

**HIGH COUNTRY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING**

**April 15, 2009**

**MINUTES**

**CALL TO ORDER**

1900

**ROLL CALL**

Paul Britton, Robb Kambic, Roger Durham, Dale Sternlicht, John Rittenhouse

**LAST MONTH'S MEETING MINUTES**

John Rittenhouse moved to accept the March minutes as corrected, Dale Sternlicht second. Under discussion, a few typos were noted by John. John also referred a question to Mark Cohen, the district's attorney, about using the word "recessed" when moving into Executive Session. Mark stated it should read there was a vote to move into Executive Session for personnel matter and approved. Changes will be made. Motion carried.

**PRESENTERS/PUBLIC COMMENT/GUEST SPEAKER**

Brian Brennar – VFIS Insurance Agent

Brian Brennar, VFIS Insurance Agent, was in attendance to present the Risk Management Quarterly renewal and answer questions. Roger Durham asked if anything has changed in the policy in the last year. Brian replied there have not been any major changes made to the policy. The main thing that has been discussed with Shelia Kambic was adding a bond for her since she now handles District funds. Brian suggested a \$50,000 bond which would be an additional \$56.00 per year. Brian also recommended the Board purchase as high a bond as they can afford since this is relatively inexpensive coverage. Brian stated in the last few years there have been some claims filed in the fire community that have gone well over \$100,000, but he added \$50,000 is a good bond to start out with. Roger asked if the District has a bond for the treasurer. Brian replied there is a bond for the Treasure and for each one of the Directors. That information can be found in the Bond section of the handout that was given to the members of the Board. There is a Commercial Blanket Bond for \$10,000, a Public Employee Blanket Bond for a Fire Protection District for \$10,000 that covers employees and volunteers that may have access to funds, there is a bond for the four Directors for \$10,000, and one for the Treasurer for \$50,000. John asked where the information on the bond for Shelia would be found. Brian replied that would be shown on page 26 under premium summary. Dale asked if any thing has been done about coverage for the new trucks the District has received and the new one that will be delivered soon. Brian said the auto side of the policy shows 2007 Ford F250 service vehicle and the 2008 Brush vehicle. He is not aware of others. Shelia said there is a 2001 Smeal urban interface truck to be added now and one more truck is coming in next month. Brian stated the cards for current new vehicles have already been issued. Roger asked the Board to purchase a \$50,000 bond to cover the Business Manager. John moved to accept the policy as presented with the addition of a \$50,000 bond to cover the Business Manager, Roger second. Under discussion, Roger asked about putting a truck on property other than one belonging to

High Country and if that were done would VFIS need that information. Brian asked if the move is temporary or permanent one and if the reason was to address a response issue. Roger stated the District is talking about moving the military tanker to Colorado Sierra Station 7 because of the merger and moving the old brush truck to Duane Klever's house for a faster response. Brian stated it does not pose an issue but advised against moving the Old Brush truck to a private residence. It would be better if the vehicle were stored in a building where it is more secure, but if the Board decides to move the truck to a firefighter's residence, that would be fine. Paul Britton asked if a move like that would jeopardize coverage and Brian replied it would not. John asked about Brian's view of the maintenance agreement with Black Hawk. Shelia stated she has already had Brian review the agreement. Brian stated there were concerns with the way the agreement was written. As written, the agreement excludes any wrongdoing on the part of Black Hawk. This means if the repairs go wrong, High Country has the all responsibility and will have to pick up the additional costs. Brian felt if the Board is paying Black Hawk to do the work, Black Hawk should be liable for their work. Mark stated the opinion of VFIS is correct. The way the agreement is written, Black Hawk is not accepting any liability for repairs they may perform. It comes down to how bad the District needs this service from Black Hawk, will Black Hawk make the requested changes for High Country or will the District go somewhere else to have repairs made on the trucks. Brian suggested sending the contract to the underwriter for an opinion before signing the contract. Sheila stated Black Hawk came back saying this was the same contract they have used for years. They would possibly revisit the issue of the contract but they probably would not approve the changes the Board would be asking them to make. Shelia went on to state the agreement is on the back burner for now as both she and Richard have found separate mechanics certified to work on fire trucks. They are moving in that direction. Brian informed the Board that VFIS now has a few online classes available for firefighters. Personal Vehicle Driver Safety, Firefighter Safety, and Sexual Harassment Prevention are samples of the topics available now. Others are in the works. Brian added the driver-training course has been revised and available on DVD and cd-rom. Jake Vassar asked for copies of DVDs. Motion carried. Robb Kambic abstained.

