposal of DocuTek, Inc. and to begin digitization expending \$3,000 this year.

#### **Motion to approve by Director Close and seconded by Director Bartlett, passed 5-0**

2. Proposed a Resolution Opposing upcoming election ballot items of Referendum 101 and Amendments 60 and 61. Chief presented a Resolution that was crafted by the State Fire Chief's and modified to suit FFPD. Passage of the resolution would allow FFPD to publically express an opinion of these ballot items.

#### **Motion to approve by Director Robinson and seconded by Director Bartlett, passed 4-1 Director Close dissenting.**

3. Presented a preliminary 2011 budget to the BOD. Chief has reviewed the preliminary budget with Director Bartlett and will make some suggested revisions to the budget. The budget will be presented to the Board of Directors in September. Subsequent to input from the BOD the budget will be posted for Public input in October for final budget approval in November.

4. Status report from the Auxiliary.

No report

5. Station Committee Update.

The BOD has been provided a packet containing the Station Committee proposal which includes a construction cost estimate, conceptual drawings, justification and three proposals for the steel building portion of the work. Chief felt that this was a proposal that was very well put together however the BOD had not had sufficient time to study the proposal and he would not expect the BOD to approve the proposal at this meeting.

Director Courim stated that the BOD has had a preliminary proposal to study the justifications and recommendations however we now have additional cost information. The Chief was not prepared to recommend a specific vendor at this time.

Director Robinson questioned how the construction would be managed. While we have good information for the steel building portion of the project we do not have good information on the other aspects of the project such as concrete, foundations and internal mechanical and electrical systems. Who is proposed to act as the General Contractor who coordinates all of the issues, has the ability to ensure that what we need is provided and is in charge of cost control. I will volunteer to help the Station Committee with these issues.

Director Courim requested that the Station Committee assemble the remainder of the costing information and that since time is of the essence that the BOD consider holding a special session within two weeks.

FF Stajar and FF Vaughn discussed the transition plan for operations during the construction of the new station. Chief believes that the plan is acceptable.

The Station Committee felt that they, the committee, would act as the "General Contractor" to save the department that cost. The committee is asking for approval to start the design of the foundations, and steel building to further refine the construction costs.

Director Bartlett questioned whether the building as proposed had considered the snow loads required by Jefferson County Building Department. FF Vaughn replied that yes in fact the building is

designed per IBC and Jefferson County Building Department requirements.

Director Courim asked for justification for the Building Committee's recommendation of a certain steel building manufacturer considering that this manufacturer was not the lowest cost.

FF Vaughn responded that multiple factors were the reason for the recommendation, in summary some could not provide the building as required, some could only partially provide what was required and the additional costs equaled the cost of the recommendation, and the level of customer service of some was insufficient to have confidence in their performance. The recommended manufacturer is the fourth lowest price of the nine manufacturers and are local to the area.

Director Robinson asked if the recommended manufacturer would provide the foundation engineering and the foundation construction in addition to their steel building. FF Vaughn responded that is a possibility.

The Building Committee is requesting approval to expend approximately \$20,000 to begin design of the building after which construction cost will be more clearly defined.

Director Robinson stated that based on the current level of detail and cost estimate that he felt that at a minimum the construction cost contingency should be at least 10% to 15% which would bring the estimate to \$195,000.

Director Courim asked if there is a method of arriving at a total accurate cost without spending \$20,000?

Director Robinson volunteered to review the construction cost estimates and render an opinion of the total cost.

Director Smith stated that we have \$150,000 allocated at this time however we may need an additional \$50,000 and if this cost could be accommodated in the 2011 budget. Director Bartlett will review.

Special BOD meeting was set for August 30, 2010 (Monday) to continue discussion of the Station Proposal.

## **VI. FINANCIAL MATTERS**

A. Chief Kilpatrick presented checks for payment to;

1. Collins Cockrell and Cole for legal services; \$4,802
2. West Metro for truck repair; \$6,174.36

**Motion by Director Smith to approve, second Director Bartlett. Motion passed 5-0.**

**VII. NEW MATTERS**

- A. Deputy Chief Ahern suggested that FFPD join with Evergreen Fire and the Office of Emergency Preparedness as a major sponsor of a Community Wildland Training to be held on October 9, 2010 at the Evergreen Fire Department. Deputy Chief Ahern asked if Director Courim could organize this effort.
- B. Chief presented a billing dispute for a call on I-70, State Patrol had requested FFPD stay on site until a rollover accident was cleared. Bill is \$325. BOD suggested the complaint apply for hardship relief but were not in favor of an adjustment.
- C. Director Smith requested that the third quarter performance review team be Director Bartlett and Director Courim and the fourth quarter performance review team be Director Close and Director Robinson.

**VIII. ADJOURNMENT**

**Motion to adjourn by Director Bartlett, second Director Smith. Motion passed 5-0.**

**BOD meeting adjourned at 8:32 P.M.**

**Next regularly scheduled Board meeting is August 17, 2010.**

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

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**Dick Bartlett**

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**Steve Close**

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**Julie Ann Courim**

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**David Robinson**

**Patrick Smith**

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