

RECORD OF PROCEEDINGS

MINUTES OF A BOARD MEETING OF THE BOARD OF DIRECTORS OF THE FOOTHILLS FIRE PROTECTION DISTRICT HELD July 20, 2010 (Tuesday)

A meeting of the Board of Directors of the Foothills Fire Protection District (referred hereafter as "BOD") was convened on Tuesday, July 20, 2010 at 6:32 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
Julie Ann Courim-Vice President
Richard Bartlett-Treasurer
(excused absence)
David Robinson-Secretary
Steve Close-Assistant Secretary
John Kilpatrick-Chief

David Gerald-Building Committee
Jason Gibb-Wildland Fire Team

Pati Stajcar-Self
Laura Kilpatrick-Self

II. ADMINISTRATIVE MATTERS

Director Smith called to Order at 6:32

A. Approve Agenda
No additions proposed.

B. Approve Minutes of June 15, 2010 Regular Meeting

Director Close proposed several amendments to the minutes.
Minutes will be amended and signed at August 17, 2010 meeting.

C. Minutes of June 2, 2010 Special Meeting

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

III. COMMUNITY FEEDBACK

- A. No community feedback was presented.

IV. LEGAL MATTERS

- A. Director Smith asked for an update of the status of records retention from Chief Kilpatrick. Chief Kilpatrick requested direction to proceed with the digital recording of records. His recommendation is to digitize records required to be stored permanently, digitize records required to be stored one or more years and retain hard copies of records required to be stored less than one year. Chief also recommended that the digitized records be stored such they be retrieved utilizing and index in lieu of a more expensive search function. Chief has not received firm quotes to perform this work but has an estimate of approximately \$15,000 to digitize all of the existing records. Ongoing cost to continue to digitize records is estimated at \$500 per year. Director Smith requested that the Chief obtain three bids to perform the work.
- B. Chief Kilpatrick reported that Genesee Inclusion/Exclusion Agreement is complete and has been sent to Jefferson County. Chief reported the amendments to the Genesee Mutual Aid Agreement proposed by FFPD were acceptable to Genesee and FFPD is waiting for the revision to the Mutual Aid Agreement for signature.
- C. Director Smith requested and update on the status of which department, Golden or FFPD, provides coverage to the new parking lot at Exit 259. A portion of the parking lot is in the Golden District and a portion of the lot is in FFPD district. Chief was not aware of the situation since it was previous to his employ, however Chief will contact Golden Fire.

V. DEPARTMENT MATTERS

- A. Station Updates:
 - 1. Idledale; All personal property that was stored at the station has been removed. All other items will be disposed of by the department. Electronics will be disposed of at an electronics recycle day that local vendors promote. Fire Fighters Dave and Pati Stajar are sponsoring a "clean up day" on July 31st. There is a desire expressed from some firefighters to construct sleep rooms at the station.
 - 2. Lookout Mountain; This station needs a new roof due to the June 11 hail storm. The insurance carrier was contacted and the department received \$13,500 from the carrier for replacement cost. Three bids were received, the bid accepted was for \$13,142 including the option for an upgraded shingle (40 year asphalt).

3. Mount Vernon; No changes
4. Grapevine; No changes
5. Rainbow; Completed the addition of insulation/paneling and weatherproofing of the open piping penetrations. Exterior trash has been removed. Rescue 80 has been removed. Utility 3 is now operational and is being housed at Idledale.

Director Smith inquired if all of the repairs have been completed to Idledale. Chief responded yes with the exception of needing a new stove, however there is a stove that will be donated. Fire Fighter Stajar said that the Idledale building also needs gutters. Director Smith requested the Chief contact the contractor for gutters and also have the insurance carrier inspect the roof for hail damage.

