



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE EVERGREEN FIRE PROTECTION DISTRICT MAY 13, 2014

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on May 13, 2014 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

MEETING CALLED TO ORDER Director Kling called the meeting to order at 7:07 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, David Christensen, Mike Gregory, Jeff deDisse, John Anderson

ALSO IN ATTENDANCE: Chris Johnson, Frank Dearborn, Janet Anderson, Bill Cronk, Bob Walter, Connell O'Brien, Rob Weaver, Christy McCormick, Beth Potter, Bill Sandifer, Jeff Ashford, Brian Zoril, Mike Weege, Sylvia Ross

APPROVAL OF AGENDA: Approved as presented.

APPROVAL OF MINUTES:

- April 8, 2014 Regular Meeting Minutes: Approved as presented.
- April 30, 2014 Special Board Meeting Minutes: Approved as presented.

PUBLIC COMMENT: none

PRESENTATIONS:

- **March 2014 Financial Report:** Brendon Campbell of Pinnacle Consulting introduced himself for the new board members to explain the relationship between his company and EFPD as our compliance organization and to provide oversight of our financial position. Mr. Campbell provided a brief overview of the type of information that is included in each monthly report for the new board members. The first quarter of 2014 we are where anticipated for revenue and expenses. Director Christensen requested that a budget line versus variance be added to the EMS Ambulance Collection Report. This page needs to be on a quarterly basis not monthly. Director Kling would like to see an analysis of the trends in ambulance collections over the last 3 – 5 years as a one-time report. The 2013 Audit is being completed with some final information requested on the UASI funds for the radio project. Director deDisse made a motion to approve and place on file the March 2014 Financial Report; seconded by Director Christensen; motion carried.

DIVISION REPORTS:

Administration / HR / IT:

- We are pleased to report that the Handbook is complete. The managers put a lot of time into this revision, including the volunteer leadership. Thank you all for your efforts.
- As we prepare for the installation of new Computer Aided Dispatch (CAD) and recording equipment, we have found that we are out of space in the current server/phone room. We have initiated a plan to move the equipment by expanding the radio room/back office into an IT/radio room. The air conditioning was evaluated to ensure it could handle the additional load, and a wall was taken down. A new server cabinet was acquired through West Metro Fire at no cost to EFR and the equipment will be moved to this larger cabinet. As part of the TriTech project in dispatch, Comcast fiber will be brought into the building. We will now have Century Link fiber, used for the phone and expanded for internet, as well as Comcast to be used for the Computer Aided Dispatch (CAD) back up link to West Metro/MetCom.
- We have received recognition from Colorado Emergency Services Association (CESA) as one of the winners of the CESA 2013 Member of the Year Award which are given to outstanding

members who have shown an exceptional commitment to creating a safe work environment, and managing and preventing claims.

Communications:

- We began dispatching for Indian Hills and InterCanyon Fire Departments on May 5th. Elk Creek Fire comes on Monday May 19th and Northfork fire will be the last one on.
- Chief Zoril of Foothills Fire spoke briefly to express his satisfaction with the new dispatch arrangements and its effectiveness for his district. He indicated the calls are going out minutes faster for the Foothills response and he is pleased with his decision to dispatch via EFR.
- Christy McCormick will be moving off the console and into a supervisor position. She will be available to take a console as the 3rd dispatcher when needed.
- New part time dispatchers were hired and will begin training in May. Please welcome Brenda Berens, Amy Bray, and Matt Duty.
- Calls for the month of April: Admin = 1,230; 911 Calls = 108; Total = 1,338

Emergency Medical Services:

