



## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE EVERGREEN FIRE PROTECTION DISTRICT JANUARY 13, 2015

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on January 13, 2015 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

**MEETING CALLED TO ORDER** Director Kling called the meeting to order at 7:00 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, John Anderson, Jeff de Disse.

**ALSO IN ATTENDANCE:** Mason Duncan, Jay Griggs, Christy McCormick, Jeff Ashford, Frank Dearborn, Doug Saba, Dave Montesi, John Lock, Nikki Kroner, Mark Owen, Mike Weege, and Carol Hucker.

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

### **APPROVAL OF MINUTES:**

- December 9, 2014 Regular Meeting Minutes: accepted as presented

**PUBLIC COMMENT:** None

### **PRESENTATIONS:**

- Pulse Point System: Mark Owen and Nikki Kroner of Physio-Control presented the Pulse Point System for emergency notification via a free cell phone app. Videos are available on you tube. The system is geared toward getting CPR certified members of the public to an incident in advance of the first responder's arrival. Those who are certified and who have the application on their cell phone get a message when an emergency call comes in for cardiac arrest or CPR needed if they are within a predefined range of the incident. The message indicates where assistance is needed and where the closest AED is located. This has been shown to increase survival rates. EFR has an opportunity through its CAD consortium and Arvada Fire to sign on at a reduced rate. This will be investigated further once more information is provided.
- November 2014 Financial Report: The mill levies have been certified with both counties and the 2015 budget has been filed prior to the deadlines. Property taxes were slightly lower than anticipated but ownership tax was slightly higher for the year. Under grant revenue we have to capture some additional revenue for dispatch equipment installed in 2014. The largest expense of \$131,000 to be distributed with the call credit payout after the January EVFD Business meeting and that will go against the 2014 budget. Director deDisse made a motion to accept and place on file the November 2014 Financial Report; seconded by Director Christensen; motion carried.

### **DIVISION REPORTS:**

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

- EFR participated in the funeral procession for Sgt. Renfro and coordinated with Genesee Fire to have the flag draped over Hwy. 73. The service was in Arvada with burial in the Evergreen Memorial Park. Our thoughts are with JCSO and Sgt. Renfro's family. Donations can be given through <http://www.gofundme.com/jocxks>. Dispatch handled 24 calls that day and Guenther and Palmer did a great job considering the circumstances. Agencies that responded were pleased with the performance of the dispatchers.
- We are working on two separate grants in 2015 for SCBA replacement. Getting help with the grant writing from Scott and from Lt. Kopelove.
- We are reviewing the website to allow for more current information, such as accomplishments, red flag days, press releases.

## **Communications:**

- Stephen Cronk continues to train for a part time position following knee surgery
- With increased use /time with the new TriTech CAD bugs being worked out. Arvada Fire will go live on January 7<sup>th</sup>.
- Christy will attend training in South Carolina for a Communications Manager Certificate through National Emergency Number Association paid for by JCECA.
- Incoming Calls for December: 911 = 182; Other = 928
- Calls for Service in December: Elk Creek = 109; Foothills = 46; Inter Canyon = 40; Indian Hills = 26; North Fork = 5; Evergreen = 183; Total = 409
- Agencies are pleased with the services being provided at this time. Total numbers for the years are being compiled.
- Regionalization meeting is ready to advertize for director soon, will determine if the IGA should be done in the interim or if it should wait for the director to be hired and take the lead, Working with a consultant on a change management survey to look at the culture of each of the agencies that will be potentially affected by consolidation and how to meld them together. The pace is slower and more realistic now. Groups will need to be formed to answer questions/details of putting this together made up of specific skills sets.

## **Emergency Medical Services:**

- EMS is under consideration by the American Heart Association for the Lifeline EMS Recognition Award which showcases EMS organizations across the nation for excellent STEMI (Heart Attack) care. We are one of only 2 St. Anthony agencies who meet the criteria for this prestigious award.
- Kudos to Jodi, Dave, Q and Mike
- Prayers for Brock Wehnes, Terry and family.

## **Fire Operations:**

- All members of the Academy passed their FF1 practical and written tests. Will lose a couple as they move to jobs out of district but they will go ahead and complete First Responder.
- Five firefighters passed their FF2 tests.
- Eight people helped cut and remove ice for the Polar Plunge.
- We averaged 21 responders to structure fires in 2014, 4 years in a row of having 20 or more responders to a fire.
- Forming a wildland leadership team this year to increase engine bosses, offer more advanced leadership and fire classes in house to cut down training expenses and invite neighboring districts to participate. Integration of the districts will make it easier to work closely on fires of all types.

## **Fire Prevention:**

- Coordinating events for 2015
- Working with Jefferson County on plans for O'Reilly Auto Parts at Bryant Drive and Frontage Road. Also an expansion on Industrial Way of the personal storage facility.
- Prevention services were invoiced to Foothills and Elk Creek districts for \$13,000 in 2014.
- Praise from Foothills and Elk Creek for prevention services being offered.

