



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE EVERGREEN FIRE PROTECTION DISTRICT
JUNE 9, 2009**

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on June 9, 2009 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

ATTENDANCE

DIRECTORS IN ATTENDANCE: Charles Dykeman, George Kling, George Goldbach, Jeff deDisse, Charles Simons

ALSO IN ATTENDANCE: Chief Garry DeJong, Nick Boukas, Brent Worthington, Linda Alexander, Wayne Shephard, Sylvia Ross, Evan Soibelman, Mike Novick, Vicki Gits, Jeff Ashford, Robert Gottsman, DeAnna McMahan, Andrea Ketch, Ben Celius, Richard Hansen, Lori DeJong, Quintin Galt.

MEETING CALLED TO ORDER

President Dykeman called the meeting to order at 7:07 PM.

TIME OF REMEMBRANCE AND REFLECTION: The pledge of allegiance was recited and a moment of silence was observed.

APPROVAL OF AGENDA President Dykeman approved the agenda as presented.

PUBLIC COMMENT None

APPROVAL OF MINUTES

The minutes of the May 12 Board Meeting were approved as presented.
The minutes of the May 27 Special Meeting were approved as presented.

PRESENTATIONS

April 2009 Finance Report: Finance Director, Brent Worthington, presented the April financial report. Total funds available are \$4,529,546. General Fund Revenues are well ahead of the annualized budget, and are slightly ahead of projections. Two revenue items that are lagging significantly are:

- **Ownership Tax-** with the problems in the credit market, and as households feel the impact of the recession, car sales are down significantly as people choose to keep their older cars. This downward trend is likely to continue, although troubled car companies (as well as the Federal Government) are offering discounts and incentives to new car buyers.
- **Interest-** while there has been some recent positive movement in the Bond Market, the Yield Curve is steeping in the longer term securities; the shorter end of the Curve (where the District's investments reside) has seen little increase in yield. This trend is likely to carry through the remainder of the year.

General Fund Expenditures are under budget, compared to both the annualized budget and projections. So far General Fund expenditures are at 27.5%. EMS ambulance billings are below the annualized budget and are lower than projected; this is likely due to the relatively mild winter, resulting in fewer traffic incidents within the District. EMS Expenditures are below both the annualized budget and projections.

Updates:

- The District is fully operational at FirstBank. The transition was smooth, and everything is working well. A reminder to all - we will close the Bank of the West checking account effective June 30. Any outstanding checks will not be honored, and will need to be presented to the Finance Department for re-issuance.
- The new Financial Management software is installed, and the conversion is underway. We will start using the new system in phases, starting in this; we expect to be fully converted by the end of August.
- The annual audit is in progress; field work is not finished. We will request an extension from the State and present the audit at the July board meeting.

Director Kling asked about Other Revenue and asked if that number is correct. Mr. Worthington confirmed that the number is correct. Director Goldbach made a motion to accept the April 2009 financial report; Director Kling seconded the motion. The motion passed.

REPORTS

- Legal Opinion – Video Taping Meetings – Attorney Linda Alexander presented to the board an opinion the district received from Attorney Paul Cockrel regarding the video taping at the May 27 Special Meeting. Public Meeting laws do not address this issue. Since the district does not have a policy that addresses this issue, the attorney recommends that the district come up with a policy or by-laws on conduct and decorum at our meetings which would include guidelines on audio and video recordings. Unconstructive tape recordings are allowed so long as they don't disrupt the conduct of the meeting. The board has the right to ask why someone would like to tape the meeting but it can not prohibit recording of meetings. The board can restrict where a video or audio recording is setup but it can not prohibit the recording.

