

## RECORD OF PROCEEDINGS

### MINUTES OF A BOARD MEETING OF THE BOARD OF DIRECTORS OF THE FOOTHILLS FIRE PROTECTION DISTRICT HELD November 15, 2011 (Tuesday)

A meeting of the Board of Directors of the Foothills Fire Protection District (referred hereafter as "BOD") was convened on Tuesday, November 15, 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	John Blood-Save the Loop
Julie Ann Courim-Vice President	
Richard Bartlett-Treasurer	
David Robinson-Secretary	
Steve Close-Asst Secretary (absent)	
Brian Zoril- Chief -FFPD	

#### II. ADMINISTRATIVE MATTERS

Director Smith called the meeting to order at 6:49 PM

A. Approve Agenda

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

B. Approve Minutes of October 18, 2011 Regular Meeting

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

#### III. COMMUNITY FEEDBACK

Director Smith stated that he had received a letter from Vicki Gits thanking Chief Zoril for his help. Apparently she had gotten disoriented while driving on a foggy night and was lost. Chief Zoril while driving his personal vehicle

stopped to offer his assistance. Ms. Gits was appreciative of his help and wrote a letter of thanks commending Chief Zoril.

Mr. Blood provided a community update of the application for expansion of 166 S. Lookout Mountain Rd. Mr. Blood indicated that a revised proposal has been submitted to and summarized the content of this submission. Mr. Blood asked if the District had reviewed the response to the District letter of August 12. Director Courim stated that it appears that the District has not been kept “in the loop” by Jefferson County Planning and Zoning.

Director Courim and Chief Zoril think the District concerns of incident response time and volunteer firefighter access to the Lookout Station have not been thoroughly considered. To that end Director Courim, Chief Zoril and Director Robinson will meet with Jefferson County Planning and Zoning on Thursday November 17, 2011.

Chief Zoril has concerns attention has not been paid to the District concerns and as such he will prepare more detailed documentation of the District concerns with traffic congestion. Chief Zoril also stated that he wishes to be clear that the District position and concern has only to do with fire safety and life safety of the District, nothing more, nothing less.

#### **IV. LEGAL MATTERS**

A. Designated Election Official.

**Motion to appointment Director Bartlett as the Designated Election Official by Director Robinson and seconded by Director Smith. Motion passed 4-0**

#### **V. DEPARTMENT MATTERS**

A. Station Updates

None

B. Fleet Status Report

Tender #3 is in need of repairs, further discussion under financial matters.

C. Chief's Report

Chief's report was reviewed with no comment.

D. Auxiliary Report

Director Smith suggested that after the holiday party that the should consider beginning the planning for the annual pancake breakfast.

**VI. FINANCIAL MATTERS**

A. Review of Payment of Claims.

Payment of Check #10523 to Knox Co. amount of \$3,245. Preapproved amount of \$4,000.

B. Purchase Requisitions

Tender #3 repairs. Chief Zoril recommends completing the repairs that are estimated to be \$4,000.

**Motion to approve \$4,500 NTX for repairs to Tender #3 by Director Robinson and seconded by Director Bartlett. Motion passed 4-0**

HVAC work for the office. Chief Zoril presented multiple options for repair of the office heating system. Discussion of appropriate repair and or replacement at this time. Director Robinson recommended acceptance of the proposal to completely replace the two existing HVAC units with a new single HVAC unit. This would be a long term solution for the heating and cooling needs of the office.

**Motion to accept proposal by Supple to replace HVAC units by Director Bartlett and seconded by Director Courim.**

Director Robinson believes that this proposal cost only included the HVAC work and did not include the cost of a concrete pad and extension of the natural gas piping. Director Robinson recommends allocating a NTX of \$10,000 for these repairs.

**Director Bartlett amended the motion to approve \$10,000 NTX. Motion passed 4-0.**

C. Review and approval of Chief Zoril's mileage reimbursement.

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

D. Review and approve Budget for 2012

**Motion to approve the Draft Budget presented at the October BOD meeting by Director Bartlett and seconded by Director Courim.**

Discussion: Director Bartlett indicated that the final real estate valuation had not been received therefore a minor adjustment in the budget should be anticipated once this information is received. Discussion center on possible cost reductions of early payoff of current truck lease, sale of equipment with funds allocated to the truck fund and reduction of paid staff. No public input had been received to date.

**Motion passed 4-0.**

**VII. NEW MATTERS**

A. Discussion of Personnel Committee

Personnel Committee consists of two BOD and the Chief. Director Bartlett and Director Courim volunteered to serve on the Personnel Committee.

B. Discussion of employee benefits.

Director Bartlett stated that the budget includes a \$5,000 line item for employee bonus and asked Chief Zoril to make a recommendation to the BOD.

Chief Zoril recommended that Lt. Gerald receive a year end performance bonus. The Chief cited examples of Lt. Gerald's willingness, competence and above and beyond effort he exhibits throughout the year as the reason for his recommendation.

A year end bonus recommendation will be prepared by the Personnel Committee and present to the BOD.

Director Courim was concerned that the benefits time of sick leave, vacation leave and carryover to following years was not clearly defined. Discussion centered on fairness to the employee, amount of carryover allowed and the cost to the District.

**Motion to change bylaws to provide 80 hours per year sick leave with a maximum accumulation of 160 hours carryover by Director Smith and seconded by Director Bartlett. Motion passed 4-0.**

**VIII. ADJOURNMENT**

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

BOD meeting adjourned at 8:15 P.M.

Next regularly scheduled Board meeting is December 20, 2011.

**The following Directors have reviewed and acknowledged the minutes:**

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**Dick Bartlett**

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**Steve Close (absent)**

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**Julie Ann Courim**

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**David Robinson**

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**Patrick Smith**