



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE EVERGREEN FIRE PROTECTION DISTRICT
MARCH 9, 2010**

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on March 9, 2010 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

ATTENDANCE

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

ALSO IN ATTENDANCE: Chief Garry DeJong, Nick Boukas, Linda Alexander, Vicky Gits, Evan Soibelman, Frank Dearborn, Jeff Beard, Wayne Shephard, Jeff Ashford, Mike Novick, Dave Christensen, Scott Martin, Jen Martin, Art Martin, Mike Weege, Sylvia Ross.

MEETING CALLED TO ORDER

President Dykeman called the meeting to order at 7:00 P.M.

TIME OF REMEMBRANCE AND REFLECTION: The pledge of allegiance was recited and a moment of silence was observed. Director Kling mentioned that one of our staff members, David Diflumeri will be deployed to Afghanistan and to keep him and his family in our thoughts.

INTRODUCTION: Director Dykeman introduced Dave Christensen, the newest member of the board that will take a seat on the board at the May board meeting.

APPROVAL OF AGENDA One item was changed. Under old business, the Genesee Exclusion/Inclusion should be designated as a hearing. Other than that change the agenda was approved as presented.

PUBLIC COMMENT:

- Public Comment: None.
- Public Comment: Director Goldbach would like to speak at the next board meeting since that will be his last meeting but wanted to note that on April 30, 1960 he was sworn in to the New York Fire Dept. and on April 30, 2010 will make it 50 years.
- Public Comment: Director Dykeman made the following comment: Last month, I made a motion to give a merit award to the Chief of \$3500, the same amount as the previous year, which was supported by Mr. Simmons and Mr. Goldbach. Mr. Kling voted "no", while Mr. DeDisse abstained. The next day, I received an email from Mr. Kling that expressed several subjects of his displeasure with me. He has the absolute right to do so. I forwarded his email to the rest of the board and asked for an apology for these accusations. In the absence of an apology, I am forced to respond for the record to the remarks made by Mr. Kling. The allegations are totally without foundation and are a complete misrepresentation of the facts.

The first request was, and I quote "I think you and Garry should disclose your previous working relationship to the board." This rumor was created in 2007 following the hiring of Chief DeJong. I answered the rumor in two public sessions in the fall of 2007 and thought it was put to bed, but obviously not. Our family lived in Albuquerque from 1986-1993 at the same time Chief DeJong and his family lived and worked there. Chief

DeJong was born in Iowa one day following our daughter's birth in Iowa, but we did not know he or his family in the state. The first time I met and spoke with Garry was during the interview sessions held by the board in August of 2007. I had never known he or his family until that time. I find it difficult to believe that a decision made by three members of this board was due to a rumor of a non relationship with Garry and not because the three of us felt it the right thing to do.

The second request by Mr. Kling was especially discouraging, and I quote "in two years you have put absolutely no work towards this district. If I am wrong provide evidence". As I began to think how to respond to his request, I recalled that two years ago this board decided that each and every one of us were equal and that we would react to board decisions. As President, I can make motions and vote on issues as can all the other four members. I only sign documents following authorization by the board. That being the case, his statements were towards the other members of the board, not just me. We have authorized various board members to study various issues and bring the results back to the board as a whole. This board has accomplished a great deal in these past two years and will do so in the future.

The third was more of a suggestion and I quote "You even said last night "I don't want to work that hard, my advice don't." What I said was I did not have the time nor inclination to interview all our employees to determine their satisfaction with this department or its leadership. We have heard over time that this board has the right to do whatever it wants to make sure we have a great fire district. That is true, we do have the right to be involved in any facet of the district, but there are times when being involved is not the right thing to do. A city council does not interview the policeman on the street to determine his satisfaction with the Chief, a school board does not interview teachers or principals to determine their satisfaction with the superintendent. They have the right to do that, but it is not the right thing to do. That is the supervisors job and in our case, the Chief's mission. A personal story. During my time in the Army, I was a 1st Lt. Serving as company commander of "C" company of the 2 of the 61st in the 5th Infantry Division. This was a Captains slot and the company commander of "B" company was a Captain Ranger Airborne graduate of West Point. He was superior to anyone whose rank was below Captain. He approached one of my platoon Sgts one day, dressed him down for some element of his uniform and then asked him what he thought of me. That Sgt was my responsibility and in my command. The Sgt ran to me and I went to the Battalion Commander who put a letter of reprimand in the Captain's permanent personnel file. It is my assumption that the Captain did not do that ever again.