CHIEF REPORT

Special Comments

- IMT Wildland joint training – May 30th, several agencies and great learning from a field perspective as well as a command and transfer of incident point of view.
- EFR hosted CPR day May 30, 16 people showed up out of the 40 who had signed up. Will improve advertising for next training.
 - Letter of Appreciation

Administrative / HR

- Finishing up multiple projects; chief's evaluation, I-9 audit, file audit, preparation for DL review of all members through motor vehicles and various policy manual issues.
- Amy will be on Medical leave the end of the month. – Best wishes to her and her little one.

Apparatus Equipment and Facilities Maintenance

- Tanker is under contract – already having pre-build meetings. Estimated delivery end of 2009. Funding – see old business.
- Pump truck accident - Chief DeJong acknowledged that no one was injured in the accident and that everyone is glad the driver, Mike Weege did not sustain any serious injuries. Director Kling's made a comment regarding today's accident: "We operate our equipment at the very end of their design envelope; it takes skill and courage on behalf of these volunteers to do it and not all the members of the department take that responsibility on. Once the incident happened today the apparatus which was top of the

line when it was purchased performed flawlessly and no one was seriously injured. It's a shakeup for all of us but those trucks have to roll and we appreciate the people that do that for us."

- Pump repairs underway. 4 have been rebuilt and tested. Total of 8 apparatus have been re-tested for 2009..
- ISO records preparation underway.

Communications

- Several items had technical difficulties this month. Silver lining – processes being repaired correctly. Rooms being organized more efficiently, equipment back-ups in place. American Towers working tower upgrades and maintenance.
- Working with 911 Inc to finalize installation of phone system.
- Waiting on Grant process for possible VHF migration. We are sitting #13 on the IPL sent to the state. Formal notifications will be made late April / Early May. Still no word on the status.
- Phone line audit complete, recommendations forthcoming. Should be able to restructure number and type of lines as well as save significant \$.

Emergency Medical Services

- EKG interface is working. Also received the grant funds from CDPHE and deposited in account.
- Finalizing changes to CE delivery – with input from Fire Operations, St. Anthony's and instructors.

EVFD

- June 13th Picnic, needing to adjust annual banquet date

Finance

- Audit almost complete, hope to have documents mid June.
- Live with First Bank. Will close out Bank of the West July 1.
- Financial software purchased installation and implementation underway. Chart of accounts almost complete, conversion to start this month.

Fire Prevention

- Fire Extinguisher training on June 3rd., will have statistics next month.
- Community Wellness day May 30, also working on Community CPR day with EMS.
- Working on updated fees schedule, check with Counsel on process for review and approval process, public involvement etc...Preparation packet being developed.
- Receiving give-a-ways for fire prevention from 911 Authority Board.

- Woody will be leaving the end of this week, moving back to Pennsylvania. We wish him and his wife well. The pre-planning projects will be forwarded to Jeff in the Public Education / Inspector position as Jeff is fairly familiar with the software. This position will not be posted or filled.

Fire Operations

- D.E. working on annual qualifications, "A" and "C" students underway. Also working on water shuttle training and efficiencies.
- Slash Weekend set for June 27/28.

- Wildland weekend a huge success – special thanks to Jeff A and Jeff D and other instructors for many hours of preparation and instruction.
- Probes are running fire calls in a support role only.

IT

- PM, repair and maintenance underway.
 - Servers and wiring completed as well as assisting in re-work of phone / CAD rooms at dispatch.
- Will develop long range plan.

Training

- Engraver received working on New PAR tags/replacements.
- State testing for Probes during June as well as another live burn.
- Working on Fire Officer I JPR's with Craig O'Connell.
- Working on IQS database. Working with State on some incorrect data and the process for changes and unit availability.
- Preparing for transition of Stores to Fire Operations.
- First Responder class scheduled and working on Haz Mat Instructor – both in July.

Other

- ISO preparation underway – will discuss more under new business – spending authorization.

