

## **RECORD OF PROCEEDINGS**

### **MINUTES OF A REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF THE FOOTHILLS FIRE PROTECTION DISTRICT HELD January 19<sup>th</sup>, 2010 (Tuesday)**

A regular meeting of the Board of Directors of the Foothills Fire Protection District (referred to hereafter as "Board") was convened on Tuesday, January 19<sup>th</sup>, 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**

T. J Carney-Board President via phone at 6:33 p.m.  
Julie Ann Courim-Vice President  
Richard Bartlett-Board Treasurer  
Patrick Smith-Board Secretary  
Steve Close-Assistant Secretary  
John Kilpatrick-Chief

Dave Stacjar-Firefighter  
Jeanette Kehoe-Business Manager  
Patrick Ahern-Deputy Chief  
Pati Stacjar-Firefighter  
John Blood-CPNA

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

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

**Motion to approve by Director Close and seconded by Director Smith, passed 4-0.**

##### **B. Review and Approve Minutes of the December 15<sup>th</sup>, 2009 Regular Meeting**

**Motion to approve by Director Close seconded by Director Smith, passed 4-0 with a modification by Director Close for future meetings to add "department matters" not "department issues" as an agenda item.**

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

No comments were provided by the public.

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

##### **A. Election update**

A call for elections and nominations was announced that will begin February 3<sup>rd</sup>, 2010 and the election is scheduled for May 4<sup>th</sup>, 2010 to be held at the Lookout Mountain Community Church if necessary. A deadline for self nominations is February 26<sup>th</sup>, 2010.

An email was forwarded to the Board from Manager Kehoe and the matter may need to be discussed with our legal council at the next meeting.

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

##### **A. Station updates**

The roof repair is completed at Idledale station for a cost of approximately seven thousand (\$7,000) dollars. Lieutenant Pati Stacjar is coordinating the cleanup for the Lookout Mountain station. Director Smith asked the Chief to develop plans for repair and renovation at the Idledale station and update the Board. Several problems associated with resolving the leaking plumbing and general repair for the facility were requested.

##### **B. Fleet Status report**

Currently all apparatus are in service. From the December Board minutes a change in the final figures for 2009 fleet included expenses of sixteen thousand eight hundred fifty four dollars and ten cents (\$16,854.10).

##### **C. Chief's Report**

The Chief planned to have the paid staff sign HIPAA compliance forms to protect volunteer and patient information and in particular allow each employee the ability to update training records as needed.

Secondly, plans were being made to obtain a secured HIPAA compliant key code security system for the file room. By updating the security the servers would also be protected.

The Chief wants a legal opinion on whether or not training records constitute HIPAA protected documents. The Chief thinks it is acceptable to have training

records available for public view. Director Courim requested that the filing cabinets be locked at all times to protect information. **A motion was made by Director Carney and seconded by Director Smith to have the Chief review his question with our attorneys, passed 5-0.**

Director Smith asked the Chief to begin the process of developing a plan to digitize the data for the District. This would help protect documents and increase the ease of document retrieval.

The Chief proposed Appendix 2 in the SOG's to replace language related to NIMS compliance and how Foothills personnel and Foothills Engines would be communicated to command. **A motion was made by Director Smith to approve and seconded by Director Carney, passed 5-0.**

Finally, the Chief established a consistent sick leave policy to bring each paid person into a consistent sick leave plan. At least one individual had more sick time based upon their designed schedule. The change was made so that paid personnel have a total of fifty (50) hours per year for all employees with no change in leave expiration, carryover, or donating time. The Chief does not believe allowing carryover would be expensive for the District. No donating of sick time is currently used since employees either use or lose the benefit each year. Limits would be in place for carry over in the future if modified. No proposals were made at this time but the Chief believes modifying the benefits can increase retention and reduce absenteeism. Director Bartlett asked that a proposal be made for Board consideration and the Chief planned to work on the proposal.

#### D. Business Manager's Report

Alpine Rescue paid the rent and estimated expenses for 2010 recently. According to IREA during a recent electric bill audit it was found that expenses for electricity used in the new Alpine Rescue garage should have been billed to Alpine and not FFPD. Alpine Rescue has paid the District seven hundred ninety seven dollars (\$797) for the period from June 2008 through November 2009.

Payroll Vault is now processing payroll for the paid staff. They were retained January 1<sup>st</sup>, 2010 and immediate improvements in processing were seen as well as a savings of twenty percent (20%) over the previous payroll service provider.

The Wildland PPE grant was received in the amount of four thousand three hundred seventy eight dollars (\$4378) that was to be used to purchase fire shelters and PPE that will be provided for apparatus and provide personnel the most recent standardized equipment.

E. Status Report from Support Auxiliary

No report was given other than to say that the Auxiliary was planning a skills workshop for participants to learn about obtaining vitals for rehab for firefighters. The event was scheduled February 3<sup>rd</sup>, 2010 at 6:30 p.m. and the Chief planned to attend. The Chief was also coordinating efforts to prepare and mail the firefly.

**VI. FINANCIAL MATTERS**

A. Review and Payment of Claims through the period ending January 19<sup>th</sup>, 2010

In order to meet the scheduled budget contributions for the pension in 2010 **a motion was made by Director Carney and seconded by Director Smith to pay the FPPA contributions for 2010 on the 1<sup>st</sup> and the 15<sup>th</sup> of each month in the amount of five thousand dollars (\$5,000) in each payment, passed 5-0.** All other items were formally approved in the December meeting.

B. Approval of Purchase Requisitions for Department Supplies and Equipment

A new copier was being proposed for the administrative offices. A refurbished Xerox copier was available for approximately ten thousand (\$10,000) dollars. Another consideration was to lease a copier from Lewan and Associates for thirty nine (39) months lease at a cost of approximately one hundred sixty five (\$165) dollars per month that includes a monthly charge for the copier of one hundred twenty eight (\$128) dollars and the monthly maintenance fee of thirty seven dollars and fifty cents (\$37.50). **Director Close made a motion to approve the expenditure and seconded by Director Smith, passed 5-0. The expense charge will have to be approved each year to meet various financial reporting guidelines.**

**VII. NEW MATTERS**

A. SOG Change

This matter was discussed in the Chief report.

B. Fill Dirt

Director Bartlett had been in discussions with a contractor in Genesee for available fill dirt for the Rainbow station. The cost was expected to be

approximately two thousand dollars (\$2,000) total cost with a delivery rate of eighty dollars (\$80) per hour. If the dirt were purchased the Rainbow site would need to be scraped and a permit obtained to use the fill dirt. There was no rush to obtain the dirt.

The Chief stated he was not sure he wanted to continue to develop the four bay garage idea at Rainbow Hill station as he did not want to place all the apparatus at the far end of the District. In addition, the Chief did not want to tie the District to expenditures for development of the site at Rainbow. The Chief is considering adding perhaps one bay to the Rainbow station to house one of the larger apparatus that will currently not fit in the station. The Chief is more concerned with improving paving and parking in the front of the Rainbow station.

#### **VIII. ADJOURNMENT**

**A motion was made to adjourn the meeting at approximately 7:36 p.m. by Director Smith and seconded by Director Close, passed 5-0.**

Next regularly scheduled Board meeting is February 16<sup>th</sup>, 2010.

**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**