

## RECORD OF PROCEEDINGS

### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF

#### CIMARRON HILLS FIRE PROTECTION DISTRICT

Held: Wednesday, October 12, 2011 at 5:30 p.m., at the  
Cimarron Hills Fire Protection District Office, 1835 Tuskegee  
Place, Colorado Springs, Colorado

- Attendance            A regular meeting of the Board of Directors of Cimarron Hills Fire Protection District, Colorado Springs, Colorado, was called to order at 5:30 p.m. and held as shown above and in accordance with the applicable statutes of the State of Colorado with the following directors present and acting:
- Tracy Stuehm, President  
Mike Rasdall, Vice President  
Janet Cederberg, Secretary/Treasurer  
Jeremy Hudson, Director  
Robert Aguilar, Director
- Also present were:            Chief Matt Love, Office Assistant Lupita Morales taking Minutes.
- a. Call to Order and Establish a Quorum            President Stuehm opened the meeting at 5:30 p.m. with 5 directors in attendance.
- b. Conflicts of Interest Disclosures            No conflict of interest disclosures were voiced.
- c. Approval of the Agenda            The Board reviewed the posted Agenda. **Upon motion by Director Rasdall, seconded by Director Hudson, the Board voted unanimously to approve the posted agenda as revised.**
- d. Executive Session            **Upon motion by Director Hudson, seconded by Director Rasdall, the Board voted to go into Executive Session for the advice of legal counsel regarding pending TABOR Lawsuit pursuant to C.R.S. 24-6-402(4)(b) and determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators pursuant to C.R.S. 24-6-402(4)(e) with Andy Nathan of Nathan, Bremer, Dumm & Myers at 5:35 p.m. by roll call vote: Director Cederberg – yes, Director Aguilar - yes, Director Hudson – yes, Director Rasdall – yes, Director Stuehm – yes.**

Upon Motion by Director Hudson, seconded by Director Aguilar, the Board voted unanimously to come out of Executive Session at 6:15p.m.

- e. Approval of Minutes **Approval of September 8, 2011 Regular Meeting Minutes:** The Board reviewed the minutes from the September 8, 2011 Regular Meeting. **Upon motion by Director Rasdall, seconded by Director Aguilar, the Board voted unanimously to approve the minutes with amended changes by roll call vote: Director Cederberg – yes, Director Aguilar - yes, Director Hudson – yes, Director Rasdall – yes, Director Stuehm – yes.**
- f. Board Reports **Treasurer’s Report:** Chief Love presented the Treasurer’s Report (See Attached). He stated 75% of the year was complete and funds through the end of September were reflected. The check register was also presented. **Upon motion by Director Hudson, seconded by Director Rasdall, the Board unanimously approved the Treasurer’s Report.**
- Chief’s Report:** Chief Love presented the Chief’s Report (See Attached Incident Statistics). He stated Reserve activity for September 2011 was 1039 hours, which totals 83 shifts. Chief Love gave a presentation to the Board and the community regarding Emergency Medical Services & Advanced Life Support. The presentation included a demonstration by the firefighters on a victim suffering from a heart attack.
- g. Unfinished Business No unfinished business addressed.
- h. New Business **Multi-Jurisdictional Code Amendment Adoption & Resolution:** Chief Love delivered information on the Multi-Jurisdictional Code Amendment which was delivered in board packets. Chief Love identified that this code adoption is the product of a workgroup encompassing many local Fire Departments to achieve the adoption and local amendments of a new version of the National Fire Code. Chief Love stated that local amendments will continue to cater life safety codes to the Cimarron Hills Community. **Upon motion by Director Cederberg, seconded by Director Rasdall, the Board voted unanimously to approve the Multi-Jurisdictional Code Amendment Adoption & Resolution by roll call vote: Director Cederberg – yes, Director Aguilar - yes, Director Hudson – yes, Director Rasdall – yes, Director Stuehm – yes.**
- Consider possible action related to TABOR lawsuit:** No action was taken

**2012 Budget Presentation:** (The CHFPD 2012 Budget Proposal, October 2011 Version, is available upon request) - Chief Love presented the 2012 Budget Proposal, October 2011 Version. The presentation included an in depth description of the budget process and CHFPD financial practices.

