

RECORD OF PROCEEDINGS

**MINUTES OF A REGULAR MEETING OF THE
CUNNINGHAM FIRE PROTECTION DISTRICT**

**HELD
AUGUST 25, 2011**

A regular meeting of the Cunningham Fire Protection District was held on Thursday August 25, 2011 at the Cunningham Fire Protection District's Administration Building, 2015 S. Dayton Street, Denver, CO 80247, commencing at 7:00 P.M.

Attendance

Directors in Attendance:

William F. Packard
Maria J. Fay
Richard F. Wells II
Nancy J. Cronk
Don A. Strickland

Also in Attendance:

Ira. J. Rhodes, Fire Chief (via telephone)
Michelle M. Keller, Finance Director
David B. Markham, Division Chief
Thomas Chavez, Captain
Loren Hare, Battalion Chief
Kenneth Owens, Lieutenant
Frederick Wolf, Engineer
Anthony Palato, Paramedic
Gregory Pollard, Firefighter
Matthew Fisher, Firefighter
Scott Tongren, Firefighter
Kristi Skowronski, Executive Assistant

Meeting Commenced

The meeting was called to order at 7:00 p.m.

Agenda

The agenda was approved as presented.

Open Forum

No comment.

Minutes

Minutes-July 28, 2011. No discussion.

Upon a motion duly made, seconded and unanimously carried, the Board approved the July 28, 2011 Minutes as presented.

Financial Report

July, 2011 Financial Reports. Ms. Keller presented the financial report for July, 2011. She mentioned she would need signatures from Directors Packard and Fay to authorize FPPA to move bank funds from the General Fund account to Payroll account. This will help with data entry purposes. The Board agreed by consensus to sign the necessary.

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The Board agreed by consensus to sign the necessary document. Ms. Keller explained what the Staff is currently working on such as completion of training on Red Flag, preparing budget worksheets by project managers, and waiting for the assessed valuation from Arapahoe County. She mentioned the assessed valuation came out today but has yet to receive the paperwork. Ms. Keller stated in the 2012 budget, some equipment may have some wear and tear that need to be replaced and may be included in the budget. Director Packard asked who manages what items have wear and tear that may need to be replaced. Ms. Keller explained Chief Shariff will look at the budget spreadsheets and let us know what items may need to be replaced in 2012. She mentioned we currently we have an apparatus that may need to have work done next year. Discussion regarding this unit and its current issued ensued. Director Packard had a question about Ms. Keller's financial report. He asked to clarify what collection tickets are. Ms. Keller explained they are a pre-paid voucher for people who are sent to collections. She mentioned we are moving our collections to the State so it will be an entirely new process. Director Wells asked why the year-to-date Board expenses were so high. Ms. Keller explained the Board checks are included in that amount as well as the Employee Awards. She mentioned she can look into it if needed. Ms. Keller added that she and Ms. Chuvarsky have signed up for multiple classes for the ADP conversion. Director Fay asked how much lower we are expecting the assessed valuation to be. Ms. Keller stated around 2.8 to 3.2%.

Upon a motion duly made, seconded and unanimously carried, the Board approved the July, 2011 Financial Reports as presented.

Chief's Report

Chief's Report – July, 2011. Chief Rhodes discussed an issue that occurred after he wrote his report. He stated he received a phone call from an attorney about a possible suit against the District. The client is upset about an order notice. Chief Rhodes explained the District has not heard from this client or from Arapahoe County about applying for any new permits. The attorney is going to speak with his client before contacting the District again. Chief Rhodes explained the District has a procedure in place in case the suit is filed.

Chief Rhodes asked if there were any questions or comments regarding his report. The Board had no comments or questions.

Upon a motion duly made, seconded and unanimously carries, the Board approved the July, 2011 Chief's Report as presented.

Administration Monthly Reports

Administration Monthly Report – July, 2011. No comment.

Upon a motion duly made, seconded and unanimously carried, the Board approved the July, 2011 Administration Monthly Reports as presented.

Discussion Items

Morgan's Story. Paramedic Palato, Mr. Pollard, and Captain Chavez told a story about incident they responded to which touched them emotionally. Chief Rhodes asked the crews to tell this story to the Board because in every month's Board Report are statistics based on the calls we receive. Chief Rhodes wanted to show that there is a human side to each call.

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September 11th Remembrance. Chief Rhodes updated the Board on the events Governor Hickenlooper is having for the September 11th 10-year anniversary event. Director Packard asked if the Board can do anything to help. Chief Rhodes stated everyone can come to the event and he wanted the Board to know that the District is involved in the actual event.

Tyndall Green HOA. Chief Rhodes stated he has heard from an attorney from Tyndall Green HOA about excluding themselves from the District. He mentioned this issue has been brought up multiple times in the past but nothing has been filed. Therefore, the District is waiting to see if Tyndall Green completes the process and then the District can move forward. Chief Rhodes mentioned any funds the District receives from areas that are in dual jurisdictions goes into the Capital Improvement Fund so we are not dependent on those funds. Director Wells asked how much money the District sees from this HOA each year. Chief Rhodes stated \$8,000 annually. Director Packard stated he is presuming if the HOA completes the exclusion process, they will not hold the District harmless. Chief Rhodes stated Tyndall Green will be taking all responsibility because they are choosing to go with the City of Aurora. Chief Rhodes mentioned if they complete this process, Tyndall Green will have to pay for our legal and administrative costs spent working through the petition. Director Packard stated he would like the Board to see any documents from Tyndall Green that will be reviewed by Collins, Cockrel and Cole.

Action Items

None.

Legal Issues

None.

Board Issues

None.

Adjournment

There being no further business to come before the Board, the regular meeting was adjourned at 7:42 p.m.

Secretary for the Meeting

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MINUTES APPROVED:

William F. Packard

Maria J. Fay

Richard F. Wells II

Nancy J. Cronk

Don A. Strickland

Minutes Approved by the Board of Directors on September 22, 2011