



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE EVERGREEN FIRE PROTECTION DISTRICT DECEMBER 11, 2018

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on December 11, 2018 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

MEETING CALLED TO ORDER Director Anderson called the meeting to order at 5:40 pm.

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

ATTENDANCE

DIRECTORS IN ATTENDANCE: John Anderson, Dave Christensen, Mike Gregory, Jim Mosby, Jeff deDisse

ALSO IN ATTENDANCE: Kevin Evens, Dave Montesi, Jim King, and Carol Hucker. Brendan Campbell by conference call,

APPROVAL OF AGENDA: It was noted that the dates for the next meeting were incorrect and the agenda should be amended to the next EFPD meeting on January 8, 2019 and Tuesday March 12, 2019 for the Volunteer Pension Board meeting. Director deDisse made a motion to approve the agenda as amended; seconded by Director Christensen; motion carried.

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

- November 13, 2018 EFPD Regular Meeting Minutes: Director Mosby made a motion to approve the minutes; seconded by Director Christensen; motion carried.
- November 28, 2018 EFPD Special Board Meeting Minutes: Director Gregory made a motion to approve; Director Mosby seconded; motion carried.

PRESENTATIONS:

- October 2018 Financial Report: Brendan Campbell presented the report for October. There was nothing of significance to discuss. The report is on target as expected. Director deDisse made a motion to approve the October 2018 Financial Report; seconded by Director Christensen; motion carried.
- 2019 Budget: Director deDisse requested that the 2019 Budget be discussed at this time in order to not hold Brendan over to Unfinished Business; the other board members concurred. Brendan noted for the board that the budget was amended from the draft to reflect the removal of the abatement that was previously included as directed by the board in November. Dave Montesi and Jim King presented the final 2019 Budget for approval, noting the areas that had been revised since the draft budget was presented. Maintenance revenue was added in the amount of \$120,000 and grant revenue was increased by \$15,000 with the anticipation of additional grants for mitigation projects. Payroll and Benefits were adjusted down as we were able to include the actual benefit amounts following open enrollment and our work comp renewal was received. Commodities and Supplies were adjusted down as some overlaps and duplications were found in the Operations budget. Contractual services were reduced based on review of previous years. We will not have an election in 2019 so our legal expenses were reduced. Operating expenses were reduced \$13,927 due to review of each line, reducing duplications, and aligning to actual expenditures in 2018. Capital expenditures were decreased by \$50,000 through a reduction in planned building improvements. Carol Hucker noted that there was it says Apparatus Replacement twice at the end of the General Fund Detail, this should read Apparatus Replacement and Station 1 Replacement respectively. This indicates our anticipation to save \$1,000,000 toward Station One. Director deDisse made a motion to approve Resolution 2018-0009; seconded by Director Christensen; motion carried. **NOTE:** The resolution that was presented at the meeting was mistakenly numbered as 2018-0009. This number was previously utilized in relation to the Ballot Issue 7A. The correct number is Resolution 2018-0010 for Adoption of the 2019 Budget.

DIVISION REPORTS:

Administration / HR / IT:

- Handbook revisions are near completion and will be presented to the Board in January
- Thank you Director De Disse, Anna Grose and team for a very nice Christmas tree party.

Fire Operations:

- Academy Update – All passed their FF1 practical last weekend. Their written test is the 14th. They will be released to run restricted fire calls once testing is completed. EMR will begin in January. There are 8 students in the academy.
- Structure Fires – 3 recent with good attendance to each. Two houses were good saves with chimney/ fireplace issues. The other call was a fully involved metal barn. Due to exposure to unknown chemicals present in the structure all personnel on scene were reported to work comp. It was later determined by Fire Investigations and Fire Marshal King that the chemicals were not what was originally suspected. Dave Montesi noted on Monday, December 10th the company training was a presentation by the West Metro Fire Drug Task Force regarding recognizing illegal substances and the hazards associated with them in a fire situation. This training was attended by the surrounding fire departments as well as representatives from Evergreen Metro Water District. A great learning tool.

Fire Prevention:

- Prevention:
 - Roger Parker has been populating the Emergency Reporting and First Due database for us and is creating pre-plans for future use;
 - All school inspections have been completed;
 - Commercial inspections are moving forward and old Evergreen is the last group - Foothills and Genesee are completed;
 - We have hired Rachel Rush as a new fire inspector;
 - Roger Parker will remain with EFR in 2019 - Randy Rudloff is unknown.
- Training:
 - All school pub eds have been completed;
 - Jillian completed hazmat tech training/certification and attending PIO training
- Wildland:
 - Upper South Platte partnership is developing. This will facilitate networking, community outreach, department pre-planning, and grant funding;
 - Upper Yankee Creek Project is moving forward with a pending contract with Colorado Forestry. This project helps establish a leg of fuel break and forest restoration.
 - Continuing to develop and increase the number of neighborhoods participating in CWPIP.

