



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE EVERGREEN FIRE PROTECTION DISTRICT
FEBRUARY 8, 2011**

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on February 8, 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 (by teleconference)

ALSO IN ATTENDANCE: Chief Garry DeJong, Brent Worthington, Frank Dearborn, Robert Gottsman, Mike Novick, Frank Dearborn, Evan Soibelman, Jeff Ashford, Todd Briscoe, Christy McCormick, Sylvia Ross

MEETING CALLED TO ORDER

President Kling called the meeting to order at 7:03 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 as presented.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: January 11, 2010 Meeting Minutes: Approved with some grammatical changes on page five of the minutes.

PRESENTATIONS:

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

DISTRICT CASH AND INVESTMENTS

First Bank	\$ 104,192
C-Safe General Fund	\$ 194,720
Strategic Capital Fund	\$ 1,519,305
Capital Projects	\$ 199,286
Debt Service	\$ 83,064
Apparatus Replacement	\$ 1,581,061
Tabor Reserve	\$ 120,079
Charitable Donations	\$ 4,430
 Total	 \$ 3,806,137

Portfolio Manager RFP update: Responses have come back on the RFP. Interviews will be conducted in the next week or two, and Staff will bring a recommendation to the Board at the March 8 meeting.

Variance Analysis:

- General Fund Revenues are at 98.5% of budget, and 101.2% of last year.
- General Fund Expenditures are at 82.6% of the budget, 92.8% of 2009 YTD
- EMS Revenues are at 98% of Budget, and 110.4% of 2009 YTD.
- EMS Expenditures are at 79% of Budget, 96.7% of last year.

Director Kling asked about closing the books at year end. Brent replied that we are still getting a few 2010 invoices but the 2010 books will be closed in the end of February. He also asked about the 2010 audit and Brent replied this year the audit will be performed in April with the final audit presented to the Board in June.

Director Dykeman made a motion of accept and approve the December 2011 Financial Report as presented; Director Christensen seconded the motion; the motion passed unanimously.

CHIEF'S REPORT:

Administrative / HR

- Handbook revisions - discussion under old business. Possible adoption of updated Handbooks.
- Preparations for posting Community Educator / Fire Inspector position.

Apparatus Equipment and Facilities Maintenance

- Installation of generators and transfer switches has been completed and are fully commissioned.
- Medic 42 mechanical malfunction was repairable. Has been sent to lifeline to begin remount process.

Communications

- Working on new security / access system. This was covered by the 911 Authority board. Hardware has been installed and now working on the software upgrade.
- 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. Final phase is getting the breaker panel balanced.
- Director Simons asked if there is a time limit to finish the VHF project that is funded by the UASI Grant? Chief DeJong replied that yes there is; the project must be completed by October 2011. Director Simons asked will we meet that deadline? Chief DeJong replied that we will be really close and that we can ask for an extension just in case. Also the Chief is having a conference call tomorrow with RCC (the company that we will be getting our frequencies from); he will have more information once he speaks with them. The Chief is working with EPRD to use the Buchanan Rec Center building to install a repeater which would then transmit the signal to our facility.

Emergency Medical Services

- SOGs are being reviewed and updates proposed.
- Documentation policies being updated.
- Continuous Quality Improvement (CQI) and Quality Assurance (QA) is underway and has so far flushed out some High Plains documentation errors that have since been fixed. We've also seen a vast improvement in the number of reports that are coming back complete including all required signatures.

- Proposed changes to billing being evaluated to improve cost recovery and efficiency in the process. This process is still in the evaluation stage.
- Performing a needs assessment for equipment.
 - Hand held Dopplers. Looking into EMS State providers grants.
- First Responder portion of Fire Academy being taught.
- Evaluating feasibility of hosting an EMT-Basic Course.

