



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE EVERGREEN FIRE PROTECTION DISTRICT JULY 9, 2019

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on July 9, 2019 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, Dave Christensen, Mike Gregory, Jim Mosby, and Jeff deDisse.

ALSO IN ATTENDANCE: Jim King, Dave Montesi, Bill Cronk, Kevin Evens, Brendan Campbell, Mike Weege, and Carol Hucker. Jim Rae of the Adams Group attended by conference phone to present.

APPROVAL OF AGENDA: Director Anderson requested to strike the 401a Pension Plan Contract from New Business. Director Gregory made a motion for approval of the agenda; seconded by Director Mosby; motion carried.

PUBLIC COMMENT: None

PRESENTATIONS:

- 2018 Financial Audit – Due to a time challenge Jim Rae of the Adams Group LLC was moved to earlier in the agenda for his presentation of the 2018 Financial Audit. Mr. Rae brought the Independent Auditors' Report to the attention of the board. This is a clean unmodified opinion. The district implemented a GASB 84 Fiduciary Fund for the purpose of opening an account for JCMARS. The district will collect and hold the funds from each of the participants in JCMARS each year and as the custodian will use these funds to pay for the expenses of the JCMARS group. Net income was approximately \$2.4 million. Property taxes were up about \$600,000. Expenses, salaries and benefits were down. Supplies and commodities are higher. Bad debt expense stayed about the same. Overall general fund expenditures are down about \$300,000 from the previous year. Debt service is as expected. They looked at the fund balance to determine the number of days the district can continue to operate without additional revenue and determined the general fund is very healthy and has 546 days that it can operate. In 2017 the district could operate for 364 days. The districts investments are very safe. The Volunteer Pension Plan has a liability of \$1.2 million. This pension is reported late and does not coincide with the audit so the Pension liability shown is that from December 2017. This is always one year behind. There is a drop in the discount rate from the FPPA so we will see this reflect over the next year as the liabilities increase. Expenditures in the general fund show that the revenue was less than budgeted by about \$660,000 but expenses were \$785,000 less than budgeted. The district therefore made about \$581,000 more than anticipated. Brendan added that the property tax collection was off because of the issue with the Jefferson County tax error as discussed previously. That negative fund balance and its effect on the debt service will be rectified in 2019. The Pension is a liability but not something that we concern ourselves with because we are meeting or exceeding our contribution requirements each year. Jim briefly touched on the letter to the board stating that they discovered no significant in dealing with management in conducting the audit. They did make a few suggestions for how to handle some items moving forward such as the donation of property, and how wildland receivables are recorded. Director Christensen mad a motion to accept the 2018 Audit with one amendment on page 15 in the first paragraph to state the Volunteer Pension retirement age is 50; Director Mosby seconded; motion carried. The final audit will be filed with the state as required.
- May 2019 Financial Report: Brendan Campbell noted that expenses are trending as expected and tax collection is ahead of last year. We are within 10% of budget for this time in the year. Director Christensen made a motion to accept the report as presented; second by Director Gregory; motion carried.

- Financial Report for 5071 Hwy 73: Chief Weege had nothing to add to the report. It is just intended to show revenue and expenses. Director Anderson asked about the snow removal. Chief Weege explained that we are keeping expenses separate for maintenance rather than burden our maintenance staff with this additional property.

APPROVAL OF MINUTES:

- June 11, 2019 EFPD Regular Meeting Minutes: Director Christensen made a motion to approve the minutes as presented; seconded by Director Mosby; motion carried.

DIVISION REPORTS:

Administration / HR / IT:

- Erin Small has joined the Admin team full time through the rest of the year to fill the accounting clerk vacancy and to finish the special project she has been working for us.
- Rodeo Parade special operation with JCSO went well. Thank you Lt. Walowitz and Capt. Shepperdson for coordinating.
- Strategic Plan update has been started. Two board members were invited to be part of the process. Targeting January 2020 to release the updated Strategic Plan.
- Working group with the Board of County Commissioners continues with progress on the WUI code adoption. Appreciate the commissioners are setting time aside to hear the fire chiefs concerns. Thank you Commissioner Dahlkemper for assisting us in these efforts.
- First adopt a road clean-up day is July 16th at 8 am.

Fire Operations:

- 6 new members voted on from the 2018 class during a meeting with a fire and an MVA at the same time. One member is on injured list and will be voted on once he is able to finish his testing.
- Advanced water rescue training with new members and several completed recertification as Swift Water Rescue Technician 1. Steady at 16 team members. Working on preplanning for lake incidents to find common descriptors for the surface area of the lake and the edges.
- Mutual aid on structure and wildland fires in neighboring districts.
- SOG updates still progressing.
- 17 applicants took the PAT and 16 will move on to join academy August 3rd.

Fire Prevention:

- Welcome Amy Vanlandingham
- Initiative started to educate commercial building managers and owners as well as residents on fire alarm procedures has begun. Goal is to reduce the number of repeated fire alarms.
- 75% of first inspections completed, second visits have started.
- Approx. \$10,500 in review fees received to date
- Large residential projects with protection systems under inspection at Black Eagle Drive and El Rancho Flats
- Key Secure purchase for Knox keys on the apparatus
- Health and Safety Day August 24th

EMS:

- Two STEMI's during the month – great job everyone
- New FT Medic Kyle Poos-Benson
- New PT Medic Micheal Agayo
- Silver Mission Lifeline Award
- AED Recall Update
- Third Rider Paramedic at EFR with St. A's
- Community Paramedic data regarding fall prevention education
- Congratulations Mike Sivertson on completing his national Community Paramedic certification
- 2nd Quarter OT – 50% coverage by part time medics

Maintenance Division:

- Welcome Doug Matheny to the Facilities Maintenance position. Doug has been working on the security system upgrade, we will bring him into the HVAC project as well as many more projects.
- Hose and ladder testing completed for 2019. Thank you Lt. Duty for assisting this project with truck and hose shuttles.