Emergency Medical Services:

- Welcome Jessica Essex to the full time staff
- CPR #'s
- PT Medic Update
- SOG's
- Community Integrated Healthcare update
- HIPAA Time
- Cadet Interviews this week for EMR.
- Peer Support Training – 3 will attend
- STEMI – EFR record time for the month – Congratulations Terry Wehnes, Tom Davis, Matt Beken, and Bryne McKenna

Maintenance Division:

- Three additional used vehicles have been selected. They will be assigned in prevention, EMS, and maintenance. Two old blazers will be retired.
- Drain at station 2 moved to prevent ice buildup on the sidewalk, fence installed to reduce foot traffic in the landscape.

Strategic Planning Implementation: (Quarterly)

- Fire OPS Response times: Station 2 will be built out to add resident quarters.
- The crew quarters at Station 2 has been well staffed by firefighters and the sleeping quarters will be completed soon. Director deDisse noted that there are crews there more and more and he thinks this has been a good addition to getting trucks out faster. It will improve further when there are higher level DE crewing. A residence program may be started at this station in 2019.

Jeffcom Update:

Jefferson County Emergency Communications Authority (JCECA) will fund Jeffcom \$6.35M in 2019. A budgeting shortfall is why it will not be the full \$6.5M agreed to. EFR's Member contribution will remain the same as 2018 number at \$518,000.

DECEMBER BOARD MEETING TOPICS:

Topic	Initiated	Scheduled/ Completed	Recommendations / Actions
Audit & Budget Committee	Feb-16	TBD	Update quarterly with report by Pinnacle
Overtime Report	May-16	TBD	Update quarterly

BOARD COMMITTEE REPORTS:

Audit and Budget Committee: Director deDisse and Director Gregory

Personnel Committee: Director Anderson and Director Mosby

401a Pension Board: Director deDisse

Turnouts Auxiliary Committee: Director Gregory and Director deDisse

Property Committee: Director Gregory and Director deDisse

UNFINISHED BUSINESS:

- Resolution 2018-0007: Adoption of the 2018 International Fire Code – Fire Marshal King presented the resolution as similar to West Metro and Elk Creek in application of the code. Director deDisse expressed that he liked that it is more comprehensive. Director Anderson asked if this document adjusts the fees. This document allows for them to be adjusted at any time but does not specifically state the fees. Director deDisse made a motion to approve Resolution 2018-0007; seconded by Director Christensen; motion carried.
- Resolution 2018-0008: Adoption of the Wildland Urban Interface Code - Director deDisse made a motion to approve Resolution 2018-0008 ; seconded by Director Christensen; motion carried.

NEW BUSINESS:

- Spending Authorization 2018-008: Purchase of property at 5071 Highway 73 - \$930,000.00 Director deDisse made a motion to approve Spending Authorization 2018-008; seconded by Director Christensen; motion carried.
- Spending Authorization 2018-009: Purchase of property at 5111 Highway 73 - \$72,500.00 Director deDisse made a motion to approve Spending Authorization 2018-009; seconded by Director Christensen; motion carried.

BOARD MEMBER COMMENTS:

Director deDisse: Thank you to fire and EMS for the great saves the last month. Despite cold and nasty conditions. Great job on the barn fire, it could have been a lot worse.

Director Mosby: Thank you Kevin Evens for stepping forward to the role of Deputy Chief and holding the fire department morale up with what happened during the summer. From the personnel committee there are two of the hires we made this year here. Thank you Paul and Jim for accepting the positions.

Director Gregory: Thank you to the officer corp for the leadership dinner over the weekend. Excellent evening visiting with everyone, great food. Merry Christmas and he looks forward to working with everyone in the next year.

Director Christensen: Once again we keep turning out things that make him proud of the department. Jim and Paul joining, Kevin stepping up, Dave another STEMI, the people ad resources toward wildland coming together. Another good year, 7A. Thank you people of Evergreen. Hope we continue to live up to it.

Director Anderson: Thank you Jeff for hosting the Christmas tree cutting and party. It's a wonderful event and certainly a beautiful setting. He and his family appreciate it as do the staff and volunteers. Thank you everyone who is not here from the taxpayers to Chief Weege that has their prints on the department. It was a great year. Looking forward to next year. Happy holidays to you and your families.

MEETING ADJOURNED: Director Christensen made a motion to adjourn the meeting; Director Gregory seconded; motion carried. The meeting adjourned at 6:45 pm.

NEXT MEETING DATES:

Volunteer Pension Board Meeting on Tuesday, December 11, 2018 at 5:00 pm in Classroom A & B

Regular District Board Meeting on Tuesday, December 11, 2018 at 5:30 pm in Classroom A & B

Respectively Submitted,

Carol Hucker

Recording Secretary