EVFD

- 2011 Probe Academy currently with 16 Recruits
- January meeting will have Board and officer election
- Jeff Ashford is the new Fire Operations Chief
- EVFD Board Elections - Results:
 - President – Sean Wood
 - Vice President – John Porter
 - Secretary – Paige Maslow
 - Treasurer – Steve Oakley
 - Pension Board Member – Todd Briscoe

Finance

- Moving forward with the Investment policy due diligence and research. FRPs should be returned by January 31st. 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.

Fire Prevention

- Frank and Shelley will be attending the ICC conference the last of Feb /first of March.

Fire Operations

- Training building working on specifications and information.
- SOGs being reviewed and revised as needed.
- Feb training will be Electrical Emergencies.
- Top call Runners for 2010:
 - Duncan: 431 calls
 - Swinden: 421
 - Ashford: 382
 - Miller (Rookie) will put us all to shame
- Year of Service Stars:
 - 05 Years: Johnson, Oakley, Reilly, & Searcy
 - 10 Years: Martin, Montesi, Schneider, & Weege
 - 15 years: Wood

IT

- Working on maintenance and some upgrades. Will be working on some storage issues in the near future.
- Revisiting a new responder call-in system and new logging system.

Training

- IQS database moved to IQS Web – Ben to training session in January.

- Tracking those certifications that expired at the end of the year, coordinating their needs to get them accomplished.
 - Submission of applications
 - Scheduled for needed trainings.
- Finishing up last quarter of 2010 NFIRS reports.
- Three Firefighters to an extrication workshop 2/17/11.

Special Comments / Other

- Radio System update –
 - Working on identifying frequencies for VHF system ongoing. Have tremendous NCR support. Conference Call next week for update.
 - Working on finding a link site for the move to Upper Squaw. Currently working with EPRD for a potential site.
- Strategic Plan rewrite drafts underway.
 - Reviewing the comments from the ISO evaluation to see how that feedback may influence the strategic plan.
 - Drafts currently being worked on.
- Annual plans being finalized with divisions. Should be completed by middle of the month.

Board Topics for Discussion

Topic	Recommendations / Updates
Training/Burn Building	Operations continuing to work with Vendor
Mandated HR Trainings	Inclusion in the Handbook revisions – underway. Training will be coordinated after Handbook adoption.
Station #2 Fire Alarm	Being completed this week – recommend put in completed file
Review of District Benefits	Handbook revisions underway. 401a at ERISA attorney
Security Access	Upgrade and install being coordinated. Estimated completion in February
Strategic Planning meeting	Meetings and drafts at division level underway.
Handbook revision	Underway. Discussion tonight draft for adoption - February
Fire Danger School project	Minimal interest from High School – recommend opening up the project for other outside interest. Director Christensen working on Clear Creek.
ISO Article	Finishing clarification with ISO on the 5/6 issue.
401 a Pension	Executive Session at 6 pm of March meeting for advice of legal counsel concerning the issue.
EMS Billing	Working on proposal for March meeting.

CHANGE IN ATTENDANCE: Eva Whitehead joined the meeting via teleconference at 7:34pm

OLD BUSINESS: Chief DeJong explained that the Volunteer Handbook will be discussed at the March meeting. The firefighters are still working on the handbook but it should be ready to be discussed at the March Meeting.

Paid Staff Handbook Revisions: Since the last discussion, our attorney Linda Alexander has given us some feedback on the legal issues we asked her to look over. The changes to the handbook have been highlighted on an attached sheet. The Chief would like to get the Handbook approved tonight.

- Vacation Sellback Policy: Eva emailed out six different options for the Board to consider. Since our current handbook does not have a vacation sell back policy, the question is: Does the board want to consider the policy and if so who does the Board want this policy to affect? The recommendation to the Board is to allow employees who have 10 years or more of employment to be able to sell back their unused vacation up to 40 or 80 hours. Director Simons added that this policy would have a significant fiscal impact on the District. Director deDisse joined the meeting. Further discussion ensued. The Chief feels this will be a small relief for those that find themselves in the situation where they have the chance of losing a great deal of accrued vacation. Director Simons commented that the accrual rates are the real problem; six weeks of vacation is ludicrous. Director Kling agrees. This issue needs to be discussed further either within the staff handbook committee or as a work session by the whole board.

