

**AGENDA FOR GREATER EAGLE FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING
Wednesday, 17 August 2016**

NOTICE IS HEREBY GIVEN that the Regular Meeting of the Boards of Directors of the Greater Eagle Fire Protection District (GEFPD), Eagle County, Colorado will be held at 425 E 3rd Street, Eagle, Eagle County, Colorado on Wednesday, August 17, 2016 at 6:00 p.m. The meeting will be held for the following agenda and other matters that may come before the Board.

GREATER EAGLE FIRE PROTECTION DISTRICT BOARD

Eric Peterson, President/Chairman, *Term Expiring May 2018*
Mikel "Pappy" Kerst, VP Asst. Treasurer/Secretary, *Term Expiring May 2018*
Kraige Kinney, VP Treasurer, *Term Expiring May 2018*
Pastor Eric Collom, VP Secretary/Asst. Treasurer, *Term Expiring May 2020*
Chief Jon Asper, Retired, VP Asst. Secretary, *Term Expiring May 2020*

Start GEFPD Board Meeting Open Session

GEFPD - Mr. Eric Peterson, President/Chairman

1. Call to Order
2. Declaration of Quorum/Director Qualifications/Disclosure Matters
3. Approval of Agenda
5. Ratification of August 2016 Payables.....**Tab 1**
6. Approval of July 20, 2016 Minutes**Tab 2**
7. Financial Matters / Reports as of July 30, 2016**Tab 3**
 - i. Marchetti & Weaver, LLC

Public Input on Non-Agenda Items

Board Announcements & Updates

1. Discussion - June Board Retreat notes & Action plans received**Tab 4**
2. Request for Proposals - Professional Services.

Executive Session

§24-6-402(4)(b) Conferences with an attorney for the public entity for the purposes of receiving legal advice on specific legal questions.

Administrative & Legal Updates

1. Administrative Updates - Reports & Action Items
 - a) Administration
 - i. Pinning ceremony held August 4, 2016.
 - ii. Radios - partial claim denied due to mysterious disappearance clause in policy - covering one for damaged/burned radio.
 - iii. Verizon tower upgrade review - between Cole's office and Verizon.
 - iv. Communication Grant - radio/tablets. Received notification of denial on 8/10/16.
 - v. Discovery School - Brooks Lane. Letter sent to TOE appears per plan provided that it will work.
 - vi. Staff comments.
 - b) Apparatus
 - i. Look to possibly sell 924 or 915 and put other one in Dotsero. Captains need to discuss with shifts and see how most beneficial to organization.
 - c) Command Staff / Officers Meeting
 - i. Working on budget.
 - ii. SOG format and compiling majority by end of year - then continue to fine tune.
 - iii. EMS & Chiefs working on medical rehabilitation policy during events.
 - iv. SDA Conference in Keystone - September 21-23. One Board member signed up.
 - v. Volunteers assigned to Shift Captains for engagement, events, and training.

- d) Compensation Committee
 - i. Director Kinney & Weaver working on spreadsheet/format for review of options and how effects budget.
- e) Fire Prevention - see report**Tab 5**
- f) Human Resources
 - i. Performance evaluations and self-evaluations for timeframe 1/1/6 - 9/30/16. Reviews to be completed and given to members in the month of Oct/Nov.
 - ii. ESCI - sent email to Eric W. & Debbie for all invoices paid and additional payments from two other companies that conducted background checks.
 - iii. Obtain access to QuickBooks for read only - to assist us with budget information.
 - iv. Meet with Tim Hebert/Sage Benefits August 12th - health broker.
 - v. FF gave resignation effective August 24th. Chief to contact previous group applicants.
 - vi. Handed out updated Board Member Manuals - effective May 2016.
- g) Members Update
 - i. Targeting movie ads first - then work into print to post in community areas - CMC, Churches, newsletter, HOA newsletters, most populated areas to reach more than mailers which easily get tossed in trash.
- h) Operations & Action Items - see reports**Tab 6**
 - i. MDA - coming up Sept 3rd, 4th, 5th. Need some coverage for the event. Four hour shifts twice a day, each day.
- i) Facilities Update
 - i. Server backup - verify what is being backed up, possibly make changes.
 - ii. Kitchen, Training room (file storage), move workout area to East bay, close Gypsum storage by August 31st and will get \$175 dollars returned for September's payment.
 - iii. Fence - be completed before the snow flies.
 - iv. Phone system on hold until 2017 rather than piece meal system.
- j) Safety Committee
 - i. Workers Comp claims 2016: YTD Total 3 - Shoulder should wrap up end of August.
 - ii. Obtaining "Blue Sheet" report from Chief Kennedy- accident reporting form to possibly put on Emergency Reporting/Fire Manager and in vehicles.
 - iii. Next meeting September 23 at 7:30am.
- k) Training

2. Other Matters and Information

Board Comments

ADJOURNMENT

NEXT MEETING - Wednesday, 21 September 2016 at 6:00 p.m.
Regular meetings are the 3rd Wednesday of each month at 6:00 p.m.

