

**REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE  
ARVADA FIRE PROTECTION DISTRICT  
ARVADA FIRE HEADQUARTERS  
September 9, 2009**

**CALL TO ORDER**

President Jim Snyder called the September 9, 2009 regular meeting to order at 6:00 p.m.

**ATTENDANCE**

**Board members present:**

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

**Also present:**

Fire Chief Jon Greer  
Dino Ross, District Legal Counsel

**EXECUTIVE SESSION**

Treasurer Debi Luft made a motion 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 pursuant to C.R.S. §24-6-402(4)(e), and to receive advice of legal counsel on the above matters pursuant to C.R.S. §24-6-402(4)(b). Secretary Mike Kerr seconded. The motion passed unanimously. The Board recessed to Executive Session at 6:04 p.m.

Treasurer Debi Luft made a motion come out of Executive Session. Secretary Mike Kerr seconded. The motion passed unanimously. The Board came out of executive session at 6:30 p.m.

**RECESS TO PENSION BOARD MEETING**

The Board moved from the conference room to the board room and recessed to the pension Board Meeting.

The Board returned to the regular meeting.

**PLEDGE OF ALLEGIANCE**

President Jim Snyder led those present in the Pledge of Allegiance.

**MOMENT OF SILENCE FOR FALLEN FIREFIGHTERS**

President Jim Snyder requested that all present observe a moment of silence for the 69 firefighters who have lost their lives this year in the line of duty in the United States as of September 9, 2009.

### **PUBLIC COMMENT**

No public comment.

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

None

### **APPROVAL OF MINUTES**

Secretary Mike Kerr made a motion to approve the minutes of the August 12, 2009 regular meeting as presented. Assistant-Secretary Ted Terranova seconded. The motion passed unanimously.

### **OATH FOR NEW OFFICERS**

Chief Greer called Battalion Chief Chad Hyatt, Captain Todd Gilgren and Lieutenant Cary Hammond to the podium. He noted that these three were the first officers to be promoted through a testing process conducted by an outside agency.

Chief Greer administered the oath of office to the new officers and invited the officers' significant others to come forward to pin on their badges and collar brass.

### **ATTORNEYS' REPORT**

Attorney Dino Ross noted that, as indicated in the written attorneys' report, legal counsel has assisted Chief Staff on a wide variety of legal matters over the last month. The District's records retention and destruction schedule has been updated and is ready for Board approval at this meeting. Attorney Ross hopes to be involved in the legislative process on several matters during the 2009-2010 legislative session, including several amendments to the Volunteer Firefighter Pension Act. The due diligence on the property for the new Fire Station 2 is continuing, with no significant concerns identified to date. Overall, everything has been smooth from legal counsel's perspective, which is to a great part attributable to the work of Chief Staff.

### **CHIEF'S REPORT**

Fire Chief Jon Greer

Chief Greer reported on the progress on the acquisition process for the property for the new Fire Station 2. A neighborhood meeting was held at the Training Center, which was required as part of the zoning process. Chief Greer; Brad Bonet, an architect from Allred and Associates; and a representative from the City of Wheat Ridge were in

attendance. There were the usual questions regarding lights and noise. The biggest questions were for the City of Wheat Ridge representative regarding the required access from Oak Street as opposed to Ridge Road. The City of Wheat Ridge will be dealing with this issue. The next step in the zoning process will be a hearing before the planning commission, followed by a hearing before City Council.

Secretary Kerr asked for the reasoning on making the entrance from Oak Street. Chief Greer stated that the City zoning code requires entrances to be a certain distance from intersections. This requirement prohibits the entrance from being located on Ridge Road. In order to meet the distance requirement, the entrance had to be located mid-block on Oak Street.

## **DIVISION REPORTS**

### **Division of Fire Prevention**

Fire Marshal Sparky Shriver

Fire Marshal Shriver advised the Board that Fire Inspectors Rich Tenorio and Randall Weigum have been actively completing the remaining business fire inspections for 2009. Fire Inspector Weigum also initiated a *Coffee Break Training* program, which sends routine fire code inspection related questions to the crews every two weeks. Crews research the answers and submit them to Fire Prevention for scoring and documentation of the results. The program has been an educational tool to assist the crews with their routine fire inspections. Fire Inspector Weigum also investigated two arson fires, one of which involved a motor home at 58<sup>th</sup> Avenue and Lamar Street.

Fire Inspector Tenorio is preparing more than 8 hours of pre-recorded trainings on the specific sections of the International Fire Code to assist company officers with their goal of attaining Fire Inspector I certification next year.

Deputy Fire Marshal Steve Steigleder and Fire Marshal Shriver are continuing to assist Wheat Ridge Fire Protection District with several projects that were started while that fire department searched for a Fire Marshal. The position has recently been filled. Arvada Fire Prevention personnel will continue to be available for technical assistance questions.