- B. Fleet Status: Chief Kilpatrick reported that Tender 1 was out of service for pump testing, Engine 4 passed pump testing, Rescue 1 had an adjustment to the compressed air for the foam application system. Rescue 1 will have a minor adjustment to operating procedures to activate the foam system. Overall Fleet Maintenance costs are at 35% of 2009 costs.
- C. Chief Report: Chief Kilpatrick reported (see attached for complete report)
 1. Part time bookkeeper has been hired.
 2. Completed work on Cody Park emergency egress
 3. Contacted Jeffco Road and Bridge concerning Mt. Morrison Access.
 4. Joint Training exercise was held with Alpine Rescue.
 5. Joint Training with Denver Fire will be held next week.
 6. FFPD will participate in and MDA "Fill the Boot Campaign".
 7. A recruiting sign for the Idledale Station has been ordered.
 8. First proposal to provide 24/7 firefighter coverage was not successful other options are being explored.
 9. The Financial Packet is included, expenses are tracking less than last year.
 10. The Station Committee has submitted a plan for enlarging the Rainbow Station equipment bays.

Chief requested that FF Stajar present plan proposed to provide 24/7 fire fighter coverage. FF Stajar presented a plan "Driver/Operator Incentive Program" that would nearly provide 24/7 coverage without the need to employ an additional full time fire fighter. The incentive program would cost the FFPD approximately \$6,500 per year. The proposal hope to encourage more members to become drivers, encourage members to volunteer more than the minimum 36 hours per month and have more predictable coverage that will be forward planned in lieu of the current more reactive planning.

Discussion; Chief, this plan would not guarantee 24/7 coverage but could be close. It also will require the paid staff to shift their working hours to cover the 7AM to 7PM timeframe. Golden also has had a similar program but had experienced issues with this form of incentive with the Department of Labor and the IRS.

Director Smith inquired if this plan had been review by legal. Chief responded no. Director Smith suggest Chief review with legal as well as ask legal about similar programs that FFPD could use as a model.

Director Courim stated she liked this type of program because of the cost savings and the incentive to the volunteers. I like the idea to utilize the resources we have, reward those who contribute the most and hopefully this leads to greater retention of volunteers.

D. Auxiliary Report:

Chief stated that approximately \$8,500 was the gross receipts for the Pancake Breakfast.

Director Courim, I have had contact with Emma Chens who has volunteered to train people to write grant applications. I think we should take this opportunity to train anyone that has an interest in writing these applications.

E. Station Committee Update

Lt. Gerald presented the Station Committee Proposal (see attached). The Committee has come up with priorities regarding station infrastructure aimed to address both long and short-term goal of the department to better serve the needs of the community. The committee is recommending replacement of the equipment bays of the existing Rainbow Hill station. Currently the Rainbow Hills station is limited in that this station cannot house either a heavy rescue truck or Engine 2.

Presented in the proposal were conceptual plans of a new equipment bay sized to house any existing apparatus, a conceptual site plan, preliminary quote from a Olympia Steel buildings and a conceptual cost estimate. The conceptual cost estimate is \$155,000.

In general the plan is to demolish the existing Rainbow Hills Station three apparatus bays and replace them with a four bay steel building. The proposed bays will be longer and higher than the existing bays. An option for a mezzanine storage space within the building is also considered.

Chief stated that he likes the plan because it addresses the need for an additional bay as well as the increase in bay size is very beneficial to the department. It is a cost effective plan and also is not so large as to encourage the department to house too much apparatus at the far end of the district. The mezzanine is an added benefit for additional storage.

Lt Gerald's stated that if approved by the BOD that construction could begin this year.

Director Robinson asked if the building would be in compliance with any property setback requirements. Chief responded that there were no conflicts.

Director Robinson asked where is the equipment stored during construction. Chief responds that the attempt is to perform as much construction as possible while the existing building continues in operation. Director Courim asked that a transition plan be created.

VI. FINANCIAL MATTERS

- A. Chief Kilpatrick presented a check for payment to;
1. CMR for reroof of Lookout Station, \$13,142.66
 2. VIFS (continual payment), \$5,668
 3. Chase Equipment Leasing (Rescue 1) preapproved, \$30,237.53
 4. Rocky Mountain Communications (radios) preapproved, \$14,000
 5. Fire One (hose and ladder testing), \$5,736.83

Motion by Director Close to approve, second Director Courim. Motion passed 4-0.

VII. NEW MATTERS

- A. Wildland Fire Team (WFT)

Fire Fighter Jason Gibb presented a request to the BOD for allocation of \$18,000 for training of additional volunteers and new personal protective gear to provide an in-district firefighting resource to combat Wildland fires. The WFT would also be a resource for neighboring districts.