GREATER EAGLE FIRE PROTECTION DISTRICT
 ACCOUNTS PAYABLE

August 12, 2016

Greater Eagle Payables to be Approved & Ratified at Meeting:

PAYEE	AMOUNT	Description
Alpine Bank	666.67	Health Savings Account Contribution
Anthem	19,803.80	Monthly EE Health Ins & COBRA premium
Background Information Services	86.20	Background cks
Bound Tree Medical	275.70	Supplies
Carrot Top Industries	140.04	Uniforms
CDC Janitorial	90.94	Janitorial Supplies
CenturyLink	394.97	Monthly Phone & Alarm
Collins Cockrel & Cole	569.00	June Legal Fees
Colorado Mtn Medical	186.90	Physicals
Companion Life	1,263.33	Monthly EE Dental Insurance
Confluence Web Solutions	390.00	Monthly Website Maintenance
Co Pro EFP	931.98	Personal Protective Equipment
Eagle County Clerk & Recorder	80.07	Voter Lists (Election)
Fire Sprinkler Services	665.00	Annual Testing-Station Maint
Front Range Fire Apparatus	281.78	Apparatus Repair & Maint
Golden West Industrial Supply	175.10	Fire Ops Tools & Equip
Home Depot	302.63	Apparatus R&M, Station Operations
JB T Shirts	673.00	Uniforms
Kathy Lawn	117.75	Reimburse Costco-Meals & Meeting Exp
Marchetti & Weaver	3,146.20	July Accounting
Mather Rescue	3,300.00	Training
Mountain Pest Control	75.00	Monthly Pest Control
Office Depot	54.13	Office/Station Supplies
PST Enterprises	69.54	Repair & Maint Equipment
ROI Ballistics	556.00	Personal Protective Equipment
Siegels Uniforms	672.00	Uniforms
Source Gas	84.75	Monthly Utility
Standard Insurance Co	218.45	Monthly Life, AD&D
Stuart Thompson	357.00	Reimburse medical testing for CDL
Town of Avon	2,640.94	June & July Equipment Repair
Town of Eagle	336.85	Monthly Utilities and Trash
Tri County Fire Extinguishers	165.00	Equipment R&M
United Reprographic Supply	59.00	Monthly Plan Scanner Fee
USA Vision	250.54	Monthly EE Vision Insurance
Vail Honeywagon	155.00	Monthly trash service
Verizon	342.48	Monthly Cell Phone
Subtotal to Approve at Meeting	39,577.74	
<u>Payroll Items to be Approved at Meeting:</u>		
Directors Checks	225.00	July Board Meeting
Subtotal to Approve at Meeting	225.00	
<u>Paid Items to be Ratified at Meeting:</u>		
Alpine Bank (ACH)	2,326.90	July Credit Card Payment for June Charges
Alpine Bank-EE Health Savings Acct	755.82	EE payroll deductions for Health Savings Account
Colorado Dept of Revenue	2,626.00	State Withholding Taxes 07/22 & 08/05/16
Electronic Federal Tax Payment System	10,908.98	Federal Payroll Taxes 07/19, 07/22, 07/20 & 08/05/16
Family Support Registry	184.62	EE Wage Garnishment
Fire & Police Pension Assoc	12,701.34	EE & ER portion of mandatory pension plan
Payroll Fees	52.50	Payroll transmission fees
Payroll	58,183.58	Employee Payrolls 07/22 & 08/05 + 2nd Qtr Volunteer Stipend
WEX Sinclair (ACH)	219.17	Monthly Fuel
Xerox (ACH)	190.32	Aug copier lease and July copies & supplies
Subtotal to Ratify at Meeting	88,149.23	
Total to be Approved & Ratified	127,951.97	

Additions are Bolded

GREATER EAGLE FIRE PROTECTION DISTRICT
MINUTES
REGULAR BOARD MEETING
WEDNESDAY, 20 JULY 2016
425 E. THIRD STREET, EAGLE, CO 81631

The Regular Meeting of the Board of Directors of the Greater Eagle Fire Protection District (GEFPD) was called and held on Wednesday, 20 July 2016 at 6:00 p.m., in accordance with the applicable statutes of the State of Colorado.

ATTENDANCE

Present:

Eric Peterson, President/Chairman
Term Expiring May 2018

Mikel "Pappy" Kerst, VP Asst. Treasurer/Secretary - absent
Term Expiring May 2018

Kraige Kinney, VP Treasurer - absent
Term Expiring May 2018

Pastor Eric Collom, VP Secretary/Asst. Treasurer
Term Expiring May 2020

Chief Jon Asper - Retired, VP Asst. Secretary
Term Expiring May 2020

ALSO PRESENT

Chief Kurt Vogel; Captain Brad Jones; Firefighters Stewart Thompson, Chris Shannon, Mike Canada; Kathy Lawn, Administrative Assistant/HR; Eric Weaver, CPA Marchetti & Weaver, LLC; Sue Silverthorn, CESA presenter; Georgie Zinda; No call ins.

CALL TO ORDER

President/Chairman Peterson called to order the Regular Meeting of the Greater Eagle Fire Protection District at 6:00 p.m.

DECLARATION OF QUORUM/DIRECTOR QUALIFICATIONS/DISCLOSURE MATTERS

President/Chairman Peterson noted for the record a quorum was present for the purpose of doing the business of the Greater Eagle Fire Protection District. No conflicts of interest were noted.

APPROVAL OF AGENDA

Director asper motioned to approve agenda. Seconded by Director Collom. No further discussion. Three Ayes, zero Nays.

Upon motion duly made and seconded, the Board **Approved**
the Regular Meeting Agenda.

RATIFICATION OF JULY'S 2016 PAYABLES

Director Collom brought to discussion about check for MES - Rocky Mountain in amount of \$223.00 listed on payables when have check# 6178 for \$111.50. There was a voided check# 6163 in the amount of \$233.00 that was not changed to the correct amount \$111.50. The amount \$223 will be reduced to \$111.50.

Have check# 6179 payable to BIS in the amount of \$364.80 and it is not listed in the payables. The amount will be added to the payables as processed.

Question on Town of Avon's high invoice - multiple units being worked on.

Will be looking into Back Up Solutions and see if we can reduce double payments.

Director Collom motioned to approve Ratification of July 2016 payables of \$137,985.78 with the corrections noted and processed. Seconded by Director Asper. No further discussion. Three Ayes, zero Nays.

Upon motion duly made and seconded, the Board **Approved** the Ratification of July 2016 payables.

