



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF THE EVERGREEN FIRE PROTECTION DISTRICT  
JANUARY 13, 2009**

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The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on January 13, 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, DeAnna McMahan, Wayne Shephard, Sylvia Ross, Jim Davis, Frank Dearborn, Don Bennett, Amy Ferris, Mike Novick, Jeff Ashford, Doug McCormick, Wayne Shephard, Paul Rodgers, Christy McCormick and Jenny Jesmer.

**MEETING CALLED TO ORDER**

President Dykeman called the meeting to order at 7:02 PM.

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

**APPROVAL OF AGENDA** President Dykeman approved the agenda as presented.

**PUBLIC COMMENT** None

**APPROVAL OF MINUTES**

The minutes of the December 19 meeting were approved with a correction on page 2.

**PRESENTATIONS**

**November Financials:** Finance Director, Brent Worthington, presented the November financials. The district is under budget by \$32,489 for November and \$486,450 for the year. Mr. Worthington also mentioned that under the Profit & Loss section on page 1 the month should read November and not October. He also stated that the December 2008 financials will be presented to the board after the audit. His estimate is that it should be completed in April; he will however present the January 2009 financials in March and in a new format. Director Simons asked when the board would see the next set of financials and Mr. Worthington replied they will see the January financials in March so there is only one month were no financials will be presented that will be the February 2009 meeting. Director Kling asked if the appropriation summary on page three will change with the new software. Mr. Worthington replied that it will similar but that the new software will not be implemented until mid year, Director Goldbach made a motion to accept the November financials as presented. Director deDisse seconded the motion. The motion passed.

**Bank RFP:** Finance Director, Brent Worthington, reported on the status of the bank RFP which closed on Friday, January 9, 2009. He presented that the District received two proposals; one from 1<sup>st</sup> Bank and the other from U.S. Bank. Both banks have offices here in Evergreen and both reports are very good. Meeting will be scheduled in the next few weeks with representatives from both banks and a recommendation will be presented to the Board at the February meeting. Once the new bank is approved the funds will be transferred and banking

will begin on April 1 (beginning of 2<sup>nd</sup> quarter). Since Jim Davis, President of 1<sup>st</sup> Bank attended the meeting he was asked by President Dykeman if he had anything to say. Mr. Davis thanked the district for the opportunity to make the proposal. Director Goldbach commented that he doesn't feel the board needs to be involved in this decision, but our legal representative, Linda Alexander, commented that because the board has fiduciary responsibility for the District they should be involved in this decision.

## **CHIEF REPORT**

Before Chief DeJong presented his report, Amy Ferris, the districts new HR Manager introduced herself.

### **Special Comments**

- January 29<sup>th</sup> 6 p.m. Clear Creek County Communications demonstration.
- EFR will be hosting portions of the quarterly Colorado State Fire Chiefs meeting in March. March 6<sup>th</sup> we will be hosting the Volunteer Fire Chiefs meeting at 7:00pm. On March 7<sup>th</sup> and 8<sup>th</sup>, we will be hosting the VCOS Leadership Course – Beyond Helmets and Hoses, for Volunteer and Combination Chief Officers and Leadership.

### **Administrative / HR**

- Jeff Di Paulo Community Educator / Fire Inspector, and Amy Ferris, HR Manager began the week of January 5<sup>th</sup>.
- Working on Open Enrollment process for upcoming year, finishes January 15th.
- Heather Rogers has resigned effective January 16<sup>th</sup>. Carol Hucker will take over full time position. Evaluating using the hiring process from earlier to fill PT position to avoid recruitment costs.
- Records Retention Schedule Resolution.

### **Apparatus Equipment and Facilities Maintenance**

- Subaru has been purchased and is nearly complete, awaiting fuel key and insurance card.
- Tanker/Tender committee working on specifications for new truck. DRAFT is currently out for final review and revision. Timeline: Jan 15<sup>th</sup> Specs out for bid; Feb 1<sup>st</sup>, bid conference; Feb 15<sup>th</sup> Bids closed; March 1<sup>st</sup> -15<sup>th</sup>, notification and final clarifications. April 14<sup>th</sup>, appropriation to Board for approval to move ahead with purchase.

### **Communications**

- HVAC and electrical completed, Feb 1 start of implementation on 911 Inc system.
- News radio maintenance and service contract has started. Already we have seen positive impact.
- Working on SOP project.
- Working on Grant process for possible VHF migration.

