



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE EVERGREEN FIRE PROTECTION DISTRICT
JUNE 14, 2011**

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on June 14, 2011 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

ATTENDANCE

DIRECTORS IN ATTENDANCE: Jeff deDisse. Charles Dykeman, George Kling, Charlie Simons

EXCUSED DIRECTORS: David Christensen

ALSO IN ATTENDANCE: Chief Garry DeJong, Brent Worthington, John Cutler, Vicky Gits, Jeff Ashford, Mike Weege, Chris Johnson, Robert Gottsman, Mike Novick, Tony Shepperdson, Mike Weege, Bob Walter, Tim Ross, Matt Swinden, Wayne Shephard, Sylvia Ross

MEETING CALLED TO ORDER President Kling called the meeting to order at 7:02 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.

HEARINGS:

Public Hearing: President Kling called the hearing to order at 7:05 PM. Chief DeJong explained the necessity of making the amendment for the purchase of the 2005 Snowmass Pierce engine. Mr. Worthington presented a resolution for a 2011 Budget Amendment to replace the funds taken from Strategic Capital to make this purchase. The amount appropriated is \$350K. This amendment will appropriate an additional 350K from our unappropriated fund balance; this is money the District has in savings which was not budgeted for spending this year. The official motion to approve the resolution will be made later in the meeting; under Presentations. Since there were no other comments, President Kling closed the hearing at 7:15 PM.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES:

- May 10, 2011 Regular Meeting Minutes; Approved as presented.
- May 16, 2011 Special Meeting Minutes; Approved with corrections.

PRESENTATIONS:

2010 Audit: Mr. John Cutler presented the 2010 Draft Audit. There should not be a lot of changes to the final document. Mr. Cutler explained to the Board that the District came in under-budget in all our operating funds. He then opened the floor to any questions. Director Simons asked if Mr. Cutler feels that there will be any significant changes; he replied no but if there is, he will bring it back to the

Board. Director Kling asked if during the process of gathering the information, if the auditors look at our systems for checks and balances. Mr. Cutler replied yes but that it is not a total review of internal controls; they do test the our procedures to see if there are any discrepancies but again it is not a total review. The auditors use checklists to test the procedures for compliance. The date that the audit needs to be filed with the State is July 31, 2011. Mike Novick had some changes to the Volunteer Pension Plan on page 17 & 18 should read 10 year vesting.

After further discussion, the plan is to present the final audit to the Board at the July meeting. The Board must approve the audit in some form in order to electronically submit it to the state. In the meantime, any questions should be directed to John Cutler prior to the July meeting so that the final document can be completed for approval.

April 2011 Financial Report: Finance Director, Brent Worthington presented the April 2011 Finance Report to the Board.

DISTRICT CASH AND INVESTMENTS

First Bank	\$ 194,916
C-Safe General Fund	\$ 1,340,258
Strategic Capital Fund	\$ 1,707,762
Capital Projects	\$ 199,387
Debt Service	\$ 615,821
Apparatus Replacement	\$ 1,546,174
Tabor Reserve	\$ 120,140
Charitable Donations	\$ <u>4,433</u>
Total	\$ 5,728,893

VARIANCE ANALYSIS

General Fund Revenues are at 100% of budget, and 98.8% of last year. General Fund Expenditures are at 87.9% of the budget, 120.9% of 2010 YTD. EMS Revenues are at 100.1% of Budget, and 106.3% of 2010 YTD. EMS Expenditures are at 90.6% of Budget, 124.0% of last year. Director Kling asked why the EMS operating expense line item is 1213.7% of last year; Mr. Worthington replied that he will look into that and get back to the Board.

Portfolio Management Services: Agreements are in place with UMB Bank. Staff is working with the Bank to finalize the initial investment ladder; the ladder will be funded, systematically, over the next few weeks.

2012 Budget: Preliminary Budget date will be gathered from the Division Managers by July 15. The most significant piece of information, the [preliminary] 2012 Assessment, will not be received until mid-August- we will work with the Divisional budgets in the intervening time, to see how we can fit the funding requests into different revenue scenarios.

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 – should be finalized at the June Business meeting
 - Drafts of proposed vacation policy.
 - Meeting with employees scheduled for June 9th results forwarded to committee for review.
- Hiring process for Community Educator / Fire Inspector position is complete. Doug Saba will be starting June 13th by attending a Life Safety Educator class and will be on premises on June 20th. New Hire process being evaluated and updated.
- Review of the facilities superintendent applications/resumes underway. Setting up Interviews.

