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

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

**ATTENDANCE**

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

**ALSO IN ATTENDANCE:** Chief Garry DeJong, Nick Boukas, Brent Worthington, Linda Alexander, Wayne Shephard, Sylvia Ross, Evan Soibelman, Mike Novick, Jeff Ashford, Robert Gottsman, DeAnna McMahan, Paul Rodgers, Frank Dearborn, Bryce Lipson, Sean Wood Christy McCormick, Kevin McCormick.

**MEETING CALLED TO ORDER**

President Dykeman called the meeting to order at 7:03 PM.

**TIME OF REMEMBRANCE AND REFLECTION:** The pledge of allegiance was recited and a moment of silence was observed.

**APPROVAL OF AGENDA** President Dykeman approved the agenda with one change – Mr. Worthington will be presenting the 2008 Audit after he presents the May financials.

**PUBLIC COMMENT** None

**APPROVAL OF MINUTES**

The minutes of the June 9 Board Meeting were approved as presented.

**PRESENTATIONS**

**May 2009 Finance Report:** Finance Director, Brent Worthington, presented the May financial report. Total funds available are \$3,843,418. General Fund Revenues are well ahead of the annualized budget, and are slightly behind projections. Two revenue items that are lagging significantly are:

- **Ownership Tax-** with the problems in the credit market, and as households feel the impact of the recession, car sales are down significantly as people choose to keep their older cars. This downward trend is likely to continue, although troubled car companies (as well as the Federal Government) are offering discounts and incentives to new car buyers.
- **Interest-** while there has been some recent positive movement in the Bond Market, the Yield Curve is steeping in the longer term securities; the shorter end of the Curve (where the District's investments reside) has seen little increase in yield. This trend is likely to carry through the remainder of the year.

General Fund Expenditures are under budget, compared to both the annualized budget and projections.

EMS Revenues are below the annualized budget and are lower than projected; this is likely due to the relatively mild winter, resulting in fewer traffic incidents within the District.

EMS Expenditures are below both the annualized budget and projections. Updates for the board:

1. Pursuant to Board instruction, the Volunteer Fire 457(e)(11)(a) Length of Service Award plan was dissolved, and on May 14, the total funds were disbursed to the qualified Volunteer Firefighters.
2. The new Financial Management software is installed, and the conversion is underway. We will start using the new system in phases, starting this month; we expect to be fully converted by the end of August.

Director Goldbach made a motion to accept the May 2009 financial report; Director Dedisse seconded the motion. The motion passed.

2008 Audit: Finance Director Brent Worthington presented the draft 2008 Audit report to the board. He first explained why he was making the presentation instead of the independent auditors. The auditors presented the draft two weeks ago to the audit committee which consisted of two board members (the President and Treasurer), the Chief and the Finance Director. He went on to say that the audit confirmed that in the auditors opinion the financial statements ending December 31, 2008 present fairly in all material respects. The financial Highlights on page iii of the report were discussed as well as the revenue and expenses on page viii. He then discussed a power point presentation highlighting some of the audits findings in comparison to 2007. Based on the modified accrual basis of accounting, revenues in 2008 increased by \$573,507 compared to 2007; expenses increased by \$216,005 for a net difference of \$257,502. He also discussed budget variances in both the General and EMS fund. He then opened the floor for questions. Director Goldbach highlighted that page viii has a lot of good news for the district. He asked Mr. Worthington to identify the areas where we had increases in expenses in the general fund; Brent will work on a reconciliation schedule on the accrual basis to cash basis as requested by Director Goldbach. Once the audit is accepted the auditors will file the audit with the State of Colorado and other rating and financial institutions. A motion was made by Director Goldbach to approve and accept the 2008 Financial Audit; Director Dedisse seconded the motion, the motion passed unanimously.

## **REPORTS**

- Bylaw Update: Attorney Linda Alexander presented changes in Colorado State Statutes to the board which affect the district. Council would like direction from the board on how to proceed. Ms. Alexander asked if the Board would like them to incorporate the changes into the district's current by-laws and then present them to the board at the August board meeting. The board agreed that they would like the attorneys to incorporate the changes and present them at the next meeting in August.

## **CHIEF REPORT**

- NEAT update. Chief DeJong met with NEAT to confirm where the construction material would be installed, and the status of the easement agreements should not be a problem as discussed and approved at last month's board meeting.

