



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE EVERGREEN FIRE PROTECTION DISTRICT
OCTOBER 11, 2011**

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on October 11, 2011 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

ATTENDANCE

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

ALSO IN ATTENDANCE: Bob Walter, Frank Dearborn, Brent Worthington, Chris Johnson, Mike Novick, Mike Weege, Jeff Ashford, Carol Hucker, Shane Palmer, Wayne Shephard, Christy McCormick, Sylvia Ross.

MEETING CALLED TO ORDER President Kling called the meeting to order at 7:02 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 under Unfinished Business – change EMS Subscription Program to EMS Evaluation Program.

PUBLIC COMMENT: Mike Novick will make his comments when the 2012 Budget is presented..

APPROVAL OF MINUTES:

- September 13 Regular Meeting Minutes: Approved as presented.

PRESENTATIONS:

DISTRICT CASH AND INVESTMENTS as of August 31, 2011

First Bank	\$ 230,107
C-Safe General Fund	\$ 1,173,962
Strategic Capital Fund	\$ 1,669,989
Capital Projects	\$ 199,449
Debt Service	\$ 783,722
Apparatus Replacement	\$ 1,131,945
Tabor Reserve	\$ 120,178
Charitable Donations	\$ 4,434
Total	\$ 5,313,786

General Fund Revenues are at 119.1% of budget, and 120.5% of last year. General Fund Expenditures are at 86.9% of the budget, 119.3% of 2010 YTD. EMS Revenues are at 109.8% of Budget, and 127.6% of 2010 YTD. EMS Expenditures are at 94.9% of Budget, 114.3% of last year.

Purchasing Cards: At the direction of the Board at the September meeting, I have researched alternatives to the District's current credit card provider. I recommend moving forward with the Purchasing Card program offered by UMB Bank. UMB Bank has constructed a consortium of public sector entities, which we would join. Total annual volume of the consortium is \$40 million; this would result in a rebate of 1% of all purchases paid by the card. There would be no up-front costs, and no fees. We will be able to run a significant amount of A/P through the card, so the rebate could be sizeable. Finally, UMB Bank will indemnify the District against fraudulent charges, up to \$100,000. After some discussion it was agreed to authorize Brent to move forward with UMB Bank for the purchasing cards.

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

DIVISION REPORT

Administrative / HR

Major Projects:

- Managers meetings being held to discuss:
 - Employee performance appraisal form revisions
 - 2012 Budget
 - Recommendation for revision to the job description for the administrative vacancy
- End of year / long term projects underway:
 - 2012 Budget
 - 2012 Calendar
 - Photo / Document archive construction

Communications:

- 911inc – System is stable, this version, QuickLink, is far more reliable than the previous. We currently have several open cases that are critical issues. The deliverable agreement for 911inc to have an issue free system within 60 days was not met. Currently working with the JCECA team and several key EFR personnel regarding the deliverable agreement and what steps we have to take. The QuickResponse (1st system) hardware is still on site and will remain on site until all terms of the deliverable agreements have been met.
- EMD – Current upgrades are complete waiting to implement until all projects are in to JEFFCO, looking at the possibility of going paperless for the books, exploring the option of EFR hosting an instructor class.
- Smart911 – the JCECA Advisory Board has approved the following system and funding for all 10 county PSAPS. Below is a brief overview of what this system will provide us. The plan is to have this ready to go live Jan 2012. Smart911 is an emergency response data service providing 9-1-1 call takers and first responders with critical supplemental data that citizens have opted to provide emergency responders in the event of a 9-1-1 call. Users register and confirm accounts online and when a 9-1-1 call is made from a registered phone, the information associated with that account is displayed automatically via a web browser to the 9-1-1 call taker.

Emergency Medical Services

Major Projects:

- Over sight of the Mutual Aid agreement on I70 with Clear Creek continues as there still seems to be some confusion. Hope to have that figured out before the snow flies.
- Assessment fees will go into effect today, Oct 1st. Thanks to the board for supporting this move.
- EMS planning to provide FLU and MMR inoculations department wide however we're still waiting to hear back from SAC about re- distribution of the vaccines (a savings to the department of approximately \$2,000)
- Good turn out from EMS for Safety Day.
- An AutoPulse (manual CPR device) is being demoed for the next couple of months. We've already used it twice with some remarkable findings.
- Tony and Bob are looking into hosting the FRETAC 2 day MCICS course.
- I will be attending a billing seminar the last week of Oct. for the latest in updates and advantages to improve collections. (EMS billing with one of its largest months in collections September – Great job all.)
- The NEW Denver Metro protocols will be rolled out this month. Testing will take place over the next few months with the goal of going live January 1st.
- Annual ambulance inspections are scheduled for Oct 12th

Ongoing Issues & Concerns:

- Subscription Plan still under development
- Evan and Bob are working with Ford (see Evan's report)
- 48/96 shifts will begin on October 13th.
- Still experiencing Red Beam problems at station 4. I think our computers are in need of updating, seem to be unable to handle the requirements needed to run the programs.

