



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF THE EVERGREEN FIRE PROTECTION DISTRICT  
MAY 10, 2011**

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The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on May 10, 2011 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

**ATTENDANCE**

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

**EXCUSED DIRECTORS:** Charlie Simons

**ALSO IN ATTENDANCE:** Chief Garry DeJong, Brent Worthington, Eva Whitehead, Mike Weege, Evan Fosler, Mike Sivertson, Bob Walter, Frank Dearborn, Jeff Ashford, Mike Novick, Mason Duncan, Mike Gregory, Bryce Lipson, Dave Montesi, Tony Shepperdson, Tim Ross, Quintin Galt, Tali Montesi, Andrew Montesi, Todd Briscoe, Christy McCormick, Kevin McCormick, Wayne Shephard, Terry Wehnes.

**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 accepted as presented.

**PUBLIC COMMENT:** None.

**APPROVAL OF MINUTES:**

- April 14, 2010 Meeting Minutes; Approved as presented.
- April 27, 2010 Special Meeting Minutes; Approved as presented.

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

**DISTRICT CASH AND INVESTMENTS**

General Fund	\$ 334,587.90
EMS Checking	\$ 23,180.48
Strategic Capital Fund	\$ 1,444,817.08
Capital Projects	\$ 194,877.24
Apparatus Replacement	\$ 1,254,774.90
Tabor Reserve	\$ 119,934.35
Charitable Donations	\$ 4,425.62
Total	\$3,376,597.57

## VARIANCE ANALYSIS

General Fund Revenues are at 153.1% of budget; however, this variance is distorted due to the uneven nature of the District's Property Tax receipts. General Fund Expenditures are at 67.9% of the budget. EMS Revenues are at 94.6% of budget. EMS Expenditures are at 71.8% of Budget. These variances are not necessarily indicative of trend; as we progress through the fiscal year, 2010 trends will assert themselves.

## DISCUSSION

1. The annual audit is well in progress; field work should be completed by May 14. The report should be available in early to mid June, with the presentation to the Board and the Resolution to Accept at the July Board meeting.
2. At the April Board meeting, a question was raised regarding the variance between the YTD actual-to-actual between 2009 and 2010 for the Office Management Expenditure Report. Analysis shows that this is the result of two budgeting changes between 2009 and 2010:
  - a. Utilities are now budgeted and recorded in Office Management
  - b. Volunteer Pension Contributions are now budgeted and recorded in Office Management.

Further, the cost of insurance has increased significantly in 2010. This increase was reflected in the 2010 Budget.

Director Dykeman made a motion to approve the April 2011 Financial Report as presented; Director deDisse seconded the motion; the motion passed unanimously.

## CHIEF'S REPORT

### **Administrative / HR**

- Handbook revisions –
  - Discussion with EVFD Board members continuing.
  - Drafts of proposed vacation policy and antiviolence policy being finalized.
    - Copies of policies and explanatory documents were emailed out in April for review. Plan is to discuss and adopt these policies at the May Board meeting.
- Hiring process for Community Educator / Fire Inspector position is underway. Interviews are scheduled for next week.
- New Hire process being evaluated and updated.
- Review of the Facilities Superintendant position underway, posted and awaiting resumes.

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

- Medic 42 is back in service. The used chassis will be replacing a 1981 utility truck for maintenance. This reconfiguration will take place as time permits.
- Brush 8 components and chassis have started to arrive. The building process is well underway. A few delays in shipment have caused a minor delay with the winch. Will place in service without winch and has been released for training.
- Reviewing the workload and expectations of maintenance needs versus staffing.
- Working on a training prop for vehicle fires. Being plumbed for LPG gas and will be reusable.

- Ground ladder testing scheduled for this week.
- Review of used apparatus in Snowmass a couple of weeks ago. Report to follow.

### **Communications**

- New flooring is being installed this week. Hopefully for completion by Friday.
- A dispatcher attended a conference in late April in Las Vegas. She debriefed at the Staff meeting and is looking at ideas/programs etc.
- 5 dispatchers attended a Wildland communications class in April, upon their return 2 of them were greeted with the Squaw Pass fire.
- Working with 911 Inc on changing some phone software for better call quality and user friendliness.

