

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

**March 5, 2018**

**CALL TO ORDER**

Chairman Loveridge called the March 5, 2018 regular meeting to order at 5:02 p.m.

**ATTENDANCE**

**Board members present:**

Bob Loveridge, President/Chairman  
Tim Allport, Secretary  
Kirk Rasmussen, Assistant Secretary-Treasurer  
Jeff Van Es, Vice-President

**Board members absent:**

Matt Kramer, Treasurer (excused)

**Also present:**

Chief Jon Greer  
Dino Ross, Attorney for the District  
Jim Whitfield – Board Candidate (excluding Executive Session)  
Steve Smith – Board Candidate (excluding Executive Session)  
Ryan Weir, IAFF Local 4056 Director (Agenda Review Only)

**AGENDA REVIEW**

Ryan Weir advised the Board of Union activities during the preceding month. The Board, Chief Greer, Deputy Chief Piper, and Attorney Ross reviewed the agenda items.

**EXECUTIVE SESSION**

Secretary Allport moved to go into Executive Session to discuss a personnel matter, 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 pursuant to C.R.S §24-6-402(4)(b), (e) and (f). Vice-President Van Es seconded. Attorney Ross certified for the record that the Executive Session will constitute a confidential attorney-client communication and will not be recorded. The Board went into Executive Session at 5:24 p.m.

Vice-President Van Es moved to come out of Executive Session. Secretary Allport seconded. The Board returned to the regular meeting at 6:29 p.m.

Chairman Loveridge recessed the meeting at 6:29 p.m.

Chairman Loveridge called the general session to order at 7:00 pm.

### **PLEDGE OF ALLEGIANCE**

Chairman Loveridge led those present in the Pledge of Allegiance.

### **MOMENT OF SILENCE FOR FALLEN FIREFIGHTERS**

Chairman Loveridge asked that all those present observe a moment of silence for the five firefighters who lost their lives in the line of duty to date in 2018 in the United States. He also reported that there have been 644 civilian residential fire deaths so far in 2018.

### **ADDITIONS OR DELETIONS TO AGENDA**

Chief Greer asked that consideration of the potential amendment to the Intergovernmental Agreement with the City of Arvada on radio communications be postponed to the April Board meeting to give Chief Staff further time to discuss the scope and purpose of the amendment with the City.

### **PUBLIC COMMENT**

None.

### **EXCUSE ABSENT BOARD MEMBER**

Vice-President Van Es moved to excuse Treasurer Kramer from the meeting. Secretary Allport seconded. The motion passed unanimously.

### **PINNING CEREMONY FOR RANDON GRIMES**

Chief Greer called Firefighter/Paramedic Randon Grimes to the podium. Chief Greer stated that he has heard nothing but good things about Firefighter/Paramedic Grimes and is pleased he has joined the District. Fire Chief Greer noted that Firefighter/Paramedic Grimes was sworn in at the District's Awards Ceremony, but did not have family there for pinning of his badge. With family present, his wife pinned on his badge.

### **MOTION TO RECESS TO PUBLIC HEARING ON INCLUSION OF REAL PROPERTY**

Vice-President Van Es moved to recess to the public hearing on inclusion of real property. Secretary Allport seconded. The motion passed unanimously.

### **PUBLIC HEARING ON INCLUSION OF REAL PROPERTY**

Chairman Loveridge called to public hearing on inclusion of real property to order.

Attorney Ross stated that the Cimarron Commercial LLC has petitioned the District to include five parcels of property into the District that are located in the Candelas development. These parcels are scattered throughout the development, and were missed when the development was originally included into the District. Chief Greer noted that this is just clean up to ensure all of the area within the Candelas development is included in the District. Attorney Ross stated

that he worked with the attorney for Cimarron Commercial to ensure the form of the petition for inclusion was appropriate before it was submitted to the District.

Attorney Ross stated that Colorado law requires the District Board to hold a public hearing on the proposed inclusion. Notice of this public hearing was published once in a newspaper of general circulation within the District. Neither legal counsel nor Chief Staff has received any objections or public comment regarding the proposed inclusion.

Attorney Ross explained that he has prepared a proposed Board Resolution and a Certified Order of Inclusion of Real Property for the Board's consideration under New Business. Both documents, as well as the Petition for Inclusion, were included in the Board packet. If the Board adopts the proposed Board Resolution and Certified Order, his office will file them with the Jefferson County District Court with a request for a Court Order including the properties. Once the District Court issues an Order including the properties, his office will record the Court Order with the Jefferson County Clerk and Recorder, and the properties will be legally included into the District.