Ted Snailnum – Accountant

Ted Snailnum stated there has been some confusion how the budget is working as far as Capital expenditures and transfers from the General fund to the Capital fund happen. One issue that has come up is in what year do we post expenses. What year were the funds appropriated in and what year do they end in. The auditors always look at issues like this. There is an issue referred to as cut off which asks where are we going to book this expense. An example of this would be in December 2008 the district puts \$50,000 down for a truck purchase. The balance of the truck is not going to be paid until 2009. That purchase would be recorded as a 2008 expense because that is when it was appropriated. Another issue occurs if there are additional expenses for that truck in 2009. The question has been asked should the expenses be recorded in 2008 or 2009. That is a little more of a gray area. If those items were not contracted for and ordered in 2008, they should be recorded in 2009. Ted stated he may have confused the issue when Shelia asked it earlier. Those expenses that were incurred early in 2009 could possibly be recorded in 2008 but there is not any real benefit in doing that. The next issue is the transfer of funds. Ted had made a change to the financial statement earlier and then changed it back to the way it is

listed now. When you look at the Transfer to Other Funds account, which is the last item on the income statement, it is showing a budget of \$100,000. Right now, that fund is showing about \$300,000 in expenses. Those would be the \$21,500 for the rock wall repair at Station 1, the KME truck for \$140,000, and the truck from the City of Thornton for \$140,000. That is really not the right place to record those expenses because the Transfer to Other Funds is not necessarily the Capital Outlay. The only posting that belongs in that Transfer account is the one at the end of the year where that money is transferred to another account, which is just a paper transfer. If you want to look at the budgeted items, the \$280,000 for equipment and the \$21,000 for the rock wall, those should not show up in the General Fund budget. Those should show up in the Capital fund budget. This is a problem in the system and we may want to think about redoing that a bit. Ted stated he is not really providing the Board with a Capital Fund financial statement. There is no report that measures what is being spent in the Capital Fund against the budgeted Capital Fund. Ted feels there needs to be one more sheet added to the financial statement that provides a profit and loss statement for the Capital fund. That would show the items purchased. Roger stated that would be a good idea. John said he has been asking for that for months. Ted said it has never been done for the District that he knows of and it would require changes in the QuickBooks system to make that happen. Ted went on to say if this is done the Capital Replacement fund could be tracked on a line item basis similar to the General fund. Roger stated that is important because we have two different mill levies so the Board needs to show they are spending Capital fund money according to the intent of the mill levies. Ted went on to explain the purpose of the \$100,000 that was set aside in the Transfer to Other fund is to take that money out of the 2009 General fund operating and designate that \$100,000 to be put into the Capital Replacement fund at the end of the year. The goal is not to operate at a surplus and develop a war chest in the General fund but rather to be able to replace equipment without having to increase the mill levy. That is normally what the tax payers want you to do. The other side of it is if the Board chooses to keep the surplus money in the General fund, the taxpayer is going to ask why the mill levy cannot be lowered due to the amount of money carried in that General fund from year to year. The board has not been purchasing trucks in the past so this has not been a big deal. Now that trucks are being purchased this extra financial sheet is more important to make it easier to track those expenditures. Ted stated he and Shelia had been discussing the need for amending the budget because of the way the money has been spent. He explained it is not necessary at this time because spending is not in excess of the budget. Not knowing what expenditures will be between now and the end of the year, if spending remains within the ballpark of the original budget, an amendment will not be necessary. Paul asked if Shelia and Ted can make these changes happen. Ted replied that it is possible. It will involve adding a separate sheet. John asked if we will get year to date line budget vs. actual report. Ted answer it will be the same type of report as the General fund but detailing the Capital expenditures. Paul asked everyone if Ted has answered their questions. Roger stated the other issue he had was he heard at the last meeting that things ordered this year that were budgeted last year could go on last year's budget. Ted replied it is not right to move items purchased in 2009 back to the 2008 budget. If items are not ordered and received in 2008 they should not be recorded there. Robb asked the Board if they still want the Detail by Account page. John stated he does not need it. Ted stated he added it this time because