## **Maintenance Division:**

- Highest year for contract maintenance revenue since inception, \$86,630 was billed.
- David Gutierrez has joined the maintenance team.

## **Training/Community Education:**

- Wildland Forum March 5<sup>th</sup> at Admin auditorium at 6:30 pm. Focus will be on mitigation.
- Sending our proctors out to other districts to help with their testing and they will send their proctors over to help us with hazmat testing.
- Academy started Emergency Medical Responder section in January with Quatro and Annie.

## **Strategic Planning Implementation:**

- This information is being presented as a separate attachment this month due to its length and as an overview. In the future each time an item needs to be updated or has been concluded or implemented it will be shown here. A timeline and specific directions will be discussed as the divisions continue to dig further into their lists looking at feasibility, costs, accountability.

**JANUARY BOARD MEETING TOPICS:**

Active Topics:	Initiated	Scheduled/ Completed	Recommendations / Actions
Energy Audit	April-14	Jun-15	Update on-going project

**UNFINISHED BUSINESS:**

- The exclusion/ inclusion of 24554 Chris Drive has been completed bringing the property into EFR for emergency services.

**NEW BUSINESS:**

- Motor Vehicle Accident and Haz Mat Situation Billing and Collections Policy provided for the board members reference. No action was required. Linda Glesne will review for legal questions.
- Resolution 2015-0001: Designating Location to Post Notice; Director de Disse made a motion to approve Resolution 2015-0001; seconded by Director Christensen; motion carried.
- 2015 Board Meeting Dates: Director de Disse made a motion to approve the dates presented with the time for the start of the regular meeting at 5:30 pm and pension board meetings at 5:00 pm. The motion was seconded by Director Anderson; motion carried.
- Approval of Auditors for 2014: Motion to approve Poysti and Adams as the auditors for financial year 2014 by Director de Disse; seconded by Director Christensen; motion carried.

**BOARD MEMBER COMMENTS:**

Director Anderson: Happy healthy New Year. Thank you for welcoming him to the organization last year and looking forward to the continued collaboration with all.

Director Gregory: Looking forward to working with everyone this year. Thank you to Frank for another successful Christmas with the Firefighters event and everyone who showed up in support.

Director Kling: EFR family members are having some struggles with immediate family members and appreciate everyone keeping them in their thoughts.

Director de Disse: Tough budget year again and appreciate everyone looking at fee schedules and trying to find places to add or cut. We'll re-evaluate as the budget committee in a few months to see what has changed.

Director Christensen: Great organization and it feels good to see how well it works. It's nice to have two new board members that have jumped in and gotten involved. It's been a productive and synergistic new board.

**MEETING ADJOURNED:** Director deDisse made a motion to adjourn the meeting; seconded by Director Christensen; motion carried. The meeting adjourned at 8:28 pm.

**NEXT MEETING DATES:**

Volunteer Pension Board Meeting Tuesday, February 10, 2015 at 5:00 pm in Training Rooms A & B  
Regular District Board Meeting Tuesday, February 10, 2015 at 5:30 pm in Training Rooms A & B

Respectively Submitted,  
Carol Hucker  
Recording Secretary

## Strategic Plan Implementation Goals

### Administration:

- Continue to seek alternative revenue sources including grant funding
- Identify administrative tasks that burden the volunteers and support through administration personnel.
- Re-evaluate compensation and benefits every three years.
- Pre-plan the remodel/replacement of Station 1.
- Sell the Troutdale property
- Re-zone and sell the Marshdale property
- Continue to add replacement computer/server/software upgrades to fixed asset long term planning.
- Keep pace with technology changes especially as they pertain to cyber-security.
- Update ISO information annually to document improvements

### Communications:

- Technology –
  - Keep pace with technology changes that are occurring. TEXT to 911 is right around the corner.
  - Explore consolidated technology systems with other agencies similar to our current CAD system.
  - EFR will be installing Mobile Data Terminals (MDT's) in the ambulances and command vehicles. Continue investigation into utilizing this technology to improve times for the dispatcher/responder, and to provide immediate information and updates for additional apparatus.
  - Improve radio coverage and interoperability as changes continue in this field.
- National Fire Protection Association (NFPA) Compliance – Create a tracking and incentive program to meet or exceed the standards.
- Mutual Aid Agreements – Update and expand mutual aid agreements to improve interoperability which improves the ISO ratings and communications between the agencies.
- Revenue – Explore expansion of communications services to additional agencies beyond the current six fire districts. Additional revenue can be generated.
- Regionalization – A current study contracted by the JCECA and Jefferson County Fire and Police Dispatch could substantially change this model in the future. EFR is participating in this study. Impact has not been determined at this time.
- Training – Stay current on standards, practices, expanding knowledge, understanding and increasing superior service. Investigate programs to increase our level of service and interoperability.

