



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

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on December 13, 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, Lloyd See, Eva Whitehead, Doug Saba, Quinn Galt.

MEETING CALLED TO ORDER President Kling called the meeting to order at 6:30 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 the addition of an executive session per Colorado State Statute 24-6-402(4)(e) for determining positions relative to matters that may be subject to negotiations in regards RRC, Pericle Communications and 911 Inc.

PUBLIC HEARING: President Kling called the public hearing on the 2012 Budget to order at 6:33 P.M. Brent Worthington made the following presentation highlighting certain areas of the budget:

General Fund Revenues:

Property Tax	3,448,509	Note: There was a 7.3% decrease in revenue from last year.
LESS: Fees	(60,265)	
S. O Tax	290,000	
Abatement Refund	27,585	
Ambulance Billing	1,100,000	
Interest	18,984	
Fire Prevention	2,600	
Wildland Deployment	10,000	
Other	<u>61,216</u>	
TOTAL	4,898,629	

General Fund Expenses by Classification:

Payroll and Benefits	2,956,322
Commodities and Supplies	457,423
Contractual Services	141,110
Other Operating Supplies	1,007,488
Capital Expenditures	<u>61,250</u>
TOTAL	4,623,593

General Fund Expenses By Division:

Communications	732,252
Fire Operations	147,392
Fire Prevention	282,509
Office Management	1,418,307
Station Maintenance	122,247
Vehicles and Equipment	340,102
Emergency Medical Svcs	<u>1,580,784</u>
TOTAL	4,623,593

Strategic Capital Fund:

Hardware	270,000
Building Improvements	500,000
Tools & Equipment	<u>55,000</u>
TOTAL	825,000

Ending Cash Balance 1,144,498

Apparatus Replacement Fund:

Vehicle Purchases	59,100
Ending Cash Balance	1,825,030

Results from Operations and Capital Projects

General Fund	
Revenue	4,958,894
Operating Expenditures	(4,623,593)
Operating Surplus	335,301

Capital Projects	
Beginning Cash Balance	1,659,498
Cash Transfer	300,000
Budgeted Expenditures	(825,000)
Ending Cash Balance	1,144,498

Results from Operations and Capital Projects

Apparatus Replacement	
Beginning Cash Balance	1,557,595
Cash Transfer	325,000
Budgeted Expenditures	(59,100)
Ending Cash Balance	1,825,030

At the end of the presentation he opened the floor to questions. Director Dykeman asked what the other revenue line item consisted of. Mr. Worthington replied that it includes donations, grants, outside maintenance revenue. Mike Novick again requested the Board to consider an

increase contribution from the district to the volunteer pension fund. Both Director Kling and Dykeman reminded Mr. Novick that this was already discussed at the November Volunteer Pension Meeting and that it was agreed that there would not be an increase in funding this year. A question was asked regarding funding for the Training Building. Training Building funding will remain at status quo. There were no additional questions or comments. President Kling closed the hearing at 6:54 pm.

APPROVAL OF MINUTES:

- November 15 Regular Meeting Minutes: Approved as presented.

PRESENTATIONS:

- October 2011 Financial Report:

First Bank	\$ 222,130
C-Safe General Fund	\$ 568,662
Strategic Capital Fund	\$ 1,745,118
Capital Projects	\$ 199,469
Debt Service	\$ 798,899
Apparatus Replacement	\$ 1,213,311
Tabor Reserve	\$ 120,190
Charitable Donations	\$ 4,435
Total	\$ 4,872,214

Variance Analysis:

General Fund Revenues are at 118.6% of budget, and 118.5% of last year.
General Fund Expenditures are at 85.6% of the budget, 115.2% of 2010 YTD
EMS Revenues are at 110.4% of Budget, and 125.0% of 2010 YTD.
EMS Expenditures are at 99.2% of Budget, 124.7% of last year.

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

- Resolution 2011-0008: Adopt the 2012 Budget. Director Dykeman made a motion to adopt the 2012 budget as presented; Director Simons seconded the motion the motion passed unanimously.
- Certification of Tax Levies for Jefferson County: Director Dykeman made a motion to approve the tax levies as presented; Director Christensen seconded the motion, the motion passed unanimously.
- Certification of Tax Levies for Clear Creek County: Director Dykeman made a motion to approve the tax levies as presented; Director Simons seconded the motion, the motion passed unanimously.
- Certification of 2012 Budget for the Division of Local Government: Director Dykeman made a motion to approve certify the 2012 budget as presented; Director Simons seconded the motion, the motion passed unanimously.

