

**REGULAR MEETING
BOARD OF DIRECTORS
ARVADA FIRE PROTECTION DISTRICT
7903 Allison Way, Arvada, Colorado
October 24, 2011**

CALL TO ORDER

President Doug Schneider called the October 24, 2011 regular meeting to order at 4:32 p.m.

ATTENDANCE

Board members present:

Doug Schneider, President
Mike Kerr, Vice-President
Jim Snyder, Secretary
Ted Terranova, Treasurer

Member absent:

Matt Kramer, Assistant Secretary-Treasurer (excused)

Also present:

Fire Chief Jon Greer (Agenda Review only)
Deputy Chief Mike Piper
District Counsel Dino Ross

AGENDA REVIEW

President Schneider called the meeting to order at 4:32 p.m.

Secretary Snyder moved to excuse the absence of Director Kramer. Vice-President Kerr seconded. Motion passed unanimously.

The Board, Chief Greer, Deputy Chief Piper and Attorney Ross reviewed and discussed the 2012 Budget schedule, an update regarding Candelas, uses of old Station 2, upcoming events for new Station Two, the moving schedule for Employer's Unity and lease for the new tenant, an upcoming resolution regarding signing checks, and the union contract.

EXECUTIVE SESSION

Treasurer Terranova moved to go into Executive Session to discuss personnel matters and to receive advice of legal counsel pursuant to C.R.S. §24-6-402(4)(e) & (f). Vice-President Kerr seconded. The motion passed unanimously.

Attorney Ross certified for the record that the Executive Session will constitute a privileged attorney-client communication and will not be recorded.

The Board went into Executive Session at 5:30 p.m.

The Board came out of Executive Session at 5:41 p.m.

PLEDGE OF ALLEGIANCE

President Schneider led those present in the Pledge of Allegiance.

MOMENT OF SILENCE FOR FALLEN FIREFIGHTERS

President Schneider requested that all those present observe a moment of silence for the 76 firefighters who have lost their lives in the line of duty this year in the United States. This is 3 more than at the last meeting on September 26.

ADDITIONS OR DELETIONS TO AGENDA

None.

PUBLIC COMMENT

None.

PRESENTATIONS

Heather Lee – Muscular Dystrophy Association

Ms. Lee said it was great working with Arvada again this year. She again worked closely with Tim McChesney, and Bob and Beth Meyer. The addition of the Ladies' Auxiliary Carwash also contributed to the overall efforts. Ms. Lee presented a plaque to the Department recognizing the total amount of \$20,961 that was raised for MDA this year. She told everyone present that MDA really appreciates the donations from our community because there are many families locally that we are helping. Deputy Chief Piper thanked Heather for her terrific job.

Tracy Leyva – Hot Times Kool Cars

Firefighter Leyva presented a plaque recognizing the District's participation in Hot Times Kool Cars for the last 19 years. Because of the dedication of our members and others over \$126,000 was raised this year for the Children's Hospital Burn Unit. President Schneider thanked Firefighter Leyva for all that he does every year for this event. Deputy Chief Piper added his thanks and told Firefighter Leyva that the District was really proud of him. He noted that Fire Marshal Shriver was one of the original event organizers 19 years ago.

STAFF MEMBER INTRODUCTION

Life Safety Educator/Public Information Officer Scott Pribble

Mr. Pribble introduced Deanna Harrington, who has been working as the District's second Life Safety Educator/Public Information Officer since July 5. Because of the summer schedule, she was immersed in the work immediately. Between the two of them, they have increased the number of events from 237 last year and are moving toward 315 for this year.

Ms. Harrington told the Board members that it was a pleasure to meet them. She thanked them for adding the second position. She loves working at the District and does not how Pribble has been accomplishing the work alone.

President Schneider welcomed Ms. Harrington to the District.

APPROVAL OF MINUTES

Treasurer Terranova moved to approve the minutes of the September 26, 2011 regular meeting and the October 10, 2011 special meeting as presented. Secretary Snyder seconded. The motion passed unanimously.

ATTORNEYS' REPORT

Attorney Ross stated he was pleased to advise the Board that the District was able to successfully conclude negotiations for the fire alarm contract. Work is continuing on the lease agreement for that space downstairs at Headquarters for next year. Legal helped Deputy Chief Piper develop the Flex Shift Standard Operating Guideline and the updated Firefighter-EMT and Firefighter-Paramedic job descriptions. Updated vaccination forms were prepared. Work continues on organization of the non-profit corporation to support the District.

Attorney Ross noted that next week he will be teaching at the Colorado State Fire Chiefs Association's annual Officer Leadership Symposium and general Leadership Conference.

CHIEF'S REPORT

Fire Chief Jon Greer

Deputy Chief Piper told the Board and the audience that Chief Greer was not feeling well, so Deputy Chief Piper will provided the Chief's Report.

Division Reports

Pridemark Paramedics

David Witherspoon

Mr. Witherspoon presented response compliance information for July – September, 2011. Out of 459 Priority One calls in July, 91.50% were within six minutes-thirty seconds, 97.82% were under nine minutes, 99.78% were under eleven minutes, and there were no calls over 15 minutes. For Priority Two calls, 94.95% of the 357 calls were under eleven minutes.