- EMS Week May 18 – 24th KUDOS to the entire EMS staff for what they do and for always representing EFR in a good light!
- As part of EMS Week in May we will begin pushing the FILE FOR LIFE information cards as well as Fall Prevention education.
- EFR is one of 3 departments in the State nominated by the Foothills Regional Emergency Medical and Trauma Advisory Council (FHRETAC) to host Governor Hickenloopers signing of 4 EMS bills on May 27th. These bills will positively and directly impact EMS in the future. We were nominated because of regional involvement and active participation in RETAC, Urban Area Security Initiative (UASI), Mass Casualty Incident Command System (MCICS) etc., in addition to our campus and scenic reputation. Just being nominated for this privilege is an honor to us all.
- Children's Hospital will be recognizing EFR for its first annual EMS Pediatric Trauma Award for our response to a 10 month old bitten by the family dog on 3/4/2014. Quintin Galt, Mike Sivertson and the Flight Team will be recognized as well as kudos to all responders involved (Tali Montesi, Mike Weege, Mike Mendelsohn, Jace Karford, Chris Leahy, Bill Cronk and Doug Saba) Children's Hospital is of the opinion that the quick thinking and pre-hospital procedures saved this patients life that day. KUDOS to ALL!
- EFR will be providing outside storage to the FHRETAC for its community safety and awareness trailer at Station 7. In doing so we are also welcome to use it and its contents for our events.
- Jeff Bailey's last shift will be May 22nd. We wish him well with his move to Florida. He'll be missed by all! Interviews to fill Jeff's full time position will take place on May 27th.
- [Evergreen Public Access Defibrillation \(E.P.A.D.\)](#) annual golf tournament is May 19th to raise money for AED's and to help fund our FREE CPR classes. To date approximately 2000 have been trained in CPR and two lives have been saved.

Fire Operations:

- Academy Graduation will take place on Saturday, May 17th at 9:00 am with a reception following.
- The recruitment push is on. Signs are being set up around the district.
- A retirement party was held after the April EVFD business meeting, recognizing Craig O'Connell, 26 yrs, Gregg Baldwin, 23 yrs, Evan Soibelman, 20 yrs, Richard Hansen, 20 yrs, Paul Rodgers, 14 yrs, Keith Haugrud and Vikki Hakes, 11 yrs, Mark Shipley, 10 yrs, Peter Rueth, 10 yrs, Mike Mendelsohn, 10 yrs. Thank you for your service to the EFPD.
- The revised Volunteer By-Laws were passed by the volunteer membership. Thank you Connell O'Brien, Jeff Genender and Chief Johnson for your work on these revisions.
- Coverage and response numbers continue to be strong. We are continuing to investigate engine response times.
- Open house at Station 5 and 6 with good turnout and public information. Thank you FF Bryne McKenna and Doug Saba for organizing these events.

Fire Prevention:

- Annual Safety Day has been scheduled for September 20th at Station 2. This will not be a collaborative event with the Bergen Schools as their fall carnival has been changed to every 2 years.
- Big R is planning to be open in June.

Maintenance Division:

- Ambulance remount is in process and is expected to be returned the week of May 13th. Graphics will be installed locally prior to delivery.
- Painting was completed on station #5. The process is becoming more efficient and station #6 is in progress. The small EMD water pump facility near station #6 will be painted the same color as the station as a gesture of appreciation for the snow removal EMD has provided at that location.
- Following review of proposals for hose testing a New Mexico company was selected, Waterway. Adequate space is available at station #2 to conduct the testing. Testing is requested to be complete by August but may be finished earlier.
- The uninterrupted power supplies (UPS) located in dispatch have been tested with one battery unit failing and scheduled for replacement. The cost to accomplish this is approximately \$1,400.00. Testing of the backup power system will occur annually.
- EFR maintenance recently switched contractors for solvent machine service and used oil pick up. EFR will receive revenue from the collection of waste oil. Most recently \$120.00.
- Some of our trees around station 2 are dying so we are having them cut down. There are several smaller trees around them so there are no plans to plant any other trees.
- Contract Maintenance for April: 24.75 hours performed; 52.25 hours of labor collected.

Training/Community Education:

- Firefighters and staff participated in 4298 total hours of training as of May 1st for 2014.
- 4 firefighters participated in the Fire Instructor Program at Fire Department Instructor Conference in Indianapolis in April.
- Three personnel participated in the Arson Conference in Las Vegas in April.
- Wildland certificates for firefighters were updated and put into the National Data System in April. There are 12 on the deployment list for national response.
- Medical Training in April involved the new self-lifting pram installed on the ambulance.
- The “Broken Arrow” task force training exercise was performed on May 3rd after coordination with the metro area Fire Departments. The goal is to be able to mobilize 30 trucks in 90 minutes.
- Final academy testing and rescue training performed and finishing up for graduation.
- National Preparedness Day with open houses on May 3rd and 10th.
- Floyd Hill Home Owners have cancelled evacuation drill for June and will reschedule some time in 2015.

