

**REGULAR MEETING  
BOARD OF DIRECTORS  
ARVADA FIRE PROTECTION DISTRICT  
7903 Allison Way, Arvada, Colorado  
August 1, 2011**

**CALL TO ORDER**

President Doug Schneider called the August 1, 2011 regular meeting to order at 4:30 p.m.

**ATTENDANCE**

**Board members present:**

Doug Schneider, President  
Mike Kerr, Vice-President  
Jim Snyder, Secretary  
Ted Terranova, Treasurer  
Matt Kramer, Assistant Secretary-Treasurer

**Also present:**

Fire Chief Jon Greer  
District Counsel Dino Ross

**AGENDA REVIEW**

The Board, Chief Greer and Attorney Ross reviewed the Command Van IGA between the District and the City of Arvada, Resolution 11-02 regarding the Benevolent Fund, and the draft audit of the District's 2010 financial statements.

**EXECUTIVE SESSION**

None.

**PLEDGE OF ALLEGIANCE**

President Schneider led those present in the Pledge of Allegiance.

**MOMENT OF SILENCE FOR FALLEN FIREFIGHTERS**

President Schneider requested that all those present observe a moment of silence for the 55 firefighters who have lost their lives in the line of duty this year in the United States.

**ADDITIONS OR DELETIONS TO AGENDA**

None.

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

Vice-President Kerr moved to approve the minutes of the June 27, 2011 meeting as presented.

Secretary Snyder seconded. The motion passed unanimously.

### **ATTORNEYS' REPORT**

Attorney Ross reviewed items to be addressed by the Board under new business.

The 2010 Supplemental Budget is needed to bring the District's financial statements in line with the actual appropriations and expenditures in 2010 in connection with the Debt Service Fund. State law requires the District Board to conduct a public hearing on the proposed 2010 Supplemental Budget before considering its adoption. Attorney Ross recommended scheduling the public hearing for the beginning of the public portion of the August 29 meeting.

The IGA for the Command Center will provide for the District to store the Arvada Police command vehicle in exchange for use of the vehicle. The District has the storage area available. There will be no additional cost to the District. Attorney Ross assisted Chief Greer in negotiating the proposed IGA, and has no legal concerns at this time.

Proposed Resolution 11-002 would establish the Benevolent Fund as a fund within the District, thereby allowing individuals to make tax deductible contributions to the District. The funds currently being held in the previously established, outside Benevolent Fund would be transferred into the new District Benevolent Fund. Bylaws for governing the Benevolent Fund are attached to the resolution. Chief level officers and the Chaplain will comprise the committee administering the Benevolent Fund. Also attached are forms for the convenience of staff for nominations and requests for support and a determination letter to be sent to the applicant for funding. A proposed charitable contribution letter also is included.

The Amended and Restated Pension Board Bylaws Amendment is proposed for consideration at the August 29 meeting to bring the Bylaws up to date with current laws. This proposed amendment has been sent to the full Pension Board for review, as required by the exiting Bylaws.

### **PRESENTATION OF 2010 AUDIT**

#### **Bob Feis – Lemke, Feis & Co.**

Mr. Feis provided copies of documents and an outline of the report for the Board including bound financial statements, the Management Discussion and Analysis, and five pages of historical financial information prepared by the staff. This is a very good narrative regarding what has been going on in the District for the last three years.

All information in the Independent Auditors Report is in accordance with generally accepted accounting principles for governmental entities. This was a very clean audit. All records were in very good condition. All information was provided in a timely manner. His firm is issuing an unqualified opinion, which is the best opinion an auditor can provide.

Statement of Net Assets for Government Funds shows the General Fund at just under \$3,700,000 coming into 2011. There is \$6,000,000 in the Debt Service Fund. Total net fixed assets are shown at just over \$16,000,000 based on cost. The auditors' report includes the Volunteer Firefighter Pension Fund.

The General Fund revenues and expenses for 2010 shows the total revenues were under budget by \$32,000, mostly in the area of specific ownership taxes. Total expenditures were \$12,900,000, which was \$177,000 under budget. This is about \$144,000 better than originally

budgeted. The net total was \$108,000 less than budgeted.

