



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE EVERGREEN FIRE PROTECTION DISTRICT DECEMBER 13, 2016

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on December 13, 2016 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: John Anderson, Mike Gregory, Dave Christensen, Jeff deDisse, and Dr. Jim Mosby.

ALSO IN ATTENDANCE: Joy Glennon, Connell O'Brien, Cindy Haigler, Frank Dearborn, Sal Christ, Ed Mills, Chief Mike Weege, and Carol Hucker.

APPROVAL OF AGENDA: Approved as presented

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

- November 8, 2016 Board Meeting Minutes – Director Mosby made a motion to accept the minutes; seconded by Director Christensen; motion carried.
- November 15, 2016 Special Board Meeting Minutes – Director Christensen made a motion to accept the minutes; seconded by Director Gregory; motion carried.

PRESENTATIONS:

- October 2016 Financial Report – Brendan Campbell reported that the trends continue as predicted. Most expenses are quantifiable and known, and are under budget for the year. Director deDisse made a motion to accept and place on file the October 2016 Financial Report; seconded by Director Christensen; motion carried.
- 2017 Budget – Chief Weege explained the budget has been adjusted to reflect the vacation payout for the communications division when they transition to Jeffcom in 2017, also the overtime line item was increased to provide coverage for cross training and meetings of the dispatchers at Jeffcom during the coming year. Radio maintenance contract was anticipated to be \$50,000 but contract came in at \$10,000 so this line item was reduced. Strategic Capital shows the addition of \$62,000 for the Bear Mountain cistern project. We received the check from the bank for the match and it is in the 2016 deposits but the expense won't occur until 2017 so the expense is shown as a line item. Station 4 paving is included in this budget but Station 1 paving will be delayed until we determine if there are water or sewer line repairs that are needed where they go under the paving.

DIVISION REPORTS:

Administration / HR / IT:

- Welcome Cindy Haigler as our new HR Specialist. Projects will be handbook update, compensation analysis, and others.
- Chief Weege has been voted on to the Board of Directors of the Colorado Fallen Firefighter Foundation.
- Chief Weege has been accepted to participate in the Leadership Evergreen in 2017
- Thank you District Board for the support through 2016 and for your dedication to the Evergreen Fire Protection District.
- Dec 6th Appreciation Luncheon for Clear Creek Sheriff's staff
- Dual Response – AutoAid agreement signed by all agencies. Three more agencies have approached about being added to the IGA. Chief Weege will meet with legal to make the necessary revisions and look at the functionality. This may grow to be county wide as Jeffcom takes over for dispatch of the closest resource first rather than the agency with jurisdiction.

Communications:

- One part timer cleared training. Full timer in training will clear by the end of December. After full timer clears, will look to bring on another part timer to replace one that left.
- Developing a database for QA/QI and target for go live on this is Dec 24th. Once live, will be giving quarterly reports to Chief. This will help them set new benchmarks for themselves.

- At this time we are at 100% of medical calls Q'd. I have scaled this back to 75% of all medical calls being Q'd as the Comm center is approximately 96% compliant on all EMD calls that come in. That is an outstanding number; great work dispatchers for this achievement!

Fire Operations:

- Academy members cleared to run fire calls (no rescue, no medical). EMR in January.
- Three car fires in one week
- Chimney Fire Season – clean your chimney
- Fire OPS received a thank you from Clear Creek County Sheriff and Under-Sheriff for the mutual aid response and team work on the Floyd Hill house fire with the Clear Creek Fire Authority
- Fire OPS also received a thank you from West Metro Fire's Chief Don Lombardi for the mutual aid response to the Green Mountain wildfire.
- Lt. Drew Schneider was recognized for taking lead officer on 2 Elk Creek mutual aid calls and was able to get engine/ tender and crew on the road quickly.
- No out of state wildland fire deployments at present. We ended up having a very busy deployment season. This is good experience for all who participate.

Fire Prevention:

- A check for \$62,708 was received by the bank representing the Bear Mountain Meadow property, which will allow us to move forward with the Bear Mountain cistern project.
- 31 Dec 16, Skate the Lake Fireworks, 8 pm and at midnight.
- Great turnout for Christmas with the Firefighters. Helped out 65 kids and can apply for \$2500 grant from Walmart for next year.
- Fire alarm testing at Nob Hill A Storage Place coming up.
- Nine homes going in by Hilltop and La Plaza.

