



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE EVERGREEN FIRE PROTECTION DISTRICT MAY 10, 2016

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on May 10, 2016 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

MEETING CALLED TO ORDER Director Christensen 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: David Christensen, Mike Gregory, John Anderson, Jeff deDisse and Dr. Jim Mosby.

ALSO IN ATTENDANCE: Anne Skewes, Terri McLaughlin, Frank Dearborn, Doug Saba, Mason Duncan, Chief Mike Weege, and Carol Hucker. John Putt joined the meeting at 5:55 pm.

OATH OF OFFICE

Sylvia Zamperin, notary, administered the oath of office for Director Mosby and Director Christensen.

APPROVAL OF AGENDA: Accepted as presented.

PUBLIC COMMENT: Anne Skewes asked to make a comment about the minutes. The last meeting made a reference to having the IGA signed by May 19th. Chief Weege explained that we were trying to have ours approved by May 4th. Ms. Skewes asked that this be added to the minutes to reflect when this board needed to sign. Director Christensen noted that Director Kling made the comment that the goal was to approve by May 4th. Director deDisse noted that several people commented this and we will review the minutes to attribute it in the correct place.

APPROVAL OF MINUTES:

- April 12, 2016 Regular Meeting Minutes: Director deDisse made a motion to accept the minutes with the amendment on page 5 to note that Director Kling referenced a deadline of May 4th to make a decision about the IGA for 911 regional consolidation; seconded by Director; motion carried.
- April 27, 2016 Special Meeting Minutes: Director deDisse made a motion to approve the minutes are presented; Director Mosby seconded the motion; motion carried.

PRESENTATIONS:

- March 2016 Financial Report: Brendan Campbell of Pinnacle Consulting presented the first quarter financial report. Not a lot of activity to report for the first quarter. The summary of the financial report is that property taxes collected through March are about 41.8% of what will be received for the year or \$1,564,785. Property owners can either pay their taxes in one payment in April or in two installments that is why the collection is this percentage. Just under 25% of the budget has been spent at this point. Some accounts are trending over and some are under. EMS contractual write-offs are trending high due to bad debt expenses being written off at a higher rate than expected for the first quarter. The 2015 Audit will be ready in the next few weeks for the audit committee to review in preparation for the auditor to present it at the June 14th meeting. Director Anderson made a motion to accept and place on file the March 2016 Financial Report; Director deDisse seconded the motion; motion carried.
- Quarterly Report on Overtime Expenses: Director deDisse explained that he had requested this report to provide feedback regarding the budget implications. Chief Weege presented the communications report as John Putt was out at a meeting. For Communications there used to be an additional person to cover the open shifts created by vacation / sick time. It was revised to create a part-time pool as a means of reducing expenses. Due to the loss of two full time team members and declines in the pool of part time staff we were caught short handed for the first quarter resulting in mandatory overtime for the remaining full time staff. Since the first of the year we have hired two part time and 2 full time staff. We will continue to add to the part time pool in the coming months. Bob Walter will present his overtime report at the June meeting.

DIVISION REPORTS:

Administration / HR / IT:

- Researching more efficient system for maintenance job tracking, inventory and billing
- Davidson Insurance reports a slight reduction in our insurance rate for 2016. Thank you Mark.
- First Responder Appreciation Day – September 27, Dan Hrouda

Communications:

- Kevin Biegert on military leave to Naval Reserve boot camp.
- First quarter overtime budget audit results.
- King Murphy active shooter exercise. Fire alarm protocol in Clear Creek schools will be revised from what was learned at this exercise. Director deDisse noted that there had been positive feedback from the neighborhood.

Fire Operations:

- Academy graduation was held on May 7th.
- Applications being accepted for next academy until June 1st.

Fire Prevention:

- Anonymous donation of \$12,800 for projects in Prevention, EMS, and Ops
- May 19th Extinguisher service during Health and Wellness Day
- Site plan received for Fairfield Inn & Suites near Hotel Way.

