

**REGULAR MEETING
BOARD OF DIRECTORS
ARVADA FIRE PROTECTION DISTRICT
Agenda Review
and
General Session
7903 Allison Way, Arvada, Colorado
July 18, 2017**

CALL TO ORDER

Chairman Loveridge called the July 18, 2017 regular meeting to order at 5:06 p.m.

ATTENDANCE

Board members present:

Bob Loveridge, President/Chairman
Tim Allport, Secretary
Matt Kramer, Treasurer
Kirk Rasmussen, Assistant Secretary-Treasurer

Board members absent:

Jeff Van Es, Vice-President (Excused)

Also present:

Chief Jon Greer
Deputy Chief Mike Piper
Ryan Weir, IAFF 4056 Director (Agenda Review only)
Dino Ross, Attorney for the District
Support Services Division Chief Clay Steward

ADDITIONS OR DELETIONS TO AGENDA REVIEW

None.

AGENDA REVIEW

Ryan Weir provided an update on the Local's activities during the preceding month.

The Board and Chief Greer reviewed the agenda items.

EXECUTIVE SESSION

Assistant Secretary-Treasurer Rasmussen moved to recess to Executive Session per §24-6-402(4)(b) and (e), C.R.S. to develop strategy for negotiations, instruct negotiators, and determine positions relative to matters that may be subject to negotiations; and to receive legal advice on these matters. Treasurer Kramer seconded. The motion passed unanimously. Attorney Ross certified for the record that the Executive Session will constitute an attorney-client communication and will not be recorded.

The Board went into Executive Session at 5:35 p.m.

Secretary Allport moved to return from Executive Session. Assistant Secretary-Treasurer Rasmussen seconded. The motion passed unanimously.

The Board returned to the regular meeting at 6:38 p.m.

Chairman Loveridge recessed the meeting at 6:38 p.m.

GENERAL SESSION

Chairman Loveridge called the General Session of the July 18, 2017 regular meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Chairman Loveridge led those present in the Pledge of Allegiance.

MOMENT OF SILENCE FOR FALLEN FIREFIGHTERS

Chairman Loveridge asked that all present observe a moment of silence for the 55 firefighters who have lost their lives in the line of duty in 2017 in the United States. He also reported that there have been 1250 civilian residential fire fatalities in 2017.

ADDITIONS OR DELETIONS TO AGENDA

None.

PUBLIC COMMENT

AFSCME Union Organizer Nic Hochstedler thanked the Board for being willing to work with AFSCME Council 76 as representative for the Arvada Fire dispatchers. Part-time Dispatcher Kelby Nichols thanked the Board for their consideration. Dispatcher Nina Stringham told the Board that this means a lot to the dispatchers. Dispatcher Willie Sandoval thanked the Board as well, stating that this has been a long and hard process. The Dispatchers appreciate everything the Board has done for them.

APPROVAL OF MINUTES

Treasurer Kramer moved to approve the minutes of June 5, 2017 regular Board Meeting. Assistant Secretary-Treasurer Rasmussen seconded. The motion passed unanimously.

Treasurer Kramer requested that June 26, 2017 special meeting minutes be amended to change the meeting date in the header on pages two through four to June 26, 2017 and moved to approve the minutes as amended. Assistant Secretary-Treasurer Rasmussen seconded. The motion passed unanimously.

REPORT ON THE 2016 AUDIT

Mark Elmshouser and Eric Miller, Clifton Larson Allen, LLP

Mr. Elmshouser stated that the audit process went well this year. The responsibility for reporting is in

the hands of the District. Clifton Larson Allen (CLA) performs a variety of testing procedures and analyses of this data. The auditors believe that the statements provided to them by the District meet the requirements for a clean, unmodified opinion. Though they reviewed the management discussion and analysis, the statistical section, and the pension disclosure no opinion is provided on these portions of the Comprehensive Annual Financial Report (CAFR). Well over half of the general fund is unrestricted, excluding only the TABOR required amount and the Candelas escrow. There is a healthy fund balance and good operating results. Income over expenditures was strong.

Mr. Miller stated that District management provided all requested items over the three to four-month audit process with no difficulties encountered or disagreements other than recording changes. Two material weaknesses were identified. One was in the financial statement preparation, as the auditor cannot be a component of the control structure. The other one was in journal entries for EMS revenue, property tax receivables, grants and wildland.

