



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE EVERGREEN FIRE PROTECTION DISTRICT - AMENDED NOVEMBER 14, 2017

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on November 14, 2017 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

MEETING CALLED TO ORDER Director Anderson called the meeting to order at 5:32 pm.

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

ATTENDANCE

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

DIRECTORS NOT IN ATTENDANCE: Jeff deDisse

ALSO IN ATTENDANCE: Connell O' Brien, Frank Dearborn, Dave Montesi, Adam Lewis, Bill Cronk, Sal Christ, Doug Berg, Brendan Campbell, Chief Mike Weege, and Carol Hucker.

APPROVAL OF AGENDA: Chief Weege requested that the Tender Contract and spending authorization be struck from new business as the supporting paperwork has not been received at this time. Director Christensen made a motion to approve the agenda as amended; seconded by Director Gregory; motion carried.

PUBLIC COMMENT: None

PUBLIC BUDGET HEARING: Director Christensen made a motion to enter the Public Budget Hearing; seconded by Director Mosby; motion carried. No one requested time to speak regarding the 2018 Budget. Director Mosby made a motion to end the hearing and return to open session; Director Christensen seconded; motion carried.

APPROVAL OF MINUTES:

- October 10, 2017 Board Meeting Minutes - Director Mosby made a motion to approve the minutes as presented; seconded by Director Christensen; motion carried.

PRESENTATIONS:

- Adam Lewis of Wells Fargo – Pension Plan adjustments with the transition of the dispatchers to Jeffcom and recommendations for appointing a co-fiduciary for the 401a and 457 plans. The Department of Labor recommends that an independent co-fiduciary be added to pension plans. Adam recommends Wellshire Advisory Group which would continually review the mutual funds in the plans and recommend replacements to make sure the employees have an appropriate line up of investments at all times for the best fiduciary fit. This is not required but is an extra level of process for a reasonable fee. The fee would be approx. 0.02% of the plan assets. It provides an extra level of protection and review. Adam will present this information to the 401a Board in December and they may decide to recommend it to the district board for approval.
- September 2017 Financial Report – Brendan Campbell presented the September 3rd Quarter Report. The balance sheet and EMS breakdown are included. We expect to see another 2 million spent in the last quarter of the year. General Fund is better than expected from the revenue standpoint and should finish the year with more money that was anticipated. People are buying more things that generate tax revenue and interest has improved. Some expenses carried over into this year such as Wildland income that carried over from 2016. There was also more contract maintenance income that was budgeted. Pension forfeitures also divert some costs back into the plan. Expenditures are at 41.95% for the year trending under budget. There are a few end of year items that will be expected during the third quarter such as the Tender purchase down payment. The district is able to set aside the reserves that it planned for 2017 and should be able to put aside station 1 savings that was not anticipated. Savings for station 1 will be added to the 2018 budget. Director Gregory made a motion to accept and place on file the September 2017 financial report; seconded by Director Christensen; motion carried.

- 2018 Budget – Chief Weege presented the budget page by page. The General Fund Summary includes the Station 1 Reserve Fund. Under Expenditures the Communications division is shown as zero. Increases in some of the divisions are due to being placed back in to the division budget rather than being taken from Capital Reserves like in the last few years. The General Fund Detail shows the increase in revenue from the mill levy and from specific ownership tax. Under Fire Operations there is a large increase in personal protective equipment as we have a lot of firefighters right now. There is also an increase in rescue equipment for things that were placed on hold during the budget cuts the last few years. Fire Prevention shows the addition of a salary and benefits for a new Wildland Coordinator position. The Admin budget shows some changes as we will be contracting out some portions of the staff accountant's job and will be replacing the position with a part time accounts payable team member. Radio equipment and maintenance have been moved back to the Admin budget instead of in the Maintenance. Under contractual services there is an increase to cover the costs of an EMS billing contract and contracting of payroll. Dispatch services has been added as contracted services which will be our Jeffcom expenses. Treasurer's fees increased for 2018. Director Christensen noted that the electrical expenses should decrease as the solar and energy efficiencies take effect. Vehicles and Equipment Budget shows the removal of the radio equipment and maintenance as well as additional capital expenditures. EMS increased the expected invoicing of calls. There will also be potential revenue for paramedic deployment on wildland fire. AED replacement of about \$40,000 as they approach end of life. We will also be building out equipment for the community integrated health. Increased revenue for billing means increased bad debt and write offs. Strategic Capital is at \$420,000 which includes evaluation and planning for replacement of Admin HVAC and remodeling of the comm center. There will also be some radio equipment as we need to add some bidirectional amplifiers and try to fill some reception holes in the district. Apparatus replacement includes final payment for the new tender. The JCMA summary will be how we isolate money going in and out as part of our shared radio maintenance agreement with other agencies contributing and EFR cutting the check to pay for repairs. Brendan reviewed the Budget Resolution that is on the agenda for approval at this meeting. The resolution adopts the budget, sets the mill levies, and appropriates the funds for the budget.

DIVISION REPORTS:

Administration / HR / IT:

- Open Enrollment began Nov. 2nd for full time staff.
- Sylvia Zamperin has resigned and moved out of state. The duties of her position are under consideration.
- The ID card printer has been replaced and the computer moved to admin. The switch to the state system is in process.
- Congratulations Dave Montesi for 20 years with EFR.
- Christmas Tree Cutting /Potluck/Santa is December 2nd at deDisse Ranch.

Communications:

- Jefferson County Sheriff's Office has agreed to partner with EFR on a grant request for bi-directional amplifiers for the schools. Department of Homeland Security, North Central Region grant for 2018.
- 78% of Octobers calls reviewed. Approximately 98% compliant on call taking and 99% compliance for dispatching "Critical Criteria" and 98% compliance for all dispatching criteria. An opportunity for improvement with airing water source and driveway measurements.

