



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE EVERGREEN FIRE PROTECTION DISTRICT NOVEMBER 8, 2016

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on November 8, 2016 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

MEETING CALLED TO ORDER Director Anderson called the meeting to order at 5:32 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, and Dr. Jim Mosby.

DIRECTORS NONEXCUSED: Jeff deDisse.

ALSO IN ATTENDANCE: Bill Cronk, Mason Duncan, Doug Saba, Chief Mike Weege, and Carol Hucker.

APPROVAL OF AGENDA: Approved as presented

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

- October 11, 2016 Board Meeting Minutes – Director Christensen made a motion to accept the minutes; seconded by Director Mosby; motion carried. Director Gregory abstained from the vote as he was not present at the October meeting.

PRESENTATIONS:

- September 2016 Financial Report and Third Quarter Financial Report – Brendan Campbell presented the monthly report with included quarterly reports on equity and EMS trends for collections and write-offs. Of note are the cash assets and EMS receivables and allowances. EMS receivables represents the amount of money invoiced for services that has not been written off as a contractual or a bad debt. Annually the district reviews the outstanding receivables and determines which it can expect to collect and what can reasonably be expected for collection. Based on trends we should expect that number to go up. The difference is approximately \$376,000 will be evaluated as collectible. There are several line items in the budget where revenue has not been received. As a district we expected to receive these for example grant revenue that has not been received yet but will be added once the process is complete. The pension contribution from the state has not been added to the books yet as it funded in December. In expenditures the total expenditures is at 33.9% and at 9 months of the year we should have been expected to have at least 25% still remaining in the budget. We are close to where we would expect to be at this time. Contractual write-offs this year are higher than budgeted because we have also invoiced more than was budgeted. We also have a debt service payment due in December. The EMS Collection report shows trends from 2008 – 2016 % of self-sustaining shows that for the last three years the district has covered 55% of the costs of EMS with collections covering the other 45%. Director Christensen made a motion to approve the September / Third Quarter Financial Report; Director Gregory seconded; motion carried.
- 2017 Draft Budget and Public Hearing – The Draft budget has been amended to reflect the income from the mountain dispatch service for the entire year. This was done because Jeff Com will not open until January 2018 and we will continue to dispatch for the other mountain agencies for the entire year of 2017 instead of just 6 months. Additionally the radio system equipment and repairs number has been increased from 10,000 to 30,000. The Public Budget Hearing is scheduled for Tuesday, November 15, 2016 at 5:00 pm

DIVISION REPORTS:

Administration / HR / IT:

- Thank you Claire Chaplais, Asta Lock, Merry Kopelove, Rae Cronk, and Anna Grose for a great 2016 Banquet. All had a great time!
- Interviews for the HR position are complete and Cindy Haigler hired starting November 28th

- Resumes being received for the EMS Coordinator position. This will remain open until Nov. 30.
- EFR will hold a cache of emergency shelter supplies for the JCSO Emergency management Office at Station 2.

Communications:

- The grant funded radio expansion has several of the components out for bid including the tower construction and the radio equipment. Quotes for the microwave equipment are also out.
- Genesee Fire, Highlands Rescue, and Golden Gate Fire have approached us about joining the mountain dispatch in the next few months prior to the transition to Jeff Com.
- Working with Motorola and engineers to resolve the radio questions. We may not have to build a microwave radio hop. The State of Colorado has equipment on Squaw with ours but in a separate building. They also have equipment on the tower with ours and we may be able to connect to their microwave system digitally. We will still want red northwest loop to connect us through Gilpin to Boulder in case our loop to Green Mountain goes down.

Fire Operations:

- Structure Fire saved with tank water on first due engine, 10 apparatus in route
- Wildland fire east of downtown
- 2 ½ hour cat rescue 45 feet off the ground
- 17 academy students start live fire training

Fire Prevention:

- Christmas with the Firefighters December 10th from 10 – 12.
- Canyon Courier Building rezoning

Emergency Medical Services:

- Thank you to all the fire fighters showing up on scenes and helping with splitting crews, we couldn't do what we do without you!
- Nick Beatty & Patrick Turgeon have been released to independent duty, be looking for them in the upcoming months.
- Ambulances have passed inspections & we're relicensed for another year in both counties.
- New laptops are on order and should arrive within 3-4 weeks.
- EMS is looking at a new MCI trailer courtesy of Foothills RETAC.
- The search for a new ePCR program still continues.
- Thank you Firehouse Quilts for the donation of 12 quilts for children on the ambulances.

Maintenance Division:

- Station 3 roof replacement completed
- Four new multi-gas detectors for the ambulances
- Tender 173 returned to service following seat belt monitor issue
- SCBA and RIT inventory audit

Safety / Community Education:

- Fire and Life Safety Educators in December
- Clear Creek Fire Training with EFR
- Training building maze still in progress
- Academy Firefighter practical will be December 17th
- Propane training with Foothills Fire

Strategic Planning Implementation:

- Meeting with an Insurance Services Office rep. to revisit our ISO rating

Regionalization:

- A General Contractor/Project Manager will be hired to manage the remodel of 433 S. Allison Pkwy comm. center.
- An Operations Manager position has been posted, and two other operations positions will be posted after the first of the year.
- Fire Marshal Dearborn will act as chief's second at the Jeff Com Board meetings. Frank will start attending some meetings with chief so he can get up to speed on all that is happening.

NOVEMBER 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 met recently with a company about lighting efficiency opportunities.

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

UNFINISHED BUSINESS: None

NEW BUSINESS:

- Jeff Com Certificate of Appointment – Chief Weege explained that this will formally appoint him to represent the district on the Jeff Com board of directors and to designate a second in the person of Frank Dearborn to meet statutory compliance. Director Christensen made a motion to approve the document appointing Mike Weege as our representative and Frank Dearborn as the second; motion seconded by Director Mosby; motion carried.

BOARD MEMBER COMMENTS:

Director Gregory: Thank you Carol for balancing two jobs this past year, glad to see Dave back at 98%. On this election day prays the nation is blessed with the leadership in requires for the next 4 years.

Director Christensen: Ditto

Director Mosby: Being on the personnel committee saw the process for countless resumes and meetings to be schedule commended Carol for her efforts.

Director Anderson: The best to Quatro and Frank and to other family and friends that might be ill.

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