



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE EVERGREEN FIRE PROTECTION DISTRICT OCTOBER 10, 2017

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on October 10, 2017 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: Mike Gregory, Jim Mosby, Dave Christensen, John Anderson. Jeff deDisse joined by telephone at 5:38 pm.

ALSO IN ATTENDANCE: Bart Corfee, Tony Shepperdson, Frank Dearborn, Dave Montesi, Cindy Haigler, Chief Mike Weege, and Carol Hucker. Brendan Campbell attended by telephone.

APPROVAL OF AGENDA: Director Christensen made a motion to approve the agenda as presented; seconded by Director Mosby; motion carried.

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

- September 12, 2017 Board Meeting Minutes - Director Mosby made a motion to approve the minutes as presented; seconded by Director Christensen; motion carried.

PRESENTATIONS:

- Compensation Analysis – Cindy Haigler presented a summary statement and a recommendation for all ranges to be adjusted upward by 3%. The data was collected from Employers Council, from an independent survey conducted by North Metro, and from a survey we sent to a selection of EMS agencies. The Employers Council recommends a range adjustment every 3 to 4 years to stay with the market. All EFR staff are within their range and are 82% or higher within their range. Director Anderson noted that he and Dr. Mosby as the personnel committee have met with Cindy to go over the report and are in agreement about the range adjustment. Dr. Mosby commented that the data shows we are within market. Cindy explained that as part of this analysis we also looked at pension plans and the average is 9.25%. It is recommended that the Board consider increasing to 8% for the 401a Pension. Director Christensen asked how the data was compared and if we have done a total benefits breakdown for the employees. He wanted to point out that we should not look at salary or pension in isolation. Chief Weege noted that we are providing information during onboarding and will be offering this to all employees for the complete benefit package. Cindy is investigating PTO in comparison to the current vacation/sick leave plans and will present a report when her research has been completed. Tony Shepperdson noted that the district had a PTO plan at one time and changed to the vacation/sick leave plan. Director Anderson noted that PTO is like a savings account and the burden is on the employee to manage their time effectively. Sick time is owned by the district not the employee. The personnel committee will continue to research and discuss moving forward and appreciates hearing the input from the employees.
- August 2017 Financial Report – Director Christensen made a motion to accept and place on file the August 2017 financial report; seconded by Director Mosby; motion carried.
- 2018 Draft Budget – Chief Weege and Brendan Campbell presented the draft budget. The increase in property values were unexpected and significantly impacted revenue projections for 2018. A new reserve fund called Station One will be added to track and account for the savings toward the Station 1 replacement. It is being funded initially and will be added to each year for this reserve. The mill levy general obligation bonds decreased for 2018. The correct 2017 mill is 11.126 and this will be changed on the 2018 budget. The state assessed values of public utilities and other factors increased and Brendan is researching this with the counties for clarification. The communications division does not have a 2018 budget, but the previous years are shown. Fire Operations budget

increased with the return of capital expenditures to the budget rather than from savings. This budget will include an \$11,000 replacement of a hydraulic tool. Fire Prevention budget includes the addition of a new wildland position that is being proposed. The admin budget will include tower and radio maintenance that was previously under the Maintenance Division. The EMS budget also includes the return of some capital expenditures and some increased revenue and write-offs. The admin budget will also include the cost of the new service fee to Jeffcom and the 2018 election, and additional treasurer's fee based on increased taxation due to the mill levy increase. An additional document was added for the Radio system where funds will be deposited from each agency and then how the funds are dispersed to maintain the radio network with the other agencies. Initially this will be \$25,000 and will attempt to grow this to \$250,000 in ten years when equipment will be anticipated. Brendan noted that savings is deferred spending and the district has chosen to be proactive and set money aside for future needs. He appreciated the districts efforts to be proactive and reduce the incurred debt for future needs as this is fiscally responsible. Not all of our investments are in savings. Director Anderson asked for the status of previous discussion on investment strategies. Chief Weege responded that it was decided to hold off on making any changes in the current strategy with the creation of the Station One fund and the potential to purchase a property for this to be located it was determined it was better not to tie up the funds in investment at this time. We will revisit the investment of funds not specifically dedicated to Station One for potential changes in the types of investments.

