



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE EVERGREEN FIRE PROTECTION DISTRICT
APRIL 14, 2009**

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on April 14, 2009 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

ATTENDANCE

DIRECTORS IN ATTENDANCE: Charles Simons, Charles Dykeman, George Kling, George Goldbach, Jeff deDisse

ALSO IN ATTENDANCE: Chief Garry DeJong, Nick Boukas, Brent Worthington, Linda Alexander, Wayne Shephard, Sylvia Ross, Sean Wood, Evan Soibelman, Mike Novick, Julie Kling, Jeff Ashford, Mike Weege, Kevin Evens, Frank Dearborn, DeAnna McMahan, Sylvia Ross.

MEETING CALLED TO ORDER

President Dykeman called the meeting to order at 6:02 PM.

EXECUTIVE SESSION

Director Goldbach made a motion to adjourn into Executive session; Director Simons seconded the motion. The motion passed. The meeting adjourned immediately into Executive Session to discuss legal matters per Colorado State Statute Section 24-6-402 (4)(b) and to discuss the transfer or sale of real estate pursuant to Section 24-6-402(4)(a), C.R.S.

MEETING BACK IN SESSION

The meeting was back in session at 7:03 PM

The pledge of allegiance was recited and a moment of silence was observed.

APPROVAL OF AGENDA President Dykeman approved the agenda with two additions to New Business: SDA Conference & ISO Update

PUBLIC COMMENT

Sean Wood, President of the Evergreen Volunteer Fire Dept. Board spoke to the District Board regarding the 457 Length of Service award. He gave a brief background of how the volunteer firefighters were compensated prior to the implementation of the Length of Service award. Although the Length of Service award is another way to compensate the volunteers it does not pay for their current out of pocket expenses like fuel and vehicle maintenance so since in 2007 the legislature passed the Colorado Firefighters Pension Act, the department is looking to go back to the \$6.00 per call reimbursement method. This option has been talked about openly among the firefighters and EVFD President Wood would like to present this to the membership at their April business meeting. Director Kling asked if there was a specific timeline to implement the change and if need be the District Board would be able to schedule a special meeting to vote on the change. EVFD President Wood will keep the board informed and updated.

APPROVAL OF MINUTES

The minutes of the March 10 meeting were approved as presented.

PRESENTATIONS

February 2009 Finance Report:

- Finance Director, Brent Worthington, presented the February financial report. Total funds available are \$3,534,631. Director Kling asked why there is such a large discrepancy between the current and budgeted projection numbers for EMS Ambulance billing. Finance Director Worthington will look to see what is going on in this account. Mr. Worthington also made note that in the Apparatus Replacement Fund Summary, the total funds available should be \$986,610. The \$500,000 discrepancy is due to the General Fund borrowing money from this account to cover end of year expenses. Once the transfer is made back to payoff this transfer the Apparatus account will be funded correctly.
- The accounts at 1st Bank are up and running. We will be sending out an email to staff and firefighters to please cash/deposit any outstanding payments from the district as we plan on closing the Bank of the West accounts.
- The new accounting software has been installed on the server. We are currently working on the chart of accounts and cleaning up the vendor files to be imported into the new system.
- On Monday, April 20th the auditors will start the 2008 Financial Audit. The board will be presented with the final audit in May/June. Director Goldbach made a motion to accept the February report to be placed on file as presented. Director Simons seconded the motion. The motion passed.

TASK FORCE UPDATES

- Legislative Task Force – Director Simons presented that SB09-180 Concerning Collective Bargaining by Employees of Public Safety Agencies has passed even though the Fire Chief's Association opposed it.
- Web Site Task Force – Director Dedisse thanked Chris Johnson, our new IT Coordinator for all the hard work that he has done to the website. Chris will be working on updating and improving the member site.

CHIEF REPORT

Special Comments

- EFR hosted two Wildland classes-open to other agencies.
 - S131 – April 4th
 - S215 – March 21/21 & 28/29
 - Special Thanks to Jeff Ashford and crew for coordinating.
- EFR host site for multi-agency Wildland training with the Jeff CO IMT as an overhead component – April 18th.

Administrative / HR

- Positions Open-
 - PT Admin specialist – Caught up with current projects, would like to put position on hold, however keep some funds available for OT or Temp as projects come up such as the bar coding implementation or ISO documentation
 - PT IT Coordinator – Chris Johnson hired, please see updated website, may need to refresh your shortcut. Please forward any comments / issues to Chris or myself.

