



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE EVERGREEN FIRE PROTECTION DISTRICT JANUARY 14, 2014

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on January 14, 2014 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

MEETING CALLED TO ORDER Director Kling called the meeting to order at 7:00 pm.

TIME OF REMEMBRANCE AND REFLECTION: The pledge of allegiance was recited and a moment of silence was observed.

ATTENDANCE

DIRECTORS IN ATTENDANCE: George Kling, Valeri Leswing, David Christensen, Jeff deDisse

EXCUSED: Charlie Simons

ALSO IN ATTENDANCE: Bob Walter, Doug Saba, Christy McCormick, Quintin Galt, Frank Dearborn, John Anderson, Josie Klemeyer, Stephanie DeCamp, Connell O'Brien, Mike Weege, Carol Hucker

APPROVAL OF AGENDA: Approved as presented.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: Director Christensen made a motion to approve the minutes of the December 10, 2013 District Board Meeting approved as presented; seconded by Director Leswing; motion carried.

PRESENTATIONS:

- **November 2013 Financial Report:** Pinnacle Consulting presented three candidates to perform the 2013 Audit. Their recommendation is Poysti & Adams based on their ability to meet the time frame required for completion. The financial report is on track. Miscellaneous is off due to some miscoding as 140; this will be corrected. Brendan is positive the bottom line will be ahead with the year-end. Motion to accept and place on file the November 2013 Financial Report by Director deDisse; seconded by Director Leswing; motion carried.

DIVISION REPORTS

Administration / HR / IT:

- Facility Usage in 2013: 529 dates/ times were reserved; 238 internal uses and 291 public. This does not include the 2 weeks that FEMA was utilizing the building 24 hours/day.
- The 2013 Organizational Survey results are nearly complete. We will publish the results before the end of January and will meet with the Managers individually to discuss the results.
- We continue to work with the volunteer leadership to finalize the by-laws revision and the handbook revision.
- We welcome Allen Technology Advising as our new IT support team. They are holding kick-off meetings during January staff meetings.
- The next Strategic Plan Focus Group meeting is Jan. 16th at 1900 in the training rooms. Topic will be the budget and Insurance Services Office.

Communications:

- The new Motorola radio console equipment has been received and we are working on scheduling installation. The funding for this equipment came from the Jefferson County Communications Authority (JCECA).
- The Inter-Governmental Agreement (IGA) for the regionalization of dispatch has been reviewed by legal and sent to the neighboring districts for input. We have begun getting quotes on the equipment requirements for the radio room in dispatch.
- Calls for the month of December: Admin = 970; 911 Calls = 121; Total = 1091

Emergency Medical Services:

- 2014 will continue the monthly CPR classes alternating each month from Wednesday evening to Saturday morning. First Aid class will again be offered quarterly in January, April, July, and October.
- Jodi Walzer has joined as a full time paramedic to replace Dave Diflumeri.

Fire Operations:

- The Academy has entered into the Hazardous Materials section of their training. They did very well on their Firefighter I written exam and practical.
- Recruiting has started for the 2014 academy class led by Lt. Stacey Montague.
- We want to thank Evan, Adam and Tanner for all the hard work completing the deck on the training building and for the interior work they have done on the building. This month we will be using it to teach firefighter rescue and Rapid Intervention Teams (RIT).
- Three fires in 2 week period / 4 in the last month. Channel 4 incorrectly reported the response time and PIO Montague is working on an apology from them.
- Evan Soibelman has retired from EFR after 20 years of service. He will join the retired reserves to assist with Wildland training.

Fire Prevention:

- Per Jefferson County there will be an increase in commercial and residential projects in 2014.
- Prevention will be changing their permit process at the first of the year. Details and fee schedule will be posted on the website by the end of January.
- Recently interviewed Frank for an article the story can be seen at:
<http://www.justaroundhere.com/index.php/all-sections/names-faces/it-s-nice-to-know-you/510-meet-frank-dearborn>

Maintenance Division:

