



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF THE EVERGREEN FIRE PROTECTION DISTRICT  
JANUARY 11, 2011**

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The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on January 11, 2011 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

**ATTENDANCE**

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

**ALSO IN ATTENDANCE:** Chief Garry DeJong, Brent Worthington, Frank Dearborn, Robert Gottsman, Vicky Gits, Shelley Hunter, Dave Montesi, Wayne Shephard, Jeff Ashford, Bob Walters, Eva Whitehead, Sylvia Ross.

**MEETING CALLED TO ORDER**

President Kling called the meeting to order at 6:06 P.M.

**EXECUTIVE SESSION**

Director Dykeman made a motion to go into executive session per CRS 24-6-402(4)(e) to discuss matters that may be subject to negotiations regarding the Chief's employment contract; Director Christensen seconded the motion, the motion passed. The Board convened into Executive Session at 6:07PM. Chief Garry DeJong left the executive session at 6:08PM and rejoined the Executive Session at 6:47PM. Director Dykeman made a motion to go into executive session per CRS 24-6-402(4)(a) to discuss the Troutdale property; Director Simons seconded the motion, the motion passed. The board convened into Executive session at 6:47 PM.

**BACK IN SESSION**

The meeting was back in open session at 6:58 PM.

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

**APPROVAL OF AGENDA** The agenda amended. The leave without pay discussion was moved to old business for continuity, spending authorization 2011-0003 has been removed, and under old business, the investment policy update should read: Portfolio Manager RFP Update. Director Dykeman made a motion to accept the agenda as amended; Director Christensen seconded the motion; the agenda was approved as amended.

**PUBLIC COMMENT:** Mr. Robert Gottsman made a public comment regarding the brochure that was mailed out by the Volunteer Fire Dept: he asked where do the donations get deposited? Director Kling explained the differences between EFPD vs. EFR vs. EVFD and that all monies collected go directly to the Evergreen Volunteer Fire Dept. He also asked a question on the assets and expenditures as posted in 2011 Budget for clarification. He also asked about the matching funds for the VHF grant and about the volunteer pension account transfer of funds from the General Account to the FPPA. The Chief addressed each of Mr. Gottsman's questions on the budget.

**APPROVAL OF MINUTES:**

- December 14, 2010 Meeting Minutes: Approved with some grammatical changes on page two of the minutes.

**PRESENTATIONS:**

November 2010 Finance Report: Brent Worthington presented the finance report.

**DISTRICT CASH AND INVESTMENTS**

First Bank	\$ 59,370
C-Safe General Fund	\$ 1,045,240
Strategic Capital Fund	\$ 1,256,671
Capital Projects	\$ 199,256
Debt Service	\$ 83,051
Apparatus Replacement	\$ 1,337,115
Tabor Reserve	\$ 120,061
Charitable Donations	<u>\$ 4,430</u>
 Total	 \$ 4,105,194

**Investment Policies**

An RFP has been sent out, with a response date of January 31. A recommendation will be made based on the replies. The goal of this process is to significantly increase the District’s investment income by taking advantage of higher yields available on longer-term securities.

**Variance Analysis**

General Fund Revenues are at 100.7% of budget, and 102.7% of last year.  
 General Fund Expenditures are at 78.6% of the budget, 94% of 2009 YTD  
 EMS Revenues are at 97% of Budget, and 91.9% of 2009 YTD.  
 EMS Expenditures are at 77.9% of Budget, 85.4% of last year.

Director Dykeman made a motion of accept and approve the November 2010 Financial Report as presented; Director Christensen seconded the motion; the motion passed unanimously.

**Chief’s Report:**

**Administrative / HR**

- Handbook revisions underway. Final areas of discussion underway with committee – some of which may be discussed tonight. Core group reviewing the revisions of the documents. There was a need to separate the employees and volunteers to accommodate the multitude of changes occurring. This is allowing the documents to read much easier. Both have the same first portions of the documents. Some of the topics being discussed with the committee.
  - LWOP
  - Vacation Sell Back
  - Floating Holidays (3)
  - Going negative in vacation balance
- Reviewing Insurance rates and options.

- EFR will be staying with United Healthcare as the medical insurance carrier. We will be able to offer 3-4 options of plans.
- Open enrollment meeting dates will be January 11<sup>th</sup> and 13<sup>th</sup>. This will include all benefits that EFR offers to our employees.
- Josh Witte unfortunately needed to resign due to personal reasons. Josh was able to finish assisting with “Skate the Lake” and many other projects prior to his departure. His absence will be missed. We will be preparing a posting and start the recruitment process.
- Finalizing the new review process. January Evaluations are underway.