there was concern over what had been spent in the Capital account. Ted said the detailed sheet is over kill. John mentioned he did not get any of the financial information in his packet. Paul asked Ted if the changes can be made by the next meeting. Ted replied it can be done because all of the data is in the system, he will just have to redesign the reports so they give the information the Board wants.

### **TREASURER'S REPORT**

Dale stated Ted's presentation pretty well covered the finances. He did not have time to check with the bank on allowing Shelia to have online access to the account. He will try to have that by the next meeting. Paul suggested both he and Dale go to the bank to see what can be done.

### **LEGAL ISSUES**

Mark stated he had no legal issues needing to be covered.

#### **Black Hawk Maintenance Agreement**

Dale asked Mark if the maintenance agreement with Black Hawk is similar to the agreement the ambulance has. Mark stated that, in general, they are identical contracts.

#### **Timberline Fire Authority Budget**

Roger stated the budget was approved at the last Timberline meeting. Does the Board need to talk about that now? Paul said he was going to bring that up under old business.

#### **Trainer Resignation**

John wanted to know if the contract the Board approved with Rene Macias had been terminated. Paul stated that is what he had heard. John asked if Mark was aware of that. Mark stated he was aware there was an issue but does not know who terminated the contract or how it was done. John replied he had seen a letter from Rene stating it had been terminated and thought it said Rene had terminated it. John then asked if there are any legal ramifications to that. Mark said there should not be if Rene terminated the contract. Mark asked if Rene owes the District money. Shelia confirmed Rene terminated the contract and she thought no one owed anyone money.

### **CORRESPONDENCE/EMAILS/HCFD INFO**

No one had any correspondence.

### **OLD BUSINESS**

#### **Merger update - Board member**

John stated it was mentioned at the last Timberline meeting that neither Colorado Sierra nor High Country has deposited their \$2500 into the account. There was discussion about getting someone who has been through a merger before to help TFA with the process. John is not sure the term "facilitator" is the correct term. The TFA Board decided to plan for the merger election to happen late next year. The discussion was for November but John had talked to Jessica Lovingier, Gilpin County Clerk, and she says Special Districts cannot hold elections on general elections dates. Timberline is shooting for a late, next year merger election. Jessica looked in the statutes and John thinks she came up with February, May, October, and December for the months where Special District elections are allowed. Paul thought when we had an early meeting on the merger a presenter said merger election could be held with general elections. Mark Cohen asked if they are

