



## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE EVERGREEN FIRE PROTECTION DISTRICT NOVEMBER 12, 2013

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on November 12, 2013 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

**MEETING CALLED TO ORDER** Director Kling called the meeting to order at 7:03 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, David Christensen. Jeff deDisse via teleconference

**ALSO IN ATTENDANCE:** Chris Johnson, Frank Dearborn, Joe Stein, John Anderson, Mike Novick, Jeff Ashford, Stephanie DeCamp, Carole Lomond, Mike Weege, and Sylvia Zamperin.

**APPROVAL OF AGENDA:** Director Simons moved to approve the agenda as amended; seconded by Director Leswing, motion carried.

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:** The minutes of the October 8, 2013 District Board Meeting approved as presented.

**PUBLIC HEARING – Fee Schedule Revisions:** President Kling opened the Public Hearing at 7:08 PM. Frank Dearborn presented the new fire prevention services fee schedule to the Board. These services include plan reviews for commercial & residential construction projects, and inspection fees for sprinklers and fire alarm systems. The new fees are in line with what other fire departments in the area are charging. These new fees will be effective January 2014 and he went on to say that fee increases occur when the county codes change. After further discussion and no additional questions the hearing was closed at 7:16pm.

**PUBLIC HEARING – 2014 Budget:** Chief Weege and Finance Director Brendan Campbell presented the draft 2014 budget. Chief Weege began by explaining that there are expenses that will be reimbursed by other agencies but that is not always guaranteed and needs to be reflected as expenses in the budget. He also discussed the updates to the Apparatus Replacement Plan and the updates to Strategic Capital Plan. After further discussion, Brendan started his presentation by pointing out a couple of items, first the leftover bond funds have been spent on the Training Building therefore that account balance will be zero and the other item is the debt service fund which may look a bit different this year. The general obligations bonds line item which is the mil levy that we are proposing to cover our debt service and you will note that after the bond issuance with the decreased interest expense we were able to drop the mil levy by about 20 mils. Also you will notice a decrease of another 9 mils in 2014 because instead of accumulating funds we plan on only collecting the funds that we will need to cover our debt service for the year and so the mil levy will fluctuate each year, in fact next year it will most likely go up. Normally the fluctuation is within 5 mils throughout the debt service. Further discussion ensued regarding this topic as well as expenses that the district does not have much control over eg. utilities, telephone, internet, etc. It was noted that the staff has done a great job in minimizing expenses as much as possible and that there are controls in place to keep EFR operating in the positive. After further discussion and no additional questions the hearing was closed at 7:42 pm.

### **PRESENTATIONS:**

- **September 2013 Financial Report:** The September 2013 Financial Report was presented. The third quarter financial statements have been completed and incorporated the revenue and

expenses in the budget format. The years revenue is trending as less due to the UASI grant reimbursement and how that was posted in the last year's budget. In the expense category, the expenses are within the budgeted parameters, and are expected to remain that way through the end of the year. We anticipate ending the year at 3,516,229.00. President Kling asked how expenses are tracked on a monthly basis and Chief Weege explained the monthly variance report process and how expenses are tracked by each division. Further discussion ensued. The district has also requested proposals for audit services from multiple audit firms and these proposals will be presented to the board at a future board meeting. Further discussion ensued regarding multi-year contracts which the District is not allowed per state statute to sign so the contracts will only be for one year at a time. Since no other questions were presented, Director Christensen moved to approve the September 2013 Financial Report as presented; seconded by Director Leswing, the motion carried.

- **2014 Budget:** Since most of the budget questions were asked in the Public Hearing, President Kling asked if there were any additional questions for Brendan Campbell. Several members of the Board have not had the chance to go over the budget prior to the meeting, Director Simons would like to post-pone the approval of the budget until the items that need changes are made to the budget, several other members agreed so the approval of the 2014 budget will be made at the December 10, 2013 board meeting along with the certification of mil levies from both Jefferson and Clear Creek Counties.

## **DIVISION REPORT**

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

- Organizational survey was emailed out with completion date of Nov. 30 requested.
- We have identified a cost savings for the employees by switching our health care provider from Rocky Mountain Health Plans to Cigna. Open enrollment meeting is Nov. 13.
- We have selected Allen Technologies to be our IT provider starting Jan. 1, 2014. Thank you Chris Johnson for all the years he has provided this service.
- Nov. 14th at 1900 is the kick-off meeting for the Strategic Plan Community Focus Group.