Because of the station refinancing in April, there was an additional interest payment in the budget that was not paid in 2010. In order to correct this, a supplemental budget will be submitted for approval at the August 29 meeting. Once the supplemental budget is approved, the audit will be ready to send to the state auditor's office.

The Volunteer Firefighter Pension Fund was just under \$13,000,000 at the end of the 2010. Revenues were under budget and expenses were in line. Unrealized gain on investment showed an increase.

Treasurer Terranova asked how the audit addresses credit cards. Mr. Feis responded that all credit card statements are reconciled each month. The audit process checks to see that this reconciliation is occurring and to see if all charges are District-related. They have never found personal use on the District's credit cards.

Vice-President Kerr asked when the audit is due to the State. Mr. Feis responded that the due date is July 31; however, a sixty-day extension has been requested and such extensions are routinely approved.

### **CHIEF'S REPORT**

**Fire Chief Jon Greer**

#### **Pridemark Paramedics**

Dave Patterson & Dave Witherspoon

Mr. Patterson introduced new members of the Pridemark/Rural Metro team. Chris Mulberry is the new Clinical Manager for Pridemark Paramedics/Rural Metro. He has been a paramedic at Pridemark for twelve years and eleven of those as a Field Instructor; he also served as an Operations Captain for the last eight years. David Witherspoon is the new Denver Operations Manager for Pridemark Paramedics/Rural Metro. David has been with Pridemark for ten years and has spent the last six as an Operations Captain and Field Instructor.

The Pridemark representatives presented response compliance for April, May and June. There were 280 calls in April, 262 calls in June, and 388 calls in June. All responses, except for one call over 15 minutes in June, met the contract compliance requirements.

Pridemark is currently in the final stages of organizing their Honor Guard Team.

### **DIRECTOR'S REPORT**

At the July 18 meeting with City Council members, topics of discussion included the transition of ambulance services from Pridemark-Rural-Metro to the District. Any objections appear to have been resolved. There was discussion regarding the Board's current intent to maintain its current contract with Pridemark/Rural-Metro until it expires in March 2013. The only other topic of discussion was the upcoming mayoral election.

### **FINANCIAL REPORT**

#### **Approval of Bills**

Treasurer Terranova stated that the District is doing well because it is well organized and doing

things the right way. Treasurer Terranova moved to approve payment of the bills for June, 2011. Secretary Snyder seconded. The motion passed unanimously.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

#### **Public Hearing on proposed 2010 Supplemental Budget**

Treasurer Terranova moved to schedule the public hearing on the proposed 2010 Supplemental Budget for 7:00 p.m. on August 29 during the regularly scheduled District Board meeting. Secretary Snyder seconded. The motion passed unanimously.

#### **Consideration and Possible Action on Command Van IGA**

Assistant Secretary-Treasurer Kramer moved to approve the Intergovernmental Agreement with the City of Arvada for storage and use of the Police Command Vehicle. Treasurer Terranova seconded. The motion passed unanimously.

#### **Consideration and Possible Action on Resolution 11-002 Establishing a Benevolent Fund**

Chief Greer told the Board that the District will not budget for or contribute to this fund. The fund is not taxpayer-funded. Secretary Snyder noted that the change is only being done so the people who donate to the fund can take a tax deduction. Assistant Secretary-Treasurer Kramer moved to approve Resolution 11-002 Establishing a Benevolent Fund as written. Treasurer Terranova seconded. The motion passed unanimously.

### **FOR THE GOOD OF THE DEPARTMENT**

Chief Greer noted that the District has been receiving a very clean opinion from the auditors for several years. He reminded the Board that there were years when this was not the case. The District has not had that issue since it hired Sarah Kroonenberg as its accountant. The Board offered their thanks to Sarah Kroonenberg. Assistant Secretary-Treasurer Kramer also offered thanks to Chief Greer for his oversight and involvement.

### **ADJOURNMENT**

Treasurer Terranova made a motion to adjourn the meeting. Secretary Snyder seconded. The motion passed unanimously. The meeting was adjourned at 6:42 p.m.

---

James H. Snyder, Secretary

cc: Website