**Draft P. L. & A. Schedule:** Chief Love presented the 2012 Draft Pay Leave & Allowance Schedule to the Board.

**2012 Draft Board Meeting Schedule:** Chief Love presented a 2012 Draft Meeting Schedule and discussed options.

**Sign Information:** Director Cederberg passed out a flyer regarding prices of for different signs for a community board. Cherokee Metro District would like to know if Cimarron Hills Fire would like to contribute to it. The Board opened it up to discussion.

**Director Stuehm** – stated she did not like that idea.

**Director Rasdall** – stated that not all of the community drives down Palmer Park and Peterson the Board meetings are once a month.

**Director Stuehm** – stated we can discuss this more between ourselves.

**Director Aguilar** - stated Director Rasdall has a point; we should look at this a bit more and see who is really going to benefit.

i. Public  
Comment

**Dave Mattes** – asked what’s the dollar amount for the sign?

**Director Cederberg** - stated about \$3,000.00 to \$3,500.00 and this was just a first look. She wanted to get everyone’s input before they did more research.

**Dave Mattes** - stated if you had a sign out there you might have at least 10 more chairs filled, the more information is better than none.

**Chief Gower** – stated to Chief Love that he might want to get in contact with County DOT to get a traffic count to see how many cars drive down Palmer Park and Peterson.

**Sheila Hudson** - asked who would monitor the board and the content on this Board.

**Jan Cederberg** – stated that is an issue we would have together to discuss.

**Mary Hernandez** - stated there is a lot of people might not drive Palmer Park, but if they were going to K-Mart, Wal-Mart or even Wendy’s they are going to drive Palmer Park.

**Director Cederberg** – stated if people knew the sign was there they would know to drive by and check. A lot times you can't always get a hold of certain departments.

j. Board  
Comments

**Director Rasdall** – stated he was glad to see the Member Handbook in our binder. I think it would be a good asset for the Board members that were not on the Board when it was adopted they need to read section 9 on "Personnel Actions" and that the final decision is the not the Boards, is the Fire Chief's itself. The Board does not get involved in any personnel actions. And I received something on the email on the Seniority List and I couldn't imagine why in the world the Board needs a copy of the Seniority List when it's the Fire Chief's business.

**Director Cederberg** – stated I am the one that requested the Seniority List because things have been said about board members not staying out of personnel issues, and it has been brought to my attention that there has been some concerns if we do go to 7.598 that they wanted to make sure that if we did, and I am not saying we would, please God we don't have to but there would be an order that it would be done. It has been brought to my attention and I was just curious, so I don't think that there was anything wrong that I did ask for it.

**Director Stuehm** – stated, I just have to say we were in court last week for the trial we go back tomorrow for closing arguments. I hope the lawsuit goes in our favor.

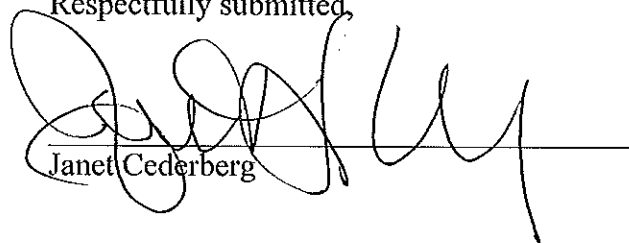
**Dave Mattes**- asked when you will know the outcome of lawsuit.

**Director Stuehm** – stated the Judge could rule from the bench tomorrow or could say I will give you my decision when I give you my decision, it will be up to him.

Upon motion duly made by Director Hudson, seconded by Director Stuehm, the meeting was adjourned at 8:30 p.m.

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting and was approved by the Board of Directors of the District on 10<sup>th</sup> day of Nov, 2011.

