



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE EVERGREEN FIRE PROTECTION DISTRICT FEBRUARY 13, 2018

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on February 13, 2018 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

MEETING CALLED TO ORDER Director Anderson called the meeting to order at 5:30 pm.

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

ATTENDANCE

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

ALSO IN ATTENDANCE: Dave Montesi, Sal Christ, Brendan Campbell, Chief Mike Weege, and Carol Hucker.

APPROVAL OF AGENDA: Director deDisse made a motion to approve the agenda with an amendment to add 401a Co-fiduciary under unfinished business, seconded by Director Christensen; motion carried.

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

- January 9, 2018 Board Meeting Minutes – Director deDisse made a motion to accept and place on file the January 9, 2018 minutes; seconded by Director Christensen; motion carried.

PRESENTATIONS:

- December 2017 Financial Report –Brendan Campbell of Pinnacle Consulting presented the 4th Quarter 2017 Financial Report. He focused specifically on how each division finished the year relative to what was budgeted. For the communications division revenue was less than budgeted. This is accounted for by changes in the relationship with JCECA. Communications expenditures were \$107,521 less than budgeted. This is accounted for by the payout of vacation/sick time to the dispatchers upon their transition to become Jeffcom employees on January 1, 2018. Under the Fire Operations division revenue is \$102,825 more than budgeted as wildland revenue that was billed during 2016 was delayed until 2017 for payment. Expenditures in the Ops budget varied 2% from what was budgeted. In Fire Prevention both revenue and expenses were less than budgeted due to fewer plan reviews/inspections than forecast. Administration revenue was higher than budgeted because of the increased ownership tax; and expenses were lower than budgeted due to personnel changes, lower legal expenses, and smaller academy size. The maintenance division revenue was \$87,644 more than budgeted due to contract maintenance for other agencies; the expenditures were less than expected from cost savings on tool replacements, and fuel usage. EMS division revenue was \$270,014 more than budgeted as there were more ambulance calls than anticipated. The expenditures in the division varied less than 1% from the budget. For 2017 the district budgeted \$425,000 for a tender replacement and ambulance remount and the actual cost for these items was \$380,700. Strategic Capital expenses were for solar installation on the station 2 campus and energy efficiency improvements at all stations. Director deDisse explained that we are still completing the energy efficiency projects and are working on a proposal regarding the HVAC units on the admin building. For 2017 a new reserve account was added to the budget for the purpose of setting funds aside to offset the expense of the Station 1 reconstruction in the future. Because of additional revenue and lower expenditures over the year the district set aside funds into this account. Brendan noted that the district is forward thinking in planning for the major expenditures in its strategic and apparatus evaluation planning. Director deDisse expressed appreciation for the planning for the future and the efforts to handle this in a healthy financial plan and it's return to savings levels from 10 years ago. He feels we need to continue to keep the budget tight to enable continued saving for the future. Director Anderson noted that it takes a lot of effort to build the budget with participation from the

managers to the budget committee to come up with a revenue conservative expenditure liberal budgeting and he appreciates the efforts of all. Under budget and fiscally responsible. We have to be prepared for the collision of TABOR and Gallagher in the next few years and how that may impact savings. We don't short cut operations or be careless by not putting mission first even during the economic downturn. Everyone did good work in helping us keep the budget this tight.

Director deDisse made a motion to accept and place on file the November 2017 Financial Report; seconded by Director Christensen. Some additional discussion ensued regarding the EMS mandated write-offs and the anticipation that this will continue to increase and it is difficult to plan. Director Christensen asked why the budget does not break out Fiduciary into a separate tab, Brendan explained that the district doesn't technically have a fiduciary fund and this expense is paid under current GASB standards. Director Christensen also asked how many accounts are owned by the district. Brendan explained that there are two checking accounts, the general fund and the payroll fund. There are also multiple savings accounts held at CSafe, COLO Trust, and UMB. Debt service is remitted through the general fund account or savings and does not have its own account. Debt service is paid through the general fund or savings. Motion carried.

DIVISION REPORTS:

Administration / HR / IT:

- We have received a 3 year Department of Labor Cost Containment certification which gives us a discount on our Work Comp Insurance. In addition to our CESA (Colorado Emergency Services Association), Voluntary Cancer Benefit Trust and experience modification discounts this reduces our estimated annual premium by \$15,239 to \$55,900.
- Board Elections update
- Special District Association bill proposal to change elections to odd years.
- Wildland Fire Coordinator application period has closed. Resumes are under review.
- Testing of the new interoperability radio system is in process. Target go-live date is March 5.
- Chamber of Commerce nominated Dave Montesi and Chief Weege for annual leadership awards.
- Leadership Evergreen is working on wildfire prevention signs as their team project. Locations have been selected and fundraising is underway. The project should be completed by October.

Fire Operations:

- Grass fire Feb. 13th sparked by a transformer. Quarter acre and within 20 feet of residence.
- Incident at Hotel – started by candles left unattended, evacuated, Deputy was 1st on and contained quickly with an extinguisher before it tripped the sprinkler system.
- Fatality MVA Overview – Responder support is available
- Overview of 2018 Officer Org Chart - Focuses on Wildland and DE

Fire Prevention:

- Solar installation and Jeffco inspection at Station 2 was completed. Waiting on Xcel.
- Applying for a \$500 grant through State Farm and NFPA for May 5th National Wildfire Community Preparedness Day. To be used for flyers, banners, etc. Will have a Serenity article and cover.
- Working on the replacement fire extinguishers that we got from Kidde.