DIVISION REPORT

Administrative / HR

- Payroll practices- a meeting is being scheduled to discuss and determine necessary changes for January 1st after receiving legal advice.

- Fire Chief Recruiting timeline- finished and sent to Board Members for approval at December 13th Board Meeting. Start date, if approved as-is, will be December 15th, 2011.
- New broker to take over open enrollment- they are compiling the information right now to begin meetings in early January.
- Add a 3rd day for Eva on a month-to-month basis until the HR priorities are finished. Estimated to last approximately 3 months
- Volunteer handbook- still with EVFD
- Pay periods for 2012 have been established and will be rolled out with any pay practice changes after the pay practice meeting.
- 2012 Calendar has been printed and is available in the admin office now.

Communications:

- 911phone system – 911inc is still working on open cases (problems) that we have. The aggressiveness to have this system 100% free of errors has greatly diminished.
- Radios – We are working on setting up a monthly radio tower site visit. One of the main objectives of this program is to ensure that we have adequate propane and the batteries are still good for the backup systems in place.
- Minitors – We are doing the annual Minitor round up for the 2012 academy. Bob has some information on a department that has several used UFH Minitors no longer in use. We are exploring the options of acquiring these instead of purchasing 14 new ones.
- Dispatch Lighting – we are exploring new efficient lighting in the dispatch center. The current setup is not compatible with the energy efficient bulbs the district is using.

Emergency Medical Services

- Continue with AutoPulse trial
- Replacing EMS bunker gear with high visibility gear for highway safety and to reduce the number of bunker gear that will have to be purchased for the 2012 probe class
- Moving the BLS ambulance off line and re-configuring it into a rehab unit
- Medicare Compliance Rules for EFR
- Setting up HIPPA training for EFR
- Establish in house audits of Medicare billings to ensure we're in compliance
- Preparing for 2 day MCI training to be held in May – grant received at 100 % funding

Fire Operations

- It was a busy month for structural firefighting, starting with the Meadow View in Kittredge, Coral Creek and La Masters. Each fire demonstrated effective water supply and tactical operations. Those fires will be reviewed at the December Business Meeting by the applicable IC.
- Mutual aid on these fires was exceptional, appreciations letters were sent out.
- A chimney fire on Hilltop found that the flue had been venting into the attic space for some time, a fortuitous event for the homeowner.
- The PIO concept has proven invaluable, by mid-January we will have 6+ trained PIO's. Doug has done a great job with the press.
- Channel 2 is now being used as a dedicated tactical channel for confirmed structure fires or other long duration events. Based upon our last two fires it is proving itself as the best practice.
- The season is here when households are heating by fireplaces, stoves, furnaces, electric heaters, extension cords, etc.

- The progress on the training burn building is continuing. Directors Kling and Simons along with Chris Johnson and Jeff Ashford visited the Frisco facility.
- Our composite air bottles will expire in 2013, to soften that financial impact we will propose by appropriation in 2012 for replacing 70, cost is estimated at \$44,800.
- The continued size of our probe and regular company and burn building trainings are requiring the stripping of apparatus air packs, these training are very demanding on the equipment, we will propose by appropriation in 2012 to have additional packs for dedicated training.
- The inaccuracy of the reporting by the Canyon Courier is a continued concern.
- We are expecting to have 14 new probes for the 2012 academy; Peter Rueth did an excellent job as usual.
- Operations are going smoothly; firefighter responses even on Thanksgiving morning continue to be exceptional.

Fire Prevention:

- Former Albertson building owners applied for a rezoning to waiver the 20,000 square foot limitations on individual tenants to allow larger businesses to use the building.
- Doug is organizing a Flag retiring ceremony on 7 Jan 2012 at Station #2 with the assistance of some scout troops in Evergreen and local Veteran's. More info to be posted soon.
- Christmas with Firefighters went well with 107 kids/adults being helped.

