



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE EVERGREEN FIRE PROTECTION DISTRICT
AUGUST 11, 2009**

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on August 11, 2009 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

ATTENDANCE

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

EXCUSED DIRECTORS: George Goldbach

ALSO IN ATTENDANCE: Chief Garry DeJong, Nick Boukas, Brent Worthington, Linda Alexander, Sylvia Ross, Mike Novick, Wayne Shephard, DeAnna McMahan, Frank Dearborn, Vicky Gits, Lori DeJong.

MEETING CALLED TO ORDER

President Dykeman called the meeting to order at 7:01 PM.

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: None

APPROVAL OF MINUTES

The minutes of the July 14 Board Meeting were approved as presented.

PRESENTATIONS

June 2009 Finance Report: Finance Director, Brent Worthington, presented the June financial report. Total funds available are \$4,874,690. The district has collected 86.5% of our total revenues so far this year. General Fund Revenues are well ahead of the annualized budget, and are slightly behind projections. As in past months the same two revenue items that are lagging significantly are ownership tax and Interest. General Fund expenditures are under budget, compared to both the annualized budget and projections and EMS Revenues are below the annualized budget and are lower than projected. Director Kling asked why in the Stations & Maintenance line item the percent of projection is 144%; this is due to the Opticom project and because Chris Schleef, the Facilities Superintendant, has purchased items upfront increasing the amount he spent in the first half of the year. Brent also mentioned that Fire Operations is also over budget and that is because the volunteer pension was moved from Office Management to Fire Operations. On the EMS side ambulance billing is down and as

long as these numbers remain down revenues will also be down. Brent also informed the board of the 2010 budget process and timeline. Director Simons made a motion to accept the June 2009 financial report; Director Dedisse seconded the motion. The motion passed.

2008 Audit Reconciliation Schedule: Tabled until the September meeting since Director Goldbach who initially requested the schedule is not present tonight.

CHIEF REPORT

Administrative / HR

- In final stages of finishing the job description and questions for recruitment process. Should be able to post the beginning of next week.

Apparatus Equipment and Facilities Maintenance

- Tanker is under contract – already having pre-build meetings. Estimated delivery end of 2009. On track with paperwork. Will be receiving invoice for Performance Bond just prior to invoice for Chassis – Est. September.
- Engine #2 at Pierce for repairs, estimated return date is late October. Finishing insurance paperwork with McNeil.
- Initial discussions with Lifeline for the 2010 ambulance remount purchase. Should have solid numbers to make decisions for budget and planning.
- Annual hose testing will begin next week.

Communications

- Working with 911 Inc to finalize installation of phone system.
 - Have made significant head way with operational issues. An occasional minor issue does show up. Staff much more comfortable with the system.
- Waiting on Grant process for possible VHF migration. We are sitting #13 on the IPL sent to the state.
- Mapping contract signed with Geo Comm – working with them to get data – target date of the end of the year for new map books.
- BAT phones being replaced – ADA compliant.
- Channel 2 and 3 testing ongoing.

Emergency Medical Services

- Mike Sivertson to be recognized by WMFR for a Life Saving Award. September 15, 6-7 pm. Red Rocks Hero.
- Met with Lifeline concerning remount of A-21.
- Finalizing changes to CE delivery – with input from Fire Operations, St. Anthony's and instructors.

EVFD

- Annual Banquet September 11.

Finance

- 2010 Budget preparation will begin after the approval of the 2008 audit. Preliminary budget sheets will be sent out to the divisions and rough drafts initiated.

Fire Prevention

- Safety Day set for October 3, 2009 – will coordinate with Fire Ops for recruitment and pancake breakfast.
- Several locks on open space areas have been changed, working with Denver Mountain Parks and State forest service for keys and access.
- McDonalds in repair process – Soon.
- EMD – hydrants- there are some with low flow and should not be used in training, only emergencies. Getting master list of hydrants for training vs. emergencies and also ISO.

Fire Operations

- D.E. working on annual qualifications, “A” and “C” students underway. Also working on water shuttle training and efficiencies.
- Probes are running fire calls in a support role only.
- Trying different format for CE delivery – will evaluate after 6 months for success and needed changes. Good Success so far.
- Working on Resource ordering process with CSFS on the ROSS system.

IT

- PM, repair and maintenance underway.
 - Servers and wiring completed as well as assisting in re-work of phone / CAD rooms at dispatch.
- When new CAD servers come in with re-wire console stations reducing risk and electrical load issues. CAD is in and installed, will begin re-wire.
- Phone line audit complete, changes being implemented.