## **Administrative / HR**

- Discussion later on filling the position.

## **Apparatus Equipment and Facilities Maintenance**

- Tanker is under contract – already having pre-build meetings. Estimated delivery end of 2009. Meeting with vendor next week for final changes to specs and funding.

- Engine #2 at Pierce for repairs, estimated return date is late October. Finishing insurance paperwork with McNeil.
- Tower #2 aerial and pump test completed and passed successfully.
- ISO records preparation underway.
- Initial discussions with Lifeline for the 2010 ambulance remount purchase. Should have solid numbers to make decisions for budget and planning.

### **Communications**

- Several items are being improved upon in the stabilization of our current system and preparation for future enhancements. Frontier and American Towers working tower upgrades and maintenance. Also performing more drive tests to verify coverage and potential changes. Grounding has been completed for towers.
- Working with 911 Inc to finalize installation of phone 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.

### **Emergency Medical Services**

- Met with Lifeline concerning remount of A-21.
- Finalizing changes to CE delivery – with input from Fire Operations, St. Anthony's and instructors.
- High plains did an update to the RMS, the state for both fire and EMS changed reporting requirements. More errors to address before report will be accepted. Ben and Nick cleared in excess of 20 pages of reports, down to the last 4 pages.
- Preparation for a fall MCI involving multi jurisdictions.

### **EVFD**

- June 13<sup>th</sup> Picnic – great turnout.
- No update from FPPA, should have info for the Pension Board meeting on August 11<sup>th</sup>.

### **Finance**

- Audit Presentation later in the meeting.
- Live with First Bank. Will close out Bank of the West.
- Financial software purchased installation and implementation underway. Chart of accounts complete, conversion to start this month.
- With the changes to a new financial software – we changed our payroll service, first run was this past week.
- 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**

- Fire Extinguisher training during June – 25 extinguishers in Kittredge and 55 extinguishers in the Downtown event were inspected.
- 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.

## **Fire Operations**

- D.E. working on annual qualifications, “A” and “C” students underway. Also working on water shuttle training and efficiencies.
- Slash Weekend set for June 27/28 – Successful, as well as coverage for Rodeo.
- 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.
- 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.
- Phone line audit complete, recommendations forthcoming. Looks like we will be switching phone lines at station #1 and #4 with significant cost savings and improved service. Initial cost savings approximate \$5,000.00/ year after initial infrastructure is in place (approximately \$1500.00).
- Will develop long range plan.

## **Training**

- Personnel PAR tags completed now working on command levels with officers.
- Haz Mat class for probes and some current ff during July.
- 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.
- First Responder class scheduled and working on Haz Mat Instructor – both in July.
- Finishing working with several ff on individual renewals for EMS and FF certifications.

## **Other**

- ISO preparation underway – will discuss more under new business – spending authorization.
- See response numbers attached.
- Employee Opinion Survey
  - Executive summary being developed (will be presented at the Aug meeting).
  - Open Meetings scheduled for:
    - July 27<sup>th</sup> 8:00 pm at the Volunteer Fire Dept Business Meeting.
    - July 29<sup>th</sup> 8:00 am
    - July 30<sup>th</sup> 6:00 pm
  - Discuss findings and trends and cooperatively develop strategies to address 3 issues this next year i.e. communications.

## **OLD BUSINESS**

**HR Position:** Amy Ferris the current PT HR Manager left to have a baby and has communicated to the Chief that she would like to return on a limited bases, working from home on the weekends. Chief DeJong does not feel like that would be a viable option for the district.

He met with a MSEC representative and discussed with them what services they could provide for the district in comparison of what a PT in-house person could provide. It is a very valuable position that both paid and volunteer staff have used and would be beneficial to have someone onsite on a regular schedule. Also, if we have a significant event happen like a sexual harassment situation it would require a third party investigation by someone like MSEC. So we still would need to use them as a 3<sup>rd</sup> party. There are limitations to an HR person because of issues like sexual harassment or another major event. So the chief recommends that the district hire a PT in house HR person but at a lower skill level therefore that person would be paid at a lower level. There are several titles we could use to identify this position (ie: HR Specialist, Generalist, etc.) but this would lower the pay scale one notch and save the district about \$5000/year. Director Simons made a motion to refill the HR position in accordance with the Chief's recommendation; Director Dykeman seconded the motion. The floor was then opened for discussion. Director Kling asked the Chief to identify what projects have backed up since Amy's departure. The chief replied filing, employee performance issues, physical follow-ups, I-9 compliance. We need someone to stay on top of benefit issues, performance issues, etc. A vote on the motion was taken; the motion passed unanimously.

