

RECORD OF PROCEEDINGS

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

**HELD
NOVEMBER 17, 2011**

A regular meeting of the Cunningham Fire Protection District was held on Thursday, November 17, 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 (arrived at 7:10 p.m.)

Also in Attendance:

Ira J. Rhodes, Fire Chief (via telephone)
Michelle M. Keller, Finance Director
Michael K. Walters, Assistant Fire Chief
Dori L. Chuvarsky, Human Resources Administrator
Alan Fletcher, Division Chief of Planning/Accreditation
Tom Meigel, Battalion Chief
Scott Hare, Battalion Chief
Michael O'Connor, Lieutenant
Jeffrey Dresler, Engineer
Steven Sage, Firefighter
Hermann Wilms, Firefighter
Jerry Atencio, Citizen
Charlotte Farris, Citizen
Mark Lampert, Citizen
C.J. Whelan, Citizen

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

Agenda The agenda was amended to move item 10.A. Collective Bargaining Agreement to after item 3. Open Forum. The agenda was approved as amended.

Open Forum Director Packard welcomed the citizens attending the meeting. Ms. Farris introduced herself as a candidate for the current Board vacancy. Ms. Keller introduced Kathlien Greenwood who will be doing accounting work for the District.

Action Item *Collective Bargaining Agreement.* Chief Walters presented the Board with the final version of the Collective Bargaining Agreement, including the revision made to Article 18, for Board consideration and approval. Director Packard commended the Staff and Local 3027 for their professionalism and cooperation when working on the 2012 Collective Bargaining Agreement.

Upon a motion duly made, seconded and unanimously carried, the Board adopted the 2012 Collective Bargaining Agreement.

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Public Hearing-2012 Budgets

The public hearing for the 2011 Budget was opened at 7:07 p.m.

Director Packard asked if there were any changes since the last draft of the budget. In response, Ms. Keller stated that there were no changes.

The Board called for public comment. None were received.

The public hearing was closed at 7:09 p.m.

Minutes

Minutes-October 13, 2011. No discussion.

Upon a motion duly made, seconded and unanimously carried, the Board approved the October 13, 2011 Minutes as presented.

Minutes-October 27, 2011. No discussion.

Upon a motion duly made, seconded and unanimously carried, the Board approved the October 27, 2011 Minutes as presented.

Financial Reports

Financial Reports. Ms. Keller stated that the October financial reports would be presented at the December Board meeting.

Chief's Report

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

- Years of Service Awards
- Field Operation Guide
- National Fire Academy/Safer Grant and Assistance to Firefighters Grant

The Board had no questions or comments.

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

Administration Monthly Reports

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

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

Discussion Items

Strategic Plan Update. Chief Fletcher discussed the Strategic Plan with the Board. He explained that the District used to have a Long Range Plan and that as a part of accreditation it will be replaced by the Strategic Plan, the Standard of Response Coverage and the Self Assessment Manual (SAM). He added that like the Long Range Plan, the Strategic Plan looks at District goals and objectives for the next 3-5 years and will be reviewed and updated annually. In addition, Chief Fletcher stated that in the future as part of the accreditation process the District may bring in citizens to participate in focus groups to evaluate the services that the District provides to its citizens. Director Wells asked what the self assessment indicates are the areas that need the most work. Chief Fletcher stated that the District and most agencies can improve in almost every area which is what the accreditation process is about – continually striving to improve across the board.

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Action Items

Resolution #2011-04, "A Resolution Adopting the Cunningham Fire Protection District Standard of Response Coverage". Chief Fletcher explained that he had presented the Standard of Response Coverage to the Board for their review at the last Board meeting and asked if they had any questions. There were no questions.

Upon a motion duly made, seconded and unanimously carried, the Board adopted Resolution 2011-04, "A Resolution Adopting the Cunningham Fire Protection District Standard of Response Coverage".

Audit Engagement Letter. Ms. Keller stated that the engagement letter from Clifton Gunderson was provided in the Board packet. She added that Clifton Gunderson has done a very good job for the District.

Upon a motion duly made, seconded and unanimously carried, the Board executed the audit engagement letter with Clifton Gunderson.

Legal Issues

None.

Board Issues

Board Vacancy Process. Ms. Chuvarsky reviewed the proposed Board vacancy process and asked the Board for approval. The process will include:

- Resume and reference review
- Written response evaluation
- Interview

Upon a motion duly made, seconded and unanimously carried, the Board approved the Board vacancy process.

Adjournment

There being no further business to come before the Board, the regular meeting was adjourned at 7:30 p.m.

Secretary for the Meeting

MINUTES APPROVED:

William F. Packard

Richard F. Wells II

Nancy J. Cronk

Maria J. Fay

Minutes Approved by the Board of Directors on December 8, 2011