

**RECORD OF PROCEEDINGS**

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

**HELD  
MAY 27, 2010**

A regular meeting of the Cunningham Fire Protection District was held on Thursday, May 27, 2010, 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  
Don A. Strickland  
Maria J. Fay  
Richard F. Wells II  
Nancy J. Cronk

Also in Attendance:

Ira J. Rhodes, Fire Chief  
Michelle M. Keller, Finance Director  
Dori L. Chuvarsky, Human Resources Administrator  
Alan Fletcher, Division Chief  
Kenneth Owens, Lieutenant  
Robert G. Cole, Collins, Cockrel & Cole, P.C.

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

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Agenda      The agenda was amended to add item 10.D. "Resolution 2010-04, A Resolution to Update Authorized Signers for the Bank of Kansas City" and item 12.D. "Amendments 60, 61 and Proposition 101". It was also agreed that item 9.C. "Presentation of 2009 Audit by Caroline Wright" would be moved if necessary to accommodate her schedule. The agenda was approved as amended.

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Open Forum      None.

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Election of Officers      Director Wells asked if there are any special duties for the offices of President and Secretary/Treasurer. Chief Rhodes stated that the President chairs all Board meetings and directs information to other Board members and is the contact for direct reports (Chief Rhodes and Finance Director Keller). In addition, Chief Rhodes explained that both the President and the Secretary/Treasurer will at times be asked to sign contracts.

Upon motions duly made, seconded and unanimously approved the following officers were elected to the Board of Directors:

William F. Packard, President  
Maria J. Fay, Secretary/Treasurer  
Don A. Strickland, Vice President  
Richard F. Wells II, Vice President  
Nancy J. Cronk, Vice President

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Minutes      *Minutes-April 22, 2010.* No comments.

Upon a motion duly made, seconded and unanimously carried, the Board approved the April 22, 2010 Minutes as presented.

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### Financial Reports

*Financial Reports-April, 2010.* Ms. Keller presented April, 2010 Financial Reports. She advised the Board that there will be more activity in June, 2010 due to the delivery of a new ambulance and a new Fire Prevention Bureau vehicle. Director Wells asked what the line items called "Patient Refund" were on the Transport Fund Cash Activity Report. Ms. Keller explained that those were refunds of overpayments by transport patients. Director Packard advised the Board members that Ms. Keller runs a tight ship with a focus on prudence and budget adherence.

Upon a motion duly made, seconded and unanimously carried, the Board approved the April, 2010 Financial Reports as presented.

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### Discussion Items

*Presentation of 2009 Financial Audit by Caroline Wright.* Clifton Gunderson, LLP auditor, Caroline Wright, presented the draft of the 2009 Financial Audit. She reviewed the Representation Letter, the Management and Discussion Analysis and the audited December 31, 2009 Financial Statements. She stated that the District had received a clean opinion with no exceptions. During the course of the presentation, the Board was afforded various opportunities to ask questions of and seek clarification from Ms. Wright. Upon the conclusion of her presentation, Ms. Wright advised the Board that the 2009 Audit Report would be finalized after the Board approved the draft. Ms. Keller added that the audit had already been reviewed by legal counsel.

Upon a motion duly made, seconded and unanimously carried, the Board approved the 2009 Financial Audit.

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### Chief's Report

*Chief's Report – April, 2010.* Chief Rhodes reviewed the following topics from the Chief's Report with the Board.

- 2009 Annual Report
- EMS Open House
- Safety, Health and Survival Week
- Wabash Bridge
- Centennial Transportation Master Plan
- Chief 64 Motor Vehicle Accident
- CIAC Meeting

The Board had no questions or comments.

Upon a motion duly made, seconded and unanimously carried, the Board approved the April, 2010 Chief's Report as presented.

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### Administration Monthly Reports

*Administration-Monthly Reports.* Director Strickland asked if funds for the Operation Cache Flow grant had been received. Ms. Keller stated that the District has received approximately \$1,800.00 to date.

Upon a motion duly made, seconded and unanimously carried, the Board approved the April, 2010 Administration-Monthly Reports as presented.

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### Discussion Items

*Standards of Cover.* Chief Fletcher answered questions and gave the Board an update on the "Standards of Cover" document covering the following topics:

- Definitions of Assemblies, Multi-Family Units, Subsidence
- Areas with flood potential
- Breakdown of Fire categories for reporting purposes
- Comprehensive review of response times
- Resources required for potential development in the area of Station 63

After completing his presentation, Chief Fletcher provided the Board with a handout which reviewed the benefits of accreditation. He explained that

