



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE EVERGREEN FIRE PROTECTION DISTRICT
SEPTEMBER 8, 2009**

The regular meeting of the Board of Directors of the Evergreen Fire Protection District was held on September 8, 2009 at the Administration/Training Building, 1802 Bergen Parkway, Evergreen, Colorado.

ATTENDANCE

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

ALSO IN ATTENDANCE: Chief Garry DeJong, Jeff Beard, Vicki Gits, Nick Boukas, Robert Gottsman, Jeff Ashford, Christy McCormick, Timothy Ross, Frank Dearborn, Quintin Galt, Lori DeJong, Wayne Shephard, Sean Wood, Sylvia Ross.

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 The agenda was approved as presented.

PUBLIC COMMENT: Jeff Beard who lives on Spruce Road in Evergreen addressed the Board. He stated that he has more statements then comments and has seven points he wants to discuss and that he is addressing the board due to the continued negative media coverage of the Evergreen Fire Dept. He began by acknowledging that the department provides great service and appreciates all that we do.

First he commented on past history like the recall election and the replacement of the chief the other points are: staffing issues, safety, NFPA, dispatchers, firefighter safety and has bullets underneath each point. He spoke about the chain of survival specifically about the dispatchers and how many are on duty and wants to make sure that there are two dispatchers on duty at all times. Director deDisse then responded to Mr. Beard that the Board has already made the commitment to keep two dispatcher on duty at a previous board meeting which is documented in the board meeting minutes. Director Kling then commented that the board has the right to ask those questions and that the board respects the opinions of the volunteers just like he respects Mr. Beards. Mr. Beard continued that the second part of this discussion, chain of survival, is someone to show up and do the job; show up and put the fire out.

The third point he discussed was financial stability and responsibility. He spoke about ISO ratings and feels that the board should do whatever it takes to keep the ISO rating low therefore making insurance rates low. Spend the money where they need to spend it. The next topic he spoke about is budgets and reserves and that the dept needs to provide the same level of service whether the budget is down or up. Director Goldbach asked Mr. Beard

how he proposes to do that if the district doesn't have the money and doesn't make cuts in staffing? Mr. Beard's reply was that the district could control money by not buying equipment like the \$300K tender and using that money to keep an administrative person. Director Goldbach replied that the district needs to weigh the value of the tender vs. another admin person. Mr. Beard continued that EFR does not need a \$900K ladder truck. Director Kling reiterated that the need and specs for our ladder truck came from the professionals – our firefighters coming to the board with their requests. Yes, the board makes the final decision but it's the professional that come to the board with their requests. Mr. Beard asked Director Kling if he approved cutting someone's job? Director Kling replied that his decision to cut that job was not budget based and asked Mr. Beard to look at the power point presentation that he presented at the April board meeting. Mr. Beard continued saying that if the district needs money then why did the board approve buying a \$900K piece of equipment and a heavy rescue truck? Mr. Beard was reminded by President Dykeman that the ladder truck was purchased in November 2003 and the rescue in June 2006 – both of which were purchased before the current board was even elected. Director Goldbach asked Mr. Beard since he seems to know a lot about the fire service, is he a firefighter? Mr. Beard replied that he is a firefighter in Ft. Collins. Mr. Goldbach continued to say that this Board surrounds itself with fire professionals/experts and they are the ones that determine what we need and what we don't need; the board relies on their expertise. Mr. Beard then asked Finance Director Worthington if the district has reserves – money set aside for difficult financial times – Mr. Worthington replied that the district does. Mr. Beard continued to say this is where the district should go to get money in difficult times; not cut staff. Director deDisse replied that he like Director Kling did not vote to cut the Communications manager job based on budgetary reasons; he voted to cut that job because the district is top heavy on managers.

Mr. Beard continued that the crux of his whole conversation is that the board should let the Chief make those decisions. Director Simons replied that the board's responsibility is the overall operations of the district and improving those operations when necessary and that Mr. Beard can agree with that or not. Mr. Beard then continued that he is tired of seeing EFR in the paper and hearing that half of the paramedics are looking for jobs because they are tired of all the turmoil. Director Goldbach requested that Mr. Beard be specific about what he has heard and is discussing with the board. Mr. Beard believes that the morale issues are the direct result of the current boards' decisions and policies. He then asked why the board made such a big deal about the chief not being here during a snow storm? Several board members replied because he needs to be here as a leader for the rest of the staff. Director Kling reiterated that this board has the right to ask these questions and get answers from those in charge. Mr. Beard continues to say that the board should let the chief run the department as the district spent a lot of money to recruit him and that the board should sit down with the chief and review operations in a closed forum. Director Kling reminded Mr. Beard that the board can not do that due to special district laws and state statues which prohibit them from meeting or discussing issues with the chief in a closed forum – the law requires them to meet in open forum. Attorney Linda Alexander reiterated that due to Colorado public meeting laws require that when these five members are gathered together to discuss any district business that it must be in public forum unless there is one of six reasons they have to discuss it in public. Finally Mr. Beard concluded that the board should let the Chief do his job and not micromanage him. He also stated that the burn building needs to go and doesn't want to hear about it anymore or read about it in the minutes. Director Kling replied that it is slated for purchase in the future and as a board they just can't ignore a future purchase; it's a \$750K appropriation which needs to be addressed before 2012. When he was done speaking he left the board meeting.

