

**REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE  
ARVADA FIRE PROTECTION DISTRICT  
ARVADA FIRE HEADQUARTERS**

- **February 27, 2008**

President Kerr called the Wednesday, February 27, 2008, meeting to order at 6:07 p.m.

- **ATTENDANCE**

**Board members present:**

Mike Kerr, President  
Debi Luft, Treasurer  
Mark Domenico, Secretary  
Jim Snyder, Vice President  
Doug Schneider, Assistant Secretary

**Also present:**

Fire Chief Jon Greer  
Dino Ross, District Legal Counsel

**RECESS TO EXECUTIVE SESSION**

Assistant Secretary Schneider made a motion to go into Executive Session to discuss personnel matters pursuant to C.R.S. §24-6-402(4)(f), to determine the District's position on matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators pursuant to C.R.S. §24-6-402(4)(e) and to receive advice of Legal Counsel on the above issues per C.R.S. §24-6-402(4)(b). Vice-President Snyder seconded. The motion passed unanimously.

The Board went into Executive Session at 6:12 p.m.

Vice-President Snyder made a motion to come out of Executive Session. Secretary Domenico seconded. The motion passed unanimously. The Board came out of Executive Session at 7:13 p.m.

**PLEDGE OF ALLEGIANCE**

President Kerr led the pledge of allegiance.

**RECOGNITION OF FALLEN FIREFIGHTERS**

President Kerr led in a moment of silence for fallen firefighters.

- **PUBLIC COMMENT**

None.

- **ADDITIONS OR DELETIONS TO AGENDA**

Chief Greer asked that approval of the Pridemark contract be added to Old Business.

- **APPROVAL OF MINUTES**

- Treasurer Luft made a motion to approve the minutes of the January 30, 2008 regular Board meeting as presented. Vice-President Snyder requested that the minutes be amended to show that it was not he, but Pension Vice-President Dormish, who moved to return to the regular meeting from the Pension Board meeting, as Vice-President Snyder was not present at the meeting. Assistant Secretary Schneider seconded the motion as amended. The motion passed unanimously.

- **ATTORNEYS' REPORT**

Attorney Ross reported that, in addition to the information in the written report, Ireland/Stapleton is assisting with updating the Standard Operating Guidelines, harmonizing the Member Handbook and Payroll Manual and working with administration personnel to assure that proper I-9 processing is in place. He also advised the Board on FPPA and FMLA changes. 2007 was a busy year in respect to employment matters.

The legislative session is continuing. One piece of legislation with impact for the District would restrict special districts from providing services outside their district. Given the overwhelming response from special districts that it is impossible to do business without inter-governmental agreements, we will see what happens. TIF legislation would give districts the ability to be removed from AURA strictures for new development. All of the districts have been fighting these restrictions for years because of the requirement to provide services for large developments at the "bare earth" taxation levels.

The Pridemark contract that will be presented for approval by the board is both good for the District, for Pridemark and most importantly for the citizens.

Chief Greer noted for the Board's information that costs for assistance with guidelines and handbooks are already included in our legal retainer.

- **CHIEF'S REPORT**

Chief Jon Greer

**Recognition of Captain Promotion**

Chief Greer recognized Todd Hyatt, who has been promoted to Shift Training Captain, and swore him in as a captain. He will be the Shift Training Officer on A-Shift.

### **Recognition of New Hires**

Chief Greer recognized Firefighters Kevin Brown and Mark Spiessbach, who were promoted from volunteer reserve to fill the positions vacated by promotions within the department, and swore them in as Career Firefighters. Firefighter Eric Berger was also promoted, but was unable to attend the meeting.

### **Firefighter of the Year**

Chris Ambrosio has been named as the AFPD Firefighter of the Year for 2008. He will be recognized by civic organizations at various events throughout the year. Chris is not only an accomplished firefighter, but has helped the Department immeasurably in his position as Part-Time IT Specialist.

### **Moving Date for Headquarters**

Administration personnel are scheduled to move from their current locations on March 21<sup>st</sup> and 22<sup>nd</sup>. Fire Prevention and Training will move on Friday and Administration will move on Saturday.

### **Division Reports**

#### **Emergency Management**

Emergency Management Coordinator Jim Lancy

Jim introduced Sandra Nelson to the Board. Sandra worked diligently with staff members to develop the District Business Impact Analysis.

