



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE EVERGREEN FIRE PROTECTION DISTRICT FEBRUARY 14, 2017

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

MEETING CALLED TO ORDER Director Anderson called the meeting to order at 5:30 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: Charlie Simons, Pete Anderson, Pamela Anderson, Jay Griggs, Joy Glennon, Brendan Campbell, Connell O'Brien, Frank Dearborn, Sal Christ, Bill Cronk, Tom Davis, Mark Davidson, Mr. and Mrs. Simon Crittle, Britt Van Dissel, John Porter, Matt Swinden, Chief Mike Weege, and Carol Hucker.

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

SPECIAL PRESENTATION: Chief Weege presented certificates of recognition to the members of the 4A Safer Evergreen committee that worked on behalf of the November ballot issue. The district board greatly appreciates the work that each individual contributed and the efforts of the whole group in helping to pass this mill levy increase on behalf of the Evergreen Fire Protection District.

- Pete Anderson – for taking the lead in coordinating the committee
- Mark Davidson – for speaking on behalf of the committee and presenting in public debate
- Dave Christensen – hosting location
- Jeff deDisse – history
- Britt Van Dissel – for wearing the bear costume and working the streets
- Charlie Simons – history and demographics
- Simon Crittle – press releases and social media
- Connell O'Brien – gathering the teams and working the street
- Matt Swinden – working the street
- John Oglesby, Tali Montesi, Stacey Martin, Paul Koentges, Kelly Guthner, Greg Grotke, John Ellis, and John Anderson were not in attendance at the meeting but were thanked in absentia.

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

- January 10, 2017 Board Meeting Minutes: Director made a motion to accept the minutes; seconded by Director; motion carried.

PRESENTATIONS:

- December 2016 Financial Report – Brendan Campbell presented the end of the year fourth quarter report. He spoke regarding the general operating fund variances of note for 2016. The variances are mostly positive. Ownership tax is \$69,167 more than was budgeted. This is about 2% higher than was estimated for the budget. Ambulance billing was higher in 2016 with \$344,747 more than was budgeted. This netted about less after contractual and contractual write offs were deducted. Wildland income is difficult to budget but 2016 was \$55,000 higher in billing than expected. Wildland expenses are shown under Fire Operations. The department collects 17.36% to cover insurance and benefits on the labor billed for wildland fires. The contractual maintenance income also shows as a large variance as the actual billing for contract services

was higher than anticipated. The JCECA variance reflects that the items we anticipated paying for and then getting reimbursed by the JCECA were instead paid directly by the JCECA. This reflects as lower expense. Other income is higher than was expected due to some large financial donations and the transfer of funds in preparation for the Bear Mountain Cistern property. Total revenue was \$476,425 more than was budgeted.

Expenditures for under budget for all items except personnel expenses and Contractual Write-offs. Capital expenditures were less than budgeted as several projects were budgeted that were moved to 2017 for completion. Over on revenue and under on expenses is where we finished the year. This means that we will be able to fund the reserve accounts for strategic capital and apparatus replacement at a higher level than anticipated. Chief Weege thanked the managers for their efforts to monitor the budget closely and keep within the budget. Director deDisse expressed his appreciation for their efforts.

The EMS report shows the history from 2008- 2016 to show the trends in services invoiced/ collections/ write-offs, and write-offs. Insurance billing saw an uptick from 48 to 53% in 2016. There was also an increase in the insurance write-offs. As of Dec. 31 the district has \$1,103,786 outstanding in accounts receivables. A reasonable expectation is that we will collect \$292,993 of this leaving us without about \$60,000 more in write-offs than last year. The cost of providing the service to the district was about \$797,585 for 2016. Chief Weege noted that this was a large part of the mill levy proposal to be able to fully fund EMS. Director deDisse made a motion to accept and place on file the December 2016 Financial Report; seconded by Director Mosby; motion carried.

- Gallagher Amendment and TABOR Discussion – Chief Weege showed a video that was prepared and distributed by the Colorado State Fire Chiefs to better explain the Gallagher Amendment and the anticipated impact on special districts in Colorado in 2018. To watch the video go to: <https://evergreenfirerescue.com/colorados-gallagher-law/> Because we went for a mill levy in 2016 we are somewhat sheltered from this. It is going to happen and is expected to pass state legislation in April resulting in fewer dollars available for those that rely on property taxes for funding such as schools and special district fire departments. With our proximity to the Denver Metro area we have also seen residential property values rise. We will still be impacted but not to the level of small rural departments that have not seen the double digit increase in property value and taxes. How commercial property values change in the coming years will determine what happens as this progresses. In order to raise the tax in the future it has to go to the voters under TABOR. As a constitutional amendment both Gallagher and TABOR are difficult to resolve or change.

