



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE EVERGREEN FIRE PROTECTION DISTRICT
MARCH 10, 2009**

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on March 10, 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, Wayne Shephard, Sean Wood, Evan Soibelman, Vicky Gits, Mike Novick.

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 February 10 meeting were approved as presented.

PRESENTATIONS

January 2009 Finance Report: Finance Director, Brent Worthington, presented the January financial report. Total funds available are \$2,649,492. The report structure has been re-arranged to mirror the presentation of the District's Annual Budget. Each Fund is shown on a separate page, with the Actual Results of Operations presented in the same order as it appears in the Annual Budget. This new report format is not written in stone. It can be changed, tweaked, rearranged, and otherwise evolve to meet the needs and desires of the Board members. Director Goldbach made a motion to accept the January report to be placed on file as presented. Director Kling seconded the motion. The motion passed.

TASK FORCE UPDATES

- **Legislative Task Force** – Director Simons presented that there are currently 35 bills which directly or indirectly affect the District. Of those 35 bills, three have been passed: SB09-205 and SB09-227, both of which are FPPA Budgeting balancing bills; and SB09-001 which establishes Community Wildfire Protection Plans by county. Director Simons expressed his opposition to SB09-180 which would grant firefighters and law enforcement officers the right to form a collective bargaining organization. Director Goldbach expressed his support for this bill as he feels it is a right to be able to form such an organization. Director Dedisse commented on SB09-202 which states that the Fire Chief of a fire protection district is which is responsible for wildland fires with in their boundaries, can designate the sheriff of the county as the person to help coordinate the

resources. This would put the cost of fighting the fires on the county if air tankers etc are needed.

- Maintenance Division Task Force - Director Goldbach presented the objective of the taskforce: Does the Maintenance Division need an assistant? The answer is No, but we do need an assistant to help other managers as well as Evan. Good record keeping is very important and this person would also be available to help the volunteers. Director Goldbach strongly recommends hiring for this position left open by the transfer of Carol Hucker (PT Admin Specialist) into the full-time position when the FT Admin Specialist resigned in January. Director Simons asked who this person would report to. Evan? No, this position would report to Sylvia Ross, the Office Manager; she would coordinate the work this person would be doing. Director Simons asked if instead of hiring someone if the some one else in Admin could help out and take on these tasks. Director Kling expressed that this is not a new position; it is a replacement of an open position which has been already approved in the budget. He did add that he would like to see a decrease in hours for this PT position. President Dykeman then asked the volunteer firefighters present for their opinions. Captain Soibelman does not believe there is enough work in Admin as our call volume is not very high; he suggested asking the community to volunteer their time to help with projects. Asst. Chief Ashford suggested hiring from a temp agency. Director Simons likes the idea of a temp and would like to stop the current hiring process and look into the feasibility of hiring a temp. Director Simons made a motion to put a stop to filling the current open position for the Part time administrative assistant until such time the Chief has time to investigate the feasibility of filling that position with a temp and that it should be presented at the April board meeting. Director Dedisse seconded the motion. President Dykeman opened the floor for discussion. Director Goldbach expressed that he totally disagrees; this is a current open position that was previously approved and should be filled. Director Kling expressed that he agrees with Director Goldbach and that we need to free up Evan from all the paperwork generated in maintenance so that he can be more efficient. President Dykeman then asked for a role call vote:

Director Dedisse	Yes
Director Simons	Yes
Director Dykeman	No
Director Kling	No
Director Goldbach	No

The motion failed.

Director Kling made a motion to authorize a six month provisional hire for the PT Admin position with the Board revisiting the viability of the position in 6 months.

Director Goldbach then seconded the motion. The motion passed unanimously.

- Web Site Task Force – Director Dedisse will report on this task force next month as we await the hiring of the PT IT position.
- Employee Survey – Director Kling expressed that he would like to see the district do another employee survey. Chief DeJong mentioned that the last survey was not successful and that the district should consider designing our own. Director

Goldbach asked if there is a need to do another survey. President Dykeman then asked the volunteers that were present for their opinions. Mike Novick spoke as he was on the original committee that designed the survey, he said that the survey was designed to be taken every few years as it would be a good gauge to see where improvements have been made and where improvement need to be made. Director Kling would like to see a cover letter giving specific instructions and stating clearly how the data will be dispersed. Asst. Chief Ashford stated that the district should be concerned about apathy; President of the Volunteer Board, Sean Wood, agrees with Asst Chief Ashford saying that the organization must find a way to motivate the firefighters. Fire Operations Chief Shephard would like to see this survey executed in a way that will cost the district less money than the first time and that the results are distributed in a timely manner. District Council Alexander asked if the results are going to be made public; the board needs to make that decision. Director Dedisse made a motion to direct Chief DeJong and Director Kling to proceed with drafting a cover letter for the survey and provide a timeline for the introduction of the survey. Director Goldbach seconded the motion. The motion passed unanimously.

