



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

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on March 8, 2011 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

ATTENDANCE

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

ALSO IN ATTENDANCE: Chief Garry DeJong, Brent Worthington, Frank Dearborn, Bob Walter, Mike Novick, Frank Dearborn, Vicky Gits, Jeff Ashford, Mike Weege and Sylvia Ross.

MEETING CALLED TO ORDER President Kling called the meeting to order at 6:02 P.M.

EXECUTIVE SESSION: Director Dykeman made a motion to go into executive session per 24-6-402(4)(b) CRS; conference with our attorney to receive legal advice regarding the 401a Pension Plan. Brent Worthington, Finance Director; Kirsten Stewart, Attorney; and Chief DeJong were also present in the Executive Session.

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

CHANGE IN ATTENDANCE: Director Simons joined the meeting by teleconference at 7 PM.

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 amended; under Unfinished Business, the Volunteer Handbook is tabled until the next meeting.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: February 8, 2010 Meeting Minutes; Approved as presented.

PRESENTATIONS: Finance Director, Brent Worthington presented the January 2011 Finance Report to the Board.

DISTRICT CASH AND INVESTMENTS

First Bank	\$ 81,303
C-Safe General Fund	\$ 159,722
Strategic Capital Fund	\$ 1,519,455
Capital Projects	\$ 199,315
Debt Service	\$ 83,074
Apparatus Replacement	\$ 1,081,296
Tabor Reserve	\$ 120,097
Charitable Donations	\$ 4,431
Total	\$ 3,248,693

2010 Audit

Fieldwork will commence April 11, 2011. Finance staff is in the process of reconciling and finalizing all 2010 activity, so all will be clean and easy for the Auditors

VARIANCE ANALYSIS

General Fund Revenues are at 98.5% of budget, and 125.7% of last year.

General Fund Expenditures are at 72.3% of the budget, 112.1% of 2010 YTD

EMS Revenues are at 111% of Budget, and 145.2% of 2010 YTD.

EMS Expenditures are at 77.6% of Budget, 119.9% of last year.

It's important to remember that variance analysis becomes far more meaningful and informative as we get deeper into the year; in the first 2 or 3 months, large expenditures, while included in the budget, can magnify the variances.

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

CHIEF'S REPORT:

Administrative / HR

- Handbook revisions: Volunteer Handbook 35% completed; final draft sent to Sean Wood and Jeff Ashford for review and adoption slated for next month.
 - Drafts of proposed vacation policy and antiviolence policy from the Staff Handbook sent to Handbook committee for review and meeting.
- Posting Community Educator / Fire Inspector position is underway.
- Performance improvement policy under development.

Apparatus Equipment and Facilities Maintenance

- Medic 42 undergoing remount process. Hopeful for return late March or early April. Medic 22 will follow.
 - Spending authorizations need approval.
- Brush 8 components starting to arrive. Anticipate chassis being delivered sometime in March. Hopeful to have in-service in mid to late April for Wildland season.
 - Board will need to discuss the future of current B-8; Chief recommends work session or as an agenda item.
- Excel has completed the installation of natural gas to station #7. Currently converting appliances.
- Station #1 has major issues with the water main. Currently being evaluated for solutions. Station may be without water for a period of time; backflow preventer needs to be installed (\$2 - 3K). Will try to make all notifications when this occurs. Director Kling asked about repairing the sewer problem at station 1 completely; Chief Dejong replied at that point it becomes a capital project which the board would have to discuss the funding for such a project.
- Bar coding system being implemented and project moving forward.

Communications

- 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. This will be accomplished during the installation of the new carpeting slated for mid April.
- New flooring will be installed in mid-April courtesy of the 911 Authority Board.

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; one at each station. Looking into EMS State providers grants. Two would be approx. \$1500.
- First Responder portion of Fire Academy being taught almost complete.
- Evaluating feasibility of hosting an EMT-Basic Course for St. Anthony's. Looks like we will host a class in May/June. This is being finalized.
- Bar coding project almost completely on line.

EVFD

- 2011 Probe Academy currently with 15 Recruits.
- Four personnel recently resigned: Josh Taylor, Bill Spialek, Bill Tiedeman and Jesse Maslanik.

Finance

- Investment recommendation made in financial report.
- 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.
 - Synopsis of E-session.

Fire Prevention

- Frank and Shelley will be attending the ICC conference the last of Feb /first of March.
- Qwest Building, on main street, will be replacing new fuel take in mid April.

Fire Operations

- Training building, Asst Chief, Wayne Shephard working on specifications and information to present to the board in April.

- SOGs being reviewed and revised as needed.
- April Training will be Wildland Safety ; Pack tests ongoing.
- Setting up to participate in Douglas County multi-agency drill.

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.
- Working on new security / access system. This was covered by the 911-A Board. Hardware has been installed and now working on the software upgrade. Slight problem getting Stations #1 and #4 corrected. That has taken place now working on final installation of new software.

