

**MINUTES OF THE MAY 29, 2008, REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
THOMPSON VALLEY HEALTH SERVICES DISTRICT**

1. **CALL TO ORDER:** D. Hughes called the meeting to order at 5:30 P.M.
2. **ROLL CALL :** A. Bates, M. Childers, S. Gomez, D. Hughes, T. McNally, M. Schafer were present. Linden was absent but excused. Also present were: Legal Counsel Lyons and Chief Leshner. Roger Bates was also present.
3. **GUESTS:** None.
4. **PUBLIC COMMENTS:** None.
5. **MINUTES OF PREVIOUS MEETING:** Upon motion by A. Bates, and seconded by T. McNally the minutes of the April 24, 2008, regular meeting were unanimously approved as presented.
6. **TREASURER'S REPORT.** A. Bates reported that the District's revenues to date were above projections and its expenditures to date were below projections. S. Gomez complimented the new reporting format. Upon motion by T. McNally and seconded by D. Hughes, the financial statement for April was unanimously approved.
7. **OLD BUSINESS:**

Bylaws with Board requested revisions will be mailed to the Board with their packets for June meeting.

8. COMMITTEE REPORTS:

Finance. A. Bates proposed that the Board adopt an investment policy in the future. A. Bates also reported that an RFP will be sent to area CPA firms that have governmental accounting experience. In response to questions from the Board, A. Bates reported that the list was obtained from the Colorado Society of CPA's. The Board discussed the current status of the 2007 audit and R. Lyons reported that it must be filed (or an extension obtained) by July 1. T. McNally suggested that the auditor be contacted and asked to have the audit completed in time to meet the statutory deadline. S. Gomez inquired as to whether the deadlines were mentioned in the engagement letter, and if not, that it be included in future engagement letters. A. Bates responded that the deadline was not mentioned in the current engagement letter.

Publicity. M. Schafer commented that the District received good publicity in the video coverage of the Windsor tornado.

Personnel. No report.

Long Range Task Force. Chief Lesher reported that the Task Force had met but that there is nothing yet to report.

Liaisons. Regarding the Mental Health Transportation Task Force, T. McNally reported that a meeting had been held with Tim Brown of the Loveland Police Dept. who will inquire of his department regarding possible contribution of funds, and that a similar positive meeting was held with Fort Collins and Poudre Fire Authority.

SDA. T. McNally reported on the Supreme Court case regarding the specificity of the posted agenda items and that although the court did not void the action taken by the Marble City Council due to the lack of specificity, it did note that the court urged all boards/commissions to use their best efforts to post specific agenda items, especially action items. D. Hughes suggested that committee chairs should get any action item or agenda items to Marvi the week preceding the meeting, with an update no later than 24 hours prior to the meeting. T. McNally also reported that a model "records retention schedule" is being prepared for special districts to assist in determining how long records should be retained by special districts.

9. ELECTION MATTERS.

Oaths of Office. As a notary public, R. Lyons administered the oaths of office to Roger Bates, Steve Gomez, and Tom McNally. It was noted that Ann Washnock will be given the oath outside of the meeting due to her inability to attend this meeting.

Election of Officers. By unanimous acclamation, with no other nominees, the Board elected D. Hughes as President, T. McNally as Vice-President, and S. Gomez as Secretary/Treasurer.

Seating of New Officers. The new officers were seated and assumed their respective duties. D. Hughes and the Board thanked M. Schafer and A. Bates for their dedicated service and presented each with a plaque in recognition of their public service to the community. D. Hughes thanked each for their leadership and examples that they set. M. Schafer and A. Bates both stated that they were leaving the Board and District in good hands with a strong board and administrative staff and thanked all for the privilege and honor of serving with the Board members. A brief adjournment was held for refreshments in honor of the two retiring Board members.

10. LEGAL REPORT: None.

11. CHIEF'S REPORT:

The Chief distributed a draft **Shared Facilities Business Plan** to the Board for its review. This proposal is being considered by the City Manager, and it presents a short term solution to allow the District to utilize the City's airport fire station facilities, with the ability of the District to terminate the usage upon 30 days notice. No capital outlay is required. The Chief explained that this plan would allow the District to be prepared for the long-range solution which will be to take advantage of the McWhinney proposal regarding participation in the location of facilities in the eastern region of the District. The District would train the airport TSA personnel in CPR as partial consideration. The Board discussed the short term and long term implications of placing an ambulance in that area, the potential liability and insurance issues, and the coverage issues. After discussion by the Board, it was moved by R. Bates and seconded by S. Gomez to proceed with the implementation of the Plan. The motion carried unanimously.

The Chief reported that he will be out of District during the week of June 9.

Two employees were leaving June 4th to travel to pick up the new ambulances.

Three of eleven candidates have been promoted to rank of lieutenant in anticipation of the commencement of the hiring process.

The Windsor tornado resulted in approximately 48 hours of overtime (about \$2,300-\$3,000) which was less than anticipated.

The hospital destination report and the activity report were distributed and reviewed.

12. E-MAILS AND COMMUNICATIONS. None.

13. NEW BUSINESS.

Board operations. D. Hughes indicated that her expectations for the Board and its expectations of her as president will be discussed at the June meeting. In addition, she will meet with the Chief between Board meetings to discuss any pending matters.

Banking Resolution. D. Hughes explained that due to the departing and new Board members, a new signature cards will be required by both Centennial Bank and Home State Bank. It was moved by M. Childers and seconded by T. McNally that M. Shafer and A. Bates be removed from all signature cards, that the Board authorize D. Hughes and S. Gomez to be added to the signature cards as President and Secretary/Treasurer, respectively, as authorized signers on the accounts, and clarified that electronic transfers between and among District accounts are authorized. The motion carried unanimously.

14. CHIEF'S BREAKFAST. By consent, the Chief's Breakfast was scheduled for June 17 at the Egg And I.

15. ADJOURNMENT. There being no further business, the meeting was adjourned at 6:50 P.M.

Recording Secretary