He had the right to do what he did, but it was not the right thing to do.

- Director Kling commented on the statement given. He was frustrated when he wrote the email to Director Dykeman and admitted that he not the best communicator, but he stands by the questions he asked; he has received similar emails from Mr. Dykeman in the past and although he may have not worded the question regarding the Chief and Mr. Dykeman's relationship correctly he stands by the question as there was enough evidence by both Chief DeJong and Mr. Dykeman to ask that question. The next day Chief DeJong addressed that question with Director Kling. Director Kling continued saying that there were other questions asked in that email that Mr. Dykeman did not address; for example the issue of changing agenda items by other board members and adding items at the last minute and emailing the agenda out late on Friday so that board members can't respond. He does not want to go over the email bullet by bullet and air more dirty laundry, but he stands by his questions and the right to say his peace. Mr.

Kling addressed Mr. Dykeman saying that he could have been more professional by allowing him to address the statements made before rushing to the next agenda item.

- Director Goldbach then addressed the board and attendees. He said that Director Kling has nothing but good in his head about this district and goes about it in a way that is comfortable for Director Kling. Director Dykeman he chooses to go about it in his way too. This is just a hiccup and it will be settled. Director Kling and Dykeman agreed that it is settled.
- Director Dedisse commented that there more to it than just Chief DeJong's raise, there are some other issues that brought them to this point and they needed to work it out.

EFR RECOGNITION:

Captain Scott Martin and his wife Jennifer Martin were presented with a recognition award for their heroic efforts to save the life of Joshua Johnson, the little boy who was run over by a car in the Wal-Mart parking lot in December 2009.

APPROVAL OF MINUTES:

February 9 Meeting Minutes: Approved as presented. Chief DeJong made note that at the end of the minutes there is a section that was added for action items and asked if this was acceptable to the board. The board members feel this is satisfactory.

PRESENTATIONS

January 2010 Financial Report: Finance Director Brent Worthington presented the January financial report. He made note that this report is formatted differently than what the board was presented in the past. This report only highlights the General and EMS funds. Brent will email the rest of the report with all the funds included to the board.

District Cash and Investments:

General Fund	\$ 603,794.31
EMS Checking	\$ 24,334.64
Strategic Capital Fund	\$1,444,638.41
Capital Projects	\$ 244,370.68
Apparatus Replacement	\$ 754,311.53
Tabor Reserve	\$ 119,914.78
Charitable Donations	<u>\$ 4,424.92</u>

Total Cash: \$3,195,789.27

General Fund Revenues are at 49.8% of budget; however, this variance is distorted due to the uneven nature of the District's Property Tax receipts. General Fund Expenditures are at 67.4% of the budget.

EMS Revenues are at 76.3% of budget. Please note- the 2009 Collection Rate for Ambulance Billing was 75.4%. A discussion ensued regarding contractual allowances and how they are calculated as well as other write-offs. EMS Expenditures are at 64.9% of Budget.

These variances are not necessarily indicative of trend; as we progress through the fiscal year, 2010 trends will assert themselves.

Director Kling asked if the Board would receive the whole finance report via email. Brent acknowledged that he will email the board the complete report via email and present the EMS & General fund at the board meetings.

Director Kling found an opportunity for some grant money and asked if the board had any objections with him working on this grant with Chris Johnson for a training simulation project. Director Dedisse does not have any issues with this request. There is an entity in Colorado that since 1937 has given out 350 million dollars; this is a private grant not a public grant. The board agreed that Director Kling can work on this grant.

Director Goldbach made a motion to accept the financial report as presented; Director Kling seconded the motion, the motion passed.

CHIEFS REPORT

Administrative / HR

- HR representative performing an audit of files and practices. Reviewing documentation, Handbook etc. Eva is working on this project.
- Working on salary project.
 - Met with Compensation committee for clarification of data to be gathered.
 - Exempt / Non-exempt status complete. Beginning salary survey.
- Job postings have been completed for the following positions:
 - Community Educator / Fire Inspector
 - Mechanic
 - Communications Specialists
 - Part – Time Paramedics
- Working on Chief's review and feedback process. Reviewing contract, previous forms and formats. Drafts will be forwarded for your review and comments.