CHIEF REPORT

Special Comments

- EFR hosted portions of the quarterly Colorado State Fire Chiefs meeting in March. March 6th we hosted the Volunteer Fire Chiefs meeting at 7:00pm – 24 attendees. On March 7th and 8th, we hosted the VCOS Leadership Course – Beyond Helmets and Hoses, for Volunteer and Combination Chief Officers and Leadership > 70 attendees.
- EFR will also be hosting two Wildland classes-open to other agencies.
 - S131 – April 4th
 - S215 – March 21/21 & 28/29
- SOG process proceeding, hoping to start posting some finalized SOGS in March.
- Working with ISO on identifying a survey date. Waiting on materials for focus and direction for updates in preparation for the survey.

Administrative / HR

- Positions Open-
 - PT Admin specialist – Interviews began today; but will be a provisional hire.
 - PT IT Coordinator – Offer made, waiting response.
 - Communications specialist – Testing underway, interviews week of the 23rd.
- Federal / State labor law poster update completed.
- Mandated training options being evaluated for cost and implementation ease, i.e. EEO, Sex Harassment, Violence prevention (continuing).
- Fire Chief Draft Evaluation to Board members for comment and review.

Apparatus Equipment and Facilities Maintenance

- Tanker/Tender committee received three vehicle bids. Will be reviewed over the next few weeks for exceptions and feasibility.
- Cistern at Station #8 had leak and freezing. Problem has a temporary fix and will have permanent fix when ground thaws.

Communications

- Implementation on 911 Inc system, finishing punch list, expect formal acceptance the last week of March.
- Frontier working on the PM process and visiting tower sites.
- 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.
- Deputy Chief Boukas elected to 911 Authority Board.

Emergency Medical Services

- Working on Rehab policy. Also will be having medic units respond routine on all fire calls for facilitation of Rehab.
- Received two new RMS laptops.
- Received Grant from State for EKG download software for \$4218.00. Implementation being scheduled.

EVFD

- Nut Fry a huge success.
- FPPA paperwork submitted.
- 457 calculations completed. Working on payouts.
- Retrieved Barrel from Lake.

Finance

- Pre audit meetings underway.
- Accounts being set up with First Bank, hope to go live on April 1.
- Reviewing purchasing policies.

Fire Prevention

- Working with Jeff Co Planning and Zoning on code and inspection issues.
- Working on Pub Ed articles to be placed on web site.
- Community Wellness day May 30, also working on Community CPR day with EMS.
- Division attended International Fire Code Conference in Denver March 2-6.
- Working on an updated fee schedule, will be available for review prior to April meeting.

Fire Operations

- D.E. working on annual quals. D.E. "B" – Bootcamp in session lead inst. is C. Johnson.
- Company Training in March is Search and Rescue.
- Close to NIMS completion.
- Very successful Burn house March 1.
- Will focus on Task Books this Wildland season.
- Have ordered 3 new CO monitors and 1 TIC.

IT

- Working on Hiring process – see task force report.
- Has pending warranty purchases and hardware purchases.

Training

- Working on New PAR tags/replacements, getting our own engraver.
- Working on Fire Officer I JPR's
- Officer Training development project of 2009
- Wildland classes

Other

- Legislative update attached.

OLD BUSINESS

Agenda: Director Kling would like to reformat the agenda to include upcoming discussion items from the board so that folks can go to our website and look at our agendas and see what the board will be discussing and when that subject will be discussed at future meetings.

NEW BUSINESS

Burn Building: Director Kling would like to start addressing this project. Should a feasibility study be completed to address community concerns as well as should one be built? Maybe a committee should be established to address this project.

Chief DeJong will provide a feasibility report and a process to develop a committee at next months meeting. Asst. Chief Ashford mentioned that a pumper is needed at Station 5.

Appropriation 2009-0001: Finance Director Worthington presented the appropriation to purchase new accounting software. The money to purchase the software, \$22,600, will come from the Strategic Capital budget. If the board approves the appropriation, the software will be purchased immediately and implemented by April 1st. The district would go "live" with the new software on June 1st. Director Dedisse made a motion to approve Appropriation 2009-0001; Director Goldbach seconded the motion; the motion passed unanimously.

BOARD COMMENTS

Director Goldbach mentioned that the SDA newsletter has a great article on executive sessions and recommends that board to review it.

Director Kling thanked everyone for attending the meeting

Director Simons thanked Finance Director Worthington

Director Dedisse thanked all the firefighters, EMS and rescue personnel for their responses to calls.

President Dykeman reminded all that the next meeting is April 14.

MEETING ADJOURNED

The meeting adjourned at 9:25 pm

NEXT MEETING DATE

Tuesday, April 14 at 7pm in the Auditorium.

Pension Board meets at 6:30 pm

Respectively Submitted,

Sylvia Ross
Recording Secretary