



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

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on January 10, 2017 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

**MEETING CALLED TO ORDER** Director Anderson called the meeting to order at 5:34 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, Frank Dearborn, Sal Christ, Jeff Ashford, Mason Duncan, Paul Kriescher, Jeff Bungee, Doug Wells, Chief Mike Weege, and Carol Hucker.

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

**PUBLIC COMMENT:** None

### **APPROVAL OF MINUTES:**

- December 13, 2016 Board Meeting Minutes: Director deDisse made a motion to accept the minutes; seconded by Director Christensen; motion carried.

### **PRESENTATIONS:**

- November 2016 Financial Report – Chief Weege pointed out that grant revenue still shows as zero and the grant funds for the prams may not appear until 2017. Wildland was budgeted at \$10,000 for the year. We have billed \$122,316 with the district receiving \$10,500 for equipment and \$16,300 to cover the costs of benefits and insurance on the firefighters. Dispatch revenue shows only the first 2 quarters of the year. Contract maintenance income for fleet repairs is higher than was budgeted. The State deposit to the pension fund will not appear in our budgets in future years. Director deDisse made a motion to accept and place on file the November 2016 Financial Report; seconded by Director Christensen; motion carried.

### **DIVISION REPORTS:**

#### **Administration / HR / IT:**

- Please keep the George Stone family in your thoughts for the recent death in the family.
- In 2016 there were 2260 calls for service. This is about 200 calls more than the previous year. With 8,954 hours of training provided.
- Congratulations Doug Saba on your new position as Deputy Fire Marshal with Mountain View Fire. Thank you for your 6 years of hard work.
- We received a dividend check from Pinnacol Assurance for \$13,704. Our premium will decrease approximately \$11,000 in 2017 due to a lower emod rating (.74) and our deductions for CESA and the cost containment program.
- The process for the EMS Coordinator position is moving forward. Interviews will be scheduled for January 25<sup>th</sup>.
- EMS, Fire OPS, Prevention and Admin are reviewing the Fire and Life Safety Educator's position. We hope to have this position posted by the middle of January.

#### **Communications:**

- Total calls dispatched in 2016: 4,414
- Total phone calls in 2016: 911 calls = 2,465; 3411 calls = 6,157; 2323 calls = 6,223
- Overtime for last quarter: 716 hours covered 69% by part time staff for the quarter
- Overtime for year: 4487 hours 66% covered by part time staff for the year.

- Foothills Fire, Elk Creek Fire, Inter Canyon Fire, North Fork Fire, Platte Canyon Fire and Indian Hills Fire have all signed the Dual/Auto-Aid IGA.

**Fire Operations:**

- Wildland total billed in 2016 was \$122,316. Of that total the district received \$10,500 in equipment reimbursement and \$16,300 to cover the cost of equipment and benefits. The firefighters were paid \$83,000 in gross labor.
- Structure fire in Hidden Valley – very cold and icy. Water shuttle operation, no injuries, lots of mutual aid.
- Structure fire in Stanley Park – save! No injuries
- Academy down to 16 members.

**Fire Prevention:**

- Thank you Doug for your work in the community and in Fire Prevention. Good luck with the new job.
- ISO 2017 Project kickoff meeting January 9<sup>th</sup> was cancelled and will be rescheduled.

**Emergency Medical Services:**

- Terry Wehnes passed the Denver Health community paramedic test
- Power prams/lifts installed in two ambulances, other two pending
- 6 new Panasonic CF20 tough books placed in service thanks to a generous donation
- MCI trailer proposal awaiting additions to cost from Maintenance division before being presented to Foothills Regional Emergency Medical and Trauma Advisory Council (FRETAC).

**Maintenance Division:**

- Welcome Kevin Holsonbake to the maintenance team. He has earned multiple SCBA certifications and respect from previous employers. With Kevin’s talents, we are in the process of expanding our contract maintenance offerings to include SCBA maintenance. Interest in this from our contract partners is extraordinary. The goal is to have the tooling and certifications online by the end of January.
- Contract maintenance for \$124,172 was billed in 2016. This is income of \$64,638. Billings for December for \$14,648 are pending payment.
- The Bear Mtn. cistern information has been received and is being reviewed at this time. The installation contractor is eager to begin and hopes to complete the job this winter.
- A request for additional fire tools was made by operations late in the year. I was able to fund the purchase of 10 additional tools through the deferment of the hose 2016 order. The Halligan bars are more robust and less prone to breaking.