### **Apparatus Equipment and Facilities Maintenance**

- Installation of generators and transfer switches have been completed. Waiting for commission – tentatively schedule for this Thursday.
- Preparing B-8, Medic 22 and Medic 42 chassis purchase. See spending authorizations.
  - Medic 42 which was the first unit selected for remount had what we thought was a catastrophic engine failure; it has been determined that it is not as catastrophic as we first thought. It is a fairly simple repair – it has injector problems. This will be sent to Lifeline in February to get the medic unit back on line. Evaluation taking place on the continued use of the chassis.

### **Communications**

- Working on new security / access system. This was covered by the 911 A board. A walk through was completed on the 6<sup>th</sup>. Install dates are being coordinated. Anticipate project completed by the end of February.
- Rewiring for some of the consoles underway. This will help balance the electrical load on the back up battery systems and allow for more ease of use.

### **Emergency Medical Services**

- SOGs are being reviewed and updates proposed.
- CQI and QA programs also being reviewed and revised.
  - This includes some changes in documentation.
- Proposed changes to billing being evaluated to improve cost recovery and efficiency in the process. This will take place in the March/April timeframe.
- Performing a needs assessment for equipment.
  - Hand held dopplers.
- Dave Diflumeri for short leave. Hopeful to finish Iraq deployment in May. Should be back to work in June.

### **EVFD**

- Started the 2011 Probe Academy with 17 Recruits.
- January 24<sup>th</sup> meeting will have Board and officer elections.
- Craig O’Connell has retired and is looking at the active retiree process.
- Josh Taylor resigned due to personal time constraints.

### **Finance**

- Moving forward with the Investment policy due diligence and research. RFP’s should be returned by January 31<sup>st</sup>. Will keep the Board posted on the progress.

- Working on the restatement of the 401a plan – similar to the 457 plan restatement approved last month. Much more detailed and more compliance issues. Working with the ERISA attorney, will keep the board updated. There will be a discussion in the March Board Meeting both in executive session then in open forum.

### **Fire Prevention**

- Station #2 fire alarm upgrade underway.
  - Once new system is in place every, new evacuation procedures will be developed and trained. This will be in conjunction with extinguisher trainings. This will be completed every January moving forward. System is functional – not yet accepted. A small punch list exists for finalization.
- Successful Skate the Lake event.

### **Fire Operations**

- Training building working on specifications and information.
- SOGs being reviewed and revised as needed.
- Successful Skate the Lake and Polar Plunge event.
- Trade out of CO monitors in place. More detailed readouts on the new monitors.
- SCBA mask fit this month.

### **IT**

- Working on maintenance and some upgrades. Will be working on some storage issues in the near future.
- Have received a Pictometry mapping system from the 911 A board. Being installed in dispatch to support directions / hazards and identifying features for responders. This will be installed on the individual dispatch consoles for use.
- Revisiting a new responder call-in system.

### **Training**

- IQS database moved to IQS Web – Ben to training session in January.
- Tracking those certifications that expired the end of the year, coordinating their needs to get them accomplished.
  - Submission of applications
  - Scheduled for needed trainings.

### **Special Comments / Other**

- Radio System update –
  - Working on identifying frequencies for VHF system ongoing. Have tremendous NCR support.
  - Development underway in the early stages.
  - Working on finding a link site for the move to Upper Squaw.
  - Formally received IGA from City/ County of Denver.
- Strategic Plan rewrite drafts underway.
  - Reviewing the comments from the ISO evaluation to see how that feedback may influence the strategic plan.
- Annual plans being finalized with divisions.
- Working on the 2010 Annual Report.
- First edition of the newsletter was sent out this past week. Comments and suggestions are always welcome. Will work on keeping it to two pages.

**BOARD MEETING TOPICS REVIEW:** Chief DeJong reviewed/updated the topics. A discussion ensued regarding our ISO rating and documents. He explained to the Board that the District only received one letter from ISO and not two. We should have received two rating letters. Our rating is still great but it is not a 5 throughout the district as previously thought; the rating is a 5 in hydrant areas and 6 in water shuttle areas. The rating was previously a 9 in water shuttle areas so going from a 9 to a 6 is significant. Due to this new information forthcoming, the Chief held off on the article for the paper. Once he has the formalized letter in his hand he will finish up the article for publication.