The greatest danger to the District as a whole is a large scale Wildland fire. The WFT is proposed to be a subset of the regular volunteers and be exclusively recruited from in district residents to offer rapid response. FFPD could quickly be augmented by the WFT in the event of a Wildland fire.

The WFT would require a minimum of 8 volunteers to be formed, currently there are 4 committed to this program. Training would follow standard NWCG protocols and could be undertaken and completed within a week.

Director Smith, I think this is an excellent idea. Will the SOG's needed to be modified to accommodate the WFT? FF Gibb, we could form this as a specialized team that may not be classified as volunteer fire fighters. This group may also inspire WFT volunteers to become full volunteers.

Director Courim, I think this is an excellent idea.

Director Robinson, Chief do you have any concerns? Chief responds that he does have some concerns about forming a two tier fire fighter system, however I think that it can be structured to operate well.

B. 2011 Budget Process

Director Smith, I have asked the Chief to work directly with Director Bartlett for the 2011 budget.

C. Long Range Planning Committee

Director Smith, We haven't reviewed the plan for several years. I would like to have a diverse group of 4-6 people composed of at least a BOD member, former firefighter, current fire fighter and community member. We would entertain recommendations for committee members.

FF Gibb we should strive to create a vision and not generate a list of tasks, we should have a list of a least five visionary goals.

VII. EXECUTIVE SESSION

A. Personnel Matter

Director Smith, the personnel matter is discussion of the second quarter review of Chief Kilpatrick. Chief you can chose to move to Executive Session or remain in Open Session. Chief responds that Open Session is his preference.

Director Robinson and Director Close presented a summary of the Chief's quarterly review held on June 28, 2010.

1. Discussion of the transition from the elimination of Business Manager position to a part-time bookkeeper position. Chief responded that he has shifted some work, such as call reports, to Lt. Gerald and that the new position was in training but progressing nicely. Chief expects

- there will be some “hiccups” however does not envision any major issues. The task of learning the departments Quick Books program appears to be the greatest task.
2. Director Robinson stated that he had complimented the Chief on he ability to be a global thinker and as an example said he appreciated the Chief implementation of the emergency egress route from Cody Park..
 3. Director Robinson asked the Chief if he felt like he was being micromanaged by the BOD. Chief responded that his preference is for the BOD to speak with a single voice.
 4. Director Robinson and Director Close will provide a written report of the quarterly review.

Director Courim asked if any performance goals had been established for the third quarter. Director Robinson responded no additional goals had been set, continuing progress on existing goals.

Director Smith asked the Chief to develop his vision or mission statement for the Department. Director Smith stated that the Chief had not taken leadership of the Department and as evidenced by the length of time it had taken to upgrade the Idledale station. He felt the Chief should take care of the minor issues of the department and not burden the BOD with reminders and monitoring of these minor issues.

Director Courim commented that the Chief needs to utilize a rolling financial forecast that allows the BOD to know the current financials of the Department. This would allow the BOD to make decisions regarding requests for non budgeted funds such as the WFT and the volunteer incentive programs.

Chief Kilpatrick stated that many line items vary widely from month to month while some are predictable. As an example fleet maintenance costs are under budget to date however he is holding in reserve the remainder of this yearly budget for unanticipated expenses.

Chief Kilpatrick stated that his preference is the BOD give him overall direction/vision of the BOD and let him implement the details.

Director Robinson concurs that the BOD should give global direction and leave the day to day operational decisions to the Chief.

VIII. ADJOURNMENT

Motion to adjourn by Director Close, second Director Smith. Motion passed 4-0.

BOD meeting adjourned at 10:15 P.M.

Next regularly scheduled Board meeting is August 17, 2010.