confusing Board of Directors elections and merger election. John said the only thing set in concrete is late next year. Paul stated the Board could not put our half of money into Timberline Fire Authority until budget approved and it is now approved so that can happen now. Dale stated the money is budgeted so it just needs to be done. Paul wants it to be done as soon as possible. John stated the SOGs have been handed out. Going back to the budget issue, Roger wanted in understood with High Country putting money into Timberline Fire Authority, the Authority should be paying for its expenses. That includes people taking minutes, and anything else that has to do with Timberline should come out of that budget. There is a 50/50 spending agreement according to the IGA and that is what he wants to see. Paul stated someone needs to look at the IGA to see if that is possible. The pay for the person taking minutes follows the Board of Director member in charge of the meeting. The reason for that is Timberline cannot have an employee. Roger asked if they can contract that and Paul replied he feels they can. Roger added if we cannot go that direction and each department need to pay their respective person for taking minutes, he would like to see that expense listed as a line item in the budget. Roger continues by saying that anytime either Shelia or Gary is working on Timberline work, their pay needs to be reflected that way in the budget. Since that has not been budgeted, that line will end up showing a negative balance. Paul asked that the issue be tabled for now to see what can be done. Paul stated the Authority was having problems getting minutes taken and at the same time needed a way to split the cost. Roger stated when the meeting was held on the 23<sup>rd</sup> and the Board members came up with all those issues on the flip charts, he wants to emphasize those issues need to be listed as action items for the TFA Board to deal with. John said SOG copies have been handed out so members need to take them home, make comments and bring them back at next meeting so there can be action taken on them at the next TFA meeting. Paul is in the process of reading a copy and will pass his on to Robb or Dale. Robb said he has a copy so Paul will send his on to Dale. Roger stated he has John's copy and has made hand written comments on the SOGs. Roger gave the copy he had to John. John asked if the Board wants to do this tonight so we can act on them and present them next week at the Timberline Fire Authority meeting. Paul stated that may not be possible if there are members of the Board that have not had a chance to read through the whole document. Roger asked Mark Moyer if the Command staff had looked at the proposed guidelines. Mark stated we looked at one copy of the proposed guidelines but he had not seen anything since then. Jim Crawford stated the copy that was sent to the Board was the same as the set the Command staff had to use. Roger asked if the Command staff were all in agreement with the guidelines. Mark replied those that were at the meeting were in agreement but not all of the commanders attended. Duane Klever stated he has not seen the complete set. Roger asked if the command staff voted on the proposed guidelines and Mark replied it was not required we vote on their approval. We were asked to give our input back to our chief but not to vote. Roger asked Mark if there was an opportunity to look at the guidelines again to see if the changes given by the Commanders were made. Mark thought he had seen two sets of changes but was not sure.

Station 6 – Richard

Richard Bulich was not present, but there will be information presented during the Business Manager's and Chief's Reports.

## Personnel Policies

John stated he thought the Board was waiting on something from Mark. Mark Cohen asked if the Board wanted to look at and make changes to the Personnel Policies now or wait for Timberline Fire Authority to deal with it. He did not think it made sense to work on them now if things change with merger. Dale stated it might be a good idea to work on items that are issues. Roger stated that one of the questions was whether volunteers are employees or not. Roger said that according to Special District Association newsletter, Districts must comply with a number of things such as the Colorado Volunteer Firefighter Pension Act, the Federal Fair Labor Standards Act, and the Federal Internal Revenue Code of 1986. Basically, it says in a number of places the volunteer is an employee and the entity has the right to directly control the volunteer's performance. Generally, volunteers are employees of the fire department for which they perform services. IRS field investigator, Charles Sandoval, confirmed in the article that volunteers are employees for tax purposes. Mark asked Roger what his concern was. Roger stated the Board has been discussing whether to call this a handbook or leave it as a policy. Roger added the policy talks about the Chief, but he is a volunteer. Roger stated the Board needs to do performance evaluations and wants to know if they are going to follow the policy. John stated if the Board is going leave disclaimer found at the beginning of the document in place, they might as well wait until after merger to have this discussion, but we need to get on with evaluations. Roger said if we are going to do evaluations, we need to decide how to do them now. Paul stated Timberline Fire Authority needs to be working toward a policy of this type. Paul asked Roger to come back next month with suggestions for evaluations. Dale will help.

## **BUSINESS MANAGER REPORT**

A copy of the Business Manager's Report will be available for reference.

