



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF THE EVERGREEN FIRE PROTECTION DISTRICT  
AUGUST 9, 2011**

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The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on August 9, 2011 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

**ATTENDANCE**

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

**ALSO IN ATTENDANCE:** Chief Garry DeJong, Brent Worthington, Shane Palmer, Robert Gottsman, Mike Weege, Drew Schneider, Bob Walter, Bryce Lipson, Frank Dearborn, Eva Whitehead, Evan Soibelman, Christy McCormick, Carol Hucker, Sylvia Ross.

**MEETING CALLED TO ORDER** President Kling called the meeting to order at 7:00 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 addition to new business: Spending Authorization 2011-0012.

**PUBLIC COMMENT:** Mr. Gottsman made a public comment. He thanked Garry for his service and that he is sorry to see him leave; he wishes Garry the best.

**APPROVAL OF MINUTES:** Approved as presented with a change from the work with to the word to on the second page, fourth line down from second paragraph.

**PRESENTATIONS:**

June 30, 2011 Financial Report: Finance Director, Brent Worthington presented the June 2011 Financial Report to the board:

**DISTRICT CASH AND INVESTMENTS:**

First Bank	\$ 40,353
C-Safe General Fund	\$ 770,360
Strategic Capital Fund	\$ 1,669,912
Capital Projects	\$ 199,857
Debt Service	\$ 576,965
Apparatus Replacement	\$ 1,132,086
Tabor Reserve	\$ 120,163
Charitable Donations	\$ 4,433
Total	\$ 4,514,129

### Variance Analysis:

General Fund Revenues are at 104.9% of budget, and 100.4% of last year. General Fund Expenditures are at 87.5% of the budget, 123% of 2010 YTD. EMS Revenues are at 113.4% of Budget, and 139.2% of 2010 YTD. EMS Expenditures are at 89.4% of Budget, 120.2% of last year. Director Kling asked about the 120% of budget number and Mr. Worthington replied that he will research that and have an answer at the next board meeting.

Portfolio Management Services: Agreements are in place with UMB Bank. Now that the debt ceiling issue has been resolved in Washington; 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 data has been submitted by the Division Managers; we now await the preliminary 2012 Assessment, which will be received about mid to late August.

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

### **CHIEF'S REPORT**

#### **Administrative / HR**

- Handbook revisions –
  - Discussion with EVFD Board members continuing; waiting for this information
- Frank Ortega our new Facilities Superintendant started on August 1<sup>st</sup>. We welcome Frank to the EFR family.
- Working on new draft of Vacation Policy – final feedback process underway with the committee.

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

- Medic 22 is back in service. Both remounts are in service, however are being worked on with Ford for a turbo lag issue; which brings up some safety concerns.
- Engine 3 put into service and old Engine 3 in service as Engine 5.
- Hose testing will be administered 8/6- 8/20.
- Preparations for annual pump testing later this summer/fall.

#### **Communications**

- The 911 Inc phone software has been changed out. Implementation and cutover went fairly smooth. Final punch list items being completed. Dispatchers are much happier with the functionality of this system. Increased Confidence even through the learning curve.
- New cache of 10 BK radios for large incidents. Smaller cache available for smaller deployments or mutual events.
- Additional monitors have been received, working on the balance of buying new equipment in the midst of change. Must keep operational readiness and notification at 100%.

#### **Emergency Medical Services**

- Chick and Bob working on subscription program.

- Looking at the partnership with EPAD (Evergreen Public Access Defibrillation) and adjusting focus to CPR training to augment the AEDs (Automated External Defibrillator) that are in place.

#### **EVFD**

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

#### **Finance**

- Working on Draft 2012 Budget for presentation in September.
  - Awaiting preliminary numbers from the counties on assessments.

#### **Fire Prevention**

- Initial preparations for this year's Safety Day.
- Will be presenting Fire Extinguisher Training at the Jefferson County Community Awareness Day – August 27<sup>th</sup>.
- Evergreen Public Schools start August 23<sup>rd</sup>.

