



## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE EVERGREEN FIRE PROTECTION DISTRICT AUGUST 13, 2013

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on August 13, 2013 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

**MEETING CALLED TO ORDER** Director Kling called the meeting to order at 7:05 P.M.

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

### **ATTENDANCE**

**DIRECTORS IN ATTENDANCE:** George Kling, Charlie Simons, Valeri Leswing.

**DIRECTORS EXCUSED:** Jeff deDisse

**ALSO IN ATTENDANCE:** Frank Dearborn, Bob Walter, Sandy Barnes, Christy McCormick, Mike Weege, Carol Hucker. Doug Saba and Joe Stein joined the meeting in progress.

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

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:** Director Leswing moved to accept the minutes of the July 16, 2013 District Board Meeting as presented, seconded by Director Kling, motion carried. Director Simons abstained from the vote as he was not present at the July meeting.

### **PRESENTATIONS:**

- The June 2013 Financial Report was presented by Chief Weege (See Attached). We have verified that all payroll amounts are going in to the correct account with the Sage software. The personnel expenses that were trending higher in previous monthly reports were due to the workers comp payroll expenses from 2012 distributed over the first 9 months of the year. Workers comp for budgeting reasons is broken down by division. Administration Contractual Services expenses are higher due to HR and financial services contracts. EMS Contractual Write-offs are leveling out now more in line with last year. Director Leswing moved to accept and place on file the June 2013 Financial Report. Seconded by Director Simons; motion carried.
- The Compliance Audit final report was presented (See Attached). A random audit of 7 years can be chosen. The auditors chose to look at 35 records from 2012 in regards to documentation of medical necessity, coding of the bills, reasonable/appropriate hospital, mileage charges, signatures on forms, etc. Because we have our own 911 call center and are ALS we are scrutinized more closely. A lot of the changes they proposed have already been made with a few more to be instituted. The auditors were very impressed with our ethics, our compliance, and the lower than average percentage of error rate in billing.

### **DIVISION REPORT**

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

- Radio Project: All parts have been installed. A design issue has been identified which will not allow us to operate on channels 1 and 2 (UHF) in parallel to our new VHF channels so we will be operating on our back-up channels 7 and 8 with channel 3 as the failsafe. Testing will be in early September if we stay on track.
- Training Building: The roof painting is complete and we are working through final payments with the contractor. A notice will go out per statutes with regards to the completion and final payment.

#### **Communications:**

- Testing and interviews will be taking place this month for 2 part time dispatchers.

- W. Metro, MetComm and others are forming an Authority to upgrade/purchase a combined TriTech Computer Aided Dispatching system, which is state of the art. The idea is to combine forces to share costs and reduce the overall cost. EFR has an opportunity to join them, which is in line with the Regionalization concept.
- Admin phones are in place and the transition was relatively painless.
- Association of Public-Safety Communications Officials (APCO) National Conference is in Anaheim on Aug 18<sup>th</sup> – 22<sup>nd</sup>, Christy will be attending.
- July Calls: 911Calls = 157; Admin Calls =1642; Total Calls = 1799

#### **Emergency Medical Services:**

- Intention to hire 2 part time paramedics
- Documentation Audit Report (See attached)

#### **Fire Operations:**

- Academy: 20 applicants have been accepted. Academy begins Monday night. A Meet and Greet" was held for the recruits and their families to welcome them all.
- Officer Training: Working with John Putt on an Officer Development Training program. John has helped us with all the MCI trainings.
- Thank you Doug Saba, Stacey Montague and all others who helped organize and participated in the open house at Station 8 in Brook Forest on July 17<sup>th</sup>. It was a very well attended event with a lot of questions asked.
- Income from wildfire deployments to date: Equipment = \$17,700, Personnel = \$2,300

#### **Fire Prevention:**

- 24 Aug, Jeffco will be having a Safety Fair (Jeffco Fairgrounds), 9 am to 1 pm. Shelley, Doug and Frank will be teaching fire safety and live fire extinguisher training to the attendees, 4<sup>th</sup> year doing this.
- We are getting ready for the Fall Carnival/Safety Day with the Bergen Schools schedule for the 29<sup>th</sup> of Sept. The event will be held at the Bergen Meadow School. 11-3 with our pancake breakfast from 8-10:30.

#### **Maintenance:**

- Evergreen Metro District will be providing technicians and equipment to locate leaks in three cisterns at two separate locations. Successfully locating the leaks will minimize excavation and cost significantly.
- Analysis underway for driveway/parking repair options at Stations 1 & 4. Asphalt versus concrete will be considered.
- Unit 137 experienced a failed hydraulic pump that powers both the on board compressor and the foam injection pump. Analysis by a pump repair facility determined it could not be repaired. A new pump has been ordered and will cost approximately \$4,000.
- Fuel contamination caused the failure of the fuel lift pump and tank removal/cleaning on unit 157 following deployment.
- Lighting caused the fire monitoring system/camera at maintenance to fail. Both are back online.
- Ground ladder testing has been contracted and will be completed on 8/13/13.
- One garage door has been replaced following an unexpected closure while the ambulance was driving out. The door will cost approximately \$1,300. Damage to the ambulance was limited to the light bar which is being assessed for replacement.
- Asphalt parking areas have been crack sealed and striped at all locations.
- HVAC preventative maintenance will now include washing the condenser and coils in addition to changing air filters.

#### **Training:**

- Working with Leadership Evergreen on a project to get people signed up for CodeRed and Smart911 programs.
- Successful open house at Station 8 with area residents to talk about the Blue Bell Fire.

**AUGUST 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	Aug-13	TBD	HR to review EVFD revisions
Evacuation Routes	2011	Sept-13	Maps being added on website as completed and distributed.
EFPD Bylaws/SOGs Review	Sept-13	Dec-13	Board to review for revisions or updates needed for 2014.

**UNFINISHED BUSINESS:**

Brook Forest Water District has requested assistance with legal and insurance fees associated with Stevenson Dam. After discussion the directors declined to assist with legal expenses as requested. Director Leswing moved to pay \$500 toward their insurance deductible, Director Simons seconded the motion, motion carried.

**NEW BUSINESS:**

The Mountain Area Regionalization Study is nearing completion. We will be approaching the 911 Authority Board for assistance in funding a regionalized call center for the mountain area fire departments. Potentially this would double the call volume for EFR dispatching to 7 districts. In addition we have joined West and South Metro Fire Departments in cooperation for the purchase of a CAD system that will enable us to communicate more effectively with these partners in dispatching large events, backing each other up, or the rare occurrence a 911 center has to be evacuated. Director Leswing moved that Chief Weege continue moving forward with the establishment of a regional call center with the support of the Board of Directors; Director Simons seconded; motion carried.

**BOARD MEMBER COMMENTS:**

Director Leswing: Very happy with the compliance audit results.

Director Simons: No comment.

Director Kling: Very pleased with the progress underway on so many projects.

**MEETING ADJOURNED**

Director Leswing moved to adjourn; Director Simons seconded the motion; the motion carried; the meeting adjourned at 8:35 pm.

**NEXT MEETING DATES**

Regular District Board Meeting September 10, 2013 at 7:00 pm in Training Rooms A & B

401a Pension Board Meeting October 8, 2013 at 6:30 pm in Training Rooms A & B

Pension Board Meeting November 12, 2013 at 6:30 pm in Training Rooms A & B

Respectively Submitted,  
Carol Hucker  
Office Manager