## Deputy Chief

The election for the Deputy Chief and members of the Personnel Board has taken place. The Board needs to approve Galen Koepke as Deputy Chief. Casey Saltness was recommended as the Station 2 representative, Paul Kapala will stay on as the representative for Station 3, Kristine Bulich will remain the representative for Station 4, Gib Mohan was recommended as the representative for Station 5, and Randy Ralphs will remain the representative for Station 1. Paul asked if the Board needs to approve Galen as Deputy Chief. Shelia replied that is what needs to be done according to the Guidelines. John moved to appoint Galen as Deputy Chief, Dale second. Under discussion, Dale asked if this is this the way it is done. Do we have power over the Deputy Chief or is he under the Chief? Paul stated the Deputy Chief answers to the Chief and the Chief answers to the Board. Robb stated he has concerns when the operations side is not represented at Board meetings. The Chief should be at these meetings because issues come up that need to be dealt with and many times in the last year, the Chief has not been here. Robb went on to say that either the Chief or the Deputy Chief needs to be in or near the District at all times otherwise the public is not being represented fairly. This issue is out of hand because right now there is no representation from operations. Roger stated he would have liked to have had the opportunity to have asked Galen questions before deciding to approve him for the position. Robb does not have a good feeling that a major part of the

operations is absent a good percent of the time. Coal Creek said that their Chief is at every meeting. Black Hawk is the same. It is inconsiderate to have to have five Board of Directors that have made a great effort to be here and no one is here to represent operations. Robb added he would like to make a motion that someone from operations needs to be present at Board meetings. John stated there is already a motion on the floor. Robb stated then it needs to be done after the motion is voted on. Robb added the Board needs to make a motion to require the Chief or his representative to attend these meetings. Robb went on to say operations should then come up with a solution on how to accomplish this. The Board does not need to micro-manage Operations. John stated the proper way to do that then is to vote down the motion on the floor and then you can make whatever motion you want. Dale stated the firefighters have voted and that is what they want. Robb said the Board needs to give the community what they want, too. Roger asked Gib Mohan if Richard gave him any direction for tonight. Deputy Chief Gilbert Mohan replied Chief Bulich has not communicated anything with him. Robb feels there is a major problem then. John agrees there needs to be someone here and a commitment needs to be made. Either the Chief or Deputy Chief needs to be at Board meetings, but he was not sure how that affects the motion to appointment Galen. Roger stated he really wanted to talk to Galen before voting to appoint him to Deputy Chief. John Carder explained that Galen had to be out of the District for the three weeks because of work commitments made months before. Paul thanked John Carder for his input but stated the issue is the Chief should have been the one to pass that information on to the Board and that is not happening. The members of the Board understand the volunteers have job responsibilities. Jim Crawford requested that the Board support department. He had talked to Galen before the election to see if Galen was someone he could support. After that discussion, Jim felt he was comfortable with Galen as Deputy Chief. Jim continued, last year there was a very controversial election for Chief. Twelve months later the department is still standing and many things have been accomplished since Richard became Chief. Gunnar Haffke agrees with Roger. The Chief and Deputy Chief need to make a commitment if they want the job and the firefighters need High Country leadership rather than Ryan Roberts continually running the shop. Paul asked if the Board wants to table this until the next meeting for discussion or are we going to vote. John stated there is a motion on the floor and the Board should vote on it. Dale asked what happens if the Board does not appoint as Galen Deputy Chief. Paul agrees the firefighters have spoken but there are still some questions that need to be answered and those people need to have that opportunity. Paul added it might be best to table this until next month and leave Gib as acting Deputy Chief until everyone is here and we can address some of these concerns with the Chief as well as have a chance to visit with Galen. Roger stated if the Board approves Galen as Deputy Chief tonight, we will not have a Chief or Deputy Chief around at all for the next few days. John moved to table the vote on Galen's appointment as Deputy Chief until the May meeting, Dale second. The motion to table carried. John agrees with Robb's concerns but he is not sure if the Board can require Chief to be at all meetings since he is not paid. We need to make it clear that either the Chief or Deputy Chief needs to be at these meetings and both of them need to be on the same page. Also, if one of them is out of the county the other needs to be available. Robb wants to give Operations the chance to solve these problems. Paul stated that is a discussion we need to have with Richard and he is not here so we will have to discuss it