There will be an EOC/MAC exercise on May 28, 2008 using a tornado as the scenario. This exercise will involve Jefferson County EOC and other jurisdictions. We will be testing the multi-agency coordination plan developed for Jefferson County. There will be other exercises associated with this EOC/MAC exercise and invitations will be sent in short order.

Jim met with chiefs Greer and Piper to develop exercises and training for AFPD officers on the function of the Arvada Area Command (AAC) prior to the Emergency Operations Center being staffed.

Another trench rescue exercise is being planned with Arvada Fire and Arvada Public Works for late summer or early fall.

Treasurer Luft asked Jim about CERT programs for Arvada. Jim related that we have offered the CARE program in Arvada (similar to CERT) and that attendance was poor.

Arvada has partnered with other Jefferson County organizations to offer CERT training. The last CERT program in Jeffco was last July in Edgewater.

### Support Services

Support Service Manager Diana Dolan

January call volume total was 3211 calls, which generated 718 incidents. Over 90% of the calls were answered within 10 seconds. The average dispatch time was 56 seconds and the average call response time was four minutes, 36 seconds. One new part-time dispatcher, Dave Cannon, has been rehired. He is picking everything back up very quickly.

The radio "personalities" are currently being programmed through Westminster for the new radio system. A Best Practices Policies and Procedures meeting to be held this week between the Communications Divisions of AFD, APD and Westminster. Techs will be in dispatch to finish up the console configuration the week of March 10th. Radio installation in the rigs will follow console configuration. User and Dispatcher trainings have been scheduled for the week of March 24<sup>th</sup>, after administration moves to the new building.

A request for quote for the CAD system has been developed and Addendums I & II are currently with Dino Ross for review. Addendum III is near completion. The RFQ's are scheduled to go out on March 1<sup>st</sup>. So far, six CAD vendors have expressed an interest in bidding on our CAD project.

President Kerr asked when the process should be complete. Diana said it should all be all up and running by the end of the year.

Chief Greer and President Kerr complimented Diana on the work she has completed since joining the department.

### Fire Prevention

Fire Marshal Sparky Shriver

In 2007, 342 plan reviews were completed by 2 Division of Fire Prevention personnel, who brought in over \$33,000 in revenue. Over 1600 inspections were conducted by Division personnel and a paperless inspection program was developed for use in 2008. Fires were up in the District over 2006. 59 investigations were performed including 22 arson, 34 accidental structure, and 3 miscellaneous.

### Training

Training Chief Charlie Johlgren

Shift Training Officers have been hired. Captain Todd Hyatt, Lieutenant Todd Gilgren, and Lieutenant Mike Kulp will also act as safety officers on fire scenes. The various parts of the training program are being divided and each officer will assume primary

responsibility. Everyone is working hard to make it work. Charlie said it is a bit tough to work with the new schedule, but he will not be afraid to call them at home as needed. January certifications included one Driver Operator, two Driver Operator Pumper, 4 Driver Operator Aerial and three Fire Officer I. The Fire Officer certification is especially difficult and lengthy. The District sent two people to Fire House World in San Diego. Captain Monzingo is currently at a Fire Accreditation Workshop in Las Vegas. Quarterly Squad Trainings for 2008 include Triage, Saving our Own, Live Fire Evolutions, Positive Pressure Ventilation and Attack, and Fire Ground Academy. The Fire Ground Academy will be training on various aspects of fire-fighting that are not addressed regularly, such as identifying parts on a furnace, chimney fire training, etc. The Division is gathering information at this time from the crews on what they would like to see covered.

7690 W 71<sup>st</sup> Ave. is a big house that has been offered to the department for training. The first time it was available to us we trained on line advancement, search, and May-Day operations. This was a great opportunity to do searches as there are no 90 degree corners in the entire building. We may be able to have it again for a short time before it is demolished.

The Officer Development Program is held monthly, one month for current officers and opposite months for new and acting officers. Recent topics include Urban Wildlife Interface, Conflict Resolution and ICS tabletop Exercises to bring them up to speed. For the Conflict Resolution, some scenarios were added to the program developed by Dino.

The Training Center was used by 3 Homeowners' Associations, 2 other fire departments and three groups used the test pit. There was also one other government agency, the Red Rocks Fire Academy used it 16 times and there were 8 other miscellaneous uses. This facility is not just for the Fire District, it is a major community asset.