- Communications specialist – Offer made waiting on background and reference check.
- Mandated training options being evaluated for cost and implementation ease, i.e. EEO, Sex Harassment, Violence prevention (continuing). Working with Chris for an IT delivery for convenience.
- Reviewing OSHA mandated trainings and documentation.

Apparatus Equipment and Facilities Maintenance

- Tanker/Tender committee received three vehicle bids. The bid was awarded to Max Fire / Central States. Will discuss financing options under new business.

Communications

- Frontier working on the PM process and visiting tower sites. Will be performing PM on Officer/HOD radios at this months officer meeting.
- Waiting on Grant process for possible VHF migration. We are sitting #13 on the IPL sent to the state. Formal notifications will be made late April / Early May.

Emergency Medical Services

- Planning underway for CPR day.
- Received two new RMS laptops.
- Received Grant from State for EKG download software for \$4218.00. Implementation being scheduled. These last two projects are being handled together.

EVFD

- Working on 457 project for a more usable program.
- Looking at Fire Danger signs for around the district (Smokey the Bear)
 - District property – other options
 - How many

Finance

- Pre audit meetings underway.
- Accounts being set up with First Bank, hope to go live on April 1.
- Financial software purchased installation and implementation underway.

Fire Prevention

- Working with Jeff Co Planning and Zoning on code and inspection issues.
- Community Wellness day May 30, also working on Community CPR day with EMS.
- Fire safety event at Walgreens April 17th and Wildland awareness info session at Wal-Mart on May 9th with Foothills and Genesee.
- Working on updated fees schedule, check with Counsel on process for review and approval process, public involvement etc. Attorney Linda Alexander mentioned that once the fees are updated that EFR could post them on the web or hold a hearing although that is not a statutory obligation.

Fire Operations

- D.E. working on annual qualifications, “A” and “C” students underway.
- Excellent compliance on NIMS and FF I, working on the final few.
- Wildland classes and pack tests underway.
- Slash Weekend set for June 27/28 – See attached
- All similar CO monitors on engines

- Thermal Imaging Camera ordered

IT

- Chris Johnson hired.
- Has pending warranty purchases and hardware purchases.
- Hardware and software hardware underway.
- Will develop long range plan.

Training

- Working on New PAR tags/replacements, getting our own engraver.
- Working on Fire Officer I JPR's with Craig O'Connell
- Wildland classes
 - Great turnout for 215 and 131
 - Now doing pack tests and annual safety training
- Working on IQS database

Other

- Legislative update attached.

Addition to Chief's Report:

- Office Closure policy draft given to all board members and attendees for comments, etc. (policy attached)

OLD BUSINESS

NEAT: The paperwork is getting finalized with Jefferson County. No other updates at this time. This will be discussed next month.

Employee Survey: Chief Garry DeJong explained that the survey will be uploaded to Zoomerang and that a draft copy of the letter to accompany the survey has been completed. In May the survey and letter will be reviewed and the survey should go live on June 1, 2009. Mike Novick asked if anyone has reviewed the old survey and updated it where necessary. The survey committee has taken done this and deemed appropriate for uploading as is. A separate committee will be established to include volunteer firefighters, to review the survey results prior to disbursement.

Burn Building: Fire Operations Chief Wayne Shephard is in the process of choosing people for a committee to work on feasibility, costs, etc. of this project.

NEW BUSINESS

Tanker Funding: Bid awarded to Max Fire / Central States. The base fee for the tanker is \$277,000 plus other expenses for graphics, equipment, etc. to be placed on the tanker. The question is how do we want to pay for it? There are three options:

1. When the tanker is delivered & accepted.
2. Then Max Fire receives the chassis and we pay the balance when the tanker is received. This option would reward the district with a \$4000 credit on the tanker.
3. Lease purchase agreement.

Director Goldbach asked Finance Director Worthington what he recommends. Mr. Worthington replied that there are three reasons why the district would consider the lease purchase agreement option and they are:

1. Because the district does not have the money to cover the total cost at this time.

2. If the district knew it had to acquire additional apparatus and the fund would be depleted.
3. If you could invest the funds saved by not paying for the whole amount at a higher rate of return.

A decision needs to be made within the next 100 days. Director Kling commented that he does not see the value in the lease option as the District apparatus account is well funded. Finance Director Worthington and Chief DeJong will present to the board at the next meeting the options. Chief DeJong will present the board with a five-year apparatus replacement schedule.

