



LARKSPUR FIRE PROTECTION DISTRICT

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REGULAR BOARD OF DIRECTORS MEETING MINUTES

December 10, 2009

Station 161

Darol Yarman, President
James Burke, Treasurer
Scott Simms, Secretary
Mike Andersen, Board Member
Larry Sutton, Board Member

Jamey Bumgarner, Fire Chief
Lou Kirkland LFPD Accountant

I. MEETING CALL TO ORDER

Meeting called to order at 1908. President Yarman noted all board members were present as was Chief Bumgarner and Lou Kirkland, LFPD Accountant.

II. PUBLIC COMMENT/RECOGNITION

Pres. Yarman welcomed Lou back from her treatments and everyone thanked her for her efforts throughout her treatment. Everyone in attendance, Chief stated two Lieutenants graduated Company Officer Training.

III. PRESENTATION

Wells Fargo – Pat Colleran

Consultation on Election possibilities. President Yarman introduced Pat Colleran and explained the purpose for inviting him was to advise the Board on the options for the possibility of a district election in either May or November for the purpose of retiring or restructuring the Districts capital lease/option with Wells Fargo. Mr. Colleran discussed our options of a bond or mill levy election and the costs associated with both. He also shared copies of the questions on a recent bond issue election. Mr. Colleran advised that either option is possible with the help of our attorney and the approval of the voters. He also explained the assistance provided by Wells Fargo.

Pres. Yarman suggested a mill levy that would retire in 10 years may be more palatable to the District's voters. President Yarman asked for Mr. Colleran's opinion regarding 2010 election forecast. Mr. Colleran explained that depending on the need and how the ballot questions are phrased the District may have a better chance of voter approval at a 2010 May election.

IV. CONSENT AGENDA

- A. Financial:
 - 1. Accounts Payable

Normal bills no special notations.

- 1. Financial Report

The November resolutions were not ready for a signature so President Yarman will come in later to sign. Mrs. Kirkland stated that the District may be short on available cash the first two months of 2010 and advised on short term line of credit options to meet our obligations. Mr. Andersen motioned to accept the consent agenda, Mr. Burke seconded and the motion carried unanimously.

V. **CHIEF'S REPORT**

A. Construction Updates

- 1. Station 161 - Ribbon Cutting update. Chief commented that Ribbon cutting and crowd was respectable. Construction punch list is nearly completed.

- 2. Station 162 – Completion status

Completion is expected this month. Substantial completion will be required. Winter guidelines may apply for the installation of the water line to the building, which would require an additional installation requirements and cost. A change order is necessary for the carpet installation in the main entrance as no floor covering was in the plans along with installing tile instead of carpet in the dining area to reduce maintenance. The additional cost is expected to be approximately \$2000. Sewer is in and connected. Some of the additional costs were split thanks to a contribution by Bill Fischer with Fischer Enterprises.

- B. The Open House for Station #162 has been rescheduled for February 6, 2010 between the hours of 10am and 2pm with no formal ceremony planned.

VI. **UPDATE – Larkspur/Jackson 105**

Discussions regarding consolidating services.

President Yarman informed the Board on the meeting held between LFPD and J105FPD to discuss options for the possibility of consolidating services. Mr. Gary Breece was suggested as a consultant to assist with the process. Chief Bumgarner provided a brief background of Mr. Breece and his consulting business. Chief Bumgarner along with Chief Keegan from J105 FPD will contact Br. Breece to acquire additional information and estimated pricing. The objective for the two Districts is to identify possible areas for consolidation to improve efficiency along with cost savings and a plan for implementing any viable strategies. Mr. Sutton cautioned that due to the 2010 budget and the possibility of a 2010 election we should proceed with caution.

VII. ACTION ITEMS

USAI Radio Grant IGA

The IGA must be signed so that we can receive these radios per the grant. The maximum the grant will provide the District is \$36,041.00 in the form of 700/800 MHz radio equipment. Mr. Sutton motioned to accept the grant and approve the IGA. Mr. Burke seconded the motion passed with all in favor.

Approval of Danielson Payment Request

President Yarman pointed out that the current retainage amount is 10% so per the contract we should release an additional 5%. Chief Bumgarner advised that after having a conversation with our legal counsel, all retainage is to be released after substantial completion but that W.O Danielson did not include the release of the entire retainage amount in the December pay request. After reviewing the pay request for December, we decided to release the amount submitted and deal with releasing the remainder of the retainage next month. Mr. Simms motioned to approve payment requests as submitted, Mr. Sutton seconded, motion carried.

Approval of Hans Kahn Payment request

Hans Kahn and Assoc. billed for travel expenses to include 40 trips x \$90.00 per trip @ \$.45 per mile x 60 miles per trip for a total of approximately \$7,146.40. President Yarman suggested we ask Mr. Kahn to explain why he decided to bill for this expense now instead of including it with his usual monthly pay request, especially after he agreed to cap his maximum contract amount of 360,000. After discussion, it was decided that we should release the amount requested at the very latest time possible based on the contract payment schedule. Mr. Simms motioned to pay as stated, Mr. Sutton seconded and the motion carried.

Chief Bumgarner discussed the need for a policy regarding the use of the training room at Station #161 as many people are requesting its use. Chief Bumgarner provided a draft policy for discussion after researching use policies from other fire departments and suggested a \$25 per use fee. After discussion the Board provided a few changes for Chief Bumgarner to include in the policy for use at this time with future changes to be made as needed. Formal action on the policy will take place next month.

VI. EXECUTIVE SESSION

None needed

VII. ADJOURNMENT

Mr. Andersen made motion to adjourn at 2138