#### **Fire Operations**

- Working with CCEMS and CCFA on Auto Aid policy. Final Draft moving forward for final approval.
- Training building working on specifications and information.
- SOGs being reviewed and revised as needed.
- Working on evacuation project.
- Working on a Technical Services roll for the Training Coordinator for larger incidents. SOG written and will be pilot tested.
- First Burn House this past weekend and an additional one later this month.

#### **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.
- July renewals have been submitted.
- Training in acquired structure continuing.
- Many changes at the Division of Fire Safety – making testing and tracking challenging.

#### **Special Comments / Other**

- Radio System update –
  - Working on identifying frequencies for VHF system ongoing. Have tremendous NCR support. An application has been submitted to the FCC identifying 5 uplink frequencies and 5 downlink frequencies. We need 3 of each.
  - Working group setting up conference calls. First call very productive.
  - Assessment of Bear Tower underway. Will impact equipment issues on the tower.
  - Soda Creek Fire is going into litigation starting September 1, 2011.

### **Letter to the Board:**

The following letter was read into the record by Chief Garry DeJong; it is dated August 9, 2011: This letter is to formalize the email that was sent to the Board on August 2, 2011.

I have secured employment after my contract expires on October 7, 2011. I am currently working on the actual dates for our move to Idaho, however

The Board wished the Garry the very best and thanked him for his service to the District.

Director Dykeman read a message from the Board to Garry:

The Board wishes you and Lori Ann well in this new position; we thank you for your four years of service and the efforts you put forth not just for Evergreen Fire Rescue but for the Evergreen community as well.

**BOARD MEETING TOPICS:** The Board meeting topics were discussed. President Kling asked a few questions on some of the outstanding issues. First, on the mandated harassment/anti-violence training, where is HR on this issue? Eva Whitehead will work on a timeline for the Board and get started on this project. The Board Retreat can be tabled (hidden) as it currently has no funding; it cannot be removed as it is a state statute so it will be monitored to see if anything comes up in the future. The 401a topic will be removed as the next meeting is in October.

### **UNFINISHED BUSINESS:**

- **EMS Subscription Program:** Director Dykeman updated the Board on the process. The focus group was put together and met last Thursday. The group was extremely frank with the discussion. The assessment fee subject came up and the group was surprised that we did not charge an assessment fee; all of them thought we did. The subscription program was put in second place, so when the assessment fee comes up in new business the conversation on this subject will continue.
- **Vacation Policy Update:** Eva Whitehead has completed a draft and has submitted it to the committee. She is waiting for the feedback from the two board members regarding the two drafts that he has already submitted. The Chief would like this completed at the September board meeting.
- **Radio Update:** President Kling added this to the agenda as a discussion item to see if the Board needed to be brought into the discussion. A discussion regarding paging came up and was discussed; the working group was given direction on this so there is no need to make any decisions at this point.

### **NEW BUSINESS:**

- **EMS Assessment Fee:** Bob Walter, the EMS Coordinator presented to the Board his findings on a survey he conducted on whether or not other departments charge an assessment fee; out of 24 providers surveyed, 23 of them charged some sort of assessment/treat and release fees. So that the Board could understand the implications Mr. Walter provided the Board facts on our calls, billing, contractual allowance and our collection rate. Last year our average bill was \$1150; we billed out almost a million dollars, of what we billed 30% were allowances. Based on the numbers, our current collection rate is 93%. This is a calculation based only on what can be collected; it does not include contractual allowances as there is no way to collect

that money from Medicare or any senior commercial insurance provider as this is a federal government assignment; they provide us with a fee schedule and we must accept what they pay as final payment. Last year we ran 1461 calls last year, we had 1158 patient contacts and transported 848; that left about 300 people that we possibly had some contact with that we never billed. It is from these 300 patient contacts that we did not bill that the assessment fee would pertain to. His request to adopt and assess fees for services has the potential of generating \$50K in revenue, thus decreasing the EMS burden on the General Fund. He is proposing five separate fees:

1. Attempted resuscitation fee of \$875.
2. Agency assist fee of \$500 for any helicopter transports from scene.
3. A back country extrication fee of \$300.
4. A diabetic emergency fee of \$500.
5. A treat & release fee of \$150; that must meet certain criteria.

