



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE EVERGREEN FIRE PROTECTION DISTRICT
NOVEMBER 9, 2010**

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on November 9, 2010 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

ATTENDANCE

DIRECTORS IN ATTENDANCE: Charles Dykeman, David Christensen, George Kling

DIRECTORS on Teleconference: Jeff DeDisse

EXCUSED DIRECTORS: Charles Simons

ALSO IN ATTENDANCE: Chief Garry DeJong, Brent Worthington, Robert Gottsman, Mike Weege, Evan Fosler, Wayne Shephard, Mike Novick, Frank Dearborn, Evan Soibelman, Dave Montesi, Joshua Witte, George Goldbach, Jeff Beard, Sean Wood, Marilyn Loehnert, Steve Loehnert, Chase Loehnert, Mason Duncan, Leslie Duncan, Mike Mendelsohn, Stacey Montague, Jace Karford, Sylvia Ross.

MEETING CALLED TO ORDER

President Kling called the meeting to order at 6:05 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 with one comment from President Kling that if any decision is to be made regarding the Chief's review, the board will convene in open session before adjourning the meeting.

HEARINGS:

2010 Budget Hearing: President Kling called the hearing to order at 6:07PM. Finance Director Brent Worthington presented the following power point presentation:

Evergreen Fire Protection District Proposed 2011 Annual Budget:

General Fund Revenues:

Property Tax	3,763,247
LESS: Fees	(64,800)
S. O Tax	349,527
Abatement Refund	18,754
Interest	28,984
Fire Prevention	2,600
Wildland Deployment	10,000
Other	<u>7,000</u>
TOTAL	4,115,312

General Fund Expenses by Classification:

Payroll and Benefits	1,885,162
Commodities and Supplies	366,614
Contractual Services	96,150
Other Operating Supplies	676,135
Capital Expenditures	<u>69,888</u>
TOTAL	3,093,949

General Fund Expenses by Division:

Communications	686,212
Fire Operations	152,825
Fire Prevention	267,276
Office Management	1,483,641
Station Maintenance	136,944
Vehicles and Equipment	<u>329,599</u>
TOTAL	3,056,497

General Fund Transfers:

EMS	447,000
Strategic Capital Fund	300,000
Apparatus Replacement Fund	<u>325,000</u>
TOTAL	1,072,000

EMS Fund Revenues:

Ambulance Billing	1,100,000
Transfer from General Fund	<u>447,000</u>
TOTAL	1,547,000

EMS Fund Expenses:

Payroll and Benefits	1,087,918
Commodities and Supplies	106,675
Contractual Services	16,760
Other Operating Expenses	363,100
Capital Expenditures	<u>0</u>
TOTAL	1,574,533

Strategic Capital Fund:

Hardware	383,000
Tools/Ops Equip	20,000
Building Improvements	542,000
Tools & Equip	<u>41,000</u>

TOTAL 986,000

Ending Cash Balance: 466,426

Apparatus Replacement Fund:

Vehicle Purchases 458,000

Ending Cash Balance 1,430,975

At the conclusion of the presentation there was a question and answer period. Mike Novick made a comment that he would like to see a larger contribution to the volunteer firefighter pension fund and that he would like to also see an increase in the call credit amount. He continued saying that it looks like at the end of 2011 there will be about \$200K in excess funds which he would like to see some of it contributed to the pension fund. President Kling added that this is what was done last year with some of the excess funds as part of the seven year plan to stabilize the fund.

Chief DeJong had one addition to the budget which he will present it in old business, this addition would be a vacation sell back policy for some of our tenured employees. He also noted that under Apparatus Replacement we had \$88K earmarked as matching funds for the Engine grant which was denied. The Chief recommends that we leave those monies in that fund for adjustments as needed. If we do not spend that money, it would stay in that fund.

President Kling closed the hearing at 6:22 PM.

PUBLIC COMMENT: President Kling welcomed former Board Member, George Goldbach. Mr. Goldbach has finally sold his house here in Evergreen and wanted to come to the meeting to say goodbye to everyone.

AWARDS & RECOGNITIONS: Moved to after the Chief delivers his Chiefs Report due to recipient's availability.

APPROVAL OF MINUTES:

- October 12 Meeting Minutes: Approved as presented.
- October 28 Special Board Meeting Minutes: Approved as presented.

