



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE EVERGREEN FIRE PROTECTION DISTRICT
APRIL 10, 2012**

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on April 10, 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

ALSO IN ATTENDANCE: Doug Saba, Bob Walter, Vicky Gits, Chris Johnson, Kathy Harms, Wayne Shephard, Mike Weege, Mike Novick, Wayne Hazeldine, Jeff Ashford, Dave Montesi, Frank Dearborn, Sylvia Ross

MEETING CALLED TO ORDER President Kling called the meeting to order at 7:02 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: President Kling read a thank you letter from the 4 Mile Protection District who is the proud owner of a brush truck we sold to them:

Our department is the proud owner to f a very badly needed new (to us at any rate) brush truck. Thank you very much for everything you did to make this possible. You not only gave us a very good deal on both the truck and the equipment; you had the truck pin striped and signed for us. That is way above and beyond the call of duty with respect to the sale of a fire truck. You will be surprised to hear that the truck has already been out on a fire where it performed perfectly. It is a wonderful addition to our fleet. A belated thank you as well for the week plus you and your department spent up here in September 2010. I needn't tell you how much we appreciate your help. Thanks again, with very best wishes for a calm fire season,

Sincerely,

Robert E. Beebe, For the Board of Directors

And a lot of very grateful firefighters, emergency medical responders, and support folk.

APPROVAL OF MINUTES:

- March 13, 2012 Regular Meeting Minutes – Approved as presented.
- March 23, 2012 Special Meeting Minutes – Approved as presented.

PRESENTATIONS:

- **February 2012 Financial Report:**

First Bank	\$ 151,889
C-Safe General Fund	\$ 160,661
Strategic Capital Fund	\$ 1,820,357

Capital Projects	\$	199,537
Debt Service	\$	259,666
Apparatus Replacement	\$	794,723
Tabor Reserve	\$	120,231
Charitable Donations	\$	4,436
Total	\$	3,511,500

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 102.4% of budget, and 111.1% of last year. General Fund Expenditures are at 88.1% of the budget, 119.4% of 2011 YTD. EMS Revenues are at 126.7% of Budget, and 113.1% of 2011 YTD. EMS Expenditures are at 109.1% of Budget, 157.5% of last year. The Auditors are scheduled to arrive April 23. The RFP for the Bond Re-Funding will go out by 4/13, with a 3 week turnaround. Director Charles Dykeman made a motion to accept and place on file the February 2012 Financial Report as presented; Director Christensen seconded the motion; the motion passed unanimously.

- Fire Danger Signs: Frank Dearborn presented to the Board the design for our new fire danger signs that will be placed at each fire station. The signs cost \$150 each and the funds will come out of the Fire Prevention promotion budget line. The Eagle Scouts will be installing the signs.

DIVISION REPORT

Administration/HR:

- Fire Chief Recruiting timeline- The Selection Committee is in the 4th stage of the process with the first in-person interviews being scheduled for 5 candidates, the first week of May.
- Paid Holiday Policy for Emergency employees – request for change of policy. Eva explained the current policy and Bob Walter presented a solution. It was agreed that the Handbook Committee would meet to discuss this issue and bring it back to the rest of the Board.

Communications:

- Ongoing Issues & Concerns: 911 Phone System & VHF Migration Project.
- March calls received: 270 911 calls, 2857 Admin calls, 153 calls for service toned.
- National Telecommunications week is April 8th – April 14th and the individuals chosen to be honored this year are ~ Trent Searcy, Mike Weege and Shane Palmer for the great job they did on handling the Hwy 103 wildland fire last year. They will receive a plaque on April 13th at the Jeffco 911 Banquet.

EMS:

- EFR and EPAD have joined forces and are offering FREE CPR Classes. These classes will take the place of the onetime FREE CPR DAY. We have a lofty goal to teach CPR to 500 – 600 people in our community each year. We kicked off Wed. March 21 with 21

students from the General Public. So far this year we've taught CPR to 123 people in the community

- EPAD and EFR will be hosting the annual Golf tournament May 21st at Hiwan Country Club.
- Interviewing for 1 -2 part Time Paramedic's April 6th and 13th.
- 2 day MCI training is set for May 11th and 12th.
- EMS will be participating in an MCI exercise with Highlands EMS and Foothills Fire in May.
- 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).
- 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.
- Anyone wanting to attend – we have to get the schools permission.

Fire Prevention:

- Working on new Fire Danger signs for the District.
- Educational Program-Every 15 Minutes Program will be held at Clear Creek High School on April 27th.
- Doug will be attending the annual Colorado Fire and Life Safety conference in Estes Park 18-20 Apr.
- Doug and Stacey Montague did a interview live on 9 News(6:30 am news segment) on Fire Safety Education and Wildland Mitigation
- Finalizing getting physicals for Volunteers and Paid staff conducted in Evergreen. Thanks to Bob for all his work on this project.
- In March we had two Girl Scout Troops donate cookies to EFR. We now have about 60 boxes of cookies for the rehab kits.

Maintenance:

- Most aspects of the fleet strategic plan are underway with several conclusions. We have successfully sold the following units, 9750 (the red S-10), 6773, (the white pickup) and 8489 (formerly B-2). B-2 was purchased by our friends with Four Mile Fire through a referral from Front Range Fire Apparatus.
- The revenue generated through the sales has enabled initiation of both an additional type-7 brush truck and an operational vehicle. Both projects are underway following approval by the Board in a special meeting in March.
- Total revenue generated to date through the sale of apparatus and surplus equipment is \$72,832.00.
- There remain two high value assets that are being aggressively marketed: the pump/foam injection system from the investigations truck (formally a brush truck) and the used ambulance chassis 7926
- Replacement door installation for E-1 following an accident will be concluded the first week of April.
- Roof system at Station 1 has failed and been patched. Research underway for a different leak proof system for 5-7 years. And further research for longer term being conducted.

