



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF THE EVERGREEN FIRE PROTECTION DISTRICT  
JANUARY 10, 2012**

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The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on January 10, 2012 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

**ATTENDANCE**

**DIRECTORS IN ATTENDANCE:** Jeff deDisse. Charles Dykeman, David Christensen, George Kling and Charlie Simons

**ALSO IN ATTENDANCE:** Bob Walter, Frank Dearborn, Brent Worthington, Vicky Gits, Mike Weege, Jeff Ashford, Robert Gottsman, Wayne Shephard, Eva Whitehead, and Sylvia Ross.

**MEETING CALLED TO ORDER** President Kling called the meeting to order at 7:02 P.M.

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

**APPROVAL OF AGENDA:** The agenda was approved with the addition of an executive session per Colorado State Statute 24-6-402(4)(e) for determining positions relative to matters that may be subject to negotiations in regards to Pericle Communications and 911 Inc.

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

- December 13 Regular Meeting Minutes: Approved as presented.

**PRESENTATIONS:**

- **November 2011 Financial Report:**

First Bank	\$ 150,612
C-Safe General Fund	\$ 489,774
Strategic Capital Fund	\$ 1,745,188
Capital Projects	\$ 199,479
Debt Service	\$ 211,690
Apparatus Replacement	\$ 1,213,365
Tabor Reserve	\$ 120,197
Charitable Donations	\$ 4,435

Total \$ 4,134,740

General Fund Revenues are at 119.2% of budget, and 119.8% of last year. General Fund Expenditures are at 85.4% of the budget, 113.6% of 2010 YTD. EMS Revenues are at 110.4% of Budget, and 125.3% of 2010 YTD. EMS Expenditures are at 90.7% of Budget, 116.7% of last year. Director Dykeman made a motion to approve the November 2011 Financial Report as presented; Director Simons seconded the motion; the motion passed unanimously.

- Bonds: Finance Director, Brent Worthington presented to the Board the impact of refunding of our current bonds. He would be willing to present this to the Board at the February meeting. These would be municipal bonds. President Kling suggested that he wait until the new board is seated in May; the other Board members agreed.

## **DIVISION REPORT**

### **Administration:**

- Gathering of data and photographs for the 2011 annual report underway.
- Payroll practices- new payroll practices have been determined but we are still working on a timecard option that is user-friendly for everyone. Pay periods for 2012 have been changed to match the emergency personnel schedule and employees have been notified.
- Fire Chief Recruiting timeline - It has been posted and we will be collecting resumes until January 20<sup>th</sup>, 2012.
- We have scheduled open enrollment meetings at both emergency personnel meetings in January, as well as 2 meetings during Admin hours. We will be looking at an option to add Vision to the EFR benefit package. New plans will be effective February 1<sup>st</sup>, 2012.
- Sexual Harassment Trainings- reviewing the content of the online training options and waiting for a price; I have followed up with the vendor to check in. Now hoping to start March 1<sup>st</sup>.
- Meeting with Exempla on 1/13/12 to discuss our protocols and options for physicals.
- Class codes for worker's compensation have been updated causing an increase in premiums
- Volunteer handbook- still with EVFD; M Weege followed up.

### **Communications:**

- Nothing to report at this time.

### **EMS:**

- Continue with AutoPulse trial.
- Replacing EMS bunker gear replacements have been ordered. Jackets should be in soon and pants the first of March.
- Medicare Compliance Rules still in the works
- HIPPA training will be rolling out beginning with the probes class 1/23/12
- Establish in house audits of Medicare billings to ensure were in compliance
- 2 day MCI training is set for May 11<sup>th</sup> and 12<sup>th</sup>.
- Protocols rolled out January 1<sup>st</sup>. EMS has taken the update class and the exam and are cleared to use. Volunteer EMT B's will have to take the same class and exam when SAC comes up with the program (TBA).

### **Maintenance:**

- One aspect of the long range plan will be implemented beginning in January. A monthly cistern inspection program will help insure water sources are viable. The cisterns are aging requiring more attention and repairs. A failed valve at the Squaw Pass site was discovered accidentally revealing the need.
- The LDH intake valves needed to be replaced on E-1 & E-6. Both were deteriorating to the point that they inhibited operations. The total cost for these valves was \$2,600.00 with a 12 year life expectancy.
- Dave Montesi is in the process of training others how to enter inventory using the bar code system purchased earlier. EMS is successfully incorporating this tool following an inventory audit and entry. The same procedure is beginning accomplished in maintenance with the aid of EMS and dispatch staff.