at the next meeting. John stated he would make a motion to make that included in the items the Board has been discussing as a requirement, but he does not feel it should be necessary. John added apparently though it does. Paul would like to have this conversation with the Chief before the motion is made to see what Richard's response is. Robb feels what the motion would be saying is what the Board and community needs and it is up to Operations supply that solution. He does not know how Operations wants to do it, but it needs to be done. The Board could make the motion and let Operations figure it out by the next meeting. John stated he does not know what is going on in the department or how things should be happening. He needs someone to explain that to him and that person is the Chief or his appointed representative if he has to be out of town. Roger stated it is the responsibility of Operations to answer questions from the community. The Board cannot answer those questions. We need to have whatever rank of command here to represent Operations and answer those questions. Mark asked if the motion is supposed to set a policy or address the desire of Board of Director's. John replied we already have policy that covers the requirement for the Chief to be here. Matt North stated we are volunteers and responsibilities like job and family come before the fire department. The Chief is a volunteer and that type of policy is not fair. Paul stated he agrees but with the position comes responsibility. John read the policy that states the responsibility of the chief shall be to attend meetings and provide a monthly report. He added it should also say the Chief will send an authorized representative in his place should he not be able to attend. John agrees many of us have been volunteers and there are times when you cannot do what you need to do. The Board understands there may be a time when attending these meetings is not possible. The concern is that some of the things that need to happen at Board meetings require command input. It is not reasonable for someone to say I want to be Chief, Deputy Chief or Captain in this organization but I am not willing to put in the time to do what needs to be done. John also stated he does not have a problem with Galen's not being here because he did not know he was going to be Deputy Chief when he accepted his work commitment, but Richard is not here and has not talked to Gib about what needs to be covered at this meeting. Paul stated he would rather wait on any motion and have a talk with Richard to see if this issue cannot be rectified first. Roger added this is not the first time this has happened. Paul stated Richard is supposed to notify people when he is out of the District and that has not been done. Roger said there have been times when Richard has been told he needs to communicate with the Deputy Chief so when he is not here we can still deal with the issues at hand and he has not done that.

#### Driveway at Station 6

Shelia stated the last couple of meetings time has been spent talking about working on the driveway for Station 6 so a tank can be brought in and installed on the property.

According to a contractor, if we are looking for a 30,000 to 35,000 gallon tank, it may be better to use two smaller tanks rather than one larger tank. The bid proposal is for a driveway from Smith Hill Road to where the building will be placed. Richard wants the tank placed on the south side of property. There are two options for road material. Either road base or gravel could be used. Gravel will cost about \$4,000 more. Richard did not say what he wants. John asked if this proposal will give access to location for the tanks.

Shelia replied the driveway would be close to entrance of proposed building. Richard hopes placing the tank on the south side of the property will place it high enough so trucks can be gravity fed rather than having to pump out of the top. Roger asked if the driveway will use one 30-foot long culvert rather than having two driveway entrances. Shelia replied the contractor talked to Earl Robinson, County Road and Bridge Supervisor, and he said it would be better if there were one long driveway or entrance rather than two short ones. No matter where the driveway is placed there will need to be a culvert. The bid proposal includes the culvert and dirt as well as the road base, layout and stakes needed to mark out the driveway up to the location of the proposed building. Robb asked if the proposal included trucking. Shelia replied it does not include tree removal. Firefighters want to remove the trees for the wood. The proposal also does not cover hauling slash away. Dale asked if there is a big difference between road base and gravel. Shelia replied the contractor would rather use road base because it lasts longer. Gravel will disappear after a while. If the road base is put down first gravel can be added later and it will work its way into the road base to create a harder surface. Gib recommends road base because gravel disappears. Roger added gravel could always be put down later. Paul stated the total with road base is \$5,172. John stated there are conflicting statements in the proposal. One place says trucking not included and six lines later it states trucking is included. Robb asked if work could be started without tree removal. Shelia replied some trees will need to be cut before the driveway work can start. Robb said he is worried about time element for tree cutting because of pine beetle problem. We need to get the tank in before the thaw and these projects always seem to take a couple of months. Robb asked if the Board could approve the proposal with a 10% leeway and establish a sub-committee to be in charge of the project so the work can be started. Otherwise, it would have to come back to the Board at another meeting. Paul stated he would also like to see the conflict on trucking corrected. John said he is not ready to approve this with those two conflicting statements in the proposal. Paul asked John if the contractor corrects that to our satisfaction, and the trucking is included, would he approve the proposal. John replied that is what he wants. Paul then asked if we voted to approve the proposal if the corrections are made, we could approve it tonight. John agreed with that. Dale moved to accept the proposal with road base and trucking included for a cost of \$5,175, Robb second. Under discussion, Paul stated he will run the proposal by Mark so he can write the contract and send it out to the Board members. John stated he does not need to see the contract if Mark is involved. Paul said he will send it out anyway. Robb asked if someone is willing to take out the needed trees. Jake Vassar said there are people willing to do that. Motion carried.

