



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

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on February 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, DeAnna McMahan, Wayne Shephard, Sylvia Ross, Jim Davis, Roberta Miller, Adrian Stone, Wayne Shephard, Peter Rueth, Todd Briscoe, Sean Wood, Robert Gottsman, Evan Soibelman.

MEETING CALLED TO ORDER

President Dykeman called the meeting to order at 7:03 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 January 13 meeting were approved with a correction on page 2.

PRESENTATIONS

December Draft Financials: Finance Director, Brent Worthington, presented the draft December financials – these are not the final December financials as the numbers have not been audited. Once the auditors finalize the 2008 numbers, a complete December financial report will be presented to the Board. The report presented was run on cash basis and only shows the results of operations for the month of December. Director Goldbach made a motion to accept the December report to be placed on file as presented. Director Simons seconded the motion. The motion passed.

PRESIDENT’S REPORT

Task Force Appointments – President Dykeman is creating three Task Forces. These task forces are being created as a means to enhance communication between the board and operations

- Legislative Task Force-Mr. Simons, Chair – Chief Garry DeJong and Nick Boukas, Chief of Support Services are recommended by the President to be part of this task force.
- Maintenance Division Task Force- Mr. Goldbach, Chair - Chief Garry DeJong and Evan Fosler are recommended by the President to be part of this task force.
- Web Site Task Force- Mr. deDisse, Chair - Chief Garry DeJong and Volunteer President Sean Wood are recommended by the President to be part of this task force.

President Dykeman reiterated that these three task forces are for specific reasons and are a one-time project to enhance the communication to the board regarding these specific issues.

CHIEF REPORT

Special Comments

- EFR will be hosting portions of the quarterly Colorado State Fire Chiefs meeting in March. March 6th we will be hosting the Volunteer Fire Chiefs meeting at 7:00pm. On March 7th and 8th, we will be hosting the VCOS Leadership Course – Beyond Helmets and Hoses, for Volunteer and Combination Chief Officers and Leadership.
- 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

- United Health Care contract underway providing health insurance coverage.
- Positions Open-
 - PT Admin specialist – Currently being advertised.
 - PT IT Coordinator – Currently being advertised.
 - Communications specialist – Currently being advertised.
- Federal / State labor law poster update underway.
- Mandated training options being evaluated for cost and implementation ease, i.e. EEO, Sex Harassment, Violence prevention.

Apparatus Equipment and Facilities Maintenance

- Tanker/Tender committee working on specifications for new truck. DRAFT is currently out for final review and revision. Timeline: Jan 15th Specs out for bid; Feb 1st, bid conference; Feb 15th Bids closed; March 1st -15th, notification and final clarifications. April 14th, appropriation to Board for approval to move ahead with purchase. May be pushed back 1 -2 weeks due to chassis issues, but should only be minor.

Communications

- Implementation on 911 Inc system, working out bugs.
- Working on SOP project.
- Waiting on Grant process for possible VHF migration.

Emergency Medical Services

- SOPs are in the approval process.
- Working on Rehab policy. Also will be having medic units respond routine on all fire calls for facilitation of Rehab.
- Looking at Medic 21 Replacement cycle
- Received Grant from State for EKG download software for \$4218.00.

EVFD

- Elections during the January Meeting. EVFD Board Elections - Results:
President – Sean Wood
Vice President – Richard Hansen
Secretary – Paige Maslow
Treasurer – Michael Gregory
Pension Board Member – Todd Briscoe / Mike Novick

Finance

- Working on End of year transactions to close out 2008.
- Finishing work on Bank and Financial Software RFP

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 Mid May, also working on Community CPR day with EMS.