Emergency Medical Services:

- EMR and cadets all passed mid-term – 7 in academy and 3 cadets
- Boogie at the Barn update – fundraising was done for Leadership Evergreen and EPAD
- EPAD golf tournament June 4th, four Turnouts assisting with preparation.
- Part timers update – have been released to pick up shifts
- John Lock is receiving a regional award from Sons of the American Revolution on Feb. 17th for his work in CPR education.
- 2017 CPR numbers – 550 people instructed for the year.
- Billing update – payments have begun coming in.

Maintenance Division:

- Working to identify the poor battery performance of the Thermal Image Camera (TIC) instruments on the engines and rescue trucks.
- The transfer case arrived mid-January and was installed without issue. All tenders are in service in their quarters.

- Undercover canvas has returned to modify existing hose bed tarps to improve hose containment. Additional retainers have been added for protection.
- The newest ambulance has been placed into service with favorable reviews.
- A replacement vehicle has been purchased from Jefferson County Sheriff's dept. It will replace an old S10 utility once paint/lights/sirens are completed.

Strategic Planning Implementation: (Quarterly) No Report

Jeffcom Update:

- Golden Police/Fire, Jefferson County Sheriff's Office and West Metro Fire was delayed moving into the comm. center due to a failure of a back-up system. A more robust system will be used.

FEBRUARY BOARD MEETING TOPICS:

Topic	Initiated	Scheduled/Completed	Recommendations / Actions
Budget Committee	Feb-16	TBD	Update quarterly with report by Pinnacle
Overtime Report	May-16	TBD	Update quarterly
Leadership Evergreen Project	Feb-18	Oct-18	Update on fundraising for signage

BOARD COMMITTEE REPORTS:

Budget Committee: Director deDisse and Director Gregory

Personnel Committee: Director Anderson and Director Mosby

401a Pension Board: Director deDisse

Audit Committee: Director deDisse and Director Christensen

Turnouts Auxiliary Committee: Director Gregory and Director deDisse

Property Committee: Director Gregory and Director deDisse

UNFINISHED BUSINESS:

- 401a Pension Plan Amendment – Section 7.8 Disposition of Forfeiture of Forfeitable Account on Termination of Employment: Follow up from the January 9th meeting about the forfeiture funds. Kristen Stewart of Sherman & Howard has confirmed that the text of this section does state that unvested funds will not forfeit back to the district until the terminated employee takes disbursement of the vested funds. The district board discussed that they would like to amend this section to allow the district to take unvested funds back at the time the employee terminates. If the employee is rehired they would start the vesting schedule over again. An amendment draft will be requested and brought to the 401a Board and District Board at their April meetings.
- 401a Co-Fiduciary proposal – Research of the way the co-fiduciary is paid was completed and Director deDisse elects to strike his motion from the January 9th meeting. The conversation will be taken back to the 401a Board and employees before further action is taken.

NEW BUSINESS:

- IGA for Jefferson County Mountain Area Radio System (JCMARS) – Director deDisse made a motion to approve; seconded by Director Christensen; motion carried.
- Spending Authorization 2018-001: Phase 1 Monitor/AED replacement - \$11,913.60 – The current AEDs will no longer be under a maintenance agreement. It is in the districts best interest to begin replacing the AEDs with 8 this year and the balance of 7 in 2018. Director deDisse made a motion to approve Spending Authorization 2018-001; seconded by Director Mosby; motion carried.
- Facilities Maintenance Position – Chief Weege presented a proposal to add a staff position to focus on facility maintenance and repairs. Director deDisse explained that when we combined this position previously with fleet services it was with the understanding that if the time came when the current maintenance crew was unable to keep up with the facility maintenance needs we would revisit the separation of the two jobs. Director deDisse made a motion to bring back the position of Facility Maintenance; seconded by Director Christensen; motion carried.

BOARD MEMBER COMMENTS:

Director Mosby: Congratulations to the Jeff, Chris, Sean, and Jeff, retirees with 20 years of service

Director Christensen: The end of year financial statements indicate that the department is well run.

Director Gregory: Congratulations to the new EVFD Board and officers, the 4 retirees on their 20 years.

Director deDisse: Thank you every division and part of the organization for keeping us under budget.

Director Anderson: Recognize everyone that has their hand on the safety culture of the organization, particularly the safety committee, and for the use of systems to evaluate safety. Work comp savings are great and they come because we are using a culture of safety from the top to keep everyone healthy and safe. Bravo to those that make that happen.

MEETING ADJOURNED: Director deDisse made a motion to adjourn the meeting; Director Mosby seconded; motion carried. The meeting adjourned at 7:20 pm.

NEXT MEETING DATES:

Volunteer Pension Board Meeting on Tuesday, March 13, 2018 at 5:00 pm in Training Rooms A & B

Regular District Board Meeting on Tuesday, March 13, 2018 at 5:30 pm in Training Rooms A & B

Respectively Submitted,

Carol Hucker

Recording Secretary