

**REGULAR MEETING  
BOARD OF DIRECTORS  
ARVADA FIRE PROTECTION DISTRICT  
7903 Allison Way, Arvada, Colorado  
June 27, 2011**

**CALL TO ORDER**

President Doug Schneider called the June 27, 2011 regular meeting to order at 5:30 p.m.

**ATTENDANCE**

**Board members present:**

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

**Also present:**

Fire Chief Jon Greer  
Deputy Chief Mike Piper  
District Counsel Dino Ross  
EMS Administrator Dave Mitchell

**AGENDA REVIEW**

The Board, Chief Greer, Deputy Chief Piper and Attorney Ross reviewed the payroll manual update, the rescue truck donation proposal and ambulance transport options with the Board.

The Board rescheduled the July 25 meeting to August 1 and the August 22 meeting to August 29, due to scheduling conflicts.

**EXECUTIVE SESSION**

Treasurer Terranova moved to go into Executive Session to *determine the District's position on matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators and to receive advice of legal counsel pursuant to C.R.S. §24-6-402(4)(b) & (e)*. Secretary Snyder seconded. 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 6:27 p.m.

Vice-President Kerr moved to return from Executive Session. Assistant Secretary-Treasurer Kramer seconded. The motion passed unanimously.

The Board came out of Executive Session at 6:50 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 46 firefighters who have lost their lives in the line of duty this year in the United States. This is 13 more than at the time of the last Board meeting.

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

Move New Business under Attorney's Report.

### **PUBLIC COMMENT**

None.

### **APPROVAL OF MINUTES**

Treasurer Terranova moved to approve the minutes of the May 23, 2011 meeting as presented. Secretary Snyder seconded. The motion passed unanimously.

### **PRESENTATION**

Chief Greer called Firefighter Michael Gowey to the podium. He advised the Board that Firefighter Gowey had completed his paramedic training and the required ride-alongs with flying colors. Chief Greer then administered the oath of office for firefighter/paramedic.

### **ATTORNEYS' REPORT**

Attorney Ross had no comments on his written report. He noted that this has been a fairly light month for legal matters. The legislative session has closed.

Treasurer Terranova asked about the bill to move Special District Elections to November. Attorney Ross replied that the bill was not introduced as had been expected.

### **NEW BUSINESS**

#### **Consideration and Possible Action on Payroll Manual Update**

Assistant Secretary-Treasurer Kramer moved to update the payroll manual to address issues with wildland and Battalion Chiefs pay. Secretary Snyder seconded the motion. The motion passed unanimously.

#### **Consideration and Possible Action on Rescue Truck**

Chief Greer told the Board that the 1986 CanAm served the District well in its day. The District tried to sell it when it was first replaced, but had no offers. Chief Otis of Cotopaxi Fire saw it at the Training Center when he was here for Auto-X and asked what the District was doing with it. Cotopaxi Fire is in dire need of a truck, and the CanAm would become a front line apparatus for them. Attorney Ross noted that removing the CanAm from the District's inventory may reduce the insurance premiums.

Vice-President Kerr moved to donate the 1986 CanAm Rescue Truck to Cotopaxi Fire. Treasurer Terranova seconded. The motion passed unanimously.

**Possible Action to Give Chief Staff Direction on Ambulance Transport Options**

Chief Greer gave the Board a report/business plan for ambulance transport options and explained why the District is looking at ambulance transport at this time. Arvada is one of the few municipalities in the Denver area that is not provided ambulance transport services by a fire protection district or other governmental entity. By providing ambulance transport services, the District will be able to ensure stability in the future provision of such services, enhance the services provided by the District, and control the costs of such services to its citizens. Chief Greer wanted to be clear that the District is not currently experiencing any performance issues with Pridemark. If the Board approves the District providing ambulance transport, it is anticipated that Pridemark would continue to provide facility-to-facility transports and back-up ambulance services for the District.

Treasurer Terranova moved to direct Chief Staff to proceed with developing a proposed ambulance transport program, with an anticipated start date of March, 2013, provided, however, that the District may commence such services sooner if performance problems should arise with the current ambulance service provider. Secretary Snyder seconded. The motion passed unanimously.

**CHIEF'S REPORT**

**Fire Chief Jon Greer**

**Division Reports****Life Safety Division**

**Fire Marshal Sparky Shriver**

Fire Marshal Shriver welcomed Deanna Harrington, the District's new Life Safety Educator and Public Information Officer. Ms. Harrington will work in this position alongside Scott Pribble. Deanna started with Edgewater Fire Department and was hired as a career firefighter by Cunningham Fire Protection District, where she worked as a Fire Inspector, Investigator and Educator. He thanked the Board for approving this additional position.

National Arson Awareness Week was the first week in May. This year's theme was "Working Together to Extinguish Serial Arson". Neighborhood Watch programs and citizen awareness can reduce the likelihood of arson.