Training

- IQS database moved to IQS Web – very close to having our access approved.
- Tracking those certifications that expired the end of the year, coordinating their needs to get them accomplished; Waiting on certificates to be returned.
- Finishing up last quarter of 2010 NFIRS reports. Completed, Mike Mendelsohn assisting with 2011.
- Three Firefighters to an extrication workshop 2/17/11. Excellent class and brought back new techniques to consider and to implement into training.

Special Comments / Other

- Successful Nut Fry; Garry thanked all who coordinated it.
- Radio System update –
 - Working on identifying frequencies for VHF system ongoing; three are 90% done; three more to go – we need 6 frequencies. Have tremendous NCR support.
 - Working on finding a link site for the move to Upper Squaw. Currently working with EPRD for a potential site. Approved by EPRD Board, will be working with Interim Director Wulf on the specifics moving forward.
 - Extension for additional time through the state has received verbal approval, finalizing in written form (Jan/Feb extension).
- 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 and being actively worked on.

BOARD MEETING TOPICS

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.

UNFINISHED BUSINESS: None

NEW BUSINESS

- **Resolution 2011-0003: 401a Restatement:** Chief DeJong explained that this re-statement will bring the plan into compliance. As required in the restatement the pension board is to consist of five members. It also states that employees become eligible once they work 1000 hours. There is no “per calendar year” language. Chief recommends that the Board accept and approve the restatement. Director Dykeman made a motion to accept and approve the 401a Plan Restatement as presented; Director deDisse seconded the motion; the motion passed unanimously.
- **401a Pension Board:** President Kling addressed the development of the Pension Board. The Board should consist of two community members/electors, two full-time paid staff members and the district’s finance director who assumes the role as treasurer. He inquired if there needs to be any advertising of the board positions that are open to community members/electors. The Chief replied that the state statute language says the Board is to consist of two Board members, two active employees and the district treasurer; but we can certainly advertise if the board would like to go in that direction. After some discussion, a motion was made by Director deDisse that the 401a Pension Board, to comply with Article 8.1 of the plan, will consist of two current district board members, two full-time paid employees, and the district finance director who serves as the treasurer; Director Dykeman seconded the motion; the motion passed unanimously. After the vote, President Kling nominated Director Christensen for one of the positions; Director deDisse nominated Director Dykeman for the other board position; with no other nominations appearing; Director Christensen and Dykeman were elected as members of the 401a Pension Board. The Chief will come up with a process to solicit nominations and then hold an election. The 401a Pension Board will meet at least quarterly as stated in the plan. Once the board is set in place a decision will be made as to when the Board will meet.
- **Resolution 2011-0004: UMB Institutional Fixed Income Group for District’s Portfolio Manager:** Finance Director, Brent Worthington presented to the Board his recommendation to approve UMB Bank as the District’s portfolio manager. Mr. Worthington is going to draft a policy that is specific to the District and more conservative than state statute for the portfolio manager to follow. After some discussion, Director Christensen made a motion to accept Mr. Worthington’s recommendation to select UMB Bank as the District’s portfolio manager, Director deDisse seconded the motion. A vote was taken:

Director deDisse	Yea
Director Dykeman	Yea
Director Christensen	Yea
Director Simons	Nea
Director Kling	Yea

The motion passed.
- **Spending Authorization 2011-0005: Medic 42 Remount:** Medic 42 is almost completed, the amount is \$126,003; the \$1000 difference between the two medic remounts is due to a small repair on medic 42. The old chassis of both units will be reused; the old boxes will be remounted on new chassis, with new power plants and transmissions. Once the unit is delivered, payment will be processed. Director deDisse made a motion to

process and approve the payment for Medic 42's remount, Director Dykeman seconded the motion. A vote was taken:

Director deDisse	Yea
Director Dykeman	Yea
Director Christensen	Yea
Director Simons	Nea
Director Kling	Yea

The motion passed.

- Spending Authorization 2011-0006: Medic 22 Remount: Medic 22 will be sent out for the remount once Medic 42 is back in service. The amount is \$125,003. Director Christensen made a motion approve the spending authorization for Medic 22's remount, Director Dykeman seconded the motion. A vote was taken:

Director deDisse	Yea
Director Dykeman	Yea
Director Christensen	Yea
Director Simons	Nea
Director Kling	Yea

The motion passed.

BOARD MEMBER COMMENTS: None.

EXECUTIVE SESSION

Director deDisse 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 Dykeman seconded the motion; the motion passed. The Board went into Executive Session at 8:15PM.

BACK IN SESSION

The Board was back in open session at 8:57 PM. No comments were made.

MEETING ADJOURNED

Director deDisse made a motion to adjourn; Director Dykeman seconded the motion; the motion carried; the meeting adjourned at 9:00 PM.

NEXT MEETING DATE

District Board Meeting, Tuesday, April 12, 2011 at 7 pm in Training Rooms A & B

Respectively Submitted,

Sylvia Ross
Recording Secretary

APRIL 2011

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Board Retreat – Senate bill #1052	Jan 11	?	Additional discussion will come in the following months.
Review of Vacation accrual & Sell Back Policy	Jan-11	April 11	Handbook committee meeting held; update at April Board Meeting
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.