Chairman Loveridge asked the audience if there was any public comment on the petition for inclusion. No member of the audience had comments.

Vice-President Van Es moved to adjourn the public hearing on inclusion of real property. Assistant Secretary-Treasurer Rasmussen seconded. The motion passed unanimously.

#### **MOTION TO RETURN FROM PUBLIC HEARING ON INCLUSION OF REAL PROPERTY**

Assistant Secretary-Treasurer Rasmussen moved to return from the public hearing on inclusion of real property. Vice-President Van Es seconded. The motion passed unanimously.

#### **APPROVAL OF MINUTES**

Vice-President Van Es moved to approve the minutes of the February 5, 2018 regular Board meeting as presented. Assistant Secretary-Treasurer Rasmussen seconded. The motion passed unanimously.

#### **ATTORNEYS' REPORT**

Attorney Ross stated that the written attorney's report was included in the Board packet. As previously discussed, his office assisted Chief Staff on the documents related to the proposed inclusion of the five parcels in the Candelas development. His office also continues to assist Chief Staff with the minor subdivision of the property the District purchased at 8001 Simms Street. The minor subdivision process is anticipated to take approximately four months. Then the District will need to have the property annexed to the City of Arvada in order to be able to receive municipal services.

Attorney Ross stated that the Board directed legal counsel to prepare a proposed First Amendment to the 2017 Member Handbook. The purpose of the proposed First Amendment is to clarify that under appropriate circumstances members of the Collective Bargaining Unit may use the dispute resolution process set forth in Section 10 of the Member Handbook. Currently, Collective Bargaining Unit members can take advantage of the dispute resolution process set forth in the Collective Bargaining Agreement between the District and the Union; however, that process is limited to situations where there is a concern that an express provision of the Collective Bargaining Agreement

has been violated. In contrast, Section 10 of Member Handbook provides a process for addressing a much broader range of workplace concerns.

Attorney Ross stated that included in the Board packet is a copy of the Legislative Tracker that his firm prepares during each session of the Colorado Legislature to track bills being considered by the Colorado Legislature that may affect emergency services providers in the State, including the District. Attorney Ross provided the Board with some updates to the Legislative Tracker, reviewing the status of several bills that are before the Colorado Legislature.

## **DIVISION REPORT**

### **Administrative Division – Executive Assistant Jennifer Enochs**

#### **Human Resources**

Sue Steward and Cherie Fletcher

- In October and November last year, the District conducted the testing process for Fire Lieutenant.
- Sue Steward coordinated a presentation of Appropriate Workplace Behavior training for supervisors, which was presented by employment attorney Michelle Ferguson for officer development and administrative supervisors.
- Cherie Fletcher provided HR orientation for 3 new Firefighter Paramedics.
- The District began work on the 2018 Captain and the Driver/Operator Engineer promotion processes.
- The District posted position openings for a Finance Director, Executive Assistant, and Part-Time Fire Inspectors.
- The Safety Committee surveyed District members regarding important safety topics. Results of the survey were shared with all District members and the Safety Committee is working on how to address some of the top issues/concerns.
- HR and Finance personnel attended a class on Garnishments and Withholding Orders.
- Coordinated meeting with Division Heads and CPR HR Consulting to start work on a formalized succession plan.
- Attended Abila training with Finance personnel to learn how to produce W-2 and 1095 tax forms.
- Coordinated the quarterly meeting with John Hancock, the District's benefits administrator. Reviewed the changes to the John Hancock funds line-up following the Spring Fund Review. Emailed participating employees regarding the changes.

#### **Finance**

Jen Reed and Lauri Greer

The Finance Department has had a lot of changes in the last 6 months. With the resignation of the Finance Director, Jen Reed and Lauri Greer have had increased workloads. They have been meeting with MIP consultants on a bi-weekly basis for 1-on-1 training. This has brought a wealth of knowledge to make accounts more user-friendly. They have restructured the accounts and produced a cash flow forecast.

On the payroll side, they are in the process of streamlining year-end processes. They have also enabled managers to access Employee Web Services to monitor employee leave time, etc. Jen Reed is currently training to be the backup for payroll. Lauri Greer is creating procedures for all

the payroll processes and her experience has been extremely helpful in working out all the bugs with payroll in the new system. 2017 W2s were sent out by Attrix, a component of the District's accounting software. Lauri Greer had to set up the District's initial account with Attrix to utilize this feature. Next year, the District will be able to send them electronically to all employees, which will be a much cleaner process.

The first phase of the independent audit of the District's 2017 financial statements went well. The auditors commented on how different and positive the process was compared to last year.