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.
- Medic 22 should be returned the end of June. We have already received the used chassis and its reconfiguration for the updated Investigations truck will take place as time permits.
- Ground ladder testing completed with minimal failure. 1 replacement ladder ordered and is being delivered.
- Purchase of used engine from Snow Mass completed. Updating and equipment acquisition underway.

Communications

- New flooring has been installed. Looks great.
- Dispatchers will be attending another class on Commercial structure fires.
- Agreements have been made with 911 Inc and the 911 Authority board to install the legacy analog system. We are working on a 6 week timeline. Target date for cutover will be the 2nd full week of July. Only cost to EFR will be for a server which is being covered by the AOF fund through the 911 Authority board. So no operational budget impact.

Emergency Medical Services

- Proposed changes to billing have been implemented. Still working on additional information regarding assessment fees.
- 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. Already underway.
- MCI training has begun department wide. Scoops and vests are in (purchased through FRETAC grant).

EVFD

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

Finance

- Working on the restatement of the 401a plan- similar to the 457 plan restatement approved last month. Much more detail and compliance issues to be discussed. Working with the ERISA attorney, will keep the board updated.
 - Newly formed 401a Pension Committee will begin working on this issue. Ben Celius and Dave Montesi were voted to join Brent Worthington, Dave Christensen and Chick Dykeman.
 - Need to identify dates for meetings.
 - Have received the VCP draft from Sherman and Howard. Chief and Finance Director reviewing and will update Pension Committee at their meeting. This has progressed to having a formal timeline draft, application for signatures and final documents that are needed.
- Audit presentation this evening.

Fire Prevention

- Working on developing a new tracking procedure for projects.
- Initial preparations for this year's Safety Day.
- Working with Jeff CO Planning and Zoning on roadways, driveways and bridges. Biggest concern is the numerous bridges in district with minimal weight bearing capacity.

Fire Operations

- This past week firefighters attended a Wildland academy in Frisco.
- Slash weekend dates July 16th and 17th.
- Training building working on specifications and information.
- SOGs being reviewed and revised as needed.
- Field trip to West Metro training facility very beneficial

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.
- Testing a Webex system for online training for those who may not be physically able to attend a meeting/training.

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.
 - Wildland Training being completed.

Special Comments / Other

- Evacuation project underway. We are developing evacuation plans for subdivisions. We are using the critical criteria outlined in the CWPP. Extreme areas first.
- 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 being tested. A couple have been found. Working on the additional frequencies. Director deDisse recommends that dispatchers get involved as well as other personnel.

Evergreen Fire Rescue Project Tasks

Task Number	Description	Date Started	Status	Date Complete
1	Needs Analysis			30-Sep
Action	Interview Fire Chief	9-Jun	comp	9-Jun
Action	Interview First Responders	28-Jun	comp	28-Jun
Action	Inventory Current System	28-Jun	comp	30-Oct
Action	Identify challenges	28-Jun	comp	30-Oct
Action	Develop requirements	28-Jun	comp	30-Oct
Action	Frequency Range Analysis VHF vs. 800	28-Jun	comp	30-Oct
Action	State of Colorado DTRS	28-Jun	comp	30-Oct
Action	Mutual Aid Requirements	28-Jun	comp	30-Oct
Action	Analog vs digital requirements	28-Jun	comp	30-Oct
Action	Narrowbanding Requirements	28-Jun	comp	30-Oct
Action	Dispatch Center Console Interface	28-Jun	comp	30-Oct
Action	Tower Site contract review	28-Jun	comp	30-Oct
2	System Design			20-Nov
Action	Dispatch Center Site Analysis	17-Aug	comp	17-Aug
Action	Bear Building/Site Analysis	8/17/2010	comp	9/16/2010
Action	lower Squaw Building/Site Analysis	10/7/2010	comp	11/7/2010
Action	Upper Squaw Building/Site Analysis	10/7/2010	comp	11/7/2010
Action	State of Colorado Building/Site Analysis		to be performed separately via NCR	
Action	Bear Tower Analysis	9/16/2010	Initial complete currently pending 2nc	9/16/2010
Action	lower Squaw Tower Analysis	na	na	
Action	Upper Squaw Tower Analysis	10/7/2010	comp	11/7/2010
Action	State of Colorado Tower Analysis		to be performed separately via NCR	
Action	NCR Frequency Coordinator cooperation	1/1/2011	current	
Action	Frequency procurement	1/1/2011	current	
Action	Voice Radio System Design	8/17/2010	comp	12/31/2010
Action	Microwave network design	8/17/2010	comp	12/31/2010
Action	Update Tower site contracts			
3	Specification Writing/ Procurement Support			31-Jan
Action	Voice radio system equipment specifications	8/17/2010	comp	28-Feb
Action	Microwave network equipment specifications	8/17/2010	comp	28-Feb

