



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE EVERGREEN FIRE PROTECTION DISTRICT FEBRUARY 11, 2014

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on February 11, 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, Charlie Simons

ALSO IN ATTENDANCE: Bob Walter, Doug Saba, Frank Dearborn, Connell O'Brien, Bill Cronk, Bryce Lipson, Jeff Ashford, Brian Zoril, John Lock, Wayne Shephard, Chris Johnson, Joe Stein, Tony Shepperdson, Dave Montesi, Stephanie decamp, Brendon Campbell, Mike Weege, and Carol Hucker

APPROVAL OF AGENDA: Approved as presented.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: Director deDisse made a motion to approve the minutes of the January 14, 2014 District Board Meeting as presented; seconded by Director Christensen; Director Simons abstained from the vote as he was not present at the January meeting; motion carried.

PRESENTATIONS:

- **December 2013 Financial Report:** (placed on file) Brendon Campbell presented preliminary end of year financial statement for 2013. The 2013 audit will be started in March. Page 2 on the Capital Fund we depleted the fund to pay for the new building so this has been zeroed out and will not appear in future years. The General Fund reflects that we are under budget as a whole but there were certain line items that were over budget, primarily the collectability of emergency services billings. The un-collectability of these accounts is reflected by Medicare /Medicaid being a higher percentage of calls, and the potential economic shift in the age of the population. A discussion ensued regarding the reasons for this and the effect that new health care laws may have on this portion of the budget. The 2014 budget has been adjusted to reflect this change. We also absorbed the non-customary expense of a recall election during 2013. We remain on course to continue as a financially healthy district. Motion to accept and place on file the December 2013 Financial Report by Director deDisse; seconded by Director Leswing; motion carried.
- **Addition to the Agenda:** Paramedic John Lock presented to the board the Pulse Point Program, a cell phone application, which could be made available to those who have received their CPR certification through EPAD and the CPR program at EFR. The program would direct them to the location of a victim and the closest AED to reduce the delay time before CPR is started and EFR arrives on scene. The program would require a \$14,000 installation and a public awareness campaign for which he will approach the JCECA for funding the initial cost but there would be an additional annual maintenance fee. Arvada Fire has the program in place at present. Discussion followed about the application and its potential benefits/problems. It works like the active 911 system we use for the department. John will gather additional research and approach the JCECA to discuss funding and will come back to the EFPD board in April with an update.

DIVISION REPORTS

Administration / HR / IT:

- The focus group met in January to discuss the finances of the district and how this impacts future planning. The next meeting was Thursday, February 6th at 7:00 pm.

- We are receiving \$3,094 from FEMA for our flood response, which mainly covers equipment use.
- Senator Jeanne Nicholson of District 16 has reached out to me to coordinate a mountain area Chief's meeting with her to discuss wildland fire concerns. This is pending but will most likely take place in March.

Communications:

- Rachel Cameron has left the department and we will begin interviewing/testing for a part time Communications Specialist in early February.
- Preparations are continuing in order to begin providing dispatch services to the neighboring departments in the coming months.
- A county wide CODERED reverse 911 call system test has been scheduled for March 5th between 0900 and 1200 hours. It may last longer if it takes longer to reach out to all registered numbers in the county.
- Calls for the month of January: Admin =1132; 911 Calls = 90; Total = 1222

Emergency Medical Services:

- Emergency Medical Responder Class for the academy is under way. Annie and Quatro are taking the lead.
- The 1st annual EMS High School Cadet Program is also under way. Five local high school students have enrolled and joined the probes class and are excited about the opportunity.
- We have 9 Paramedic candidates that will begin testing for the opportunity of being invited to join our team on February 13th. A second day of interviews is scheduled for February 20th for those who are successful during the first phase of testing.
- We sadly anticipate losing Jeff Bailey sometime in March. Jeff will be greatly missed.
- Interviews to fill the open Supervisor position vacated by Dave Diflumeri will take place during February.

Fire Operations:

- Annual elections were held and the new Volunteer Board will be President Connell O'Brien, Vice President Wayne Hazeldine, Secretary Paige Maslow, and Treasurer Caine Crawford. Chris Johnson was re-elected as Deputy Chief of Fire Operations.
- Chief Craig O'Connell has decided to retire after 26 years with EVFD. He served as Chief following Jay Jackson. Thank you Chief O'Connell for your leadership and commitment to EFR/EVFD!