The 2008 Citizen Academy will be held May 24 & 25. Information is available at the website. The academy will be presented by Fire Education Specialist Scott Pribble and Captains Todd and Chad Hyatt.

President Kerr asked that the report showing total use for last year for the Training Center be put in the Arvada Report.

Chief Greer recognized Scott Pribble for his tireless work on the new boardroom. He, along with Dave Eisenbeisz and Station 5 and 3 crews, have spent many hours pulling everything together. Some furniture has yet to be delivered, but everything should be in place for the March meeting.

The Chief said that Chris Ambrosio has been named as Firefighter of the Year for 2008. He has been recognized by the Optimists and will be recognized by several other civic organizations throughout the year. Chris is not only a very accomplished firefighter, his work on the IT side of our organization has been excellent.

Chief Greer also noted that Administration personnel will be moving in to the new facility on the 21<sup>st</sup> and 22<sup>nd</sup> of March. Everyone, including the Division of Fire Prevention and the Training Division personnel will be located in the same place.

## **DIRECTORS' REPORT**

### **Meeting With City Council on March 10th**

Mike Kerr and Jim Snyder will attend the meeting with the City on March 3, 2008.

## **FINANCIAL REPORT**

### **Approval of Bills**

- 

Treasurer Luft moved to approve payment of the bills as presented. Vice-President Snyder seconded. The motion carried unanimously.

Assistant Secretary Schneider asked about bills from MES (Municipal Emergency Services). Accountant Sarah Kroonenberg said these are for SCBA parts.

- **OLD BUSINESS**

### **Pridemark Contract**

Chief Greer noted that the District these negotiations very well. He thanked Secretary Domenico and Assistant-Secretary Schneider for attending every one of the meetings. Pridemark and AFPD will be working together to assure the service that is provided to our citizens in second to none. Assistant Secretary Schneider noted that they were at the meetings but Chief Greer, legal and the administrative staff did a great deal of work to make it happen.

Treasurer Luft made a motion to approve the Pridemark Contract as presented with the Board President's signature. Assistant Secretary Schneider seconded. The motion passed unanimously.

### **Election Update**

Jennifer Enochs

The notification of election and call for nominations for the May 6, 2008 election was published in the Arvada Press and the Wheat Ridge Transcript. Self-nomination forms have been provided to 6 potential Board candidates and four have been returned and verified. Forms must be verified by 3:00 on February 29<sup>th</sup> to be included on the ballot. Write-in candidates have through March 3<sup>rd</sup> to apply for inclusion on the ballot. A lot drawing for the order of candidates on the ballot will then be held and the ballot will be certified by March 7<sup>th</sup>.

A qualified elector may request a mail-in ballot by completing an application for mail-in ballot available through District Headquarters. The mail-in ballot packets will be mailed starting April 8<sup>th</sup> or as soon thereafter as the ballots are printed.

A meeting has been held with the Designated Election Official from North Jeffco Parks and Recreation District. They are scheduled to have a board election for two positions this year as well. At this time, they have five candidates for their two positions. We will hold a coordinated election and will work together on training of judges, polling places, etc. The polling places will be the Apex Center on West 72<sup>nd</sup> Avenue and the Community Center at 68<sup>th</sup> and Wadsworth.

### **NEW BUSINESS**

Secretary Domenico requested that he be excused for the March 26<sup>th</sup> meeting. The Board noted his request.

### **FOR THE GOOD OF THE DEPARTMENT**

Chief Greer said we will have the 2007 annual report to the board with the next agenda. He has applied for acceptance to the Public Safety Leadership Institute. There will be three in-state classes and the final will be held in Hudson Bay. If he is accepted, he will be attending as a team with Police Chief Don Wick and Pridemark President Mike Donner. The cost to the district will be car travel to the first three classes and air travel to the last.

Vice-President Snyder noted that we should start working on our open house for the new Administration Building. Chief Greer replied that it is already in the planning stages.

- **ADJOURNMENT**

Vice-President Snyder moved to adjourn the meeting. Secretary Domenico seconded. The motion passed unanimously. The meeting was adjourned at 8:15 p.m.

---

Mark Domenico, Secretary  
cc: Website