

**Meeting Minutes of the Estes Valley Fire Protection District
July 26, 2023 4:30 p.m.
Dannels Fire Station, 901 N. St. Vrain Ave., Estes Park, CO 80517**

Board: Jon Hodde, Dave Hamrick, Brian Tseng, Ryan Bross, Marybeth Bruchwalski

Staff: Chief Paul Capo, Div. Chief Jon Landkamer, Chief of Staff Erika Goetz

Also Attending: Volunteer Representative Captain Justin Kearney, Lt. Ron Bruchwalski, William Harkins (ZOOM)

Absent: None

The following minutes reflect the order of the agenda and not necessarily the chronological sequence of the meeting.

President Ryan Bross called the meeting to order at 4:30 p.m.

Chief Capo led the Pledge of Allegiance

Erika Goetz performed roll call – All present; Brian Tseng via ZOOM

CONFLICT OF INTEREST

Marybeth Bruchwalski presented a letter that was filed with the Secretary of State for a conflict of interest. Marybeth will be recusing herself from everything having to do with the fire chief recruitment process as her husband will be applying.

PUBLIC COMMENT / BOARD COMMENT

No public comment.

Jon Hodde wanted to thank everyone involved in making the July 15th event happen (fireworks round two!).

APPROVAL OF AGENDA

Moved by Dave Hamrick and seconded by Jon Hodde to approve the agenda as written. Motion carried unanimously.

APPROVAL OF MINUTES

Moved by Ryan Bross and seconded by Marybeth Bruchwalski to approve the meeting minutes from the 7/12/2023 board meeting as written. Motion carried unanimously.

PRESENTATIONS

None

REPORTS

Fire Chief Report –

Administrative Division:

- Next Family Dinner Tuesday August 1st, RSVP to Lt. Ron Bruchwalski
- Department/Family photo Sept. 5th
- September 12-14 SDA Conference in Keystone; registration is complete. 3 in person, 1 virtual
- Actuarial is complete and was emailed to the Pension Board
- 5 people registered to attend the State Chiefs Conf in Keystone in October

Prevention Division:

- Stacey has passed her ICC Inspector I certification test!!!
- The hiring of the Town Grant Specialist is completed and Jamie Kuryllo and will be starting with the Town on August 4th. This position will be fully remote.
- Meet with Travis on Monday to discuss 1A renewal next steps

Operations Division:

- July 15 went great – 2 calls unrelated. 1-northside, 1-southside
- 336 Call to date 7/26/23 – (2022-343)

Training Division:

- FE Sat PD
- LFRA, GH EVFPD Interoperable Wildland Drill

Station & Apparatus:

- Annual pump testing took place on Monday, July 17th.

RECORD OF PROCEEDINGS

Volunteer Captain Report – Captain Kearney reported that they have been accepting applications for the two open lieutenant positions. They had one applicant who will interview on August 5th.

Treasurer's Report – Treasurer Marybeth Bruchwalski reviewed the June balance sheet(s) including, but not limited to: governmental funds and schedule of capital assets, statement of revenues, expenditures, and changes in fund balance for general operations, operating reserve. Moved by Jon Hodde and seconded by Dave Hamrick to accept transactions as listed in the Treasurer's report. Motion carried unanimously.

OLD BUSINESS

Strategic Planning – no updates

Board Committees -no updates

Chief Recruitment Process- Marybeth Bruchwalski recused herself from the meeting for this topic. The job description for fire chief was presented to the board. This was a collaboration between the division chiefs and a committee. The consensus was that the job description looked good. Next step is getting a request for proposal to submit to recruiting firms. Discussion took place. RFP committee is Dave Hamrick, Brian Tseng, and Erika Goetz.

Marybeth Bruchwalski returned to the meeting.

POLICY UPDATES

None.

NEW BUSINESS

Budget Amendment – Pension Fund

The pension fund needs a budget amendment to increase 2022 appropriations from \$142,500 to \$165,127. Motion by Ryan Bross, seconded by Marybeth Bruchwalski to approve the pension budget amendment. Motion carried unanimously.

Approve the 2022 Audit – Motion by Jon Hodde and seconded by Brian Tseng to approve the 2022 audit. Motion carried unanimously.

Executive Session – Section 24-6-402(4)(a) C.R.S. for purposes of discussing the purchase of property

Motion by Jon Hodde, seconded by Marybeth Bruchwalski to enter executive session pursuant to section 24-6-402 (4)(a) C.R.S. for purposes of discussing the purchase of property. Motion carried unanimously. Enter executive session 5:15pm

Motion by Marybeth Bruchwalski to re-enter regular session, seconded by Dave Hamrick. Motion carried unanimously.

Re-enter regular session at 5:39pm

President Bross stated that no action was taken in executive session but that conversations will continue with the land owner.


Set Date for Pension Board Meeting

Meeting set for Wednesday August 9th at 3:00pm

The next regularly scheduled board meeting will be on Wednesday, August 9th at 4:30 pm.

Motion by Marybeth Bruchwalski, seconded by Dave Hamrick to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 5:45 p.m.



David Hamrick, Secretary

The Mission of the Estes Valley Fire Protection District is to provide the citizens of and visitors to the Estes Valley with superior fire prevention, fire protection and emergency services in a safe and efficient manner."

"The Mission of the Board of Directors of the Estes Valley Fire Protection District is to establish policy, goals, strategies and financial leadership that are the foundation for the long-term sustainability of the District."