Respectfully submitted,

  
Janet Cederberg

## Cimarron Hills Treasurer's Report

Period Ending September 30, 2011

Revised 10/7/11

Percent of Year Complete 75%

		Month	Year to Date	Budget	Balance of Budget	% of Budget	
<b>General Fund</b>							
<b>Beginning Fund Balance</b>		1,433,486	1,005,730	1,019,701			
<b>Operating Revenue</b>							
1	Fees	357	12,793	16,000	3,207	80%	
2	Donations	-	-	-	-		
3	Reimbursements	-	204	-	(204)		
4	Grants	-	-	-	-		
<b>TOTAL OPERATING REVENUES</b>		<u>357</u>	<u>12,997</u>	<u>16,000</u>	<u>3,003</u>	<u>81%</u>	
<b>Non-Operating Revenue</b>							
5	Assess Valuation	-	-	144,342,150			
6	Mil Levy	-	-	11,110			
7	Property Taxes	10,912	1,548,446	1,603,641	55,195	97%	
8	Special Ownership Taxes	13,215	94,607	160,364	65,757	59%	
9	Deposit Interest	556	7,053	15,310	8,257	48%	
<b>TOTAL NON-OPERATING REVENUES</b>		<u>24,683</u>	<u>1,650,106</u>	<u>1,779,315</u>	<u>129,209</u>	<u>93%</u>	
<b>TOTAL AVAILABLE RESOURCES</b>		<u>1,458,526</u>	<u>2,668,833</u>	<u>2,815,016</u>	<u>146,183</u>		
<b>ESTIMATED EXPENDITURES</b>							
<b>Administrative</b>							
10	Audit & Consulting	Yearly	-	5,900	10,000	4,100	59%
11	Awards & Incentives	Discretionary	140	3,126	12,000	8,874	28%
	Uniform Tracking Only)		110	1,604			
12	Bank Service Charges	Ops & Maint	1	155	100	(55)	155%
13	Bookkeeping	Ops & Maint	1,700	15,300	24,000	8,700	64%
14	County Treasurers Fees	Ops & Maint	164	23,227	30,550	7,323	76%
15	Data Automation Support	Discretionary	-	1,910	3,250	1,340	59%
16	Election	Ops & Maint	-	5,520	15,000	9,480	37%
17	Legal Fees & Notices	Ops & Maint	40,487	215,956	75,000	(140,956)	288%
18	Office and Administrative Supplies	Ops & Maint	6	788	4,000	3,212	20%
19	Office and Administrative Equipment	Ops & Maint	-	793	3,500	2,707	23%
20	Tax Abatement Refunds	Ops & Maint	-	815	5,050	4,235	16%
<b>Total Administrative</b>			<u>42,499</u>	<u>273,491</u>	<u>182,450</u>	<u>(91,041)</u>	<u>150%</u>
<b>Operations</b>							
21	Capital purchase planning	Discretionary	-	-			
22	Utilities	Ops & Maint	883	12,883	20,000	7,117	64%
23	Service Delivery and Fire Suppression Expendables	Ops & Maint	24	65	1,500	1,435	4%
24	Facilities, Housekeeping, Supplies, and Equipment	Ops & Maint	343	2,416	25,000	22,584	10%
25	Insurance	Ops & Maint	-	(159)	15,000	15,159	-1%
26	EMS/Medical Operations	Ops & Maint	-	1,648	7,400	5,752	22%
27	Operations Equipment	Ops & Maint	229	966	15,000	14,034	6%
28	Protective and Personal Equipment Operations	Ops & Maint	653	5,249	20,000	14,751	26%
29	Communications Operations	Ops & Maint	605	7,288	15,000	7,712	49%
30	Vehicle and Apparatus Fuel	Ops & Maint	1,310	10,486	9,000	(1,486)	117%
31	Salary	Ops & Maint	47,208	459,375	715,000	255,625	64%
32	Staff Overtime (Tracking Only)		23	2,013			
33	Training Overtime (Tracking Only)		-	600			
34	Program Administration Overtime (Tracking Only)		-	829			
35	Community Services Overtime (Tracking Only)		-	-			
36	Benefits	Ops & Maint	21,747	207,405	275,000	67,595	75%
37	Unemployment Insurance	Ops & Maint	-	1,396	2,300	904	61%
38	Workers Compensation Insurance	Yearly	-	27,506	33,500	5,994	82%
39	Health and Wellness	Ops & Maint	-	-	12,000	12,000	
40	Volunteer Stipend and Incentive Support	Ops & Maint	3,540	28,225	36,000	7,775	78%
41	Directors Stipend	Ops & Maint	500	5,500	9,000	3,500	61%
<b>Total Operations</b>			<u>77,042</u>	<u>770,249</u>	<u>1,210,700</u>	<u>440,451</u>	<u>64%</u>

