



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE EVERGREEN FIRE PROTECTION DISTRICT
OCTOBER 12, 2010**

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on October 12, 2010 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

ATTENDANCE

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

EXCUSED DIRECTORS: George Kling

ALSO IN ATTENDANCE: Chief Garry DeJong, Vicky Gits, Robert Gottsman, Wayne Shephard, Frank Dearborn, Evan Soibelman, Sylvia Ross

MEETING CALLED TO ORDER

Director Dykeman called the meeting to order at 7:05 P.M.

TIME OF REMEMBRANCE AND REFLECTION The pledge of allegiance was recited and a moment of silence was observed.

APPROVAL OF AGENDA Approved as presented.

PUBLIC COMMENT:

- Mike Novick: Made a comment on the 2011 Draft Budget. He would have liked to see an increase in the contribution to the firefighter pension. There hasn't been an increase in a few years and would like to see an increase in next year's budget.
- Robert Gottsman: Made a comment on legislation: 101, 60 & 61. He feels they are excessive, but there seems to be a disconnect between governing boards and private citizens in regards to taxing. He would like the Board to look into reducing spending even if the legislation does not pass. Mr. Gottsman also had a question regarding the Boulder fire. Would have it turn out differently here? How many Evergreen citizens have defensible space around our homes? These are rhetorical questions and he doesn't want an answer this evening just something to think about. Director Simons agrees with Mr. Gottsman that this Board should go through this budget carefully and see what expenses can be cut.

APPROVAL OF MINUTES:

- September 14, 2010 Meeting Minutes were approved as presented.

PRESENTATIONS

August 2010 Financial Report

Chief DeJong presented the August 2010 Financial Report

General Fund	\$ 1,544,026
EMS Checking	\$ 73,031
Strategic Capital Fund	\$ 1,533,885

Capital Projects	\$ 198,302
Debt Service	\$ 666,025
Apparatus Replacement	\$ 1,417,751
Tabor Reserve	\$ 120,006
Charitable Donations	\$ 4,428
Total	\$5,557,454

VARIANCE ANALYSIS

General Fund Revenues are at 99.2% of budget, and 102% of last year.
 General Fund Expenditures are at 76.1% of the budget, 91.3% of 2009 YTD
 EMS Revenues are at 98.3% of Budget, and 91.6% of 2009 YTD.
 EMS Expenditures are at 73.8% of Budget, 79.1% of last year.

On page 2 under EMS the contractual services as been updated. A motion was made by Director deDisse to approve and place on file the August 2010 Financial Report; Director Christensen seconded the motion; the motion passed unanimously.

CHIEFS REPORT

Administrative / HR

- Eight candidates are set up for the EMS Coordinator interviews on October 22nd.
- Working on Chief's review. Eva will be forwarding feedback, self appraisal and zoomerang link and directions. See new business for a potential special meeting date.
- Transition to new payroll system this upcoming pay period.
- Handbook revisions underway. Focusing on topics impacted by legislative changes and compensation analysis.

Apparatus Equipment and Facilities Maintenance

- Ladder testing complete – 5 ladders needed to be replaced.
- Review of apparatus needing replacement underway. Preparations for inclusion in the 2011 budget request. See 2011 Draft Budget
- Installation of generators and transfer switches are underway.
- Preparation of facilities and resources for snow season.

Communications

- Vanessa has been cleared off of training. Jace still in Training mode.
- Mike Mendelsohn will be attending CAD training.

Emergency Medical Services

- EMS Coordinator process underway.
- October 11th Ambulance inspection through Jeff Co dept of Health.

EVFD

- Probes have completed their training and are awaiting test results. They are running calls.
- Reviewing various recruitment and retention avenues.
 - Reviewing 10 year vesting process.
 - Looking at active retiree process – see draft resolution. Final resolution with details will be redistributed after some details are completed at the business meeting.

- Recruitment process underway for 2011 class.

Finance

- Performing a 2010 midyear audit for internal purposes.
- 2011 Budget preparation underway.
 - Appears that assessed valuations have dropped less than 1 % for 2011. This is not the updated assessed valuation changes that we will see in 2012.
 - See 2011 Draft budget under new business.

Fire Prevention

- Fire District and Fire Danger signs being placed throughout the district.
- Planning for School visits Sept/Oct underway.
- Station #2 fire alarm upgrade to start in the next month.

Fire Operations

- Training building working on specifications. Presentation next month
- Looking a reworking Brush Truck Specifications for replacing Brush 8 (153).

IT

- Working on installing email/exchange servers as well as the SQL server, this conversion is completed.
 - Second stage is upgrading our link and routers.