Fire Marshal Shriver showed several slides of a fire at the Allison Point Apartments, located at 51<sup>st</sup> and Allison. This apartment complex made a "commitment for life" back in the late 1980's by installing residential fire sprinklers within the apartments. A single fire sprinkler head activated in the kitchen when a fire started on the stove in this apartment. Two adults and a three-year old child were home at the time of the fire. The resident stated that she was heating oil to cook French fries when the fire started. The fire was limited to the top of the stove, the cabinet above and the kitchen light fixture by the activation of this one fire sprinkler head. Cooking related activities are the number one cause of fires in the home. In this case the sprinkler did exactly what it was supposed to do, which was to allow the residents to get to safety, stop the spread of fire and protect their belongings with very limited water damage.

Fire Marshal Shriver introduced Deputy Fire Marshal Steve Steigleder who gave a photo presentation of the underground fuel tank installation at the new King Soopers fueling station at 64<sup>th</sup> Avenue and Ward Road. It is quite an operation to assure tanks are tested and installed properly.

Chief Greer advised the Board that he was contacted by Wheat Ridge Fire Chief Gillespie to thank Arvada Fire for the help from its Fire prevention personnel. Chief Gillespie praised them for their assistance.

### CERT Program

#### Administrative Volunteer Norm Bergren

Administrative Volunteer Norm Bergren advised the Board that the recent Citizen Emergency Response Team (CERT) program was completed by 18 citizens. The participants went from having never used a fire extinguisher to completing an exercise in search and rescue. There are almost enough people on the waiting list to schedule another class.

Mr. Bergren's presentation described the agenda for the three days of the class held on August 8, 15 and 29. A CPR class also was held on August 22 for those participants who did not possess CPR certification.

The goals Mr. Bergren has set for the program are to establish a core group of Arvada CERT instructors, provide training to religious organizations, assist HOA's in understanding and increasing the level of Emergency Preparedness, involve District retirees in programs, provide no cost CPR to the community, network Arvada citizens with the District and increase the number of District administrative volunteers.

Secretary Kerr thanked Mr. Bergren for the great work he did in organizing and completing this class. Chief Greer noted that Mr. Bergren is an Administrative Volunteer and received no compensation. He has taken over the CERT program and has run it with persistence.

Mr. Bergren introduced three of the members of the first class who were present at the Board meeting.

President Snyder asked how citizens are being notified of the class. Mr. Bergren said a notice appears on Channel 8 and on the District's website. PIO Scott Pribble also will be placing a notice in the Arvada Press.

A fourth class will be held to complete the full CERT program for the first group.

The Board asked what the time commitment is for the class. Mr. Bergren responded that *CERT Basic* is an eight hour class, which has been developed for HOAs, civic and religious groups; *CERT Basic – Take Part* is a 20 hour commitment; and *CERT Team* requires 30 hours.

### Training Division

Training Chief Charlie Johlgren

The Shift Training Officers responded on 120 calls in August. Eleven of these were Carbon Monoxide related. The new monitor the District has is a great tool to let citizens know if there is really a problem. The number of calls in August was high due to the many calls the Shift Training Officers responded to during and after the July 20 storm.

The current Squad Training is Extrication, specifically Vehicle Stabilization. The last Squad Training for this year will be Engine Company Operations. This will ensure that, as people move around the District, they are well informed on all apparatus.

Officer Development Training has been concentrating on Incident Command System (ICS) for large scale incidents.

There are currently seven recruits in the HazMat operations segment of the Golden Academy. Good reports have been received from Golden on the District's recruits. The District will run a mini-academy from October 10<sup>th</sup> to November 20<sup>th</sup> that will include the seven recruits and those who have applied recently who already have Firefighter I and HazMat Operations certification.

The Member Handbook Training completed by Attorney Ross has been recorded on the LifeSize system so personnel who were not able to attend the live presentation may complete the training.

As a follow-up to the Member Handbook training, Officer Development included review of the forms to be used for corrective or disciplinary actions to familiarize officers and acting officers with the process. Hopefully they will not need to use them. A section called *Buddy to Boss* also was included.

The Shift Training Officers are helping conduct NFPA 1410 drills (hose evolutions) pulling hose and making connections. These drills help the crews keep their skills current and work with new Truck 6.

A recent radio procedure check has been completed on the new system and will probably be performed again. The check can be performed using the training channels that mirror the regular channels with the new radios. Crews also are being trained on a new C-collar that Pridemark is using.

Center Learn is being used for online training for EMT-Basic and Paramedics. Employees can earn continuing education hours online from any location. A one-hour quarterly firefighter training is also available. The District may send material to them to put online. Lt. Stringham is working on implementation. LifeSize has been used extensively. There are 20 recorded trainings and critiques available for members to access from any computer.