PRESENTATIONS:

September 2010 Finance Report: Brent Worthington presented the finance report.

DISTRICT CASH AND INVESTMENTS:

General Fund	\$ 1,582,116
EMS Checking	\$ 507,552

Strategic Capital Fund	\$ 1,532,986
Capital Projects	\$ 199,197
Debt Service	\$ 666,127
Apparatus Replacement	\$ 1,417,956
Tabor Reserve	\$ 120,024
Charitable Donations	\$ <u>4,429</u>
 Total	 \$ 6,030,387

2011 Budget:

The budget draft has been presented to the Budget Committee and the full Board of Directors, and is awaiting final review and vote for approval.

Investment Policies:

Staff is moving forward with a review and update of the District's investment policies and procedures. Part of this review will include selecting an investment advisor/portfolio manager, with the goal of significantly increasing the District's investment income by taking advantage of higher yields available on longer-term securities.

Variance Analysis:

General Fund Revenues are at 99.2% of budget, and 101.5% of last year.
 General Fund Expenditures are at 78.4% of the budget, 94.8% of 2009 YTD
 EMS Revenues are at 97.3% of Budget, and 99.6% of 2009 YTD.
 EMS Expenditures are at 76.7% of Budget, 83.3% of last year.

Director Dykeman made a motion to approve the September 2010 Financial Report as presented; Director Christensen seconded the motion; the motion passed unanimously.

Chief's Report:

Administrative / HR

- Offer has been made and accepted by lead candidate, Bob Walter. Finalizing background, references and physical. Estimating to have him online December 6th. President Kling asked about some background information on Mr. Walter which Chief DeJong gave and then reiterated what the Chief said regarding great efforts of the supervisors during this transition.
- Handbook revisions underway. Focusing on topics impacted by legislative changes and compensation analysis. Draft should be available for December's board meeting to be approved in January.
- Reviewing Insurance rates and options.
 - Will have a meeting in regards to carrier options once all information is received.
 - If it looks like a change in carrier is needed, a formal request will be brought to the board for consideration.
 - Also evaluating the need for an increase in benefit dollars.
- Reviewing our vacation accrual and maximum amounts (use it or lose it).
 - Looking at an option for those more tenured employees to have an option to sell back vacation. This would be capped on the amount and the rate of sell back.

Apparatus Equipment and Facilities Maintenance

- Installation of generators and transfer switches are underway.

- Preparation of facilities and resources for snow season.
- Tire chains prepared for snow season.
- Brush 8 committee working on specifications for replacement this upcoming year.
- Notified of a recall notification from Pierce – 5 units involved. Issue being monitored until the fix takes place from Pierce. Est 1st Qtr of 2011.

Communications

- Mike Mendelsohn will be attended CAD training.
- Tremendous support for school visits with Fire Prevention
- Working on new security / access system. We will use a combination of EFR funding and assistance from the 911 A board.

Emergency Medical Services

- Tremendous support for school visits with Fire Prevention.
- Submitting a RETAC grant requests for additional / replacement equipment. This is related to Mass Casualty Incidents (MCIs).
- Working with Kaiser on medical response guidelines to the clinic / urgent care.

EVFD

- Probe Academy complete. A great graduation day on Saturday October 30th.
- Recruitment efforts underway for 2011.
- Reviewing various recruitment and retention avenues.
Reviewing 10 year vesting process.
- Looking at active retiree process – see resolution in old business for adoption.

Finance

- 2011 Budget preparation underway with Draft budget presented to Board last month.
 - Budget hearing preceded this meeting.
 - Possible adoption later under old business.

Fire Prevention

- Fire District and Fire Danger signs being placed throughout the district. Working on finishing this project; Currently no restrictions or bans.
- School visits Sept/Oct underway, nearly complete.
- Station #2 fire alarm upgrade underway.
 - Once new system is in place every, new evacuation procedures will be developed and trained. This will be in conjunction with extinguisher trainings. This will be completed every January moving forward.
- Major projects:
 - Christ the King Church complete.
 - Kaiser Medical building to be completed by the end of the month.
 - Rocky Mountain Academy
- Christmas with Fire Fighters December 11th from 10 am to 1 pm.

Fire Operations

- Training building working on specifications and information.
- Looking a reworking Brush Truck Specifications for replacing Brush 8 (153).\
- Tremendous support for the School visits with Fire Prevention.

