

**INTER-CANYON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
MINUTES OF MEETING  
7939 S. Turkey Creek Rd., Morrison, CO 80465  
December 13, 2017**

**1. Call to Order:**

**1A.** The ICFPD Board meeting was called to order by Leslie Caimi at 19:00 hours at 7939 S. Turkey Creek Rd., Morrison, CO 80465

**1B. Board Members Present:**

Leslie Caimi, President  
Karl Firor, Treasurer  
Jennifer Volkman, Secretary  
Ralph Dreher  
Kerry Prielipp, Director

**Board Members Absent**

**2. Guests Present**

Chief Skip Shirlaw  
Deputy Chief Dan Hatlestad  
Fire Marshal Randy Rudloff  
Debra Swearengin, High Timber Times

**2a. Guest Report.**

None.

**3. President's Report**

**3a. Approval of Absences.**

**3b. Changes to Agenda.**

**3b. Approval of Board Meeting Minutes**

**MOTION:** There was a motion by Karl Firor with a second by Jennifer Volkman to approve the minutes of the November 9, 2017 Meeting. The motion passed unanimously.

**4. Treasurer's Report**

**4a.** Karl Firor reviewed the Balance Sheet indicating an end of month balance of \$1,405,000, up from last year at the same time. Since the end of last month the District has paid the \$105k to

FPPA for the pension plan, the payment is not reflected here in November as the payment was made the 1<sup>st</sup> of December. Accounts payable is at \$37k. Revenue, \$25k was received in last month. Karl reviewed the Budget vs Actual report and noted there is \$157k more in revenue this year. Karl stated there have been no unusual expenses. \$12k has been paid for Q1 2018 liability insurance and Worker's Compensation insurance.

Karl reviewed line items and noted more money has been spent on equipment maintenance than expected. Most all other line items are pretty much as expected. Budget wise we have done real well so far, \$592k has been spent of an anticipated \$645k. Kerry Prielipp asked if this ties to grants. Karl responded partially. Karl advised the District budget is in good shape for 2018. Kerry asked if it will be necessary to further amend any of the budget documents for this year. Karl responded no, as the anticipated equipment will now not be coming in until next year, and the amendment will cover any other expenses.

If we look back to page 1, moving forward \$950k is coming from tax revenue based on new numbers. The District will also receive another \$105k in other revenue coming from EMS revenue, grants and donations. The pension will still be \$105k. Chief Shirlaw added Academy in 2018 will be less expensive as only 2 people will be attending. Karl noted the District will need \$35k in the budget for 2018 to cover potential election costs. We will know if an election is necessary the 1<sup>st</sup> of March.

**MOTION:** There was a motion by Jennifer Volkman with a second by Leslie Caimi to approve the November 2017 Treasurer's Report. The motion passed unanimously.

#### **4b. BUDGET**

Karl reviewed the Resolution to Adopt the Budget and the Resolution to Appropriate Sums of Money. Total valuation is \$89,536,009, a net 5.5 % increase from the year before. Gallagher took 12% to 7%. Property values went up about 17.5%. \$945,589.80 will be generated from tax revenue as outlined on the DLG70 form. The total does not include addition specific taxes which bring the total to \$946,688.

**MOTION:** Jennifer Volkman made a motion with a second by Kerry Prielipp to approve the Resolution to Adopt the 2018 Budget. The motion passed unanimously.

**MOTION:** Kerry Prielipp made a motion with a second by Jennifer Volkman to approve the Resolution to Set Mill Levy. The motion passed unanimously.

**MOTION:** Leslie Caimi made a motion with a second by Karl Firor to approve the Resolution to Appropriate Sums of Money. The motion passed unanimously.

#### **4b. Public Comment**

## **5. Secretary's Report**

**5a.** no report

**5b. Public Comment**

## **6. Insurance Report**

**6a.** Ralph Dreher advised he is working on a report for next year. The report will indicate, based on past 2 years, what the District has accomplished as far as taking advantage of discounts and keeping exposure to a minimum. Ralph indicated he will have a summary in January. Ralph is working to make sure coverage is adequate.

**6b. Public Comment.**

None.

## **7. Chief's Report**

**7a.** Please see attached. Chief Shirlaw stated appreciation to Directors for a great 2017. Directors are volunteers who provide support and tremendous room to grow. Chief Shirlaw gave each director a \$50 gift card as a small token of appreciation.