Maintenance

- The cyclical hydrostatic testing of the SCBA bottle inventory is ongoing. Inventory records were incomplete and we are in the process of correcting them.
- Vehicle inventory strategy is being developed considering the needs of investigations and fire operations. If advantageous, B-2 may be reassigned to fulfill the needs of investigations and B-3 sold with proceeds allocated to duplicate B-1, a more nimble and effective resource. The funds currently reserved for the manufacture of an investigations truck could then be directed to the manufacture of the duplicate truck if necessary.
- A leaking valve was discovered for one cistern tank located on Squaw Pass. The replacement has arrived and will be installed as soon as possible.
- The cause of the false engine shut down warnings was resolved under warranty for TA-12.
- Evergreen Metropolitan District learned recently that they need to comply with current DOT regulations resulting in EFR maintenance completing inspections on their trucks.

BOARD MEETING TOPICS: The Board meeting topics were discussed and updated. Added volunteer handbook to the list.

UNFINISHED BUSINESS:

- 457(b) Plan Amendment: Each director received a copy of the plan amendment. This amendment is being made to keep up with legislative changes. Director Dykeman made a motion to adopt the plan amendment as presented; Director Christensen seconded the motion; the motion passed unanimously.
- Updated Draft Timeline for the Chief Position: Human Resources Manager, Eva Whitehead presented the Board with an updated timeline and job description for the hiring of the new chief. She asked for any comments. Director Kling asked that a change be made to the job description under minimum education and experience: add

the word preferred to the following: Minimum of ten (10) years of progressively responsible, full-time experience in fire service with a minimum of three (3) years of management level experience. It was agreed by all to add this to the job description and then the board approved the timeline and job description and gave permission to Eva to proceed with the posting of the job on December 15, 2011.

- Fire Chief Selection Committee: After some discussion amongst the Board members it was agreed to discuss this topic and make a decision at the January 10, 2012 Board Meeting.

NEW BUSINESS:

- JeffCo IGA: The Board gave permission for Fire Operations Chief Jeff Ashford to sign the IGA and file it with the county.
- Spending Authorization 2011-0014 Voice Amplifiers: Frank Dearborn presented the spending authorization. After some discussion, Director deDisse made a motion to approve the spending authorization as presented; Director Dykeman seconded the motion, the motion passed unanimously.

BOARD MEMBER COMMENTS:

Director Simons thanked all the firefighters for the great job they did on the recent structure fires. Director deDisse also thanked everyone for their outstanding efforts on the recent fires especially the fire that occurred on Thanksgiving. Director Dykeman reiterated the same and added that the department did a great job on the LeMasters fire and that he and Nancy, his wife, would like to wish everyone the best and to have a great Christmas. Director Kling also thanked everyone who worked the Thanksgiving fire and also wished everyone a Merry Christmas. Director deDisse added that he would like to see an article in the paper on basic fire safety and the disposal of ashes from fireplaces and woodstoves. Community Educator, Doug Saba replied that he already working with the Courier on both of those issues.

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, RRC, Pericle Communications; Director Dykeman seconded the motion, the board went into Executive Session at 8:20 pm. Others present at the executive session were: Communications Department Supervisors, Shane Palmer and Christy McCormick, Assistant Fire Chief Mike Weege, and Interim District Manager Frank Dearborn.

BACK IN OPEN SESSION: The Board was back in open session at 9:15PM.

MEETING ADJOURNED

Director Simons made a motion to adjourn; Director Christensen seconded the motion; the motion carried; the meeting adjourned at 9:17 PM.

NEXT MEETING DATE

January 10, 2012 at 6:30 PM; Administration Building - Training Rooms A & B.

Respectively Submitted,

Sylvia Ross
Recording Secretary

JANUARY 2012

Active Topics Discussed:	Discussed:	Update	Recommendations
Feasibility Report on training/burn bldg.	Apr-09	Jan -12	Committee met and will ask the Board to allow them to put out a request for Bids on the new concept building.
Mandated HR Trainings (Sexual Harassment & HIPPA)	May-09	Feb -12	Eva Whitehead working on an online vendor to get a 2 year license for an organizational wide training program.
Schedule another Strategic Planning Mtg.	Mar-10	Jan-12	Frank and Jeff to work on this.
Handbook Revisions	Nov-10	Jan -12	Eva starting on the project.
May 8, 2012 Election		Jan -12	Resolution on the agenda tonight calling for the election. Micki Wadhams of Collins Cockrel and Cole will publish the call for nominations in February following state statues.
Fire Chief Recruitment	Nov 11	Jan-12	Eva placed the job opening; resumes are being logged and retained for the "scrubbing" process .
Volunteer Handbook		Feb-12	Frank to meet and update the New EVFD board in February.