



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE EVERGREEN FIRE PROTECTION DISTRICT
NOVEMBER 15, 2011**

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on November 15, 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, Mike Novick, Mike Weege, Jeff Ashford, Shane Palmer, Wayne Shephard, Christy McCormick, Sylvia Ross, Bryce Lipson, Evergreen Boy Scout Troop 888.

MEETING CALLED TO ORDER President Kling called the meeting to order at 7:05 P.M.

FLAG CEREMONY Evergreen Boy Scout Troop performed a flag ceremony.

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 New Business – 457b Plan Amendment postponed to December meeting and the 911 Inc discussion will be made in an executive session per Colorado State Statute 24-6-402(4)(e) for determining positions relative to matters that may be subject to negotiations

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

APPROVAL OF MINUTES:

- October 11 Regular Meeting Minutes: Approved as presented.

PRESENTATIONS:

DISTRICT CASH AND INVESTMENTS

First Bank	\$ 215,666
C-Safe General Fund	\$ 702,365
Strategic Capital Fund	\$ 1,757,489
Capital Projects	\$ 199,458
Debt Service	\$ 794,341
Apparatus Replacement	\$ 1,213,248
Tabor Reserve	\$ 120,189
Charitable Donations	\$ <u>4,435</u>
Total	\$ 5,007,191

VARIANCE ANALYSIS: General Fund Revenues are at 97.2% of budget, and 98.6% of last year. General Fund Expenditures are at 86.6% of the budget, 115.4% of 2010 YTD. EMS Revenues are at 110.8% of Budget, and 128.1% of 2010 YTD. EMS Expenditures are at 99.5% of Budget, 116.7% of last year.

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

DIVISION REPORT

Administrative / HR

Major Projects:

- Performance Review system- finishing up revisions with DMs
- Payroll practices- audit to practices and waiting for legal advice before adjusting any practices.
- Fire Chief Job description and posting- presented to the Board Members at the work session and have drafted a timeline for recruiting to fill the position by August 1st.
- Working with the broker on Open Enrollment- streamlining the process to have fewer glitches this year.
- Sexual Harassment Trainings- working with a vendor to demo an online version of the training for convenience to the Emergency personnel. Should be able to start approximately January or February 1st, 2012.

Other Business:

- EFR Christmas Party on December 3rd at 6:30 pm. Invitations have been mailed and emailed. RSVP by Nov. 20th to Sylvia.
- Volunteer handbook- still with EVFD

Communications:

Major Purchases:

- JCECA – Purchased a large order of Public Education supplies for EFR.
- EFR was reimbursed for the 911 UPS battery replacement and maintenance performed in September

Emergency Medical Services

Major Projects:

- Two consecutive record breaking months for EMS revenue!
- FLU shots were distributed to just under 100 staff, volunteers, and family. We had to go through A- Peaks this year but, our plans for next year will be to order the vaccines in January so that EMS can give them out at will next year saving us a couple thousand.
- Bob attended a three day Medicare billing seminar and will be meeting with Sylvia to discuss any necessary changes to ensure compliance.
- The NEW Denver Metro protocols were rolled out this month. Testing will take place over the next few months with the goal of going live January 1st.
- Annual ambulance inspections were completed with Jeff co giving us our licenses. Clear Creek has our application on their desks.
- Changes to the primary unit identifications went into effect November 1st.

Ongoing Issues & Concerns:

- Ensuring we are in compliance with all Medicare Rules

Other Business:

- We are applying to the FRETAC for an MCI grant to host an MCI training next spring

EVFD

Major Projects:

- Academy- Agility testing of applicants on November 12th for the 2012 academy. Class size will likely be 12 – 15 students.
- DeDisse Ranch tree cutting and EFR annual Christmas party December 3rd.

Fire Prevention:

Major Projects:

- Fire Prevention Month was a huge success, we taught fire safety to over 2950 kids and adults. Thanks go out to the Volunteers, EMS and Dispatch personnel for their time and assistance.
- Working with the City and County of Denver on replacing the bridge that crosses over Upper Bear Creek on the golf course property. Will keep OPS and dispatch advised.
- Holiday Season is upon us. Doug will be working on safety messages for the newspapers and possibly the local TV stations.
- Christmas with Firefighters is planned for 10 Dec 11 from 10-noon at WalMart with lunch at Subway afterwards. If you can help out, please contact Frank.