### EMS:

- Recruit and retain seasoned Paramedics to effectively and efficiently maintain the neighborhood response program.
- Grow our first responders through promoting the EMS CADET program to middle and high school students within our district.
- Continue to focus and measure response times in order to meet the National Fire Protection Association (NFPA) compliance.
- Research adding Automatic Vehicle Locators (AVL) to all the ambulances in order to dispatch the closest unit to reduce response times.
- Monitor the future of EMS – Changing from a *Fee for Service* model to one of Mobile Intergraded Healthcare (MIH). Research the addition of a prevention piece to its role within the community.
- Continue to offer fall prevention and CPR classes, safety days and promote File of Life.
- Work more closely with Senior Resource, Jefferson County Sheriff's Office and other assistant agencies to help community members in need.

- Maintain a working relationship with E.P.A.D. placing defibrillators throughout our community and educate the public on the importance of bystander CPR.
- Work with Denver Metro group in the development of EMS Preparedness Plans
- Continue to research and develop EMS revenue streams, i.e. Grant programs, EMS Wild land deployment, MIH, EMS education.
- A major focus on continued education at the national level for EMS documentation and billing practices. Ensuring we're up to date with compliance, HIPPA and Medicare rule is imperative to our success.
- Medical Equipment –
  - Be diligent in our attempts at keeping costs down by shopping the market and using multiple vendors for our supplies.
  - The current inventory of heart monitors is nearing its life expectancy. Scheduled funding of replacement of 1 - 2 monitors at a time every 8 – 10 years at a current cost of approximately \$50,000 per unit. Advancements in pre hospital care and the standards of care of early detection of heart attack victims have driven the need and costs of these units.
  - Purchase “Power Cots” to offset the risk of injury to patients and responders as our population gets physically heavier and our Paramedics age. Each non-ambulatory patient transported is lifted anywhere from 5 -7 times. That's 10 - 14 chances for an injury to occur on each call or over 12,000 times per year. The Current costs of these units are \$20,000 per cot with an additional cost of \$25,000 per loading system per ambulance.

### **Maintenance:**

- Apparatus:
  - Consider fleet database, operational benefit and current condition to forecast lifecycles.
  - Leverage existing data available on work orders to quantify high operating cost and down time.
  - Maintain an operational budget to extend lifecycles while not sacrificing best practices.
  - Create and maintain a depository to fund repair and replacement of fleet.
  - Attempt to extract revenue from the sale of surplus inventory.
- Fixed Assets:
  - Identify systems and equipment with a value of \$2,000.00 or more and that provide critical service.
  - Identify cyclical and other maintenance needs.
  - Forecast lifecycles and project replacement costs
- Revenue:
  - Continue implementing prescribed maintenance for regional departments.
  - Continue to invest in tooling to satisfy current technological advances and to maintain efficient practices.
  - Develop and market opportunities.
  - Market additional opportunities, instruction, records keeping, fluid analysis, specification assistance, apparatus evaluation etc.
  - Facility rentals including maintenance space, lift equipment and tool rental. Establishing a use fee for the auditorium needs to be considered. This is the highest use facility equaled only by its extraordinary maintenance costs.

### **Fire Operations:**

- Engine Response times
- Retention/Recruitment
- Improve ISO scoring where applicable to operations, i.e. officer training, training participation
- Continue to train for wildland fire and improve interoperability with neighboring fire districts
- Community outreach and education
- Evaluate the Investigations team, swift water team for sustainability
- Continuously monitor and increase the number of driver engineers
- Develop an Officer Training program

## **Fire Prevention:**

- Wildland Fire Prevention – Utilizing the EFR web site as a location source for links and general information on the following:
  - Wildfire mitigation information
  - Ready Set Go program information
  - Grant information
  - Establish evacuation route maps
  - Execute Community Wildfire Protection Implementation Plan (CWPIP) documents
  - Expand meetings and training programs to make the public aware of available programs, literature and grants. This includes the CWPIP program, which gets neighbors together to work on mitigation.
- Community Fire Safety Education – This program includes and will expand to include:
  - Schools both public and private
  - Senior citizens
  - Business owners and employees
  - Residents of our Fire District
  - Our own EFR personnel
  - Hands on fire extinguisher training
- Fire Inspections – Evaluate our customer service to business owners
  - Evaluate the efficiency of working paperless by utilizing tablet technology
  - Evaluate the need for additional staff to absorb the increase in commercial structures, construction, contract work for other agencies, pre-plan generation and education programs
  - Educate business owners of common fire safety violations
  - Evaluate for compliance with the requirements of the 2012 ISO Fire Suppression Rating Schedule (FSRS).
    - Fire Hydrant testing and maintenance
    - Items listed in 2012 ISO requirements that need to be addressed in Fire Prevention
  - Continue working with Clear Creek and Jefferson County Building Departments on the version of the International Fire Code each county adopts.
  - Continue to increase the proficiency of our fire inspection program.
  - Conduct annual evaluations for the fee schedule
- Fire Pre-Plans –
  - Evaluate existing pre-fire plans
  - Make a priority list for buildings that need a pre-fire plan
    - Use existing construction or fire alarm/sprinkler drawings/graphic maps