



**Timberline Fire Protection District – Special Meeting Minutes**  
 July 19, 2016 @ 1:00PM - Station #7, 14908 Highway 119, Black Hawk CO 80422

**MEETING CALLED TO ORDER: 1:05PM**

TITLE	ROLL CALL	PRESENT
PRESIDENT	CHIP SMITH	X
VICE-CHAIR	CHRIS SAMUELSON	X
TREASURER	PAUL ONDR	X
SECRETARY	CHERYL TAYLOR	X
MEMBER AT LARGE	RIK HENRIKSON	X
	<b>OTHERS PRESENT</b>	
CHIEF	GLENN LEVY	X
MINUTE TAKER	JENNIFER HINDERMAN	X

**PAUL AND CHIEF LEVY ARE ENROUTE FROM A WILDLAND CALL, ARRIVE AT 1:24PM**

**CHANGES TO AGENDA:**

**BRIEF REVIEW OF CHIEFS REPORTS DATED 07/18/2016: - SEE ATTACHED**

**CONSENT ITEM #01 – 6 MONTH REVIEW**

**DISCUSSION ITEM #01 – CAPITAL REPAIRS PLAN – CHIEF LEVY WAS INSTRUCTED TO GET THE PROJECTS SCHEDULED OVER THE NEXT 18 – 24 MONTH TIME FRAME TO GET THE HARD COSTS. ORGANIZE BY CRITICALITY. CHIEF HAS APPROXIMATELY \$62,000 IN THE CURRENT 2016 BUDGET TO SPEND.**

**DISCUSSION ITEM #02 – T52 PROCEEDS. STANDARD ACCOUNTING PRACTICE IS TO PUT SALE PROCEEDS IN THE GENERAL FUND. THE BOARD DIRECTED THAT ALL FUTURE SALE MONIES WILL BE PLACED IN THE GENERAL FUND.**

**5 MINUTE BREAK @ 1:25PM  
 RESUME AT 1:30PM**

**DISCUSSION ITEM #03 – HIRING A FULL TIME MAINTENANCE/FACILITIES/FIREFIGHTER**

PAUL MOVED TO APPROVE HIRE A FULL TIME EMPLOYEE TO ASSIST THE DEPARTMENT. CHRIS: 2<sup>ND</sup>.

CHRIS: WANTS TO ENSURE THAT THE NEW EMPLOYEE DOESN'T DIVIDE THE DEPARTMENT. SHOULD BE AN ADMINISTRATIVE PERSON, NOT A FIREFIGHTER.

GLENN: EMPLOYEE WOULD BE DOING FACILITIES AND MAINTENANCE TO KEEP THINGS "CLEAN". HE WILL MANAGE THE PERSON TO MAKE SURE THAT THE LEGAL LINES ARE NOT BLURRED. IMPARTIAL 3<sup>RD</sup> PARTIES WILL BE INVOLVED WITH THE HIRING PROCESS.

CHERYL: CONCERNED FOR THE LEGAL SIDE OF AN EMPLOYEE/FIREFIGHTER

PAUL: WHY NOT JUST HIRE AS A FIREFIGHTER? NEED MAINTENANCE PRODUCTIVITY AT THIS TIME, THE POSITION MAY CHANGE AT SOME POINT.

SALARY WILL BE \$43,000 PLUS BENEFITS, HIRED AS A MAINTENANCE WORKER UNDER THE ADMINISTRATIVE SIDE.

**RIK: YES, CHERYL: YES, PAUL: YES, CHRIS: YES, CHIP: YES – MOTION PASSED**

PAUL: WOULD LIKE TO MAKE A DECISION ON THE RESERVES FOR THE GENERAL FUNDS. WOULD LIKE TO SEE A RESOLUTION THAT EXPLAINS THE FUNDS THAT WILL BE MAINTANED IN RESERVES FOR YEARS TO COME. KEEP ONE YEAR OF THE PREVIOUS YEARS PROPERTY TAX REVENUES. GLENN AND JENNIFER WILL WORK ON THE RESOLUTION FOR APPROVAL AT THE AUGUST 2016 MEETING.