Other Business:

- Driving course was held this past weekend. Good turnout and a huge success. Thanks to Tony, Mike W. and Dave M.
- Great work being done to improve the organization as a whole! M&M meetings are making big strides.
- EMS Billing collected nearly \$75k in September. Missing the all time high by a mere \$400! October collections have already exceeded \$11k, putting EMS collections on pace to seeing its highest annual collections totals of all time, averaging an increase of more than \$3k /month. Great job by the crews in adapting to the documentation changes and EMS billing for their proficiencies.

EVFD

Major Projects:

- Academy- On target with graduation scheduled for October 29th at 10:00 am. Invitations will be emailed out for rsvp to luncheon following ceremony and demonstration of acquired skills.
- Annual Banquet well attended.
- Recruiting has been completed and interviews scheduled for October 23rd.

IT

Major Projects:

- New dispatch daily log application implemented and live.

- New password reset system implemented and live – now ready for next password expiration date in about 100 days.
- Completed email server migration and retirement of old system.
- Minor web application release with a few new features.
- Researching low cost GPS dispatch routing to apparatus.
- Radios:
 - Still waiting on frequency update from APCO.
 - Submitted RFP information for infrastructure build out.
 - Completed testing of hand held radios, Harris and Motorola were the best performers in all tests.
 - Building frequency list and gathering pricing information for handhelds
 - Pushing hard to move through the RFP phase this October and try to get items purchased this year

Fire Operations:

Major Projects:

- Academy- Probes preparing for haz-mat re-take. Testing to take place here the first week of Oct. FF1 practical testing is Sat. Oct. 1. FF1 written test has been scheduled and will take place in Golden. New members should be voted on the end of Oct. This is a big event for them, they have as a whole been very active in running calls. 2011 Academy Graduation will take place on October 29th.
- Certifications- July renewals received. Already working with those renewing in December.
- Company Training- CPR renewals complete. October Company training will be vehicle fires using the new propane prop. Use of the prop at Safety Days was very successful.
- IQS/ROSS- Continuing to maintain and actively manage equipment and fire fighters' ROSS status. Jeff Ashford deployed to Minnesota.
- Evacuation Routes- Evaluations of emergency evacuation routes are ongoing. XMap has been chosen as the mapping software. Most of the preliminary work has been done for Echo Hills and Brook Forest.
- Other –
 - FEMA AFG grant application for PPE/Bunker gear purchase has been completed and submitted. Thanks John Porter and Ben Celius
 - Continuing to evaluate blended learning opportunities. A group of current FFs is beta testing one possible solution. Initial feedback is very positive.
 - New bunker gear for 5 members has been identified and will move forward with measurements and ordering.
 - Operations budget needs to be reviewed for possible adjustments.

Major Purchases:

- Nozzle yearly replacements have been identified. Several quotes were solicited to confirm competitive pricing. Order is ready to be placed. Replacement hose for loss from hose testing is being quoted.
- 2 new multi-gas detection meters were purchased and placed into service in Engine 1 and Engine 2. Lt. Mendelsohn will be responsible for calibrating all gas detection devices.

Other Business:

- Managers meetings have been very productive in addressing inter-divisional needs, relationships are strong.
- School visits are being supported by Firefighters

- Big Chili, Banquet and Safety Days were an outstanding success (Thanks to Sylvia, Frank, Doug, Stacey and Stacey).

Fire Prevention:

Major Projects:

- Pancake Breakfast/Safety Day, we had a great day with approx 2200-2300 attendees. Thanks to everyone for your help. If you have any suggestions/concerns about this event for the future, please contact Doug Saba.
- School visits have started and thanks to EMS and the Volunteers for all their time at the schools.
- I will be applying for a Wal-Mart Community Grant for our Christmas with Fire Fighters program that will be held on 10 Dec 11.
- Clear Creek and Evergreen High School's will be having 2011 Homecoming Events 21-28 Oct with the Evergreen High School's homecoming game on Oct 28th @ Evergreen High School, 6pm.

Other Business:

- August and September were busy training months for the Fire Prevention Crew: We taught fire extinguisher/fire safety to over 400 attendees at the Jefferson County Annual Safety Awareness Day. Taught fire extinguisher training to 160 Evergreen Middle School kids. 8 other training classes totaling 189 attendees and fire safety/fire extinguisher training to over 600 attendees to our Safety day. School visits have started and I would like to thank all of the Volunteers who have signed up to bring a truck or to help out. Evergreen Fire Rescue personnel were honored at this year's Bergen Meadow Elementary and Bergen Valley Schools' September 11th remembrance.

Maintenance

Major Projects:

- A performance concern has been identified with the two newest Ambulances. From a stop the acceleration is delayed significantly causing concern for the occupant's safety while potentially attending unrestrained in the rear and while negotiating ice and snow conditions this winter. A resolution was developed with aid from Ford (chassis manufacturer) that EFR maintenance staff was able to upload into the two effected apparatus with tooling purchased recently. Initial results following the reprogramming have minimized the delay from a stop however, performance has not met expectations.

