

RECORD OF PROCEEDINGS

MINUTES OF A BOARD MEETING OF THE BOARD OF DIRECTORS OF THE FOOTHILLS FIRE PROTECTION DISTRICT HELD May 17, 2011 (Tuesday)

A meeting of the Board of Directors of the Foothills Fire Protection District (referred hereafter as "BOD") was convened on Tuesday, May 17, 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
Richard Bartlett-Treasurer
David Robinson-Secretary
Steve Close-Asst Secretary
Brian Zoril- Chief -FFPD
Rolli Nemer-Counsel
Chris Brunette - Self

Dave Stajar - Self
Randy Hinds - Activation
Gary Crooks - Paradise Hills
Vicki Gits - Canyon Courier
John Blood - Cody Park HOA
Christina Shea - LMWD
Rob Sontag - Self

II. ADMINISTRATIVE MATTERS

Director Smith called the meeting to order at 6:30 PM

A. Approve Agenda

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

B. Approve Minutes of April 19, 2011 Regular Meeting

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

III. COMMUNITY FEEDBACK

A. Discussion of pending hydrant testing by ISO.

Doug Wilch from ISO, present via conference call, described the pending ISO evaluation of the District. The current District ISO rating, established in 1998, is an ISO 9 for areas that require hauled water for fire protection and an ISO 6 for areas that are provided with fire hydrants. This discussion concerns the portion of the District that is provided fire hydrant protection and the process for evaluation of the hydrant system. This evaluation includes hydrant flow testing and hydrant maintenance records review to arrive at the ISO rating for the District.

Lookout Mountain Water District (LMWD) is the primary service provider however there are 14 “lateral” system Owners in addition to the portions of the system that are owned by LMWD.

All Owners, LMWD and the 14 “lateral” Owners, have the responsibility to maintain the fire hydrants and maintain records of this maintenance within their respective system. This ongoing maintenance is not only for the ISO evaluation rating but assurance to FFPD that fire hydrants will be operable when their use is needed by FFPD.

In general the fire hydrant flow testing will only require flow measurement of a representative sample of select fire hydrants. From this data hydraulic calculations will predict the flow of the remaining hydrants. Hydrants that cannot be flow tested due to maintenance issues or hydrants that do not flow 1,000 gallons per minute for a two hour duration will be considered a non-recognized hydrant and that area of the District will be categorized as requiring hauled water for fire protection.

The physical testing of the fire hydrants will be observed by ISO and FFPD. The operation of the fire hydrants will be provided by LMWD for their portion of the system. Subsequent to a written agreement between LMWD and the “lateral” Owners, LMWD will provide the personnel to operate the fire hydrants for flow testing of those “laterals”.

IV. LEGAL MATTERS

A. Indemnification agreement with Chief Zoril

Motion to approve pending legal review by Director Bartlett and seconded by Director Smith.

Discussion; If review by Legal indicates issues, such as this agreement requires the District to assume more responsibility than required by Statue,

then these matters and this agreement will be decided at subsequent BOD meeting.

Motion passed, 5-0

V. DEPARTMENT MATTERS

A. Review of MOU (Qualified Volunteer Organization)

Rob Sontag presented the MOU that would register FFPD as a qualified volunteer organization. Changes in 2010 to the Volunteer Fire Fighter Act allow public employees to donate their time in emergency situations without loss of compensation. To comply with this change FFPD will need to be registered with the Intergovernmental Agreement for Emergency Management and be registered as a qualified volunteer organization. FFPD is currently registered with the ISEM but is not registered as a qualified volunteer organization. The purpose of the MOU is to provide this registration.

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

B. Station Updates

None presented.

C. Fleet Status Report

All equipment is operational. The Chief provided the maintenance cost expenditures for each piece of equipment year to date and year 2010. Currently maintenance costs are within budget.

D. Chief's Report

The significant issue and effort this month has been in preparation of the ISO evaluation. The goal is to improve this rating and a significant effort has been expended by the District to have in place the necessary information for the ISO evaluation.

E. Auxiliary Report

The annual pancake breakfast fundraiser is June 5, 2011. Fundraising is less than desired with two weeks to go but otherwise the event has been advertised and we hope for success.

F. Station Committee Update

The Equipment Bay is complete including the expanded exterior parking apron. The Equipment Bay final cost is approximately 10% less than the estimate. The expansion of the parking apron was accomplished at this time due to the favorable construction cost of this expansion.

The BOD wish to thank Dave Stajar and Kyle Vaughn for the extraordinary effort they expended to complete this project.

VI. FINANCIAL MATTERS

A. Review of Payment of Claims through February 15, 2011.

Marc James and Associates, Financial Audit: \$2864.41

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

State of Colorado unemployment compensation: \$3933.

**Motion to approve by Director Smith and seconded by Director Courim.
Motion passed 4-0-1(Director Close abstain).**

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

Purchase requisition for equipment required for District to comply with current regulations. \$8,488

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

VII. NEW MATTERS

A. First quarter review of Chief Zoril.

Director Bartlett and Director Courim conducted the first quarter review. Director Robinson and Director Close will conduct the second quarter review. Chief Zoril requested that the first quarter review be conducted in executive session.

B. Update on SOG and Handbook revisions.

Chief Zoril reported that as described in his report that these items are in progress with completion scheduled for September.

C. Active retired status proposal.

Chief Zoril reported that a volunteer member had proposed to create an Active Retired status for the District. In response to the request a discussion with Evergreen Fire indicated they had such a program and a resolution that authorized a return to active service of retired volunteer firefighters. In summary those that would chose to return would;

1. Continue to receive pension benefits
2. Would not accrue additional benefits for service performed.
3. Would have to be approved by the Chief / BOD
4. Would have to fulfill the requirements of the District

Motion to approve pending legal review by Director Close and seconded by Director Robinson. Motion passed 5-0.

Volunteer firefighter Pat Ahern has requested Active Retired status.

Motion to approve Active Retired status for Pat Ahern by Director Close and seconded by Director Robinson. Motion passed 5-0.

VII. EXECUTIVE SESSION

Motion to move to Executive Session pursuant to CRS Section 24-6-402(4)(b) personnel matters related to review of payroll issues by Director Bartlett, second Director Smith. Motion passed 5-0.

Moved to Executive Session at 7:18 p.m.

Attendees:

BOD

Chief Zoril

Rolli Nemer -Legal Counsel

Reconvene BOD meeting at 7:42 p.m.

Motion to move to Executive Session pursuant to CRS Section 24-6-402(4)(b) discussion personnel matters related to review of employee performance by Director Bartlett, second Director Smith. Motion passed 5-0.

Executive Session was requested by Chief Zoril.

Moved to Executive Session at 8:33 p.m.

Attendees:

BOD

Chief Zoril

Reconvene BOD meeting at 8:45 p.m.

VIII. ADJOURNMENT

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

BOD meeting adjourned at 8:47 P.M.

Next regularly scheduled Board meeting is March 15, 2011.

The following Directors have reviewed and acknowledged the minutes:

Dick Bartlett

Steve Close

Julie Ann Courim

David Robinson

Patrick Smith