JUNE BOARD MEETING TOPICS:

Active Topics:	Initiated	Scheduled/ Completed	Recommendations
Strategic Planning Meeting	Mar-10	Aug-14	Strategic Plan will be for ten years instead of 5.
Energy Audit	April-14	TBD	Director Christensen

UNFINISHED BUSINESS:

- Team Member Handbook: Director deDisse expressed that the work of the volunteer department on this was greatly appreciated and it was unanimously approved at the last Volunteer Business meeting. Chief Johnson thanked Connell O’Brien for his work on the document. Director deDisse made a motion to place on file the Team Member Handbook dated April 2014 to be administered by the fire chief on behalf of the district; seconded by Director Christensen; motion carried.

NEW BUSINESS:

- Election of Officers: Two year assignment of office. Director Christensen moved for nomination George Kling to remain as president; Director deDisse seconded; 4 in favor, Director Kling abstained. Director Kling made a motion to nominate David Christensen for Vice President, Mike Gregory for secretary and Jeff deDisse for Treasurer; seconded by Director Anderson; motion carried.

- Spending Authorization 2014-0002: Server Relocation: Equipment for the expansion of the radio room to complete the installation of additional support for the new console and Computer Aided Dispatch system. \$8,957.95 Director Christensen made a motion to approve Spending Authorization 2014-0002; seconded by Director deDisse; motion carried.
- Spending Authorization 2014-0003: Hose Testing to be performed by Waterway June 17th -19th estimated ~\$7,560. Hose will be tested at \$0.27 per foot with an estimated 28,000 feet to be tested. Director deDisse made a motion to approve Spending Authorization 2014-0003; seconded by Director Gregory; motion carried.
- Spending Authorization 2014-0004: Purchase of 2014 Dodge Lifeline Ambulance Type 1: ambulance remount on a Dodge chassis. \$98,547.14. This unit replaces the Ford chassis 5438 by remounting the box on a new chassis. Director Christensen made a motion to approve Spending Authorization 2014-0004; seconded by Director Anderson; motion carried.
- Spending Authorization 2014-0005: Apparatus Purchase Agreement for Rosenbauer Tender \$346,647.00. This tender will replace Tender 178. Director deDisse made a motion to approve Spending Authorization 2014-0005; seconded by Director Christensen; motion carried.
- Energy bill audit for proposals on cutting usage and solar power alternatives: Director Christensen has reviewed the energy bills and recommends that we request Xcel conduct an energy audit of the buildings. The average savings after an audit is about 10%. This is the first step toward energy efficiency. He has looked at solar and there is potential there that can be pursued after the energy audit is completed. The audit with Xcel will cost approximately \$800 and will require a spending authorization since this is not a budgeted item.

BOARD MEMBER COMMENTS:

Director Christensen: This organization lifts people up and inspires them to be better.

Director deDisse: Welcome to the two new board members and thank you to the departing members

Director Kling: Hopes to keep involvement from the departing members on the committees they were serving. He appreciates the participation that all are making to be involved in other community groups.

Director Gregory: Thank you to Charlie for his work on behalf of the district. He is happy to be able to do something else for the fire department now that he has retired from the volunteers.

Director Anderson: Honored to be here is support of the district and EFR. Everyone has been friendly and welcoming. Attended the volunteer's business meeting and appreciated the opportunity to get to know people in the organization. Interested to see how he can contribute to EFR.

MEETING ADJOURNED: Director deDisse made a motion to adjourn the meeting; seconded by Director Christensen; motion carried; meeting was adjourned at 8:55 pm.

NEXT MEETING DATES:

Volunteer Pension Board Meeting has been rescheduled to June 8, 2014 at 6:30 pm.

401a Pension Board Pension Board Meeting July 8, 2014 at 8:30 pm in Training Rooms A & B

Regular District Board Meeting June 10, 2014 at 7:00 pm in Training Rooms A & B

Respectively Submitted,

Carol Hucker

Recording Secretary