Chief Greer noted that the new software should help alleviate these problems, as it is much more powerful than the QuickBooks that was being used.

Attorney Ross noted that there are two minor corrections needed on the page 45 of the Notes to the Financial Statements. The Pension Board description should be five District Board members and two Volunteer members. The funeral benefit of a one-time payment of \$1450 may be incorrect and will need to be checked for accuracy.

Chief Greer noted that Mr. Miller and his team have been great throughout the last three years. The District appreciates his thoroughness.

ATTORNEYS' REPORT

Attorney Ross stated that at the June 26, 2017 special Board meeting the Board directed legal counsel to prepare a proposed Resolution granting limited recognition to the dispatchers for purposes of collectively bargaining to determine if a mutually acceptable Collective Bargaining Agreement could be developed, for the Board to consider at this meeting. He will discuss the specifics of this proposed Resolution at the time of consideration later in the meeting.

Attorney Ross stated that he advised Chief Greer regarding the 1206 Supplemental Budget Resolution, which was adopted at the June 5 Board meeting.

Attorney Ross stated that his office is working on updating the document retention and destruction schedule to reflect recent changes in the laws related to special district elections. The updated schedule will be submitted to the Colorado State Archivist for approval. His firm is assisting several other Fire District with the same process and the legal fees will be pro rated among all of those Fire Districts.

Attorney Ross discussed three legal advisements related to FPPA, the Genetic Information Nondiscrimination Act (GINA), and 2017 legislation that are most likely to affect the District. He highlighted two of the key new laws: 1) one requires provision of public records information in a searchable and formattable format if available; 2) the other one clarifies that a study session constitutes a special meeting under certain circumstances.

Attorney Ross stated that he and two of his partners have been selected to present three separate classes at the Special District Associations annual conference this fall.

DIVISION REPORT

Community Risk Reduction – Fire Marshal Kevin Ferry

Fire Marshal Ferry presented an after-action report on the Six Days of Summer smoke alarm blitz. He stated that this was one of the most successful endeavors that the Community Risk Reduction Division (CRR) has done and will probably be done again next year. Smoke alarms fall under Engineering, one of the 5 Es of the pillars of Community Risk Reduction. Both community-wide and station-based tiers were included in this action.

Three of every five US fire deaths resulted from fires in homes with no smoke alarms or alarms that were not working. New 10-year smoke alarms have lithium batteries. These alarms are replaced every ten years and do not require a change of batteries. Three types of alarms were installed including inter-connected alarms in the newer homes with these capabilities, and 10-year or regular battery operated alarms in older homes.

Community partners included Operation Save a Life, which is driven by nationally by Kidde, ABC television, and Home Depot; and locally Channel 7 and local Home Depots. CRR Specialists Amber Jones and Michelle Cherniske acquired 640 smoke alarms and 550 CO detectors at a great low cost. A competition between the stations was added to the program. Deployment of the smoke alarms was achieved with a great deal of support from the Operations Division. There is still greater citizen buy-in when a fire truck shows up. Friends of Arvada Fire Protection District (FAFPD) provided great support. By the end of the second day Central Supply was running out of alarms. Ms. Jones and Ms. Cherniske scoured local retailers and took every alarm available in stock. The Red Cross stepped up to help with supplies. The Communications Division helped with logistics and getting things ready. CRR purposely blocked out the six days on the calendar with no scheduled CRR or training events. This allowed each station to determine which area to concentrate on and how many single-family homes to approach.

316 homes were inspected. 1335 smoke alarms and 308 CO Detectors were installed. 100 batteries were replaced. To date, FAFPD has received \$2,946 in donations from the program.

Station 8 won the first-place prize of a \$300 gift card from Edwards Meats with 55 homes contacted. Station 1 took the second-place prize of lunch provided by the CRR Division with 54 homes. Station 6 was next with 50 homes.

DIRECTOR'S REPORT

President Loveridge presented a report on the July 10 meeting City Council/Board Liaison meeting. Highway 72 businesses were the first item of discussion. President Loveridge and City Councilmember David Jones recommended that elected officials and CEOs of the City, County and District meet to discuss a solution to this area. It was decided that the meeting will be held at the staff level first (City Manager, Fire Chief, County Manager). An update was presented on the Arvada Police Delta Sector Station. The District again addressed having its mill level protected in AURA situations. The District's legal counsel is working on an IGA regarding this issue.

