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**RECORD OF PROCEEDINGS**

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

**HELD  
SEPTEMBER 22, 2011**

A regular meeting of the Cunningham Fire Protection District was held on Thursday, September 22, 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

Also in Attendance:

Ira J. Rhodes, Fire Chief  
Michelle M. Keller, Finance Director  
Michael K. Walters, Assistant Fire Chief  
Dori L. Chuvarsky, Human Resources Administrator  
David B. Markham, Division Chief of Support Services  
Ralph Vickrey, EMS Bureau Chief  
Spencer Luft, Support Services Technician  
Kathy Parker, Borne Engineering  
Mark Lampert, Citizen  
Jerry Atencio, Citizen  
C.J. Whelan, Citizen

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

Agenda      The agenda was approved as presented.

Open Forum      Mark Lampert thanked the District for attending Four Square Mile meetings and supporting the community. Mr. Lampert also introduced Mr. Jerry Atencio and endorsed him as a candidate for the current Board vacancy.

Minutes      *Minutes-August 25, 2011.* No discussion.

Upon a motion duly made, seconded and unanimously carried, the Board approved the August 25, 2011 Minutes as presented.

Financial Reports      August, 2011 *Financial Reports.* Ms. Keller presented the financial report for August, 2011. She stated that the conversion to ADP payroll was still underway and that the new credit card system managed by the State of Colorado was in place on the District website. She added that the District will close 2011 in a better than anticipated financial position.

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

Chief's Report      *Chief's Report – August, 2011.* Chief Rhodes reviewed the following topics from the Chief's Report with the Board.

- 9/11 Colorado Remembers Weekend

The Board had no questions or comments.

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

### Administration Monthly Reports

*Administration Monthly Report – August, 2011.* The Board had no questions or comments.

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

### Discussion Items

*EMS Grants.* Chief Vickrey gave a PowerPoint presentation that reviewed the EMS grants that the District has received and the money that has been saved as the result of the grants. Director Fay asked if the availability of future grants would be affected by state budget problems. Chief Rhodes stated that the grants are funded from a fund other than the general fund.

*AFG Grants.* Ms. Keller gave a PowerPoint presentation providing information about the Assistance to Firefighters Grant. She explained that the District has completed the grant application process with help of Chief Rhodes, Chief Walters, Chief Fletcher and Chief Markham. Director Fay asked if the grant would enable the District to replace all of the radios and Director Cronk asked if the District could replace a portion of the radios if a reduced grant amount was awarded. Chief Markham answered yes to both questions. Chief Rhodes added that as dictated by the grant rules any radios leaving the fleet would have to be used as a backup by the District or donated to another agency. Ms. Keller also advised the Board that the terms of the grant do not allow the District to budget in 2012 for any item requested in the grant (i.e. pumper, radios).

*Station 63 Remodel Update.* Chief Markham provided the Board with a spreadsheet which showed the comparison between the two design/build team finalists, MW Golden/Hans Kahn and W.O. Danielson/Yon Tanner. He reviewed the spreadsheet line by line. After the presentation, Kathy Parker from Borne Engineering explained her interpretation of each design created by the two finalists. Director Packard asked if MW Golden had done this type of construction before. Chief Markham stated that they had. Director Wells asked if there was any concern that W.O. Danielson would not be able to come in on budget. Chief Markham said that there were no concerns based upon W.O. Danielson's successful completion of previous District projects which came in on time and under budget. Chief Markham then advised the Board that staff's recommendation for the design/build team based upon best overall value for the District would be W.O. Danielson/Yon Tanner. Chief Walters reviewed the process that would be followed once a design/build team was chosen. He stated that the contract would be negotiated and then signed. Director Packard asked who would draft the contract. Chief Walters said that a standard AIG contract would be used. Chief Rhodes then asked the Board if staff had provided enough information about the project and met the Board expectations. Directors Packard and Fay asked several questions about the City of Centennial plan review process. Chief Rhodes reviewed the process for them.

Upon a motion duly made, seconded and unanimously carried, the Board approved W.O. Danielson/Yon Tanner as the design/build team for the Station 63 remodel project and gave staff permission to negotiate the contract.

*Operation Mountain Guardian.* Chief Rhodes stated that preparations for the OMG exercise took approximately twenty-four (24) months and would include approximately one hundred (100) agencies. He explained that the District would provide an engine company and medic unit for the exercise. In addition, he and Chief Vickrey were participating as members of the evaluation team.

*Operations Division.* Chief Rhodes advised the Board that Chief Shariff has separated from the District after more than 25 years of service. He explained that for the interim, tasks will be divided among others and Ms. Chuvarsky will be sending out a reporting structure for reference. Chief Rhodes stated that he will keep the Board updated as the process progresses.

*Negotiations Update.* Chief Walters advised the Board that negotiations will commence on Monday, September 26<sup>th</sup> and that Lieutenant Kenneth Owens and Firefighter HP Wilms will represent Local 3027.

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*MDA Labor Day Fund Raising.* Firefighter HP Wilms thanked the Board for their support of MDA fund raising. He announced that this year was a banner year with over \$20,000.00 collected. He also said that several people stopped to say that they are thankful because they have benefited from the donations to MDA.

Action Items

None.

Legal Issues

None.

Board Issues

*Board Vacancy.* Ms. Chuvarsky advised that the Notice of Board Vacancy will be posted in the Aurora Sentinel, sent to District homeowners associations and posted on the District's website. Once the deadline for the legal notice has passed, Ms. Chuvarsky will provide the Board with any letter of intent received and the process can continue as the Board directs.

*Smoky Hill Board of Boards.* Chief Rhodes stated that each year representatives from special districts, schools and HOAs attend the Smoky Hill Board of Boards meeting and are given 5-10 minutes to speak about their organization. The District normally sends an elected official to speak. He added that the Fire Chief usually attends also; however, he may be unavailable this year. Discussion ensued and the Board chose Director Cronk to represent the District at the meeting on October 19, 2011.

Adjournment

There being no further business to come before the Board, the regular meeting was adjourned at 8:56 p.m.

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Secretary for the Meeting

MINUTES APPROVED:

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William F. Packard

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Maria J. Fay

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Richard F. Wells II

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Nancy J. Cronk

**Minutes Approved by the Board of Directors on October 27, 2011**