



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE EVERGREEN FIRE PROTECTION DISTRICT
DECEMBER 14, 2010**

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on December 14, 2010 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

ATTENDANCE

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

EXCUSED DIRECTORS: Jeff DeDisse

ALSO IN ATTENDANCE: Chief Garry DeJong, Brent Worthington, Jeff Ashford, Bob Walter, Mike Novick, Shelley Hunter, Todd Briscoe, Tony Shepperdson, Wayne Shephard, Frank Dearborn, Lloyd See, and Sylvia Ross.

MEETING CALLED TO ORDER

President Kling called the meeting to order at 7:03 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.

PUBLIC COMMENT: Fire Inspector, Shelley Hunter presented a letter to the Board requesting their consideration of adding a Leave without Pay policy to the handbook. She passed out the signed letter to each of the board members and gave a brief synopsis. (A copy of the letter is attached to the minutes). After some discussion, President Kling requested that this topic be placed under new business on the January agenda. Director Dykeman asked if the Chief has been made aware of this request and asked his feelings on the subject. Chief DeJong replied that he is aware of it, has already discussed it with the Handbook Committee and that he does not want a Leave without Pay policy due to HR reasons. The Board agreed to discuss this at the January board meeting and would like to have additional information on the subject to make a decision.

APPROVAL OF MINUTES:

- November 9 Meeting Minutes: Approved as presented.

PRESENTATIONS:

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

DISTRICT CASH AND INVESTMENTS

General Fund	\$ 1,565,289
EMS Checking	\$ 416,110
Strategic Capital Fund	\$ 1,256,586

Capital Projects	\$ 199,229
Debt Service	\$ 666,237
Apparatus Replacement	\$ 1,336,927
Tabor Reserve	\$ 120,044
Charitable Donations	\$ <u>4,429</u>
 Total	 \$ 5,564,851

2011 Budget

The 2011 budget was approved by the Board of Directors, at the November Board meeting, pending final property tax valuations from the Counties. The final assessments have been received, and the final mill levy certifications and budget resolution have been signed and submitted to the State.

Investment Policies

Staff is moving forward with a review and update of the District's investment policies and procedures. Several potential investment advisor/portfolio manager candidates have been interviewed. An RFP will be sent out by December 31, and a recommendation will be made pending replies to the RFP. The goal of this process is to significantly increase the District's investment income by taking advantage of higher yields available on longer-term securities.

Variance Analysis:

General Fund Revenues are at 100.6% of budget, and 102.1% of last year.
 General Fund Expenditures are at 77.7% of the budget, 93.1% of 2009 YTD
 EMS Revenues are at 98.1% of Budget, and 91.2% of 2009 YTD.
 EMS Expenditures are at 77.0% of Budget, 84.4% of last year.

Director Dykeman made a motion of accept and approve the October 2010 Financial Report as presented; Director Christensen seconded the motion; the motion passed unanimously.

Chief's Report:

- ISO Classification Report: About half of the District will see a reduction in ISO classification, going from a 9 to a 5. If you are within 5 miles of any of our stations the classification will be a 5. The Chief is writing a press release regarding this to be published in the Canyon Courier explaining what this means to the citizens of our district and how to use this information with their insurance agents to get a reduction in their premiums. President Kling thanked all who worked on this process: Mike Weege, Wayne Shephard, fire ops, fire prevention, dispatch and he also thanked Mr. Lloyd See, former board member, who set this in motion over many years, building those stations, etc. that allowed this process to take place.
- Handbook revisions underway. Focusing on topics impacted by legislative changes and compensation analysis. Draft should be available for January's board meeting to be approved in January.
- Reviewing Insurance rates and options.
 - EFR will be staying with United Healthcare as the medical insurance carrier. We will be able to offer 3-4 options of plans.
 - Open enrollment meeting dates will be January 11th and 13th.

Apparatus Equipment and Facilities Maintenance

- Installation of generators and transfer switches have been completed. Waiting for testing phase (last phase for operational use).
- 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. –Ongoing.
- Preparing B-8, Medic 22 and Medic 42 chassis purchase.
- Evan and Adam attended 4 days of Pierce Training.

Communications

- Working on new security / access system. We will use a combination of EFR funding and assistance from the 911 A board. Updated quote from HBE – will be able to upgrade our current system at a substantial cost savings. Proposal to 911 A board for consideration.

Emergency Medical Services

- Welcome to Bob Walter – our new EMS Coordinator.
- Received RETAC funding – grant benchmarks underway.
- Working with Kaiser on medical response guidelines to the clinic / urgent care. Kaiser is open and operating.

EVFD

- Will be starting Academy with 16 Recruits for 2011.
- Reviewing various recruitment and retention avenues.
 - Reviewing 10 year vesting process.

