



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE EVERGREEN FIRE PROTECTION DISTRICT
JUNE 8, 2010**

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on June 8, 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, Linda Alexander, Robert Gottsman, Mike Weege, Tony Shepperdson, Mike Novick, Sylvia Ross

MEETING CALLED TO ORDER

President Kling called the meeting to order at 7:10 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.

PUBLIC COMMENT:

Robert Gottsman addressed the board regarding UHF vs. VHF. The last two board meetings has raised his curiosity on the district's finances; he wants more information about the money being spent on upgrading our communication dept. Mr. Gottsman asked about 800 mhz since some departments use this frequency. Director DeDisse addressed Mr. Gottsman. Currently EFR is on UHF; all the other districts are on VHF. 800 mhz does not work well in the mountains. The district would have to install additional repeaters to have good coverage area. Since the district needs to be narrowband compliant by 2013 and we need to have interoperability with other districts, we need to make this switch. If we were to upgrade our current system it would cost the district about \$400,000 to make UHF narrowband compliant and since it is mandated by law that we need to be narrowband compliant by 2013, it is better for the district to spend the \$900,000 now and take care of the narrowband issue and more importantly to have interoperability with our surrounding districts. UHF will be eliminated.

The second question Mr. Gottsman asked was in regards to the volunteer pension. Chief DeJong replied that the pension amount is based on age and length of service (min.10 years). The firefighters receive a defined benefit of \$600/month if they served for 20+ years; \$300/month for 10-19 years of service. Every few years the district pays for an actuarial study to make sure the account is funded properly. Not only does the district contribute money to this account, the state provides matching funds (\$80,000) each year. This keeps the fund solvent and the pension encourages volunteer participation. There is no lump sum benefit but there is a death benefit of 50% given to the spouse of the deceased firefighter. The FPPA (Fire & Police Pension Association) administers the account. The paid staff has a different pension program.

APPROVAL OF MINUTES: May 11, 2010 Meeting Minutes: Approved as presented.

PRESENTATIONS

April 2010 Financial Report

Chief DeJong presented the April 2010 Financial Report.

District Cash and Investments:

| | | |
|------------------------|----|--------------|
| General Fund | \$ | 807,241.60 |
| EMS Checking | \$ | 110,623.65 |
| Strategic Capital Fund | \$ | 1,444,833.37 |
| Capital Projects | \$ | 199,063.82 |
| Apparatus Replacement | \$ | 1,335,806.55 |
| Tabor Reserve | \$ | 119,943.36 |
| Charitable Donations | \$ | 4,425.92 |
| Total: | \$ | 4,021,938.27 |

General Fund Revenues are at 167% of budget, and 100.5% of last year. The Budget variance will even out over the remainder of the year. General Fund Expenditures are at 76% of the budget, 89.4% of 2009 YTD. EMS Revenues are at 94.2% of Budget, 119% of 2009 YTD. EMS Expenditures are at 73.3% of Budget, 75.8% of last year.

Under the General Fund, Other Revenue the 1537.5% is a typo. Director Kling asked if the other revenue, current month is correct because that seems high. The Chief responded that is due to a donation to the Fire Prevention division to buy a fire extinguisher training system by an Evergreen citizen. Director Kling asked about why the percent of budget on page 2 under Contractual Services is so high. Chief DeJong will check with the Finance Director and get back to the board. The April check run is also included in the report.

Director Christensen made a motion to accept the April 2010 Financial Report as presented. Director DeDisse seconded the motion, the motion passed unanimously.

Awards Presentation

SOG Project Award: Mike Weege, Fire Ops
Tony Shepperdson, EMS
Christy McCormick, Communications

ISO & SOG Support: Carol Hucker

Station 1 Clean-up and
Wildland Coordination: Keith Haugrud

CHIEFS REPORT

Administrative / HR

- Job postings have been completed for the following positions:
 - Community Educator / Fire Inspector – Job offer being extended.
 - Mechanic – Offer extended and accepted, working on background and physical.

- Communications Specialists – 2 new dispatchers have started their training.
- Part – Time Paramedics – Three part-timers have been hired and have been released and are covering shifts.
- Update on EMS Coordinator position at next meeting.
- Working on Chief's review and feedback process. Drafts have been forwarded for your review and comments. Review comments from work session.
- Compensation analysis underway. Updated CSFCA survey was received. Data has been compiled. A few positions will require some additional research and rework in regards to title and job duties. Review session being set up with Compensation Committee.