Apparatus Equipment and Facilities Maintenance

- Tanker is under contract – Delivered on Thursday March 4th. Going through acceptance period and should be in place around March 12th.
- Fans have been installed in the maintenance bays to de-stratify the air. Improvements in stabilizing the temperature have already been felt and we anticipate a reduction in utility costs. This process is being evaluated for the auditorium and administration area.
- EFR owned cistern inventory inspected. The cistern system on Turkey Lane revealed a leak. This will be monitored for location and possible resolution. A regular inspection process has been implemented.
- Bobby Poage resigned, his position has been posted.

Communications

- Mapping contract with Geo Comm – finalizing the field work and final review. Once final changes have been submitted we will get a project completion date.
- Josh DeBell has resigned to focus on Paramedic school. Position has been posted. Also, evaluating the training program for improved efficiencies.
- Research into an updated security card system will begin. At the end of 2010, current system will not be functional or supported by vendors. Will look into incorporating the new state credentialing requirements. Ongoing process, also looking into different options.

- Minitors have been assigned to 2010 probes. This puts us at a minimum number of back-ups. As with all UHF equipment, will use minimal resources to avoid waste with implementation of VHF system.
- Reviewing the restructure to see if we are meeting the benchmarks needed. Additional changes forthcoming to improve communication and work flow.

Emergency Medical Services

- New Life Pak 15's are in and in service.
- ALS staff participating in a pilot program for pediatric fever patients. EFR is the first agency to start the pilot program. Thanks to Quintin Galt for being the point of contact.
- Dave Diflumeri has been deployed. Vacancy to be approximately one year. Currently posting for part time paramedics. Looking at other options to decrease fiscal/scheduling impact.
- Finalizing AED recertifications.

EVFD

- 16 – Probes going through the First Responder portion of training. Took state test this past weekend.
- Nut fry February 27th. Very successful.

Finance

- End of Year transactions have been completed. All historical data has been uploaded and reconciled into the Financial Management Software. The 2010 Budget is entered making the new system fully operational. Have worked with Executive staff on the changes that have been made.
- Policy development: Purchasing Card and Travel Policies were presented at the last Executive Staff meeting. Final documents coming out soon.

Fire Prevention

- Frank and Shelley attended the ICC conference this past week.
- Working with Jefferson County Planning and Zoning on driveways, bridges and gates.
- Community Educator / Fire Inspector position posted.

Fire Operations

- 5= attendees going to Salida in April for Wild land training.
- Meeting with a vendor in regards to a training building went great. He is starting to begin some renderings. Goal is to have presentation for the Board in April. Will have renderings and options for discussion.
- ISO – evaluation brought up the need for some resource adjustments in regards to apparatus at stations.
 - Supertanker to station #1.
 - Tender #2 to station #7.
 - SCAT #7 to station #6.
 - Reserve #6 to station #5.
 - Brush #5 to station #8.

A discussion ensued regarding the movement of the apparatus to different stations. Director Kling commented that these moves support what was recommended in the 2001 Master Plan.
- Significant amount of time will be spent on Wildland preparation – refreshers, Pack Tests, more advanced classes.

- EFR will be hosting a regional Urban Interface class – dates to be determined.

IT

- PM, repair and maintenance underway.
 - Received back up servers and storage devices.
- Website in maintenance phase. Continued suggestions encouraged.
- Working on storage, inventory management, and “High Plains” issues.

Training

- 2010 Probe academy underway.
- IQS database updated. Should be ready for state in early spring when they re-open their site.
- Wildland certification flow sheet created (PMS 310-1), easier to understand how to accomplish certain levels of capabilities.
- Working on continual changes to Haz Mat class.

