

**Meeting Minutes of the Estes Valley Fire Protection District**

**March 17, 2020 5:30 p.m.**

**Dannels Fire Station, 901 N. St. Vrain Ave., Estes Park, CO 80517**

**Board:** President Doug Klink, Treasurer Dave Coleson, Mike Richardson, Ed Ford, Jon Hodde

**Staff:** Fire Chief Wolf, Board Recording Secretary Goetz

**Also Attending:**

**Absent:**

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

Due to the COVID-19 precautions this meeting was held by phone call in using the Zoom platform

**President Doug Klink called the meeting to order at 5:40 p.m.**

**Chief Wolf led the Pledge of Allegiance**

**Secretary Goetz performed roll call – all present by phone**

**CONFLICT OF INTEREST**

None

**PUBLIC COMMENT / BOARD COMMENT**

No public comment.

**APPROVAL OF AGENDA**

Moved by Ed Ford, seconded by Mike Richardson to approve the agenda with the modification of moving item 11-A LOSAP to the next meeting. Motion carried unanimously.

**APPROVAL OF MINUTES**

Moved by Mike Richardson, seconded by Jon Hodde to approve the 02/26/2020 meeting minutes as written. Motion carried unanimously.

**Presentations –None**

**REPORTS**

**Fire Chief Report –**

**Administrative Division:**

- Upcoming Events
  - Family Dinner, Tuesday April 7
  - Spousal Appreciation May 1
  - Family Dinner, Tuesday May 5 (and Board Member Swearing In)
  - Family Dinner, Tuesday June 2
  - Fireworks, Saturday July 4 (board cooking)
- Grants
  - None outstanding
- Election
  - Town Municipal Election Tuesday April 7
- Other
  - Policy Manual
    - Draft in Linda's hands under review
  - CORE Testing
    - 31 completed, 6 remaining by end of 2020

**Community:**

- Local
  - Planning 2020 Events with Library, including:
    - Story Time (Thursday, May 7 and Friday, May 8)
    - Wildfire Education (May 7)
- County
  -
- State
  - HB20-1004 and HB20-1057 progress

- Coronavirus / COVID-19
  - Response protocol adjustment
  - Supplies
  - Coordination

**Prevention Division:**

- Fire Marshal process
  - Kevin Sullivan to be sworn in on April 6<sup>th</sup>
- Inspection Program
  - Self-Inspection program, ~30 returned
  - Majority of R1 occupancies completed for 2020
- ICC Conference
  - Mutzl attended and had positive feedback on courses

**Training Division:**

- Weekly Training
  - March Wildland (ON HOLD)
  - April Ropes
- External Classes (Hosting/Instructing)
  - Aggressive Interior Search (March)
  - FF Rescue (April) (LIKELY CANCELLED)
- Notable Training Accomplishments
  - 30 wildland certified

**Operations Division:**

- Calls Stats
  - 03/17/2020: 87 (-26%)
  - 03/17/2019: 118
- Recruitment
  - Currently have 9 applications
  - Recruitment dinner CANCELLED, but had additional 8 unique sign ups
  - Looking to bring on max of 10
- Notable Incidents
  - Stanley Hotel elevator rescue
  - Residential gas leak, Cleave
  - Structure Fire Ridgeline Dorm
- Residency Program
  - No updates
- Other
  - 36 closure
  - MacGregor/Wonderview closure
  - Everything

**Station & Apparatus:**

- Station 1
  - 2020 Projects (on hold for recession plan)
    - Replace three refrigerators
    - Replace AC units
  - E4 & E5 garage door repairs completed
- Station 2
  - Chemical cart?
- Training Site (F6)
  - Obtaining gate openers for apparatus
- Apparatus
  - Ladder 71 OOS while section replaced
  - Reserve aerial from LFRA or PFA (IGAs)
  - Engine 72 repairs
  - Staff 75 purchase & sale
- Equipment
  - Allerio Modems, IGA with PFA

**OLD BUSINESS**

**Station Transfer:**

- No update, waiting on Town of Estes Park spring election

**NEW BUSINESS**

Engagement letter from Dazzio & Associates was presented by Doug Klink. Rates would be the same as last year.

Motion by Ed Ford, seconded by Jon Hodde to approve the engagement letter from Dazzio & Associates. Motion carried unanimously.

Chief Wolf presented to the board a contract from Allerio for use of their equipment and service to provide mobile WIFI to 3 of our apparatus for use of the MDT's. Chief Wolf pointed out that our attorney added an addendum to Alleio's standard contract to bring it into compliance. He also considers this a needed service and as such should not be part of the recession planning cuts.

Moved by Dave Coleson, seconded by Ed Ford to approve the Allerio contract. Motion carried unanimously.

Chief Wolf presented his options for getting through 2020 with a decreased amount of sales tax due to the COVID-19 restrictions and businesses closing. Our revenue is made up from two primary sources – Sales Tax and Property Tax. In 2019, Sales Tax revenues were \$884,534 and represented 52% of our overall revenue. Property Tax was 40%, and the remaining 8% was a mix of plan reviews, impact fees, and training.

The 2020 budget was adopted assuming a 5% growth in our Sales Tax. Given the increased restrictions and closures, it is fair to say we won't hit that target this year. Assumptions made are as follows: Starting in March, I anticipate a 25% reduction in retail and 50% reduction in food and lodging. For April through July, I am assuming a 25% drop in retail, 75% drop in food, and 100% drop in lodging. I modeled the start of a recovery in August, and numbers holding flat (equal to 2019) for September through December. Based on these assumptions we anticipate being down \$339,980 in revenue for 2020.

We have already identified \$99,100 in reductions by delaying purchases and other measures.

To bridge the gap left Chief Wolf presented two options. Option 1- use of operating reserves and option 2- refinance the final payment of Ladder 71 extending our payment terms.

Discussion took place by the board with a final consensus that option 2 should be pursued if needed. This option also gives us time as the payment isn't due until December and by then we will have a better idea of the impact COVID-19 had had on our revenue.

Chief Wolf presented two IGA's for loaned apparatus. One between us and Poudre Fire Authority and one between us and Loveland Fire Rescue Authority. Both IGA's are identical and have the approval of our attorney.

Motion by Mike Richardson, seconded by Dave Coleson to approve both IGA's with PFA and LFRA. Motion carried unanimously.

Chief Wolf presented to the board that a new Staff 75 vehicle has been purchased and we are looking to sell old Staff 75 the 2006 Expedition. Estes Park Health has offered to purchase it for \$7500. Kelly Blue Book is \$5200.

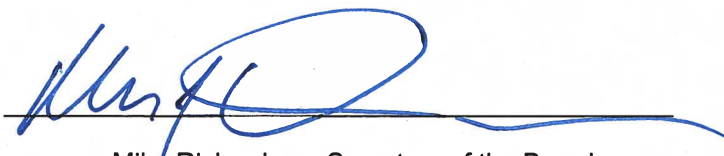
Motion by Jon Hodde, seconded by Mike Richardson to approve the sale of old Staff 75, the 2006 Expedition to EPH for \$7500. Motion carried unanimously.

Chief Wolf also informed the board that the new CAD deployment has been delayed.

Mike Richardson inquired if we have requested a time commitment from our new recruits. The answer is no.

The next regularly scheduled board meeting will be Wednesday April 15, 2020 at 5:30 p.m. by phone using the Zoom platform.

Meeting adjourned at 6:48 p.m.



Mike Richardson, Secretary of the Board

MR/eg

*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."*