#### KME inspection and delivery

John asked who is going to bring the KME truck from wherever it is to here. That is up to Richard. He will decide the actual member that will travel to inspect the truck where it is being built. The vendor is going to pay for two members to travel to the KME factory and rent a car for them to use during their stay. He is not picking up the hotel or meals. Shelia believes Richard is asking the Board to pick up the hotel and meals for the members making the trip. The trip would involve a two-night stay. John stated if the two members are going out with round trip airfare, they are not bringing the truck back. Shelia replied the members will be flown out to inspect the truck. The next day will be spent touring the

factory and they will be flown back the following day. Two days later the factory will have a certified driver drive the truck to Western Fire in Arvada, Colorado. The vender will check the truck to make sure it made the trip without problems and then they will bring it up here. The trip will take three days to bring it to Colorado and it is unclear how long the truck will be in Arvada to be checked there. John asked if we are going to have to send someone down to Arvada to inspect the truck. Shelia replied we will not inspect it there, we will have had someone do that in Pennsylvania. The inspection in Arvada will be done by Western Fire just to make sure the truck is road worthy. Roger said all our people will be doing when they inspect the truck in Pennsylvania is to make sure it was built the way we wanted it built. A mechanic with Western Fire will check it to make sure it made the trip without problems. Shelia added Western Fire will be changing out the fluids while they are doing their inspection. Roger said that is a good thing for Western Fire to do after the trip here. It will help break the truck in. Roger stated he feels all expenses involved with getting the truck back here should come out of the Capital fund. John stated that might be stretching things a bit but we could ask Ted about it. Shelia stated that Richard wants the expenses not covered by KME for the members traveling back to inspect the truck to be paid by the Board. John stated that can be done. Paul asked if that was a motion. John stated we have policy that covers that. Member expenses will be covered.

#### **FIRE CHIEFS' REPORT**

##### Rollinsville tank

Paul asked Gib if he knew about the leak in the tank at Rollinsville. Gib said he did not. Jake replied the leak is in the draft pipe that started when the department was drafting out of the tank for the Severance Lodge fire.

##### Thornton truck

Roger stated the Thornton truck passed the pump test but the vacuum test failed. John asked what the significance of that is. Roger replied it affects the drafting capability. NFPA standards states the truck should hold vacuum for 5 minutes without losing over 5 inches of vacuum. The truck lost 10 to 12 inches of vacuum during the test. We will need to fix the problem if we want it fixed because the truck was purchased as is. Pump works well enough right now that it will compensate for the vacuum leak. The problem will come up when ISO looks at the records and they will show the truck failed the vacuum test.

##### Equipment for the new Engine 2

Mark Moyer was in attendance to discuss the equipment needs for the new Engine 2. Mark started by saying Tender 2 will remain equipped as it is. The station will need to purchase equipment for the new truck. See the list attached at the end of these minutes. We want to put 1000 feet of 3" supply hose in one hose bed. We want to put 300 feet of 2.5' hose with a wye in the other bed and have 500 feet of 1.75" attack hose. Mark went on to say we would like to purchase extra supply hose if there is room on the truck. Right now, we do not know how much hose the hose beds will carry. Our plans for now will be wherever Engine 2 goes for a fire truck the tender will follow. All of the items on this list are either required or recommended by NFPA. Some of the things that are coming off the

rescue truck will be moved over to the tender so we will still need to purchase similar items for the new engine.