**Strategic Planning Implementation:**

- ISO Audit Update in February

**Regionalization:**

- Golden Triangle has been selected as the General Contractor for the remodel of the communications center.
- A final radio design for the mountain agencies is being quoted and will be reviewed on Jan. 17<sup>th</sup>.
- Karen Kretzel was hired as the OPS Manager for Fire dispatching. She was West Metro’s Communications Manager. Jodi Malpass of Lakewood Police Department dispatch with handle law enforcement dispatching and Vicki Pickett of Arvada Police Department dispatch will handle call taking. Karen has started. Jodi and Vicki will start in early 2017. Karen will be the EFR contact for SOG and training documentation build out, (Nate Walowitz and Kevin Gilbert).

Director Anderson asked about the progress and timeline for replacement of the EPCR and fire reporting software. We anticipate making a decision and beginning the switch in early July. The two front runners are very close but differ in how reports are done and what is custom. Thank you to those who have been spending time on this research and on setting up demos.

**JANUARY 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

Chief Weege presented the Overtime report for the last quarter. We target 70% of overtime coverage by part time staff. The past year EMS has dropped to 48% of coverage but has improved to 58% in the last quarter. We are getting back on track for coverage with part time staff picking up more shifts. For Communications team the overtime numbers were covered in the division report.

### **BOARD COMMITTEE REPORTS:**

**Budget Committee:** Director deDisse and Director Gregory - Director deDisse requested that he and Director Gregory be scheduled to review the Quarterly Financial Report prior to the next board meeting with Chief Weege and Brendan Campbell.

**Personnel Committee:** Director Anderson and Director Mosby – Dr. Mosby updated the board on the status of the process for the EMS coordinator position. Five candidates have submitted essay responses and the candidates selected to move forward will be interviewed on January 25<sup>th</sup>.

**401a Pension Board:** Director Gregory and Director Christensen – Director Christensen updated the board that they will entertain a motion regarding the 2016 forfeiture funds under new business. The vacancy of Doug Saba seat will need to be filled, a treasurer appointed. Director Anderson asked that the minutes of the 401a Pension Board be provided in the future to the EFPD board members to keep them current on the work of this board.

**Construction Committee:** Director Gregory and Director deDisse – this committee is discontinued until further notice.

### **UNFINISHED BUSINESS:**

- **Photo Voltaic Energy:** Three years ago we began looking at ways to decrease our energy expenses. Jeff Bungee of E<sup>2</sup> Solar presented the advantages of installing solar panels at Station 2 to reduce the energy expenses. The presentation compared the options of purchasing the panels for cash, lease/purchase of the panels, and continuing on the current path. The price of solar panels has dropped about \$50,000 due to an excess of panels on the market at present. The reduction in load based on the departure of the communications division was also factored in for this presentation. With a cash purchase the max 25 year saving that could be achieved with solar is \$899,000. A simple payback is about 8.5 years, a cash flow payback would be at 10 years. The rate of return on the investment is estimated at 10% over 25 years. A 5% escalator has been factored in per year for the increase in Xcel rates. The lease/purchase would offer zero down with a buyout at the end of 6 years. The net cost is higher and the energy credits go to the leasor. It should also be noted the efficiencies that Lightly Treading will present were not built in to this presentation and that will conceivably reduce energy costs. The solar panels are projected to degrade a percentage each year and are warranted for 25 years and not to drop below 80% efficiency. Panels degrade at about ¼% per year. A string monitoring system would be used to monitor the panels for production over time. Most faults in the system are found in the first few years and are under warranty. Life expectancy of the panels is much longer than the 25 years in this discussion. An extended warranty or OEM can be utilized. Paul Kreischer for Lightly Treading presented the opportunities for energy efficiency that his team found. The admin building was improperly insulated when it was constructed and has many areas that need to be sealed to be weather tight. The attic area of the admin offices could be insulated more effectively to reduce energy loss to this unheated space. The HVAC system on the admin building was oversized and is inefficient. He proposed LED Light conversions at all stations and motion sensors in the outlying stations to reduce the lights being left on, and building sealing /insulation. The total cost of the efficiency measures would be within the 2017 budget of \$60,000 for this project. Director Anderson asked for feedback regarding efficiency. Director deDisse would like to look at the exact lighting proposal and meet with Paul to see what other things need to be considered. Director Christensen expressed that he felt moving forward on the efficiencies soon. Director Anderson expressed that he felt there were a lot of things to be taken advantage with a short payback. Director deDisse asked about multiple bids and reviewing with legal to vet this project. Directors Mosby and Gregory agreed that efficiency is important. The board members agreed that details regarding energy efficiency bid numbers and formal documents should be brought before the board at the February meeting with the intention that a spending authorization could then be brought to the March meeting for consideration. It was suggested that Directors deDisse and Christensen should meet with Mr. Kreischer, Chief Weege and Evan

Fosler to review the plans before the proposal can be brought forward as a spending authorization.

