



## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE EVERGREEN FIRE PROTECTION DISTRICT OCTOBER 11, 2016

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on October 11, 2016 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

**MEETING CALLED TO ORDER** Director Anderson called the meeting to order at 5:36 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, Dave Christensen, and Dr. Jim Mosby.

**DIRECTORS EXCUSED:** Mike Gregory and Jeff deDisse. Director deDisse had intended to attend via conference call but we will need to conference with Brendan Campbell for the financial report and draft budget and a bridge was not anticipated for multiple callers. As a quorum is available Director deDisse elected to not participate by telephone.

**ALSO IN ATTENDANCE:** Joy Glennon, Bill Cronk, Mason Duncan, Chief Mike Weege, and Carol Hucker.

**APPROVAL OF AGENDA:** Approved as presented

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

- September 13, 2016 Board Meeting Minutes: Director Mosby made a motion to accept the minutes as presented; Director Anderson seconded; motion carried, two in favor and one abstained.

### **PRESENTATIONS:**

- July 2016 Financial Report – The amended report showing the correct check register for the month of July was presented. The expense for the CSP track usage has been returned to us, thank you Director Anderson for contacting CSP and making arrangements for the continued partnership of our providing paramedics for their Redman training in exchange for use of their track in our emergent driving training. Director Mosby made a motion to approve the amended July 2016 Financial Report; Director Christensen seconded; motion carried.
- August 2016 Financial Report – Brendan Campbell joined the meeting by conference phone. Expenditures are under budget; revenue is at budget. We are analyzing the norms and variations and all is as expected. The third quarter report will be provided at the November meeting. Director Mosby made a motion to accept and place on file the August 2016 Financial Report; seconded by Director Christensen; motion carried.
- 2017 Draft Budget – The draft budget was presented to the board as required by statute prior to October 15th. Brendan explained that the budget was constructed based on the current mill levy. The budget summary provides a snapshot of expectations and fund balances. The assessed value decreased by \$155,000 which means that it stayed flat. The current levy is 7.626 mills and will remain the same unless the ballot issue is passed in November. The general obligations bonds decreased as this fluctuates based on debt service obligations for the year. The 2017 Budget shows a beginning balance of \$3,922,000. The total revenue is \$5,195,419. This is a decrease driven by grant revenues and dispatch revenues that will not be available in 2017. The IGA for Jeff Com is set to start July 2017 so anticipated revenue for dispatch services will be reduced by half as the agencies transition to paying Jeff Com for the service instead. The total expenditures are increased by about \$100,000 related to tower and radio maintenance. The components that we have to keep are the tower maintenance and radio maintenance contracts. These radio and communications maintenance expenses were moved to the maintenance budget. For the district to meet its future needs for apparatus and facilities it should be setting aside reserves but in this budget there are no funds left available for this. Brendan expressed hope that the district will pass its ballot issue and the future expenses can be offset by a mill levy increase. Chief Weege commented that the ops division revisited one of their highest line items personal protective equipment and used more current numbers for a more accurate reflection of this cost. Directors deDisse and Gregory met with each manager to review the budget for that division to discuss the needs and wants and no significant changes were made. For EMS we did raise the dollar amount for contractual allowances and increased the bad debt amount. The salary part has remained the same essentially. If the board at some point chooses to go back to a raise instead of the current freeze this number will remain the same because the cost of bonuses

was built it. Director Christensen asked if the organization understands that it is another tight budget year. Chief Weege explained that the budget was tightened as far as it could be and the increases in expenses reflects the increased costs that we see from vendors and suppliers. Brendan noted that today is a presentation and that the Public Budget Hearing will take place after the November election and the final budget will be presented to the board in December for adoption.

### **DIVISION REPORTS:**

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

- The part time Human Resources position has been posted
- Thank you to all who helped Doug, Frank and Dan with Health and Safety Day!! Big success.
- Considering starting an auxiliary group to involve public in our special events.
- The study on the replacement for High Plains RMS continues
- Insurance renewal is coming up. Colorado Employers Benefits Trust (CEBT) has reported a 3% increase in premiums and an increase in deductibles. We are pleased with the low increase compared to other carriers. Thank you to Evan Fosler for pushing for us to be part of a COOP.
- EFR Banquet is Oct. 21, 1900
- We attended a First Responder Appreciation event at Elk Run Assisted living, which was very nice and greatly appreciated.
- Our Law Enforcement Appreciation lunch went extremely well. We appreciate the participation of our law enforcement partners and the work that they do.
- Special District Association of Colorado Award for Collaboration.