## **Fire Operations:**

- Having two chimney fires within hours of each other was rather unusual, we can expect more with the upcoming coldest month of January as people continue to use their stoves and resulting creosote buildup.
- A press editorial on our recent fires and winter home safety has been published in the Courier.
- Voice Amps for the new rookies and those currently found to be defective have been received and are being distributed. We were able to shave a good amount off the appropriation by the vendor.
- Mask fit testing will begin in February. Frank Ortega and Ben will help augment Chris Schleef and Kevin Evens in testing all our firefighters.
- We will complete our PIO training on Jan 9. The PIO team concept has exceeded our expectations. Special thanks to Doug and Stacey.
- Round 3 of the grants have so far passed us by; there are still several rounds to go. The regional grants will be a target in the future.
- Call responses of personnel and apparatus continues to be strong for the large events. The sizing and motivation of the volunteer workforce is paying off.
- Continue traction for the Training building.
- Frank and his crew along with EMS's cold zone support on recent fires have been exceptional. It is very appreciated by the firefighters.

## **Fire Prevention:**

- Working on developing for our web site and Jefferson/Clear Creek Counties Planning & Zoning Sections, cattle guard/bridge design load requirements. We currently have cattle guard/bridges in our fire district that will not support the weight of our pumpers and tenders/water tankers.
- Kids to College Pediatric Dentistry office will be opening later this month across from Station # 2.
- A "Smart Classroom Suite" has been purchased with assistance from a private donor and will be utilized for training of EMS, Firefighters, and the public. Trainees will be able to interact and engage with the instructor.

**BOARD MEETING TOPICS:** The Board meeting topics were discussed and updated.

## **UNFINISHED BUSINESS:**

- **Fire Chief Selection Committee Update:** The Fire Chief selection committee includes two Board members. President Kling appointed Director deDisse and Christensen to represent the Board on this committee. The committee will update all Board members as the hiring process continues.
- **Radio Project Update:** Captain and IT Coordinator Chris Johnson presented an update on the radio project: Frequency acquisition: This continues to be a significant challenge, although we are making progress. Our application is proceeding and thanks to many, many emails and phone calls we are starting to get letters of concurrence in hand. Bad news is we were hoping to acquire a frequency from another agency but they decided to keep it for their own use which is unfortunate as it puts us back a step. Director Kling asked if it would benefit us to negotiate with them. Mr. Johnson does not feel that is a good idea since we will need letters of concurrence with them and we don't want any issues with them. Purchasing hand held and truck radios: The bid has been published. Our friends with UASI in Denver are handling the RFP for us. We will be buying these sometime in the next 2-3 weeks. Purchasing infrastructure: We are currently blocked by the EHP process. FEMA - the root source of our money - needs to

approve all sites with this EHP process. Installation: We are beginning the bidding and installation process for equipment at station 2 and the Buchanan Rec Center. Temporary pagers: Thanks to some digging we found an affordable solution that will put some radio listening capabilities in the hands of our future firefighters. The board thanked Chris for all his hard work on this ongoing project.

### **NEW BUSINESS:**

- **Resolution 2012-0001: Designating Posting Locations for District Board Meetings:** The Board was presented with the 2012 posting locations; Director deDisse made a motion to approve the resolution designating the posting locations; Director Dykeman seconded the motion, the motion passed unanimously.
- **2012 Board Meeting Dates:** The Board was presented with the 2012 Board Meeting Dates. The only change is that the May meeting will be held on Thursday, May 10 since Tuesday, May 8 is election day. Director deDisse made a motion to approve the 2012 Board Meeting Dates as presented; Director Simons seconded the motion, the motion passed unanimously.
- **Resolution 2012-0002: Calling for the 2012 Regular District Election:** The Board was presented with the resolution calling for a election for the two open positions on the Board. Director deDisse made a motion to approve the resolution calling for a regular district election in May; Director Christensen seconded the motion, the motion passed unanimously.

### **BOARD MEMBER COMMENTS:**

The Board thanked the firefighters on the great job they did on recent fires. They also thanked Chris Johnson on his work on the radio project. The Board wants to acknowledge and recognize all the hard work he has been doing the last few months.

**EXECUTIVE SESSION:** President Kling made a motion for the board to go into an executive session per Colorado State Statute 24-6-402(4)(e) for determining positions relative to matters that may be subject to negotiations as it pertains to 911 Inc and Pericle Communications; Director Dykeman seconded the motion, the board went into Executive Session at 8:07 pm. Others present at the executive session were: Communications Department Supervisors, Shane Palmer and Christy McCormick, Assistant Fire Chief Mike Weege, and Interim District Manager Frank Dearborn, IT Coordinator and Captain Chris Johnson.

**BACK IN OPEN SESSION:** The Board was back in open session at 9:15PM.

### **MEETING ADJOURNED**

Director Simons made a motion to adjourn; Director Christensen seconded the motion; the motion carried; the meeting adjourned at 9:17 PM.

### **NEXT MEETING DATE**

February 14, 2012 at 7:00 PM; Administration Building - Training Rooms A & B.  
Volunteer Pension Meeting starts at 6:30PM – Training Rooms A & B

Respectively Submitted,

Sylvia Ross  
Recording Secretary