



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE EVERGREEN FIRE PROTECTION DISTRICT
MARCH 13, 2012**

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on March 13, 2012 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

ATTENDANCE

DIRECTORS IN ATTENDANCE: Jeff deDisse. Charles Dykeman, David Christensen, George Kling.
Charlie Simons - via teleconference

ALSO IN ATTENDANCE: Jeff Ashford, Chris Johnson, Steven Harms, Bob Walter, Wayne Shephard, Eva Whitehead, Mike Weege, Christy McCormick, Brent Worthington, Frank Dearborn, Sylvia Ross.

MEETING CALLED TO ORDER President Kling called the meeting to order at 7:01 P.M.

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

APPROVAL OF AGENDA: Approved as presented.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES:

- February 14, 2012 Regular Meeting Minutes – Approved with changes.
- February 24, 2012 Regular Meeting Minutes – Approved as presented.

PRESENTATIONS:

January 2012 Financial Report:

| | |
|------------------------|-----------------|
| First Bank | \$ 223,214 |
| C-Safe General Fund | \$ 277,236 |
| Strategic Capital Fund | \$ 1,820,305 |
| Capital Projects | \$ 200,087 |
| Debt Service | \$ 225,060 |
| Apparatus Replacement | \$ 794,684 |
| Tabor Reserve | \$ 120,231 |
| Charitable Donations | \$ <u>4,436</u> |
| Total | \$ 3,665,252 |

Variance Analysis: It should be noted that variances tend to be skewed early in the year, as timing of payments and revenues are magnified by the small sample. General Fund Revenues are at 99.8% of budget, and 86.5% of last year. General Fund Expenditures are at 138.2% of

the budget, 190.4% of 2010 YTD. EMS Revenues are at 144.8% of Budget, and 130.4% of 2010 YTD. EMS Expenditures are at 87.8% of Budget, 113.6% of last year.

DIVISION REPORT

Administration/HR:

- Payroll practices- new payroll practices will be effective March 18th; employees have been notified.
- Fire Chief Recruiting timeline- The Selection Committee is in the 4th stage of the process with the first in-person interviews scheduled for those candidates.
- Sexual Harassment Trainings- no further progress but will pick it up again in March
- Obtaining information from St. Anthony's (via Bob Walter) to see what it would take to be able to offer that our physicals be done locally instead of at Exempla.
- Volunteer handbook- HR has reviewed it and sent it to the EVFD Board for approval at their March business meeting, per Jeff Ashford.

Communications:

- Radio verbiage – Researching department wide for more efficient/effective radio verbiage. Utilizing multiple channels for scene safety and large events.
- All BK radios were programmed to the current CSFS 2012 radio plan.
- \$1100 for Power Phone training - 3 seats – Verbal Judo – Caller control.
- \$1500 Wouxon dual band Ht radios / 15 temporary replacements for Minitors.
- On-going issues: 911 Phone system and VHF Migration Project.
- Feb2012: calls received 284 911calls, 3018 Admin calls, 150 calls for service toned
- Sending Mendelsohn and Karford to LogiSYS for CAD system Admin training end of the month.
- April 13th Jefferson 911 banquet - 2nd week in April is 911 telecommuters week

EMS:

- AutoPulse trial may continue by looking at other vendors. Anticipate a decision by April.
- First responder for the Probes class wraps up on March 12th.
- EMS staff and members of the volunteer staff continue building a strong EFR relationship with CSP by providing medical coverage for the pre- academy classes at Camp George as well as their RED MAN testing. 25 testing dates will be covered through March with CSP strongly requesting EFR EMS services before seeking coverage from other agencies.
 1. Builds great working relations
 2. In return for our services we're allowed to use their driving facilities FREE of charge for driver training.
- 2 day MCI training is set for May 11th and 12th.
- Every 15 Minute Program to be held at CCHS April 27th to promote awareness of the dangers in distracted driving. (Doug Saba heading this up).
 1. This program will include participation from Fire, EMS, Flight for Life, CCSO, CSP, CC Coroner, CCHS administration, select group of CCHS students and parents
- A "full" response to a mock MVA (with fatalities will be acted) from beginning to end. It will include arrests being made as well as death notifications to the parents followed by a descriptive statistical statement from CSP.

Fire Prevention:

- 11 Duplex units (22 homes) project has broken ground on Tepees Way behind Sherman Williams build, down from Wal-Mart. These will be 2,200-2,800 sq feet with rooftop patios.
- Free CPR classes are planned for 2012.
- Recommend revision to organizational chart to place Communications Division under Fire Marshal's management. (See attached proposed of organizational chart.). A discussion ensued and it was agreed to give this new management scenario a six (6) month trial period. Added to Board Topics List.

Maintenance:

- The process of selling assets according to the recently approved apparatus development strategy is proceeding. Unit 8812 has been sold and the body removed and recycled. The buyer for units 7876 & 9750 is scheduled to pick those units up by the end of the month. A broker from Illinois was the only interested party of three emergency vehicle sales companies contacted for these units.
- The proposal to outfit one of the used ambulance chassis with a flat bed and snow plow has been delivered to the Board for approval. The chassis has been delivered to the installation contractor with completion expected mid March. This addition will give the fleet more flexibility and expedite snow removal. When this unit is online, unit 6773 will be marketed for sale.
- The specification for the new brush truck is being developed and several quotes have been received for the components. Operations is defining the type of pump that they feel will be most beneficial followed by an RFQ for that component. The goal is to make this unit available for the 2012 wild land firefighting season.
- Preparations are under way to modify an existing brush truck to fulfill the needs of investigations. With few modifications required, the unit will be retrofitted very quickly and returned to service.
- Several vehicles are being evaluated for the additional operational vehicle. Consideration is given to fuel economy, general capabilities and reliability. This aspect of the strategy has less significance and therefore is being developed accordingly. Currently, quotes are being received for this acquisition.
- The valves at our cistern site located on Squaw Pass are failing and will be replaced. One of the valves was replaced this month and two additional valves have been ordered.
- A replacement compartment door was ordered and is expected within five weeks following an accident departing station #1. The body work to repair the truck is minimal and will be completed by a local contractor.