## Cimarron Hills Treasurer's Report

Period Ending September 30, 2011

Revised 10/7/11

Percent of Year Complete 75%

			Month	Year to Date	Budget	Balance of Budget	% of Budget
<b>Maintenance</b>							
42	Structures Roads and Grounds Maintenance	Ops & Maint	838	5,172	5,000	(172)	103%
43	EMS/Medical Equipment Maintenance	Ops & Maint	-	1,155	1,500	345	77%
44	Fire and General Equipment Maintenance	Ops & Maint	-	859	1,500	641	57%
45	Vehicle and Apparatus Equipment Maintenance	Ops & Maint	3,435	4,545	500	(4,045)	909%
46	Office and Administrative Equipment Maintenance	Ops & Maint	69	567	1,800	1,233	32%
47	Fixed Support Equipment Maintenance	Ops & Maint	-	582	500	(82)	116%
48	Communications Maintenance	Ops & Maint	-	376	500	124	75%
49	Vehicle and Apparatus Maintenance	Ops & Maint	58	8,185	20,000	11,815	41%
50	Protective and Personal Equipment Maintenance	Ops & Maint	-	-	1,500	1,500	
<b>Total Maintenance</b>			<b>4,399</b>	<b>21,441</b>	<b>32,800</b>	<b>11,359</b>	<b>65%</b>
<b>Training &amp; Association</b>							
51	Fire Training	Ops & Maint	241	3,179	25,000	21,821	13%
52	EMS/Medical Training	Ops & Maint	-	1,527	8,000	6,473	19%
53	Administrative and Executive Training	Ops & Maint	180	287	3,000	2,713	10%
54	Association Fees/Dues	Ops & Maint	-	814	2,000	1,186	41%
55	Subscription Services	Ops & Maint	-	21	500	479	4%
<b>Total Training &amp; Association</b>			<b>421</b>	<b>5,827</b>	<b>38,500</b>	<b>32,673</b>	<b>15%</b>
<b>Fire Prevention &amp; Safety</b>							
56	Plans, Permits and Code Compliance Inspections	Ops & Maint	1,365	11,045	13,500	2,455	82%
57	Plans, Permits and Code Compliance Administration	Ops & Maint	-	-	300	300	
58	Community Information Publications	Discr. FPS	36	1,850	2,500	650	74%
59	Prevention Training	Discr. FPS	-	-	300	300	
60	Prevention Education and Community Outreach	Discr. FPS	389	506	6,000	5,494	8%
<b>Total Fire Prevention &amp; Safety</b>			<b>1,790</b>	<b>13,401</b>	<b>22,600</b>	<b>9,199</b>	<b>59%</b>
<b>Total Current Operations</b>			<b>126,151</b>	<b>1,084,409</b>	<b>1,487,050</b>	<b>402,641</b>	<b>73%</b>
<b>Principal Payments</b>							
61	Lease Purchase, 2005, \$1,121,087	Yearly	-	114,432	114,432	(0)	100%
62	Lease Purchase, 2007, \$569,801	Yearly	-	42,681	42,681	0	100%
<b>Total Principal Payments</b>			<b>-</b>	<b>157,113</b>	<b>157,113</b>	<b>(0)</b>	<b>100%</b>
<b>Interest Payments</b>							
63	Lease Purchase, 2005, \$1,121,087	Yearly	-	26,136	26,136	0	100%
64	Lease Purchase, 2007, \$569,801	Yearly	-	19,932	19,932	(0)	100%
<b>Total Interest Payments</b>			<b>-</b>	<b>46,068</b>	<b>46,068</b>	<b>(0)</b>	<b>100%</b>
<b>Total Debt Service</b>			<b>-</b>	<b>203,181</b>	<b>203,181</b>	<b>(0)</b>	<b>100%</b>
<b>Capital Purchases</b>							
65	Structures, Roads and Grounds	Discretionary	-	-	10,000	10,000	
66	Office and Administrative Equipment (Capital)	Discretionary	-	5,495	5,500	5	100%
67	Fixed Support Equipment	Discretionary	-	-	5,500	5,500	
68	Communications	Discretionary	-	-	27,600	27,600	
69	Vehicles and Apparatus	Discretionary	-	43,373	55,000	11,627	
70	Protective and Personal Equipment	Discretionary	9,602	9,602	-	-	
<b>Total Capital Outlay</b>			<b>9,602</b>	<b>58,470</b>	<b>103,600</b>	<b>54,732</b>	<b>56%</b>
<b>Total Expenses and Expenditures</b>			<b>135,753</b>	<b>1,346,060</b>	<b>1,793,831</b>	<b>447,771</b>	<b>75%</b>
<b>ENDING FUND BALANCE</b>			<b>1,322,773</b>	<b>1,322,773</b>	<b>1,021,185</b>		
<b>Capital Accrual</b>					<b>371,763</b>		
<b>3-Month O&amp;M Reserve</b>					<b>371,763</b>		