A significant portion of the updates to the District's Payroll Manual has been completed. The updated Payroll Manual should be ready for the Board to consider sometime this summer.

The Finance Department has progressed by leaps and bounds to provide the District with a well-established finance system in the last six months.

### **Special Projects**

Jennifer Enochs

- The District received four bids on its property and liability insurance for calendar year 2018. The renewal proposal from McNeil and Company was accepted with the best package benefits and "no increase" pricing.
- There are now two new copiers at Headquarters. Additional functions include Optical Character Recognition for scanning to PDF that make the documents searchable and a secure scanning function. EMS personnel are quite excited about these two functions. One of the copiers also has a finisher function for making half-fold booklets that are stapled at the center.
- The Awards Ceremony was again held at Arvada West High School. With the help of a student technical crew, the District overcame the lighting and sound problems experienced last year. A special part of the event was the presentation of Honorary Member status to the District's Dispatchers who are now part of Jeffcom.
- In between regular duties, Jennifer Enochs is working to build instructions and support documentation for the various functions she performs for the District to help the new Executive Assistant. She expects that having the month of May to work side-by-side with the new Executive Assistant will be helpful, but many duties are scheduled yearly or even less often.

### **Friends of Arvada Fire**

- Friends of Arvada Fire has recently funded two major projects. The first is the purchase of two cameras and accessories for the Fire Investigators. There have been several times where either two investigators are working together on an investigation or more than one investigation is occurring simultaneously. The second is 50% funding for 170 firefighting hoods with particulate vapor barriers that help protect firefighters from carcinogens. The remainder of the cost will be funded equally by the District and the Special District Liability Pool Safety Grant.
- Jennifer Enochs worked with Michelle Cherniske to develop a new logo for Friends of Arvada Fire as part of the rebranding effort. "Arvada Fire" is still a highly visible element in the logo, but the new logo better shows Friends of Arvada Fire's support function.

- The Silent Auction held in conjunction with the Chili Cook-off raised \$1,120. There were several wonderful donated packages. February 12<sup>th</sup> was probably the coldest night that could have been chosen for the Kokoro fundraiser, but boot donations were over \$200.
- Total donations and event proceeds for 2017 were over \$16,000.

Chief Greer provided additional information to the Board regarding the particulate vapor barrier hoods. Battalion Chief Culler, who is on the District's Cancer Committee, provided advance information regarding the possibility of installing decontamination saunas in fire stations.

## **FINANCIAL REPORT**

Secretary Allport made a motion to accept the financial statements for January 2018 as presented. Vice-President Van Es seconded. The motion passed unanimously.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

### **Consideration and Possible Approval of Resolution 18-04 and Certified Order of Inclusion for Real Property**

Vice-President Van Es moved to approve Resolution 18-04 and Certified Order of Inclusion for Real Property. Assistant Secretary-Treasurer Rasmussen seconded. The motion passed unanimously.

### **Consideration and Possible Approval of First Amendment to the 2017 Member Handbook (March 2018)**

Assistant Secretary-Treasurer Rasmussen moved to approve the First Amendment to the 2017 Member Handbook (March 2017) as presented. Vice-President Van Es seconded. The motion passed unanimously.

Chairman Loveridge read the following memorandum to the audience:

The Board believes the District and its citizens are best served when disputes or concerns in the workplace are promptly raised and addressed through established procedures. By adopting the First Amendment to the Member Handbook, the Board intends to clarify that all members of the District, regardless whether they are covered by a Collective Bargaining Agreement or not, may in appropriate circumstances use the dispute resolution process set forth in Section 10 of the Member Handbook.

This process ensures disputes or concerns will be promptly addressed by the Fire Chief or, if they involve the Fire Chief, they will be addressed at the Board level. The Board wants to make sure that all employees understand that no member will be subjected to retaliation for using this dispute resolution process.

A copy of the foregoing memorandum from the Board will be provided to all District members.

**FOR THE GOOD OF THE DEPARTMENT**

Chief Greer noted that Ms. Enochs covered a lot of good information under the Administrative Report. Vice-President Van Es reminded everyone to change the batteries in smoke detectors when Colorado moves to daylight savings time this weekend and, for those who have 10-year battery detectors, to test their detectors.

**ADJOURNMENT**


Assistant Secretary-Treasurer Rasmussen moved to adjourn the meeting. Vice-President Van Es seconded. The motion passed unanimously. The meeting was adjourned at 8:05 p.m.

  
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Timothy D. Allport, Secretary

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

  
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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), (e) and (f).

  
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Robert Loveridge, President

cc: Website