CHANGE IN ATTENDANCE: Mr. Beard left the meeting at 7:38 pm.

APPROVAL OF MINUTES: The minutes of the August 14 Board Meeting were approved as presented.

PRESENTATIONS

July 2009 Finance Report: Finance Director Brent Worthington presented the July finance report. Total Funds available are \$6,169,714. General Fund Expenditures have a positive variance; at the end of July, expenditures were 86% of projections and 48% of the annualized budget (58.3% of the way through the year). EMS Revenues continue to lag; they are 81% of projections, and 46.9% of the Annualized Budget (58.3% of the way through the year). EMS Expenditures have a positive variance; expenditures are 95% of projections and 55.1% of the Annualized Budget (58.3% of the way through the year). He continued that SO tax and Interest income is not expected to recover by the end of the year.

Mr. Worthington informed the board that the Chief and himself are reviewing the preliminary draft of the 2010 budget and that there are meetings scheduled with each division manager to go over their specific budget questions. Once a draft is completed it will be sent to the budget committee for review. The deadline for board approval of the 2010 budget is December 15.

Also, Mr. Worthington updated the board on the audit RFP and that it will be sent out in the next few days and the board will probably act on the recommendation in November.

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

CHIEF REPORT

Administrative / HR

- The job posting for the HR position closed this a.m. We will be going through the stages of screening and selecting individuals for interviews. Also continuing to look at job/position sharing and HR service providers. Chief DeJong will provide the board with an update at the next meeting on which option best serves the district's needs.
- Jeff Di Paulo has resigned his position as Community Educator / Inspector. We will begin the process of replacing this position after Safety Day and school visits have been completed. Director deDisse asked if the preplan position will be incorporated into this position. The Chief anticipates that the pre planner skill set will not be a primary skill set that will be looked at in potential candidates.
- Working with Exempla on tracking the physicals. We still have 9 people to complete their initial physical and many more who are now ready for their schedule repeat physicals.

Apparatus Equipment and Facilities Maintenance

- Tanker is under contract – already having pre-build meetings. Estimated delivery end of 2009. On track with paperwork. Will be receiving invoice for Performance Bond just prior to invoice for Chassis – Est. September. Director Simons asked why does the District need a tanker? Chief DeJong replied because our district does not have hydrants and that in a fire we need to move a lot of water (water shuttle capabilities). This is especially important when we go through our ISO rating. Director Kling explained what resource management is and since we have 125 square miles on mountain roads we need to be able to move a large quantity of water.

- Engine #2 at Pierce for repairs, estimated return date the end of September. Finishing insurance paperwork with McNeil. Chief and Evan to inspect truck before delivery. Replacement equipment is underway. Truck will be here first part of October.
- Cutaway pump prop completed for training division.
- Mike Weege coordinated hose testing – special thanks to him and his efforts. Director Kling asked about if the district has a way to recognize individuals who go above and beyond to help. Director Kling would like to see a program established. The Chief will come back to the board with some ideas.

Communications

- Working with 911 Inc to finalize installation of phone system. Expect acceptance of system the end of this month.
- Waiting on Grant process for possible VHF migration. We were not funded through the NCR (North Central Region) listing. It has been confirmed that we are on the UASI list to receive this grant. The chief will update the board on the IGA and getting a project manager once the funds are received.
- Mapping contract with Geo Comm – working with them to get data – target date of the end of the year for new map books.

Emergency Medical Services

- Mike Sivertson to be recognized by WMFR (West Metro Fire Rescue) for a Life Saving Award. Sept 15, 6-7 pm. Red Rocks Hero.
- County Recertification process underway this month.
- Updating H1N1 virus plans. Working on a plan for the flu shots as well as the H1N1 shot series. These are a series of two shots. Should be available by mid-October.