Emergency Medical Services:

- PT staff have stepped up and taken 85-90% of open shifts for Nov / Dec.
- New hire part time Josh DeBell is hopeful to clear sometime before the end of the year.
- Power pram / power load systems have been delivered, prams have been placed in service. The first two power load systems are to be installed into the ambulances on Dec 5th and 6th at West Metro Fire. Evan & Adam will be installing the remaining two shortly after. Thank you Tony for the hard work on this state-wide grant project.
- Dave Montesi is in the process of making final selection for the cadet program. This is the 3rd year for this program. EFR EMS partnered with EHS / CCHS so that Junior & Senior high school students who are interested in EMS can have an opportunity to experience what it's all about.
- Terry Wehnes has completed the clinical hours for the DHMC Community Paramedic Program. Annie Dorchak & John Lock are close to completing their clinical hours.

Maintenance Division:

- The specification process for another 4,000 gallon tanker has been initiated. It will be similar to the existing tanker for operability.
- The Bear Mt. cistern project is on hold awaiting more detail from the contractor before the contract award.
- A 24' ladder has been purchased and will be installed on 142.
- The replacement hose purchase has been delayed until early 2017.
- Cheryl Denbow has stepped forward to help supplement the maintenance staff. She has been tasked with cleaning stations and miscellaneous jobs when her time allows. She is doing a very good job and helps EFR facilities look their best.
- The mechanic technician position was filled by Kevin Holsonbake.

Safety / Community Education:

- Training records are up to date for Volunteer call sheets to end out the year.
- Clear Creek Fire and EFR to train together on live fire in January.
- Academy final practical on firefighter skills to be held December 17th. 2 other agencies will have firefighters completing their tests as well. (Foothills , Greeley)
- Colorado State Health Department to take over "Emergency Medical Responder" certification in Middle of 2017.

Strategic Planning Implementation:

- No report

Regionalization:

- An IT Specialist and an HR Specialist have been offered positions and start in early Dec.
- The 2017 budget will be finalized in December containing build out funding from the Jefferson County Emergency Communications Authority (JCECA).
- The TriTech Computer Aided Dispatching system contract has been signed and work will start on the build out. Completion and go-live is scheduled for October of 2017.
- Five companies submitted proposals for the General Contractors position to work with the architect in the remodel. A committee scored the proposals and interviews will be scheduled if needed based on the financial proposals which have now been requested.
- Three applicants for the Operations Manager position have been contacted for interviews.
- Continuing to work with Golden Gate, Genesee, and Highlands on coming over to EFR for dispatch prior to the transition. Golden Gate needs new equipment and tower so will be more difficult to bring over.

DECEMBER BOARD MEETING TOPICS:

Topic	Initiated	Scheduled/ Completed	Recommendations / Actions
Energy Audit	April-14	TBD	Update on-going project
Budget Committee	Feb-16	TBD	Update quarterly with report by Pinnacle
Overtime Report	May-16	TBD	Update quarterly

Energy Audit update: Director Christensen reported that we will be getting LED bulbs through a program with Xcel Energy and EcoSystems. We will be testing LED trough lights in the tower bay. A discussion ensued regarding the feasibility, fiduciary responsibility, and financial benefits of revisiting the solar photo voltaic panel. Director Christensen will come back to the board with an update on if / how / when this project could be discussed for consideration.

BOARD COMMITTEE REPORTS:

Budget Committee: Director deDisse and Director Gregory

Personnel Committee: Director Anderson and Director Mosby

401a Pension Board: Director Gregory and Director Christensen

Construction Committee: Director Gregory and Director deDisse

UNFINISHED BUSINESS:

- Resolution 2016-0003: 2017 Budget - Director deDisse made a motion to adopt the 2017 Budget as presented and approve the resolution; seconded by Director Mosby; motion carried.

NEW BUSINESS: None

BOARD MEMBER COMMENTS:

Director Christensen: Curious what the Chief and other directors think will be the 3 biggest issues in 2017. He feels the community para-medicine and wildfire mitigation/planning will be important.

Director Gregory: Thank you Frank for the Christmas with the Firefighters great program. Merry Christmas.

Director deDisse: Thank you volunteers, staff, and all those who worked to get the mill levy passed.

Director Mosby: Welcome Cindy. The EMS coordinator position has some talented applicants. Keep this process in your heart and collective consciousness and the right hire will be made.

Director Anderson: Thank you 4a Safer Evergreen for your work. Pledged that it is an honor and responsibility to serve the taxpayers in this position.

MEETING ADJOURNED: Director Christensen made a motion to adjourn the meeting; Director Gregory seconded; motion carried. The meeting adjourned at 6:54 pm.

NEXT MEETING DATES:

Special Board Meeting for Public Budget Hearing Tuesday, November 15, 2016 at 5:00 pm.

Volunteer Pension Board Meeting Tuesday, December 13, 2016 at 5:00 pm in Training Rooms A & B

Regular District Board Meeting Tuesday, December 13, 2016 at 5:30 pm in Training Rooms A & B

Respectively Submitted,

Carol Hucker

Recording Secretary