



## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE EVERGREEN FIRE PROTECTION DISTRICT APRIL 8, 2014

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on April 8, 2014 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

**MEETING CALLED TO ORDER** Director Kling called the meeting to order at 7:08 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, Charlie Simons

**EXCUSED DIRECTORS:** Jeff deDisse

**ALSO IN ATTENDANCE:** Bill Cronk, John Anderson, Mike Gregory, Frank Dearborn, Christy McCormick, Paige Maslow, Doug Saba, Bob Gottsman, Deb Hurley Brobst, Carol Hucker and Mike Weege.

**APPROVAL OF AGENDA:** Approved as presented.

### **APPROVAL OF MINUTES:**

- March 11, 2014 Regular Meeting Minutes: Approved as presented.

**PUBLIC COMMENT:** Mr. Gottsman came to thank Charlie and Valeri for their service on the board and to encourage the board to continue its communication with the community about the regionalization of dispatch and made an observation about retention and the amount of training that the firefighters are receiving.

### **PRESENTATIONS:**

- **February 2014 Financial Report:** The 2013 Audit is under way with indepth look at the capital investments for the training building and the radio system with UASI. Pinnacle has included on page 1 a breakdown of the EMS insurance collections and write-offs. Discussion ensued for clarification of the report and the cost of the services we provide. Director Christensen requested that the graphs for each division be stacked so that he can see all at a glance. Director Simons moved to approve and place on file the February 2014 Financial Report, seconded Director Leswing, motion carried.

### **DIVISION REPORTS:**

#### **Administration / HR / IT:**

- The performance review system is under a redesign to improve the system and allow it to account for the many projects employees take on. Thank you Bob Walter for heading this process. It has been implemented and is very successful to date.
- The 2012-2013 State of the District Report is nearly complete and will be made available to the public before the end of April. Thank you Carol H. and the managers for their hard work on this document.
- A draft of the Strategic Plan has been generated and is under review.
- Sen. Jeanne Nicholson will be at Station 2 on April 26 from 12:30-13:30 for a community meeting hosted by EFR with a panel of speakers to answer questions. Travis Griffin, the Jefferson County Fire Management Officer, Kirk Will, the Division of Fire Prevention and Control Fire Management Officer to sit on the panel with Chief Weege. We have also asked Clint Fey, the Jefferson County Emergency Manager to join the panel. The discussion will center on wildfire safety and preparedness for the County. John Chapman to attend. John has been contracted by Clear Creek County to assist with the development of the neighborhood Community Wildfire Protection and Implementation Plans (CWPIP).
- The JeffCo Sheriff's department will hold a Drug Take Back day on April 26<sup>th</sup> in the parking lot at Station 2 from 10:00 am to 2:00 pm. This program allows people to dispose of prescription medications safely.

- On April 17 at 1830 EFR has been invited to participate in a town hall meeting hosted by the Pathfinders. We will have a table for wildland fire mitigation handouts. The event will be held at the Lakehouse.
- Saturday May 3 is National Wildfire Community Preparedness Day. Doug Saba is working with Byrne McKenna on an open house at one of our stations.

### **Communications:**

- We will begin dispatching for Foothills Fire on April 7<sup>th</sup> at 0900.
- April 13-19 is National Telecommunications Week. We will be honoring both Mike Mendelsohn and Jace Karford for CPR saves at the annual 911 banquet on April 18<sup>th</sup>.
- New radio console being installed.
- Applicants for the part time openings have been accepted and critical tests completed. Interviews will be held in early April.
- Calls for the month of March: Admin = 1243; 911 Calls = 114; Total = 1337

### **Emergency Medical Services:**

- Three new part time medics have been hired: Patrick Ryan, Danae Early, and Sabrina Hedlof. They will be completing their orientations in April.
- The annual Evergreen Public Access Defibrillation (EPAD) golf tournament will be held on May 19<sup>th</sup>. Contact Dave Montesi to register.

### **Fire Operations:**

- We have been approached by the water district responsible for the ponds on Hwy. 73. We have a standpipe in the farthest north pond. They are requesting that we agree to pay for water we use from the pond for firefighting since they have to pay for the pond to be replenished when it is low. Chief Weege is working with them so they understand that when the pond is low, which it usually is, we can't use it as the inlet to the standpipe is very high. Chief Weege has agreed to get the standard agreement used by the county for water reimbursement, which the Incident Management Team (IMT) uses.
- Probes completed their section of Emergency Medical Responder in March and are starting into the homestretch with rescue training in April.
- Company training is the wild land safety refresher in April. We are striving to get all members through the refresher and the red-card walk.
- Recruiting is in full swing so if you know anyone, please refer them. Lt. Stacey Montague is the officer who is managing recruiting. We are aiming for a class of 20.