Chief Shirlaw noted the average turn out per call in 2017 is 7 compared to 4 last year. It is exciting to see the enthusiasm and increase in people turning out for calls, even the 2 am calls. We are approaching 500 calls this year, a 20% increase in calls of which 5% to 6% are EMS calls. We have new EMS members coming in, one is a paramedic, one is going to paramedic school. Ralph asked for the reason for the increase in call volume. Chief Shirlaw explained, motor vehicle accidents are down, car safety has improved. The population has gone up and the population is aging, so there are more lift assists, more sick cases. This type of calls is expected to increase. There is a push toward a paramedicine community model. More smoke detector CO detector checks. More people coming through the District as well as more recreation in the District have not made an impact. There is an increase due to new auto aid agreements with other districts on calls where there is difficulty breathing or CPR in progress etc. In 10 years Chief Shirlaw would not be surprised to see 700 to 800 calls per year.

We are getting more members to calls, and we are still finding in district people, 3 this year. Conifer Fire Academy starts January 3<sup>rd</sup>. New incentive program starts January 1<sup>st</sup>, we will be rewarding people going on more calls rather than rewarding equally for both low and high participation. With quarterly recognition we are hoping to push past the minimum effort. We are expected to be professionals. None of us wants to hear yes, I'm willing to give you my minimum today. We will test quarterly and adapt as needed. Jennifer Volkman asked and Chief Shirlaw responded he does not receive much feedback in general, and has not received any at this time.

We were successful with the King Vision grant. These are cameras that assist to see down the trachea helping to improve field intubations. Chief Hatlestad and Captain Epperson were a big part of the effort to be successful with this grant. There will be one in each ambulance, one in 682 and a spare in case one goes bad.

Awesome news on the survey, as of yesterday we are up to 350 responses. The survey will be open thru the weekend. Chief Hatlestad has been pushing very hard to get the survey out on social media. The highest response day was December 6<sup>th</sup> when the postcard started arriving in the mail.

This month's training was on traffic control and was timely as we had a call that night involving a jack knifed truck. Traffic incidents are the number one killer of firefighters. We are pushing traffic control safety hard. Lt John Mandl did a tremendous job on the training. Chief Hatlestad did a training on CORA. We have started preplans in the Mesa. The goal is to complete a large portion of the District. Kerry asked how the information is documented. Chief Shirlaw responded he would like a tablet in each rig. We do have CAD thru Jeffcom, however, cell coverage could be a problem. We are able to input driveways as well as the make-up of the house etc. We are slowly working our way thru the district and have found interesting aspects of grass fuels. We are driving the area and looking at street level as well as using google earth. This is great for us as well as for responders 5 and 10 years down the road. Preplans are critical in saving time.

We are also working on the new projects coming into the district. At the Officers Meeting we focused on the Homestead. There are 3 large projects coming in, including a 64 acre lot expected to have 21 home sites. Homestead Water is adding a water line under 285 with a new tower. On the backside of Plowsher there will be 7 to 10 new homes. There is quite a bit of new growth with potentially 100 new homes over next 5 plus years. There are also a couple of new commercial buildings coming in including an event center. We are involved with the event center, it is several years out. We are requiring 30k gallon cisterns.

We have begun meeting with ISO. The last audit was in 2006. There is lots to look forward to in 2018.

**7b. Public Comment**

None.

**8. Old Business**

**8a.**

**8b. Public Comment**

None.

## 9. New Business.

**9a.** ESO EMS and Fire Management Software. Chief Shirlaw stated he is very excited about this product. Currently we are using Firehouse who was purchased by ESO. Several areas within ESO, one is EMS documentation. We currently use free software provided by the State, Image Trend Elite. Chief Shirlaw stated he is aware of volunteer time on calls. A call takes 2 hours, then there is stocking and paperwork adding at least another ½ hour. Currently adding about an hour with Image Trend Elite, it is very frustrating. The software provides no analytical data. ESO has a great platform. We spoke with the representative while at EMSAC and Captain Araki is familiar with the product as it is used at West Metro Fire. Both the fire side and medical are easy to work with and provide a lot of medical and analytical data.

We would like to contract to add the medical software. Eventually we would like to get to a point where we are using scanned barcodes at the hospital. This will be an increase in cost. Kelley did an amazing job to get pricing down with an additional \$950 discount. Kelley advised we are currently paying \$2099 for fire only, the cost will be an additional cost of \$3000 for the EMS software. Chief Shirlaw indicated he is looking for board approval this evening. Kerry stated he is in favor of consolidated software and reviewed the contract. Kelley advised the contract is a five year price lock unless we exceed 500 calls. Kerry asked what overage would be if we hit 500 calls. Chief Hatlestad stated the contract would likely need to be renegotiated at that point.

**MOTION:** There was a motion by Jennifer Volkman with a second by Karl Firor to approve and sign the 5 year contract with ESO. The motion passed unanimously.

