

RECORD OF PROCEEDINGS

MINUTES OF A BOARD MEETING OF THE BOARD OF DIRECTORS OF THE FOOTHILLS FIRE PROTECTION DISTRICT HELD January 18, 2011 (Tuesday)

A meeting of the Board of Directors of the Foothills Fire Protection District (referred hereafter as "BOD") was convened on Tuesday, January 18, 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	Dave Stajcar-Self
Julie Ann Courim-Vice President	Vicky Gits- Canyon Courier
Richard Bartlett-Treasurer	Pati Stajcar - Self
David Robinson-Secretary	Murry Wynes - Self
Steve Close-Asst Secretary	Stacy Dorian – Self
Brian Zoril- Chief -FFPD	Brad Danek - Self
Craig Moilanen-FFR	Patrick Ahern - Self
Ray Wells - Chief Highland Rescue	Bob Schwartz – FFR retired
Carlton Babbs – Chief Genesee Fire	Erik Alpine - Self
Jeff Cunningham - VFIS	Dave Henkel – Self
Kyle Vaughn – Self	Aaron Smith – Self

II. ADMINISTRATIVE MATTERS

Director Smith called the meeting to order at 6:31 PM

A. Approve Agenda

Chief Zoril requested the addition of item VII A.

Motion to approve as amended by Director Smith, seconded by Director Robinson. Motion passed 5-0

B. Approve Minutes of December 21, 2010 Regular Meeting

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

III. COMMUNITY FEEDBACK

None presented

IV. LEGAL MATTERS

None presented

V. DEPARTMENT MATTERS

A. Station Updates

None presented

B. Fleet Status Report

Engine #5 delivery is expected the end of February. This is a slight delay due to modifications.

Rescue #3 is not operating. Potential repair costs are \$3,000 to \$3,500. This unit has continual maintenance issues and consideration should be given to replacement of this unit.

All units are operational

C. Chief's Report

The BOD reviewed the report submitted by the Chief. Director Robinson questioned the status of investigation into a different call reporting program that was discussed in 2010. Chief Zoril stated that more complexity of the program and the cost of the program did not warrant purchase.

Chief Zoril stated the grant application for digitization of records was denied. Per BOD approval in 2010 digitization will begin with an expenditure of \$3,500.

Chief Zoril presented a reorganization plan for the Department. He is proposing this plan to tighten the span of control and increase efficiency within the Department. Upcoming revisions to the SOG will further describe the duties and responsibilities of the officers.

Chief Zoril stated that a plan is in place to provide 24/7 coverage for the District and has discussed this plan with the Officers. The plan would require the Officers to fulfill four 12 hour shifts per month. These shifts

are between the hours of 7 PM to 7 AM. The paid staff is on duty during the week day hours, and the Chief schedule includes daytime hours during the weekend. The goal is to have an Officer on duty at all times.

Motion to accept the reorganization plan by Director Close, seconded by Director Courim. Motion passed 5-0

Chief Zoril presented a modification to SOG describing in detail the Chief's duties and working hours. He has requested this change for clarification and accountability to the District. Chief Zoril stated that the goal is to update the SOG's to remove ambiguities, conflicts and streamline the operation by June 2011.

Motion to accept revisions to SOG by Director Close, seconded by Director Bartlett. Motion passed 5-0

Director Smith described the personnel review procedure for the Chief. The Chief will have a personnel review each quarter of the first year of employment. The first and third quarter review team will consist of Director Bartlett and Director Courim, the second and fourth quarter review team will consist of Director Close and Director Robinson. The review teams will report and discuss the review at the BOD meeting subsequent to the review. This discussion will be in open session.

D. Auxiliary Report

Chief Zoril and Chief Babbs described the recent structure fire "save" in Genesee that was a result of the close coordination and work of both Departments. They believe this was accomplished by the personal familiarity of both Districts personnel and the joint fire academy training of both Districts. The Auxiliary was also on scene to support the firefighters. The incident involved seven pieces of heavy apparatus and 25 firefighters.

E. Station Committee Update

Steel erection is in progress with anticipated completion of erection in three weeks. Currently the project is under budget. Alternate construction items of completion of interior finishes and extension of the concrete driveway will be considered next month.

VI. FINANCIAL MATTERS

A. Review of Payment of Claims through January 18, 2011.

All items had been preapproved by the BOD.

- B. Approval of Purchase Requisitions for Department Supplies and Equipment.

None presented.

VII. NEW MATTERS

- A. Insurance review presented by Jeff Cunningham VIFS

Mr. Cunningham presented in detail the insurance coverage proposal for 2011. In summary the District coverage is the same as previous years with a few modifications to deductible amounts. The renewal quotation is a decrease of \$3257 (approximately 15%) from 2010 costs.

Revisions to this quote will be forthcoming to include coverage for new Engine #5 and the increase coverage for new Rainbow Station Equipment Bay.

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

- B. Director Bartlett questioned if there was a desire to change the Officers of the BOD. Discussion was the current Officers remain in their current position.

Motion to retain Officers in their current position by Director Robinson, seconded by Director Bartlett. Motion passed 5-0

IX. ADJOURNMENT

Motion to adjourn by Director Robinson, second Director Smith. Motion passed 5-0.

BOD meeting adjourned at 7:29 P.M.

Next regularly scheduled Board meeting is February 15, 2011.

The following Directors have reviewed and acknowledged the minutes:

Dick Bartlett

Steve Close

Julie Ann Courim

David Robinson

Patrick Smith