- Ordering new gas meters – focusing on new CO meters with the upcoming heating season.
- Officer training program being rolled out this month using the new simulation lab.

IT

- Working on maintenance and some upgrades.
- Have received a Pictometry mapping system from the 911 A board. Being installed in dispatch to support directions / hazards and identifying features for responders.

Training

- Successful Probe academy. All FFI, Haz Mat Ops and First Responder certified.
- IQS database updated. Back to old version. However just informed that the CSFS will be switching to IQS Web. So now the work we did this past year can be used with some updating. Submitted waiting for information and training from the CSFS on the new IQS Web.
- Working on officer Development program. Being rolled out this month.
- Purchase of new bunker gear spending authorization in new business.
- Have firefighters attending the State Chief's conference in Keystone. Some attending the preconference leadership symposium and some the regular conference.
- Tracking those certifications that will expire the end of the year, coordinating their needs to get them accomplished.

Special Comments / Other

- Radio System update –
 - Working on identifying frequencies for VHF system ongoing. Have tremendous NCR support.
 - Development underway in the early stages.
- A group headed up by Mike Weege removed the old batteries and solar panels from the Bergen Mtn site.
- Christmas Party December 4th.
- Hosted a public forum October 27th on Amendment 60 and 61 and Proposition 101, Very light turn out.
- ISO update – learned that our Publication date from ISO will be January of 2011. They usually send out the results 45 days prior. We should be hearing something in the near future.
- Newsletter – Chief recommends a quarterly newsletter. The Board agreed.

AWARDS & RECOGNITIONS:

Marc Condojani – 2010 Annual Picnic

Mason Duncan – 2010 Slash Pickup

John Porter – 2010 Big Chili

Stacey Montague – 2010 Big Chili

Marilyn Loehnert – 2010 Banquet

Sylvia Ross – 2010 Pancake Breakfast

Frank Dearborn, Dave Montesi, Shelley Hunter, Josh Witte – 2010 Safety Day

Vikki Hakes, Mike Mendelsohn, Jace Karford – 2010 School Visits

Evan Fosler – 25 Years of Service to Evergreen Fire Rescue

BOARD MEETING TOPICS REVIEW: Chief DeJong reviewed/updated the topics. Recommended some topics to drop off the list as they are complete. The list will be updated at the December 14th Board Meeting.

OLD BUSINESS

2011 Budget: The recommendation from Finance Director, Brent Worthington and Chief Garry DeJong is for the Board to approve the budget as presented. Chief DeJong then presented to the Board a vacation sell back policy. This plan would allow employees who have been here for ten years or more to sell back their unused vacation at a 2:1 payout. This is vacation time they would otherwise lose due to the restrictions on the rollover policy. After a lengthy discussion it was agreed to table the discussion. The Board would like more information before any decision is made. President Kling would like to have discussions with the Executive Staff and have an analysis completed before making any decisions. Chief DeJong withdrew his proposal. A motion was made by Director Dykeman to approve the 2011 budget as presented; Director Christensen seconded the motion, the motion passed unanimously.

Resolution 2010-0007: Active Retiree: This resolution would authorize the return of retired volunteer firefighters to active service. The changes were made to add the EVFD Board to the decision making process. Director Christensen made a motion to approve the resolution; Director Dykeman seconded the motion; the motion passed unanimously.

Fire Training Building: Fire Operations Chief Wayne Shephard made a presentation to the Board proposing a new Fire Training Building to replace the small smoke house the firefighters are currently using for training. Chief Shephard began by explaining what the firefighters are currently using and then presented two alternatives:

<u>Class A Burn Building</u>	vs.	<u>Steel Training Building</u>
Custom Design		Pre-Engineered
Not Environmentally Friendly		Clean Burning Gas Props
Design: \$ 48,000		Site Prep: \$ 40,000
Base Building: \$600,000		Base Building: \$ 227,700
Burn Capability: \$150,000		Burn Capability: \$150,000
<u>Props: \$ 30,000</u>		Props: \$ 30,000
		<u>Brick Façade: \$ 35,000</u>
Total Est. Cost: \$828,000		Total Est. Cost: \$482,700