The Safety Stand down will be September 21, 23 and 24. A presentation called *Courage to be Safe and Take Personal Responsibility* will be made at each station. The District is hosting a State proctor class, which has not been held in this area for some time. Mutual Aid Training for the northwest quadrant will be held in October for three days at Fairmount Fire Protection District's burn house. Each day a different fire department will be primary and the other fire departments will provide mutual aid. This training will help with terminology and procedures so everyone is on the same page.

Chief Greer advised the Board that a meeting was held today to begin preparing for the 2013 evaluation by Insurance Services Organization (ISO). Several changes have been made to the ISO rating system since the District received its 2003 rating. ISO requires three years of good records prior to the evaluation. Steve Steigleder and Rich Tenorio, who have particular ISO expertise, will be leading the preparations; however, all divisions will be involved.

Secretary Kerr asked if the District will be more prepared for the 2013 ISO evaluation than it was for the 2003 ISO evaluation. Chief Greer responded that he expects the District to be better prepared.

## **DIRECTORS' REPORT**

### **Meeting with Arvada City Council**

Board Members Jim Snyder and Doug Schneider will attend the meeting with City Council on September 21<sup>st</sup> at 4:00 p.m. at Panera Bread. Treasurer Luft will be a backup if either Board member cannot attend.

## **FINANCIAL REPORT**

### **Approval of Bills**

Treasurer Luft moved to approve payment of the bills for August 2009 as presented. Secretary Kerr seconded. The motion carried unanimously.

## **OLD BUSINESS**

Secretary Kerr asked if a report is available regarding service to people who live outside the District. Chief Greer responded that this information had not been recorded in the past; however, it is being gathered now and a report should be available soon.

## **NEW BUSINESS**

Vice-President Schneider made a motion to approve Resolution 09-05 Adopting the Colorado Special District Records Retention Schedule with Local Exceptions. Secretary Kerr seconded. The motion passed unanimously.

Chief Greer noted that the Administrative Division staff and Attorney Ross were

responsible for preparing this comprehensive records retention and destruction schedule for the District.

Vice-President Schneider advised the Board that there is a group of civic leaders and ten to fifteen pastors who are interested in identifying people in need of help with their homes. The pastors have access to people with expertise, but they do not have the funding or the building supplies. This group has asked the District to assist them in locating funding and identifying people who need help.

The Board agreed that this would a way to serve our citizens.

Vice-President Schneider will call Mayor Frie tomorrow about a meeting and will contact Deputy Chief Piper with further information.

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

#### **September 11<sup>th</sup> Remembrance Ceremony**

Chief Greer advised the Board that a ceremony will be held at Station 5 from 7:45 a.m. to 8:15 a.m. this Friday. Several other ceremonies are scheduled by other fire departments in the area throughout the day, including the Republic Building stair climb, a 14er climb and a stair climb at Red Rocks Amphitheater. Chief Greer advised the Board that the District has at least one member participating in each of the area-wide events.

#### **Pink Heals Tour - September 15<sup>th</sup>**

Chief Greer advised the Board that Pink fire trucks from Glendale, Arizona will be at the Home Depot from 7:00 a.m. to 9:00 a.m. next Tuesday. Staffed by off-duty fire, police and rescue personnel, this apparatus tours the country for three months of the year to promote women's cancer awareness. All District Board members are invited to join in the activities.

#### **Safety Day - September 19<sup>th</sup>**

Chief Greer advised the Board that the annual Safety Day will be held at old Station 7 and Arvada Volunteer Firefighters' Park from 10:00 a.m. to 2:00 p.m. Activities will include demos and fire prevention education. The public is welcome. Hot dogs will be served. There is no charge.

#### **Retired Members Dinner – September 19<sup>th</sup>**

Chief Greer advised the Board that the annual dinner for retired members will be held at the Arvada Elks Lodge at 5:30 p.m. on September 19<sup>th</sup>. Invitations with the specifics were sent to all Board members.

Awards Banquet – October 9<sup>th</sup>

Chief Greer advised the Board that the District's Annual Awards Banquet will be held at St. Joan of Arc Catholic Church on 58<sup>th</sup> Avenue west of Ward Road at 6:00 p.m.

Article Published

Vice-President Doug Schneider noted that Deputy Chief Piper wrote an article regarding Administrative Volunteers, which was recently published in the Fire Engineering magazine, which is a highly regarded publication in the fire services industry. It is a credit to the District and Deputy Chief Piper to have his article published in the magazine. Congratulations to Chief Piper.

Chief Piper advised the Board that, though he wrote the article, credit goes to Norm Bergren and Attorney Dino Ross for their help in development of the Administrative Volunteer Program. This is a team effort even with those who are not members.

**ADJOURNMENT**

Treasurer Luft made a motion to adjourn the meeting. Vice-President Schneider seconded. The motion passed unanimously. The meeting was adjourned at 8:17 p.m.

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Gary M. Kerr, Secretary

cc: Website