APPROVAL OF JUNE 15, 2016 REGULAR MEETING MINUTES

Director Asper motioned to approve the June 15, 2016 regular meeting minutes. Seconded by Director Collom. No further discussion. Three Ayes, zero Nays.

Upon motion duly made and seconded, the Board **Approved** the June 15, 2016 Regular Meeting Minutes.

FINANCIAL MATTERS

Mr. Weaver indicated property taxes are going well. There is no revenue from the fireworks as they were held in Gypsum. Payroll and benefits higher than expected do to extending the bump up extended to May. Fuel expenses down due to costs. Capital expenses - there still are items that are planned that have not been executed will know more when which projects will be happen or not. OT quarterly report by person and codes - to date have spent a little over \$41,000 and slowing OT is being reduced, not alarming at this time. Requested we send Eric copy of ESCI expenses to ensure there are no further invoices coming.

PUBLIC INPUT

Director Peterson indicated he was pleased with the organization and how we continue to serve our community and handle calls while going through some changes. He is proud of the direction the organization is headed.

BOARD ANNOUNCEMENTS & UPDATES

- Sue Silverthorn with F&W presented us the CESA award - Colorado Emergency Services Association recognized by Pinnacle Assurance. We received a 4% discount on premium. There were only 7 out of 42 organizations that received the award. We have been members since 1998. Cost containment which provides us with a 5% discount - we completed all steps and requirement. Reducing claims over the last several years.
- Obtained shirt sizes from board. Pinning ceremony August 4th at 11:00am at station.
- Board retreat - Was good maybe next time conduct all day as could have taken it further with opportunity to do more. Was good - enjoyed it. Almost complete on Action Plans that were to be submitted.

EXECUTIVE SESSION

No Executive session.

ADMINISTRATIVE / LEGAL UPDATES

- a) i. Policies & procedures - have template and working on all - will be slow process.
- ii. Recruitment grant - Costs associated with grant - we are to pay costs and get reimbursed.
- ii. Radios - need to adjust report to reflect accuracy.
- iii. Verizon tower - no word. Between Cole's office and Verizon. Will follow up for next month.
- iv. Staffing will be addressed and decisions made.
- v. Physical fitness - two tests annually, CPAT and hire physical agility test. Work to make everyone succeed.
- vi. Zach Atencio - B-B-Q July 17th.
- vii. Gypsum Daze - we were in parade.
- viii. Fair & Rodeo - get there each night if possible.

- c) i. Budget - Understand what looking at as close to this year's figures. Talk about logical choices.
- ii. Action Items from retreat - carry to August 17th meeting.
- iii. SDA conference Keystone - Sept 21-23. Send to Board members for review and let Kathy know if interested and will get you registered.

- iv. Volunteer members have been assigned to Shift Captains. Call and talk to them - engage them. Know it's hard with working full time see if can get to events, etc.. Challenging for backfills. We will use grants for print and media interest, post in church bulletins, other common areas.
- f) Human Resources - Stuart Thompson promoted to Engineer on A Shift.
Ryan Gregor promoted to Firefighter on B Shift.
Nathan Thurman promoted to Firefighter on C Shift.
- i) ii. Kitchen plan - will come up with packet and get out to Captains.
iii. Training room - working on some alterations to maximize space and improve appearance.
- k) i. Working with Eagle County paramedics change in leadership and working on committee for medical rehabilitation policy. Involve CSU as well - baseline testing. Know stats of baseline - so can evaluate better.
ii. Get people crossed trained to step up and back up positions.

Other Matters:

- Action Items from retreat - send to Chief. Add Director Asper to Section F - Community Awareness and H- Functionality.
- Committees - going through them all and some may need to be dissolved, modified, or Chief to head up. Director Peterson and Chief have touched base on this.
- Firefighter Chris Shannon wanted to thank Pastor Eric for the food last week - the smoked chicken was great!

Board Comments

- No comments.

ADJOURNMENT

Director Asper motioned to adjourn the Regular Meeting of the Greater Eagle Fire Protection District. Seconded by Director Collom. No further discussion. Three Ayes, zero Nays.

Upon motion duly made and seconded, the Board unanimously agreed to **Adjourn** the Regular Meeting of the Greater Eagle Fire Protection District at: 7:08 p.m. on Wednesday, July 20, 2016

Respectfully submitted,

Kathy Lawn
Administrative Assistant

GREATER EAGLE FIRE PROTECTION DISTRICT
 COMBINED BALANCE SHEET
 July 31, 2016

ASSETS	General Fund	Capital Fund	Impact Fee Fund	Pension Fund	Fixed Assets & Long-Term Debt	Total
Cash						
Alpine Checking- .10%	170,316					170,316
UMB Bank CD's- 1.05%-2.35%	1,894,656					1,894,656
ColoTrust- .67%	1,305,699	198,773	47,030			1,551,502
Alpine Money Market- .10%		41,315	294,598			335,913
Pension Account				690,878		690,878
Inter-Fund Balances	(2,415,384)	1,946,627	468,757	-		0
Total Cash in Bank	955,287	2,186,715	810,385	690,878	-	4,643,266
Accounts Receivable & Other Current Assets						
Accounts Receivable	-					-
Due From County Treasurer	-					-
Due From State						-
Property Taxes Receivable	100,326					100,326
Prepaid Expenses	22,050					22,050
Total A/R & Other Current Assets	122,376	-	-	-	-	122,376
Fixed Assets:						
Vehicles					2,933,986	2,933,986
Buildings & Improvements					1,061,688	1,061,688
Tools & Equipment					437,438	437,438
Land					90,000	90,000
Accumulated Depreciation					(2,258,554)	(2,258,554)
Total Property & Equipment, Net	-	-	-	-	2,264,558	2,264,558
TOTAL ASSETS	1,077,664	2,186,715	810,385	690,878	2,264,558	7,030,200
LIABILITIES & NET ASSETS						
Liabilities:						
Accounts Payable	14,330					14,330
Accrued Vacation, Wages & Benefits	39,019				58,049	97,068
Credit Cards	2,622					2,622
Payroll Liabilities	988					988
Deferred Property Taxes	100,326					100,326
Other Deferred Revenue	-					-
Leases Payable					348,544	348,544
Total Liabilities	157,286	-	-	-	406,593	563,879
Net Assets						
Net Investment in Fixed Assets					1,857,965	1,857,965
Restricted For Retirement Benefits				690,878		690,878
Restricted For Emergencies	60,791					60,791
Restricted For Capital			810,385			810,385
Assigned for Capital		2,186,715				2,186,715
Unassigned	859,587					859,587
Total Net Assets	920,378	2,186,715	810,385	690,878	1,857,965	6,466,322
Total Liabilities & Net Assets	1,077,664	2,186,715	810,385	690,878	2,264,558	7,030,200
	=	=	=	=	=	=