### **Division: Communications**

- Both part time trainees have passed the EMD (Emergency Medical Dispatch) class and are now providers.
- We hosted an Instructor and Provider class for EMD of Colorado here at our facility - everyone enjoyed our facilities and the helpfulness of Frank Dearborn and Dave Diflumeri. One of our instructor trainees had a slight medical emergency and Bob, Larry and Dave D came over and their help was also greatly appreciated!
- Molly Hebrew is no longer with us as a part time employee - she will be missed and wrote a wonderful note - thanking everyone and stating how much she enjoyed her time here.
- Calls for the month of September: Admin = 1825; 911 Calls = 116; Total = 1941

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

- Ambulance licensing for 2014 completed with both JEFFCO and Clear Creek without concerns or issues. Note: Kudos from the JeffCo inspectors about the EMS Division stating – “If we used Evergreen to set the bar for these inspections, the vast majority of agencies would fail their inspections”. “I inspect almost 500 units a year and your ambulances are always among the cleanest, their neatly stocked with great equipment. It’s always a pleasure coming here working with your folks”. Stan
- Ambulance replacement has moved up from May to “first of the year” with unit 5438 get-ting yet another engine replacement in October.
- We are applying for a RETAC Grant for car seat safety certification for installation.
- Bob attended the EMS and Health Care Reform (HRC) Conference. In the first year of the Medicare audits (2012), they generated 4.2 Billion dollars for Medicare in the form of refunds, fines and penalties. The first 6 months of 2013 – 5.3 Billion generated. Note: For every \$1 the Federal Government spends on this project they generate \$4 of revenue for Medicare. It’s

imperative we stay on top of compliance as this program will obviously continue for years to come. Impact of the Health Care Reform (HCR) will have on EMS is still unclear but speculation is that EMS agencies are going to need to get creative with revenue generation. EMS model is going to have to change. EMS will more than likely start transporting to Urgent Care centers and possibly doctor's offices. Community EMS has been talked about for years, HCR will force into becoming a reality (Home Health Care Model)

### **Division: Fire Operations**

- Academy training going well. 1 individual has left the program so we are at 17 trainees.
- Training in the new building has been exceptional. The building has been used for fire-fighter survival training and live burn training.
- Chimney fire season has started with three fires in 4 weeks.
- A new process has been implemented to select firefighters to attend the Fire Department Instructors Conference in Indianapolis. Interested personnel were asked to complete an explanation of why they should be chosen.

### **Division: Fire Prevention**

- School visits being finished up with a few rescheduled from October still being completed.
- Going to the 2012 International Fire Codes in conjunction with Jeff Co. Revised fee system proposal.
- The new letter message board has been installed outside of EMS at Station 2. Thank you Maintenance division for the hard work on this.
- Applying for the Christmas Grant through Walmart for Christmas with the Firefighters.

### **Division: Maintenance**

- The Dodge ambulance may be delivered earlier than scheduled due to logistical changes at the manufacturers, Life Line. Remounting is scheduled to begin early March with a delivery date of May 2014. They have added additional staff to accommodate the higher demands for both new sales and refurbishments.
- Major engine repairs were required in unit 9522 when delivered to the dealer for related issues. EFR was without the unit for three weeks due to this repair. The truck failed in route returning from the dealership and returned to the dealership for additional repairs. The vehicle was released later that day and returned to service.
- The following day 9522 was placed into service; one of the newest Ford ambulances failed (1913) and had to be taken to the dealership for an engine malfunction resulting in very low power output. A date hasn't been established for its return to service.
- The training building deck is in process and work will continue through the winter months, weather permitting, until complete.
- Painting of station #7 & #5 has begun. Materials have been purchased and work will be completed weather permitting.
- 150 tons of fill material was delivered to st#7 in preparation for the construction of the driveway. Also, the steel lentil beam needed to support the facility once the doorway is cut into the side of the building was sourced and delivered.
- A new informational sign has been installed in front of station #2.
- Contract Maintenance in October: 32 hour of labor performed; 37.25 hours of labor expense collected.

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

- Live fire training for the academy coming up leading toward their practical on December 14th.
- Over 862 kids have been taught fire prevention this year through school visits. Public education will be completing the week of November 12th with Bearly Tawl and Evergreen Country Day Schools.
- Grant applications for fire assistance will be input by the end of November.

**NOVEMBER 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	Nov-13	HR to review EVFD revisions
EFPD Bylaws/SOGs Review	Sept-13	Dec-13	Board to review for revisions or updates needed for 2014.

**UNFINISHED Business**

- Bylaws/ SOGs/ SDA/ Policies & Procedure Update: President Kling will work with Carol Hucker to get a red-line copy of these documents for a board vote at the next board meeting.

**New Business**

- Spending Authorization 2013-0012: Steel components for Training Building Exterior Deck: Chief Weege presented a spending authorization to buy steel to complete the exterior deck of the new training facility. Director Leswing made a motion to approve the spending authorization and Director Christensen seconded the motion; the motion passed unanimously.
- Resolution 2013-0005: To Adopt the 2012 International Fire Codes: Director Leswing made a motion to approve the spending authorization and Director Christensen seconded the motion; the motion passed unanimously with all five board members in favor of passing the resolution by roll call vote.
- Resolution 2013-0006: To Adopt Revised Fee Schedule for Fire Prevention Activities. Director Leswing made a corrected motion to approve the spending authorization and Director Christensen seconded the motion; the motion passed unanimously with all five board members in favor of passing the resolution by roll call vote.

**MEETING ADJOURNED**

Director Christensen moved to adjourn; Director Simons seconded the motion; the motion carried; the meeting adjourned at 8:58 pm.

**NEXT MEETING DATES**

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

Respectively Submitted,  
Sylvia Zamperin  
Recording Secretary