Training

- IQS database updated. Back to old version. However just informed the CSFS will be switching to IQS Web. So now the work we did this past year can be used with some updating.
 - Still having problems with ROSS – working through the state to fix – appears to be resolved, however no deployment opportunities to verify.
- 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. See Spending Authorization.
 - Development underway in the early stages.
- Big Chili – September 12th – Huge Success
- Annual Banquet – September 17th – Great Time
- Pancake Breakfast / Safety Day – September 18th – Fun time for all – all divisions participated.
- Participated in public forum October 6th on Amendment 60 and 61 and Proposition 101. Chief DeJong felt that the meeting was well received. Director Simons asked if there were any proponents of the measures that spoke up. The Chief said no. There was some discussion on what the current polls show.
- Working on setting up a date hosted here at EFR. Director Christensen asked if this was being worked on. Chief DeJong replied that he has been working on it; he is waiting for Tammy Story to call him back.

BOARD MEETING TOPICS FOR REVIEW

An updated topic list was presented to the board. The only topic added this month is the final topic: Fire Danger Signs High School Project. The updated list can be found on the last page of the previous month meeting minutes as directed by the Board.

OLD BUSINESS: None

NEW BUSINESS

- **2011 Draft Budget Presentation:** Chief DeJong presented the highlights of the 2011 draft budget. He began by saying that if the legislation in November does not pass that conceivably we could finalize the budget and vote on it at the November board meeting. Director Simons would like the budget hearing to start earlier so that there is plenty of time for those who would like to discuss the budget to do so. After some discussion Chief DeJong agreed that the Budget Hearing will begin at 6pm.

Property Tax Revenue is 1 to 1.5% less than last year which equates to about \$20,000. In expenses, the change from last year is the line item for Merit Award has been changed to Pay for Performance and that the total amount for this line item is found only in the Office Management budget; not divided into each division like last year. Payroll Tax has been completely recalculated this year to reflect actual dollar amounts for each divisions taxes. These are the significant changes in the General Fund detail. Director Simons asked what is the expense called Call Credits. Director deDisse explained that this is money that is paid to the volunteer firefighters for responding to calls (it is a per call amount) and it also includes an officer stipend. On page 2 of the General Fund detail, Chief DeJong explained that the Transfer Out amount under EMS of \$447,000 is different than last year due to a difference in contractual allowance calculations. Chief DeJong asked the board if they want him to go over each division's budget. After some discussion it was agreed that the board would just ask questions.

Director Christensen asked why there is such a big dip in the 2010 Estimated vs. 2011. Chief DeJong replied that this is due to salary savings (Communication Mgr & EMS Coordinator) with positions that have been eliminated or not filled yet or are open. We currently have two open positions: EMS Coordinator & PT Admin Asst. At this time the PT position has been budgeted if needed, but Sylvia Ross and Carol Hucker are currently taking care of the tasks and therefore we don't need to fill this position at this time.

Director Dykeman asked what is this budget's impact on the taxpayers? The Chief replied that the budget is exactly the same as last year and that services will be provided the same as last year.

Chief DeJong continued by presenting the Strategic Capital budget (page 12). In 2011 the District is budgeting \$986,000. The page behind that shows how the money could be spent (Strategic Capital Cash Flow sheet). Under the 2011 column there are two large projects: the merge to narrowband and the fire training building. In the merge to narrowband line item the \$200K has been extended out through 2013, this was the approximate million dollars we expected to pay if we didn't get the grant. It is still being carried there just in case there was a problem with the grant. If that money is touched it will be because something came up outside the scope of what the grant covers. Chief DeJong expects that if everything goes as planned, the \$200K projection will be going back into the fund. The next large expense is the Training Building. The presentation in

November will focus on the training capabilities not burn capabilities of this building. Once this discussion takes place with the board, those numbers may be adjusted one way or the other. Director Dykeman asked about the Securus System. This is the card key system the District uses to get into the buildings. Chief DeJong explained that this is a large expense and that we may be able to get some financial help through the 911 Authority Board. This system would include new hardware and software. There are other vendors that the District is looking at to get quotes from other than Securus, which is our current system. Chief DeJong continued on page 15 – the Apparatus Replacement Fund; this year the District is requesting to spend \$458,000, which is for four items: remount two ambulances with new chassis, a brush truck and a grant matching fund amount for Engine 5. In the Apparatus Fund Cash Flow chart, under 2011 the \$300,000 is for Medic 22 & 42 Remounts. The used chassis could be used for a new mechanic truck and a new Investigations vehicle. This would save the District funds instead of purchasing new trucks. The \$504,000 is for the new engine 5 that we requested through the grant. The matching funds for this grant is \$88K. The \$163,296 is for a new brush truck to replace Brush 8. Evan has evaluated both of the Fire Prevention vehicles and they can last for another year so those will not have to be purchased.