Finance

- Received tax valuations from Counties and resulted in a \$21,000.00 decrease in budget revenue. Did not impact operational budget. \$28,000.00 left un-appropriated for 2011 Budget.
- Moving forward with the Investment policy due diligence and research.

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 completed – contacted 2698 kids in the Evergreen School systems.
- 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.
 - Estimated completion December 17th.
- Christmas with Fire Fighters December 10th from 10 am to 1 pm.

Fire Operations

- Training building working on specifications and information.
- Ordering new gas meters – focusing on new CO meters with the upcoming heating season.
- Officer training program 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.
- Software and Computers up and running and very useful for leadership program for Fire Operations. Out of the last 12 months, the simulation lab has been used for 15 official training sessions. Thank you.

Training

- IQS database moved to IQS Web – Ben to training session in January.
- Have firefighters attending the State Chief’s conference in Keystone. Some attending the preconference leadership symposium and some the regular conference. A discussion ensued regarding having a meeting/retreat here at our facilities inviting neighboring district boards. Chief DeJong will look into the concept.
- 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.
- Great Christmas Party on December 4th.

BOARD MEETING TOPICS REVIEW: Chief DeJong reviewed/updated the topics.

OLD BUSINESS: None

NEW BUSINESS

Staff Handbook: Draft will be discussed at the January meeting.

Paid Staff Insurance Benefits Update: No changes; discussed in Chiefs Report.

Resolution 2010-0009: Chief DeJong presented a resolution to amend the paid staff deferred Compensation Plan (457). Director Dykeman made a motion of accept and approve the resolution as presented; Director Christensen seconded the motion; the motion passed unanimously.

BOARD MEMBER COMMENTS: Director Dykeman wished everyone a Merry Christmas. Director Kling thanked Fire Operations Chief Wayne Shephard for his service as the Fire Ops Chief for the last two years.

EXECUTIVE SESSION

Director Simons made a motion to go into executive session per CRS 24-6-402(4)(f) for Personnel Matters: Continue Chief’s Annual Review; Director Christensen seconded the motion; the motion passed.

Director Dykeman made a motion to go into executive session per CRS 24-6-402(4)(e) to discuss matters that may be subject to negotiations regarding the Chief's employment contract; Director Simons seconded the motion, the motion passed.

Director Dykeman made a motion to go into executive session per CRS 24-6-402(4)(a) to discuss the Troutdale property; Director Simons seconded the motion, the motion passed. The board went into Executive session at 8:15 PM

- Executive Session: Personnel Matters: Continue Chief's Annual Review with all directors present and the Chief. Director DeDisse was not present. The discussion closed at 9:08 PM.
- Executive Session: Negotiations regarding the Chief's employment contract. The discussion began at 9:08 PM. Director deDisse joined the executive session by phone at 9:08 PM. Chief DeJong left the executive session at 9:08PM. The discussion closed at 9:36.
- Executive Session: to discuss the Troutdale property. The executive session began at 9:37 PM. The Chief asked to rejoin executive session at 9:37PM. Director deDisse left the executive session at 9:45PM (lost telephone connection, could not reconnect) the executive session closed at 9:50 PM.

BACK IN SESSION

The meeting was back in session at 9:52 PM.

Director Simons made a motion to Award Chief DeJong at 1.5% merit award. The motion was seconded by Director Christensen. No discussion. Motion passed with a 4-0 vote. Director deDisse was not present for the vote; telephone connection could not be re-established.

MEETING ADJOURNED

Director Simons made a motion to adjourn; Director Christensen seconded the motion; the motion carried; the meeting adjourned at 9:54 PM

NEXT MEETING DATE

District Board Meeting, Tuesday, January 11, 2011 at 6 pm in Training Rooms A & B
Volunteer Pension Board Meeting begins at 6:30 PM.

Respectively Submitted,

Sylvia Ross
Recording Secretary

ACTION ITEMS:

- ISO Article for Courier
- Staff Handbook Revisions
- Leave without Pay
- Investment Policy RFP Update
- 2011 Board Meeting Dates
- 2011 Board Retreat

January 2011

Active Topics Discussed:	Discussed:	Update	Recommendations
Feasibility Report on training/burn bldg.	Apr-09	Dec-10	Working on specifications and information.
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	Dec-10	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. Estimated completion December 17th
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	Working on new security / access system. We will use a combination of EFR funding and assistance from the 911 A board. Updated quote from HBE – will be able to upgrade our current system at a substantial cost savings. Proposal to 911 A board for consideration.
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. Merit awarded in December.
Handbook Revisions	Nov-10	Dec-10	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.
Fire Danger Signs - High School Project	Sep-10		Waiting for feedback from Evergreen HS