#### **Communications:**

- Part timer coverage has increased, reducing over time, training going well.
- An issue with the UPS at Bear Mountain. Maintenance is working on it.
- Josh DeBell and Kyle Mickelson: excellent job during the Hideaway Fire in Beaver Brook Canyon.

#### **Fire Operations:**

- Very successful Wildland Weekend at Indian Creek Ranch. Thank you Director Dedisse for accommodating the firefighters.
- The academy is now at 18 members.
- The Hideaway Wildfire was a very unusual fire at 0145 hrs on a Saturday morning. High winds and a lot of fuel made for a fire with big potential to grow. Great job by the responding firefighters making a stop in very tough conditions. Thank you Indian Hills Fire, West Metro Fire and Foothills Fire for the help.
- Eight firefighters participated in prescribed burns at the Rocky Mountain Arsenal. Great training.

#### **Fire Prevention:**

- Health and Safety Day recap
- Clear Creek and JeffCo slash permit applications available. Burn season begins November 1<sup>st</sup> depending on snowfall.

#### **Emergency Medical Services:**

- Annie, Terry, & John Lock attended the DH community paramedic class and are currently doing clinicals.
- New part time paramedics: Patrick Turgeon, Nick Beatty, & Josh DeBell are currently doing their training / orientation rides and are on track to be cleared for independent duty by end of October.
- All cardiac monitors & AEDs have passed annual inspection. Up next are the annual ambulance inspections later this month.

#### **Maintenance Division:**

- Awarded the contract to replace the roof on station 3 with plans to begin the project the week of October 10<sup>th</sup>.
- The RFQ is complete and has been offered to multiple local contractors for the Bear Mt. cistern. Targeting to complete by the end of 2016 depending on weather.
- We have received new information regarding our SCBA inventory which is being phased out by the manufacturer. Scott Health and Safety will discontinue to support our current SCBA packs. Our focus is to continue using the Scott products and employ the existing cylinder inventory for economics. We received notification that this is possible. The savings is estimated to be more than \$135,000.00.

To maintain the highest quality life safety equipment to our firefighters will be an investment of current packs and masks. This cost is anticipated to be \$465,000.00.

- Research is continuing for the 2016 hose purchase. FF Duty has taken the lead contacting manufacturers and testing.
- The contractor responsible for tank lining on tender 171 has been contacted and asked to evaluate and repair the tank lining. The vehicle won't be taken out of service until the high wild land fire danger minimizes.
- Contract Maintenance: 63 hours of labor performed and 64 hours collected during September.

**Safety / Community Education:**

- School visits continue throughout October and November
- Fire Safety Messages sent out to all parents at visited schools
- Wildland updates and response continue through the state and West coast
- Foothills / Genesee Officers given elevator rescue training to be shared with firefighters.
- Safety Day at Home Depot attended by Firefighter Pyburn and Dan Hrouda Oct. 1<sup>st</sup> GREAT JOB

**Strategic Planning Implementation:**

- Doug has been assigned the water supply side of the ISO project supporting Frank.

**Regionalization:**

- Jefferson County Emergency Communications Authority (JCECA) voted to ask the Public Utilities Commission to raise the surcharge from \$0.70 to \$1.20.
- JCECA voted in their budget meeting to fully fund line personnel at Jeff Com and will use some of their reserves to fully fund the build out of Jeff Com.
- A legal firm is under contract, Human Resources and IT are in the final stages of interviews and an auditing firm has been chosen.
- Sending the Jeff Com Board meeting agendas and material out to the other fire agencies, the EVFD Officers and others within EFR.
- The dispatchers will receive the vesting they have earned in the 401A plan upon the move to Jeff Com. They will be classified as partial terminations so that the money put into their account for retirement can be moved to another qualified plan upon their transition. Jeff Com retirement plans will be established to allow for this to happen.

**OCTOBER 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
Financial Health	Jan-16	Nov-16	May be removed after the election

**BOARD COMMITTEE REPORTS:**

Budget Committee: Director deDisse and Director Christensen- Director Gregory has substituted for the budget meetings while Director Christensen has been absent and will continue to finish the cycle for this budget. Any significant changes between the draft and the final will require the budget committee to meet again.