## **OLD BUSINESS:**

**Paid Staff Handbook Revisions:** A list of changes to the Staff Manual were presented by Chief DeJong. The handbook was divided into two handbooks: Paid Staff Handbook and Volunteer Firefighter Handbook. The first section of both handbooks are essentially the same, the other sections are specific to each group. Many of the changes were due to required statutory changes and others came from the Board and staff. There were not a great deal of content changes; most were to clarify existing language in the handbook. There are four topics for additional discussion for the Paid Staff Handbook tonight:

- **Leave without Pay (LWOP):** The handbook currently does not have a policy for LWOP. This recommendation came from paid staff only and presented to the Board by Shelley Hunter at the December board meeting. Per Director's Simons questions on the policy, a discussion ensued regarding the difference between LWOP, Leave of Absence and vacation accrual rates. A Leave of Absence is a prolonged absence, LWOP is for a few days of absence only, not extended leave. A discussion ensued regarding vacation accrual rates and the vacation rollover policy for all employees including division managers who can rollover 160 hours of vacation which Director Simons pointed out is a big liability for the District. Several employees voiced their opinions on the subject. After a very lengthy discussion, Director Kling addressed the issue by saying that he feels the District's benefits are generous in terms of paid holidays and would like to see the approval of the floating holidays and letting employees go into a negative vacation balance and see how these changes work before entertaining a LWOP policy. Director Kling would like to approve the floating holiday and vacation borrowing and table the LWOP for six months. Director Christensen explained that at his place of employment they allowed LWOP under certain circumstances, and supports a LWOP policy. Director Simons also supports a LWOP policy and would like further discussion on topic and would like to see as liberal of a policy as possible. After several more comments on the LWOP policy, including how this type of policy would influence health benefits, a discussion ensued about changing the sick leave language to include immediate family members and it was agreed that the language would be considered by the Handbook Committee.
- **Vacation Negative Balance Policy:** The current language states, "If necessary, employees are allowed to 'borrow' up to a maximum of 40 hours against vacation they will earn during the remainder of that calendar year with advanced approval of the Fire Chief." Chief DeJong feels this is not a good practice and has not approved any employee going into the negative. If the Board wants this practice to change and allow negative vacation balances with appropriate safety measures he will certainly do that. After some discussion, it was agreed that the Chief would allow for employees to borrow against their vacation accrual (up to 40 hours) as long as an employee signs an agreement which would allow the District to deduct these hours taken from their paycheck if the employee was to leave the District before re-accruing the hours back.

- Floating Holidays – 3 holidays: The three holidays that will be switched to floating holidays are: Martin Luther King, Presidents Day and Veterans Day.
- Vacation Sellback Policy: This topic will be addressed by the Handbook Committee at a separate meeting.

After all the discussion and input from the Board, the Chief will implement the borrowing of vacation up to forty hours with appropriate documentation to safeguard the District's liability, and implement the three floating holidays as described above. There was not a consensus on the LWOP policy. Director deDisse said he could not make a recommendation until he hears back from our broker on Thursday on how this could affect benefits. Director Simons philosophy is that we are a small group, and would like to think of this place as a family, and if employees want to take a day off without pay for whatever reason he is fine with that provided it does not negatively impact the District or the employee; and we will not know that until we hear back from the insurance broker. He also agrees with Director Kling that the District offers an abundance of benefits. After further discussion it was agreed that language would be written up after hearing back from the broker. The Chief will do further research on LWOP but in the meantime the vacation borrowing and floating holiday policies should elevate the need for LWOP. Director Simons reiterated that he would like to see a LWOP with set limits. The Chief will take this information and start on finalizing the draft handbook for the next board meeting. Prior to the meeting the draft handbook will be presented to the staff for review via email.

**Volunteer Firefighter Handbook:** There were some discrepancies between the handbook and the bylaws regarding disciplinary action. Most of the changes in the volunteer handbook were to get the handbook and the bylaws to match. Other changes were due to FPPA requirements, call credit changes as well as incorporating the active retiree resolution that was passed previously by the Board.

**Portfolio Manager RFP Update:** Finance Director Brent Worthington updated the Board on what funds can be invested and what types of securities they can be invested in. These are controlled by the states investment policies. He has sent out the RFP to secure a portfolio manager. This will give the District someone who can set up the infrastructure to allow us to purchase the allowable securities we can invest in.

**2011 Board Meeting Dates:** A list of the 2011 Board Meeting dates were presented to the board. Board meetings are held the second Tuesday of every month beginning at 7pm unless otherwise posted. A motion was made by Director deDisse to approve the meeting dates as presented; Director Christensen seconded the motion; the motion passed unanimously.

