

**REGULAR MEETING
BOARD OF DIRECTORS
ARVADA FIRE PROTECTION DISTRICT
7903 Allison Way, Arvada, Colorado
August 17, 2010**

CALL TO ORDER

Vice-President Kerr called the August 17, 2010 regular meeting to order at 5:30 p.m.

ATTENDANCE

Board members present:

Mike Kerr, Vice-President
Jim Snyder, Secretary
Ted Terranova, Treasurer
Matt Kramer, Assistant Secretary-Treasurer

Board members absent:

Doug Schneider, President, excused

Also present:

Fire Chief Jon Greer
Dino Ross, District Legal Counsel

AGENDA REVIEW

The Board, Chief Greer and Attorney Ross reviewed several of the agenda items, including the background on the proposed Resolution 10-10, the proposed Third Amendment to the Member Handbook, and the proposed First Amendment to the Payroll Manual, ratification of the Elections Services Contract with Community Resource Services, and the proposed Mail Ballot Plan

PLEDGE OF ALLEGIANCE

Vice-President Kerr led those present in the Pledge of Allegiance.

MOMENT OF SILENCE FOR FALLEN FIREFIGHTERS

Vice-President Kerr requested that all present observe a moment of silence for the 52 U.S. firefighters who have lost their lives in the line of duty this year as of August 12, 2010.

ADDITIONS OR DELETIONS TO AGENDA

Chief Greer asked that Consideration of Resolution 10-10 and the proposed Mail Ballot Plan be moved to New Business and that ratification of the contract with Community Resource Services for election services be added to Old Business.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

Vice-President Terranova made a motion to approve the minutes of the July 20, 2010 meeting as presented. Secretary Snyder seconded. The motion passed unanimously.

RECESS TO PENSION BOARD

Assistant Secretary-Treasurer Kramer moved to recess to the Volunteer Firefighters Pension Fund Board of Trustees meeting. Secretary Snyder seconded. The motion passed unanimously. The meeting was recessed at 7:10 p.m.

Secretary Snyder moved to reconvene the regular meeting. Assistant Secretary-Treasurer Kramer seconded. The motion passed unanimously.

Vice-President Kerr reconvened the District Board meeting at 7:23 p.m.

ATTORNEYS' REPORT

Attorney Ross stated that he had nothing to add to the written attorneys' report. The Board members had no questions for Attorney Ross. Attorney Ross presented background information on several agenda items that the Board will be asked to consider later in the meeting:

Resolution 10-10:

1. Attorney Ross stated that the Board previously approved Resolution 10-09, which called for a Mail Ballot Election on November 2, 2010. Resolution 10-09 also approved hiring Sue Blair with Community Resources Services to conduct the Mail Ballot Election on behalf of the District. In Resolution 10-09, the Board appointed Jennifer Enochs as the Designated Election Official and Ms. Blair as the Alternate Designated Election Official. The contract with Ms. Blair and Community Resource Services appoints Ms. Blair as the Designated Election Official. Resolution 10-10 clarifies that Ms. Blair will serve as the District's Designated Election Official for the November 2010 election.
2. Attorney Ross stated that, based on feedback received from several of Board members, the Board may wish to refine the Ballot Issue language contained in Resolution 10-09. Attorney Ross noted that it is common for a Board to go through one or more refinements to Ballot Issue language before certifying the Ballot Issue to the County. Resolution 10-10 would modify the bullet points in the Ballot Issue as follows:
 - AVOID THE CLOSURE OF ONE OR MORE FIRE STATIONS OR THE ROLLING CLOSURE OF FIRE STATIONS IN 2011 OR 2012. Without voter approval of the proposed tax increase, complete station closure or rolling station closures will be a very real possibility.
 - ASSIST IN THE IMPLEMENTATION OF NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) 1710 REQUIREMENTS FOR THE SAFETY OF THE FIREFIGHTERS AND THE PUBLIC. This change refines the language of the prior NFPA 1710 staffing bullet. Rather than tying it to 9 firefighters, it is now tied it to the NFPA standard.
 - ALLOW FOR THE TIMELY REPLACEMENT OF FIRE TRUCKS AND OTHER DISTRICT ASSETS. This language is more precise.
 - FUND FIRE DEPARTMENT OPERATIONS, ADMINISTRATION AND MAINTENANCE. This combines three previous bullet points into a single bullet point.