Action	Tower site equipment specifications	8/17/2010.	comp	28-Feb
Action	Backup power specifications	8/17/2010		
Action	Dispatch Center Console Interface	8/17/2010	comp	28-Feb
Action	Installation requirements	8/17/2010	comp	28-Feb
Action	Test plan	8/17/2010		
Action	Portable, Mobile and Paging specifications	8/17/2010	comp	28-Feb
4	System Procurement Process	delayed due to frequency searches 15-Feb installation schedule complete		3/31/2011
Action	Develop schedule			
Action	Prepare documentation			
Action	Meet with procurement personnel			
Action	Meet with vendors			
Action	Review responses			
Action	Respond to questions			
Action	Vendor recommendation			
5	System Implementation			10/1/2011
Action	Develop support project schedule			
Action	Support meeting schedule			
Action	Develop equipment delivery schedule- signoff			
Action	Develop action plan			
Action	Develop/Support Installation schedule- signoff			
Action	Oversee timeline			
Action	Verify test plan- signoff			
6	End User Training			
Action	Dispatcher Training			
Action	First Responder Training- Portable Mobile and paging			
Action	Develop schedule.			

UNFINISHED BUSINESS:

- **EMS Assessment Fee:** Tabled to next month.
- **Firefighter Training Building:** Captain Chris Johnson presented the following presentation to the Board:

<p><u>The Need</u></p> <ul style="list-style-type: none">• We need well trained firefighters• It is impossible to directly measure the effect of quality training until there is a major failure of the system.• Prevention of major failures is our best strategy for saving lives and property <p><u>Specific Benefits</u></p> <ul style="list-style-type: none">• Fire Suppression performance - lives and property• Increased effectiveness of fire fighting fundamentals• Respect for volunteer time• Retention matters for our community and our Firefighters <p><u>What are we asking for?</u></p> <ul style="list-style-type: none">• Training building on our existing site• Visibility and location constrained that reflects the nature of the fires we fight• Burn capabilities• Modeled after West Metro facility <p><u>Talk Turkey</u></p> <ul style="list-style-type: none">• Dick Quinn• Proposal - Specifics attached in paper, Project Total = \$800,000 w/ no burn• \$200K - \$400K to add burn (propane) capabilities• Total Cost of Ownership<ul style="list-style-type: none">- Insurance - Negligible (<\$2,000/year)- Training - \$10,000.00- Gas and Upkeep - \$5,000.00 <p><u>Our Proposal</u></p> <ul style="list-style-type: none">• We need a building• Start the project now, get it into service in 14-18 months• We want burn capabilities• Suggest immediate building project and fund burn capabilities over 2 year period during normal budget cycle <p><u>What do we want tonight?</u></p> <ul style="list-style-type: none">• Acceptance and feedback of the concept• Ideally, Money for Project Consultant
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- He also presented that this is a very conservative price quote which should give everyone a good picture of what kind of building the firefighters are looking to build. Basically the cost for the building is around \$800K without burn capabilities. The insurance cost to insure the building is minimal. Additional costs would be the maintenance (continuous) and training of instructors (one-time cost). Firefighters need a burn building with burn (propane) capabilities; first the building needs to be built and then the burn capability would be added on later which is estimated to be \$200 - \$400K. So far they have received three bids which came in at about the same cost. They would like to start on the project now so that it could be ready to use in 14 months. A discussion ensued regarding bond vs. mill levy issue. Director Kling clarified that it was