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Discussion Items (Cont.) accreditation could be viewed much like the budget process which includes evaluation by an outside entity on a regular basis. He stated that the District should continually strive to improve and that the accreditation process provides a blue print to do just that. Director Cronk asked if being accredited would help the District get more grants. Chief Rhodes stated that accreditation would not help the District to obtain more grants. Director Strickland asked if the accreditation process would develop operating efficiencies which would save the District money. Chief Fletcher stated that he could not say at this point in time. Directors Strickland and Cronk agreed that having an organization plan in place to attain a higher level of excellence could improve moral and may save lives. Ms. Keller explained that the "Standards of Cover" document was just the first stage of the process. Chief Fletcher agreed and stated that the following steps are part of the process:

- Strategic Plan
- Standards of Cover
- Self Assessment Manual
- Accreditation Application
- Accreditation Board Approval
- Annual Reporting to maintain Accreditation
- Renewal of Accreditation (every 5 years)

*Crew Meetings.* Chief Rhodes explained the crew meeting process to the Board. He stated that it was agreed upon that the Local 3027 President, Michael O'Connor, and Chief Rhodes would talk to the crews separately this year. After the meetings, Local 3027 presented a document to Chief Rhodes which contained questions generated as a result of the meetings. Management has worked on a draft response to the document and will discuss this with Local 3027 at the June, 2010 Labor Management meeting. The final response from Management will be delivered to the all personnel and the Board shortly thereafter. Chief Rhodes emphasized the importance of the meetings with the crews and said that even when the conversations were difficult the opportunity to discuss ideas and concerns is well worth the effort.

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### Action Items

*2009 Audit.* Approved after presentation of 2009 Financial Audit by Caroline Wright. See above.

*2009 Audit Representation Letter.* Ms. Keller requested that the Board approve the execution of the 2009 Audit Representation Letter by Chief Rhodes, Assistant Chief Walters and herself as Finance Director.

Upon a motion duly made, seconded and unanimously carried, the Board approved the execution of the 2009 Financial Audit Representation Letter.

*Resolution 2010-03, A Resolution to Update Authorized Signers for Colorado State Bank and Trust.* Mr. Cole advised that resolutions 2010-03 and 2010-04 both serve to add Director Cronk and Director Wells as authorized signers for certificate of deposit accounts.

Upon a motion duly made, seconded and unanimously carried, the Board adopted Resolution 2010-03, "A Resolution to Update Authorized Signers for Colorado State Bank and Trust".

*Resolution 2010-04, A Resolution to Update Authorized Signers for Bank of Kansas City.* No Discussion.

Upon a motion duly made, seconded and unanimously carried, the Board adopted Resolution 2010-04, "A Resolution to Update Authorized Signers for Bank of Kansas City".

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Legal Issues

*Conflict of Interest.* Legal Counsel, Robert Cole, introduced himself and gave the Board a brief history of Collins, Cockrel and Cole, P.C. as well as his personal involvement in fire service over the years. He advised the Board of the importance of recognizing and appropriately dealing with conflict of interest as a Director for the Cunningham Fire Protection District. He emphasized that if not handled properly conflict of interest issues can lead to serious legal and political problems. Mr. Cole provided the Board members with a memorandum from him dated May 24, 2010, which outlined potential conflicts as well as compliance with and guidance on statutory requirements with respect to conflicts of interest. He urged each Board member to read the entire document and disclose any potential conflicts both now and in the future. Mr. Cole explained that failing to disclose a legal conflict of interest it is a criminal misdemeanor. He added that although not a criminal offense, a political conflict of interest can be equally damaging to the Board member and the District. Discussion ensued.

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Board Issues

*Board Work Session.* Chief Rhodes asked the Board if they would like to hold the Board work session on a Saturday in June or later. Discussion ensued. The Board agreed by consensus to hold the work session on June 19, 2010 commencing at 8:00 a.m.

*Post Board Member Recognition.* Chief Rhodes suggested that the June Board meeting would be an appropriate time to recognize past Board members Becker and Kersey. The Board agreed by consensus to have a small ceremony with cake and refreshments prior to the June 19<sup>th</sup> Board meeting followed by a formal presentation of their plaques during the Board meeting.

*Signature Cards.* Ms. Keller explained the process necessary for each bank to add and remove Board members from the signatures cards and requested that the Board complete the cards after the meeting.

*Amendments 60, 61 and Proposition 101.* Chief Rhodes stated that a discussion item for Amendments 60, 61 and Proposition 101 could be added to the work session agenda. In addition, he explained that an item could also be added to the agenda for the June Board meeting should the Board wish to adopt a resolution. The Board requested an item for a Board resolution be placed on the June Board meeting agenda.

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Adjournment

There being no further business to come before the Board, the regular meeting was adjourned at 9:50 p.m.

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Secretary for the Meeting

MINUTES APPROVED:

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William F. Packard

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Richard F. Wells II

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Don A. Strickland

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Nancy J. Cronk

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Maria J. Fay

**Minutes Approved by the Board of Directors on June 24, 2010**