The huge Union Street fire investigation is in the final stages of completion. The whole Life Safety Division was involved with various aspects of the investigation; however, Randall Weigum was the lead investigator and has devoted more than 237 hours to the investigation. Each of the four members of the Division is on-call 13 weeks out of the year. A recent work-schedule change has increased the on-call time by 520 hours.

The Life Safety Division was assigned the task of inspecting more than 2,000 businesses within the District this year. With the assistance of Firefighter Chris Schmidt, who is currently on modified duty, and implementation of a business "self-inspection" program, progress is being made.

Implementation of a second goal, email communication with businesses, also has been successful. Business email addresses can now be queried by category and information sent to them via email. The businesses that have statistically low incidence of fire code violations were sent a cover letter and self-inspection worksheet to be completed within 30 days by email. The letter also offers an option to complete the worksheet online through the District's website. A Thank You letter is sent to those who complete the worksheet. A business that fails to return the worksheet in the 30 days is scheduled for a regular inspection. This program will include about 300 businesses this year.

The email system has also been used to send out safety notifications, such as precautions to prepare fire sprinkler systems for winter, a sprinkler head recall and restaurant kitchen fire extinguishing precautions.

Fire Marshal Shriver reminded those in the audience that ALL fireworks are illegal in the cities of Arvada and Wheat Ridge.

### **Training Division**

#### **Training Chief Charlie Johlgren**

Out of 101 calls this past quarter that were covered by the Shift Training Officers, 24 were carbon monoxide related. Checking for carbon monoxide is an important service that the District offers. Lieutenant Stringham just returned from a week-long class in Course Design at the National Fire Academy. Captain Hill and Lieutenant Roome are scheduled to take the same course this year.

Vice-President Kerr asked if there is a pattern to the carbon monoxide calls. Chief Johlgren replied that the calls peak in the winter and drop in the summer. Treasurer Terranova asked if there are many issues with whole house fans and negative pressure. Chief Johlgren responded that this has not been specifically noted, but he will check.

The third of five squad Trainings, Support for Tech Rescue Awareness, has been completed.

The Training Division currently is working through the Blue Card Incident Command program for its officers, and NFIRS reporting.

The reserve academy has one more day of live burns to complete. They did an awesome job last week, completing nine live burns in an eight-hour period.

The Blue Card training was completed by the Chiefs June 22-24. Chief Johlgren offered special thanks to the 911 Board for the funding and IT for their help in setting up the computer simulation lab. This is a long and grueling training with a goal to standardize Incident Command throughout the fire service. The District is working to become one of the national training centers for this program. Line officers are scheduled to complete the training in October and November. Some of the classroom work will be completed during Officer Development through the next three months. The District will send certification documentation to Brunacini's organization, who issues the Blue Cards.

Chief Greer noted that Chiefs Johlgren and Piper spent a week in North Bend, Indiana becoming trainers so they could come back and teach this program to the District. The training covers everything from a house fire to a Home Depot-type building. The District does very well on the small fires. On the big fires, if firefighters do not have the training, it can become a mess.

Dispatch was included in this training. The dispatcher is the first incident command since they take the call. Arvada Fire is the only department that has included the dispatchers in the training.

The Safety Stand Down will be July 19-21. Each day, operations will spend four hours in the morning going over Surviving the Fire Ground – Firefighter, Fire Officer and Command Preparedness.

The District will be hosting a Positive Pressure Attack class on September 12-13.

Chief Johlgren thanked the Board again for providing the LifeSize system. This technology is in daily use for shift turnover and is used regularly throughout the District for training and meetings, allowing employees to participate without leaving their assigned location.

Chief Johlgren reported back on training available for elected officials. Vacancies are available in a one-week Homeland Security Preparedness and Response class on August 22-25. Attendees should come away with a grasp of everyone's position in a large incident.

The burn house structural evaluation required by NFPA Standard 1403 has been completed. The building is in great shape. The District should be able to get many more years use out of the structure. The report offered some ideas to extend the life of the burn house. One observation from the Union Street fire is that firefighters are missing experiencing the high heat, so Training will be working to relocate the flashover unit.

### **DIRECTOR'S REPORT**

Secretary Snyder and Assistant Secretary-Treasurer Kramer will attend the rescheduled meeting with Arvada City Council representatives on July 18.

### **FINANCIAL REPORT**

#### **Approval of Bills**

Treasurer Terranova moved to approve payment of the bills for May, 2011. Secretary Snyder seconded. The motion passed unanimously.

### **OLD BUSINESS**

None.

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

Chief Greer reported that the two firefighters who were injured in the Union Street fire are doing well. One is back online and the other is back on light duty.

### **ADJOURNMENT**

Assistant Secretary-Treasurer Kramer made a motion to adjourn the meeting. Secretary Snyder seconded. The motion passed unanimously. The meeting was adjourned at 8:14 p.m.

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James H. Snyder, Secretary

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

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Dino Ross, Esq.

I hereby attest that the Executive Session was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. §24-6-402(4)(b) & (e).

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Doug Schneider, President

cc: Website