Fire Operations

- D.E. working on annual quals. D.E. "B" – Bootcamp in session lead inst. is C. Johnson.
- Company Training in Feb. will be Scene Safety, Investigations, and Preservation, also will include a NIMS workshop.
- AED certs. completed in Jan. SCBA Mask fit cert. completed in Jan.
- Engine 6 & Engine 8 swapped locations providing Stn. 8 with CAFS & Wildand capability Brush 7 and Scat 2 swapped locations providing Stn. 7 with a more versatile apparatus suited to location and current neighborhood responders. CO (multi-gas E1), HCN (E2), and Gas Sniffers have been moved from Rescue Trucks and placed on E1 and E2. CO meters will be on all outlying station primary engines and gas sniffers available adjacent to outlying station AEDs.
- New Volunteer Fire Officers approved for 2009:

101	Shephard	Deputy Chief
102	Ashford	Assistant Chief
103	Marshall	Assistant Chief
104	Soibelman	Captain
105	Weege	Captain
106	Rueth	Captain
107	deDisse	Captain
108	Schleef	Captain
109	Martin	Captain
110	Duncan	Captain
111	Griggs	Lieutenant
112	Evens	Lieutenant
113	O'Connell	Lieutenant
114	Bleidl	Lieutenant
115	Briscoe	Lieutenant
116	Haugrud	Lieutenant
117	Johnson	Lieutenant

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

- Working on New PAR tags/replacements.
- Working on cleaning up 2008 incident reports.
- Officer Training development project of 2009
- Finishing up 2008 certifications and 2009 National Registry renewals.

Other

- Legislative update attached.

OLD BUSINESS

Bank RFP: Finance Director, Brent Worthington gave a brief synopsis of the RFP to the board. The district received two responses out of the four RFPs sent out to banks in the Evergreen area. The two responses were from 1st Bank and US Bank. Brent compared the two RPFs for services provided and fees; both banks were interviewed and we visited both branches in Evergreen. Both banks would provide the services and the customer service the district needs, but because US Bank has an investment division and are providing the district with a \$3000 bonus (the bonus is offered to new clients to help offset the cost of changing banks), Brent recommended to the board to enter into the final due diligence procedure with US Bank.

President Dykeman began the discussion that he feels that 1st Bank should be awarded the contract because: 1. US Bank received TARP (federal stimulus) money. 2. US Bank's earnings dropped. 3. Our deposits would remain in Evergreen. 4. Does not like the fact the US Bank included a \$3000 sign on bonus.

Director Kling also addressed the board and attendees. He stated that he approved of Finance Director Worthington's recommendation of US Bank. Director Kling felt that the TARP money was not an issue and since the intent of the RFP was to receive competitive bids, he felt that the \$3000 sign on bonus was appropriate.

Adrian Stone, President of US Bank, spoke to the board regarding the TARP money and the sign on bonus. Jim Davis, President of 1st Bank also spoke to the board and thanked them for the opportunity to work with the district.

President Dykeman made a motion to enter into final due diligence with 1st Bank. Director Jeff deDisse seconded the motion. An addition was added to the motion: The board is instructing the staff to enter into final contract negotiations with 1st Bank. President Dykeman asked for a role call vote. The result is as follows:

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

Motion carried by a 4 to 1 vote.

Software RFP: Mr. Worthington gave the board an update on the software RFP. Because we only received one response from the RFP sent out we decided to look into other software vendors that might be able to provide the district with a fund accounting software package that is affordable. The system currently being looked at is called GP Dynamics, a Microsoft based software package. Our current system, Quickbooks, does not provide the district with a financially secure software package nor does it provide the fund accounting mechanism we need as a public entity. Director Dedisse asked how much this new software would cost the district. Mr. Worthington responded that the software estimates are between 18K – 25K and that includes the software package, installation, training, and maintenance. The board is supportive of this project. Brent will do some more investigating of this product and will report back to the board.

NEAT Update: Nothing to update. We have not received any information from NEAT regarding this project.

NEW BUSINESS

Resolution 2009-04: A Resolution of the Evergreen Fire Protection District to designate the National Incident Management System (NIMS) as the basis for all incident management. The district has already accepted NIMS and has been practicing it but this document formally adopts the use of this system in for our district. Director Goldbach made a motion to adopt the resolution; Director DeDisse seconded the motion. All approved. The motion passed.

BOARD COMMENTS

President Dykeman reminded the board members that have been appointed as chairs to the different task force that they have the opportunity to add others to help them, and to let him or Director Kling know of their needs. President Dykeman would like an update from each of the chairs at the next board meeting.

MEETING ADJOURNED

The meeting adjourned at 8:50 pm

NEXT MEETING DATE

Tuesday, March 10 at 7pm in Training Rooms A & B.

Respectively Submitted,

Sylvia Ross
Recording Secretary