Director Kling would like to take a vote on the three remaining issues and keep the vacation sellback policy and vacation accrual rate issue as a discussion topic for the next meeting. This would allow the adoption of the staff manual but still allow the two remaining topics to be discussed further. Director Simons would like to go on record saying: The vacation accrual rates have to be fixed and he is willing to fix it. It is recommended by Eva Whitehead, our HR Manager, to take the vacation sellback and accrual rates as a whole (as a package) instead of making piece meal changes to the policy. Further discussion ensued.

Director Dykeman made a motion to approve the Negative Vacation, Floating Holiday and Leave without Pay Policies as presented and written in the Staff Handbook; Director Kling seconded the motion. A discussion ensued. After the discussion a vote was taken: Directors Dykeman, Kling and Christensen voted to approve the motion; Directors Simons and deDisse voted against the motion; the motion passed by a 3-2 vote.

The Chief then highlighted the rest of the major changes to the handbook. A discussion ensued regarding the anti-violence/dangerous weapons/concealed weapons policy. Director Kling agreed to work further on that issue with the Chief. After further discussion on several other topics including the comp time policy and eligibility changes in sick time policy a motion was made by Director Dykeman to accept the staff handbook as presented as well as accepting the floating holiday, negative vacation and leave without pay policies as voted on previously; but allowing for further discussion/changes on the anti-violence and vacation accrual policies; Director Christensen seconded the motion; the motion passed unanimously.

CHANGE IN ATTENDANCE: Eva Whitehead left the meeting (via teleconference) at 8:55 pm.

NEW BUSINESS

- 2011 Annual Report: The Chief presented to the Board the 2011 Annual Report which will be filed with the secretary of state per state statute. Mr. Novick asked about the 2011 EMS calls and the calculations. Further discussion ensued. Director Simons made a motion to accept the 2011 Annual Report as presented; Director Christensen seconded the motion; the motion passed unanimously.

- Spending Authorization: 2011-0003 for Brush 8 Bed: Director Dykeman made a motion to approve the authorization as presented; Director Christensen seconded the motion; the motion passed unanimously.
- Spending Authorization: 2011-0004 for Hose Roller: Director deDisse made a motion to approve the authorization as presented; Director Simons seconded the motion; the motion passed unanimously.

BOARD MEMBER COMMENTS:

Director deDisse would like us to look for a conference phone for the Board meetings; and also thanked Bob Walter for his work and that he is a great asset to the department.

Director Simons wanted thank Frank for his help the other day.

MEETING ADJOURNED

Director Kling clarified that the Pension Board Meeting would start immediately after the adjournment of this meeting. Director Dykeman made a motion to adjourn; Director deDisse seconded the motion; the motion carried; the meeting adjourned at 9:03 PM.

NEXT MEETING DATE

District Board Meeting, Tuesday, February 8, 2011 at 6 pm in Training Rooms A & B

Respectively Submitted,

Sylvia Ross
Recording Secretary

March 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.
New Security Card System	Feb-10	Jan-11	Almost completed, working with IT to finish the installment.
Schedule another Strategic Planning Mtg.	Mar-10	Feb-11	Meeting with each division manager scheduled; was discussed at Feb Exec Staff Meeting ; draft in 3 months
Handbook Revisions	Nov-10	Feb 11	Handbook adopted. as well as accepting the floating holiday, negative vacation and leave without pay policies but allowing for further discussion/changes on the anti-violence and vacation accrual policies
Fire Danger Signs - High School Project	Sep-10	Jan 11	Minimal interest from High School; recommend opening up the project for other outside interest. Dir. Christensen working on Clear Creek HS.
ISO Article	Dec 10	Feb 11	Finishing clarification with ISO on the 5/6 issue.
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.
Review of Vacation accrual & Sell Back Policy	Jan-11	Feb-10	Board will meet either in committee or open session (work session) to discuss.
EMS Billing Bundling Charges	Jan 11	Apr 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.