Emergency Medical Services:

- May 19th EMS WEEK Health and Wellness Day (Children's Hospital Blood Drive 9:30 – 1:30)
- Waiting to hear about State Grant for cot's
- Medicare Rate Review Final Hearing (April 29th)
- Attended EMS on Capitol Hill and a conference about Healthcare Economics and the future of EMS reimbursements (April 19th – 21st)
- E.P.A.D. annual CPR and AED golf tournament coming up June 6th (Over 3,000 trained, 70 AED's 6 lives saved over past 2 years)
- Welcome Tom Davis (New part time EMTP) Quatro's light duty continues.
- New Vendor for EMS supplies
- EMS has received a donation of \$10,000.

Maintenance Division:

- Heating costs are being analyzed for the maintenance facility. Consideration is being given the ROI to add radiant heat in the facility. A contractor has provided a quote for the addition.
- Tender 173 has returned to service. All issues seem to be resolved at this time.
- Waiting on survey of the Bear Mountain property for sizing of the cistern tank capacity.
- Station 1 has been survey completed and waiting for engineering to overlay topographical information onto the survey for estimates of the total cubic yards of material needed to relocate so we can solicit estimates for the excavation.
- Newer, lighter and more slippery hose has had unintentional deployment by driving and having hose flake off. Hose bed tarps will be modified in May to secure and improve durability by a Denver contractor.
- Weather delayed removal of the cabins located on EFR property at Troutdale.
- The repair estimate for medic 9823 has been submitted for approval to the other person's insurance carrier. Repairs will be completed pending approval by a local company.
- Dispatch experiencing several leaks from the roof. Temporarily fixed until a more permanent solution when warmer weather arrives.

Safety / Community Education:

- Wildfire Forum
- Emerge Meeting May 24th will be attended to talk about mitigation, dispatch, state of the district.
- Health and Wellness day will bring buses from Rocky Mountain Village and Greenridge Meadow and will provide tours of the dispatch center for them to answer questions about consolidation.

Strategic Planning Implementation:

- EMS Implementation Plan- Delayed until June meeting

Regionalization Update:

- All agencies have agreed to sign the IGA. Hiring of management level staff will be started in the summer. Waiting on Golden's process for signature.
- Jeffcom Facilities Committee working on final design feedback. Estimated remodel at West Metro at \$3 million with 44 consoles planned.

MAY BOARD MEETING TOPICS:

Topic	Initiated	Scheduled/ Completed	Recommendations / Actions
Energy Audit	April-14	Jun-16	Update on-going project
Budget Committee	Feb-16	Apr-16	Update quarterly with Financial report from Pinnacle
Overtime Report	May-16	-	Update quarterly
Audit Committee	Apr-16	Jul-16	Directors deDisse and Christensen
Financial Health	Jan-16	Nov-16	
Officers for the EFPD Board	May-16	May-18	Elected every two years

BOARD COMMITTEE REPORTS:

Budget Committee: Director DeDisse and Director Christensen

Personnel Committee: Director Anderson and Director Mosby

401a Pension Board: Director Gregory and Director Christensen

Construction Committee: Director Gregory and Director deDisse

Financial Health Committee: Director Christensen and Director Mosby: Update – information has been posted on our website and an interview with the Courier was done, beginning community outreach and will potentially have a few town hall meetings to answer questions about the mill levy increase proposal.

UNFINISHED BUSINESS:

- Energy Proposals: Energy proposals have been submitted for efficiency improvements. We would have to use a power purchase agreement (PPA) to do a photovoltaic (PV) installation with a possibility to buy it out in 6 years. Director deDisse expressed concern that the timing of a PV installation while we are looking at a mill levy increase and tight budget might be poor timing. Director Christensen explained that if we use a PPA then our bills would be lower than they currently are with Xcel Energy. Further discussion ensued regarding payback and life expectancy of the system, and the replacement cost of solar panels. Director Christensen is waiting on contract numbers with a PPA provider and hopes to have those in June. Director Christensen asked for a motion to approve the energy efficiency proposals to seal and insulate the admin building and station 2. Director deDisse requested to see a spreadsheet that clearly defines the project targets and cost. Energy efficiency improvements were included in the 2016 budget. Director Anderson agreed that we need to see the information in a more complete document. Director Christensen will have this at the next meeting.
- Webb Strategic Communications Agreement: Director deDisse made a motion to sign the agreement ; seconded by Director Gregory; Discussion - Anne Skewes asked why the district didn't post meeting minutes in advance of the meeting so those in attendance could be prepared for comment. It was explained that the minutes are not released until the board has voted to approve them. She expressed that she feels it is the elected officials' responsibility to inform the people about what is happening. Director Christensen asked for suggestions on how to get people interested in the business of the district and how to get notification to them. Ms. Skewes asked that the communications plan that will be developed for the mill levy be leveraged in the future for continued communication with the community. Director Anderson noted that there were significant differences between the issue of consolidation and that of a mill levy. He explained that the consolidation decision was not a call to action on the part of the public where a mill levy increase requires a vote for action to be taken. He expressed that for a mill levy it is an obligation to inform the public about the pros and cons of the decision requiring actionable intelligence of the voter. Ms. Skewes expressed that she felt that enough information was not shared in the consolidation question. Director Anderson commented that the letter Ops Chief Duncan sent out to the public created fear and misinformation about what was being considered that then drove people to attend the April meeting. Ms. Skewes noted that she feels we have communication problems that we need to resolve if we intend to go to the public for a mill levy. She asked why