- Training building deck complete and final inspections approved by the county. Non slip paint applied to the interior upper level floors and stair nosing.
- Station #7 has had the concrete apron poured. We are now waiting on the installation of the garage door. The door wasn't ordered until early December, disappointing us for delaying the project unnecessarily. The door is scheduled to be in place by January 10, 2014.
- A compressive quality control system, developed with the help of Ed Mills, is now implemented for our inventory of gas monitors. Knowing that these tools are within compliance provides confidence in our ability to identify a hazardous environment. The detectors will be tested on a monthly basis to insure qualification.
- The TNT hydraulic pump currently employed in Rescue #1 has developed an internal problem reducing its potential. The pump has been removed and a loaner supplied until ours is repaired.
- Our vehicle lifts have been certified for another year.
- Work continues on the development of the specification for a tender to replace Te-178. The specification was released for proposals on January 10th.
- Contract Maintenance for 2013 by comparison with previous years since the program was begun:

	Parts & Labor	Hours of Labor
2013:	\$57,118	398
2012:	\$50,925	340
2011:	\$37,806	266
2010:	\$21,381	143
2009:	\$38,626	277
2008:	\$29,037	n/a
2007:	\$18,926	n/a

Training/Community Education:

- Thank you Doug Saba for applying for and receiving a grant to fund our academy Hazardous Materials class.
- Frank and Doug investigating a grant for assistance with Community Wildfire Protection Plans (CWPP) to help fund the services of John Chapman to work with the homeowners associations or neighborhoods to help them identify and plan their evacuation routes, firebreaks, road clearances as a method of helping the homeowners take on the tasks of mitigation and safety in their areas. Floyd Hill and Upper Bear have been completed. Echo Hills is in process now.

JANUARY BOARD MEETING TOPICS:

Active Topics:	Initiated	Scheduled/ Completed	Recommendations
Strategic Planning Meeting	Mar-10	TBD	Strategic Plan will be for ten years instead of 5.
Handbook Revisions	May-12	Mar-14	HR to review EVFD revisions
EFPD Bylaws/SOGs Review	Sept-13	Dec-13	Board to review for revisions or updates needed.

UNFINISHED BUSINESS

- SOG and By-Laws Review have been completed with a determination that no changes are required in the by-laws at this time. There is one point in the by-laws that needs to be completed in the form of a resolution to give the chief, district manager, or appointed signatory the power to sign contracts or official documents on behalf of the board. The Policies, Procedures, SOG's and Rules of Conduct document needs to be revised under Board Meetings to Seventy-two (72) Hour Notice to be consistent with the current SDA Manual. Director Leswing made a motion to take action on the changes as presented; seconded by Director Christensen; motion carried. The resolution and amendments will be prepared for approval at the February 11th meeting.
- IGA for Regional CAD System: the cost share of the system and how governance for the system will be organized. Still working with Jefferson County Emergency Communications Authority (JCECA) to get the funding completed but this should move forward as they fully support regionalization. We will wait to sign the IGA until after the funding has been approved. Hopefully the advisory group will make their recommendation in February and move the decision forward to the JCECA board for final approval. No action is required by the EFPD Board at this time.

NEW BUSINESS

- Resolution 2014-0001: designating Location to Post Notice: Director deDisse motion to accept the resolution; seconded by Director Christensen; motion carried.
- Resolution 2014-0002: Calling for the 2014 Regular District Election: Director deDisse motion to accept the resolution; seconded by Director Christensen; motion carried.
- 2014 Meeting Dates: Director deDisse motion to approve the 2014 District Board Meeting Dates; seconded by Director Leswing; motion carried.
- Approval of Auditors for 2013: Director deDisse motion to approve Poysti & Adams to perform the 2013 Financial Audit; seconded by Director Leswing; motion carried.

BOARD MEMBER COMMENTS:

Director deDisse and Chief Weege: We have come a long way thanks to Bob and Frank and everyone working together. Appreciates how the feeling is now "I will" not "I won't". Evan Soibelman has retired but will continue to be an asset to the department on wildland as an engine boss.

Director Christensen: We are clicking on every cylinder especially with regional dispatch and the contract maintenance.

Director Leswing: The thank you letter about Santa and the fire truck is a great for showing us strong and supporting the community.

Director Kling: After all the recent fires it emphasizes that everyone goes home safe. Looking forward to 2014 and planning for the future with the focus group, the staff and the community.

MEETING ADJOURNED Director Leswing made a motion to adjourn the meeting; seconded by Director Christensen; motion carried; meeting was adjourned at 8:10 pm.

NEXT MEETING DATES

Volunteer Pension Board Meeting February 11, 2014 at 6:30 pm in Training Rooms A & B

Regular District Board Meeting February 11, 2014 at 7:00 pm in Training Rooms A & B

Respectively Submitted,
Carol Hucker
Recording Secretary