### **Emergency Medical Services**

- Dave Montesi and John Lock have worked very hard for our FREE CPR day on April 16<sup>th</sup>. A lot of help was received and it was very successful.
- Proposed changes to billing being evaluated to improve cost recovery and efficiency in the process. Information from the survey completed helped in our proposed changes. See Proposed Fee Schedule.
- EFR will be hosting an EMT-Basic Course for SAC. Looks like we will host a class in June - August. Looks like we will have 6 participants.
- MCI training continues through CE and Rescue trainings.
- EPAD Golf Tournament May 23<sup>rd</sup>.

### **EVFD**

- 2011 Probe Academy currently with 16 Recruits.
- Working with HR on the Handbook issue.

### **Finance**

- Investment recommendation made in financial report. Working on finalizing documentation with UMB.
- 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.
  - Newly formed 401a Pension Committee will begin working on the issues.
    - Ben Celius and Dave Montesi were voted to join Brent Worthington, Dave Christensen and Chick Dykeman.
      - Need to identify dates for meetings.

### **Fire Prevention**

- Working hard on keeping up with Fire Danger signs and Fire Bans.
  - Looking at additional fire danger sign options for increased public awareness.
  - Clear Creek County has lifted Fire Ban.
  - Jefferson County under Stage 1 Restrictions.
- Initial preparations for this year's Safety Day.
- Working with HR on the Community Educator / Fire Inspector hiring process.

### **Fire Operations**

- Obviously huge focus on Wildland preparations and training.
  - Interface drill this past weekend.
  - Wildland weekend this upcoming weekend.

- CRFF agreements in place.
- Clear Creek County AOP approved by County Commissioner, going through signature process.
- Jefferson County AOP still under development.
- Mason Duncan, Tim Ross, Steve Loehnert and Bill Atkins deployed to Florida for a Wildfire.
- Slash weekend dates July 16<sup>th</sup> and 17<sup>th</sup>.
- Training building working on specifications and information.
- SOGs being reviewed and revised as needed.

## 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. The beta system is working well.
  - Working on other enhancements with GPS

## Training

- IQS database moved to IQS Web – has been updated.
- Additional Wildland training in Frisco in June.
- Probes have completed rescue training and will now be running EMS and Rescue calls.
  - Currently in Wildland Training.

## Special Comments / Other

- Very successful Community Wildland Fire Forum.
- Evacuation project underway. We are developing evacuation plans for subdivisions. We are using the critical criteria outlined in the CWPP. Extreme areas first.
- Dave Diflumeri welcome back celebration May 20<sup>th</sup> – Stagecoach Grill 6:00 pm
- EPAD golf tournament May 23<sup>rd</sup>.
- Radio System update –
  - Working on identifying frequencies for VHF system ongoing. Have tremendous NCR support.
    - Discussion on the frequencies continues in a positive direction.
    - Frequencies are being identified and are being tested, a couple have been found. Working on the additional. Director deDisse would like to see something in writing showing that we have applied and received an extension for the grant and he also would like the committee to receive updates on the project as was originally requested. The chief will also forward an email from our attorney regarding the grant extension.

## **UNFINISHED BUSINESS:**

- Anti-Violence Policy: Chief DeJong presented the Board with an updated Anti-Violence policy. This is the version that our attorney provided us with and which is in accordance with state law. After some discussion, Director Dykeman made a motion to approve the policy; Director deDisse seconded the motion; the motion passed unanimously.
- Vacation Sellback/Accrual Rates: Chief DeJong presented the Board with a draft version of the updated vacation policy. There were two issues that has come up that will require feedback: Reduction in vacation rollover amount and reduction of vacation accrual rates for tenured employees. Director Kling read an email from Robert Dorney,

a paramedic and Annie Dorchak, also a paramedic. A discussion ensued. Evan Fosler asked how the committee came up with the vacation accrual cap and rollover rates and if employee retention of tenured employees was considered. Eva Whitehead, HR Manager, replied that the committee took into consideration physical liability and what is sustainable; four weeks as a vacation cap is what the committee felt was sustainable over time. The committee felt that the sellback policy was the incentive for tenured staff. Director Kling added that the committee felt that seven weeks of vacation was off the charts and that both himself and Director Simons agreed that four weeks was reasonable which was supported by the Bureau of Labor statistics. The committee feels with this new policy that employees have more choices. Several employees spoke that although the new policy allows for a greater accrual rate initially for new employees it takes it away from tenured employees and they do not agree with that. Director Dykeman stated that although he knew that the rates would be changed he didn't anticipate that employees vacation rates that they currently have would be decreased, essentially taking their vacation away. Dave Montesi, a paramedic, would like the committee to take into consideration the value of tenured employees to the organization and also consider leaving the rollover rates for tenured employees at the current level. After several more discussions; it was agreed that the committee would meet again along with employees representing the different divisions within EFR to discuss the vacation sellback, rate and rollover policies.