we didn't have town hall meetings about consolidation. Director Anderson explained that the decision to consolidate was an operational decision that does not require public comment just as buying a fire truck is operational. Ms. Skewes reiterated that she feels we have to communicate better. Director Christensen noted that 30-40 people showed up to express concern about consolidation and the other 99% of the community did not have a problem with it so they didn't attend. He repeated his question to Ms. Skewes –how do we get people interested in the business of the district and how to get notification to them. We are also entering a time of changes in EMS billing which can redefine our role in the community and our strategic plan supports what we are doing. Town hall meetings are basically what a monthly board meeting. Director Anderson questioned how we pick and choose what to take to a town hall meeting and what we handle as the monthly business of the district. Chief Weege noted that some of the people that attended the April meeting spoke in favor of consolidation including board members from another fire district we serve. He spoke at the Chamber of Commerce breakfast afterward where there were twice as many people present to hear about consolidation and the only questions were when it will happen and why in midsummer with the wildland threat. Director deDisse noted we are off topic and asked for a review of the motion and if it had been seconded. Director Christensen called for a vote; motion carried.

- Jeffcom – Governance Board Representative Appointment: Director deDisse made a motion to appoint Chief Weege to sit on the governance board for Jeffcom; Director Mosby seconded; motion carried.

NEW BUSINESS:

- Election of Officers: Director deDisse made a motion to elect John Anderson as president of the EFPD board; seconded by Director Christensen; motion carried. Director deDisse made a motion to keep the other officers the same for another 2 years; seconded by Director Anderson; motion carried. Committee changes: Director Mosby will join the personnel committee. Director deDisse and Christensen will be the audit committee for the 2015 financial audit.
- Signature Authorizations: Director Anderson will need to appear at the bank to sign the accounts and will be designated to specific FPPA reports.
- Employee Team Member Handbook Revisions: the revisions are noted on the attachment. The revisions are presented for the boards information and don't require approval by the board. The changes have been reviewed by MSEC for compliance with generally accepted policies.

BOARD MEMBER COMMENTS:

Director deDisse: Appreciated the comments and challenged Ms.Skewes to continue to attend the meetings, would like to see the public more interested, welcomed Dr. Mosby to the board.

Director Mosby: Will work on brainstorming ways to get the community involved in the meetings about the services that affect them.

Director Christensen: After the April meeting he and Chief talked about how we get information to the public and alternatives but questions how do we decide what topics the community wants to know about. Goal is zero dissatisfied or frustrated people. We have facebook and twitter, we have a website. We have some big topics coming with station 1 replacement and with the health care changes pending. Thank you George Kling for your service, welcome Jim Mosby, and yeehaw John is the new president.

Director Gregory: Congratulations to the academy graduates and thank you to all of the instructors that give of their time and talents to the class.

Director Anderson: Nominated George Kling to chair a public outreach committee, welcome and congratulations Dr. Mosby and Director Christensen to the board, He pledged his support of time and effort and commitment to this organization and the citizens of Evergreen.

MEETING ADJOURNED: Director deDisse made a motion to adjourn the meeting; seconded by Director Mosby; motion carried. The meeting adjourned at 7:56 pm.

