



MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE EVERGREEN FIRE PROTECTION DISTRICT SEPTEMBER 17, 2009

A special meeting of the Board of Directors of the Evergreen Fire Protection District was held on September 17, 2009 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

ATTENDANCE

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

EXCUSED DIRECTORS: Charles Simons

ALSO IN ATTENDANCE: Chief Garry DeJong, Nick Boukas, Brent Worthington, Linda Alexander, Sylvia Ross, Paul Rodgers, Lloyd See Vicky Gits, Jeff Beard, Ben Celius, Frank Dearborn, Dave Montesi, Amy Sullivan, Wayne Shephard, Jeff Ashford.

MEETING CALLED TO ORDER

President Dykeman called the meeting to order at 4:02 PM.

PRESENTATIONS

Organizational Restructure: Chief Garry DeJong presented to the board his proposed Organizational structure to the board. This is the result of many different comments, study, research and review. He began by reviewing with the board the proposed organizational chart. According to the new chart, the Chief will have nine direct reports; there will not be anyone in second in command between the divisions and the Chief. There is no longer a deputy chief and all the division managers will be within the same pay grade level. The Communication Manager/EMS Coordinator position will supervise both divisions.

The Chief then presented to the Board the proposed job description of the newly formed position of Communications Manager/EMS Coordinator which is a compilation of several job descriptions with several revisions. With the proposed changes, there will be no position within the organization that will act in the Chiefs capacity when he is not in the office. These changes will become in effect on September 27, 2009. The Chief recommends that we implement this structure and then have a 3 month review period for three main reasons:

1. Is this the right structure for the organization? Does the job description fit with the new responsibilities?
2. Is the incumbent the right person for this position and are these tasks what this person wants to do.
3. Is the person meeting the objectives set out in the job description.

Director Goldbach asked if the board needs to approve the job description; Chief DeJong replied that the board has never approved job descriptions and recommends that the board wait until the HR Manager is hired and is able to review it as well so that nothing written in the job description could put the district at risk. Director Dykeman replied that if the Board was to approve job descriptions then when any job description changes the board would have to approve it; this could be very time consuming and something that should stay at the Chief level. After it was confirmed that the job description presented was for the

Communications/EMS Manager, not the Chiefs job description as Director Goldbach thought; it was decided that only the Chiefs job description would be approved at the board level; all other job description approval would remain at the chief level.

Further discussion ensued regarding the job description presented. Director Kling feels that a Bachelor's degree should not be required as it will eliminate a large percentage of the population that has excelled in that field through other means since the focus of this position is more operational and administrative.

Director Dykeman redirected the focus of the discussion back on the organizational structure which is the subject that needs to be approved by the Board. Director Kling asked attorney Linda Alexander if during this interim period would there be any legal exposure to the district. Ms. Alexander replied that there is none and that this new structure is not set in stone and if the District needs to re-evaluate it that it can. Director Kling's second comment was that due to any morale issues that has and may arise from this change that he would like to go into executive session with the Chief and the incumbent to make sure all everyone is on the same page and expectations are set. Director Goldbach asked if anyone has looked up the NFPA standard on communications staffing. The Chief replied that based on the number of calls that we provide it recommends two dispatchers staff the communications center at all times. Also since EFR provides EMD, we need to have a second dispatcher. Director Goldbach would like the record to show that this is an NFPA requirement and the District will meet that requirement.

Director Kling asked the Chief about the balance this one person would have managing the EMS and Communications Dept. The chief replied he see it as a 50/50 split using the supervisors more effectively. The initial time spent during this transition may be more but as things settle down he foresees this position splitting their time between the two departments as a 50/50 split.

Director Dykeman brought up command structure concerns when the chief is not available or is out of the office. He feels that someone should be in the number two position when the Chief is gone. The chief replied that the proposed structure would have four number twos – meaning the division managers would be in charge when the chief is not available if a crisis arose. If a situation is out of their comfort level then they would contact the Chief. The Chief realizes that he is on-call at all times and that is part of the responsibility he took on becoming our Chief. Also if he can not be reached, Director Kling acknowledged that personnel could contact the board as per the District's By-laws, to get the answers and support as needed so that we make the best decision possible.

Jeff Beard then addressed the board and the Chief. He asked if the Chief feels that can handle managing and directing the nine positions that our now underneath him. Chief DeJong replied that it will be a challenge and further explained that although three of the position that directly report to him are part-time positions; he will have to rely more on his division managers. Mr. Beard then asked about what if there was a line of duty death and the chief was not in town and there is no second in command – an investigation would need to be performed and things could be missed because there is no second in command. The Chief replied that he disagrees with Mr. Beard as some of the best staffed departments in the country have unraveled in a line of duty death and secondly we have resources which we have to help outline what we have to do in that situation; we have members of the Fallen Firefighter Foundation on this board and other resources like the Denver Metro Chief Association as well. Mr. Beard asked the Chief if he was not here if he would feel comfortable that a line of duty death would be appropriately dealt with. We staff for what ifs and he can't guarantee even if he was here that he would

handle it correctly he would do his best and he knows that any of the staff here would do anything they could to help. He has no doubt that when the call goes out that there would be 108 people here ready to do what it takes to help.

Director Dykeman refocused the discussion to the two issues on the table for possible action:

1. Director Kling's request for an Executive Session.
2. The approval of the Organizational Restructure.

EXECUTIVE SESSION

Director Goldbach made a motion to go into Executive Session. Director Kling seconded the motion. The board went into executive session to discuss personnel matters per Colorado State Statute: Section 24-6-402(4)(f) CRS at 5:05PM

BACK IN SESSION

The meeting was back in session at 5:49 PM. For the record, President Dykeman left the meeting but attended the executive session in its entirety.

Chief DeJong would like the endorsement and approval of the board to move forward with the organizational structure as presented to the board. Director Goldbach made a motion to accept the organizational structure as presented by Chief DeJong. Director DeDisse seconded the motion. Director Kling asked if there was any discussion. None appearing a vote was taken and the motion passed unanimously. For the record, Director Dykeman also approved of the organizational structure although he was not able to vote due to his absence.

BOARD MEMBER COMMENTS

Director Kling asked if there were any final comments from the board.

Director DeDisse made a comment that speaking for himself that this is the end of any reorganization for a while; Director Kling seconds that. He continued to say that nothing is ever going to change he cannot speak for future boards but there are no initiatives by any of the board members and that he wishes the Chief and everyone in the organization well as we go through this transition. Director Goldbach seconded that.

MEETING ADJOURNED

The meeting adjourned at 5:54 PM

NEXT MEETING DATE

Tuesday, October 13 at 7:00 pm in Training Rooms A & B

Respectively Submitted,

Sylvia Ross
Recording Secretary