Special Comments / Other

- ISO – our initial visit on February 16th and 17th went very well and positive. Discussions for optimal ISO rating were discussed. This has resulted in the shuffling of apparatus to allow us to accomplish and deliver various tasks. Based upon the results of the water shuttle exercise. This may impact our strategic and apparatus planning.
- We will be hosting an “ISO and You” seminar sponsored by ISO and the International Association of Fire Chiefs – Volunteer Combination Officer Section on April 24th. This is a regional offering.
- Have started the 2009 Annual Report process.
- Have been meeting with neighboring districts in regards to Mutual / Auto aid agreements as well as cooperative training. Finalizing agreements with our neighbors.
 - Jefferson County is working on an All Hazards Mutual Aid Agreement; this document if approved may serve well in cleaning up this process and only needing to have a small portion of the documents currently necessary.
 - Same option discussed with Clear Creek County parties. Interest is there, waiting to see how the Jeff Co process goes.
- Have started the process of reviewing the Annual Operating Plan with both Clear Creek and Jefferson Counties. Initial meetings went smoothly. No major operational changes. Only significant verbiage change is making the AOPs SB09-20 compliant. Clarification of roles of Fire Chief and Sheriff.
- January 13th, 2010 the 2010 Legislative session started, please see attachment for updates being watched by CSFCA. However, many other fiscally impacting bills must be monitored for how it may impact the organization or special district. Outside of this legislative process there are three propositions on the November ballot that could adversely affect the way the District operates. They are proposition 101, Amendment 60 and 61. Collins Cockrel and Cole will provide the board with some direction on what can and cannot be discussed in public.
- Mission, Vision and Values development workgroups have finalized suggestions to the Board for “Adoption” or “Approval”. Organizational Mission and Vision statements as well as the Values have been placed on the cover of this report. This was an outstanding process with a tremendous amount of effort from all divisions. Every division of this organization was represented. Please see attachment for the Divisional and Organizational results. We will use this as a spring board for a “members” meeting

to identify ways of supporting the Mission and Vision, and identify what resources may be needed for improved efficiency and effectiveness.

- Radio System update –
 - Working on identifying frequencies for VHF system ongoing.
 - City of Denver having final reading and vote on the acceptance letter from DHS/UASI. Once accepted by City of Denver, we will complete the IGA process.
 - Pre-bid conference went well on the 4th. Some great dialogue. Will receive bids NLT 4pm on the 19th. Will need two assistants to review the applicants for a formal suggestion to the board in April.

OLD BUSINESS

May 2010 Election Update: Sylvia Ross presented the Notice of Cancellation of the May 4, 2010 election.

Cutler & Associates Multi-Year Contract: Postponed to the April meeting.

Future Chief Review Process update: Eva Whitehead, our HR manager, will be getting information to the board by the week of March 15, 2010. Board members are asked to please get Eva any comments. Survey questions should be completed this Thursday.

Board Meeting Topics for Review: Director Dedisse likes the format. Ms. Ross will keep the list updated.

Mission, Vision & Values Adoption: Director Goldbach made a motion to accept & adopt the Mission, Vision and Values as presented; Director Simons seconded the motion, the motion passed.

Hearing on the Genesee Exclusion/Inclusion: Director Dykeman called the hearing to order. Chief DeJong presented the exclusion of a small parcel in the middle of Genesee's district that is currently served by Evergreen Fire Rescue. Director Dykeman asked if there are any public protests or objections. None appearing, Director Dedisse made a motion to accept the exclusion of this parcel from the Evergreen Fire Protection District to be included in the Genesee Fire Protection District. Director Goldbach seconded the motion; the motion passed unanimously. The hearing was adjourned.

Salary Survey Committee: Director Goldbach stated that the meeting was very amicable. The goal of this committee is to establish fair and equitable wages and benefits for the paid staff.

NEW BUSINESS

Spending Authorization 2010-0003 – Tanker payment. Chief DeJong presented the spending authorization for the final payment on new tanker. There will be additional costs posted to this account for equipment that will be placed on the tanker. Director Goldbach made a motion to approve the payment; Director Dedisse seconded the motion; the motion passed unanimously.

BOARD MEMBER COMMENTS:

- Director Dedisse thanked Director Kling on his presentation at the last board meeting.
- Director Kling commented on the earlier discussion regarding Director Dykeman's response to an email he sent him. He added that he has never professed to be a great politician anyone that knows him knows that; he feels that his support for this district is wide and deep and even though he views tonight as a little bit of a spanking, he grew up in the age where schools and dads believed in spankings and he admires his father immensely; but he will still ask the questions that he feels need to be asked and he is committed to that. He feels that he can be a bit more tactful in the future.
- Director Goldbach commented that everyone knows that Director Kling has this community and district at heart and so does Director Dykeman.

MEETING ADJOURNMENT:

A motion was made by Director Dedisse to adjourn the meeting; Director Goldbach seconded the motion; the meeting was adjourned at 8:40 pm.

NEXT MEETING DATE

April 13, 2010 at 7pm in Training Rooms A & B.

ACTION ITEMS

- Cutler & Associates Multi-year Contract – Brent Worthington
- Chief Review Process update – Chief DeJong & Eva Whitehead
- Board Meeting Topics for review – Sylvia Ross

Respectively Submitted,
Sylvia Ross
Recording Secretary