- Additional emergency lighting being added to district utility vehicles to help them be more visible on the street to other cars.
- Station 1 asphalt repairs scheduled starting next week. Big trucks will be relocated temporarily.
- The 1974 Kenworth tender has been sold to Wet Mountain Fire. Their district covers 610 square miles in Custer and Fremont Counties. This purchase helps them take their ISO from a 9/10 to a 5/10.

Strategic Planning Implementation:(Quarterly) No Report

Jeffcom Update:

- Karyn Kretzel, Fire OPS Manager, is retiring as of August 1. Thank you Karyn for your many years of service.
- The Executive Director and the Board have begun working on the 2020 budget. Member agencies may see a small increase in the annual fee but we have only seen an initial draft. The JCECA has received an increase from the PUC effective in 2020 and hopefully this will translate in to increased support of the employee expenses per the agreement.

JULY BOARD MEETING TOPICS:

Topic	Initiated	Scheduled/ Completed	Recommendations / Actions
Audit & Budget Committee	Feb-16	TBD	Update quarterly with report by Pinnacle
Overtime Report	May-16	TBD	Update quarterly
Bylaw / SOG Review	June-19	TBD	Update as needed

BOARD COMMITTEE REPORTS:

Audit and Budget Committee: Director deDisse and Director Gregory

Personnel Committee: Director Anderson and Director Mosby

401a Pension Board: Director deDisse

Turnouts Auxiliary Formation Committee: This committee can be disbanded as the group is up and functioning. They have a van and will be working with maintenance to fix the inside to hold rehab supplies. A paging group will be set up so they can be called out for assistance when needed.

Property Committee: Director Gregory and Director deDisse – Update: there is a resolution this evening regarding one piece of property. Discussion is also being held regarding the Troutdale property. Hopefully something soon on the other pieces at 5071 Hwy 73 that we are trying to get.

Wildland Committee: Director Anderson and Director Mosby

Strategic Planning Committee: Director Christensen and Director Mosby

UNFINISHED BUSINESS:

- 401a Pension Board vacancy appointment – Sean Wood, former EFR firefighter and EVFD Board Member, local business owner has applied for the vacant seat on the 401a Pension Board. Director Christensen made a motion to appoint Sean Wood to the 401a Pension Board; seconded by Director Mosby; motion carried.
- EFPD Bylaws / SOGs review - To be continued to the August meeting until Director deDisse returns. Legal has also been asked to offer suggested updates. The bylaws indicate the board should be cc'ing the others on any email communication with the chief to not duplicate or contradict information but you cannot reply all to follow up or it becomes a meeting.

NEW BUSINESS:

- Spending Authorization 2019-006: Dodge Durango - \$38,092 - This will be a new purchase to replace one of the staff vehicles as the S10 units in the fleet are at end of life and the other vehicles will roll down the fleet. Director Christensen made a motion to approve Spending Authorization 2019-006; seconded by Director Mosby; motion carried.
- Spending Authorization 2019-007 is being pulled from the approval process as it was determined to not be necessary for the purchase of JCMARS spare parts.
- Resolution 2019-0003: Authorizing the transfer of property to Evergreen Park and Recreation District – Director Anderson asked if the adjacent property owners association was on board with this property transfer. Chief Weege reported a poll of their board members was done and they are happy for it to become a park property. Director Gregory made a motion to approve Resolution

2019-0003 Authorizing the transfer of obsolete or surplus property to the Evergreen Park & Recreation District; seconded by Director Christensen; motion carried.

BOARD MEMBER COMMENTS:

Director Gregory: Thank you Brendan, Jeff deDisse, Chief Weege, the Adams Group for a completing the audit. Congratulations EMS on 2 more STEMI's and the Lifeline award. And thank you Capt. Cronk for taking on the 2019 academy.

Director Mosby: Shout out to Erin Small for accepting the full time job upstairs to do the scan project and help Carol and congratulations for receiving the team member bell. Keeping Randy and Bill in our prayers. Bill for his many years of involvement with the organization and Randy for all of the work he has done in the agencies and community of fire. Kudos Capt. Martin and team for successful recruiting for the academy and on the north side.

Director Anderson: Ditto and add to the Swift Water Rescue Team – way to go, thank you Bill Cronk and hope you don't have to use those rescue skills, knowledge or equipment. Glad to have you there in case needed and for staying on top of our ever changing environment.

Director Christensen: Bill Cronk your name came up several times and you are very busy and appreciated. Mr. Montesi for placing AEDs in many places and groups that have mentioned it to him during conversations about wildland fire mitigation.

Follow up: Chief Weege noted that the Upper Bear Creek CWPIP has received a \$50,000 from Clear Creek County for mitigation.

MEETING ADJOURNED: Director Christensen made a motion to adjourn the meeting; Director Mosby seconded; motion carried. The meeting adjourned at 7:40 pm.

NEXT MEETING DATES:

Regular District Board Meeting on Tuesday, August 13, 2019 at 5:30 pm in Classroom A & B

Respectively Submitted,
Carol Hucker
Recording Secretary