The following Directors have reviewed and acknowledged the minutes:

Dick Bartlett (excused absence)

Steve Close

Julie Ann Courim

David Robinson

Patrick Smith



Foothills Fire Protection District

(In case of Emergency call 911)

Chief's Report

Date: 7/20/2010
To: FFPD Board of Directors
From: John Kilpatrick, Chief

CURRENT ISSUES

- Hired a part-time bookkeeper to assist with accounting, bill paying, accounts receivable and other tasks as assigned for two half days each week, generally Tuesday and Friday. She is Jill Inman and she was recommended by Director Courim.
- Completed FFR work on clearing emergency escape route from Cody Park. Thanks go to the following personnel: Lts. S.Dorian, D. Gerald, J. Gibb, P. Stajcar, and firefighters C. Courim, C. Drummond, and N. Harkless. Look for article and photos in next Firefly. There will be a meeting with homeowners from the area in about three weeks.
- I contacted Charlie Barthel with Jefferson County Road & Bridge about taking an inspection trip to the top of Mt. Morrison and he said he may be interested but has not yet gotten back in touch with me to set up a date.
- All trash and debris has been removed from south end of Rainbow Hill station garage area and the old Rescue 80 has been removed from the premises, as requested.
- All personal property that had been stored at Idledale Station by current and former members that they wish to keep has been removed. All other items may be disposed of as the department sees fit. One exception is the snowthrower, owned by Bob Schwartz and stored in the garage. I have agreed to let it remain at the station because he uses it to clear the snow from in front of the bay doors.
- A joint training with Alpine Rescue Team and Foothills Fire & Rescue was held on July 10, 2010 followed by a BBQ lunch hosted by ART. All participants learned something new and a



Foothills Fire Protection District

(In case of Emergency call 911)

good time was had by all. More joint trainings will follow in rope technique, EVOC, CPR and pre-hospital medical care.

- Some of our DOs will be participating in a joint training with the Denver Fire Dept. this week and next week on engineering techniques, different apparatus, JPRs, etc. Training is taking place at the Rocky Mountain Fire Academy.

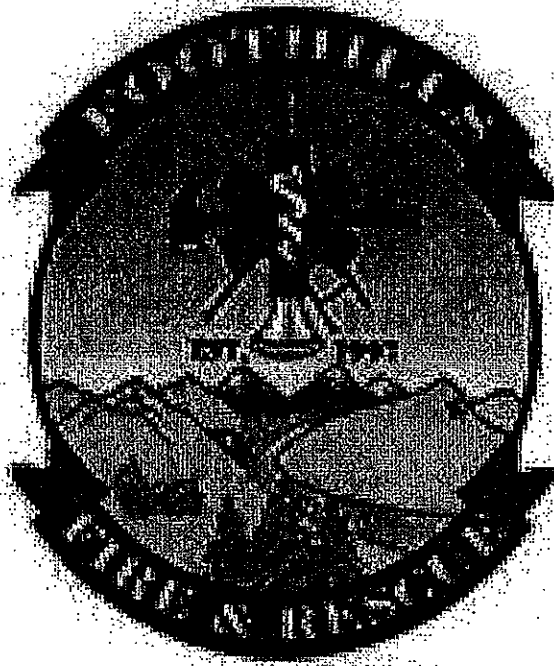
- FFR will participate in the MDA Fill-the-Boot campaign this Labor Day by collecting funds at the King Soopers store in Bergen Park.

- A recruiting sign for Idledale has been ordered and should be installed by August through October along Highway 74.

- First proposal by Chief to get at least one firefighter on shift 24/7 with two weeks advance notice was met with complaints from some officers and members so I am exploring other options at the present time.

- Monthly Budget Schedule for 2010 is included with Board Packet updated through June 2010.

- The Station Committee has submitted a plan for enlarging the Rainbow Station garage. Further research into utility locations, cost, final design, engineering preferences, etc. are underway. Once a final plan is complete we will present it to the Board for review and approval.



Station Committee Proposal

7/20/2010

The purpose of this proposal is for the consideration and recommendation of the Board of Directors in regard to station improvements proposed by the Station Committee.

Station Committee Update

The Foothills Fire Station Committee has come up with a few priorities regarding station infrastructure aimed to address both long and short-term goals of the department, to better serve our needs as well as the local community. Our main goal as a committee is to act fiscally responsible in order to gain the most return per capital expended.