Organizational Structure: Vice President Kling made a presentation on EFRs Organizational Structure. The presentation is attached. Once the presentation was completed a motion was presented by Director Kling:

1. Have the following personnel provide a one page summary of task and hours spent per task on a monthly basis by the next board meeting:
 - Deputy Chief of Support Services
 - Communications Director
 - Training Coordinator
2. Request an analysis from the Chief of this presentation and the summaries including any misstatement of fact by the next board meeting.
3. Discussions by the board, finalized by the July board meeting to be available for the next budget cycle.

So moved. Director Goldbach made a motion to accept the motion by Director Kling. Director Dedisse seconded the motion. The floor was then opened for discussion. Director Goldbach asked what Director Kling meant by summaries including any misstatement of fact by the next board meeting. Director Kling replied that he would like to everyone to look at the presentation for any mistakes in numbers or budgets, etc. presented. Director Goldbach asked about the outcome of this presentation. Director Kling replied that the board as a whole needs to come together to figure out what is best for this organization. President Dykeman wondered if the perception will be that there's a target on those three positions. Director Kling replied possibly. This is just the beginning of the evaluation on these positions. Director Simons commented that there could be other positions evaluated. Chief DeJong then stated that it may not be viable for these positions to complete a 30 day snapshot of their tasks and responsibilities by the next board meeting. Director Kling replied that he is not looking for a daily log he wants to know how they are doing their job. Deputy Chief of Support Services, Nick Boukas, commented that the Training Coordinator position was a promise made to the community and funded through the mil levy. If this position is eliminated will the community get a refund? Director Simons replied that the money would be funneled to under-funded projects/accounts. The purpose of this exercise is how can the district save money and still serve the community at the level the community expects. Asst. Deputy Chief Ashford commented that another way to find out what tasks these positions are performing is to interview the employee in that position. Captain Evan Soibelman commented that there are other projects etc that were funded through the mil levy that have never come to fruition. The open discussion was closed and a vote taken on the motion. All approved the motion. The motion carried.

ISO: Chief DeJong has received information on tasks and information needed to proceed. These tasks will be distributed to individuals for action. This is an organizational wide effort.

SDA Conference: Director Goldbach asked if the board plans on attending this years SDA Conference and have a work session at the same time. Chief DeJong will provide the

dates to President Dykeman who will then email the rest of the board. A decision will be made at the May board meeting.

BOARD COMMENTS

Director Goldbach thanked Director Kling for all his work on the presentation.

Director Kling thanked everyone for attending the meeting.

Director Dedisse thanked Asst. Deputy Chief Ashford for his work on the classes and trainings he coordinated.

President Dykeman thanked all the attendees coming to the meeting and participating in the open discussions.

Director Simons would like to discuss an email he received from Asst. Deputy Chief Ashford on the office closure during the snowstorm on March 26, 2009. He requested that as we go through this discussion that everyone conducts themselves respectfully and professionally. Asst. Deputy Chief Ashford was concerned because none of the admin staff was around while the volunteers were requested to chain up the apparatus; he was particularly concerned with the two highest paid positions: Fire Chief and Deputy Chief of Support Services. The first thing Director Simons did was to call President Dykeman. Director Simons wants to know where were the people in charge of this operation (EFR) on March 26? He asked Chief DeJong for an explanation. Chief DeJong replied that he was dealing with family issues. Director Simons then asked Deputy Chief of Support Services Nick Boukas the same question. Mr. Boukas replied that he arrived at work at 6:00 am and worked until 1:30 PM at which time he went over to the Communications Center to see if everything was under control. Communication Manager DeAnna McMahan confirmed that all was under control and was let go to go home since she has a long commute. Before leaving Mr. Boukas confirmed that he checked on his crews at both stations to confirm everything was under control and told them he was available if needed. Further discussions ensued. Director Simons concluded the discussion saying that this whole situation boils down to a lack of communication. We all need to take this incident as a lessons learned.

MEETING ADJOURNED

Director Dedisse made a motion to adjourn. Director Kling seconded the motion. The meeting adjourned at 9:40 pm

NEXT MEETING DATE

Tuesday, May 12, 2009

6:00 pm – 457 Committee Meeting – Board Room

6:30 pm – Pension Board Meeting – Auditorium

7:00 pm – District Board Meeting - Auditorium

Respectively Submitted,

Sylvia Ross, Recording Secretary