VHF Radio Conversion Update:

- Frequency Acquisition continues to be a significant challenge but making progress with letters of concurrence arriving and only a few left to chase. Once all of the LOCs are received we will be able to proceed with the application for the frequencies we need.
- The bid for handheld and truck radios was published and purchase of these items should occur within the next 2 – 3 weeks.
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- Communication stability and clarity are the priority with all equipment to be purchased.

Installation of equipment at the tower sites is still 8 weeks out. Electrical and radio installation work at Station 2 and the Buchanan Rec center will begin in a few weeks.

- Finishing up site approval for Bear Mountain in the EHP process required by FEMA.
- Temporary pagers have been located for the 2012 probes in the interim. Thanks go out to Shane Palmer, Mike Mendelsohn, Mike Weege, and Ed Mills for all of their efforts.
- The conversion project is identifying related areas that will need to be addressed such as tower improvements, mobile repeaters, etc. in the future.
- The grant is being extended to July 31, 2012 and that is it; no more extensions.

Fire Operations:

- The 1st Responder for the probes is going well; we can expect them to be released to run medical only calls the latter part of this month. They have been issued Minitors and are monitoring our calls.
- The issuance of the interim small radios that were needed to free up additional minitors has proven valuable by enhanced communications by on-scene responders.
- The volunteer friendly S-215 (Urban Interface) has been completed; the class size @ 30 included many neighboring agencies. A valuable and cost effective class with thanks to Keith Haugrud for his initiative in setting this up.
- The difficult extrication that occurred with a newer model Subaru (wrapped metal/Boron Steel posts) is being addressed at Rescue Training on March 10. This training will be at an offsite salvage yard. 25+ signed up.
- AOP's (Wildland operations) are being completed with JCSO/CCSO, and will be ready for signatures prior to May 1.
- CRRF agreement has been updated with new rigs that have been added to our inventory.
- A multi-agency MCI event is scheduled to occur May 11th and 12th. Officers will be receiving separate MCI training this month.
- New Brush truck in planning
- Retrofitting B8 into an Investigation truck,
- Training Building RFP this month
- The focus on these newer cars that are making it difficult to cut apart, while these designs can save lives, it makes FD's work much harder to get them out in a timely manner. New tactics for these type vehicles being developed by Rescue.
- The Volunteer Handbook should be ready for final adoption by the EVFD board at the March Meeting.
- The structure fire on Cragmont was caused by improper installation of the Wood Burning Fireplace, that investigation is closed.
- All structure fire investigations have been closed: Meadow View, Corral Creek, La Masters, Kingsbury, Meadow, Northwood, and Cragmont.
- With Frank and Bob's help progressing to having physicals done with Evergreen Clinics; this will be a more user friendly and cost effective solution for all.

BOARD MEETING TOPICS: The topics were updated & the organizational chart was added.

UNFINISHED BUSINESS:

- Chief Selection Committee Update: Discussed previously in the Division Report presentation; nothing to add.

NEW BUSINESS:

- Spending Authorization 2012-0005: Microwave Equipment from Buchanan Rec Center to Squaw was presented. Director deDisse made a motion to approve the authorization as presented; Director Christensen seconded the motion; the motion passed unanimously.
- Spending Authorization 2012-0006: Additional parts for Microwave Equipment Installation was presented. Director deDisse made a motion to approve the authorization as presented; Director Christensen seconded the motion; the motion passed unanimously. Director Simons abstained from voting.
- Training Building: The RFP process closed this afternoon. Two RFPs for the Training Building were received and they are very favorable. The committee will meet again prior to the April Board Meeting which at that time a spending authorization will be presented to the Board. Director deDisse asked the Finance Director to explain the financing. In 2012 the \$500K is in the Strategic Capital Budget. Any amount over the budgeted amount will require a budget amendment per state statute.
- Mike Weege read some thank you letters the department has received from the community regarding our services. Director Kling made a comment regarding the Training Building. Our neighbors are very supportive of the construction of this building which says a lot about what the community thinks of this department.

BOARD MEMBER COMMENTS:

- Director Dykeman thanked all who were on scene at the Stagecoach MVA, it was a difficult extrication. Director Dykeman then asked if the dept will have to purchase extrication tools to cut through the newer vehicles which are made with reinforced steel (ultra high strength steel). Mike Weege commented that there are more and more vehicles being built like this and with our current tools you have to cut bits at a time. Upgrading our extrication tools is something the dept will have to think about in the future.
- Director deDisse thanked everyone on the dept for their hard work.
- Director Simons thanked Christy McCormick and Mike Weege for helping him out by providing him with the information he needed.
- Director Kling thanked everyone as well for all their hard work.

MEETING ADJOURNED

Director Dykeman made a motion to adjourn; Director Christensen seconded the motion; the motion carried; the meeting adjourned at 8:10 PM.

NEXT MEETING DATE

Tuesday, April 10 at 7pm. District Board Meeting, Training Rooms A & B.
401a Paid Pension Board Meeting at 6:30 PM, Training Rooms A & B

Respectively Submitted,

Sylvia Ross
Recording Secretary