Fire Prevention:

- Frank and other Jefferson County Fire Marshal's working with Jefferson County Planning and Zoning on reviewing Jefferson County Roadway Design and Construction Manual especially the sections covering driveway width, placement of vehicle pullouts and turnarounds, bridges, cattle guards and other requirements/changes to improve firefighter safety and access.
- Shelley is working on restarting the pre-fire plan project, contacted Fire Zone Company acquired updated software and is currently working with IT to get the software loaded onto the server and set up the program. Shelley will be the training person on the software.

Maintenance Division:

- The Tender Request for Proposal has been released with minimal interest from contractors. An addendum has been released to relax restrictions for pump placement. Our goal is to review the proposals on 2/10/14.
- Chief McLaughlin, of Elk Creek Fire, has approached us for assistance maintaining their fleet. The Chief had conducted an onsite visit of our facilities as part of the selection process. He was provided a fee schedule for consideration also. The Maintenance Team visited the Elk Creek facilities on 1/31/14 to tour the facilities and equipment and for introductions. We learned how to best help our regional partners at Elk Creek.
- Our partners at Genesee are considering increasing their fleet maintenance to include monthly inspections. We are developing that prospect with an initiation goal of February 2014.
- We had equipment loss in the process of fighting a fire on Troutdale. We will try to recover the cost (\$1,300.00) through the homeowners insurance.
- Contract Maintenance in January: 26.75 hours of labor performed; 5.25 hours of labor collected.

Training/Community Education:

- Conducted 14 trainings within the department in January: 52 hours offered with 74 attendees for 853 combined training hours.
- Conducted two evacuation drills at the Senior Resource Center and Rocky Mountain Village.
- Thirty-two hours of driver training was performed during the month.
- The Hazardous Materials section of academy was completed on January 25th with all 15 students passing the practical exam and 4 needing to retest on the written exam. Two of the students already have their certification for the state in this subject.
- Emergency Medical Responder training began for the academy on January 27th. This was formerly called First Responder.
- The annual Wildland Forum has been scheduled for February 26th at 7:00 pm in the Evergreen High School Theater.

FEBRUARY 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	Feb-14	Resolution and amendment completed at the Feb 11, 2014 meeting.

UNFINISHED BUSINESS

- Resolution 2014-0003: Authorizing the Fire Chief to Make Purchases, Negotiate Leases and Other Contract and Sign Receipts, Endorsements, Checks, and Other Documents on Behalf of the District. This resolution completes the review of the EFPD By-Laws and Policies by placing on file a document which empowers the Fire Chief to perform the duties stated in the resolution on behalf of the District and the Board of Directors. Director deDisse made a motion for approval of the resolution; seconded by Director Christensen; motion carried.
- Amendment to the Policies, Procedures, SOG's and Rules of Conduct: To revise the time for publication of meetings to 72 hours instead of 3 days. Adopted at the January meeting the document is being signed tonight and does not require additional board action.

NEW BUSINESS

- Conflict of Interest Statement: As beneficiaries of the Volunteer Pension Directors deDisse and Christensen have been provided a conflict of interest statement to acknowledge that they may not be able to abstain from a vote on pension related business if it would prevent a quorum. The Conflict of Interest Statements once signed will be filed with the Secretary of State.
- Jefferson County Road Renaming Practices: Director Simons spoke briefly about the policies and procedures for the naming of roads in Jefferson County and his recent personal experience of this. Each affected homeowner must obtain letters from the fire department, police department, post office, and recreation district to appeal the change. See Fire Marshal Frank Dearborn for additional information.

BOARD MEMBER COMMENTS: The agenda placed this item behind the Executive Session and was revised to correct the order of operations.

Director Leswing: Happy to see a large group of diverse interests present at the meeting.

Director Simons: Congratulations to the new EVFD Board members.

Director Kling: Thank you to Craig O'Connell and Evan Soibelman for your years of service and dedication to the department and community.

Director Christensen: Craig and Evan brought a lot of useful information to the department from their professional experiences.

Director deDisse: Craig O'Connell was the last of the original Evergreen Ambulance Service to retire. Complimented how outstanding it is to see the camaraderie on scene between fire and ems personnel.

EXECUTIVE SESSION: Director deDisse made a motion to go into executive session per Colorado Statute CRS 24-6-402(4)(e) for discussion of matters relative to strategy for negotiations, developing strategy of negotiations, and instructing negotiators. Seconded by Director Leswing; motion carried.

EXECUTIVE SESSION ADJOURNED: Motion to adjourn the Executive Session by Director deDisse; seconded by Director Leswing; motion carried. The meeting was returned to public session. At 8:28 pm.

MEETING ADJOURNED: Director Leswing made a motion to adjourn the meeting; seconded by Director deDisse; motion carried; meeting was adjourned at 8:29 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