Out of 436 Priority One calls in August , 94.95% were within six minutes-thirty seconds, 99.08% were under nine minutes, 99.77% were under eleven minutes, and there were no calls over 15 minutes. For Priority Two calls, 96.28% of the 357 calls were under eleven minutes.

Out of 519 Priority One calls in August , 91.91% were within six minutes-thirty seconds, 98.27% were under nine minutes, 99.61% were under eleven minutes, and there were no calls over 15 minutes. For Priority Two calls, 93.84% of the 390 calls were under eleven minutes.

After a competitive RFP process, Pridemark/Rural Metro was awarded the ambulance services contract for the City of Wheat Ridge. Pridemark/Rural Metro will continue our service to that community for the next five years.

Jennifer Roderick and Richard Estep have recently been promoted to Clinical Education Coordinators. Both have been with Pridemark for the last few years and have been a great addition to the Clinical Department.

Pridemark is developing Vehicle Support Technician positions which will support the District's operations. This team should be up and functioning by the first of the year.

Administration Division

HR/Payroll Coordinator Sue Steward

Ms. Steward provided a brief summary of the work being performed by HR/Payroll, finance and special projects.

HR/Payroll – Sue Steward

Interviews were conducted in August for the Accountant/Payroll position. Lacy Jackson was hired; she comes to the District from the City of Boulder. Ms Jackson started last Tuesday.

Ms. Steward attended the Colorado Society of Human Resource Managers (CoSHRM) conference in Keystone. She assisted at the District's annual Safety Day event along with Sarah Kroonenberg and Jennifer Enochs. Ms. Steward completed the Workers Compensation renewal paperwork for the SDA P&L Pool, researched medical Flexible Spending Account plans and requested that Mike Lincoln obtain quotes from plan administrators. She also coordinated the quarterly John Hancock presentations.

Finance – Sarah Kroonenberg

The application for the state matching contribution to the volunteer pension fund was submitted to meet the Sep 30th deadline. The District should receive \$49,500 from the State by year-end. The District's \$55,000 contribution to the volunteer pension fund was paid on Oct 5th.

Special Projects – Jennifer Enochs

The Archive Scanning Project for 2010 is complete and came in well under the \$15,000 budgeted. Ms. Enochs is in the process of reorganizing the scanned documents. When that task is completed, the documents will be placed in a secure network share location. All scanned documents not required by law to be kept in hard-copy will be shredded.

The current archive room downstairs will be used as a portion of the leased space for the new tenant. A good number of applications for the reserve firefighter 2012 Academy have been received. Many applicants are in the process of obtaining one or more of the required certifications. Travel arrangements were made to send the six members of the Incident Assessment Team to Dayton for bunker gear testing, and Chris Ambrosio and Cara Weiler to Virginia Beach for the FASTER software conference. Working with Hazel Hartbarger at the City of Arvada, Ms. Enochs developed a request for a City sponsorship of the Centennial celebration. With additional help from Assistant City Manager Bill Ray, the District was granted a \$2,000 sponsorship towards the cost of the event.

Administrative Support – Tracy Vitale

Ms. Vitale assumed management of the Flex Shift Schedule in the Zimbra calendar system. The Life Safety Division's winter emailing, "Maintaining Your Commercial Fire Sprinkler System", was mailed to all businesses in the District. A description of the process behind the Life Safety Division's "Self Fire Inspection Program" was compiled. Paperwork to transfer Robert Putfark's American Heart

Association EMS Instructor criteria to American Health and Safety Institute (the District's provider) was completed to allow him to instruct EMS classes. Ms. Vitale designed a certification spreadsheet for line personnel and is currently entering and verifying certification data. She provided on-going clerical support to the Life Safety Division by updating codes and designations for all business occupancy inspections in Firehouse software.

DIRECTOR'S REPORT

Vice-President Kerr and Secretary Snyder attended the meeting with representatives from the City of Arvada on October 3. Vice-President Kerr and Secretary Snyder were introduced to the new City Manager, Mark Deven, and discussed issues to be worked on together. The District's 100-year anniversary also was discussed.

FINANCIAL REPORT

Approval of Bills

Secretary Snyder moved to approve payment of the bills for September. Treasurer Terranova seconded following a discussion of the variance report. The motion passed unanimously.

OLD BUSINESS

None.

NEW BUSINESS

None.

FOR THE GOOD OF THE DEPARTMENT

Vice-President Kerr commended the Station 7 crew for their professional handling of a first aid call that occurred at a home in his neighborhood.

Deputy Chief Piper reminded the Board and the viewing audience of the Station2 Open House on November 19, from 10:00 a.m. to 2:00 p.m.

ADJOURNMENT

Vice-President Kerr made a motion to adjourn the meeting. Secretary Snyder seconded. The motion passed unanimously. The meeting was adjourned at 6:07 p.m.

James H. Snyder, Secretary

cc: Website