Fire Operations:

- Academy Update
- Prospective Lieutenant Process, 6 candidates
- Thank you Jillian Cardona for all of your assistance at recent evening and weekend trainings as safety officer. The extra hours spent on helping the firefighters is appreciated.

Fire Prevention:

- 1212 and 1232 Kerr Gulch rezoning to 8 townhomes for seniors
- Christmas with the Firefighters December 16th
- New Year's Fireworks 8 pm and midnight
- Numerous residential projects under review.

- Solar installation is anticipated to be completed soon weather permitting. Electrical final inspection is needed.
- The Floyd Hill POA has been working on their CWPIP, applying for grants, held a 2 day fire extinguisher inspection event, hauling 42 loads of slash to be chipped, collecting 14 bags of trash along Hwy 40, and cutting 14 loads of firewood. Discussion ensued about how to recognize their efforts and encourage others to follow their lead.

Emergency Medical Services:

- Team Building Exercise at an escape room with participants from all divisions.
- ABC Billing Conference for updates on Medicare, billing, and documentation. The new ImageTrend software is still in a learning curve but is an improvement. CQI process helps.
- Quick Med Claims has been selected to provide ambulance billing services and a contract is pending.
- Part time interviews were held and 2 have been offered positions.
- Cadet applications for Emergency Medical Responder in January are being accepted.
- Community Integrated Health SOGs and Forms to Dr. Vellman for review. MOU is ready to distribute soon.

Maintenance Division:

- The exterior staining of station 4 has been completed. The siding is beginning to fail on this structure and will need replacement projected to be at 5 – 7 years.
- A meeting with the UST representative is being scheduled to communicate expectations and clarify concerns.
- Asphalt repairs are planned for station 2 campus weather permitting. Several spots are lifting from the parking areas due to water permeation.
- A new budget line item has been added for the training building. Consumables needed to maintain the structure and training aids have been identified.

Strategic Planning Implementation: (Quarterly) No Report

Jeffcom Update:

- Letters of Intent have gone to the full time dispatch employees. Part timers are next.
- Director Streeter and two of the Jeffcom Managers attended the October staff meeting.
- Thank you Cindy for all your support to Jeffcom!!
- 2nd transition meeting was held with Jeffcom to cover services expected of dispatch.
- The mountain fire agencies are near their Service User Agreements being finalized.
- Jeffcom is conducting multiple trainings at this time. Our employees have been attending. For example, Emergency Fire Dispatch.
- Working with Karen Kretzel (Fire Ops Manager, Jeffcom) on integrating mountain SOGs into Jeffcom.

NOVEMBER 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:

- Wildland Coordinator Position: Chief Weege requested the creation of a new full time position. Director Mosby made a motion to approve the position of Wildland Mitigation / Education Coordinator; seconded by Director Christensen; motion carried.
- Turnouts Bylaws: Director Gregory made a motion to accept the Turnouts Bylaws as presented; seconded by Director Mosby; discussion ensued about the meaning of the phrase “good moral character” and that they should mirror the mission/vision/values of EFR; motion carried.
- Resolution 2017-0005: to Adopt the 2018 Budget – Director Christensen made a motion to adopt the 2018 Budget Resolution 2017-0005; seconded by Director Mosby’ motion carried.

NEW BUSINESS:

- Spending Authorization 2017-022: Altera Underground drain - \$6,000.00 – For the purpose of redirecting water that accumulated and created an ice safety hazard in the parking lot at the admin building. Director Mosby made a motion to approve Spending Authorization 2017-022; seconded by Director Christensen; motion carried.
- 2017 Financial Audit – Poysti & Adams: Director Christensen made a motion to contract with Poysti & Adams to conduct the 2017 Financial Audit; seconded by Director Gregory; motion carried.
- Physio Control Contract for multi-year monitor/AED maintenance: Dave Montesi presented a contract and addendum for maintenance of the AED inventory that is nearing end of life. Director Christensen made a motion to approve the contract with the addendum; seconded by Director Mosby; motion carried.
- Dispatcher Transition and License Agreement: Chief Weege presented an agreement which will cover the period from January to April while the Jeffcom dispatchers are housed at EFR for access, insurance, dispute resolution, and liability. Director Christensen made a motion to approve the agreement; seconded by Director Mosby; motion carried.

BOARD MEMBER COMMENTS:

Director Gregory: At station 2 on Saturday watching the training evolutions and was struck by how lucky we are to have the training building. He applauds the board and chief for getting this building constructed. With their wisdom and foresight it was the right thing to do. Happy Thanksgiving.

Director Christensen: Saw an EFR truck on the road today and made him proud of this great organization.

Director Mosby: Good luck to the lieutenant candidates and the remaining probes in getting through the rest of academy. Happy Thanksgiving.

Director Anderson: Congratulations Dave on 20 years with EFR. Our best to Sylvia, she will be missed. Thank you to all who worked on the budget. A reminder to the board about the annual donation of their stipend to the Christmas with Firefighters fund. There is always a lot of activity here and he is happy and honored to be here.

MEETING ADJOURNED: Director Christensen made a motion to adjourn the meeting; Director Gregory seconded; motion carried. The meeting adjourned at 7:30 pm.

NEXT MEETING DATES:

401a Pension Board Meeting on Tuesday, December 12, 2017 at 4:00 pm in Training Rooms A & B

Volunteer Pension Board Meeting on Tuesday, December 12, 2017 at 5:00 pm in Training Rooms A & B

Regular District Board Meeting on Tuesday, December 12, 2017 at 5:30 pm in Training Rooms A & B

Respectively Submitted,
Carol Hucker
Recording Secretary