One of the priorities of the committee was to address the need for more bay room to accommodate the addition of a new engine to our fleet in fall 2010. Several options were discussed in the committee including purchasing ground for future satellite stations, remodeling, or rebuilding one of our existing truck bays. It was determined by the committee that the most cost effective solution, addressing both short and long term goals of our department is to replace one of our existing truck bays with a larger structure.

Rainbow Hills Fire Station has been selected by the committee as the premier rebuild site for a number of reasons.

The Rainbow Hills Fire station is the "headquarters" fire station for Foothills Fire Protection District, and houses the administration offices for the chief, operations, and Inspector of foothills fire department. As this station is staffed 57 hours during the week, the committee believes a bay rebuild would most benefit this station and Foothills Fire Department.

Currently this station cannot house either heavy rescue truck or engine 2 for use on car accidents on I-70 etc. because the current bays are too small. The proposed building rebuild would eliminate this problem allowing the day crews to respond out of the station, instead of passing the scene of a possible accident on I-70 en route to Grapevine station.

Rainbow Hills Fire Station is also the primary training facility for Foothills Firefighters. Car extrications as well as rope rescue scenarios take place behind the station, while search and rescue and fire operations are set up in the bays. The classroom provides an ideal place to plan and debrief trainings; and since Rainbow is located away from people's residences, firefighters don't have to worry about waking up the neighbors or receiving complaints when commonly training late into the night.

The committee proposes to replace the existing truck bays with a steel building over other types of construction for a variety of reasons.

As stated earlier, the committee's mission is to achieve short and long-term goals of Foothills Fire Department while remaining fiscally responsible. According to "steelbuildingtechnology.com", construction costs might be reduced by as much as 50% as compared to a conventional building. This design will allow us to be able to afford a larger building with more accessories than we could afford with traditional construction.

Modern Steel buildings have the advantage of being quick and easy to erect, and the committee decided this would be important, shortening the total time fire trucks at Rainbow station would have to be parked outside.

Steel buildings were quoted to meet county code requirements, and have been over-designed due to planning the future addition of a mezzanine. Designs were quoted to withstand 50.4 pounds per square foot roof load as well as 72.2 pounds per square foot ground snow load, as well as 100mph sustained winds. Any "natural disasters" in our area may include wildfire, tremendous snow or wind conditions and the committee feels this building design would be able to stand up the elements as well as or better than traditional construction.

It is anticipated this expansion will fulfill the needs of the department for this station in the short and long term. This proposal will give us the flexibility of 4 bays which will hold any apparatus Foothills has. This enables us to rotate apparatus as the needs dictate.

These buildings quoted also come with 25-year roof panel, 40-year paint, and 50-year steel beam warranties. In terms of sustainability, the committee feels a steel building will last long into the future as a station for Foothills Fire Protection District.

Building size, design, and associated accessories.

The committee proposes the building size increase from 30x50' to a 50x74' structure, increasing current usable space from 1,622 to over 3,700 square feet. This replacement will have 4 truck bays instead of 3 and will be 50 feet deep (same as lookout station) providing room for responders to easily access any needed apparatus, and still leaving the option to double stack some of foothills shorter trucks if the need arises.

A 68x50' concrete "apron" has been quoted that will extend from the bay doors into the driveway that would allow firefighters a place to practice pumping and water shuttle operations, then clean and maintain hose without making the driveway muddy and contaminating cleaned hose.

In addition to extra apparatus storage the new Rainbow Hills Fire Station Bay will be designed to accommodate a future 15x74' mezzanine, capable of storing records, rope rescue, wild land, hazmat and structural PPE. This in turn will centralize the storage of all foothills PPE and allow members to come to the day offices and trade out ill-fitting or worn out gear with operations, instead of planning to meet after hours at other stations.

As most of this bay rebuild is still in the planning process, options and accessories may change dramatically depending on quote costs from manufactures. Please refer to the attached drawings that show the location, size, quoted cost and features of proposed building.

This update is meant to inform the board as to the direction the committee is going. The committee is trying to resolve this problem before winter arrives. We welcome any help, suggestions

and questions the board may have. For the next meeting the board can expect a construction time line with 3 bids and total project costs for approval.

Thank you
Foothills Station Committee.