Strategic Capital improvements for 2018 will include some drainage redirection at Station 2 to eliminate an ice issue. The HVAC units at Admin may need to be replaced. The comm center will be remodeled as well. A vehicle accident contingency is built in to avoid filing an insurance claim. There is also a radio contingency fund. In Apparatus replacement it is possible that part of the tender replacement will be paid in 2017 and the balance in 2018. We will likely pay for the chassis this year. We are also hoping to participate in the purchase of decommissioned SUVs from the JeffCo Sheriff's department at a low cost to replace some staff vehicles. These will hopefully be a like new vehicle for a fraction of the cost of a new unit. Director deDisse noted that he and Director Gregory went over the budget in detail with each division manager and things are back where they belong. Director Gregory noted that we have things back in place. The budget will be brought for public hearing at the November 12, 2017 meeting of the board.

DIVISION REPORTS:

Administration / HR / IT:

- Performance Review Process updates completed and will take effect 2018.
- Budget committee meetings to review the 2018 budget draft were held.
- Solar installation started the week of Oct. 2. Estimated completion in November.
- Electrical work in the admin. building has begun.
- We have selected a website support company, Backleft, owner Mark Peesel of Evergreen.
- Reminder: Annual Banquet is October 14th.
- Evergreen Meadows HOA picnic was attended and voting is still open for the covenant change. Chief Weege will take a fire truck to the lot on October 13th to answer questions and encourage the vote for the change.

Communications:

- Training of the 3 new hires is going well. Each has completed Emergency Medical Dispatch training. Hoping to have the full time online soon.
- Interoperability channel project update. Planning and Zoning approved the request. Lookout Mountain, Motorola, microwave, IGA still hopeful to have this operable by end of November.
- Meeting with each dispatcher individually to address concerns and answer questions about the transition.

Fire Operations:

- Wildland weekend was a success. Thank you Director deDisse for the use of the ranch. Director deDisse thanked the volunteers for the large turnout and participation.
- Officer interviewing process has been initiated with essays and interviews.
- Crewing update at Station 2, 4 beds have been purchased and are available for overnight crews.

- Emergency Reporting build out started, Jillian Cardona is Project Manager. It is a web based system that firefighters can log in from home or through our website. Bill Cronk is working with this and I Am Responding to try to link them to reflect who is on the call. This program will also include training and fire prevention records and reporting.

Fire Prevention:

- Pre-fire planning with Foothills and Evergreen Fire at Walmart with tower operations. Will do Home Depot next.
- Oct 7th Fire extinguisher and safety demos at Home Depot with support from volunteers.
- Final plotting for 18 homes off southeast El Rancho. Proposals for two other large occupancy developments have been rejected due to single access /egress.

Emergency Medical Services:

- Full AED replacement over the next 2 years of all EFR AED's times 15. The existing will not be coverable under the maintenance agreement.
- 12 Part time Paramedic applications were received. Hope to hire 2 or 3 more. Process includes a protocol test, skills evaluation and personal interview.
- I Am Responding overlay of district AED locations for firefighters. Thank you Matt Duty and Ed Mills for adding all the AEDs to the program.
- CO State Patrol training on driving with classroom and track time. The focus was on liability and rules associated with emergency driving. Attended by Montesi, Shepperdson, Roderick, Kopelove, and Duncan. Intention is we will begin doing more frequent driver training for ambulance familiarization and more follow up training.

Maintenance Division:

- Drainage improvements at Station 2 have been postponed to 2018 due to scale and cost of the project.
- Landscaping change at Station 2 is anticipated to be finished by November 1.
- Ambulance is out for remount and a utility vehicle has been outfitted with an ALS kit for 4th out.
- Tender 8 transfer case is in Michigan being rebuilt.
- Station 4 painting completed.
- US Tanker has been selected as the manufacturer for our new heavy tender. Letter of intent submitted.
- 77 hours of contract maintenance performed.

Strategic Planning Implementation: (Quarterly)

- EMS – Community Mobile Integrated Health Care: A three phase plan has been developed and Annie Dorchak has been drafting the SOGs and forms that will be needed to begin the program. Regular meetings are being held with the Jefferson County Public Health, Senior Resource Center, Mt. Evans Healthcare, and Evergreen Christian Outreach as the primary groups to identify the areas of need in the community. While the Mountain services group extends to Bailey and Pine we will not be providing services there. For the time being this service will be incorporated into the services of EFR. At some time in the future a fee schedule may be established if the ACOs or relationships evolve such that we are able to bill for these services. We will extend this to other aspects such as needs assessments that will allow us to refer them to the right service for preventative assistance such as smoke alarm needed. We don't anticipate providing transport at this time as it is not allowed under the CO Department of Public Health and Environment rules to date. We hope to also provide HOA and group presentations as well. It will be mid 2018 before we can begin doing more clinical care such as hospital discharge follow up. MOUs will be submitted to the services we will be working with, these are in the works. Policies and procedures are comprehensive and will evolve as the program moves forward. Our next step is for the MOUs to be signed. Clients will request our services for consumers. We will have a marketing component for the prevention piece. Dr. Vellman is supportive and will be watching how this develops. The law was passed to allow the mechanism but not the funding. As part of our mill levy calculations last year we included additional personal, equipment, and vehicles for

this as it develops. The second this impacts our 911 services we will alter the program to be a dedicated paramedic.

