

RECORD OF PROCEEDINGS

MINUTES OF A BOARD MEETING OF THE BOARD OF DIRECTORS OF THE FOOTHILLS FIRE PROTECTION DISTRICT HELD November 16, 2010 (Tuesday)

A meeting of the Board of Directors of the Foothills Fire Protection District (referred hereafter as "BOD") was convened on Tuesday, November 16, 2010 at 6:30 P.M., at the Mount Vernon Country Club, 24933 Club House Circle, Golden, Colorado.

The meeting was opened to the public at 6:30 p.m.

I. ATTENDANCE

Patrick Smith-Board President	David Geraldts-FFR
Julie Ann Courim-Vice President	Kyle Vaughn-FFR
Richard Bartlett-Treasurer	Craig Moilanen-FFR
David Robinson-Secretary	
Steve Close – Assistant Secretary (Excused Absence)	
Brian Zoril-Acting Chief -FFPD	

II. ADMINISTRATIVE MATTERS

Director Smith called to Order at 6:49

A. Approve Agenda

Motion to approve by Director Courim and seconded by Director Bartlett. Motion passed 4-0

B. Approve Minutes of September 21, 2010 Regular Meeting

Motion to approve by Director Courim and seconded by Director Smith. Motion passed 4-0

III. COMMUNITY FEEDBACK

None presented

IV. LEGAL MATTERS

- A. Director Bartlett expressed concern that the District's legal costs were rising. It is realized that the District has had extraordinary need of legal service in the last several months, however, multiple Directors have been utilizing legal services. It is recommended that contact with legal council should be limited to a single Director.

Motion to authorize Director Smith to act as a representative of the BOD to procure legal services by Director Bartlett, second by Director Smith. Motion passed 4-0

V. DEPARTMENT MATTERS

- A. Station Updates

No report for existing stations.

- B. Fleet Status Report

Equipment has been relocated from the Rainbow Hills Station to allow demolition of the existing equipment bays.

Rescue #3 was repaired and is now operational.

- C. Chief's Report

Digitization of records is on hold. A grant application for matching funds for digitization has been submitted and will wait until determination of the grant before proceeding.

The Intergovernmental Agreement with LMWD is still pending. Attempts have been made to contact LMWD regarding the question of paragraph 3.2.3. However, LMWD has not responded to date.

There has been some difficulty in finalizing the DO incentive program. We need advice from legal on the proposed plan, but have not received it to date. Director Smith will contact legal to expedite the process.

- D. Auxiliary Report

The Holiday Awards Banquet will be held December 14, 2010 at MVCC.

- E. Station Committee Update

Kyle Vaugh presented the current status. Building demolition is complete, foundations are beginning next week, and erection bids will be received at

the end of month. At this point the schedule and pricing are on track with budget.

VI. FINANCIAL MATTERS

A. Payments through November 16, 2010

Preapproved payments were reviewed.

Payment to Collins, Cockrell & Cole, legal services \$12,746.88.

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

B. Review of disputed outstanding invoices.

- i. Invoice #5580; The invoice will be adjusted to include only the equipment on scene and sent back to the involved party. If the involved party continues to dispute the invoice then the procedure would be to apply for hardship consideration, failing that the invoice will be sent to collection.
- ii. Invoice #5601; The involved party submitted information for hardship consideration. This invoice will be retracted due to hardship.
- iii. Invoice #5829; This was a Mutual Aid call with Genesee FD and as such the invoice should be adjusted to only include charges for FFPD and sent back to the involved party.

Motion to accept actions by Director Bartlett, second Director Robinson. Motion passed 4-0.

C. Request for consideration of purchase of new laptops for the department for approximately \$1,000.

Discussion; Should the FFPD purchase four laptops at this time or perform an overall technology review of the FFPD systems with planning and budget allocations for system wide implementation. Consensus was to perform a technology review of system needs, equipment requirements and budget for 2011. No action at this time.

D. Director Bartlett informed the BOD that an unemployment claim had been filed by Kehoe in the amount of \$4,300. Director Bartlett will investigate this claim.

E. Director Bartlett presented a refined 2011 proposed budget. To date, FFPD has not received information from Jefferson County concerning our

tax revenue. Therefore, the budget cannot be finalized. However, it is as accurate as can be predicted at this time.

Discussion: The proposed budget indicates line item increases in administrative costs, personal recognition, and station upgrades. These increases are offset by reductions in fleet maintenance, general District requirements and durable goods. Director Bartlett is comfortable that these offsets will be achievable.

The 2011 proposed budget, while not finalized, will be posted for public comment. At the December meeting the BOD will vote to adopt the proposed budget. If at that time the information from Jefferson County continues to be pending the BOD may have to modify the budget in January 2012.

Director Courim is gathering salary survey data from other districts and other sources. With this data a salary schedule will be formulated to correspond with industry norms.

V. NEW MATTERS

- A. Acting Chief Zoril stated that a transition plan should be developed for transitioning to the new Chief. He is willing to work with the BOD and the new Chief for several months to facilitate a transition.
- B. The search committee for the hiring of a new Fire Chief has been formed. It will consist of a selection committee, a first interview committee and a second interview committee.

IX. ADJOURNMENT

**Motion to adjourn by Director Bartlett, second Director Robinson.
Motion passed 4-0.**

BOD meeting adjourned at 8:13 P.M.

Next regularly scheduled Board meeting is November 16, 2010.

The following Directors have reviewed and acknowledged the minutes:

Dick Bartlett

Steve Close (absent)

Julie Ann Courim

David Robinson

Patrick Smith