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

The Financial Health item can be removed from the Board Topics effective at the December meeting. Energy Audit is on hold at this time. Chief Weege presented the Overtime Report: Communications OT has dropped substantially since the first quarter. They have been able to cover shifts more effectively with a larger part time staff in place. Dropped from \$21,000 down to \$6,600 with part time staff picking up 80%+ of OT. Great job Billy. In EMS there have been some vacancies in the part time roster which made it hard to get coverage. Part time coverage has been only 44 to 41% instead of the usual 70%. Three new part time staff and one who will be able to pick up more shifts due to a change in his full time schedule should help this. The Personnel Committee has had a few meetings with the chief on some personnel issues. The 401a Pension Board looked at the forfeitures for the year and it is at \$23,772 at

this time. The district board will need to have this on the December agenda to request the forfeitures be used to offset plan expenses in 2017. Construction Committee is on hold. The Audit Committee – the recommendation is to use the same audit group for another year but potentially ask for a different auditor periodically from the group in order to get fresh input. There is no obligation to change auditors but the best practice is to use a different individual auditor within the firm every few years if you are not changing firms.

**UNFINISHED BUSINESS:**

Resolution 2016-0004: To support the funding and continued partnership with EPAD for the placement of AED's in the community and continued public education. Our success in cardiac saves is a result of the availability of AEDs in the community and the use of them by the public. Director Mosby made a motion to approve Resolution 2016-0004; seconded by Director Christensen; motion carried.

**NEW BUSINESS:**

- Spending Authorization 2016-009: Six Toughbook EMS Computers, \$7,706.60. The total cost is offset by a donation of \$10,000 from a community member. These are ruggedized computers for heavy usage and have the longest life time. This was a budgeted expense for the full amount so the donation was very helpful. Director Mosby made a motion to approve Spending Authorization 2016-009; seconded by Director Christensen; motion carried.
- Spending Authorization 2016-010: Bear Mountain Cistern Installation, \$36,502.28 – for the purchase of the tanks which a contractor will then install on site. This was budgeted at \$50,000 for our part of the project. The cistern is being installed next to the existing cistern which will make them ISO recognized. We had to get an easement from the next property owner and this is all in place. Bear Mountain is giving us \$62,000 toward the project which was what they had budgeted to install a cistern at a different location in the area. Director Christensen made a motion to approve Spending Authorization 2016-010; seconded by Director Mosby; motion carried.
- Spending Authorization 2016-011: Bunker Gear – 8 sets, \$18,240.00. It was determined that an additional 8 sets of gear were needed beyond what was initially budgeted. With some cost savings in other areas of strategic capital funds are available to be utilized for these additional sets of gear. Director Mosby made a motion to approve Spending Authorization 2016-009; seconded by Director Christensen; motion carried
- Schedule Special Board Meeting for 2017 Budget Public Hearing: The next district board meeting is on the night of the election and we will not have the results of the ballot issue for the Board to consider. Chief Weege recommended that the Public Hearing of the 2017 Budget be postponed from the November 8<sup>th</sup> meeting to a later date so that the results of the ballot issue can be considered if any additional revisions need to be included in the 2018 budget. The directors present agreed to schedule a Special Board Meeting for Tuesday, November 15<sup>th</sup> at 5:00 pm for the purpose of holding a Public Budget Hearing.

**BOARD MEMBER COMMENTS:**

Director Mosby: Glad Dave is back, looking healthier.

Director Christensen: Shout out to medicine and insurance. Blood infection, critically low platelets and 5 days later home recovering, shock was seeing the bill and reminding about those that don't have insurance.

Director Anderson: Recognize the public/private partnerships such as ours with EPAD and with this resolution we certify that relationships. Hats off to the Montesi's and that organization.

**MEETING ADJOURNED:** Director Christensen made a motion to adjourn the meeting; Director Mosby seconded; motion carried. The meeting adjourned at 7:50 pm.

**NEXT MEETING DATES:**

Regular District Board Meeting Tuesday, November 8, 2016 at 5:30 pm in Training Rooms A & B

Special Board Meeting for Public 2017 Budget Hearing Tuesday, November 15, 2016 at 5:00 pm in Training Rooms A & B

Respectively Submitted,  
Carol Hucker  
Recording Secretary