- Entry mechanisms on the primary doors to the administration building have failed and will be replaced by mid April with a magnetically controlled lock that is more robust and user friendly.

Fire Operations Update:

- The big news is of course the Sawmill and Lower North Fork Fires; Evergreen sent a staffed Brush and Tender for the Sawmill fire, a Type 1 Interface Pumper was sent to Lower North Fork Fire for structure protection.
 1. The Sawmill Fire was in light flashy fuels and contained by aggressive tactics of wet lines/dug lines. A whaling pack and some hose were lost in this fire.
 2. The Lower North Fork fire was reported back as intense, with numerous spot fires caused by embers. Ashes and heavy smoke was present, our firefighters learned a lot and performed as professionals.
- The Denver Burn house was attended on 3/24 by over 25 active firefighters.
- AOP's (Wildland operations) are being completed with JCSO/CCSO, and will be ready for signatures prior to May 1.
- CCFA has requested an IGA on mutual aid with Evergreen.
- The March Officer meeting was focused on MCI training by Tony and Bob
- Continued Wildland training including pack tests are occurring in April
- The Volunteer Handbook which was ready for final adoption by the EVFD board at the March Meeting was interrupted by the multiple wildland fires occurring and a quorum for the EVFD board was not present. Target will be April's meeting.
- With Frank and Bob's help progress being made to having physicals done with Evergreen Clinics, this will be more user and cost effective solution for all.
- The EFR organization honored Frank Dearborn for all of his extra efforts in support with baseball tickets for his favorite team to be enjoyed while on vacation.
- Regional Grants are a target, a committee including staff and communications is being formed to keep in the loop. John Porter has been of immeasurable help.
- Probationary class is hanging on strong; they are now in the fire operations aspect.

VHF Radio Conversion Update:

- All concurrency letters are in and have been reorganized for APCO submission. There has been no news from APCO recently, although things look good right now.
 - The mobiles, portables, and pagers are on track as far as UASI has told us.
 - Infrastructure RFP is still pending UASI. This has been frustratingly slow and continues to be high risk from a cost perspective.
 - Microwave equipment has been ordered despite vendor setbacks. We expect delivery in 6-8 weeks.
 - Installation has begun at Buchanan and Station 2.
 - Grant deadlines are shifting, but not solidified. As far as we know July 31 is still our drop dead date, but we have been notified by UASI that we may get another calendar year extension. This is unclear to us and we are pressing hard for clarification.
 - The new tower site at Upper Squaw should be ready to accept our antennas and equipment by late July, although this timeframe seems loose.
- Overall impression: Yellow. If the grant extension is clarified and written down for us, we are in the green.

BOARD MEETING TOPICS: The topics were updated.

UNFINISHED BUSINESS:

- **Chief Selection Committee Update:** HR Manager, Eva Whitehead informed the Board that the Selection Committee will meet to narrow down the candidates to one or two for the Board to interview in the beginning of May. A discussion ensued regarding the necessity of having a meet & greet prior to the interviews. Several opinions were expressed both in favor and against. The Board decided they would like to have a meet and greet and it will take place prior to the interviews at a Special Meeting on May 8, 2012. The meet & greet would start at 5pm prior to the Special Board Meeting which starts at 6pm. The regular Board Meeting for May was moved to Thursday, May 10th due to the May 8 being Election Day. The expectation is that the Board will make a decision on the new chief in public at the May 10th meeting.
- **Staff Recommendation for Training Building:** Chris Johnson presented the Board a brief history of the project. An RFP was sent out requesting bids on a four story training tower, a two story training area and three live burn areas including an attic prop and numerous training props with a brick veneer on a prefabricated steel structure so that it matches the other buildings. And most importantly we asked for a turn- key project. Two companies responded: WHP and Fire Facilities/J. Reed Constructors, but of those two only one met all of the requirements under the \$500K budget, and that company was J. Reed. The committee met with the HOAs in the area and spoke to the residents and explained what the department was planning to do; all were in favor of the project. The next step is for Board to formally approve the recommendation of using J. Reed and for the committee to commence contract negotiations. Further discussion ensued. Director Dykeman made a motion to support and approve the recommendation of the committee, for the committee to begin contract negotiations with J. Reed and have the authority to execute the contract; and that the Board approves of the construction of the training building and to proceed with the construction for \$500K; Director Simons seconded the motion; the motion passed unanimously. The goal is that construction would start this summer and the fire department would use the building in the fall.

NEW BUSINESS: None.

BOARD MEMBER COMMENTS:

- Dave Christensen thanked all who worked on the training building.
- George Kling reiterated what Director Christensen said.
- Chick Dykeman passed on that all comments he has received on the North Fork fire have been positive toward the firefighters.
- Charlie Simons also thanked all that worked on the training building.
- Jeff deDisse thanked all who worked on the training building and he also thanked Evan Fosler on his efforts to sell old assets and using that money to buy the apparatus we need.

MEETING ADJOURNED

Director deDisse made a motion to adjourn; Director Christensen seconded the motion; the motion carried; the meeting adjourned at 9:05 PM.

NEXT MEETING DATES

1. Special Meeting, Tuesday, May 8, 2012 at 6pm in Rooms A & B
2. 401a Paid Pension Board Meeting, Thursday, May 10 at 6:00 PM Rooms A & B
3. Volunteer Pension Board Meeting Thursday, May 10 at 6:30 pm Rooms A & B
4. Regular District Board Meeting on Thursday, May 10 at 7pm in Training Rooms A & B

Respectively Submitted,

Sylvia Ross
Recording Secretary