DIVISION REPORTS:

Administration / HR / IT:

- Facility Usage for 2016: 203 internal and 347 external meetings/trainings.
- Dave Montesi has been hired as the new EMS Coordinator and began Feb 13th
- Training Coordinator/ Community Educator applications under review by the interview committee.
- Multi-Agency training being organized by John Porter for a large active shooter training event. Solidify the SOGs for working in conjunction with other agencies for all types of events. This will highlight vulnerabilities and where revisions are needed.
- In discussion with Genesee and Highland about transitions to EFR for dispatch prior to the JeffCom transition. Working on ways to set up radio communications and modify the IGA to allow Genesee to join. Highlands is more of a contractor that is dispatched in conjunction with either Foothills or Genesee for EMS.

Communications:

- Mike Mendelsohn has resigned to join the JeffCo Sheriff's academy.
- Nikki Pijanowski has cleared training and we are at full staffing levels
- Billy and Jenny completed Peer Support and Critical Incident Stress Management training and are available to assist the department.

Fire Operations:

- Academy Update: EMR in progress
- Wildland RT 130 class and pack test for red card renewal. Board is invited to attend the class on April 10 and 17 from 6:30-9:30 pm.

- Operations Chiefs goals for 2017: Officer Development program for leadership, strategy and tactics; Mentorship program; Response time review and improvements.

Fire Prevention:

- Thank you to the anonymous donor of a 1997 Toyota Land Cruiser. It will be repurposed.
- Fire Extinguisher Service Day Monday, March 13th from 9-2 at Station 2. Inspections, maintenance, re-fill, and hydrostatic testing at a reduced cost will be available.

Emergency Medical Services:

- All medic units have the power prams installed now. Training and practice are ongoing.
- Medic Jessica Jensen has had a baby boy.

Maintenance Division:

- Pine Grove Excavation will be installing the Bear Mountain Cistern and are able to complete the majority of the project this winter. The final aesthetic touches will be finished when the weather warms enough. The job will take two weeks, weather permitting.
- Tender 171 has undergone another tank repair. The water tank is the support for the entire body. The original lining failed and was replaced. Areas within the tank began to show signs of corrosion. The truck was removed from service following the wild land season and refinished once more.
- A Memorandum of Understanding (MOU) will be drafted between Elk Creek and EFR to secure the Porta-Count machine and some supplies. The tool will be used to calibrate and test the SCBA. The goal is to enable service of the Scott SCBA products for EFR and other agencies. Kevin Holsonbake will be participating in certification class this March to qualify.
- Waterway, has provided the hose/ladder testing quote for 2017 of \$7,204.80. A spending authorization will be requested prior to their arrival.

Strategic Planning Implementation:

- Communications - Quality Control Process involves review of 75% of all EMD calls and 100% of Critical EMS calls. Dispatchers were 96% compliant on this new process in January and 91% in December. Critical EMS calls include automatic review for cardiac arrest, airway/choking, MCI, fatalities, EFR personnel.
- A quick overview of the data evaluated is below. This is based on the standards set by National Academy and Priority Dispatch.
 - Customer service
 - Appropriate questioning for chief complaints
 - Compliant verbiage
 - Accuracy of data recorded by dispatcher from patient or reporting party
 - Safety and hazards
 - Determine and or review, if needed, of instruction of medication administration, CPR, bleeding control, and several others
- Tracking and utilizing QA process for all other incoming calls as well as dispatching. Brand new process to increase customer service and efficiency. Thank you Kyle Mickelson for building out the database.

Regionalization:

- Jefferson County Emergency Communications Authority (JCECA) has not submitted to the Public Utilities Commission (PUC) yet as they are working on getting the IGA signatures. EFR signed the IGA amendment last month.
- Now that a Fire OPS Manager has been hired, the committee meetings have begun. There is a mountain sub-committee that will work on reviewing EFR dispatch SOG's and training materials to update and standardize where possible. Such as blue card and NWCG to get people speaking the same language in a standardized way for radio traffic.
- The radio design for the move from EFR and from the sheriff's office has been quoted and submitted to Judith. She will be working through the contract with Motorola.
- Work has begun on the TriTech CAD. The big lift will be getting law enforcement built out in it. With the Jefferson Arapahoe Consolidated CAD (JACC) we participated in a few years ago, the fire side is very well established.
- Three phases of moves into the center have been proposed. 1. Arvada and Wheat Ridge Police, This will happen before Thanksgiving. No moves will be planned between Thanksgiving and Jan.

