



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE EVERGREEN FIRE PROTECTION DISTRICT
AUGUST 10, 2010**

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on August 20, 2010 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

ATTENDANCE

DIRECTORS IN ATTENDANCE: David Christensen, Jeff deDisse, Charles Simons and via teleconference: Charles Dykeman

EXCUSED DIRECTORS: George Kling

ALSO IN ATTENDANCE: Chief Garry DeJong, Linda Alexander, Robert Gottsman, Mike Weege, Frank Dearborn, Brent Worthington, Wayne Shephard, Sylvia Ross.

MEETING CALLED TO ORDER

Vice President Simons 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 approved with a change to one of the spending authorizations; #2010-0005 should read Fire Alarm System not Sprinkler System.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES:

- July 13, 2010 Regular Meeting Minutes: Approved, with change in the next meeting date.

PRESENTATIONS

June 2010 Financial Report

Brent Worthington presented the June 2010 Financial Report.

DISTRICT CASH AND INVESTMENTS

General Fund	\$ 1,090,276
EMS Checking	\$ 38,694
Strategic Capital Fund	\$ 1,445,102
Capital Projects	\$ 198,207
Debt Service	\$ 470,772
Apparatus Replacement	\$ 1,336,064
Tabor Reserve	\$ 119,966
Charitable Donations	\$ 4,427
Total	\$4,703,508

VARIANCE ANALYSIS

General Fund Revenues are at 98% of budget, and 102% of last year.

General Fund Expenditures are at 74.4% of the budget, 86.4% of 2009 YTD

EMS Revenues are at 97.8% of Budget, and 101.5% of 2009 YTD.

EMS Expenditures are at 74.6% of Budget, 80.1% of last year.

EMS Collection Rate: Pursuant to Board direction, this report will include the YTD EMS Collection Rate twice each year, at June 30 and December 31.

The 2010 Collection Rate at mid-year is 63% of billing. Bad Debt write-off is 6%, and Contractual Allowance is 31%. Director Christensen asked what are contractual allowances. Chief DeJong replied they are mandatory write-offs prescribed by Medicare, Medicaid and other commercial insurance companies that insure elderly and disabled subscribers.

A motion was made by Director Christensen to approve and place on file the June 2010 Financial Report; Director DeDisse seconded the motion; the motion passed unanimously.

CHIEFS REPORT

Administrative / HR

- Job posting for EMS Coordinator underway. Posting will close August 31st. The plan is to have someone in that position by October.
- Working on Chief's review and feedback process. Assessment tool completed and being tested in Zoomerang. Feedback form in Final Draft. Eva will be starting the process soon.
- Compensation analysis underway. Data compilation completed and recommendations being finalized. Goal is to have face to face meeting of all committee members; post survey data and place on agenda for September's meeting. Director Simons added that what is going to be emailed out to staff are the results of the analysis; it will show a min and max salary of each position posted on the survey; it is not indicative of what any one person will make; it is just a guideline.
- Handbook revisions underway. Focusing on topics impacted by legislative changes and compensation analysis.

Apparatus Equipment and Facilities Maintenance

- Pump, hose and ladder testing beginning.
- Bar code project has been initiated. Working on group classifications and categories. This will also be initiated during the hose and ladder testing.
- Review of apparatus needing replacement underway. Preparations for inclusion in the 2011 budget request.
- Awaiting bids for the installation of generator and transfer switch for the Administration/Training building. Additional funds are needed for completion of this project. Will discuss spending authorizations under New Business.
- EFR has the opportunity to have natural gas installed at station #7. This will drastically reduce utility costs and is estimated to have full return on investment in two years. See New business.

Communications

- New dispatchers in training and doing well.
- Contract signed with Pericle Communications. End user meetings have taken place. Finalizing questionnaire for additional input. Information being sent to Pericle. The plan is to have our frequencies secured by the end of the year; then five to six months for installation and testing; go live by October 2011.
- Rearrangement of office space and storage areas in preparation for equipment staging for the VHF system.

Emergency Medical Services

- EMS Chief being posted. Using Supervisors for coverage.
- Preparing for October re-licensing process through Jefferson County Health Dept.
- Assisting with preparations for Safety Day and School visits.

EVFD

- 13 probes have completed their Hazardous Materials training, finishing testing process.
- Reviewing various recruitment and retention avenues.
- Pancake Breakfast coming up September 18th.

Finance

- 2009 Audit complete, has been submitted to the State of Colorado.
- 2011 Budget preparation underway.

Fire Prevention

- Since receiving new extinguisher 110 residents have been trained. Administrative staff being trained Aug 14th.
- Fire District and Fire Danger signs being placed throughout the district. Jeff Co will be assisting with final 4 on current posts.
- Next major event is the Pancake Breakfast / Safety Day on September 18th.
- Planning for School visits Sept/Oct underway.

Fire Operations

- Training building update, working on specifications. Director Simons commented that the dept may want to consider calling this "training" building by another name as most community members relate the current Admin building as the "training" building. Chief DeJong suggested calling it Fire Exercise Facility or something along those lines.
- Working on fine tuning basic firefighting skills. Aug 8th Burn building at Fairmount Fire Facility.

IT

- Working on installing email/exchange servers as well as the SQL server.
- Installing X-map software for Wildland fire resource.
- Computers and software received for fire simulation training. Will be setting up the computer lab in the library/computer room. Training underway.

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 with Allen Gallamore for more details. Looking at resource availability based upon qualifications.

- Working on a small initial attack command resources.
- Working on officer Development program.
- Working on PPE bid with different vendor.

