



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE EVERGREEN FIRE PROTECTION DISTRICT
SEPTEMBER 13, 2011**

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on September 13, 2011 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

ATTENDANCE

DIRECTORS IN ATTENDANCE: Jeff DeDisse, Charles Dykeman, David Christensen, and George Kling by teleconference.

EXCUSED DIRECTORS: Charlie Simons

ALSO IN ATTENDANCE: Chief Garry DeJong, Brent Worthington, Jeff Ashford, Frank Dearborn, David Godaire, Nancy Dykeman, Bob Walter, Dave Skerda, Mike Gregory, Dave Marshall, Mike Weege, Bryce Lipson, Eva Whitehead, Mason Duncan, Kevin Gilbert, Mike Mendelsohn, Mike Novick, Paul Saueracker, Chris Johnson, Christy McCormick, Wayne Shephard, Melanie Nichols, Bill Manning, Cheryl Denbow, Dean Grose, Allan Cheateaux, Tim Ross, Robert Jorgensen, Matt Duty, Brandon Kuglin, Nelson Parrish, Ed Mills, Sylvia Ross.

MEETING CALLED TO ORDER Director Dykeman 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 as presented.

PUBLIC HEARING: The Public Hearing was called to order at 7:05 by Director Dykeman. EMS Coordinator, Bob Walter, presented the proposed EMS Assessment Fee Schedule. The floor was opened for comments. Community Member Melanie Nichols made a comment in favor of the proposed fees. Nancy Dykeman also spoke in favor of the proposed fees. Director Dykeman asked if there were any additional comments, none appearing; the hearing was closed at 7:19 PM.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES:

- August 9 Regular Meeting Minutes: Approved as presented.
- August 15 Special Meeting Minutes: Approved as presented.

PRESENTATIONS:

July 31, 2011 Financial Report: Finance Director, Brent Worthington presented the July 2011 Financial Report to the board:

First Bank	\$ 86,516
C-Safe General Fund	\$ 1,564,946
Strategic Capital Fund	\$ 1,782,885
Capital Projects	\$ 199,439
Debt Service	\$ 774,623
Apparatus Replacement	\$ 1,050,640

Tabor Reserve	\$ 120,172
Charitable Donations	\$ 4,434
Total	\$ 5,583,655

Variance Analysis: General Fund Revenues are at 102.4% of budget, and 100.2% of last year. General Fund Expenditures are at 86.4% of the budget, 118.7% of 2010 YTD. EMS Revenues are at 115.7% of Budget, and 139% of 2010 YTD due to contractual allowances and the additional billing which makes the allowances increase. EMS Expenditures are at 94.9% of Budget, 130% of last year.

2012 Budget: 1st Draft of the 2012 Budget has been prepared and distributed to Board members. The preliminary valuation from the Counties showed a 7% decrease in property tax revenues; the Draft reflects this \$265K decrease. The Budget Committee will meet on September 23 to discuss options for dealing with this shortfall. The formal presentation to the Board will occur at the October Board meeting, and formal adoption can take place at either the November or December Board meetings. Director Kling would like an email to go out to staff and firefighters regarding the deficit in the budget so that all are informed and that the operating budget needs to be looked at before anything is done to the strategic and apparatus replacement budgets.

Director Christensen made a motion to approve the July 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.
- Working on new draft of Vacation Policy.

Apparatus Equipment and Facilities Maintenance

- Hose testing complete. Bar coding and hose roller investment increased efficiency and safety of the process.
- Pump testing almost complete. The new engine's pump capacity far exceeds manufacturer's specifications.
- Work continues to evaluate the FORD turbo issue.
- Sliding roof panels were noted on station #8. Company out of business. Frank Ortega fixed problem. Problem caused by not fastening all panels in place. Other stations being evaluated for similar problems.

Communications

- New system in place. Working on final punch list items, working on acceptance.

Emergency Medical Services

- 10 new CPR instructors certified.
- Chick and Bob working on subscription program. See Hearing portion of the meeting.
- Reviewing new technologies for potential implementation. Autopulse CPR device will be demonstrated followed by a trial period.
- 48/96 shift change to be initiated in October.

EVFD

- 2011 Probe Academy currently with 16 Recruits.
- Working with HR on the Handbook issue.
- Recruiting has started and will be in full force the next few months.

Finance

- Draft budget submitted to Board members for review. Will be formally presented at the October Board meeting.

Fire Prevention

- Final preparations for Safety day September 24th.
- Final preparations for School visits almost completed.
- Successful extinguisher training at the Jefferson County community Awareness Day and Safety Fair. August 27th, 2011.
- Currently no Fire Restrictions or Bans.

Fire Operations

- CCEMS and CCFA on Auto Aid / Mutual Aid policy completed and in place.
- Training building working on specifications and information. See Presentation.
- SOGs being reviewed and revised as needed.
- PIO training started this past month. Working on SOG.
- Working on evacuation project.