**Cimarron Hills Treasurer's Report**

Period Ending September 30, 2011

Revised 10/7/11

Percent of Year Complete 75%

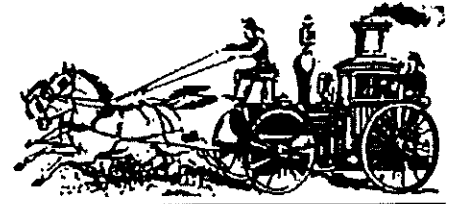
Category Summations	Month	Year to Date	Budget	Balance of Budget	% of Budget
Ops & Maint	125,585	1,043,610	1,419,500	375,890	74%
Discr. FPS	425	2,356	8,800	6,444	27%
Discretionary	9,742	63,507	118,850	55,343	53%
Yearly	-	236,587	246,681	10,094	96%
	<u>135,753</u>	<u>1,346,060</u>	<u>1,793,831</u>	<u>447,771</u>	<u>75%</u>

Summary of Deposits and Funds

FSB Super Now Checking	4,667.59
FSB Frontier MMDA Money Market	554,772.42
FSB HRA	1,002.66
FSB CD Account 120	104,348.28
FSB CD Account 121	104,659.54
FSB CD Account 122	103,556.90
Petty Cash	267.70
Cash Held by El Paso County	
Funds Held by El Paso County Court	449,497.33
<b>TOTAL DEPOSITS</b>	<u>1,322,772.42</u>

Unencumbered Funds 873,275.09

# CIMARRON HILLS FIRE DEPARTMENT



1835 Tuskegee Place

Colorado Springs, CO 80915

Off: (719) 591-0960

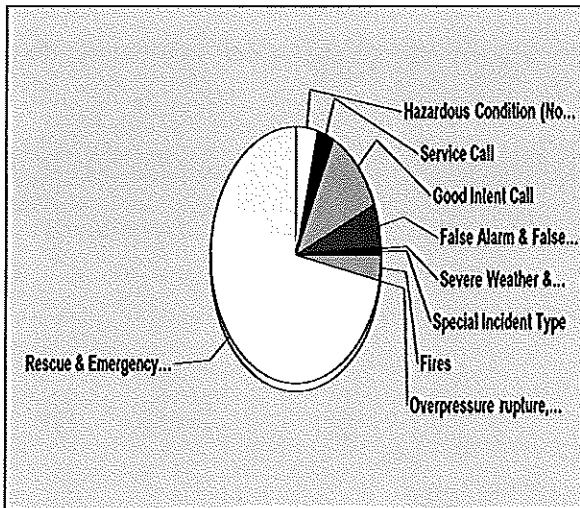
Fax: (719) 591-0996

## September 2011 Incident Statistics

September 1, 2011 through September 30, 2011

Total Incidents – 140

Average Response Time- 4.40 Minutes  
(Based on Emergency Response)



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	6	4.29%
Overpressure rupture, explosion, overheating - no fire	0	0.00%
Rescue & Emergency Medical Service	102	72.86%
Hazardous Condition (No Fire)	4	2.86%
Service Call	4	2.86%
Good Intent Call	19	13.57%
False Alarm & False Call	5	3.57%
Severe Weather & Natural Disaster	0	0.00%
Special Incident Type	0	0.00%

## Mutual Aid Report

### Incidents Responded to by the Cimarron Hills Fire Department in Other Districts

#### *Falcon Fire Department – 6*

Requested Response- 1 (Car Fire)  
(CHFD was requested to respond with FFD due to the nature or potential of the incident type)

Single Response- 5 (Service Call, Stand By)  
(CHFD responded in lieu of FFD as a result of unit unavailability or proximity)

### Incidents Responded to by Other Districts in the Cimarron Hills District

#### *Colorado Springs Fire Department – 2*

Single Response- 2 (Medical)  
(CSFD responded in lieu of CHFD as a result of unit unavailability or proximity)

#### *Peterson Air Force Base Fire Department – 2*

Requested Response- 2 (Structure Fires)  
(PAFBFD was requested to respond with CHFD due to the nature or potential of the incident type)

### Dual Response Incidents – 6

(Traffic Accidents, Grass Fire)

Incidents Responded to Automatically by the Cimarron Hills Fire Department & Another Agency (City of Colorado Springs, etc.)

The information found in this report reflects reporting as of the date produced and is subject to update.