



**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
OF THE EVERGREEN FIRE PROTECTION DISTRICT  
AUGUST 15, 2011**

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A special meeting of the Board of Directors of the Evergreen Fire Protection District was held on August 15, 2011 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

**ATTENDANCE**

**DIRECTORS IN ATTENDANCE:** Charles Dykeman, David Christensen, Charlie Simons, George Kling, Jeff deDisse (arrived at 4:43PM).

**ALSO IN ATTENDANCE:** Carol Hucker, Eva Whitehead, Trent Searcy, Christy McCormick, Shane Palmer, Bryce Lipson, Alan Kopelove, Mike Mendelsohn, Dave Montesi, Quintin Galt, Frank Dearborn, Jeff Ashford, Doug Saba, Brent Worthington, Ben Celius, Evan Fosler, Shelley Hunter, Mike Sivertson, Bob Walter, Chief Garry DeJong, Sylvia Ross.

**MEETING CALLED TO ORDER:** President Kling called the meeting to order at 4:32 P.M.

**APPROVAL OF AGENDA:** The agenda was changed to reflect an addition to new business: Spending Authorization 2011-0013: VHF Frequency Acquisition Fee.

**WORK SESSION:** The Board recessed the formal meeting and convened into the work session at 4:34 P.M. President Kling asked the group for their input on a short-term plan that will be in place for the next 4-6 months.

Bob Walter, EMS Coordinator asked since it is the consensus of the Board that the Division Managers can keep the District afloat, is the Board looking for one person to be the go-to person; to be the point of contact? President Kling replied that per state statute there has to be a designated Fire Chief and the natural choice for that would be Jeff Ashford, Chief of the Evergreen Volunteer Fire Department and the Fire Operations Chief for Evergreen Fire Rescue. He also envisions that Jeff would know what is in his sphere of authority and scope. Chief Ashford added that he recommends that the Board look at how the short-term plan is working once in place, to help identify what is needed in the long-term. Director Simons agrees; that what the short-term plan shows (whether the short-term plan works or not) will foreshadow what we will need in the future. Eva Whitehead, HR Manager agrees with both Vol. Chief Ashford and Director Simons; this short-term plan is somewhat of a preview of what our management would look like if the Board chooses to hire a district administrator instead of a paid chief. A discussion ensued regarding the management of the Communications division. Currently that division supervisor reports to the Paid Chief. Shane Palmer, the division supervisor, believes that adding another supervisor and assigning a current division manager in charge would be the best way to manage this division. Eva Whitehead agrees with this structure. Dispatch knows how dispatch should be run, there are enough seasoned dispatchers in that division to keep it running smoothly; they don't need their own division manager. When there was a Communication Division Manager there was so much micro-managing going on that it made things worse. Director Simons agrees that he wants to see the Communications division start running themselves; however it works; that is his goal. Eva will work with the Communications Division to make sure this happens.

As it stands, there are three candidates that have graciously put their name into the hat for this interim position. They are: Frank Dearborn, Fire Marshal; Evan Fosler, Facilities Manager; and Brent Worthington, Finance Director. Director Kling envisions this person to work with the other managers to work out any issues that come up and if we decide to hire someone for the long-term, whatever choice that is, that this person would work side by side with them. Further discussion ensued regarding the candidates, including organizational charts, and the authority and scope this person would have in this interim position. HR will put together a job description for this person so that there are clear expectations.

A question regarding a Paid Chief vs. District Administrator was presented. Frank Dearborn gave a brief history on the old system: District Administrator vs. the Volunteer Chief and the responsibilities of each as well as the workload. Some felt that management of the district and fire department worked better when there was a District Administrator. This topic will be discussed further at future meetings. Right now we need to have one person that will report directly to the Board. Brent Worthington asked if the Board plans to open this position up to everyone in the organization and then conduct interviews. Director Kling does not envision this kind of process but can only speak for himself. After more discussion it was decided that a decision needs to be made tonight and that the Board will consider all three candidates by going into an Executive Session, to discuss the pros and cons of each one and then make a decision back in open session. This point person will take over once Chief DeJong leaves; his last day is September 16, 2011. After some discussion about logistics and schedule, Brent Worthington asked his name to be withdrawn from consideration. The Board closed the Work Session at 6:10 P.M.

**BACK IN OPEN SESSION:** The board was back in open session at 6:10 P.M.

**NEW BUSINESS:**

- Discussion and/or decision based on work session: The Board decided to discuss the rest of the new business and then go into Executive session to discuss and review the candidates for the interim position. Director Kling then made a motion to designate Volunteer Fire Chief Jeff Ashford as the interim Fire Chief to satisfy all statutory requirements of the State of Colorado; Jeff deDisse seconded the motion; the motion passed unanimously.
- Spending Authorization: 2011-0013: VHF Frequency Acquisition Fee. Chief DeJong presented the spending authorization. Director Dykeman made a motion to approve the spending authorization; Director Christensen seconded the motion; the motion passed unanimously.

**EXECUTIVE SESSION:** Director Christensen made a motion for the Board to go into Executive Session pursuant to 24-6-402(4)(f); for discussion of a personnel matter to interview and discuss both Frank Dearborn and Evan Fosler for the interim point of contact position; Director deDisse seconded the motion; the motion passed unanimously. The board adjourned into Executive Session at 6:30 PM.

**BACK IN OPEN SESSION:** The Board was back in open session at 6:59PM. Director Christensen made a motion to approve and assign Fire Marshal Frank Dearborn as the interim

point person reporting directly to the Board of Directors beginning September 16, 2011; Director Dykeman seconded the motion; the motion passed unanimously.

**MEETING ADJOURNED**

Director Dykeman made a motion to adjourn; Director deDisse seconded the motion; the motion carried; the meeting adjourned at 7:02 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