

RECORD OF PROCEEDINGS

MINUTES OF A BOARD MEETING OF THE BOARD OF DIRECTORS OF THE FOOTHILLS FIRE PROTECTION DISTRICT HELD October 19, 2010 (Tuesday)

A meeting of the Board of Directors of the Foothills Fire Protection District (referred hereafter as "BOD") was convened on Tuesday, October 19, 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	David Stajar-FFR
Richard Bartlett-Treasurer	Jason Gibbs -FFR
David Robinson-Secretary	Craig Moilanen-FFR
Steve Close-Assistant Secretary	Laura Kilpatrick-Self
Mark Overturf-Legal Counsel	John Kilpatrick-Self
Linda Alexander-Legal Counsel	Vicky Gits-Canyon Courier
Brian Zoril-Acting Chief -FFPD	Kyle Vaughn- FFR

II. ADMINISTRATIVE MATTERS

Director Smith called to Order at 6:33

A. Approve Agenda

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

B. Approve Minutes of September 21, 2010 Regular Meeting

**Motion to approve by Director Close and seconded by Director
Courim. Motion passed 5-0**

III. COMMUNITY FEEDBACK

None presented

IV. LEGAL MATTERS

- A. Director Smith advised the District that a civil suit has been filed in United States District Court by former Chief John Kilpatrick vs. Foothills Fire Protection District. This suit stems from Mr. Kilpatrick's termination as District Fire Chief on August 30, 2010.
- B. Gemsbock Consulting has requested compensation for additional services rendered. Their investigative services included greater scope than anticipated. Discussion indicates that Gemsbock Consulting has provided the hours spent and a 10% discount applied to those hours spent. The additional services request is a total of \$1,715.63.

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

V. DEPARTMENT MATTERS

A. Station Updates

Acting Chief Zoril stated the station committee has provided a rolling budget tracking and has kept all parties informed of progress via e-mail. The station committee will provide a progress update at the monthly BOD meetings.

Status of the station, geotech soils testing is complete. Structural foundation engineering is nearly complete. Structural engineering is provided by Director Close. Mechanical, electrical and plumbing engineering will be complete mid November. MEP engineering is provided by Director Robinson.

B. Fleet Status Report

Rescue 3 is in for repair and the anticipated cost of repair is approximately \$1,500. All of the other vehicles are in service.

C. Chief's Report

Digitization of existing records will begin with the expenditure of \$3,000 of the approved amount of \$7,500.

There is a joint Officers meeting scheduled for FFPD, Highlands Rescue and Genesee Fire Protection District. It has been several years since the

last meeting and we hope to resolve any interdepartmental conflicts that have developed.

The grounds of the Rainbow Station have been cleaned with the removal of trash and the practice vehicle.

We are in process of reviewing some new software that will allow us easier access for input of incident reports. We will visit other districts that have this software and report to the BOD with our findings. Order of magnitude cost is \$6,800 for the startup and \$800 per year.

We are progressing on the incentive program but have not received all of the legal information required to formulate the plan. We would like to finalize by year's end.

Engine #5 delivery is scheduled for mid November. We will need someone with signing authority to accompany Capt Moilanen, and Lt. Schreiner to the manufacturer to inspect and accept Engine #5.

Motion to authorize Acting Chief Zoril to act as a representative of the BOD to accept Engine #5 by Director Bartlett, second by Director Close. Motion passed 5-0

Chief requested that the funds allocated for the purchase of a third thermal imager instead be utilized to provide new gear for the class of recruits. We potentially could have 40 new recruits of which 10 are in district.

D. Auxiliary Report

Acting Chief Zoril stated that he had discussions with the Auxiliary concerning the expenditure of approximately \$8,500 prior to year's end. The Auxiliary suggested providing a scholarship program for firefighter education or potentially a hardship fund for members. The program will be finalized prior to year's end.

There was a discussion concerning the proposed volunteer incentive program. Zoril asked if there is an allocation of money in next year's budget for this program. He also asked if we have any kind of example of an incentive program from other jurisdictions which we could use as a guide.

Linda Alexander said we have several examples that she could share with us.

Acting Chief Zoril said he would like to fund two more people to travel to the manufacturer's for inspection testing of new Engine #5. He said we can decide at the next BOD meeting when we have a defined schedule.

VI. FINANCIAL MATTERS

A. Payments through October 19, 2010

Acting Chief Zoril presented checks for preapproved payments to:

1. Gemsbock Consulting
2. Engine #5 payment
3. Rocky Mountain radio

Acting Chief Zoril presented a check requiring BOD approval for payments

4. Collins Cockrel & Cole-Legal Services -\$3,766.18

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

B. Acting Chief Zoril stated that two donations to FFPD were received this month, one from Genesee Mountain Fitness and one from CTL Thompson Engineering for performing the soils engineering for the new station.

C. Purchase requisition for the second thermal imager. Preapproved amount of \$10,000 however we would like to add some enhancements to the imager for a total cost of \$10,587.06.

New tires for Rescue #2, Engine #1, and Utility #1- \$3,849.94

Winch for Rescue #1-\$653.00

Fire Fighting Foam - \$2340

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

Engine #5 additional equipment (above the preapproved amount of \$36,000 but less than the budget of \$40,000)-\$1447.60

VFIS insurance, preapproved-\$5150

D. Draft Proposal of 2011 budget was presented. There are multiple scenarios's which compare multiple salary structures and the effect of the

potential passage of ballot issues 60, 61, 101. Input to Director Bartlett is encouraged.

VII. NEW MATTERS

- A. Development of RFP to solicit the Professional Services of a CPA and payroll services. An RFP for these services will be prepared by Director Smith and Director Robinson for BOD approval.

The search committee for the hiring of a new Fire Chief needs to be formed. It should be comprised of five people, two fire fighters, two community members and one Director. Director Smith volunteered to serve as the Director and will form the committee. Director Smith stressed the desire for all interested parties to provide input to the Search Committee.

VIII. EXECUTIVE SESSION

- A. Motion to enter Executive Session pursuant to Section 24-6-402(4) (b), CRS, for advice of legal counsel for review of investigation report and pending litigation.

Motion to enter Executive Session by Director Bartlett, second by Director Close, passed 5-0

Moved to Executive Session at 7:38 p.m.

Attendees;

BOD

Linda Alexander -Legal Counsel

Mark Overturf- Legal Counsel

Reconvene BOD meeting at 8:55 p.m.

- B. Executive Session pursuant to Section 24-6-402(4)(e), CRS was not held.

IX. ADJOURNMENT

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

BOD meeting adjourned at 8:56 P.M.

Next regularly scheduled Board meeting is November 16, 2010.

The following Directors have reviewed and acknowledged the minutes:

Dick Bartlett

Steve Close

Julie Ann Courim

David Robinson

Patrick Smith