No assurance is provided on these financial statements;
 substantially all disclosures required by GAAP omitted.

GREATER EAGLE FIRE PROTECTION DISTRICT
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 ACTUAL, BUDGET AND FORECAST FOR THE PERIODS INDICATED

MODIFIED ACCRUAL BASIS

	2015 Audited Actual	2016 Adopted Budget	Variance Favorable (Unfavor)	2016 Forecast	7 Months Ended 7/31/2016 Actual	7 Months Ended 7/31/2016 Budget	Variance Favorable (Unfavor.)	Variance Explanation
COMBINED SUMMARY (Excluding Pension)								
REVENUES								
Property & Other Taxes, Net of Fees	1,727,029	1,980,453	9,550	1,990,003	1,852,131	1,851,249	882	Generally on track
Impact Fees	54,707	7,500	25,500	33,000	32,100	5,625	26,475	Town remitted balance from 2015 in 2016
Resource Permit & Inspection Fees	7,988	5,000	4,000	9,000	5,638	2,917	2,721	No Resource in 2015 or 2016
Grant Revenue	70,585	-	-	-	-	-	-	All funds received
Interest	23,434	7,350	18,500	25,850	20,360	4,288	16,072	Moving funds to UMB paying off
Other Income (Including Fireworks)	40,873	41,483	1,575	43,058	35,660	33,365	2,295	No Fireworks but sold brush truck
TOTAL REVENUES	1,924,617	2,041,786	59,125	2,100,911	1,945,889	1,897,444	48,445	
EXPENDITURES								
Treasurers Fees	49,405	57,302	-	57,302	54,279	54,438	158	Generally on track
Payroll & Benefits	1,428,183	1,387,525	(35,615)	1,423,140	853,945	851,495	(12,450)	Extended temp staffing model
Station Operations	90,029	105,989	197	105,792	49,213	69,479	20,266	Savings throughout
Fire Operations	228,133	292,906	16,573	276,333	142,872	202,309	59,437	No fireworks and other savings throughout
Insurance	77,808	103,483	24,965	78,518	68,835	89,803	20,968	Savings in work-comp premiums
Professional Services	176,164	120,450	3,730	116,720	65,956	78,658	12,703	Generally on track
Resource Assignments	419	-	-	-	-	-	-	No assignments in 2015 or 2016
Debt Service	78,004	78,004	-	78,004	78,004	78,004	-	
Capital	198,120	84,599	-	84,599	5,792	5,033	(759)	Not much to date but projects still forecasted
Contingency	-	-	-	-	-	-	-	
TOTAL EXPENDITURES	2,324,266	2,230,258	9,850	2,220,408	1,328,896	1,429,218	100,322	
CHANGE IN FUND BALANCE	(399,649)	(188,472)	68,975	(119,497)	616,993	468,226	148,767	
Fund Balance-Beginning of Year	3,700,135	3,168,459	132,027	3,300,486	3,300,486	3,168,459	132,027	Savings in the last few months of 2015
Fund Balance-End of Year	3,300,486	2,979,987	201,002	3,180,989	3,917,476	3,636,684	280,794	
FUND BALANCE BREAKDOWN:								
General Fund	289,329	87,321	119,862	207,183	-	-	-	
Capital Fund	2,211,151	2,118,479	42,623	2,161,102	-	-	-	
Impact Fund	800,005	774,187	38,517	812,704	-	-	-	
Total Non-Fiduciary Funds	3,300,486	2,979,987	201,002	3,180,989	-	-	-	

No assurance is provided on these financial statements;
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GREATER EAGLE FIRE PROTECTION DISTRICT BOARD RETREAT

June 7, 2016
Vail Valley Jet Center
8:00am-12:00pm

Members of the Board of the Grater Eagle Fire Protection District along with staff and public met on June 7, 2016. Agenda and summary notes:

In Attendance:

- | | |
|-------------------------------|--------------------------|
| ✓ Pappy Kerst - B | ✓ Randy Cohen |
| ✓ Alex Mintling | ✓ Kraige Kinney - B |
| ✓ Kurt Vogel - Chief | ✓ Brad Jones |
| ✓ Eric Peterson - B President | ✓ Bill Kennedy |
| ✓ Darren Zunno | ✓ Kathy Lawn |
| ✓ Jon Asper - B | ✓ Pastor Eric Collom - B |
| ✓ Chris Shannon | ✓ Eric Mosher |
| ✓ Jake Best | |

Agenda

- Introductions
- Getting to Know Each Other-Show Your True Colors
- Ground Rules
- Expectations for Chief and District
- Review of Last Year's Vision and Goals
- This Year's Goals
- This Year's Action Plans
- Close



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SUMMARY NOTES

Introductions & Getting to Know Each Other

Following introductions around the room, participants explored communication strengths and obstacles based on True Colors Temperament Assessment. This work led to day's ground rules.