**9b.** On Spot Chains for Vehicles. Chief Shirlaw stated he is planning to add automatic chains to 6 apparatus. Chief Shirlaw referenced a recent storm when roads were extremely icy and slick. Rig was sliding, once the On Spot chains were on, there was instant traction. To chain up vehicles prior to leaving on a call is time consuming and when conditions change, chains left on can cause damage. There are not a lot of times we need to chain up.

Mike Onken will put them on, cost with labor is about \$3,000 per vehicle. Mike Onken has 36 years as a fleet mechanic with the City of Lakewood and has been ICFPD mechanic for 15 to 20 years. Mike knows how to install On Spot chains. Chief Shirlaw stated the automatic chains are a critical item. 635 sliding off the road may not have happened if On Spot chains were on the vehicle. \$18k would cover 6 trucks. Chief Shirlaw is asking for board approval to purchase and install On Spot chains over the next 2 months. Chief Shirlaw advised it takes 10 to 12 hours per unit, time may speed up after Mike has done a couple. Ralph asked how the chains work. Chief explained a switch inside releases the chains, and the chains basically spin in front of the tires.

**MOTION:** There was a motion by Karl Firor with a second by Jennifer Volkman to approve the purchase and installation of On Spot automatic chains for 6 vehicles. The motion passed unanimously.

**9c. Employee Handbook** Kelley explained there will now be 2 handbooks, one for volunteers, approved last month, and a new one for paid employees. The main differences addressed in the paid employee handbook are around pay, vacations, health benefits, leaves of absence, etc. Kelley advised she used an Employer's Council template and had Employer's Council review and approve the handbook for use.

**MOTION:** There was a motion by Jennifer Volkman with a second by Leslie Caimi to approve the December 2017 Employee Handbook. The motion passed unanimously.

**9d. Jeffcom Service User Agreement** Chief Shirlaw explained he finally received the contract last week. The agreement has been vetted by 2 different attorneys as well as ICFPD legal counsel, Collins, Cockrel and Cole. There were no suggestions for change. We met with Jeffcom to get as favorable results as we could. Jeffcom worked well with us. Jeffcom starts up January 1. Chief Shirlaw stated he has no issues with the document. Jeffcom will be invoicing quarterly based on the number of calls over the last 3 years. Karl noted there was less call volume the past 3 years. Chief Shirlaw advised the cost will be \$43 per call, the cost may come down when Jeffcom revisits their budget. Jennifer inquired as to what the current cost is. Currently the cost with Evergreen Dispatch is about \$12k compared to \$15k with Jeffcom. Karl noted it is under \$15k, not a huge increase.

**MOTION:** There was a motion by Karl Firor with a second by Leslie Caimi to approve and sign the Jeffcom Service User Agreement as presented. The motion passed unanimously.

**9e. Resolution Calling for 2018 Election and Appointing a DEO**

Kelley explained as there are 3 directors terms up for election in 2018, it is therefore necessary to call for the election and appoint a Designated Election Official. The DEO will be Crystal Schenck of Collins, Cockrel & Cole. Crystal has taken the place of Micki Wadhams, the Districts past DEO. The election will be advertised and if no one has interest in running for an office, the election can be cancelled in the first week of March.

**MOTION:** There was a motion by Karl Firor with a second by Kerry Prielipp to Adopt the Resolution Calling for 2018 Election and Appointing Crystal Schenck of the office of Collins, Cockrel & Cole, the Districts legal counsel, as DEO. The motion passed unanimously.

The District paid for the VEEs Christmas Party at White Fence Farm. The VEEs loved it and wrote a nice thank you card, Leslie passed the card around. Thanks Kelley for a great job on Christmas Party.

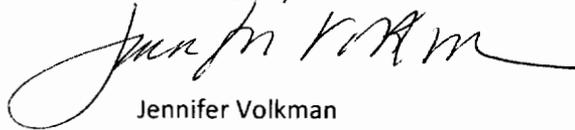
9b. **Public Comment**

**10. Adjournment**

There being no further business before the Board, the meeting was adjourned at 2007 hours.

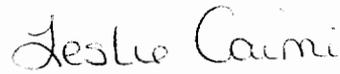
Minutes by Kelley D. Wood, District Administrator

Submitted by:



Jennifer Volkman  
Secretary

Approved by:



Leslie Caimi  
President

**Attachments:**

1. Meeting Agenda
2. Chief's Report
3. November Financials
4. ESO Contract
5. Employee Handbook
6. Jeffcom Service User Agreement
7. Resolution Calling for 2018 Election and Appointing a DEO