

**FREDERICK-FIRESTONE
FIRE PROTECTION
DISTRICT**



BOARD OF DIRECTORS

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**REGULAR MEETING AGENDA
MARCH 11, 2019**

1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. ADDITIONS / DELETIONS TO THE AGENDA, APPROVAL
4. CONSIDERATION OF NEW BOARD MEMBER OF VACANT POSITION
5. OATH OF OFFICE – NEW BOARD MEMBER
 - Ward 4 – Tracy “Mac” McElvaney
6. PUBLIC COMMENT – *The Public Comment Section of the Agenda is provided to allow members of the audience to address the District Board. Please sign in on the form labeled public comments. The Board President will call you. If your comments or concerns require an action, that item(s) will need to be placed on a later agenda. Each speaker is allowed three (3) minutes to comment to the Board of Directors. The Board President will announce when it is the end of the speaker's time.*
7. STAFF & BOARD REPORTS
 - A. ATTORNEY – LEGAL AND LEGISLATION
 - B. FIRE CHIEF YOUNG – EXECUTIVE ADMINISTRATION AND HUMAN RESOURCES
 - C. ASSISTANT CHIEF IACINO – PLANNING SECTION; COMMUNITY RISK REDUCUTION, CODE ENFORCEMENT, COMMUNITY OUTREACH AND PREVENTION ACTIVITIES
 - D. ASSISTANT CHIEF PRUNK – OPERATIONS SECTION; FIRE AND RESCUE, EMERGENCY MEDICAL SERVICES, TRAINING, AND LIFE SAFETY AND WELLNESS
 - E. FINANCE DIRECTOR CUMMINS - FINANCE SECTION – BUDGET, FINANCIALS AND BILLING, GRANTS, AND AUDITS
 - F. FIRE CHIEF YOUNG – DISCUSSION AND ACTION ITEMS
 - G. BOARD MEMBER REPORTS

8. **CONSENT AGENDA** – *Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda Items unless a Board member so request, in which case, the item may be removed from the Consent Agenda and considered under New Business.*

- APPROVAL OF THE **FEBRUARY 11, 2019** REGULAR MEETING MINUTES
- CONFIRMATION OF THE CONTINUITY OF THE FINANCIAL REPORTS FROM **FEBRUARY 11, 2019 TO MARCH 11, 2019**.
- CONFIRMATION THAT THERE ARE NO VOIDED OR CANCELLED CHECKS FOR THE PERIOD STARTING **FEBRUARY 11, 2019** AND ENDING **MARCH 11, 2019** AS PRESENTED.
- ACCEPT THE PROJECTED EXPENDITURES FINANCIAL REPORT FOR **MARCH 11, 2019 TO APRIL 8, 2019** ACCOUNTS PAYABLE AND PAYROLL EXPENSES TO INCLUDE A TRANSFER OF **\$1,793,600.00** FROM THE JP MORGAN CHASE BANK BUSINESS SAVINGS ACCOUNT TO THE JP MORGAN CHASE BANK CHECKING ACCOUNT FOR ACCOUNTS PAYABLE AND PAYROLL EXPENSES; AND TO TRANSFER **\$1,235,281.00** FROM THE JP MORGAN CHASE BANK BUSINESS CHECKING ACCOUNT TO THE COLOTRUST INVESTMENTS FUND BALANCE ACCOUNT FUTURE FOR ACCOUNTS PAYABLE AND PAYROLL EXPENSES.
- TO PAY THE BILLS AND APPROVE ALL FINANCIAL REPORTS TO INCLUDE COLO TRUST STATEMENTS AND PAYROLL REGISTERS AS PRESENTED.

9. **OLD BUSINESS**

10. **NEW BUSINESS**

- A. MOTION TO DESIGNATE A DIRECTOR TO ACT AS CHAIRPERSON/PRESIDENT FOR THE FREDERICK-FIRESTONE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS.
- B. MOTION TO DESIGNATE A DIRECTOR TO ACT AS VICE-PRESIDENT FOR THE FREDERICK-FIRESTONE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS.
- C. MOTION TO DESIGNATE A DIRECTOR TO ACT AS TREASURER FOR THE FREDERICK-FIRESTONE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS.
- D. MOTION TO DESIGNATE A DIRECTOR TO ACT AS SECRETARY FOR THE FREDERICK-FIRESTONE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS.
- E. MOTION TO DESIGNATE A DIRECTOR TO ACT AS ASSISTANT SECRETARY FOR THE FREDERICK-FIRESTONE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS.
- F. MOTION TO AUTHORIZE DIRECTOR TRACY MCELVANEY TO ACT AS AN OFFICIAL CHECK SIGNER FOR THE FREDERICK-FIRESTONE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS.
- G. MOTION TO CONSIDER THE APPROVAL AND ADOPTION OF RESOLUTION 2019-004, A RESOLUTION ESTABLISHING POLICES AND PROCEDURES FOR THE DESTRUCTION OR DISPOSAL OF DOCUMENTS CONTAINING PERSONAL INFORMATION AND PERSONAL IDENTIFYING INFORMATION, THE PROTECTIN OF PERSONAL INFORMATION AND PERSONAL IDENTIFYING INFORMATION, AND NOTIFICATION OF A BREACH OF PERSONAL INFORMATION.
- H. MOTION TO CONSIDER THE APPROVAL AND ADOPTION OF RESOLUTION 2019-005, A RESOLUTION ESTABLISHING A POLICY FOR REQUESTS FOR PUBLIC RECORDS AND ASSESSING CHARGES FOR THE PROECTUION OF PUBLIC RECORDS.

- I. MOTION TO CONSIDER THE APPROVAL AND ADOPTION OF RESOLUTION 2019-006, A RESOLUTION APPROVING AND ADOPTING THE 2019 CODE ENFORCEMENT, AMBULANCE SERVICE SCHEDULES, AND AN UPDATED ADMINISTRATIVE SERVICES FEE SCHEDULE.
- J. MOTION TO CONSIDER THE APPROVAL AND ADOPTION OF THE REVISED STANDARD OPERATING PROCEDURE SECTION 100.17 RECORDS RELEASE AND RETENTION AS PRESENTED.
- K. MOTION TO CONSIDER THE APPROVAL AND ADOPTION OF THE NEW STANDARD OPERATING PROCEDURE SECTION 100.30 PERSONAL INFORMATION AND IDENTIFICATION PROTECTION AS PRESENTED.
- L. MOTION TO AUTHORIZE FIRE CHIEF YOUNG TO SIGN SERVICE AGREEMENT WITH STRATEGIES 360, A PUBLIC RELATIONS FIRM TO RESEARCH, EVALUATE AND ASSIST THE DISTRICT WITH A POTENTIAL BALLOT INITIATIVE IN THE FUTURE AS PRESENTED.
- M. MOTION TO AUTHORIZE FIRE CHIEF YOUNG TO SIGN A PURCHASE AND SERVICE AGREEMENT WITH CASELLE FINANCIAL SOFTWARE FOR FREDERICK-FIRESTONE FIRE PROTECTION DISTRICT AS PRESENTED.

11. ADJOURNMENT OF THE REGULAR MEETING