**DISCUSSION ITEM #04 – PROPOSED DATE FOR CHIEF RETIREMENT. REVIEW OF NEW CHIEF HIRING TIMELINE.**

CHRIS: WOULD LIKE TO GET THE POSITION POSTED AS SOON AS POSSIBLE. CHIP: WE NEED TO START WITH THE JOB DESCRIPTION. TIMELINE NEEDS TO BE DEVELOPED. PAUL: START FAIRLY SOON SINCE IT MAY TAKE UP TO 3 MONTHS.

RIK: AGREED THAT WE HAVE EXTRA TIME, DID NOT WANT TO SQUANDER THAT. CHERYL: IS THERE A POSSIBILITY OF AN OVERLAP WITH THE NEW CHIEF? GLENN: THE NEW CHIEF NEEDS TO LIVE AND BE A PART OF OUR COMMUNITY. JENNIFER WILL EMAIL THE PRIOR JOB DESCRIPTION AND ANNOUNCEMENT TO THE BOARD – SEND COMMENTS TO THE VICE-PRESIDENT. BOARD WILL HOLD ANOTHER SPECIAL MEETING TO APPROVE.

**OTHER BUSINESS/INFORMATIONAL**

**NEW BUSINESS:**

**WILDLAND DISCUSSION:** GILPIN COUNTY HAS BASICALLY ZERO RESOURCES, BOULDER HAS MANY RESOURCES. DELEGATION: ANY FIRE IN THE DISTRICT BELONGS TO US UNTIL WE DELEGATE TO THE SHERIFF (VERBAL OR WRITTEN). ANY POTENTIAL FOR LARGE FIRE, DELEGATION WILL HAPPEN RIGHT AWAY.

THE SHERIFF WILL ASK HOW MANY RESOURCES (FUNDS) THE DEPARTMENT BE WILLING TO PAY? GLENN SUGGESTED THAT THE TIMBERLINE DIRECTORS ALLOW THE CHIEF (OR APPROPRIATE INCIDENT COMMANDER) TO SPEND UP TO \$10,000 WITHOUT ADDITIONAL APPROVAL TO COVER AIR RESOURCES OR OTHER EMERGENCY COSTS. WE CURRENTLY HAVE AN AUTO-AID AGREEMENT WITH THE FOREST SERVICE FOR ANY FIRE WITHIN 3 MILES OF US FOREST SERVICE LANDS, AND WITHIN OUR DISTRICT.

HOW MANY RESOURCES IS TIMBERLINE WILL TO COMMIT TO INCIDENTS THAT ARE OUTSIDE OF OUR DISTRICT BOUNDARIES?

CHIP: SHOULD WE BE BILLING FOR THE NO-MANS LAND CALLS? GLENN STATED THAT HE HAS CHOSEN NOT TO DUE TO CONTINUED COLLABORATION WITH THE SHERIFF AND COUNTY. GILPIN COUNTY RECEIVES \$94,000 IN PILT FUNDS TO ASSIST AND COVER THOSE LAND, GLENN WILL VISIT WITH THE COMMISSIONERS IN SEPTEMBER REGARDING THE FUNDS.

SHOULD BE ADDED TO THE BOARD ADOPTED POLICY MANUAL.

CHRIS MOVED TO ALLOW THE CHIEF TO SPEND UP TO \$10,000 FOR AN INDIVIDUAL EMERGENT EVENT TO ANOTHER INTER-GOVERNMENTAL AGENCY TO OFFSET COSTS. PAUL: 2<sup>ND</sup>.

JENNIFER WILL CREATE AN ADDENDUM FOR THE POLICY MANUAL.

RIK: YES, CHERYL: YES, PAUL: YES, CHRIS: YES, CHIP: YES – **MOTION PASSED**

3 MINUTE BREAK AT 3:25

RIK HENRIKSON EXITED THE MEETING

RESUME AT 3:33PM

**PUBLIC COMMENT:** NONE

**STRATEGIC PLANNING DISCUSSION:**

TIMBERLINE MUST HAVE STRONG ROOTS – SEE ATTACHED PHOTO.

RECORDING OF DISUCSSION IS AVAILABLE UPON REQUEST.

**PUBLIC COMMENT:** NONE

**MEETING ADJOURN:** 4:24PM

**NEXT MEETINGS:**

REGULAR MEETING: AUGUST 17, 2016 @ 7PM – STATION #8 – OPEN HOUSE FROM 5:30 – 7:00PM

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**RESPECTFULLY SUBMITTED BY:** JENNIFER HINDERMAN, AUGUST 17, 2016

**SECRETARY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_