### **Fire Prevention:**

- The Fire Prevention team attended the International Code Council conference to keep inspection certifications current.
- The conference center off of Fireweed has been approved by the JeffCo county commissioners for a brew pub.
- The old McDonalds location on Bergen Parkway is planned as a 5500 square foot building for commercial usage. No tenants have been announced at this time.
- The road to the Rocky Mountain Village Complex has been renamed Bergen Village Drive due to a new church and a future assisted living type facility in this area.

### **Maintenance Division:**

- Two viable tender proposals have been received from a total of five respondents. We are in the process of evaluating them to determine the best value.
- Ambulance 5438 is in Iowa for the remount. The chassis was sold to a person in Iowa for \$8,750.00. This sale will save EFR \$2,000.00 in transportation costs not returning to Colorado.
- Station painting is ongoing pending weather. Station #7 is complete and station #5 is underway.
- We will be conducting a review of the PM-A with our partners at Genesee. Following the introduction we will begin the inspections later this month.
- Proposals have been received for the hose testing to occur later this year. We received three proposals which will be evaluated to determine the best value.
- For the month of March 33 hours of contract labor were performed and 29.25 hours of labor were collected.

### **Training/Community Education:**

- Hazmat operations training conducted on the 10<sup>th</sup> and 17<sup>th</sup> with 42 members in attendance.

- The *Every 15 Minutes* program that was scheduled for this spring at Evergreen High School has been cancelled by the athletic director/program coordinator.
- A training and wildland exercise were conducted with 12 Colorado fire departments and 88 firefighters participating. The residences were involved in the scenario with interviews with the press. Great attendance, great weather, and great response from all involved. Clear Creek County will be conducting an evacuation drill on Floyd Hill in June.
- Wildland refresher classes are under way and red cards are being updated.
- Academy graduation will be held on May 17<sup>th</sup>. More information will be sent out as soon as it is available.

**MARCH BOARD MEETING TOPICS:**

<b>Active Topics:</b>	<b>Initiated</b>	<b>Scheduled/ Completed</b>	<b>Recommendations</b>
Strategic Planning Meeting	Mar-10	TBD	Strategic Plan will be for ten years instead of 5.
Handbook Revisions	May-12	May-14	HR to review EVFD revisions

**UNFINISHED BUSINESS:**

- Schedule an Executive Session for the annual performance review of the fire chief: April 30, 2014 at 3:00 pm in the Board Room is tentatively set. Each board member has been provided a copy of the review forms so that they can look at them in advance of the meeting.
- Transition Planning: May 13<sup>th</sup> at 6:00 pm we will hold a reception in the firefighter lounge prior to the board meeting for the purpose of thanking the departing board members and meeting the new board members. Mike Gregory and John Anderson to provide a brief biography for the website.

**NEW BUSINESS:**

- Audit Committee: to be comprised of George Kling and Dave Christensen. They will meet if necessary to review the financial audit prior to its presentation to the full board and address any issues or corrections that may be needed.
- Tender Proposals: A comparison is included in the packet for the companies that submitted bids. Rosenbauer as low bidder has been contacted and revisions of the specification and bid are under way. In the past a substantial discount was obtained by paying for the chassis in advance of the completion of the tender. This will be done again. A contract for the tender and a spending authorization will be brought before the board at a future meeting.

**BOARD MEMBER COMMENTS:**

Director Christensen expressed that each month there is a new sign that we are doing the right thing such as the senator asking for our participation on a wildfire presentation and this is a continuing tribute to EFR.

Director Simons expressed that in his five years on the board he feels that this is the finest group he has been associated with and thanked Dr. Leswing for stepping in to the vacancy when the board was in a difficult situation.

Director Leswing expressed that it was a difficult decision not to run for election as she has been very proud to serve EFR and of the spirited and open discussions that have been held.

Director Kling recapped that contractual allowances discussions may make us all feel that we aren't very smart on the topic but he commends the board for trying so hard to understand a complex topic. Thank you Mike and John for stepping up to take a place on the board, thank you Charlie and Valeri for your service and for your continued work on special projects for us.

**MEETING ADJOURNED:** Director Simons made a motion to adjourn the meeting; seconded by Director Leswing; motion carried; meeting was adjourned at 8:38 pm.

**NEXT MEETING DATES:**

Volunteer Pension Board Meeting May 13, 2014 at 8:30 pm in Training Rooms A & B  
 Regular District Board Meeting May 13, 2014 at 7:00 pm in Training Rooms A & B

Respectively Submitted,  
 Carol Hucker  
 Recording Secretary