

RECORD OF PROCEEDINGS

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

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

Dave Stajar-Self
Kyle Vaughn-Self
John Blood-Save the Loop
Vicky Gits-Canyon Courier

II. ADMINISTRATIVE MATTERS

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

A. Approve Agenda

Director Smith requested the addition of Department Matters, paragraph E. Co-training with Alpine Rescue.

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

B. Approve Minutes of September 20, 2011 Regular Meeting

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

C. Approve Minutes of October 5, 2011 Special Meeting

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

III. COMMUNITY FEEDBACK

Mr. Blood provided a community update of the application for expansion of 166 S. Lookout Mountain Rd. Mr. Blood asked if the District has had any communication with Jefferson County Planning and Zoning concerning this project. Chief Zoril responded that he has not received a response or request from Jefferson County Planning and Zoning.

IV. LEGAL MATTERS

Director Bartlett informed the BOD that the draft budget for 2012 was distributed to the membership and made available for public review. The BOD shall approve the final 2012 budget after a public budget hearing at the November BOD meeting. The 2012 budget shall be released for publication and public review on December 15, 2011.

V. DEPARTMENT MATTERS

A. Station Updates

Rainbow Station Office is closed in and complete.

B. Fleet Status Report

Chief Zoril presented a new format for tracking the Fleet Status which is more descriptive of each piece of equipment.

C. Chief's Report

Director Smith asked if EVOC training was progressing. Chief Zoril stated that currently he is the only qualified instructor however he is considering additional instructors.

Chief Zoril informed the BOD that the District had adopted a new set of CPR protocols. The District has held 7 training class concerning these new protocols however a handful of members have not completed this training. These members were notified in August that their certification would no longer be valid without the training and if the training was not completed by end of October then they would be place in probationary status. There will be one more training class available in October. Approximately 14 of the membership has yet to complete this training. Several members have expressed displeasure with this procedure.

The remainder of the report was reviewed with no comments.

D. Auxiliary Report

Chief Zoril reported that the Auxiliary has approved implementing a scholarship program for members.

E. Alpine Rescue Joint Training

Chief Zoril stated that Alpine Rescue has offered the District membership to attend their monthly training

Director Smith thanked Chief Zoril and Lieutenant Gerald's for the assistance and the use of Rainbow Station for volunteer ski patrol. Approximately 60 people attended the training session which made full use of the facility.

VI. FINANCIAL MATTERS

A. Review of Payment of Claims through October 14, 2011.

Payment of Check #10499 to Fire One for hose testing services.
Payment of Check #10500 to VFIS for insurance.

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

B. Purchase Requisitions

No purchase requisitions were presented.

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

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

D. Review of Draft Budget for 2012

Director Bartlett had prepared a preliminary budget for 2012. In general terms the preliminary budget indicates total District Revenue is 7% less than 2011. The operating expenses of the District remain at 2011 cost by holding employee salaries constant, reducing expenses where appropriate and reallocation of certain line items. The shortfall in revenue is in effect made up by a reduction in the allocation to the Truck Reserve Fund and the payments to the Pension Fund.

Director Smith questioned the reasoning to not a prorated reduction of all expenses in lieu of a reduction in the Truck Reserve Fund.

Chief Zoril highlighted particular line item changes. Fixed expenses of maintenance, fuel, mandatory testing etc. have increased from 2011. Training cost budget has increased from 2011 because he feels strongly this is a benefit to the District. Other expenses such as personal recognition and utilities have decreased which offset the other increase in line items.

Director Smith and Director Robinson question the reasoning for a reduction in the Pension Fund contribution. 2011 contribution was \$120,000 which only covers the cost of annual pension disbursements. If we reduce this to \$80,000 we are regressing from the attempt to fully fund the Pension Fund.

Director Smith suggested that an analysis should be done to the long range effect on the reduction of these two line items. Does the District need to make adjustments to the Pension system and the need for equipment.

Director Robinson is concerned that this issue will impact the District in the future and the BOD should not “kick the can” down the road. He did not have specific recommendations for reduction in other areas however these two line items need careful consideration.

Director Bartlett believes that the reduction in tax revenue that the District experienced in 2012 will not experience in 2013 therefore the District Revenue in future years should be similar to 2012. We should plan based on that assumption.

Director Courim believes that the Pension fund yearly disbursements are not entirely predictable because the records from the consolidation of the Districts is not accurate, in essence the District Pension fund may be liable for Pension payments that are not know until that person applies for a pension.

Director Robinson reminded the BOD that this discussion was begun at the August Pension BOD meeting and this is a topic for the PBOD.

Chief Zoril raised a consideration of a reduction in our fleet versus the ISO rating of the District. If the District targets a fleet to adequately serve the District fire protection needs that most likely is a smaller fleet that the District currently has. This reduction in fleet may adversely affect the District ISO rating.

Director Robinson believes there is a tradeoff between a lesser ISO rating that could increase homeowner fire insurance and an increase in the mill levy that also affects homeowners.

Director Courim stated that because FFPD is a volunteer organization that the District will never have a favorable ISO rating and as such the District priority should be protection of the District and ISO rating is secondary. Director Courim also believes that the District has a duty to maintain the Pension Fund for the District members.

VII. NEW MATTERS

A. Review and Approve revised by-laws, handbooks, code of conduct and drug and alcohol policies.

Director Courim and Chief Zoril presented the revisions. Director Courim stated that there are not any major changes to the District by-laws, etc. but simply a rearrangement of the existing to be arranged in a format to separate employees from volunteer members and to separate operational SOG's from bylaws.

General discussion of some formatting and language ambiguities that Director Robinson and Director Bartlett provided and clarifications requested by Director Smith.

The BOD thanks Director Courim and Chief Zoril for their work on this laborious task.

Motion to accept as amended by Director Courim, second Director Bartlett. Motion passed 4-0.

VIII. ADJOURNMENT

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

BOD meeting adjourned at 8:13 P.M.

Next regularly scheduled Board meeting is November 15, 2011.

The following Directors have reviewed and acknowledged the minutes:

Dick Bartlett

Steve Close (absent)

Julie Ann Courim

David Robinson

Patrick Smith