Ground Rules

Ground Rules from last retreat were reviewed and approved. A few additional were added:

- Assume good intent.
- Respect one another.
- Be an active listener. No interrupting, no judgment.
- Keep focused on the topic.
- Be concise – no long speeches.
- Participate thoughtfully.
- Be considerate of others' ideas. Comment on ideas, not people.
- Ask “what’s possible?” not “What’s wrong”? Keep asking. Listen for the future to emerge.
- Speak your mind and/or speak up! (don’t stay quiet if there’s something you want to say)
- Offer solutions - don’t just lay out problems.
- Remember MISSION, VISION & VALUES - move forward.
- Be open & honest - bring issues to table.
- Trust the process.
- Choose the difficult ‘right’ thing rather than the easy ‘wrong’.
- Even-playing-field in the room.



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Expectations for Chief and District

Discussion around what, how and how often communication should occur from Chief to Board and vice versa:

COMMUNICATION FROM CHIEF TO THE BOARD

- Chief will communicate anything that impacts:
 - Budget
 - Public
 - Potential liability } Email ASAP unless involves confidential info, then email with a request for Chairman to call.
- Set up Board members on Chief EC Alert system to receive alerts for large events.
- Chief to communicate directly to Chairman of the Board rather than individual members. Chairman will communicate with board.
- Chief will communicate Human Resource changes:
 - New Hires
 - Personnel Changes
 - Promotions } Via email

COMMUNICATION FROM BOARD TO CHIEF

- Chief welcomes and appreciates board members coming for “face time”, calling, etc. to build trust.
- Feedback is encouraged and welcomed; both positive and constructive.
- If chief is doing something wrong, go to Chief FIRST! If not resolved, then go to board.

Review of Last Year’s Vision and Goals

After reviewing goals from last year, it was reported:

1. Hiring a new chief-COMPLETED
2. Standardizing Document- In progress

The remaining 5 goals from last year’s list are in varying stages of progress.



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This Year's Goals

The following goals were brainstormed and prioritized based on a Feasibility Chart and assigned accountable members:

IMPACT	HIGH	A. Long-Range Strategic Planning (Eric P., Eric M., Bill) B. Recruit & Retain employees and volunteers (Randy, Jake, Pappy) C. Budget Strategic Plan: increase revenue; 3-5-year budget; compensation & benefits. (Board)	D. Build a strong, positive, unified culture. (Kathy, Eric M.) E. Standardize SOPs, SOGs, POP's Documents (Brad, Jake) F. Community Awareness & Outreach (Randy, Eric C. Darren, * Jon Asper)	G. Commitment to Excellence (Everyone)
	MEDIUM		H. Functional Consolidation & Share Resources (Kraige & Chief, * Jon Asper) * Asper request to be added to F & H 7/20/16 Board Meeting	
	LOW			
		DIFFICULT	MODERATE	SIMPLE
		EFFORT		

Additional info as written from participants:

- | | |
|---|---|
| <p>A. Succession plan
 Professional growth
 Diversity
 Strategic Planning 1,3 5,10yr plan
 Plan for future (5 year plan; Master Strategic Plan-Realistic)</p> <p>B. Reintroduce, recruit, retention volunteer
 Fix wages & Benefits-retention 9 years</p> | <p>D. Team Building
 Unified Team Atmosphere
 Build a strong and positive culture through trust</p> <p>F. More transparency- 2 months
 Better way to post Board Info
 Customer Focus- Internal & External
 Community Awareness & Outreach & Involvement</p> |
|---|---|

An Action Plan template was shared and can be used to develop plans. Template is attached.

Timelines were set for **July 15th** for all teams to have action plans complete

Action Planning Form - Goals from 2016 Board Retreat

GOAL: Strategic Plan 2016-2017 Eric Peterson, Eric Mosher, Bill Kennedy

Task:	Date/Timeframe: When will you begin? When due? When will it be done?	Resources Needed: What resources, people, information do you need?	Measurement: How will you measure success? How do you know when it's done?	Accountability: Lead person for this task. Who is responsible for making it happen?
SWOT - Strengths, Weaknesses, Opportunities, Threats review	Begin: August 2016 Complete: End of September	People to Include: Team & Chief Information: \$ Amt:		Team
Public - obtain expectations, research questions, FB, Website	Begin: September 2016 Complete: End of October	People to Include: Team & Chief & Kathy Information: \$ Amt: \$1,500	Based on response 50% is hopeful.	Team

GOAL: Strategic Plan 2016-2017 Eric Peterson, Eric Mosher, Bill Kennedy

Task:	Date/Timeframe:	Resources Needed:	Measurement:	Accountability:
Review ESCI Study	Begin: August 2016	People to Include: Team & Chief		Team
	Complete: End of September	Information:		
		\$ Amt:		
Staff - Questions	Begin: September 2016	People to Include: Team & Chief & Kathy	Review acutal feedback.	Team
	Complete: End of October	Information:		
		\$ Amt:		

Action Planning Form - Goals from 2016 Board Retreat

GOAL: Recruit & Retain Employees - R. Cohen, J. Best, P. Kerst

Task:	Date/Timeframe: When will you begin? When due? When will it be done?	Resources Needed: What resources, people, information do you need?	Measurement: How will you measure success? How do you know when it's done?	Accountability: Lead person for this task. Who is responsible for making it happen?
Education / Training reimbursement plan	Begin: January 2017	People to Include: Chief, BOD, Training Dept.	Increase # of members obtaining higher education, increased # of new members	R. Cohen
	Complete: Ongoing	Information: Allow members to have Fire Science Degree classes and trainings reimbursed by the district \$ Amt: Education - 3000 - 6000 Training - 1500 - 3000	Grade / time based reimbursement schedule	
Scholarship program for HS students interested in Fire Service	Begin: January 2017	People to Include: Chief, BOD,	Increase # of young new members,	R. Cohen
	Complete: Ongoing	Information: Offer full paid scholarship to CMC FS program for qualified HS students \$ Amt: 5000		