FINANCIAL REPORT

Treasurer Kramer made a motion to accept the financial statements for April 30, 2017 as presented. Assistant Secretary-Treasurer Rasmussen seconded. The motion passed unanimously.

OLD BUSINESS

None.

NEW BUSINESS

Consideration and Possible Approval of 2016 Comprehensive Annual Financial Report

Attorney Ross recommended a motion to approve the 2016 Comprehensive Annual Financial Report with the following corrections to page 45 of the draft audit of the District's 2016 financial statements:

- 1) The composition of the Volunteer Firefighters' Pension Board is the five District Board members and two retired volunteer members.
- 2) Confirm the funeral benefit is a one-time payment of \$1,450 or correct as necessary.

Assistant Secretary-Treasurer Rasmussen moved to approve the Comprehensive Annual Financial Report with recommended corrections. Treasurer Kramer seconded. The motion passed unanimously.

Consideration and Possible Approval of Resolution 17-04 Granting Limited Recognition for Dispatcher Union Collective Bargaining (July 2017)

Attorney Ross again noted that the Board previously directed Chief Staff and legal counsel to prepare this proposed Resolution. He reviewed Resolution 17-04 in depth with the Board and for the benefit of those present, noting the following:

- 1) AFSCME Council 76 will act as the exclusive collective bargaining representative for all individuals employed by the District in full-time or part-time emergency dispatching positions, except the position of Communications Supervisor (Bargaining Unit)
- 2) Recognition is limited to base compensation, overtime policies, vacation time, retirement policies, and holiday pay
- 3) Recognition commences on the date the Board adopts the Resolution and continues until either an impasse in collective bargaining is reached or September 27, 2017
- 4) If a successful CBA is approved by the majority of the Board and ratified by a majority of the Bargaining Unit members, recognition shall continue until the termination date of the CBA.

Treasurer Kramer moved to approve Resolution 17-04 Granting Limited Recognition for Dispatcher Union Collective Bargaining (July 2017) as presented. Assistant Secretary-Treasurer Rasmussen seconded. The motion passed unanimously.

FOR THE GOOD OF THE DEPARTMENT

Treasurer Kramer moved to excuse Vice-President Van Es. Assistant Secretary-Treasurer Rasmussen seconded. The motion passed unanimously.

President Loveridge recognized Treasurer Kramer's birthday, today. He also reminded the Board of the Arvada Firefighters' Carfest to be held August 6 and invited all present to come enjoy the event.

Assistant Secretary-Treasurer Rasmussen complimented the Community Risk Reduction Division on

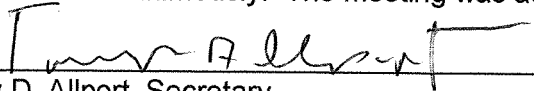
the Six Days of Summer Campaign. This was fantastic and the District is miles above other departments. Chief Greer noted that this Division is recognized nationally for their work.

President Loveridge stated that he and Fire Marshal Ferry attended the City Council meeting last evening. The Council passed an ordinance adding Article III, Fire Restrictions or Bans, to Chapter 42, Fire Prevention and Protection, of the Arvada City Code and established penalties for violations. Prior to this ordinance, the City did not have the ability to declare fire restrictions or a fire ban within the City.

The City will now be consistent with the District.


ADJOURNMENT

Assistant Secretary Rasmussen moved to adjourn the meeting. Secretary Allport seconded. The motion passed unanimously. The meeting was adjourned at 8:02 p.m.



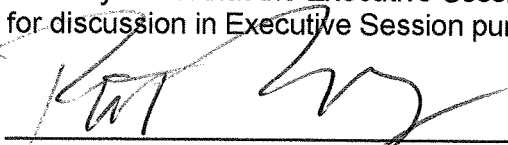
Timothy D. Allport, Secretary

I hereby attest that the Executive Session, which was not recorded, constituted a privileged attorney-client communication.



Dino A. Ross, Esq.

I hereby attest that the Executive Session, which was not recorded, was confined to topics authorized for discussion in Executive Session pursuant to C.R.S. 24-6-402(4)(b) and (e).



Robert Loveridge, President

cc: Website