### **Emergency Medical Services**

- SOPs are in the approval process.
- Working on new FR schedule and outline.
- Looking at Medic 21 Replacement / Refurbishment cycle

**EVFD**

- Elections during the January Meeting.
- Probe Academy began January 5<sup>th</sup>. (16)

**Finance**

- Financial Policy Resolution.
- Bank RFP
- Software RFP
- Working on End of year transactions to close out 2008.

**Fire Prevention**

- Working with Jeff Co Planning and Zoning on code and inspection issues.

**Fire Operations**

- Committee working on Tanker/Tender specs.
- New Officer slate to be voted on by Volunteer membership, January 26<sup>th</sup>.
- Call and Training deficiencies will be acted on in January.

**IT**

- Point to Point access installed in Dec, an internal router failed and new part has been installed. Should have this connection completed by the end of the week, pending BNC’s availability.
- New website ready to go live, awaiting scheduling with Jeff Genender to help with transition so we do not lose that link.

**Training**

- DE training schedule complete, “B” boot camp to begin this week.
- Probe academy started January 5<sup>th</sup>.
- Officer Training development project of 2009
- Company training schedule also completed and implemented.
- 2 FFs attending an ice rescue class in February.

**Call Volume**

<b>2007</b>		<b>2008</b>
451	General	301
136	Other 1-2	193
1388	Ambulance/Rescue	1319
158	Ambulance Only	164
<b>2133</b>	<b>Total</b>	<b>1977</b>

Chief DeJong asked the board members if they had any questions or comments. Director Goldbach wanted to thank Frank Dearborn and Carol Hucker for putting together the 2009 EFR Calendars.

**OLD BUSINESS**

- NEAT Mr. Don Bennett & Doug McCormick from NEAT made a presentation on the NEAT project that will be installed in front of our property at 1802 Bergen Parkway. Mr. Bennett gave a brief background on NEAT and how it procures it funding for the various

trail project throughout Evergreen. NEAT would like to have a place along the trail to recognize the donors. They would like to do this by adding a sitting area and bricks with the donors names inscribed in them, and they want to place this seating area with the bricks where the current statue is erected. So far they have sold 45 bricks; their goal is 450 bricks. The project would be installed by professionals and the maintenance would be done by NEAT. This project would become part of the trail project and would be owned by Jefferson County. The county would cover any liability issues. NEAT is requesting the Districts approval of the location. The board requested documentation showing the easement, maintenance and liability on the property they would approve the work at this location. Director Dedisse made a motion to approve the NEAT project based on the district board approving the easement, maintenance and liability paperwork by prepared by our legal council. Director Goldbach seconded the motion. All approved.

- Records Retention Schedule – Resolution 2009-01 The records retention schedule resolution was presented. Director Goldbach made a motion to adopt the resolution; Director Kling seconded the motion. The motion passed.
- Financial Goals & Policies – Resolution 2009-02 The financial goals and policies resolution was presented. Director Dedisse made a motion to adopt the resolution; Director Kling seconded the motion. The motion passed.

### **NEW BUSINESS**

- Posting Location and 2009 Calendar Resolution: At the November meeting the 2009 Board Meeting Schedule was approved. Now a resolution must be adopted on where to post the meeting announcements. It must be posted in three (3) locations within the district boundaries and at the Jefferson and Clear Creek County Records offices. The three locations agreed upon will be: Station #2, Jefferson County Library on Highway 73, and the Evergreen Park & Rec Center in Bergen Park. Linda Alexander will have Micki Wadhams email the resolution to Sylvia Ross to get the appropriate signatures. Director Kling made a motion to accept the posting locations and 2009 calendar of regular meetings; Director Goldbach seconded the motion. The motion passed.

### **EXECUTIVE SESSION**

Director Goldbach made a motion for the board to go into Executive Session to discuss legal matters per Colorado State Statute: Section 24-6-402(4)(b) CRS; Director Simons seconded the motion. The board went into executive session at 8:03 PM

**BACK IN SESSION** The meeting was back in session at 9:07 pm

**MEETING ADJOURNED** The meeting adjourned at 9:07 pm

### **NEXT MEETING DATE**

Tuesday, February 10 at 7pm in the Auditorium.  
The volunteer pension board meets at 6:30 p.m.

Respectively Submitted,

Sylvia Ross  
Recording Secretary