GOAL: Recruit & Retain Employees - R. Cohen, J. Best, P. Kerst

Task:	Date/Timeframe:	Resources Needed:	Measurement:	Accountability:
Reduce requirements for FT personnel employed by other agencies	Begin: January 2017 Complete: Ongoing	People to Include: Chief, BOD, Training Dept. Information: reduce requirements for FT paid personnel and allow for lateral transfer into Vol ranks. \$ Amt: 3500	Increased # of FT personnel from other agencies	R. Cohen
Paid for Call	Begin: January 2017 Complete: Ongoing	People to Include: Chief, BOD, Information: Pay vol's on a call basis at a set rate. \$ Amt: Unknown	Increase # of members staffing the station during extended call incidents	R. Cohen

Action Planning Form - Goals from 2016 Board Retreat

GOAL: Build a strong, positive, unified culture - Eric Mosher, Kathy Lawn

Task:	Date/Timeframe: When will you begin? When due? When will it be done?	Resources Needed: What resources, people, information do you need?	Measurement: How will you measure success? How do you know when it's done?	Accountability: Lead person for this task. Who is responsible for making it happen?
James Rowan - Hire to assist with leadership & teamwork training.	Begin: As soon as possible with approval from Board. Complete: Ongoing.	People to Include: Officers, Engineers, FFs, Admin Staff, Volunteer members. Information: Approval from Board.	When there is growth with our personnel. Currently changing culture.	Eric Mosher & Kathy Lawn
Give our organization the "Colors" personality identifiers.	Begin: preferably all as a group as opposed to by shift. Complete: By end of third quarter.	\$ Amt: \$4,000 - \$6,000 annually. People to Include: Whole organization. Can set up the way it was done at retreat. Information: Done at station for convenience and cost savings.	Commitment to excellence. When all members have completed and in same room. See how they respond and interact with each other.	Eric Mosher & Kathy Lawn
		\$ Amt: Cost of OT for people who are off shift. Volunteer - come out of set stipend.	Commitment to excellence.	

GOAL: Build a strong, positive, unified culture - Eric Mosher, Kathy Lawn

Task:	Date/Timeframe:	Resources Needed:	Measurement:	Accountability:
Annual retreat.	Begin: October 2016 and conduct annually.	People to Include: All members, no board members.	Completion of retreat. Information to be constantly reinforced.	Eric Mosher & Kathy Lawn
	Complete: Held in month of October which is off season.	Information: Held off site for better communication. \$ Amt: Cost of rental space and moderator. Off season may have better rates.	Brainstorming ideas annually to get all members input. Achieving goals set annually. Commit to excellence.	
Look into "Speed of Trust" book/seminar/training.	Begin: Searching for information and obtain info by September. Complete: On going but everyone through by mid 2017.	People to Include: Officers, Staff, and Members. Information: Do a train the trainer? Have information disseminated to all members. \$ Amt: Unknown at this time. Could also bring Chris Moffett in for different aspects.	Need to have everyone speaking the same language. Understanding of basic fundamentals. Commitment to excellence.	Eric Mosher & Kathy Lawn

GEFPD FIRE PREVENTION

July 2016 Report

INSPECTIONS:

1 - Car seat inspections/installations

0 - Car seat supplied

12 - Prevention Inspections: EVES, EVMS, BCES, Eagle Valley Medical Center (Suites: 100, 110, 120, 130, 140, 210, 220, Common Area), Eagle County Fair Rides

7 - Re-Inspections: Eagle Pool & Ice Rink, Dusty Boot Building (Dusty Boot, Simpatico Working, Common Areas), Eagle Waste Water Treatment Plant (Buildings A, B, & C), Eagle County Fair Rides

41 of 600 occupancies inspected - 7% of total businesses inspected

PLAN SUBMITTAL & PERMIT APPLICATIONS

	<u>Valuation</u>	<u>Fees:</u>
Castle Peak Senior Care Community – Ansul Hood System	\$8,300.00	\$304.84
Eagle County Government Building – Sprinkler Remodel, IT Office	\$4,880.00	\$202.54
1120 Chambers Ave. – Sprinkler Remodel	\$4873.00	\$202.54
4001 Nolan Creek Rd – New Construction		
9643 Brush Creek Rd. – Tenant Remodel		

5 - BUILDINGS/TENANT/CODE REVIEWS:

Eagle County Government Building – Sprinkler Remodel, IT Office – NFPA 13

Castle Peak Senior Care Community – Ansul Hood System – IFC & NFPA 13

1120 Chambers Ave. – Sprinkler Remodel, Unit D – NFPA 13

4001 Nolan Creek Rd. – New Construction – IFC, NFPA 1142, County resolution 2012-029

9643 Brush Creek Rd – Tenant Remodel – IFC, NFPA 13

2 - "ROUGH-IN" INSPECTIONS:

Castle Peak Senior Care Community – Fire Alarm, Assisted Living Building, 1st Floor

Eagle County Government Building – Sprinkler Remodel, IT Office

1 - FINAL INSPECTIONS:

Eagle County Government Building – Sprinkler Remodel, Communications Office

1 - HYDRANT FLUSH/FLOWS/DRY HYDRANTS:

209 Mt. Jackson Court

0 - KNOX BOX RELATED:

0 - FIRE DRILLS/ 0 - LOCK DOWNS:

0 - INVESTIGATIONS:

TRAINING:

ICC Inspector CEU Training

James Rowan Leadership Training

Active Shooter Training – Eagle-Vail

EMS Training

7 -MEETINGS:

Eagle County Planning & Zoning Commission regarding Frost Creek PUD amendments
CPSCC General Contractor regarding State inspection sign-off
V. Hobbs regarding district involvement in Crawlin' to a Cure event
ECSD (A. Sifuentes) regarding school inspections and Knox Box pad lock for maintenance gate
North American Carnival regarding fair and rodeo ride inspections
CPSCC (General Contractor) regarding extinguisher placement, sprinkler requirements in elevator shafts
S. Taylor & GEFPD staff regarding Website configuration and training

8 -PREVENTION PRESENTATIONS:

Camp 911 – Edwards (63 Children, 9 Adults)

MISC.