Apparatus Equipment and Facilities Maintenance

- Chassis from A-21 has been transitioned for Pump 1. This should provide a more reliable chassis and power plant for years to come.
- Bar code project has been initiated. Working on group classifications and categories.
- Assistance to Firefighters Grant (AFG) has been submitted. Early indications are that the first rounds of announcements should take place by the end of the year.
- Awaiting bids for the installation of generator and transfer switch for the Administration/Training building.

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. The new map books were distributed. Some conflicts were found concerning our information versus what Jeff Co provided Geo Comm. This information is being compiled for an update. We are fortunate that we have an update clause in the contract. These updates will be completed quarterly. After this first update, we will have larger maps printed for Dispatch, Administration and for each station as well.
- 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.
- New dispatchers in training.
- Contract signed with Pericle Communications. Dates are being set up for end-user, development, research and frequency allocation meetings.

Emergency Medical Services

- EFR will be host site for the Foothills RETAC EMS Conf. This allows for paid/volunteer staff to get CE's in a local environment and minimal/no cost. June 7 – 12th.
- Free CPR day May 15th. More than 50 community participants.

EVFD

- 3 probes have completed their Wildland training and are nearing the end of Hazardous Materials training.

Finance

- Auditors have completed their field work. Working on the gathering the final data and answering their questions. On schedule.
- As discussed in the work session. We are also working on the potential impacts of Proposition 101, Amendment 60 and Amendment 61.

Fire Prevention

- Free CPR with EMS. May 15th another great turnout.
- Slash collection weekend, July 17 & 18. Banners will be set-up for advertisement as well as a request for Jeff Co Road and Bridge to use their road signs.
- 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. Reviewing quotes and separating into new systems versus repair of current system. Director Kling asked if the District has any recourse since this building is so new. At this point no.
- Fire District and Fire Danger signs reviewed. Recommend replacing the current old District signs with new signs that include the Fire Danger ratings. This will be a cost effective initiative to inform the public while a more detailed program can be developed for placing more signs in strategic locations.
- Frank is actually on Vacation for a couple of weeks. All concerns should be referred to Shelley or Chief.
- Next major event is the Pancake Breakfast / Safety Day on September 18th.

Fire Operations

- Training building update, working on specifications.
- Working on fine tuning basic firefighting skills.
- Several small Wildland fires in our area. Expecting this to be a fairly active season.
- Deployed a Brush truck and personnel to assist with the Blue Mtn Fire (Coal Creek Canyon) this past weekend.
- Members attending a swift water rescue course in conjunction with Clear Creek County.

IT

- PM, repair and maintenance underway.
- Working on new platform for email/exchange servers as well as the SQL server.
- Reviewing X-map software for Wildland fire resource. Old versions no longer working.
- Computers and software received for fire simulation training. Will be setting up the computer lab in the library/computer room.

Training

- 2010 Probe academy underway. Progressing very nicely with 13 probes.
- IQS database updated. Back to old version. Higher participation of pack tests this year. Great turnout with personnel with Red Cards. CSFS doing a careful scrutiny of certificates and records. Records are in order.
- Working on continual changes to Haz Mat class. This class is going very well.
- Working on July Renewals. Received updated certificates from DFS, only a few firefighters left working on some basic certifications.
- Working on a small initial attack command resources.

Special Comments / Other

- 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 ISO water haul exercise.
 - This same group will now look at how to address localized training needs and combined political issues.
 - Clear Creek County and Jefferson County have completed the Annual Operating Plan's for 2010. Copies are being made and distributed.
- Radio System update –
 - Working on identifying frequencies for VHF system ongoing.
 - City of Denver has sent a final draft of the IGA will have signatures completed and forwarded.
 - Contract for Pericle Communications in the review stages.
- Fire Danger signs-
 - Signs range from \$200.00 per sign (metal 18"x24" with changeable danger ratings) to \$1500.00 per sign if we want wood with Smokey the Bear. Does the board have specific aesthetic requirements?
 - Looking a development a project with the local high schools art/shop departments for a contest for additional signs to be placed at the stations. We will give them parameters to follow (e.g. materials, cost).
 - Robert Gottsman made a comment about sign pollution so he would like to see less than more signs. The Chief responded that he department needs to be able to communicate the fire danger how can we do this? They should be placed in strategic spots in the district so that people are informed but that don't create more "sign pollution." Director DeDisse reiterated that we have to keep our forests and our community from burning down; we need to be able to communicate the fire danger and if there are any burn bans.
 - After further discussion, Director Dykeman made a motion to authorize the Chief to move forward on the signage as soon as possible as the Chief sees fit; Director Christensen seconded the motion; the motion passed unanimously.
- Annual Picnic – June 12th.
 - Rodeo Parade – June 19th.
 - Slash Weekend - July 17-18th.
 - Annual Banquet – September 17th.
 - Pancake Breakfast – September 18th.