1 to avoid the holidays. 2. JCSO, Arvada FD and Golden PD after Jan. 1. 3. Evergreen Fire and Lakewood PD after Feb. 1. The concept was not to move any of the big three together (Lakewood PD, JCSO, and Arvada PD. This is preliminary and is being discussed at a Jeffcom board level.

FEBRUARY 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

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 –

UNFINISHED BUSINESS:

- Photo Voltaic and Energy Efficiency – Jeff deDisse and Chris Schleef have walked through the buildings with the efficiency group and Xcel and some additional areas for improvement have been identified. Discussion of occupancy sensors, timers, and some lighting changes ensued. Director deDisse suggested that the efficiency items be addressed and monitored for cost effectiveness prior to pursuing any further discussions about photo voltaic panel installations. Decreased electrical usage will alter the number of KV needed for solar. He also requested clarification for how the 3 bid process is being handled. We pay the consultant on an hourly basis for his services; the company that wins the bid for the project will be paid directly by EFR not by the consultant. EFR reviews all bids and makes the final selection of who to award the contract. Director Anderson expressed frustration with the pace of this project and would like to see the efficiency portion be started and then a few months of electrical bills reviewed for impact. Director deDisse left the meeting at 7:20 pm for another commitment. Chief Weege will clarify again with our attorney for how the bid process is to be handled and when an RFP is required. Ms. Glesne may be requested to attend the March meeting. Director Christensen will return to the board in March with specific plans and costs for efficiencies so that these installations can be started. A timeline was requested for this project to be started/completed.

NEW BUSINESS:

- Resolution 2017-0002: Adoption of Jeffco Multi-Hazard Mitigation Plan – Director Mosby made a motion to adopt Resolution 2017-0002; seconded by Director Gregory; motion carried.
- 401a Pension Board elections and appointments – It has been determined that the 401a Pension Plan requires that the EFPD treasurer serve on the board for this committee. Director deDisse will be appointed as the district treasurer to serve. Directors Gregory and Christensen may not both participate on the 401a Board as this will then constitute a quorum of the EFPD Board. It was determined that Director Gregory will be appointed to serve on the 401a Board for a term of 4 years, and one other registered elector of the district will be appointed by the EFPD board to serve a term of 2 years. The remaining 2 members of the 401a Board (one 2 year and one 4 year term) are to be elected by the full time paid employees and this is directed to take place prior to the April meeting of the 401a board.
- Spending Authorization 2017-002: Lights and Sirens - \$6,125.00 – Director Gregory made a motion to approve Spending Authorization 2017-002; Director Mosby seconded, motion carried.
- Spending Authorization 2017-003: Bunker Gear - \$34,080.00 – Gear has a life expectancy of 10 years and is evaluated and repaired for as long as possible. There are also multiple sizes needed and based on frequency of use and cleaning for how well it will last. Director Gregory made a motion to approve Spending Authorization 2017-003; seconded by Director Christensen; motion carried.

BOARD MEMBER COMMENTS:

Director Mosby: Congratulations Jay Griggs for stepping to the plate again and Dave Montesi for the rigorous process of becoming EMS coordinator

Director Gregory: Also congratulations to Jay you'll do a great job and Dave as a very qualified person to lead the EMS team.

Director Christensen: Compliments on being under budget in 2016. Conceives spending more for energy efficiency and looking at payback yardsticks for these and for PV.

Director Anderson: Great organizations are created by having great people. Echo congratulations to Jay and Dave. We will continue on having great leadership. Thank you all who were involved in the hiring process and in the selection of an operations chief. A bitter reminder from John and Connell O'Brien of the importance of heart health in the loss recently of a mutual friend and the need to press our medical providers for comprehensive testing for the silent killer heart disease. Even though the end result was the loss of a good friend the system worked from the CPR, the AED deployed, the EMD on the call, the mutual aid, the flight to the hospital.

MEETING ADJOURNED: Director Christensen made a motion to adjourn the meeting; Director Gregory seconded; motion carried. The meeting adjourned at 7:59 pm.

NEXT MEETING DATES:

Volunteer Pension Board Meeting Tuesday, March 14, 2017 at 5:00 pm in Training Rooms A & B
Regular District Board Meeting Tuesday, March 14, 2017 at 5:30 pm in Training Rooms A & B

Respectively Submitted,
Carol Hucker
Recording Secretary