Special Comments / Other

- Radio System update –
 - Working on identifying frequencies for VHF system ongoing.
 - City of Denver has the signed IGA, processing invoice for funds availability.
 - End user meetings complete.
 - Development underway in the early stages.
- Annual Banquet – September 17th.
- Pancake Breakfast – September 18th.
- Station #2 Fire alarm system – will be discussed in new business.
- Strategic Planning Timeline. Per Director Kling's request here is a rough timeline:
 - September / October – while discussing the budget preparations for 2011, include justifications, goals and objectives etc., perform internal assessments for direction, needs and gaps.
 - Nov / Dec – use external influences for support or re-focus of direction. i.e. OSHA, NFPA, ISO etc., directions from board members, and possible legislation passage. By the end of the year, all of the information gathering phase should be complete. A discussion ensued regarding where to get some of this information and how the districts demographics have changed that will influence this document.
 - January – Assign a District Board Committee for participation in drafting and review of document.
 - April/May – present draft Strategic Plan to full District Board.
 - Set up open public meetings for input.

BOARD MEETING TOPICS FOR REVIEW

Chief DeJong advised the Board that there have been no changes/updates to the topics list and that per Director Kling's request, a calendar of important dates has been added to the second page of the topics sheet.

OLD BUSINESS

Salary Survey/Compensation Update: Discussed in Chief's report. Nothing additional to add.

NEW BUSINESS

Spending Authorization 2010-0005: Fire Alarm System. The chief presented the fire alarm system authorization; it is a budgeted item in the strategic capital account. We budgeted \$12,000; the actual cost is \$21,505 which puts us over budget in this line item. The overage will be covered by items that will not be purchased in the strategic account or which will be covered by the 911 Authority Board (eg: back up & recovery system for dispatch which are about \$20K each). A discussion ensued. A motion was made by Director deDisse to approve the authorization, Director Dykeman seconded the motion. The motion passed unanimously.

Spending Authorization 2010-0006 through 2010-0008: The Chief is asking the board for some redistribution of Strategic Capital funds. We currently have \$335K remaining in the fund which has not been allocated; the largest item is the \$189K which is our cost share for the VHF process. We have identified four items that we are not going to be purchasing, so along with

the cost savings on some projects which came in under-budget we have approximately \$175K which has not been allocated.

- Authorization 2010-0006 & 2010-007: Station 4 and Admin Generator: We had \$35K earmarked for the administration generator and using the old station two generator would allow the administration building to have backup power. Unfortunately the cost of updating the old station two generator from single phase to three phase is costs more than purchasing a new generator. The plan is to use the \$35K that was slated for the admin generator and use that money to purchase a generator for Station 4 which was scheduled for next year. By redistributing the money left in the strategic capital fund the District could purchase generators for both buildings so that all have back up power. The generator for Station 4 is \$25K and for the Admin building is \$55K for a total of about \$80K which puts us \$45K over-budget. So by using the \$30K saved in the LifePak purchase, and three other 10K projects which we will not purchase or are covered by the 911 Authority Board or grants, the district can purchase both of these generators. The Chief requests the board to approve both of these authorizations. A discussion ensued.
 - A motion was made by Director Dykeman to approve Spending Authorization 2010-0006; Director Christensen seconded the motion; the motion passed unanimously. Director deDisse abstained.
 - A motion was made by Director Christensen to approve Spending Authorization 2010-0007; Director Dykeman seconded the motion; the motion passed unanimously. Director deDisse abstained.
- Spending Authorization 2010-0008: Station 7 Natural Gas Line Installation: Chief DeJong presented to the board the authorization for Xcel to install a natural gas line to Station 7. This will require the current heating system to be switched from propane to natural gas. The \$6K cost would be recuperated within two years; and subsequently our heating bills would be 1/3 of the cost of heating with propane. A discussion ensued. A motion was made by Director Christensen to approve Spending Authorization 2010-0008; Director Dykeman seconded the motion; the motion passed unanimously.

BOARD MEMBER COMMENTS:

Director Dykeman thanked all of the staff and volunteers for the cards and meals. Both he and Nancy are very appreciative.

MEETING ADJOURNMENT:

A motion was made by Director Dykeman to adjourn the meeting; Director Christensen seconded the motion; the meeting was adjourned at 8:12 pm.

NEXT MEETING DATE

Tuesday, September 14 in Training Rooms A & B.

ACTION ITEMS

- Compensation Committee Meeting
- Work on Strategic Plan per timeline
- 2011 Budget preparation/discussion

Respectively Submitted,
Sylvia Ross
Recording Secretary

September 2010

Active Topics Discussed:	Discussed:	Update	Recommendations
Feasibility Report on training/burn bldg.	Apr-09	Jul-10	Asst. Chief Marshall addressed the board with an update on the project in July. Additional updates and estimated forthcoming.
Fire/ District signs	Apr-09	Jul-10	7/10: The signs have been received and are being placed in strategic locations throughout the District.
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-09	Aug. 10	Spending Authorization presented to board for \$21,505; approved at August Board Meeting
Merit/Compensation Review	Nov-09	Sep-10	Results & Recommendations have been emailed to Staff; adoption to be presented to full board at September Board Meeting.
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	Jul-10	7/13: Resolution Opposing Amendments 60 & 61; Propostion 101 adopted.
Schedule another Strategic Planning Mtg	Mar-10	Sep-10	Chief to update Board on Strategic Planning Process, timeline.
Update the Strategic Capital worksheet	Mar-10		Please see example and give feedback
Chief Review Process	Apr-10	Sep-10	Review posted on Zoomerang; HR beginning interviews with division managers and staff that report to the chief.
EMS / Communications Mgr Vacancy	Jun-10	Sep-10	Position posting closed at the end of August. HR Reviewing applications/resumes