Chief DeJong continued with the Volunteer Pension Fund, page 17. The District contribution of \$186K shown is the \$150K plus the additional \$36K to help stabilize the fund as approved last year. Director Simons asked about increasing the volunteer pension fund as Mike Novick had discussed at the beginning of the meeting. Chief DeJong replied that the increase to this fund, as voted on last year, was a six year commitment that the Board took to stabilize the fund. It looks like Brent did not carry those amounts over on the budget worksheet for 2011; this will be corrected in the final budget.

The Chief asked if there were any additional questions. Vicky Gitts, reporter for the Canyon Courier Newspaper, asked if the Board has decided to build the Training Building? Directors deDisse and Dykeman replied no. The budget, as presented, anticipates the construction of this building therefore it is included in the budget; it does not mean that it has been approved. Once approved those funds will be allocated to that project. If it is not approved those funds will not be allocated. Mr. Gottsman asked if the under the Apparatus cash flow chart under 2011 for the engine purchase, if the \$88K matching funds is included in the \$504K budgeted or is it on top of that? The Chief explained that this chart shows the anticipated costs. If the District receives the grant the District would spend \$88K for the truck. If we do not, that 88K does not get used, it goes back into the fund. This chart is independent of the budget.

- **Budget Hearing:** The Budget Hearing has been scheduled for 6pm on November 9, 2011 in Auditorium at Station 2. This will be posted and announced in the paper.
- **Resolution 2010-0007: Active Retiree** This is a draft resolution. There are two changes to the resolution at this time: First, under Fire Chief Review (#3) the resolution will read: The Fire Chief and EVFD Board shall approve; Secondly, the second sentence shall read: The Fire Chief and the EVFD Board shall consider. Pending any other changes after meeting with the Volunteer Board on October 25th this document will be in its final version. This resolution will help with retention. The vote will take place at next month's board meeting. This process will allow a firefighter to retire, start

receiving their pension benefits and still maintain being an active firefighter. They must maintain their current certifications as well as all physical capabilities as required.

- **Spending Authorization 2010-0009:** The spending authorization for the UASI Grant matching funds was presented by Chief DeJong. This is the VHF/interoperability grant money. Director deDisse made a motion to approve the authorization as presented; Director Christensen seconded the motion. The motion passed. Director Kling will sign the authorization as well as the check when he returns.
- **Chief's Review-Special Meeting:** Director Kling asked the Chief to address this issue tonight. Director Kling would like to pose to the board about holding a special meeting to address the Chief's review. One date that would work with both Eva and Director Kling is Thursday, October 28, 2010. Chief DeJong anticipates that that meeting will open in public session and go immediately into executive session without the Chief and then later on the Chief would be asked to join the executive session to go over the review. Then whatever outcome or action comes from this meeting the Board would present it in open session. After some discussion it was decided to start the meeting at 4pm on October 28, 2010. This meeting will be posted as a special meeting.

BOARD MEMBER COMMENTS: None.

MEETING ADJOURNMENT:

A motion was made by Director deDisse to adjourn the meeting; Director Christensen seconded the motion; the meeting was adjourned at 8:35 pm.

NEXT MEETING DATE

Tuesday, November 9 in the Auditorium beginning with the Budget Hearing at 6pm followed by the regular board meeting.

ACTION ITEMS

- Training Building Presentation in November
- Special Meeting on October 28, 2010
- 2011 Draft Budget Hearing

Respectively Submitted,
Sylvia Ross
Recording Secretary

November 2010

Active Topics Discussed:	Discussed:	Update	Recommendations
Feasibility Report on training/burn bldg.	Apr-09	Nov-10	Asst. Chief Marshall addressed the board with an update on the project in July. Additional updates presented in the November meeting.
Fire/ District signs	Apr-09	Sep-10	9/10: The signs have been 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	Nov-10	Merits awarded for those with completed evaluations.
Review of District Benefits Package	Dec-09	Dec-10	Handbook revisions underway. Update at the December meeting.
New Security Card System	Feb-10		Ongoing Evaluation
Schedule another Strategic Planning Mtg	Mar-10	Sep-10	Chief to update Board on Strategic Planning Process, timeline.
Chief Review Process	Apr-10	Oct-10	Review discussed. Chief to meet with District board in exec session at the Nov. meeting
EMS Coordinator Vacancy	Jun-10	Nov-10	Offer has been made and accepted by lead candidate. Finalizing background, references and physical. Estimating to have him online December 5th
Fire Danger Signs - High School Project	Sep-10		Working with Schools; still undefined.