



Fire Protection District

Protecting Lives and Property Since 1962

RECORD OF PROCEEDINGS Fairmount Fire Protection District Board of Directors Regular Meeting September 11, 2019

President Robert Wilson II called to order the Regular Business Meeting of the Fairmount Fire Protection District Board of Directors on Wednesday, September 11, 2019 at 4:00 P.M.

Chairman Robert Wilson II led the Pledge of Allegiance.

A moment of silence was observed for all fallen firefighters and police officers.

ROLL CALL:

Board Members Present:

Robert Wilson II, President/Chairman

Tom Young, Vice President

Steven Shimeall, Secretary

Mark Chenoweth, Treasurer

Craig Corbin, Director

Also present were: Fire Chief Alan Fletcher, Assistant Chief Joel Hager, Attorney for the District Dino Ross, and District personnel: Office Manager DeAnn Boyles, Administrative Assistant Nicole Rendon, Fire Marshal Neil Rosenberger, Deputy Fire Marshal Robert Ipatenco and Battalion Chief Erik Lugenbill.

GUESTS PRESENT:

None.

APPROVAL OF THE AGENDA:

The Board reviewed the agenda for the September 11, 2019 Board meeting, with no corrections noted.

On a motion by Treasurer Chenoweth, with a second by Secretary Shimeall, the Board unanimously approved the agenda for the September 11, 2019 Board meeting as presented.

APPROVAL OF MINUTES:

The Board reviewed the minutes of the August 14, 2019 Board meeting, with no corrections noted.

On a motion by Director Corbin, with a second by Vice President Tom Young, the Board unanimously approved the minutes of the August 14, 2019 meeting as presented.

GUEST SPEAKERS:

None.

SECRETARY'S REPORT:

No Report.

TREASURER'S REPORT:

(See attached Funds Report)

Treasurer Chenoweth read the General Funds Report for September 11, 2019 in the amount of \$4,022,589.98. Treasurer Chenoweth stated that the preliminary balance sheet does not match the bank reconciliation this month, as has happened in the recent past. He told the Board the balance sheet and bank reconciliation should match and asked that Office Manager Boyles reach out to the new accountant from Community Resource Services (CRS) and have them look at why the balance sheet and the general fund checking account do not match and provide an explanation to the Board. Office Manager Boyles said she will reach out to CRS with this information and request that they examine why the balance sheet and funds report do not match. She will also invite them to the next Board meeting.

Office Manager Boyles said she agrees with Treasurer Chenowith that it seems the preliminary balance sheet and checking account reconciliation should match, but never do. She cannot explain why, other than she still feels like it is a date issue, and where outstanding accounts payable and receivable fall in the process. The accounting program includes the up-to-date entries, which are not yet included or reconciled on the bank statements, making the balances different, even as of the same date. The updated funds report and balance sheet always match due to the

payables and receivables all being accounted for and brought current for the Board meeting.

Treasurer Chenoweth stated that the Board only needs the prior end-of-month balance sheet and reconciliations, which should match. He believes that updating the reports to the date of the Board meeting is not necessary. Brief discussion ensued. The Board agreed to only be presented with the end-of-month report for the preceding month.

On a motion by Secretary Shimeall, with a second by Director Corbin, the Board unanimously voted to approve the September 11, 2019 Treasurer's Report in the total amount of \$4,022,589.98 and to pay the bills as presented.

CHIEF'S REPORT:

(See Attached Chief's Report)

Chief Fletcher asked if there were any questions on the Chief's Report. There were none.

Chief Fletcher told the Board that he would like to recognize, and offer congratulations to, Assistant Chief Hager for receiving Training Officer of the year, through the Colorado Division of Fire Prevention and Control. Vice President Tom Young added that Assistant Chief Hager was also recognized by the Colorado State Firefighters Association for running the classes at its convention.

Chief Fletcher also recognized and congratulated Battalion Chief Erik Lugenbill for receiving his Executive Fire Officer designation from the National Fire Academy in Emmitsburg, Maryland.

Chief Fletcher discussed the concerns of the District, the City of Golden, Golden Gate Fire Protection District, and the fire department within Pleasant View Metropolitan District regarding the current ambulance service provided by American Medical Response (AMR). Chief Fletcher said that, with help from Attorney Ross, a Request for Proposals (RFP) for ambulance services to these agencies has been created and will go out to interested ambulance service providers. Brief discussion ensued.