BOARD MEETING TOPICS FOR REVIEW

Chief DeJong presented an updated version of the board meeting topic spreadsheet. Director Kling likes the format. The Chief would like to remove the closed topics as there will still be a record as he would like the topics spreadsheet attached to the minutes every month.

OLD BUSINESS

Chiefs Evaluation Tool: This was discussed in the work session prior to this meeting and no formal action was taken. It was basically a validation of the process.

Prop 101, Amendments 60 & 61: This was discussed in the work session prior to this meeting and no formal action was taken. The Chief is going to get more information on these initiatives to the board by the next board meeting.

NEW BUSINESS

Insurance Coverage/Claims Process: Again, this was a discussion topic in the work session prior to this meeting; no formal action was taken.

BOARD MEMBER COMMENTS:

Director DeDisse thanked all staff to stepped up to help in regards to the recent vacancy in EMS.

Director Kling echoed Director DeDisse's comment.

Director Kling asked for any final comments. Robert Gottsman asked about our ISO information on our website, and asked about our ratings near our substations.

MEETING ADJOURNMENT:

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

NEXT MEETING DATE

Tuesday, July 13, 2010 in Training Rooms A & B.

ACTION ITEMS

- Update on EMS Coordinator Position
- Update Board on EMS Contractual Services line item in Financial Report
- Additional information to the board on Prop 101, Amendments 60 & 61

Respectively Submitted,
Sylvia Ross
Recording Secretary

Board Topics as of 6/8/2010

| Active Topics Discussed: | Discussed: | Update | Recommendations |
|---|------------|--------|---|
| Feasibility Report on training/burn bldg. | Apr-09 | Jul-10 | 4/9/2010 Volunteer committee headed by Wayne Shephard reviewing operational needs for training building. Updates will be forthcoming. |
| Fire/ District signs | Apr-09 | Jun-10 | 5/10 will be presenting options for the board to consider. |
| Mandated HR Trainings (Harassment/Violence) | May-09 | Aug-10 | Will be presenting potential changes to Staff Handbook including HR training issues. |
| Station 2 Fire Alarm Repair | Nov-10 | | 5/10 Working on getting bids for the repair. Vendor's replies have been difficult. |
| Merit/Compensation Review | Nov-09 | Jul-10 | 5/10 Compensation analysis underway. Charlie to sit on committee with George. Hope to have rough data early June. |
| Review of District Benefits Package | Dec-09 | Jul-10 | Same as above. |
| New Security Card System | Feb-10 | | Ongoing Evaluation |
| Resolution on Prop 101, Amendments 60, 61 | Mar-10 | Jun-10 | To be discussed in work session on June 8th. |
| Schedule another Strategic Planning Mtg | Mar-10 | Aug-10 | Set up date to facilitate budget process. |
| Update the Strategic Capital worksheet | Mar-10 | | Please see example and give feedback |
| Training Bldg Recommendation to Board | Apr-10 | | See above training building topic -duplicate - recommend delete item. |
| Schedule Work Session for Chief Rev. | Apr-10 | Jun-10 | To be discussed in work session on June 8th. |
| Schedule Work Session for New Legislation | Apr-10 | Jun-10 | To be discussed in work session on June 8th. |
| EMS / Communications Mgr Vacancy | Jun-10 | | Currently using Supervisors to help cover duties. Will be replacing the EMS Chiefs position. Chief will continue to oversee Communications during transition to see if replacement can cover both divisions and to also review other options for having adequate oversight. |
| Closed Topics Discussed: | | | |
| Agenda items posted on our website | Mar-09 | | Task accomplished. Website will stay under evaluation for updates. Recommend delete from list. |
| Training Coordinator Job Review | May-09 | May-10 | As the adjustments had been made by board, the ongoing evaluation is a personnel matter. Recommend deleting from list. |
| Communication/EMS Coordinator Review | Sep-09 | Dec-09 | As the adjustments had been made by board, the ongoing evaluation is a personnel matter. Recommend deleting from list. The ongoing evaluation of the operational needs in communications will be ongoing. Recommend deleting this item. See new item above. |
| Project Manager Recommendation | Feb-10 | Apr-10 | Contract has been finalized. Recommend delete from list. |