IT

- Significant amount of work on the VHF project.
- Ordering replacement computers.

Training

- Working on FEMA grant with John Porter and Mike Weege for PPE.

Special Comments / Other

- Radio System update –
 - Frequency application has been submitted and awaiting final invoice for payment.
 - Working group setting up conference calls occurring weekly.
 - State Extension through April 2012 has been approved. Grant Administrator, Lynn Bonestill to forward hard copy of extension.
 - Grant administrator and staff to assist in writing RFP for equipment acquisition.
 - Confirmed purchasing procedures with Grant Administrator and the City and County of Denver.
- Litigation for the Soda Creek Fire has been dismissed and closed.

BOARD MEETING TOPICS: The Board meeting topics were discussed.
Nothing to add.

UNFINISHED BUSINESS:

- Vacation Policy Update: Still waiting for a reply on the proposals from Director Simons.
- Training Building Update: Chris Johnson made a presentation to the Board:
Background:
 - Conversation with the voters
 - Fact Finding (going on 6 years)
 - Articulating the need in June
 - Moving Forward - Phase 1RFP Process:
 - We offered an RFP for the design phase of the project. (Phase I)
 - 5 well qualified firms responded with prices ranging from 25-60k
 - 3 front runners
 - Total project can be successfully capped at \$600K

RFP Details:

- Asked for design and architectural services
- 3 story building, no live burning but burn capable
- Water capture system

RFP Responses:

- Inspectrum
- Oz
- Shipley
- Fire Facilities / Short Elliott Hendrickson
- Eric Maule / BMS

Selection Committee:

- Two board members: Dave Christensen & George Kling
- Three firefighters
- Chief / District manager
- Facilities Supervisor
- Finance Director

The Case:

- Following through with the building fulfills a commitment to the voters and the firefighters
- As an organization, we are fiscally responsible and have respected and followed through with maintaining and enhancing our investments.
- As a community we have chosen to invest in supporting our volunteers rather than hiring them. That means building infrastructure and programs that prepare them for the dangers they face while understanding their donation of precious time away from work and family.
- The enhanced training we get from this structure could save a firefighter and will lead to better fire suppression for all of our firefighters.
- After a line of duty death, no chief or board member ever said their firefighters trained too much
- This is a responsible, carefully considered and supported project. Its the right thing to do by our community and our firefighters.
- Approve this project.

The Request:

- We request approval of phase one, which would encompass the design phase of the building
- Not to exceed \$60,000.00 for phase 1 and would be appropriated at the next board meeting in October after review of RFP responses by selection committee and the board.

Next Steps:

- Contract winning design firm in October
- Begin design phase
- Schedule public meetings
- Start permitting process
- Start Building

Director Kling commented that he is not willing at this point to commit to spending \$60K to find out if we can build a \$600K building. Chief Ashford commented that the money spent now on the plans is beneficial because those plans, even though we may not start building now could

work in the future; it is not wasted money. We need to start with a design phase in order for the department to get a solid estimate on the total cost of the project. Several firefighters and staff made comments in favor of committing to Phase I of the project. After further discussion it was agreed that the Training Building Committee would meet, look over all the RFPs and make a decision at the October meeting whether to fund Phase I.

- EMS Subscription Program Update: None.

NEW BUSINESS:

- Frank Dearborn Interim Job Duties: Director Dave Christensen and Charles Dykeman will meet with HR to discuss this and present at the next meeting.
- Delegated Duties: A motion was made by Director deDisse to add Frank Dearborn and Director Dykeman to our checking account as designated signers; Frank Dearborn will sign all P.O.s, Spending Authorizations; Director Christensen seconded the motion; the motion passed.
- Credit Card Authorizations: Will be discussed at October meeting.
- Special Meetings: Director Kling asked if the Board needs to meet more regularly during this transition phase. After some discussion it was agreed that there is no need for any additional board meetings.
- Resolution: 2011-0007: EMS Assessment Fee Schedule. Director Dykeman made a motion to approve the EMS Assessment fee schedule as presented in the Public Hearing; Director Kling seconded the motion, the motion passed unanimously.

BOARD MEMBER COMMENTS:

Director deDisse thanked Mike Weege and everyone that helped with this year's hose testing. No other comments

MEETING ADJOURNED

Director Christensen made a motion to adjourn; Director deDisse seconded the motion; the motion carried; the meeting adjourned at 8:55 PM.

NEXT MEETING DATE

District Board Meeting, Tuesday, October 11, 2011 at 7 pm in Training Rooms A & B.
401a Pension Board meets at 6:30PM.

Respectively Submitted,

Sylvia Ross
Recording Secretary

OCTOBER 2011

Active Topics Discussed:	Discussed:	Update	Recommendations
Feasibility Report on training/burn bldg.	Apr-09	Oct-11	Committee met, phase I funding to be discussed at the October 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	Oct-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 Oct 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 Subscription Plan	June -11	Oct-11	Update at the October 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.