Third Amendment to the Member Handbook:

Attorney Ross stated that the proposed Third Amendment (i) corrects an error in the drug/alcohol testing chart; (ii) clarifies sick leave policies to match District practices; (iii) conforms the workplace privacy provisions to conform to the US Supreme Court's recent decision in *Quon*; and (iv) deletes the dress code and personal appearance provisions, which are now covered in the new Personal Appearance Standard Operating Guideline.

Proposed First Amendment to the Payroll Procedures Manual:

Attorney Ross stated that the proposed First Amendment makes changes to the leave usage language to harmonize it with the amended Member Handbook.

Community Resource Services Contract:

Attorney Ross stated that at the last meeting the Board authorized Chief Staff and legal counsel to negotiate an appropriate Election Services contract with Community Resource Services and for President Schneider to sign the contract. The matter has been included as an agenda item so that the Board can ratify the contract and President Schneider's signing the contract.

CHIEF'S REPORT

Fire Chief Jon Greer

Pridemark Paramedics

Dave Mitchell, Director of Operations

For the month of June, Pridemark's compliance at the six minutes, 30 seconds level was 92.14%. There was one call over 15 minutes; however, there was no adverse outcome due to the extended response time. There were a total of 458 calls in June.

For the month of July, Pridemark's compliance at the six minutes, 30 seconds level was 90.04%. There was one call over 15 minutes. This call was exempt because of its location at Highways 72 & 93. There were a total of 552 calls in July.

Vice-President Kerr asked if there was any reason for the difference between the number of calls in June and July. Mr. Mitchell replied that Pridemark was not able to identify any specific reason for the difference.

Chief Greer noted that Pridemark's performance is equal to or better than other providers in the area. Contractual compliance is based mostly upon 90% compliance at the six minutes, 30 seconds level. Mr. Mitchell concurred that the requirements are very stringent and Pridemark is proud to meet them on a regular basis.

Mr. Mitchell stated that the new Pridemark facility is becoming a reality. 70% of the walls are up. Pridemark has been able to utilize local vendors for much of the work, helping our local economy.

Mr. Mitchell noted that big events occurring since the last report include the Bolder Boulder and 4th of July events in five cities. The Iron Man Triathlon is coming up. Crews are looking forward to a slow down.

Vice-President Kerr thanked Pridemark and the Station 7 crew for an excellent job on a cardiac arrest at the Apex Center, which he witnessed earlier that day.

Operations Division

Battalion Chief John Culler

Battalion Chief Culler was on an active fire call and was not able to present the Operations Report.

Support Services Division

Support Services Manager Chris Ambrosio

Support Services Manager Ambrosio presented a Communications Center call volume breakdown by month. There were 23,997 total calls in 2010 through July. This number reflects all calls coming in on all lines, including administration lines after hours. Call volume for the month of March was over 4000 calls. In general, the Communications Center consistently receives approximately 3,500 calls each month.

The 911 interoperability process with Westminster will be completed soon. The next step will be Interoperability with the City of Arvada in the near future.

The Quest network will be installed in September. There is no firm installation date. Everything is in place and all equipment is on site. IT Staff expects to the District to be on this system sometime in October.

A backup-power test was performed with IT and Maintenance to make sure all backup power was working. For the first time, nothing went wrong. A few days after, lightning hit the tower. The power went down but was restored through the backup system immediately.

Staff has been working on Zoll Navigator support. A Yahoo! working group was created with Zoll, the AFPD Captains and IT Staff. This has provided some eye-openers for Zoll. Zoll also had some of its engineers ride in the District's engines to see first-hand what the crews are experiencing. The District is one of Zoll's flagship CAD customers and is motivated to work with the District on resolving problems.

An administration phone server change has been completed. With the new system, District phones operate on the Internet. This has cut the District's telephone costs by about 70%. Each phone now has a direct number so it is not necessary to go through the front desk to reach individuals or stations.

Support Services Manager Ambrosio reported that Ross Vance took it upon himself to identify and dispose of the District's surplus IT equipment. Mr. Vance made \$3,000 for the District by listing the 7-10 year old computers from the trucks on E-Bay. Chief Greer advised the Board that any surplus IT equipment that is sold is stripped of all sensitive information before it leaves the District.

Assistant Secretary-Treasurer Kramer asked if the interoperability plan allows 911 calls to be rerouted to another dispatch center. Mr. Ambrosio replied that, if something were to happen to the District's dispatch center, its dispatchers would be able to do their job from a different location. He also added that this project is being completed with the funds from the 911 Board grant and most of the work has been performed for under \$200,000. It will be possible to set up clusters to allow for the possibility of Broomfield, Wheat Ridge or another district joining the group.