These fees would be billed to the patient's insurance company and if they are a self-pay account the patient would be billed just as we bill for any of our EMS services. After further discussion it was agreed that the next step would be to conduct a public hearing. Director Dykeman made a motion to conduct a Public Hearing on the potential to establish an EMS Assessment Fee Schedule; the hearing will be posted in the paper and conducted at the next board meeting on September 13; Director Christensen seconded the motion; the motion passed unanimously. President Kling thanked both Director Dykeman and EMS Coordinator Bob Walter on all their hard work on this proposal.

- Transition Plan: Chief DeJong made the following recommendation for the short-term: that the Board is kept at the board level and keep operations at the operational level therefore having minimal disruptions in the daily operations. He continued that this is a transition schedule only: The Administration Division would be managed by Brent Worthington; Communication Division by Bob Walter, the Radio Program would be managed by Chris Johnson and Facilities by Evan Fosler; nothing would change for all the other divisions. There would be a financial impact due to the two part-time employees (Brent and Chris) adding more hours to their weekly schedule. The Chief opened the floor for questions/discussion; ultimate decisions would be made the Board of Directors; but the Board feels that someone needs to be a point person. President Kling contacted our attorney, Linda Alexander who also feels that the District should have a point person in the interim. The Chief feels that it doesn't matter who the point person is as long as the teamwork amongst the division managers stays as is. Several Board members again pointed out that they would like one person to be in charge. The discussion then changed to long term plan for the Chief's position. The Board would like Garry to let them know what worked in terms of his current job description after all he has been in the position for four years and knows it the best. After more discussion, the topic of the short-term plan was brought up again. It was agreed to have a Special Meeting next week that includes a work session to discuss both short-term and long-term transition plans. The Special Meeting will be held on Monday, August 15, 2011 at 4:30pm. If any formal decisions are made at the work-session, those decisions would be formalized (voted on) when the board adjourns from the work-session and reconvenes back into open session. Director Simons asked Eva Whitehead if the Board needs to utilize her more than the current two days per week, would she be available. Eva replied that she would be able to provide the District with more hours to accomplish any issues that come up and help with both the short-term and long-term plans. Sylvia Ross will take care of all the appropriate notifications.

- Spending Authorization: 2011-0012: Tough Book Computers. Chief DeJong presented the spending authorization to purchase two new tough book computers for the new remounts. Director Dykeman made a motion to approve the spending authorization; Director deDisse seconded the motion, the motion passed unanimously.

**BOARD MEMBER COMMENTS:**

The Board again thanked Garry for his service to EFR and the community.

**MEETING ADJOURNED**

Director Dykeman made a motion to adjourn; Director deDisse seconded the motion; the motion carried; the meeting adjourned at 9:20 PM.

**NEXT MEETING DATE**

District Board Meeting, Tuesday, September 13, 2011 at 7 pm in Training Rooms A & B.  
Special Volunteer Pension Board Meeting, Tuesday, September 13, 2011 at 6:30 pm in Training Rooms A & B.

Respectively Submitted,

Sylvia Ross  
Recording Secretary

**SEPTEMBER 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	Aug-11	Eva Whitehead will put together a timeline to begin the training. This will be an organizational wide training program.
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	Aug-11	HR has presented the Committee with two draft versions of the Vacation accrual and policy; waiting for the members of the Board on this committee to respond. This will be discussed at the September meeting
Board Retreat – Senate bill #1052	Jan 11	Monitored	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. There is currently no funding for this; this will be monitored.
EMS Assessment Fee	Jan 11	Aug -11	Formal Hearing for the proposed EMS Assessment fees to be conducted at the September board meeting
EMS Subscription Plan	June -11	August	Update at the September board meeting
May 8, 2012 Election		Jan -12	Set up a timeline for the May 2012 Board Election; two seats will be up for re-election. DEO information will be provided along with a calendar of events from our attorneys.
Long Term Plan	Aug-11		Board will receive information from the current chief and then will solicit information for the Division Managers and work with HR to come up with a long term-plan.