June Prevention Report
Schedule Prevention Training with Training Division
Pick up smoke trailer from Aspen for Camp 911 – Edwards
Schedule July Inspections
Enter 2nd Quarter care seat inspection data
Check smoke trailer operations for Camp 911 – Edwards
Incident response: 16-432, 16-466, 16-468, 16-469
Reports: 16-432, 16-466, 16-468
Drop smoke trailer off in Aspen
2017 Budget
Create inspection report for amusement ride inspections
Emergency Reporting data entry
Building security upgrade – data entry

Greater Eagle Fire Protection District

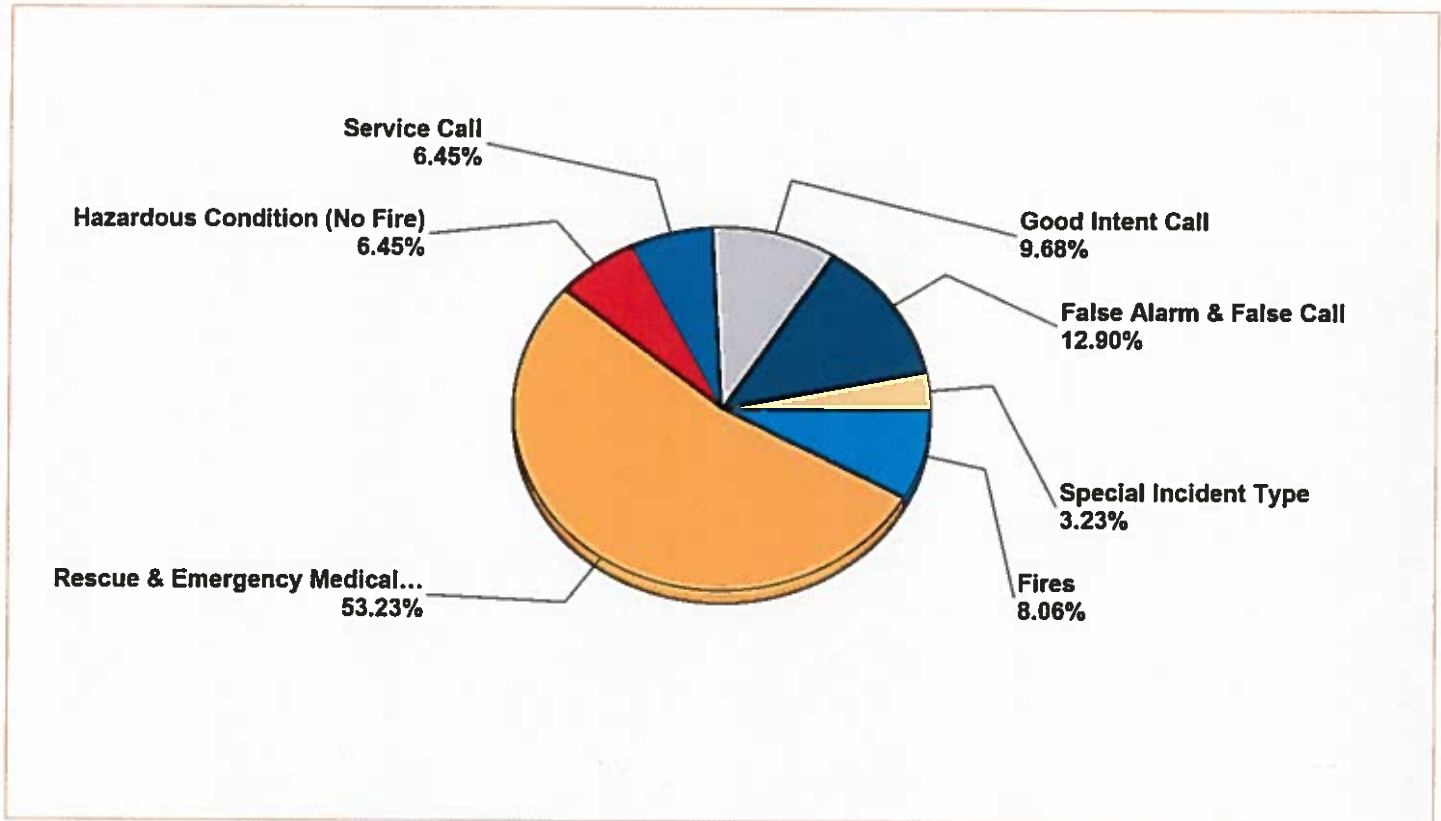
Eagle, CO

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 07/01/2016 | End Date: 07/31/2016



