



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE EVERGREEN FIRE PROTECTION DISTRICT
MAY 11, 2010**

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on May 11, 2010 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

ATTENDANCE

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

ALSO IN ATTENDANCE: Chief Garry DeJong, Brent Worthington, Linda Alexander, Mike Novick, Evan Soibelman, Wayne Shephard, Robert Gottsman, Jeff Beard, Scott Martin, Paul Rodgers, Sylvia Ross

MEETING CALLED TO ORDER

President Dykeman called the meeting to order at 7:01 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.

ELECTION OF OFFICERS

Director Dykeman opened the floor for nominations for the position of District President, a motion was made by Director DeDisse to nominate George Kling. There were no other nominations. The motion to accept Director Kling to the position of District President passed unanimously.

Director Dykeman opened the floor for nominations for the position of District Vice President. Director Dykeman made a motion to nominate Charles Simons for the position. There were no other nominations. The motion to accept Director Simons to the position of District Vice President passed unanimously.

Director Dykeman opened the floor for nominations for the position of District Secretary. A motion was made by Director Kling to nominate Charles Dykeman. There were no other nominations. The motion to accept Director Dykeman to the position of District Secretary passed unanimously.

Director Dykeman opened the floor for nominations for the position of District Treasurer. A motion was made by Director Kling to nominate Jeff DeDisse. There were no other nominations. The motion to accept Director DeDisse to the position of District Treasurer passed unanimously.

Director Simons thanked Director Dykeman for his service on the board as president. The rest of the board concurred.

President Kling made a motion to reappoint Sylvia Ross as the recording secretary. Director DeDisse seconded the motion. The motion passed unanimously.

PUBLIC COMMENT:

Robert Gottsman addressed the board regarding the proposed burn/training building. He inquired about where do our firefighters currently train and how often do they do this type of training? Chief DeJong replied that currently the primary training occurs here in Evergreen; when it comes to the burn building, four times a year we use one of the Denver metro fire burn buildings which average between \$1500 - \$1800 in contract costs to the district. The biggest concern when training in out of our district is that our apparatus as well as our personnel are out for an extended period of time. President Kling continued saying that our firefighters train about two nights a week in our small facility; this new facility would replace the small shed they currently use. Mr. Gottsman asked about why this facility is not used for that purpose. President Kling replied that the new building would be used for a different type of training; called field training where the firefighters are in their gear, crawling around in a smoke filled room, dragging bodies, spraying water, etc. Classroom training would still be done in this building but hands on training would be done in the new facility. A burn building would allow our department to do more training than a non-burn building. Mr. Gottsman added that as a fellow citizen and taxpayer, he feels that the district should save that money instead of spending it on a \$600,000 burn building. He just can't see the trade-offs. Captain Evan Soibelman presented that in the current Fire Engineering magazine there is a big article regarding training buildings and how important they are in keeping fire personnel trained; he continued saying that our current training building (basically a shed) was there before he became a firefighter 14 years ago. From a training perspective he feels we need something up here. Chief Garry DeJong added that the reason for going through this exercise is to find the balance between costs and feasibility from the community, the board and the firefighters. This building would have a tremendous amount of impact on our everyday training. The committee is tasked in looking at the different options and meeting the needs of the firefighters. A discussion ensued regarding our mutual aid agreements with neighboring districts as well as a discussion on EMS.

APPROVAL OF MINUTES:

April 13, 2010 Meeting Minutes: Approved as presented.

PRESENTATIONS

March 2010 Financial Report: Finance Director Brent Worthington presented the March financial report.

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	<u>\$ 4,425.62</u>
Total	\$ 3,376,597.57

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.

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.

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:

- Utilities are now budgeted and recorded in Office Management.
- 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.

Also, regarding the special UASI Grant audit question brought up in the April meeting, the majority of the audit will be the responsibility of the City and County of Denver. Since the board has already approved the grant only district administrators need to sign off the official paperwork. Once we contribute our matching funds we will receive the grant money.

With the board elections tonight, Sylvia will contact all our financial institutions to receive new signature cards and get those filed with each bank.

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

CHIEFS REPORT

Administrative / HR

- Job postings have been completed for the following positions:
 - Community Educator / Fire Inspector – Interviews today; final interviews next week.
 - Mechanic – Scheduling interviews.
 - Communications Specialists – two job offers have been made; both verbally accepted. They will start training in June.
 - Part – Time Paramedics – Three part-timers have been hired and are going through orientation.
- Working on Chief's review and feedback process. Drafts have been forwarded for your review and comments. Will be addressed further in the Work Session in June.
- Compensation analysis underway. Update CSFCA survey coming out the next few weeks, this will provide additional updated information. Director Kling asked about how the process was going. Chief DeJong replied that it is going well and that so far we

have received about a 60%-70% response rate. After some discussion, Director Simons will be replacing George Goldbach on the Compensation Committee.

Apparatus Equipment and Facilities Maintenance

- Chassis from A-21 is being prepped for Pump 1. This retrofit will take place after completion of the ISO water exercise. President Kling inquired about the district hydrant problems. The Chief will be meeting with the Evergreen Metro District to get a resolution to this issue.
- Bar code project has been initiated. Working on group classifications and categories.
- Painting at stations 1 and 3 completed by Chris Schleef and several volunteers coordinated by Keith Haugrud.
- Quote for possible Engine #5 replacement developed. Will be applying for a grant. See request for new business.