EVFD

- Annual Banquet September 11.

Finance

- 2010 Budget preparation well underway with initial division meetings starting today.
- Final conversion to the Financial Management System software underway. Should be live for the last quarter of 2009 (October 1).
- Hope to have a DRAFT budget to present to the budget Committee (Directors Dykeman and Goldbach) the end of the month.

Fire Prevention

- Safety Day set for October 3, 2009 – will coordinate with Fire Ops for recruitment and pancake breakfast. Director Simons would like to help with the pancake breakfast.
- Finalizing the GPS list for all the gates for the map project.
- EMD – hydrants- there are some with low flow and should not be used in training, only emergencies. Getting master list of hydrants for training vs. emergencies and also ISO.
- School visit/education schedule for October's Fire Prevention Month.

Fire Operations

- D.E. working on annual qualifications, “A” and “C” students underway. Also working on water shuttle training and efficiencies.
- Probes are running fire calls in a support role only; they are finishing up HazMat and rescue training and they should be sworn soon. Director Kling asked why are they only

in the support role? Chief DeJong replied it is because they are waiting for a few to pass their FF1 Testing.

- Reviewed access issues in Seger's Acres.

IT

- PM, repair and maintenance underway.
- Servers and wiring completed as well as assisting in re-work of phone / CAD rooms at dispatch.
- New CAD (Computer Aided Dispatch) servers installed working on rewiring and cleaning up workstations. Old CAD computers will be recycled into replacement program.

Training

- Probes First Responder portion completing waiting on test results. Will be completing Haz Mat this month. Rescue up next.
- Working on IQS database. Working with State on some incorrect data and the process for changes and unit availability.
- Transition of Stores to Fire Operations going smoothly, mostly an occasional support role.
- Preparing ISO training reports.

Special Comments / Other

- NEAT update; the final document has been approved per Attorney Linda Alexander.
- ISO preparation underway.

OLD BUSINESS

By-law Approval: Attorney Linda Alexander provided the board with two documents one has the corrections highlighted (red-lined) and the other is the final document which captures all of the changes and incorporates the board's rules and regulations document (Code of Conduct) so now everything is on one document. The bylaws are now referring to one another; the bylaws are now consistent with the code of conduct document. Director Simons asked about video taping of meetings. Ms. Alexander replied that there are no laws on video taping of meetings; the board could make a policy but it would need to be fine tuned and it needs to follow the statutes. The only internal conflict between the Bylaws and the Code of Conduct is for how long executive session audio tapes need to be kept and then destroyed. Director Kling does not like when one document contradicts the other. The code of conduct will be distributed to each board member so that everyone has a chance to re-read it and come back next month with any changes.

Final Organizational Structure: Chief DeJong has received feedback regarding the proposed structure which he emailed to the board and there were still some concerns about the number of layers and that the structure needs to be flattened out. Chief DeJong requested for more time to put together other options. Director Kling asked about how will this delay effect morale? The chief replied that the sooner this gets resolved the better. After some discussion, the board agreed to have a Special Meeting on Thursday, September 17, 2009 at 4pm to finalize the organizational structure.

Employee Survey Executive Summary: Chief DeJong does not have the summary ready to be presented to the board but that the feedback that has extremely strong support is to get a

working group together to look at our mission statement and vision for the organization. He feels that a lot of the issues are being addressed. The mission statement needs to be easily readable and understandable; not a two paragraph long statement that no one can remember. He would like representatives from every division including the board. Director Goldbach would like to volunteer to be on that committee. Director Kling pointed out that in the survey, the EMS division results showed that there is a significant disconnect between the EMS staff and the board and he intended to attend the monthly EMS meeting tomorrow morning but due to his work schedule is not able to attend and was hoping that another board member could attend the meeting. Director Dykeman said he is available to go and will attend tomorrow's meeting. The Chief encourages and appreciates the board's support by attending the EMS meeting.

NEW BUSINESS

None.

BOARD MEMBER COMMENTS

Director Simons wanted to acknowledge Mr. Beard's comments and that his comments were very insightful to him; although he did not have accurate information. He would like to meet with him and find out where he is coming from.

Director Dedisse would like to thank the EMS staff on the mapping project and Mike Weege on the hose testing.

Director Dykeman reminded everyone present that the Board has the ultimate responsibility of monitoring Evergreen Fire Rescue's overall operations and improving those operations when necessary.

MEETING ADJOURNED

The meeting adjourned at 8:47 PM

NEXT MEETING DATE

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

Respectively Submitted,

Sylvia Ross
Recording Secretary