OLD BUSINESS

NEAT - Chief DeJong presented two packets to the board; one regarding the artwork and the other the easements; the plan is a scaled back version of what they had previously proposed to us. All of the work will be done on our land so they only need to get the easement paperwork from us. NEAT would like the board to approve the new proposal along with the easement and indemnity paperwork required. Director DeDisse would like to see the approval from the county before making any motions. Chief DeJong asked the board if they could approve the design that way NEAT can move forward with the other paperwork. Director DeDisse made a limited motion to approve the preliminary design; Director Goldbach seconded the motion. The motion passed.

The second memo dated May 28 discusses the easement. Everything is the same as previously proposed except for the trail which they will need a construction easement from the District. The board was briefed on the new paver design and a motion was made to grant the construction easement pending legal review. Director DeDisse made the motion; Director Goldbach seconded the motion. The motion passed.

Burn Building Work Group - Fire Operations Chief Wayne Shephard had nothing new to report; he is still working on this project. The board is still looking into the possibility of building a burn building for EFR but this project still needs further investigation. A firefighter mentioned that West Metro Fire is building a burn building which would only be about 20 minutes away so we may be able to use that facility. No decision/action was taken by the board.

Organizational Structure Update: The board received a memo from Chief DeJong; nothing further to report.

HR Position: Amy Ferris the current PT HR Manager's last day is this Thursday. She is leaving to have a baby and has communicated to the Chief that she would like to return on a limited bases, working from home on the weekends. Chief DeJong didn't feel like that would

be a viable option for the district. Since we are members of Mountain States Employers Council (HR consultants) using them in a larger capacity maybe another option instead of hiring someone. The board requested additional information. Chief DeJong will come up with a recommendation to the board at the July meeting since he will be meeting with a Mountain States Employers Council representative later this month.

Tanker Funding: Based on the information received from Finance Director Brent Worthington, the board decided to purchase the tanker instead of leasing it. The payments will be made in two installments. Director Dedisse made a motion to approve the payment option; Director Goldbach seconded the motion; the motion passed.

NEW BUSINESS

Appropriation 2009-0002 for Pump Parts. These parts are needed to improve the performance of pumps in our inventory that have failed previous performance tests. Director Goldbach made a motion to approve the appropriation; Director DeDisse seconded the motion; the motion passed.

Construction Easement – Richard Hansen from Dreamweaver Homes asked the board to approve an easement for road improvements in front of Station 5. Dreamweaver Homes has built an 88 acre housing development in the area and would like to get the road to the development paved. After some discussion a motion was made to accept the easement. Director Dedisse made a motion to approve the easement option; Director Goldbach seconded the motion; the motion passed.

ISO Spending Authorization – Chief Garry DeJong requested the board to approve a spending authorization to purchase equipment for ISO. His request was to set a spending limit of 40K although as of today it looks like the district will only need about 27K. The 27K includes three master stream nozzles of which the funding could come from the tanker funds that were not used in the purchase of the truck. After some discussion by the board it was decided that the Chief would make the purchases necessary for our ISO testing since there is a 4-6 week lag between placing the order and shipment of the equipment. Then the Chief can bring more information to the board regarding the specific items being purchased.

Wildland Funding – The Clear Creek County Board of Commissioners would like to set up a wildland fire fund that both departments (Evergreen & CCC) could use in case of a major wildfire. The board decided that the Fire Chief should continue to attend and participate in the meetings regarding this issue but that the District is not interested in participating in this fund as the current proposal is written.

Board Correspondence – The board decided to go into executive session to discuss legal matters per CRS statute (see below)

EXECUTIVE SESSION

Director Goldbach made a motion for the board to go into Executive Session to discuss legal matters per Colorado State Statute: Section 24-6-402(4)(b) CRS; Director Simons seconded the motion. The board went into executive session at 8:50 PM

BACK IN SESSION

The meeting was back in session at 10:25 PM

MEETING ADJOURNED

The meeting adjourned at 10:25 PM

NEXT MEETING DATE

Tuesday, July 14 at 7:00 pm in Training Rooms A & B

Respectively Submitted,

Sylvia Ross
Recording Secretary