**2011 Board Retreat:** Would the Board consider scheduling a work session/retreat to deal with the mandated Senate Bill # 1052 which requires members of boards to through some formalized training on how Board of Directors react to large wildland fires based on the passed wildland bill. More information will follow in the coming months. The topic will be placed on the Board Topic List.

## **NEW BUSINESS**

- Resolution 2011-0001 Designating Posting Locations for District Board Meetings: Director Dykeman made a motion to approve the resolution as presented; Director Simons seconded the motion; the motion passed unanimously.
- Resolution 2011-0002 Adopting the Jefferson County Colorado Multi-Hazard Mitigation Plan: Director deDisse made a motion to approve the plan as written by Jefferson

County and approved by both the Chief and Fire Marshal Frank Dearborn . This plan allows the District to access grant money and it also helps to acquire funds at the Federal level. Director Christensen seconded the motion; the motion passed unanimously.

- Spending Authorization: 2011-0001 for Brush 8 Chassis: Director deDisse made a motion to approve the authorization as presented; Director Christensen seconded the motion; the motion passed unanimously.
- Spending Authorization: 2011-0002 for Brush 8 Skid: Director deDisse made a motion to approve the authorization as presented; Director Christensen seconded the motion; the motion passed unanimously.

### **BOARD MEMBER COMMENTS:**

Director deDisse thanked Fire Operations Chief Wayne Shephard for his years of service in that position and all the personal time he spent on behalf of the volunteer firefighters, attending Board meetings, etc.

Director Simons wanted to clarify that the Training/Burn building is not a done deal.

Director Dykeman also thanked Fire Operations Chief Wayne Shephard for his service.

Director Kling thanked Fire Operations Chief Wayne Shephard and also addressed Director Simons comment that unless this Board passes a motion to kill the Training/Burn Bldg, the District needs to continue to proceed on this project.

### **EXECUTIVE SESSION**

Director Simons made a motion to go into executive session per CRS 24-6-402(4)(f) for Personnel Matters: To discuss personnel matters pertaining to the Chief; Director Christensen seconded the motion; The board went into Executive session at 9:16 PM.

### **BACK IN SESSION**

The meeting was back in session at 10:34 PM.

### **MEETING ADJOURNED**

Director deDisse made a motion to adjourn; Director Christensen seconded the motion; the motion carried; the meeting adjourned at 10:36 PM.

### **NEXT MEETING DATE**

District Board Meeting, Tuesday, February 8, 2011 at 6 pm in Training Rooms A & B  
Volunteer Pension Board Meeting begins at 6:30 PM.

Respectively Submitted,

Sylvia Ross  
Recording Secretary

### **ACTION ITEMS:**

- ISO Article for Courier
- Staff Handbook Revisions and Handbook Committee Meeting

**February 2011**

Active Topics Discussed:	Discussed:	Update	Recommendations
Feasibility Report on training/burn bldg.	Apr-09	Dec 10	Working on specifications and information.
Mandated HR Trainings (Harassment/Violence)	May-09	Nov-10	Will be presenting potential changes to Staff Handbook including HR training issues.
Review of District Benefits Package	Dec-09	Dec-10	Handbook revisions underway. Update at the December meeting. Additional discussion as presented below under Handbook Revisions.
New Security Card System	Feb-10	Jan-11	Almost completed, working with IT to finish the installment.
Schedule another Strategic Planning Mtg.	Mar-10	Jan-11	Meeting with each division manager are being scheduled; will be discussed at Feb Exec Staff Meeting.
Handbook Revisions	Nov-10	Feb 11	Handbook revisions completed. Met with Handbook Committee; final draft will be presented at the February Meeting for adoption.
Fire Danger Signs - High School Project	Sep-10	Jan 11	We need to open this project to other people for outside interest and do something in house. Director Christensen will try contacting the high school.
ISO Article	Dec 10	Feb 11	Once we receive the Second ISO letter regarding water shuttle rating the article will be completed.
401a Paid Pension Plan Reinstatement	Jan 11	Mar 11	The reinstatement will be discussed in Exec session then in open session in March.
Board Retreat – Senate bill #1052	Jan 11		Additional discussion will come in the following months.
EMS Billing Bundling Charges	Jan 11	Mar 11	EMS charge bundling is recommended for increase collections as Medicare and other commercial insurances are now paying on bundled charges instead of a la carte.