Training

- Personnel PAR tags completed now working on command levels with officers.
- Probes in First Responder portion of training – 11.
- Working on IQS database. Working with State on some incorrect data and the process for changes and unit availability.
- Preparing for transition of Stores to Fire Operations.

Special Comments / Other

- NEAT update.
- ISO preparation underway –
 - Equipment being placed on units.
 - Gates and cisterns being checked and verified – dual purpose for ISO and Mapping project. Director Kling asked if there would be any repercussions due to the fact that E2 may not be back in service by the time our ISO rating is given to us. The Chief replied that we could ask for a delay and more discussion ensued.
- Employee Opinion Survey
 - Executive summary being developed
 - Open Meetings scheduled for:
 - July 27th 8:00 pm***
 - July 29th 8:00 am
 - July 30th 6:00 pm
 - Good comments – several wanted time to review the data of the organization and divisional breakdowns. Will give to the end of August.

- Suggestions of a committee format as well as working on clarifying organizational / divisional visions.
- Organizational Restructure
 - Last month – reviewing different models and discussing with staff operational needs and functions of supervisors.
 - Will finalize the structure and work on the adjustments to job descriptions.
 - All staying within the direction given by the board. Director Kling asked if the timeline is still in effect and the Chief replied that it is.

OLD BUSINESS

By-law Incorporation: Attorney Linda Alexander presented a draft version of the bylaws which incorporate the changes that were presented to the board last month. Some of the highlights she presented are: A new section was added (page 4; section 6h) which refers to emails between board members. It states that board members will not conduct business through emails per Colorado State Statute Section 24-6-402; which requires that certain emails between at least three directors that discuss pending resolutions or other District business shall be considered a public meeting subject to the requirement of the Colorado Open Meetings Law. Also Section 8e on page 7 that now will conform with the statute that reads that the election of the officers shall be conducted biennially at the first regular meeting of the Board following their regular biennial election of the Directors held in May of even number years. Each officer so elected shall serve for a term of two years or as otherwise directed by the board, but Linda added that the board can make them shorter terms if desired such as annually. Director Dykeman asked if on page 5 the order of business could be updated to what our agenda looks like now. The updated document will be presented at the next board meeting for vote and approval.

NEW BUSINESS

Auditor: President Dykeman presented that it is best practice to consider put out a rebid for auditors. Finance Director Worthington agreed that the district should periodically rebid not only for the auditors but for all financial services as a best business practice. The way this would be approached is that Mr. Worthington would put together an RFP and send it to contacts he knows as well as post it on other governmental agencies as to solicit the most responses to our bid. The finance director and the chief would sort through the responses but the final decision would be made by the board through interviewing candidates. A motion was made by Director Simons to put together an RFP for the district's audit services; Director Dedisse seconded the motion. The motion passed.

Suggestion Box Response: Director Kling addressed a suggestion that was directed to the Board. He did not read the suggestion in session because all of the points except one were covered in previous meeting minutes – the one point not discussed was for the directors to waive their monthly stipend. Director Kling feels that it is minimal compensation and that if you want the best people to run for office then they should be compensated. Director Simons addressed the issue by saying that he has sat on many boards and commissions and has never received any compensation; so in his opinion it does not make any difference to him if he received compensation or not; he added that this type of comment should not be made anonymously; that if someone is that upset about something they should sign the comment or speak to the board directly. Director Dedisse agreed that he does not need a stipend. President Dykeman agrees with Director Kling that this is a small amount of compensation compared to the obligations they have as board members. Mr. Novick commented that the

purpose of the suggestion box is to make anonymous suggestions – there are many people who do not feel comfortable speaking up and this is a venue for those people to make a comment they would not make in public.

BOARD MEMBER COMMENTS

Director Dedisse wanted to thank Mr. Nick Boukas and his staff for driving all over Evergreen and helping with the mapping project.

Director Kling thanked the EMS staff for all their hard work with CPR classes and how the community benefits from them.

Director Dykeman received a comment on how the board meetings are run compared to the past. This board decided that it would run the meetings in an open forum format without restricting comments to only those that appear on the agenda. If there is a concern about tightening up the format they could do it; but he feels the open meeting format is best for EFR and the community.

MEETING ADJOURNED

The meeting adjourned at 8:05 PM

NEXT MEETING DATE

Tuesday, September 8 at 7:00 pm in Training Rooms A & B

Respectively Submitted,

Sylvia Ross
Recording Secretary