OLD BUSINESS:

Treasurer Chenoweth asked for an update on whether the District's auditor will provide a clarification to its prior management letter that indicates the District does not have sufficient checks and balances for appropriate internal control of accounts payable. Chief Staff stated that auditor have advised them that the auditor was simply trying to "stress that, because of the small size of the accounting department, the Board provides an important compensating control when they review and sign the checks."

Treasurer Chenoweth asked Chief Staff to get a written acknowledgment from the auditor that the District's current internal control process is sufficient.

ATTORNEYS' REPORT:

Attorney Dino Ross asked if the Board had any question on the attorney's report. There were no questions.

Attorney Ross said that it has again been a quite month. He assisted with the drafting of the RFP for ambulance service and Attorney Duke reviewed the contract with Brycer, Inc.

EXECUTIVE SESSION:

On a motion by Treasurer Chenoweth, with a second by Secretary Shimeall, the Board unanimously voted to go into an Executive Session pursuant to C.R.S. §24-6-402(4)(b) and (e) to receive advice of legal counsel regarding discussions with the City of Golden at 4:25 p.m.

Attorney Ross certified for the record that this Executive Session constitutes a privileged attorney-client communication and will not be recorded.

On a motion by Treasurer Chenoweth, with a second by Secretary Shimeall, the Board voted unanimously to come out of Executive Session at 4:50 p.m.

NEW BUSINESS:

Chief Fletcher addressed the draft 2020 budget, bringing attention to the District's preliminary assessed valuation, which projects a 25% increase over last year's assessed valuation. The Board discussed the reasons for the increase. Chief

Fletcher also explained the preliminary mill levy calculation based on the potential increase in assessed valuation.

Chief Fletcher went over a couple of revenue items. The FIRE Team reimbursement revenue depends on how busy a fire season is. This year's fire season has not been; however next year's fire season could be busy, so the budgeted amounts for these categories is Chief Staff's best estimate. Miller Coors revenues is the CPR and First Aid class instruction that the District provides to them.

Chief Fletcher told the Board that the cost increase for employee health insurance coverage is at 3%, which is a pleasant surprise, as normally Chief Staff anticipates a much larger increase for coverage. Discussion ensued regarding what the employee share should be in 2020 for health coverage, and what the pay increase structure looks like for 2020 and that these two increases need to be balanced competitively.

Chief Fletcher explained the new structure for the overtime payroll fund. Chief Fletcher then went over the new budget format, noting for the Board all other additions or changes within the 2020 draft budget in all categories. Brief discussion ensued on vehicle replacement, bond debt payoff, and if the Board approves of the new format. The Board approved of the new budget format.

Chief Fletcher told the Board that the HVAC systems at Station 31 and Station 32 are reaching their end-of-life. Chief Staff has received 3 bids and has developed a 3-year plan for HVAC replacement that would be funded out of the Station 33 remodel budget. The cost is approximately \$10,000.00 per unit. Chief Fletcher provided details on the 3-year plan. There was discussion about combining units for better efficiency. Treasurer Chenoweth asked that Chief Staff ask the HVAC companies who have submitted bids to consider and submit a separate cost for consolidating units at Station 31.

Chief Fletcher told the Board that there has been discussion between the District, Golden Gate Fire Protection District and Pleasant View Metropolitan District regarding the feasibility of working more closely together, whether that would be through consolidation or in other ways. There is a meeting tomorrow with ESCI to look at what is involved and what it might cost to do a feasibility study. Chief Fletcher said he will keep the Board updated on this issue.

NEXT MEETING:

The next regular Business meeting will be held on Wednesday, October 9, 2019 at 4:00 P.M.

ANNOUNCEMENTS:

President Robert Wilson II said that he will be out of town November 11th through the 15th and will not be able to attend the Board meeting on the 13th. He asked if the other Board members would consider the November 13th meeting to November 20th. The other Board members were supportive of the idea but needed to check their availability. The Board will discuss this issue at the October meeting.

ADJOURNMENT:

On a motion by Treasurer Chenoweth, with a second by Secretary Shimeall, the Board voted unanimously to adjourn the meeting at 5:25 P.M.

APPROVAL:

We attest that the foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Fairmount Fire Protection District, are a true and accurate record of the meeting held on the date stated above.



Robert Wilson II, President

Steven Shimeall, Secretary

I hereby attest that the Executive Session, which was not recorded, constituted privileged attorney-client communications.

Dino A. Ross, Esq.

I hereby attest that the Executive Session was confined to topics authorized for discussion in Executive Session pursuant to C.R.S. § 24-6-402(4)(b) and (e).

Robert Wilson II, President