Maintenance

Major Projects:

- Preparations for winter operations are complete following the placement of tire chains in apparatus. Chains were inspected repaired or replaced as needed. .

Major Purchases:

- Plans are being reviewed to construct an investigations vehicle from one of the used ambulance chassis currently in inventory.
- Fire Ops has concluded that the fire hose being assessed, Key Big 10 double jacket, is desirable and will be phased into inventory through attrition. .

Other Business:

- A request has been made to locate the smoke machines into the haz-mat storage area to improve inventory control.
- Maintenance staff attended an air brake and fire pump training in October presented by Drive Train Industries and Front Range Fire Apparatus respectively.
- A request was made by Excel Energy to validate meter operation at stations 6 & 7 recently. The concern was that energy consumption was dramatically lower than average. This is the result of conservation strategies developed previously.

Training

Major Projects:

- Bunker gear ordered and has arrived.

BOARD MEETING TOPICS: The Board meeting topics were discussed and updated.

Nothing to add.

UNFINISHED BUSINESS:

- Vacation Policy Update: The updated vacation policy that was emailed to all EFR paid staff was presented. A motion was made by Director Dykeman to approve the policy as presented; Director Christensen seconded the motion, the motion passed unanimously.
- Training Building Update: Committee still working on Phase I. Director Kling, a member of the committee, would like the Board as a group to allow the committee to move forward in the project. The committee has come up with a very viable alternative that could provide the type of facility needed without the exorbitant cost associated with a similar building. The Board members agreed to let the committee put out a request for bids.
- 2012 Budget: Finance Director Worthington updated the board on the budget. He has made the changes requested at the November 8, 2011 work session. Mike Novick then presented an Excel spreadsheet which showed the budgets for years 2005-2012. A discussion ensued. In 2012 the district will be operating at a deficit. Director Simons asked what can be done to eliminate this issue. Brent replied that the largest cost to the district is salaries; so cutting salaries would be one solution. Postponing purchases was also discussed. It was also mentioned that although we are operating at a deficit the District is still putting money into savings accounts; so if this was curtailed we would not be operating at a deficit; all we need to do is put less money into savings. Further discussion ensued. Each manager is to look over their budgets and get any changes to Brent so that a final 2012 Budget can be approved at the December meeting.
- Notice of Public Hearing & Viewing of the 2012 Budget: The notice will be published in the Canyon Courier and Clear Creek Courant. The December meeting will begin at 6:30PM.

NEW BUSINESS:

- UMB Purchasing Card: Finance Director, Brent Worthington presented the purchasing card agreement that needs to be approved and signed by the Board. A discussion ensued that our legal department should look over the agreement before it is signed. Director DeDisse made a motion to adopt the purchasing card agreement pending review of the agreement by Collins Cockrel and Cole; Director Dykeman seconded the motion; the motion passed unanimously. Mr. Worthington will forward the agreement to Linda Glesne for her review and approval at which time the Board will then sign the agreement.
- 457(b) Plan Amendment: Postponed until the December 13, 2011 meeting.
- Draft Timeline: Eva Whitehead, HR manager will present an updated timeline to the Board at the December 13th Board Meeting. .
- 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: The Board thanked the M & M members for their hard work the past few weeks and also EMS & Dispatch on the great job done on the recent structure fire.

EXECUTIVE SESSION: President Kling made a motion for the board to go into an executive session per Colorado State Statute 24-6-402(4)(e) for determining positions relative to matters that may be subject to negotiations as it pertains to 911 Inc. The board went into Executive Session at 9:10PM

BACK IN OPEN SESSION: The Board was back in open session at 9:41PM.

MEETING ADJOURNED

Director Simons made a motion to adjourn; Director Christensen seconded the motion; the motion carried; the meeting adjourned at 9:42 PM.

NEXT MEETING DATE

December 13, 2011 at 6:30 PM; Administration Building - Training Rooms A & B.

Respectively Submitted,

Sylvia Ross
Recording Secretary

DECEMBER 2011

Active Topics Discussed:	Discussed:	Update	Recommendations
Feasibility Report on training/burn bldg.	Apr-09	Nov-11	Committee met and will ask the Board to allow them to put out a request for Bids on the new concept building.
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	Dec-11	Board received the job description and posting for their review. Timeline will be presented at Dec. Meeting