

RECORD OF PROCEEDINGS

MINUTES OF A BOARD MEETING OF THE BOARD OF DIRECTORS OF THE FOOTHILLS FIRE PROTECTION DISTRICT HELD April 19, 2011 (Tuesday)

A meeting of the Board of Directors of the Foothills Fire Protection District (referred hereafter as "BOD") was convened on Tuesday, April 19, 2011 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
Julie Ann Courim-Vice President (at 6:40)
Richard Bartlett-Treasurer
David Robinson-Secretary (Absent)
Steve Close-Asst Secretary
Brian Zoril- Chief - FFR
Dave Stajcar - FFR
Kyle Vaughn – FFR
Rick Hughes – Self
Vicky Gits – Canyon Courier

II. ADMINISTRATIVE MATTERS

Director Smith called the meeting to order at 6:32 PM

A. Approve Agenda

Item VI.A was modified to Reflect Payment of Claims through the period ending April 12th (Not April 19th as previously written), 2011.

Item VI.B "Review and retain new attorney for the District" was moved under Item IV, Legal Matters.

**Motion to approve as amended by Director Close, seconded by
Director Bartlett. Motion passed 3-0**

B. Approve Minutes of April 19, 2011 Regular Meeting

**Motion to approve by Director Bartlett, seconded by Director Smith.
Motion passed 3-0**

III. COMMUNITY FEEDBACK

Rick Hughes stood up and said “Thank you.”

IV. LEGAL MATTERS

Proposals from several attorneys were reviewed.

**Motion to retain Toussaint, Nemer & Coaty, P.C. by Director Smith,
seconded by Director Bartlett. Motion passed 4-0**

V. DEPARTMENT MATTERS

A. Station Updates

A new water heater has been obtained for L.M. Station.

The man-door at the Idledale station is to be replaced.

B. Fleet Status Report

There was a \$2900 repair of Engine 2 and Utility 3 (the Suburban) got new tires and shocks. All others were OK.

All units are operational.

C. Chief’s Report

Director Smith noted that there was a “software problem” in averaging the response times as a 209-minute response time was logged for the mutual aid call on the Indian Gulch wildfire in Evergreen. Although we were staged within a few minutes, we weren’t called in until much later. This “skewed” the reported average response time adversely. Chief Zoril stated that it was not an error, as the report accurately reflects actual alarm times and arrival times. However, he would try to create a separate report that would account for these anomalies to better reflect response times.

Chief Zoril is working on getting on-board computers (MDCs) in command vehicles. However, issues remain within the Jeffco IT Department for getting the computers installed. Chief Zoril reported that Jeffco wants to make sure there is a standardized system in place for all

potential fire department systems. This has slowed the process down significantly.

We reviewed the CRFF Agreement concerning our reimbursement rate for assisting with federal fires. Chief Zoril reiterated that redundant resources could be made available for statewide wildfires.

An Application for Enrollment in the Qualified Volunteer Organization was discussed for State Employees. Director Smith wanted additional time to review it, and the item was tabled until the May meeting.

It was noted that the Training Outline was “commendable” for the Department.

D. Auxiliary Report

The Chief was thanked for making many calls for sponsorships and auction items for the Pancake Breakfast.

E. Station Committee Update

The Board discussed increasing the size of the new apron slab at Rainbow Hills from the originally proposed 3,400 sf (for \$20,400) to 15,500 sf (for \$62,068 w/5% contingency) & colorant). Everyone agreed it was a bargain price and the size of the apron slab should be expanded. It was noted that the project was under budget w/o the apron slab by approximately \$32,500. Stajcar wanted to express commendation for the concrete providers and give them some recognition at the Pancake Breakfast. Stajcar would like to be reimbursed \$870 for fuel costs pertaining to the use of his personal backhoe on the project. Director Barlett asked for an invoice to be submitted as part of the project and it will be covered under the original project budget.

F. Adjustment of Staff vacation accrual

Chief Zoril asked to adjust the numbers to agree with the policy previously established per the Employee Handbook, Page 11, Section 3.5.1: Personal Leave is to have up to 40 hours of year-to-year carryover and 12 days of vacation per year, adjusted to hours.

Motion to reaffirm this policy was made by Director Smith, second by Director Courim. Motion passed 4-0.

VI. FINANCIAL MATTERS

A. Review of Payment of Claims through April 12th, 2011.

Motion to approve \$2,996.90 to West Metro for Fleet repair by Director Smith, seconded by Director Bartlett. Motion passed 4-0

All other items exceeding \$2,500 had been previously approved.

- B. Review and retain new attorney for District. This Item was moved to Legal Matters.
- C. RFP for Accountant. A discussion was held regarding value for services received. Director Bartlett said he was satisfied that the situation with respect to the former Chief was resolved.
- D. Approval of Purchase Requisitions for Department Supplies and Equipment.

Approval for \$6560, \$629.75 and \$1,000 for a total of \$8,189.75 for personnel protective gear was requested.

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

- E. Review and approve additional funds for concrete apron slab expansion at Rainbow Hill Station

\$265,400 had been originally approved for the entire project. This included \$20,400 for a 3,400 sf concrete apron slab estimated at \$6 per sf. The contractor selected bid \$3.80 per sf. \$62,068.44 is currently requested to take advantage of this good price and do the entire apron slab now rather than part in the future.

Motion to increase the authorization for the entire project to \$300,000 by Director Bartlett, seconded by Director Close. Motion passed 4-0

VII. NEW MATTERS

Pat Smith noted that a combined Board Meeting with Highland Rescue and Genesee Fire Protection District would be held April 27th from 6:00 until 7:30 at MVCC.

IX. ADJOURNMENT

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

BOD meeting adjourned at 7:40 P.M.

Next regularly scheduled Board meeting is May 17, 2011.

The following Directors have reviewed and acknowledged the minutes:

Dick Bartlett

Steve Close

Julie Ann Courim

David Robinson (Absent)

Patrick Smith