NEXT MEETING DATES:

Volunteer Pension Board Meeting Tuesday, June 14, 2016 at 5:00 pm in Training Rooms A & B

Regular District Board Meeting Tuesday, June 14, 2016 at 5:30 pm in Training Rooms A & B

Respectively Submitted,

Carol Hucker

Recording Secretary

Revisions to Handbook 2016

Added to page 10: General Complaint Procedure

All complaints will be investigated in a timely manner by EFR. Complaints should be reported using the appropriate chain of command with appropriate corrective action as needed by management. All complaints will be kept as confidential as practicable.

Revised page 13: Drug and Alcohol

EFR is committed to a safe, healthy, and productive work environment for all employees, free from the effects of illegal or non-prescribed drugs and alcoholic beverages. Use of drugs and alcohol alters employee judgment resulting in increased safety risks, employee injuries, and faulty decision making. Therefore, the possession, use, sale of controlled substances or alcohol on EFR premises or during EFR time is prohibited. This includes working after the apparent use of marijuana, regardless of marijuana's legal status. Furthermore, working after the use of alcohol, a controlled substance or abuse of any other substance is prohibited.

Testing is an important element in EFR's efforts to ensure a safe and productive work environment. EFR may conduct drug and alcohol testing, based on reasonable suspicion, to the extent provided by law. Refusal by a team member to submit to drug or alcohol testing, or a test with a positive result, may result in disciplinary action up to and including termination. Additionally, tampering with a drug or alcohol test is specifically prohibited and may be cause for immediate termination. Please refer to the SOGs, the Human Resources Department, or your supervisor if you have specific questions. EFR prohibits the consumption on EFR premises of alcoholic beverages, other than alcoholic beverages served in conjunction with an EFR/EVFD-sanctioned, off duty event or function. No alcohol is to be consumed in a public location in uniform. See Divisional Uniform SOG for specifics.

Revised page 13: Post Accident Testing

All Team Members may be required to submit to a drug and/or alcohol test after an on duty accident. Team Members who are involved in an accident on duty must immediately report the accident to his/her supervisor and division manager. Refer to the division specific SOG – Motor Vehicle Collision & Driver Review Guideline.

Added to page 14: Patient Confidentiality

A copy of the HIPAA Compliance Policy is available at each station, in the administration office, and in the 911 Dispatch office. Evergreen Fire/Rescue provides services that are private, sensitive, and confidential. Under no circumstances will information pertaining to patients cared for by Evergreen Fire/Rescue be discussed with anyone. This includes but is not limited to the patient's family, friends or coworkers; Evergreen Fire/Rescue representatives family, friends, or coworkers; the media, social media, or other agencies /facilities personnel unless it is required for patient care, or financial/billing aspects within Evergreen Fire/Rescue. Patient personal information is strictly confidential and is protected by federal and state laws.

All Evergreen Fire/Rescue personnel are required to view the HIPAA compliance presentation and sign the staff member verification of Policy on Confidentiality and Dissemination of Patient Information. Violation of HIPAA guidelines will not be tolerated.

Added to page 14: Photo and Electronic Imaging

To ensure professionalism and the privacy of patients, fire victims, department personnel, and the public, the use of personal camera, video recorder, or the camera/video function of a personal cell phone, helmet cameras, or any other digital imaging device while at any incident is not allowed under any circumstance.

All scene photography/video shall be for documentation and training purposes only and will be conducted by or at the direction of the Incident Commander or Training Officer in charge of the scene. All images will be the property of Evergreen Fire /Rescue.

Photographs containing identifiable patient information are covered by HIPAA privacy laws and will be protected in the same manner as patient care reports and documentation.

Images taken by a member in the course of their duties to Evergreen Fire/Rescue may not be used, printed, copied, emailed, posted, shared, reproduced, or distributed in any manner. This includes a prohibition of posting any EFR photographs on personal web sites such as, but not limited to, Facebook, You Tube, other public safety agency websites, or emailed to friends, relatives, or colleagues.

Consideration for posting may be provided by the Fire Chief or his designee when images are provided in advance of posting and are respectful and professional.