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	8.06%
Rescue & Emergency Medical Service	33	53.23%
Hazardous Condition (No Fire)	4	6.45%
Service Call	4	6.45%
Good Intent Call	6	9.68%
False Alarm & False Call	8	12.90%
Special Incident Type	2	3.23%
TOTAL	62	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
113 - Cooking fire, confined to container	1	1.61%
140 - Natural vegetation fire, other	1	1.61%
141 - Forest, woods or wildland fire	1	1.61%
142 - Brush or brush-and-grass mixture fire	1	1.61%
160 - Special outside fire, other	1	1.61%
311 - Medical assist, assist EMS crew	2	3.23%
321 - EMS call, excluding vehicle accident with injury	20	32.26%
322 - Motor vehicle accident with injuries	7	11.29%
324 - Motor vehicle accident with no injuries.	3	4.84%
350 - Extrication, rescue, other	1	1.61%
411 - Gasoline or other flammable liquid spill	1	1.61%
412 - Gas leak (natural gas or LPG)	2	3.23%
413 - Oil or other combustible liquid spill	1	1.61%
511 - Lock-out	1	1.61%
520 - Water problem, other	1	1.61%
551 - Assist police or other governmental agency	2	3.23%
611 - Dispatched & cancelled en route	4	6.45%
621 - Wrong location	1	1.61%
622 - No incident found on arrival at dispatch address	1	1.61%
711 - Municipal alarm system, malicious false alarm	2	3.23%
743 - Smoke detector activation, no fire - unintentional	1	1.61%
745 - Alarm system activation, no fire - unintentional	5	8.06%
900 - Special type of incident, other	2	3.23%
TOTAL INCIDENTS:	62	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

**GEFPD
Action Items
17 August 2016**

Action	Requested on	Responsible Party	Status
Grant: Communications		BOD/Staff/Mike C	Communications: radios/tablets. Received word of denial 8/10/16.
Grant: Safer Grant	9/25/2015	BOD/MC	Personnel - 4 additional people. Submitted: March 25th
Additional hiring: Deputy Ops Chief?	9/16/2015	BOD / Staff	On hold - budget.
Station Repair/Maintenance: Outside utility overhang	9/16/2015	Staff	Needs painting - wait until spring.
Uniform Policy - define it	4/20/2016	Chief/BK/Staff	Working on defining and writing up.
Evaluations	4/20/2016	Chief/Capts/KL	Review timeframe 1/1/16 - 9/30/16. Write up and discuss with members Oct/Nov.
SOG's - review/rewrite	4/20/2016	Chief/Capts/CS	Template developed - obtained outside policies and will integrate with ours.
Develop Recruitment & Retention plan for Volunteer Members	4/20/2016	Chief/Chief Bill/RC	Ads developed - start with Movie Theater, then public places, CMC, etc.. More exposure than mailbox mailings.
Meet Vision & Goals developed by BOD & Chief	4/20/2016	BOD/Chief	Balance budget, oversight of operations & committees.
Operational update	4/20/2016	Chief	Reflect current staffing and evaluate response time to areas.
Evaluate staffing model	4/20/2016	Chief	Staffing & daily deployments.
Organizational Chart	4/20/2016	Chief/Staff	For 2016 & beyond.
Evaluate Organization	4/20/2016	Chief	Best services for citizens of District.
Verizon tower upgrade review	5/18/2016	Chief/Cole	Between Cole and Verizon - Chief received an update.
Pack test	5/18/2016	Command staff	Some Volunteers need to complete.
Mask fit testing	5/18/2016	Command staff	Some Volunteers need to complete.
Progression/Succession Plans	5/18/2016	Chief/Staff	Continue to work on.
Storage unit	5/18/2016	Staff	Empty by end of August. Notice to vacate given to Gateway Storage.
Re-elect Committees	5/18/2016	Chief/Organization	Now that have new Board members. See if interest to be on committees. Pulled out list and in discussion to see if want to continue some. Added a Recognition group. Wants to merge, remove, adjust others.

Pinning Ceremony	5/18/2016	Chief	Held August 4, 2016.
Radio Inventory	6/2/2016	Chief/Staff	Partial claim will be paid - one for burned radio. Others no due to mysterious missing/inventory taken.
Board Retreat	6/7/2016	Organization	Initial Action Plans - Chief received July - present to Board in August.
Budget	6/8/2016	Command Staff / Organization	Numbers being entered. Need to figure out how we can access QuickBooks as read only - get with Eric Weaver.
Kitchen re-model	6/9/2016	Staff	Get drawn plans in hand to Command staff for review.
Wildland - Chief Spending limit - \$10, 15, \$20,000?	6/9/2016	Chief/KL	What is dollar amount - not in resolution. Review Minutes, get with Cole if needed. L/M v/m with Chief Twag.
Colorado FF Heart & Circulatory	6/15/2016	Board/KL	Completed - Sent in payment and their requested information. Sent request for reimbursement 7/28 - Approved for full amount \$2,100 should receive by end of August.
Discovery School - located on Brooks Lane	6/15/2016	Chief/RC	Completed - Letter sent ot Town of Eagle indicating the plans provided would work for GEFPD.
Gypsum & Eagle Fire Boards	6/15/2016	Chief	Get together and see if can functionally combine areas.
CDL training at Beaver Creek	6/15/2016	Chief	Contact Pappy to see how operates.
Basic plan for apparatus space	6/15/2016	Chief/organization	HazMat trailers west end - REHMEC trailer will be stored at airport. Move workout room.
SDA Conference Sept 21-23	7/20/2016	Board and/or Staff	Who attending - Pappy Kerst from Board. Unknown at this time if others from staff.
Send ESCI invoices paid to Eric W. to verify amount reminaing.	7/20/2016	KL	Sent all invoices for ESCI and other background check providers that were requested by the Board. All paid and nothing further coming in.
Add Jon Asper to Action Plan groups from retreat F & H. Requested at 7/20 board meeting.	7/20/2016	KL	Added to Retreat notes to be distributed and discussed August 17th.
FF Jeff Lewis gave notice - effective August 24th.	8/11/2016	Chief/Organization	Contact individual from previous hiring process in June.