

RECORD OF PROCEEDINGS

MINUTES OF A BOARD MEETING OF THE BOARD OF DIRECTORS OF THE FOOTHILLS FIRE PROTECTION DISTRICT HELD September 20, 2011 (Tuesday)

A meeting of the Board of Directors of the Foothills Fire Protection District (referred hereafter as "BOD") was convened on Tuesday, September 20, 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 Lovess-Self
Julie Ann Courim-Vice President	
Richard Bartlett-Treasurer	
David Robinson-Secretary	
Steve Close-Asst Secretary	
Brian Zoril- Chief -FFPD	

II. ADMINISTRATIVE MATTERS

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

A. Approve Agenda

Director Bartlett requested the addition of Financial Matters, paragraph D. Appoint Budget Officer.

Chief Zoril Requested the revision of New Matters paragraph C be an Executive Session per CRS 24-6-402(4)(f) Personnel matters, discussion of Chief Zoril's quarterly review.

Motion to approve as amended by Director Close and seconded by Director Smith. Motion passed 5-0

B. Approve Minutes of August 16, 2011 Regular Meeting

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

III. COMMUNITY FEEDBACK

Mr. Lovess introduced himself as the publisher/reporter of a local news publication based in Riva Chase as such he attends the meeting to report the local happenings in his publication.

IV. LEGAL MATTERS

Director Bartlett questioned whether a decision had been made to have legal review the Intergovernmental Agreement that was presented at the last BOD meeting. Discussion that legal review was not required as the BOD finds the IGA acceptable.

Director Bartlett informed the BOD that it appears that a subcontractor for the Rainbow Hills Station project has not may payment to that subcontractors supplier. Director Bartlett provided information to legal that the District had made payment to that subcontractor for the work performed. There is no exposure to the District for further payment.

V. DEPARTMENT MATTERS

A. Station Updates

None

B. Fleet Status Report

Engine #5 is out of service for warranty issues. Tender #1 pump system was re-inspected was acceptable when retested.

C. Chief's Report

The Chiefs report was reviewed with no comments. Director Courim informed the BOD the Chief and Director Courim have been “cleaning up” the bylaws and members handbooks. The revisions will update and organize the bylaws, handbooks and SOG into an organized format. There are no major modifications to any of these documents. These revisions will be provided to the BOD for review and comment at the October BOD meeting. A drug and alcohol policy is being developed as a stand alone document and will be presented at a future BOD meeting.

Chief Zoril reported that the first year effort of teaming Highlands, Genesee and Foothills Fire for solicitation for Muscular Dystrophy Association the team raised \$15,236. This effort raised more money than any of the other metro districts.

Director Courim thanked the Chief Zoril for publishing the proposed 2012 budget to the membership and soliciting comment from the membership.

Director Smith complimented Chief Zoril for the efforts he has made to work as a unit with Highlands Rescue and Genesee Fire for fundraising and the joint training session recently held at Rainbow Hills Station. It is very satisfying to know that these three separate districts are working together closely within the community.

D. Auxiliary Report

Chief Zoril reported that the Auxiliary is considering implementing a scholarship program for members that would attend out of area conferences, training seminars and the like.

VI. FINANCIAL MATTERS

A. Review of Payment of Claims through September 16, 2011.

Payment of Check #10449 to Physio Control for AED service in the amount of \$2,964.60.

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

B. Purchase Requisitions

No purchase requisitions were presented.

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

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

D. Budget Officer

Director Bartlett stated that the District needs to appoint a budget officer.

Motion to designate the Treasurer the Budget Officer by Director Bartlett and seconded by Director Close. Motion passed 5-0

VII. NEW MATTERS

- A. Update on department/district governance document updates.

Discussed under Chief's report.

- B. Review and Approval of SOG 12.1 and 12.2

Director Close suggested that the existing SOG's seemed to apply to the District prior to transitioning to a full time paid Chief position. As such he suggested that the wording of these SOG's be modified to indicate that final decisions will be by the Fire Chief.

Discussion centered on the BOD has hired a paid Chief to make operational decisions for the consistency and efficiency of the District. It is incumbent upon the BOD to hire a Chief that has the ability to manage the District.

Director Close will provide a copy of his other grammatical corrections to Chief Zoril for incorporation.

Motion to approve SOG 12.1 and 12.2 as amended by the BOD by Director Bartlett and seconded by Director Close. Motion passed 5-0

- C. Update of Chief quarterly review

Moved to Executive Session.

- D. Update on MDA fundraiser

Discussed under Chiefs report.

VIII. EXECUTIVE SESSION

- A. Motion to enter Executive Session pursuant to Section 24-6-402(4) (f), CRS, for personnel matters concerning quarterly review of Chief Zoril. Executive Session requested by Chief Zoril.

Motion to enter Executive Session by Director Bartlett, second by Director Courim, passed 5-0

Moved to Executive Session at 7:46 p.m.

Attendees;

BOD

Chief Zoril

Reconvene BOD meeting at 8:02 p.m.

IX. ADJOURNMENT

Motion to adjourn by Director Courim, second Director Close. Motion passed 3-0.

BOD meeting adjourned at 8:03 P.M.

Next regularly scheduled Board meeting is October 18, 2011.

The following Directors have reviewed and acknowledged the minutes:

Dick Bartlett

Steve Close

Julie Ann Courim

David Robinson

Patrick Smith