Violation of this guideline will not be tolerated. (See SOG 103.6 – Photo and Video Imaging)

Revised page 18-19: Social Media

Personal use of social media is never permitted on working time by means of the District's computers, or district issued mobile devices, networks and other IT resources and communications systems. Social media postings by a Team Member on a blog, wiki, or social networking site are considered personal communications and are not organization communications. All postings on a blog, wiki, or social networking site on behalf of the District must be preapproved and sent by authorized employees.

Employees may be authorized by their manager for work-related use of social media consistent with the Districts policies for the social media accounts of the district.

When you use social media, use good judgment. We request that you be respectful of the District, our employees, our volunteers, our customers, our partners and affiliates, and others.

You must comply with all applicable laws including copyright and fair use laws. You may not disclose any sensitive, proprietary, confidential, or financial information about the District. Further detail is provided in the "Confidentiality" section of your Team Member Handbook.

A blog, wiki, or social networking site is not the ideal place to make a complaint regarding alleged discrimination, unlawful harassment, or safety issues. Complaints to the District must be made consistent with the complaint process in this handbook so that they can be addressed.

Employees should not speak to the media on behalf of EFR without contacting the Public Information Officer (PIO). All press inquiries should be directed to the PIO.

Team Member postings in violation of this guideline will not be tolerated. Refer to the district's guideline on Photo and Electronic Imaging on page 14.

Pg 21-22 REVISED:

Revised page 21: Position Changes

The effective date of a Team Member's position change does not establish a new review date for any performance review and/or potential annual salary increases for which the Team Member may be eligible.

Add sentence to Separation from Service section page 22: Vacation may not be used to complete your scheduled shifts once a formal resignation has been submitted.

Add sentence to Team Member Performance Reviews page 25: Performance Reviews will generally be completed at each Team Member's original employment anniversary month.

Revise Fitness Benefits page 26: EFR encourages its Team Members to be physically fit. To assist with this goal, EFR currently offers its members the opportunity for discounted use of the Evergreen Parks and Recreation Facilities. Team Members are required to follow current admission procedures as directed by EPRD and EFR. This benefit is for EFR members only and does not extend to family members.

Move schedule up to two columns on page 27 (no changes to the schedule itself)

Move Holiday list up to two columns on page 34

Add Donation of Vacation/Sick Time for Extreme Emergencies page 36:

This guideline is applicable only in cases of extreme emergency when an employee is required to use a substantial amount of leave time (sick leave and/or vacation) due to a serious personal illness or injury, or the death of a spouse or child, or a terminal or debilitating illness of an immediate family member. The employee may ask his/her Division Manager to request donations of vacation or sick leave from co-workers on the employee's behalf up to the total number of leave hours used for the extreme emergency. If the Division Manager determines that the request is warranted (based on factors such as the employee's historical use of leave time, the employee's current leave balances, or other considerations), the Division Manager (with the Fire Chief's approval) will send an email to employees within the division requesting donations. If necessary, the request for donations may extend to other divisions.

Employees who wish to donate vacation/sick hours to the requesting employee shall send an email to their Division Manager indicating the number of hours they wish to donate. If the Division Manager approves the donations, he/she shall forward the emails to Payroll with copies to the donating employees. If the Division Manager does not approve a donation, he/she will meet with the donating employee to discuss his/her decision. If the total number of vacation/sick hours donated exceeds the number needed, Payroll shall deduct an equal number of vacation/sick hours from each donating employee's leave balance to equal the total required number of hours. Payroll will send each donating employee an email indicating the number of vacation/sick hours deducted from his/her balance. Donations of vacation/sick leave are strictly voluntary and will be made anonymously. The identities of donors will not be revealed.

Add Inclement Weather page 37:

In the event of a severe weather the district must maintain adequate staff for emergency operations. Emergency personnel are required to report to their scheduled shift during a severe weather emergency unless other arrangements have been made by the supervisor or manager or Fire Chief.

All other non emergency employees may report to work as normally required or may use Compensatory or Vacation Time for a delayed start or the entire workday until the severe weather has improved. If necessary a supervisor may approve a schedule change that allows the employee to complete a 40 hour workweek. If the Fire Chief declared the office closed due to severe weather, the employee will not be required to use any type of leave time. The Fire Chief will notify non emergency employees of any closure of business by telephone or text message no later than 30 minutes prior to the employees scheduled start time.