- Volunteer Handbook Update: The handbook is still in process and is being referred back to the committee for further review. Once the volunteer firefighter committee is done with the manual, it will be distributed to each District Board member for their comments.
- Paid 401a Pension Board Election Results: Dave Montesi and Ben Celius will be the two staff representatives on the board. Director Kling commented that the original discussion was to have these meetings prior to the regular district board meetings.
- Paid 401a Pension Board Meeting Dates: Will be discussed and the board members will be notified. Prior to an official meeting, there may be several work sessions scheduled. Notice of the meetings will be posted.
- EMS Fund Integration into General Fund: Chief DeJong and Mr. Worthington, after discussion at the March board meeting, would like the Board to approve the integration of the EMS fund into the General Fund; EMS would essentially become a division within the General Fund as are Fire Prevention, Office Management, Fire Ops, etc. Director Dykeman made the motion; the motion was seconded by Director Christensen; the motion passed unanimously. Director deDisse asked Brent to email the EMS staff with an explanation.

### **NEW BUSINESS**

- Spending Authorization 2011-0007: The Chief presented to the Board the spending authorization for the ceiling fan installation in the Admin Bldg. A motion was made by Director Christensen to approve the spending authorization as presented; Director deDisse seconded the motion; the motion passed unanimously.
- Spending Authorization 2011-0008: This is to purchase additional BK radios for Wildland and improve our communication. Director deDisse made a motion to approve the spending authorization as presented; Director Christensen seconded the motion; the motion passed unanimously.
- Resolution 2011-0005: 2011 Fee Schedule: Chief DeJong presented the 2011 Fee schedule to the Board. The fire prevention fees are the same as in 2010; the changes that are being proposed is that the EMS division is requesting approval to bundle our

EMS fees and increasing the per mileage fee; also EMS would like to start charging an assessment fee for treat and release patients. Director deDisse made a motion to approve the fee schedule as presented; Director Dykeman seconded the motion. A discussion ensued. After the discussion it was agreed that the assessment fee charge needs to be discussed further and the fee schedule will be approved without the assessment charge. The recording secretary, Sylvia Ross, redacted the assessment fee line item on the fee schedule. A vote was taken and the motion passed unanimously.

**BOARD MEMBER COMMENTS:** None

**EXECUTIVE SESSION:** Director Dykeman made a motion for the Board to go into executive session per 24-6-402(4)(a) CRS; Concerning the purchase, acquisition, lease, transfer or sale or any real, personal, or other property interest: The purchase of a used fire engine; Director Christensen seconded the motion; the motion passed and the Board went into Executive Session at 9:40 PM.

**BACK IN SESSION:** The meeting was back in open session at 10:03 PM

**MEETING ADJOURNED**

Director Dykeman made a motion to adjourn; Director Christensen seconded the motion; the motion carried; the meeting adjourned at 10:05 PM.

**NEXT MEETING DATE**

District Board Meeting, Tuesday, June 14, 2011 at 7 pm in Training Rooms A & B

Respectively Submitted,

Sylvia Ross  
Recording Secretary

## MAY 2011

Active Topics Discussed:	Discussed:	Update	Recommendations
Feasibility Report on training/burn bldg.	Apr-09	June-11	Working putting a cost/math analysis together. Chief DeJong to inquire how neighboring fire departments put their proposals together to present to their decision makers.
Schedule Meeting w/Neighboring Districts to discuss Burn Bldg	May 11	?	Invite neighboring boards and their officer corps to discuss how they might help EFR with this project; give us their ideas; have a round table discussion with this Board and our officer corps.
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	May 11	Discussion/changes on the anti-violence and vacation accrual policies completed; discussion at May board meeting
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 had difficulties getting info on project with Clear Creek HS will keep working on it.
ISO Article	Dec 10	Feb 11	Finishing clarification with ISO on the 5/6 issue.
Board Retreat – Senate bill #1052	Jan 11	?	Additional discussion will come in the following months.
EMS Billing Bundling Charges/2011 Fee changes	Jan 11	May 11	Presented to the Board at the May Board Meeting