Jeffcom Update:

- Construction has been completed.
- Console furniture has been received and is being installed.
- Radio connectivity installation has been completed at Station 2
- Fire OPS SOG meetings are starting again in October. The Mountain Pod will use the Evergreen SOGs with a few modifications.
- JCECA was successful with the PUC for increasing from \$0.70 to \$1.15. Objection period is open until Oct. 16th. After that the JCECA will complete its budget for 2018.
- Offer letters to the dispatchers should be sent soon with benefit package included.

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

Third Quarter OT report: Chief Weege reported that Communications is at 80% coverage for OT by part time staff. Thank you Kellie Wright for picking up so many of the shifts in the full time vacancy. Dave Montesi reported that 41% of the OT in EMS is being picked up by part time staff. They are in the process of hiring 3 additional part time team members to improve this coverage.

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:

- Communications Specialist Sick Time Payout: Chief Weege for the personnel committee presented a proposal that the dispatchers be paid 50% of accrued sick time remaining at the current pay rate at the time of separation. This will not set a precedent but will be a one-time compensation to the members that are part of a forced separation from EFR. Director deDisse made a motion to pay out sick time at 50% to all dispatchers at the end of their employment with EFR; seconded by Director Mosby. Discussion: We will calculate this at the end of the year once adjustments are made for usage between now and the separation. Chief Weege expects this to be a 2017 expense so that it does not carry over into the next budget year. Motion carried.

NEW BUSINESS:

- IGA for Foothills Fire Prevention: This is an update to the IGA to adjust the fee for services. It will take effect on January 1st if passed. Director Christensen made a motion to approve the IGA; seconded by Director Gregory; motion carried.
- Compensation Range Adjustment: Director Mosby made a motion to adjust the salary ranges upward by 3% as outlined by HR; seconded by Director Gregory; motion carried.
- 401a Pension Adjustment: Director Christensen made a motion to increase the 401a Pension to 8% as recommended; seconded by Director Mosby; motion carried.
- Wildland Coordinator Position: Chief Weege presented a proposal for a new position of a Wildland Fire Coordinator. This was one of the items in our mill levy proposal in 2016 to improve our community position with regard to CWPP's, CWPIP's, wildland grant assistance and promotion, mitigation and wildfire education, wildland deployment to improve wildland experience

and training for firefighters. This would be a full time position in the Fire Prevention division. The goal would be to hire for this position to begin in early 2018. The salary range would be 55,000 - 70,000 per year depending on experience and qualifications. Director Mosby asked if any of the firefighters are interested in the position. Director deDisse requested that a vote on this new position be delayed until November for time to review the job description. Director Christensen asked if this would impact hiring. Chief Weege agreed to table it to the next meeting.

BOARD MEMBER COMMENTS:

Director deDisse: Thank you to all that do what they do to keep things getting done from wildland weekend to compensation studies and all that happens in the office. He is proud to be part of the organization.

Director Gregory: Another busy month. The Evergreen Meadows picnic on the 21st was a lot of fun and an opportunity to encourage the vote. Thank you Carol, Alan Kopelove and Connell for bringing engines. At the EVFD meeting on the 25th Dave Montesi presented Life Saver awards and he used two words that stuck with him "It takes a Team to make these saves and our Team is a blessing to the community." He is proud to be part of this organization.

Director Christensen: Ditto Jeff and Mike.

Director Mosby: Thank you Annie and Dave and the other medics for the work they have put in to the community paramedicine program. Really impressive what this will do for the community once implemented. Also thank you Cindy and Carol for the work on the salary survey. Thank you to the firefighters that deployed to help people in other communities this year.

Director Anderson: Ditto also to those thoughts and comments. A lot of hard work is being done here every month and we only touch it peripherally from time to time but are glad to be part of the organization.

MEETING ADJOURNED: Director Gregory made a motion to adjourn the meeting; Director Christensen seconded; motion carried. The meeting adjourned at 8:00 pm.

NEXT MEETING DATES:

Regular District Board Meeting Tuesday, November 14, 2017 at 5:30 pm in Training Rooms A & B

Respectively Submitted,
Carol Hucker
Recording Secretary