Organizational Structure Update: Director Kling addressed the board and attendees that most are familiar with the process and he is not going to go over the history but at the same time realizes that these type of events have been very stressful on the organization and the people and appreciates all who have helped in the process. He also feels confident that once these changes take place that he personally is not looking for any further changes; that he wants this message to be heard loud and clear to all the troops out there. The way he is going to conduct this is tonight is to make a motion and then go from there. The changes he is looking at is based on operational focus for the district. The motion made by Director Kling is as follows: Effective the beginning of last quarter of 2009 (first pay period in October), to continue the efforts of the Training Coordinators redirection of focusing back on the original job description; Elimination of the Communication Manager position with a focus on the dispatch supervisors running the day to day operations; and the elimination of the Deputy Chief of Support Services position to roll back that position back to more a traditional EMS Coordinator position with a focus on response and communication/strategic planning. A discussion ensued. Director Goldbach's response was that this move has been a long time coming especially with the current economic situation. The Chief's concern with this change is that there may not be enough oversight for the communications division. The board would like to see an implementation plan presented to the board. The motion was structured in this way to allow the chief enough flexibility to allow him to implement his vision while still staying within the confines of the motion. Director Dykeman asked the chief if he agrees with the motion. The Chief had no reply. Director Dykeman addressed the motion by saying that he is against it especially since our budget is in such excellent shape. He continued that the district approved these positions in the 2009 budget and that if any changes are to be made they should be made in 2010. He continued saying that this action may put the District at risk and that this is not fair to the people whose job this affects; and that he can't bring himself to vote for it because it just isn't right. Director Simons disagrees, the economy is not going to get better anytime soon and will probably get worse. He does appreciate the effect this will have on those people in those positions. Director Goldbach replied that the board was elected to oversee the finances of the district; and that Director Dykeman's statements to make the rest of the board feel guilty on making this tough decision is wrong. Director Dykeman replied that the statements he made were not meant to make anyone feel guilty but that he was expressing his own feelings. Nick Boukas then addressed the board. He asked if the board has considered looking at other cuts like a ten percent across divisions cut or not replacing apparatus as some traditional departments do; Director Kling replied that he has not. The

second question posed to the board was what other positions have they looked at example: the next highest paid manager is the fleet manager who makes double what the person he supervisors make – why are we singling out three people? Has the district considered this? Director Goldbach said yes it has. Director Kling replied that he has already answered that question in his original presentation. Nick thanked the board. A roll call vote was then taken on the motion. The vote was as follows:

Director Dedisse: Yea  
Director Dykeman: Nea  
Director Goldbach Yea  
Director Kling Yea  
Director Simons Yea

The motion carried. The chief needs to come back before then with his solution and present it to the board. The chief will have a plan to present at the next meeting.

### **NEW BUSINESS**

Appropriation 2009-0003 for Nozzles. These nozzles are needed to meet NFPA and ISO standards. The amount will come out of the Strategic Capital funds. Director Simons asked how critical is it that we have these master streams for our apparatus? It is critical because we need them to gain points on our ISO rating and more importantly because the district only has a small area with a qualified hydrant system. We loose points because of the environment we live in. The chief further explained what ISO is and what the evaluation entails. Firefighter Soibelman addressed the board saying that these nozzles are important to firefighter safety as well as having adequate water supply on the fire. Director Goldbach made a motion to approve the appropriation as presented; Director Dedisse seconded the motion. The motion passed unanimously.

### **BOARD MEMBER COMMENTS**

Director Kling agrees with Director Dykeman on the compassion side but does not agree that just because we have the money we have to spend it.

Director Dedisse asked about Dave Montesi's mom's death. The family is on their way to Connecticut for the service. He also asked to keep Tom and Joy Glennon on the death of their daughter.

Director Dykeman thanked the Wood family on their trip to Africa.

### **MEETING ADJOURNED**

The meeting adjourned at 9:25 PM

### **NEXT MEETING DATE**

Tuesday, August at 7:00 pm in the Auditorium

Pension Board Meeting at 6:00 pm in the Auditorium

Respectively Submitted,

Sylvia Ross  
Recording Secretary