Large Animal Rescue Training

Lt. Kenneth Rubenking

The AFPD Technical Rescue Team out of Station 5 attended a Large Animal Rescue Training for horses, cows, *etc.* The training was accomplished using a full-size prop horse called Lucky. The team found Loveland Fire to be a great source for help on this issue.

DIRECTORS' REPORT

None.

FINANCIAL REPORT

Approval of Bills

Treasurer Terranova moved to approve payment of the bills for July 2010 as presented. Secretary Snyder seconded. The motion carried unanimously.

OLD BUSINESS

Consideration of Resolution 10-10 Amending Resolution 10-09 Calling for a Mail Ballot Election November 2, 2010

Treasurer Terranova stated that, based upon the information provided by Attorney Ross, he is making a motion to approve Resolution 10-10 Amending Resolution 10-09 Calling for a Mail Ballot Election November 2, 2010. Secretary Snyder seconded. The motion passed unanimously.

Ratification of Contract for Conduct of the November 2010 Election with Community Resource Services

Assistant Secretary-Treasurer Kramer moved to ratify the contract with Community Resource Services to conduct of the District's November 2010 Election, as signed by President Schneider. Secretary Snyder seconded. The motion passed unanimously.

NEW BUSINESS

Consideration of Third Amendment to the March 11, 2009 Member Handbook

Treasurer Terranova moved to approve the Third Amendment to the March 11, 2009 Member Handbook, with a modification to the first column, first line of the drug/alcohol testing chart to read "Notable injury to a member or the public". Secretary Snyder Seconded. The motion passed unanimously.

Consideration of First Amendment to the June 30, 2009 Payroll Manual

Assistant Secretary-Treasurer Kramer made a motion to approve the First Amendment to the June 30, 2009 Payroll Manual as presented. Treasurer Terranova seconded. The motion passed unanimously.

Internal Communications Plan

Chief Greer reminded the Board that one of the recommendations made by Emergency Services Company International was to develop an Internal Communications Plan for the District. Dan Pfannenstiel is taking classes at the University of Colorado. He asked the Chief Staff at AFPD if there was a project he could do as part of his class work. Chief Greer tasked him with developing an Internal Communications Plan for the District. After extensive research and analysis Firefighter Pfannenstiel developed an Internal Communications Plan for the District that is simple and direct. The plan has been reviewed internally and Chief Staff is asking for Board approval, with one change – substituting the word "members" for the word "employees" wherever it occurs in the document. Secretary Snyder moved to accept the plan with the aforementioned change. Treasurer Terranova seconded. The motion passed unanimously.

Approval of Proposed Mail Ballot Plan

Attorney Ross advised the Board that the District is required to file a written Mail Ballot Plan with the Secretary of State. Ms .Blair has prepared the proposed Mail Ballot Plan. Attorney Ross made a few minor changes the Mail Ballot Plan, which he reviewed with the Board in detail during the earlier Agenda Review portion the meeting.

Assistant-Secretary Kramer moved to approve the Mail Ballot Plan as amended by Attorney Ross. Treasurer Terranova seconded. The motion passed unanimously.

FOR THE GOOD OF THE DEPARTMENT

Downtown Arvada Partnership Award

Chief Greer advised the Board that the District received an award for outstanding service to the downtown Arvada Area from the Downtown Arvada Partnership. The award plaque will be placed on the Wall of Fame in the Boardroom.

Meeting with City Council on the Election

Treasurer Terranova asked that a meeting be requested with the City Council to give the council members an opportunity to ask the Board and Chief Staff questions regarding the Board's decision to call for a November 2010 tax increase election. He asked that it be set up during one of their Monday night study sessions and televised if possible. The rest of the Board members concurred with Treasurer Terranova.

Cardiac Arrest Call

Vice-President Kerr asked that a letter of commendation be sent from the Board to Station 7, Pridemark and the Apex staff for their work on today's cardiac arrest call at Apex. He stated that he could see where having the 4th person on the crew as recommended in the NFPA 1710 standard could have been very helpful. Chief Greer told the audience that the study Vice-President Kerr was referring to found that a crew was 50% more efficient on a call with four members than with three members.

ADJOURNMENT

Secretary Snyder made a motion to adjourn the meeting. Treasurer Terranova seconded. The motion passed unanimously. The meeting was adjourned at 8:07 p.m.

James H. Snyder, Secretary

cc: Website