The Board discussed the photo voltaic (PV) proposal. Director Anderson expressed that he feels it is a fiduciary responsibility to pursue would could be a bigger return on investment than can be obtained from our current investments. Mr. Ashford was asked his opinion and he stated that he felt the premise was good but he was concerned about the public perception. Director deDisse agreed that he is good with the premise but still has some questions about reaching net neutral. Mr. Bungee replied that for example Station 5 is only a 2kw proposal and that with the lighting efficiencies it would be worth looking at again to determine if a PV installation there is worthwhile. Director Anderson asked Director deDisse to follow through with E<sup>2</sup> solar to get his questions answered. He expressed that we need to either move forward with this or scrap it and stop belaboring the discussion. Director Mosby spoke about the impact of nonrenewable energy and its impact on the environment and his support of the installation. Director Anderson expressed that going green is wonderful but is not what is motivating him for this proposal, he takes the fiduciary responsibility to the taxpayers seriously and this is a smart business decision to make with the funds. He feels that not doing this is a waste of the opportunity to save conservatively \$800,000 over the next 25 years. Mrs. Glennon commented that there are a lot of assumptions being discussed here and questioned who would receive the energy credits if we lease, and the payback periods. She felt we need to let people know what we were proposing and that she supported the idea overall but would like to see if the figures change once buildings are eliminated if they don't justify the expense. Director Anderson asked if this were a 3% return would she make the investment based on we currently get ½%. She felt that the most important part is doing the energy efficiencies but it was pointed out by Mr. Kreisler that without being able to insulate the cinder block walls of the admin building there will not be as great of a savings. Director deDisse would like to see the impact of this on the long range strategic plan document the district maintains. Chief Weege noted that at the time when we looked at this as a \$600,000 expense we were only able to place \$100,000 in savings. Now we will be able to restore the amount being deposited to savings so the total amount of the impact at this lower cost proposal is not the same. Mr. Wells expressed his compliments to the group for the process they have engaged in holistically to get to the best solution for the district. Director Gregory noted that he really wants this information out before the public for their feedback. It was further discussed how to inform the citizens and get their feedback. The board requested that the solar proposal be recalculated to determine if the lower usage stations economics are worth including in the proposal, the consumption of the dispatch center may not be as decrease as was anticipated since the radio and computer equipment for the servers will remain in place following the transition to Jeff Com. The personnel and their consoles will be removed from the load calculations. The proposal will be returned for further consideration in February.

### **NEW BUSINESS:**

- Resolution 2017-0001: Designating Location to Post Notice – Director deDisse made a motion to approve the resolution; seconded by Director Mosby; motion carried.
- 2017 Board Meeting Dates were presented and will be published on the website and posted at Station 1, 2, and 3.
- JCECA Third Amendment to the IGA Concerning Implementation of an E911 system – Director deDisse made a motion to approve and sign the amendment; seconded by Director Christensen; motion carried.
- HIPAA forms – the board members each reviewed the HIPAA information and signed the required staff form. The form will be re-signed annually at the January meeting.
- 2016 – 401a Pension Forfeitures – Director deDisse made a motion to request that the forfeiture funds in the amount of \$20,158.13 be applied to the 2017 Plan expenses; seconded by Director Christensen; motion carried.
- Spending Authorization 2017-001: Bear Mountain Cistern Project - \$53,780.00 for the excavation of the site and installation of the tanks. Director deDisse made a motion to approve the spending authorization; seconded by Director Christensen; motion carried.

**BOARD MEMBER COMMENTS:**

Director deDisse: Commend the department for the structure fires in the last month dealing with the ice and cold with their efforts and time.

Director Mosby: Thank you Doug for your 6 years of service to EFR. Always a smile. And John hope you get better quickly.

Director Christensen: Excited about the good discussion over PV and efficiency measures and the general support of the topic. Future is choice not fate. Ditto the guys fighting fires in the middle of winter.

Director Gregory: Thank you firefighters on the structure fires. It takes dedication to go out in the cold on a fire in the middle of the night.

Director Anderson: Thank you staff, volunteers for helping us achieve cost containment for our worker compensation insurance and getting a good money back. Takes time, effort, thought, training, prevention, leadership and commitment to keep everyone safe. Our sympathy to retiree Stone and his family.

**MEETING ADJOURNED:** Director deDisse made a motion to adjourn the meeting; Director Christensen seconded; motion carried. The meeting adjourned at 8:37 pm.

**NEXT MEETING DATES:**

Volunteer Pension Board Meeting Tuesday, February 14, 2017 at 5:00 pm in Training Rooms A & B

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

Respectively Submitted,

Carol Hucker

Recording Secretary