Major Purchases:

- Fire OPS is assessing a different type of fire hose to be considered to replace failed hose. Improved characteristics are being sought which include flexibility, durability and overall performance.

Other Business:

- I am actively trying to have the demolished cars removed from the training area in October before we receive snow.
- Frank O. has worked to clean the area surrounding the training building to reduce hazards and clutter.
- Contract maintenance for others has increased recently due to new deliveries and unplanned maintenance needs.
- Contract pump testing completed. Twelve units tested and repaired as needed

Training

Major Projects:

- Academy- Probes have completed practical testing, now waiting to complete written testing. The state's actions and policy changes as of late have made this process extremely cumbersome and inefficient.
- Certifications - Continuing to work with fall renewal candidates.
- Company Training- Final burn building will be on 10/22 at Denver. This is not a Probe-only burn. All are welcome.
- IQS/ROSS- Jeff Ashford recently deployed through the system to a wildfire.
- Other –
 - FEMA AFG grant application completed and submitted with help from John Porter. The grant requested assistance purchasing a large amount of bunker gear to replace obsolete units.
 - A vendor has been selected to allow a beta test of blended learning during the 2012 Academy.
 - 5 were selected to receive new bunker gear this year. Fittings will be done this month and the order placed immediately to ensure delivery in 2011.

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

UNFINISHED BUSINESS:

- Vacation Policy Update: Eva Whitehead will email the policy to all paid staff and the policy will be voted on at the November meeting.
- Training Building Update: Committee still working on Phase I. Update at the November Meeting.
- EMS Evaluation Program Update: A few invoices have been mailed and will be tracked.

NEW BUSINESS:

- 2012 Draft Budget: Finance Director Brent Worthington presented the 2012 draft budget to the board. The General Fund Budget Summary was reviewed in detail. A discussion ensued regarding how the numbers are presented. It is not clear to those without an accounting background how much projected unused funds will be transferred from the 2011 to the 2012 budget also they way that it is currently formatted it looks like the District will be in a \$621,326 deficit. Brent explained that there are certain rules in formatting the budget that he must adhere to. After further discussion it was agreed that Brent would reformat the budget slightly to address the concerns of the Board as well as some staff members. Director Kling asked if there were any areas that had significant cuts made. The 2012 budget is for the most part flat meaning there were no significant cuts made in any particular area. Mike Novick requested an increase to the volunteer pension fund for 2012. Further discussion ensued. Director Simons would like to see the pension plan protected rather than increase the benefit until one day there is no pension. The Board acknowledged Mike request. There will be a volunteer pension board meeting in November where this will be discussed. Brent will prepare the schedules and the summary sheet and it will be available next week.
- EFR Members Benefit: Bob presented an overview of the current plan. It just needs to be formalized. Director Kling would like to ask the attorney about this as the Board would essentially be voting on a benefit for themselves. Tabled until the November meeting so that more information from the attorney can be gathered.

BOARD MEMBER COMMENTS:

Charlie Simons reminded everyone that a few years ago the kind of dialog that happened tonight in regards to the budget would have never happened. He thanked everyone for the lively discussion this evening.

Charles Dykeman thanked Jeff Ashford for his deployment to the recent wildland fires.

EXECUTIVE SESSION: President Kling made a motion for the board to go into an executive session for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategies for negotiations per Colorado State Statute 24-6-402(4)(e); concerning the Fire Marshal's interim responsibilities and adjustments; Director Christensen seconded the motion; the board went into executive session at 9:30 pm.

BACK IN OPEN SESSION: The Board was back in open session at 10:24 PM. Frank Dearborn was in attendance. Director Simons moved that the board empower Director Dykeman and Christensen to investigate with Human Resources and the Finance Director a method of providing supplemental pay to the interim district manager, Frank Dearborn. Director Christensen seconded the motion; there were no questions/comments on the motion; motion passed unanimously.

MEETING ADJOURNED

Director Simons made a motion to adjourn; Director deDisse seconded the motion; the motion carried; the meeting adjourned at 10:29 PM.

NEXT MEETING DATE

Special Board Meeting/Work Session: November 8, 2011 at 6pm in Training Rooms A & B.
District Board Meeting, Tuesday, November 15, 2011 at 7 pm in Auditorium. Evergreen Boy Scout Troop 888 will open the meeting with a flag ceremony.
401a Pension Board meets at 6:00 PM on November 15, 2011
Volunteer Pension Board meets at 6:30PM on November 15, 2011.

Respectively Submitted,

Sylvia Ross
Recording Secretary

NOVEMBER 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	Nov-11	This is the plan were a citizen would pay a yearly fee to EFR so that if a patient was covered by this plan and had no insurance they would not be responsible for any EMS fees; it would also alleviate anyone on this program the responsibility for paying their deductible/copay/coinsurance costs to EFR once their insurance pays.
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.
Fire Chief Recruitment	Nov 11		Board received the job description and posting for their review. Timeline will be presented at Nov Mtg..