the mil levy increase not the bond issue that dealt with certain projects. Mike Novick said that the mil levy increase request had specifics attached to certain projects and this was one of them. Mr. Johnson continued that whoever foresaw that it would take about \$1 million dollars to erect this building was right. A discussion ensued regarding the West Metro Training Building field trip that several board members and firefighters took regarding the enhanced capabilities of their training facility. Captain Johnson does not foresee the need to have those capabilities here; basically our building would be to train our firefighters in the fundamentals. Our building would have a water capture system but it will not be as elaborate as West Metro's. We would use our system as part of our DE (Driver Engineer) training; we will use the portable pumps on our trucks to pump the water. A discussion ensued regarding training requirements for firefighters. Director Simons is concerned about the future finances of the District; we still do not know what our property tax income will be since it is forecasted to decrease. He is hesitant to spend this money now; he would rather wait until the county tax valuations are released for 2012 and 2013 sometime in the August/September timeframe. Director deDisse agreed. Several suggestions were made to keep the project moving along. Director Simons clarified that he does not want this project to take a life of its own and that is becomes generally accepted that this building will be built because that is not the case. Chris Johnson then presented what the firefighters want now:

1. Board approval on the concept.
2. Commit funds (\$7500/mo) to get the process started by hiring a project consultant to help with the project to figure out the cost of this building. We need correct building specs before we can figure out the cost of the building.

Director Simons gave his approval for the concept. Further discussion ensued on what to do moving forward. Director Kling recommends that one, the topic is added to future agenda's under unfinished business and two, he's always supported improving the shed we currently use but if the department had a choice between a training building without burn capabilities and none at all, would the firefighters support a new building without burn capabilities? Chris Johnson replied absolutely. The firefighters would rather have a training building of some sort than none at all; the shed is just not adequate; however we are not solving one of the primary issues we are trying to solve – our firefighters need to have more training in the fundamentals of firefighting which would raise the entire capability of the department. Wayne Shephard added that in order for the department to get a reliable quote, plans need to be drawn up to our specs and to do that the firefighters need the funds to get this process started. Asst. Chief Weege commented that if any building is built that it should have the option of someday having burn capabilities added even if it is five to ten years down the road. Director Kling will not have the board approve any money tonight towards this project as it was not on the agenda but added on tonight. Chris Johnson understands no funds will be approved tonight but would like the Board to remember that \$800K is the number to move towards. After further discussion it was agreed to wait until September, once the valuations are in, and then at that time make plans how the project will move forward. Director Simons wanted to confirm that the Board is behind the concept but is waiting for the valuations. The Board thanked Mr. Johnson for his presentation.

NEW BUSINESS: None

BOARD MEMBER COMMENTS:

Director deDisse: Thanked everyone who worked on the purchase of our new engine and thanked Chris Johnson for his presentation tonight.

Director Simons: None.

Director Dykeman: Two comments: One, thanked everyone that was involved in presenting Evergreen Fire to Rotary. Two, would like permission to work with Bob Walter on an EMS subscription program. He would like to put together a study group and present the findings at the August board meeting. The Board approved Director Dykeman to work on this project to see if this is feasible in our community.

Director Kling: We have a great community; our citizens support us and that every division at EFR knows who he feels about them.

MEETING ADJOURNED

Director Dykeman made a motion to adjourn; Director Simons seconded the motion; the motion carried; the meeting adjourned at 9:35 PM.

NEXT MEETING DATE

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

Respectively Submitted,

Sylvia Ross
Recording Secretary

JULY 2011

Active Topics Discussed:	Discussed:	Update	Recommendations
Feasibility Report on training/burn bldg.	Apr-09	Sept-11	Once the 2012 & 2013 property valuation report is in, the Board will make a decision at that time; will be discussed at the September Board Meeting.
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	June -11	Once the Handbook is complete we will discuss HR training issues.
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	June-11	Vacation policy meeting with employees and the Committee completed; update presented at the July Board Meeting.
ISO Article	Dec 10	June -11	Working with Mark Davidson; completion scheduled for end of June.
Board Retreat – Senate bill #1052	Jan 11	June -11	This bill requires members of Boards to go through some formalized training on how BODs react to large wildland fires based on the passed wildland bill. More information to come in the following months. This is 2010 Legislature
401a Pension Board	April 11	June 11	First meeting of the Board Friday July 8, 2011.
EMS Assessment Fee	Jan 11	June -11	Update to the Board at the July Meeting
EMS Subscription Plan	June -11	August	Board approved Director Dykeman to create a study group for the feasibility of such a program in our community.
May 8, 2012 Election		Jan -12	Set up a timeline for the May 2012 Board Election; two seats will be up for re-election.