



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE EVERGREEN FIRE PROTECTION DISTRICT JANUARY 9, 2018

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on January 9, 2018 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

MEETING CALLED TO ORDER Director Anderson called the meeting to order at 5:33 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.

DIRECTORS EXCUSED: Mike Gregory

ALSO IN ATTENDANCE: Greg Grotke, Frank Dearborn, Dave Montesi, Sal Christ, Bill Cronk, Chief Mike Weege, and Carol Hucker.

APPROVAL OF AGENDA: Director Christensen made a motion to accept the agenda, seconded by Director Mosby; motion carried.

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

- December 12, 2017 Board Meeting Minutes – Director deDisse made a motion to accept and place on file the December 12, 2017 minutes; seconded by Director Christensen; motion carried.

PRESENTATIONS:

- November 2017 Financial Report – Director deDisse requested that Brendan Campbell attend the next board meeting to cover end of the year/quarter reports and be available for questions. Director Christensen asked about being under budget as of November. Chief Weege noted that many end of year expenses will be reflected that in the December report. There were funds moved to the strategic savings accounts in December, solar installation expenses, and purchased for the Ops division that will be posted. Director deDisse made a motion to accept and place on file the November 2017 Financial Report; seconded by Director Christensen; motion carried.

DIVISION REPORTS:

Administration / HR / IT:

- CESA group premium discount 4%
- Wildland position posted – applications through the end of January and will include Fire Ops and a subject matter expert for the interview panel.

Communications:

- Quarterly OT coverage at 78% by part time staff
- “Dispatch would like to say that it has been our pleasure to serve the mountain community over the years, as well as our Fire Departments. Though the mountain environment will be truly missed, we look forward to continuing our service to the community with Jeffcom.”

Fire Operations:

- Academy Update – started EMR and are available for fire calls now.
- Structure Fire on Stagecoach – small fire with great response due to high wind.
- January business meeting on 22nd will be their annual elections and retirements will be recognized

Fire Prevention:

- Christmas with Firefighters successful with 150+ served

- Frank announced that he will be stepping down as Fire Marshal but will continue in a new role to be defined with EFR. He has served for 19 years as Fire Marshal and his knowledge of the department and district is invaluable to EFR.

Emergency Medical Services:

- Quarterly OT is at 38% for part time coverage of open shifts. Lots of people using time off the end of the year. Hopefully the addition of new part timers will improve this coverage.
- New Ambulance returned and will be inspected and placed in service within the next week. Director deDisse noted how effective the remount program has been for us in saving money. The box has been updated with four point passenger restraint systems and other safety features.
- 3 high school cadets will join the EMR class of the academy.
- New part time medics working on orientation and training rides.
- Station 4 carpet installed and new laminate going in at the end of January. Face lift was overdue.
- Station 2 has new countertops installed. Thank you Kevin Holsonbake.
- QuickMed Claims (QMC) is billing now. Should be able to start seeing the returns on this in Feb.
- Sons of the American Revolution are recognizing Annie Dorchak January 13th for a life saver award and John Lock will be recognized for his public CPR education on Feb. 17th.

Maintenance Division:

- Solar installation – Final electrical inspection to be scheduled and Xcel will then be ordered to complete the electrical tie in to the meter.

Strategic Planning Implementation: (Quarterly) No Report

Jeffcom Update:

- Jan. 1 employee transition completed
- All build outs are on schedule. Two agencies will move in the first of February. Evergreen moves in the first week of April.
- Priority for early 2018 is to build out the back-up center
- Service Level Agreement 99% complete and will be before the District Board in Feb. Exhibit A is being finalized for security camera monitoring and bat phones at stations. Other agencies have signed. One chose not to join.
- An open house will be held the end of January for the press at the new center and information will be sent out as soon as it is finalized.

JANUARY 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 |

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 Co-Fiduciary proposal – Director deDisse made a motion to approve the addition of a co-fiduciary as proposed pending clarification of how/who pays for this expense and confirmation that the cost is \$2.00/\$10,000 of assets. Carol will contact our Wells Fargo advisors for the needed clarification and will update the board with the information. Director Anderson clarified that the motion will be null and void if the rate is not what was understood and if the payment mechanism is not internal to the fund. The proposal may then be tabled until the next meeting of the 401 pension board. Seconded by Director Mosby; motion carried.

NEW BUSINESS:

- 2018 District Board Meeting Schedule – Director deDisse made a motion to accept the 2018 meeting schedule; seconded by Director Christensen; motion carried.
- Resolution 2018-0001: Designating Location to Post Notice - Director deDisse made a motion to approve Resolution 2018-0001; seconded by Director Christensen; motion carried.
- Resolution 2018-0002: Calling for the 2018 Regular District Election and Appointing a Designated Election Official – Director Christensen made a motion to accept Resolution 2018-0002; seconded by Director deDisse; motion carried.
- 2017 401a Pension Plan Forfeitures – there were no forfeitures reported during 2017 by John Hancock/ Wells Fargo so there are no funds available to be applied to the 2018 plan expenses. The fund is below the \$10,000 cap for forfeitures at present with a balance of \$9,142.93. Director Anderson questioned why an individual that left in 2017 that was not fully vested was not shown as forfeited. The individual recently contacted EFR to inquire about moving the pension funds to his current employer. Cindy Haigler has been asked to follow up with John Hancock/Wells Fargo to determine why the 20% of unvested funds from this person were not shown in the forfeitures and to determine if the funds stay with the individual until they are either redirected/withdrawn or are eligible for retirement. Director Anderson feels that the unvested funds should return to the district at the separation of the employee so the district is able to direct the management of the unvested funds. His ending balance at 80% should have been set at the date of his separation. An answer will be returned at the next meeting.

BOARD MEMBER COMMENTS:

Director deDisse: Prayers to Mike Gregory and family on the recent death in the family. Thank you to the dispatchers and the entire EFR crew for making the communications transition go smoothly. Frank you will still be here with us and he appreciates that.

Director Mosby: Thank you Frank for your 19 years as Fire Marshal and glad you will continue to be around. And wishing everyone a wonderful start to 2018 with a year full of health, wealth, and enjoyment.

Director Christensen: Also applaud the way the dispatch transition went with everyone involved in the development, also Mike and Carol for their work behind in running the department. Frank, 19 years.

Director Anderson: Thank you very much Frank, glad to see you stick around and see your smiling face and hope the new responsibilities bring you happiness. Recognize John Lock and Annie Dorchak, wonderful work being done in that division. Good luck to the Ops elections. These elections are very important to the department and district. Leadership is from the top, culture is from the top. It's really important to find the best leader.

MEETING ADJOURNED: Director deDisse made a motion to adjourn the meeting; Director Christensen seconded; motion carried. The meeting adjourned at 6:11 pm.

NEXT MEETING DATES:

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

Respectively Submitted,
Carol Hucker
Recording Secretary