Communications

- Mapping contract with Geo Comm – printing of map books underway. Our goal is to be able to distribute new map books by June 1.
- 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. Starting to get quotes back.
- Ron Pedigo will be resigning the end of July. His replacement is being hired during the current recruitment to facilitate training and reduce overtime costs.
- SOGs and Training manuals in final stages of completion.

Emergency Medical Services

- SOGs under final review for completion.
- EFR will be host site for the Foothills RETAC EMS conference. This will allow for paid/volunteer staff to get CE's in a local environment and minimal/no cost. June 7 – 12th.
- Free CPR day May 15th.

EVFD

- Down to 13 probes, Wildland training and weekend this upcoming weekend followed by Haz Mat.

Finance

- Auditors scheduled for the first week of May for field work.

Fire Prevention

- Free CPR day being setup in conjunction with EMS. May 15th.
- 31 cent scoop night at Baskins Robbins a huge success.
- Slash collection weekend, July 17 & 18.
- Trying to finalize quotes for final repair of alarm system for Station 2 campus. Should be receiving final quotes within the next couple of weeks. Director Christensen asked what the problem is? Chief DeJong explained that we currently have three different systems on two different panels and they don't work together.
- Anonymous donor covered the cost of a new extinguisher trainer. Donor wanted to further public education. Extinguisher was received this past week. Will be testing this upcoming week.

Fire Operations

- 5 firefighters going to Salida in May for sawyer class. Garry will be attending an Engine Boss/Crew Boss class.
- Training building update, working on specifications.
- Wildland Weekend May 14-16.

IT

- PM, repair and maintenance underway.
- Working on new platform for email/exchange servers as well as the SQL server.

Training

- 2010 Probe academy underway, down to 13. Rescue academy complete, they are now running EMS/rescue calls.
- IQS database updated. Back to old version. Higher participation of pack tests this year. Great turnout with personnel with Red Cards.
- Working on continual changes to Haz Mat class.
- Working on July Renewals. Received updated certificates from DFS, only a few firefighters left working on some basic certifications.

Special Comments / Other

- Community ISO PPC survey has been completed. Results should be published within 6 months. Tremendous effort on multiple people's part. All divisions within EFR, Water districts, and outside communications centers.
- 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.
 - Final draft at the Jefferson County Attorney's for approval.
 - All Auto-aids have been completed and the agencies participated in our ISP water haul exercise.
- 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.
 - Clear Creek County signed; hard copies should be available soon.
- 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. Draft IGA to Counsel for review.
 - Contract for Pericle Communications in the review stages.
- Fire Danger signs-
 - Signs range from \$200.00 per sign (metal 18" X 24" with changeable danger ratings) to \$1500.00 per sign if we want wood with Smokey the Bear. Does the board have specific aesthetic requirements? Where should the signs be placed? Further discussion ensued.

- President Kling would like the Chief to bring to the board two options/choices (ones that are commensurate with the area) along with maintenance costs, and a plan on who will be changing the signs that are placed throughout the district.
- Annual Picnic – June 12th.
- Rodeo Parade – June 19th.

BOARD MEETING TOPICS FOR REVIEW

President Kling would like to see updates added to the list for the next board meeting and anything that is completed should be removed from the list. After further discussion it was agreed that Chief DeJong is going to update and reformat the list and present it to the board in June.

OLD BUSINESS

Schedule Work Session: After some discussion, the work session is scheduled for June 8 beginning at 4pm (before the regular board meeting). The three items to be discussed are:

- Chiefs Evaluation Tool
- Insurance coverage/claims process
- Proposition 101, Amendments 60 & 61.

President Kling asked about if there could be a possibility to have some budget numbers to work with to see how the proposed legislation could affect our finances. Finance Director Worthington will work on getting something put together for the work session.

NEW BUSINESS

New Grant Request: Chief DeJong is asking the board for permission to work on a grant for a new engine (Engine 5). This is a program endorsed by President Obama; it is called AFG grant (Assistance for Firefighters Grant). The application closes on May 28. This grant requests that the applicant match 10% - 20% of the funds awarded and Garry is requesting the board to approve a 20% match for the grant application. A cost estimate for everything that we want on the engine is \$539,000; our match would be about \$108,000. This is a high estimate and it is for grant purposes only; it will be scaled back once we know if we are awarded the grant. If the grant does not go through, the district can look at other options. Further discussion ensued regarding the final cost of the engine. A motion was made by Director Dykeman to authorize the Chief to submit and AFG grant for replacement of Engine 5 with a 20% match by the district; Director Kling seconded the motion. After some discussion regarding the grant process and other options (like moving Engine 1 which was slated to be replaced in 2011) the motion passed unanimously.

BOARD MEMBER COMMENTS:

Director DeDisse thanked all who were involved in the ISO process. .

Director Dykeman would like to see Director Kling's administration and leadership to do better than his did and he will do anything he can to see that it happens.

Director Kling also thanked everyone who was involved in the ISO process and thanked Director Dykeman for his service as president of the board.

MEETING ADJOURNMENT:

A motion was made by Director Dykeman to adjourn the meeting; Director Kling seconded the motion; the meeting was adjourned at 8:36 pm.

NEXT MEETING DATE

Work Session: June 8, 2010 at 4pm.

Regular District Board Meeting: at 7 pm.

ACTION ITEMS

- Work Session Topics
- Board Meeting Topics Reformatted
- Fire Danger Signs

Respectively Submitted,
Sylvia Ross
Recording Secretary