



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE EVERGREEN FIRE PROTECTION DISTRICT
JULY 12, 2011**

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on July 12, 2011 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

ATTENDANCE

DIRECTORS IN ATTENDANCE: Jeff deDisse. Charles Dykeman, David Christensen, and Charlie Simons (via teleconference)

EXCUSED DIRECTORS: George Kling

ALSO IN ATTENDANCE: Chief Garry DeJong, Brent Worthington, Vicky Gits, Mike Weege, Bob Walter, Jeff Ashford, Frank Dearborn, Doug Saba, Mike Novick.

MEETING CALLED TO ORDER Director 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 changed to reflect that the EMS Assessment Fee will be presented along with the subscription plan at the August meeting.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES: June 14, 2011 Regular Meeting Minutes; Approved as presented.

PRESENTATIONS:

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

District Cash & Investments:

First Bank	\$	98,753
C-Safe General Fund	\$	737,877
Strategic Capital Fund	\$	1,594,802
Capital Projects	\$	199,499
Debt Service	\$	607,276
Apparatus Replacement	\$	1,180,605
Tabor Reserve	\$	120,153
Charitable Donations	\$	4,433
Total	\$	4,543,399

Variance Analysis: General Fund Revenues are at 100.4% of budget, and 100% of last year. General Fund Expenditures are at 91.1% of the budget, 127.7% of 2010 YTD. EMS Revenues are at 93.7% of Budget, and 111.2% of 2010 YTD. EMS Expenditures are at 92.5% of Budget, 126.8% of last year.

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 as the market hopefully gets better. Director Simons asked is there any penalties if we decide to withdraw. Mr. Worthington replied that the District will be investing in fixed income securities with a specified maturity date so we have to keep the funds invested until the security matures; you can sell them but there is a loss of principle.

2012 Budget: Preliminary Budget data will be gathered from the Division Managers by July 22. 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 Christensen made a motion to approve the May 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.
- Hiring process for Community Educator / Fire Inspector position filled by Doug Saba. Chief DeJong introduced Doug to the Board.
- The Facilities Superintendent job has been offered and accepted. We are in the process of background and reference checks. Hope to have him on board the 1st of August.
- Working on new draft of Vacation Policy – see unfinished business.

Apparatus Equipment and Facilities Maintenance

- Medic 22 is back in and awaiting county inspection. The used chassis will be replacing a 1981 utility truck for maintenance. This reconfiguration will take place as time permits.
- Engine 3 put into service and old Engine 3 in service as Engine 5. More equipment is on order for the new E3.
- Tender 3 repaired after flat on NM deployment. Will have a spare for any deployed trucks.

Communications

- Working with 911 Inc on changing some phone software for better call quality and user friendliness. This process has been underway for the past week. The cutover will take place this next week.
 - Dispatcher training underway.

Emergency Medical Services

- AED purchased for administration building.

- Chick and Bob working on subscription program.

EVFD

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

Finance

- First meeting of the 401a pension committee was Friday. 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.

Fire Prevention

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

Fire Operations

- Working with CCEMS and CCFA on Auto Aid policy.
- Slash weekend dates July 16th and 17th.
- Training building working on specifications and information.
- SOGs being reviewed and revised as needed.
- Training on acquired structure June and July.
- 5 firefighters attending in-house EMT-Basic class.
- Working on evacuation project.

IT

- Revisiting a new responder call-in system and new logging system. The beta system is working well.
 - Working on other enhancements with GPS
- Finalizing conference bridges via web and phones for easier access for conference calls and training.

Training

- IQS database moved to IQS Web – has been updated. We have found additional working tips for keeping units and personnel available for deployment.
- Additional Wildland training in Frisco in June (10 participants).
- Training in acquired structure continuing.

Special Comments / Other

- Dave Difflumeri back started back on shift July 3rd.
- Radio System update –
 - Working on identifying frequencies for VHF system ongoing. Have tremendous NCR support.
 - Discussion on the frequencies continues in a positive direction.
 - Working group setting up conference calls.

BOARD MEETING TOPICS: ISO Article is complete and will be published in paper this week. The next 401a Pension meeting will be held prior to the October board meeting at 6:30 PM. Also, next year's election has been added to the topic list.

UNFINISHED BUSINESS:

- 2010 Audit: The final audit report was presented. A motion was made by Director Christensen to approve the 2010 Audit; Director Simons seconded the motion, the motion passed.
- EMS Assessment Fee: Tabled until next month. It will be presented with the subscription program.
- Vacation Policy Update: The committee has met; Eva Whitehead is working on a draft to submit to the committee and then will be presented to the employees before discussion at the August board meeting. The Chief and Eva recommend that any changes made to the policy take effect on January 1, 2012. The Board members agreed.

NEW BUSINESS:

401a Voluntary Compliance Plan: As we were going to the process of restating the 401a plan, it was discovered that there were some portions of the plan that we were out of compliance. So we are now taking the appropriate steps to correct the issue. One of the steps is to go with the Voluntary Compliance Plan option which is a self-disclosure to petition the IRS that we know we are not in compliance and we need to fix it. This option gives up protection from an IRS audit. The procedure involves a great deal of paperwork along with some fees. In order for us to proceed, it must be signed by the Board. The Chief is requesting a motion from the Board to direct President Kling to sign-off on all the paperwork to initiate the plan. Director Christensen made the motion; Director deDisse seconded the motion; the motion passed unanimously.

BOARD MEMBER COMMENTS:

Director Christensen: Thanked all who worked on the procurement of the new Engine and that his insurance rates have gone down due to our ISO ratings.

Jeff deDisse: Thanked Chris Schleef for all the hard work he did for this department and thanked Frank Dearborn for the slash signs. Chief DeJong added that an offer has been made for the new facilities superintendent. His name is Frank Ortega, he is a retired facilities person from Denver Health. We are waiting for the HR processes and should be on line in the next couple of weeks.

MEETING ADJOURNED

Director Simons made a motion to adjourn; Director deDisse seconded the motion; the motion carried; the meeting adjourned at 7:27 PM.

NEXT MEETING DATE

District Board Meeting, Tuesday, August 9, 2011 at 7 pm in Training Rooms A & B

Respectively Submitted,

Sylvia Ross
Recording Secretary

AUGUST 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	July-11	Vacation Committee met; working on draft to present to the committee and then to the employees for presentation to the entire Board at the August Meeting.
ISO Article	Dec 10	July-11	Article completed and published in Canyon Courier.
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	July-11	Meeting scheduled for October 11 at 6:30 PM prior to the regular Board Meeting.
EMS Assessment Fee	Jan 11	July -11	Update to the Board at the August Meeting along with the Subscription plan
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.