The 2006 Funding Assessment references this building, as does as the Strategic Plan. The second option (Pre-engineered steel training building) would provide the firefighters with the type of burn training they need. Our firefighters would still have to go down the hill for some class A burn training but this second option is sufficient for our needs and it would provide the training necessary to better prepare our firefighters for class A burn training. These estimates are at the higher end of the spectrum so the building should come in below \$500K with the second option. Brent Worthington asked about submitting an RFP for this project; Wayne replied that there are two vendors that could provide this type of building, so if necessary a RFP would not be a problem. George Goldbach commented that there is no question about the need for this facility, his question is didn't the voters pass a mil levy increase to finance this building? President Kling replied that the 2006 mil levy increase was sold to the public as supplying the fire department with trucks, training building, personnel like the Training

Coordinator, Computer Aided Dispatch, etc.; one million dollars was earmarked to be used in 2011 and 2012 for the Fire Training Building. Jeff Beard commented that this second option is pretty reasonable and it is something the surrounding communities could use for training their firefighters as well. After further discussion, the Board agreed to support the second option (Pre-engineered steel training building for \$482,700) and directed Fire Operations Chief Wayne Shephard to move forward with this vendor and this project. The Board wholly supports this project and looks forward to more information once final numbers, designs, etc. are provided. President Kling said he would hope to see the firefighters training in this building by next December if everything goes as planned.

NEW BUSINESS

Resolution 2010-0008 – 2011 Budget Adoption: As stated previously, A motion was made by Director Dykeman to approve the 2011 budget as presented; Director Christensen seconded the motion, the motion passed unanimously.

Certification of Jefferson County Tax Levy: Motion to certify the tax levies pending final numbers from the County was made by Director Dykeman; Director deDisse seconded the motion; the motion passed.

Certification of Clear Creek County Tax Levy: Motion to certify the tax levies pending final numbers from the County was made by Director Christensen; Director Dykeman seconded the motion; the motion passed.

Certification of 2011 Budget: Motion to certify the 2011 Budget was made by Director Dykeman; Director Christensen seconded the motion; the motion passed.

2011 Board Meeting Schedule: Will be the second Tuesday of every month at 7pm. President Kling would like the 2012 budget hearing to be added to the schedule.

Spending Authorization 2010-0010: This spending authorization is for firefighter bunker gear. Director Dykeman made a motion to approve the spending authorization as presented; Director Christensen seconded the motion; the motion passed.

EXECUTIVE SESSION

Director Dykeman made a motion for the board to go into Executive Session for personnel matters to complete Chiefs Annual Evaluation per Colorado Statutes: (Section 24-6-402(4)(f)); Director Christensen seconded the motion. The board went into executive session at 8:03 PM.

BACK IN SESSION

The meeting was back in session at 10:05 PM

MEETING ADJOURNED

The meeting adjourned at 10:06 PM

NEXT MEETING DATE

Pension Board Meeting - December 14, 2010 at 6:30 pm in Training Rooms A & B.
District Board Meeting - December 14, 2010 at 7pm in Training Rooms A & B.

Respectively Submitted, Sylvia Ross, Recording Secretary

December 2010

Active Topics Discussed:	Discussed:	Update	Recommendations
Feasibility Report on training/burn bldg.	Apr-09	Nov-10	Operations Chief Wayne Shephard presented 2 options to the Board, second option (Prefab Steel Bldg est. \$482,700) was given the Boards approval to proceed with vendor .
Fire/ District signs	Apr-09	Nov. 10	9/10: Working on finishing this project.
Mandated HR Trainings (Harassment/Violence)	May-09	Nov-10	Will be presenting potential changes to Staff Handbook including HR training issues.
Station 2 Fire Alarm Repair	Nov-09	Nov-10	Spending Authorization presented to board for \$21,505; approved at August Board Meeting; upgrade is underway.
Review of District Benefits Package	Dec-09	Dec-10	Handbook revisions underway. Update at the December meeting.
New Security Card System	Feb-10	Nov-10	Close to finalizing vendor
Schedule another Strategic Planning Mtg	Mar-10	Nov-10	Meeting with each division manager are being scheduled.
Chief Review Process	Apr-10	Dec-10	Review Completed. Meeting with District Board in Exec Session at Dec meeting to finalize.
Handbook Revisions	Nov-10	Dec-10	Working with HR; Changes/updates to be presented at the Dec Meeting for January approval
Fire Danger Signs - High School Project	Sep-10		Waiting for feedback from Evergreen HS