Dale left meeting at 2053 for an ambulance call.

Equipment for the new Engine 2 (continued)

John asked why there are two sheets with one totaling almost \$17,000 and one totaling \$16,500. Which do we look at? Roger asked if the back page is what is required and the front is the wish list. Mark said he is asking for the list with the higher total. Mark has also turned in a work order for a radio to be installed with four wireless headsets so the members on the truck can hear the radio traffic and as well as talk to each other while in the truck. The cost is \$4300. Jake added the headset can also be use outside of the truck and the headset will help protect the operator from truck and pump noise. Paul asked who makes the headsets. Jake replied they come from Firecom. Mark stated Galen has done the legwork on this item. Astral Communications in Boulder can purchase and install the headsets when they install the radio. Roger stated to Mark that he needs to increase the amount of hose being ordered. If extra hoses are purchased and they do not fit on the truck, they can be stored to use for back up. Roger added there is about \$110,000 that was budgeted for this truck left. Paul stated he likes the idea of adding the headsets because standards have increased for ear protection. Roger stated these things will come out of the Capital fund. John would rather do it right first time rather than have to reorder. Roger moved to approve \$35000 to purchase the items on the list plus the radio, headsets, extrication bracket and extra hoses along with everything on work order including station exhaust system and extra hoses. John second. Motion carried.

### **NEW BUSINESS**

John asked how will René Macias's leaving impact training. Jake replied he is no longer teaching for us but he will still be teaching for Coal Creek. In that way, we will have him teaching some classes to our members like the S130/190 and the First Responder class in the fall. Paul asked if the certificates our firefighters have earned taking classes from Rene could be pulled. Jake replied he is not sure at this time but he will be meeting with the Division of Fire Safety on the 20<sup>th</sup> about the issues with Rene but he does not know what that meeting will entail. John asked if Rene can appeal the state's decision. Jake stated it would be very expensive to do that and he is happy he still has his firefighter certificates. Jake will do what he can to keep training going and start looking for another instructor. He is currently talking with Ryan Roberts to plan for training needs until something else can be worked out. Hiring someone else will probably involve more money.

Roger directed a comment to Gib and Ralph Gould about damage to Engine 3 on the left rear running board. He wanted to make sure a safety report is filed on the incident by Ralph Gould. Roger also stated he wants the damage repaired. Gib stated it happened sometime over the weekend. Shelia can explain what report needs to be turned in.

### **OPEN DISCUSSION**

No one had anything for open discussion.

Paul requested an Executive Session for the purpose of discussing personnel matters pursuant to CRS Section 24-6-402 (4)(f).

Paul moved for an Executive Session to discuss personnel matters, Roger second. Motion carried.

Paul asked for a 5 minutes break before starting the Executive Session and request Mark Cohen and Gary Gain be in the session to start.

**EXECUTIVE SESSION**

Dale returned to the meeting during the Executive Session.

Paul called the meeting back to order at 0040 on April 16, 2009

Paul stated after lengthy discussions about the charges that have been brought against Gary, he moves that the Board reinstates Gary to the fullest, to where he was prior to this and that Mark draft a letter and send it to Richard and the Personnel Board. We are going to overrule the decision of the Personnel Board and the Chief, Dale second. Under discussion, Dale stated he wants to makes sure the letter states we feel there is no wrongdoing on Gary's part and he feels the whole thing should be removed from his personnel record. Motion carried.

Paul moved to direct the Deputy Chief to temporarily suspend David Halterman due the actions heard about tonight, effective immediately. The Deputy Chief will turn it over to the Personnel Board for further review and investigation, Dale second. No discussion. Motion carried. Paul directed Roger to contact Gib Mohan to direct Gib to call and suspend David Halterman.

**NEXT MEETING**

May 20, 2009

**ADJOURNMENT**

0044 hours on April 16, 2009

|  
Submitted by Gary Gain on May 20, 2009

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Secretary to the Board

\_\_\_\_\_  
Date