

# RECORD OF PROCEEDINGS

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## Meeting Minutes of the Estes Valley Fire Protection District

April 15, 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:** Div. Chief Kevin Sullivan, Larry Leaming

**Absent:** none

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 5:30 p.m.**

**Chief Wolf led the Pledge of Allegiance**

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

### CONFLICT OF INTEREST

None

### PUBLIC COMMENT / BOARD COMMENT

No public comment.

No board comment.

### APPROVAL OF AGENDA

Moved by Dave Coleson, seconded by Ed Ford to approve the agenda as written. Motion carried unanimously.

### APPROVAL OF MINUTES

Moved by Mike Richardson, seconded by Dave Coleson to approve the 3/31/2020 meeting minutes as written. Motion carried unanimously.

**Presentations –None**

### REPORTS

#### Fire Chief Report –

##### Administrative Division:

- Upcoming Events
  - Spousal Appreciation May 1 (POSTPONED)
  - Family Dinner, Tuesday May 5 (MOST LIKELY CANCELLED)
  - Family Dinner, Tuesday June 2 (TBD)
  - Fireworks, Saturday July 4 (Board cooking)
- Grants
  - Ready, Set, Go! through IAFC submitted by Mutzl, finalist with phone interview 4/15
- Other
  - Policy Manual
    - Expected back from attorneys week of 4/20
    - Weeks of 4/27: Internal review by staff
    - Week of 5/4: Post on web for review and input by members and Board
    - Week of 5/18: Requested feedback submitted for changes prior to Board meeting
    - Wednesday 5/27: first review by Board
    - Wednesday 6/24: second review by Board/approval?
  - CORE Testing
    - 31 completed, 6 remaining in 2020 (plus 8 new members)
  - Established Member Support Fund (thanks to Hoddes for idea)
    - Repurpose budget for member reimbursements
    - “Donated” back to agency by members (\$9600 by Friday PM)
    - Process to have members requests, coupled with Chaplain’s Funds

**Community:**

- Local
  - Events with Library cancelled due to COVID
    - Story time & Wildfire education event
    - Attempting to make videos of story time to share
- County
  - Discussion of fire restrictions on hold
- State
  - CSFC working on requested Executive Action, currently 0/4 accepted
- Coronavirus / COVID-19
  - Operational changes in place, managed by Chief Capo

**Prevention Division:**

- Fire Marshal Kevin Sullivan
  - First day Monday April 13 (on call)
- Inspection Program
  - Self-Inspection program, 55 returned
  - Majority of R1 occupancies completed for 2020

**Training Division:**

- Weekly Training
  - Only took one week off
  - Zoom trainings
  - Well attended (including by those outside our agency)
- External Classes (Hosting/Instructing)
  - Upcoming hosted classes cancelled, will update

**Operations Division:**

- Calls Stats
  - 04/15/2020: 118 (-24.7%)
  - 04/15/2019: 154
- Recruitment
  - Currently have 8 applications we are moving forward (Captain Kearney)
  - Stop gates in place to manage applicants since process is unique this year
- Notable Incidents
  - Structure fire Cyteworth
  - Small grass fire today
- Other
  - MacGregor/Wonderview closure
  - Lieutenant Process for 7012 and potential 7015

**Station & Apparatus:**

- Station 1
  - 2020 Projects (on hold for recession plan)
- Apparatus
  - Ladder 71 aerial
    - Ship from Pierce to Diversified paint no later than April 24<sup>th</sup>
    - Section to paint by 04/28
    - Install the week of May 4<sup>th</sup> with a goal to complete by May 8<sup>th</sup>
    - Loaner from LFRA during that week
  - Engine 72 repairs – delayed due to aerial work
  - Staff 75 in service
  - Staff 70 loss and replacement

**Treasurer's Report-** Treasurer Coleson reviewed the February 2020 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, Tabor and capital reserve were also provided.

Moved by Ed Ford, seconded by Jon Hodde to accept paid bills. Motion carried unanimously.

**OLD BUSINESS**

**Station Transfer:**

- Election passed
  - 1996 for (88.8%), 253 against
  - Waiting for election results to be certified
  - Will handle transfer with Town
  - Paperwork forwarded to BOR to receive fully executed SUP

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- Title Transfer of Land
  - Town and Fire sent joint letter to partners requesting concerns on land transfer
  - Will request to BOR to declare land excess/surplus so we can complete transfer under new legislation
  - Have solo route if new legislation path doesn't work

## Review of Sales Tax Revenue and Trends

Chief Wolf reviewed the highlights of the white paper he prepared and sent out to the board and staff.

## Extension of Disaster Declaration

While we are operating under a disaster declaration the board needs to formally extend the order at each board meeting.

Motion by Ed Ford, seconded by Dave Coleson to extend resolution 20-02 continuation of declaration of local disaster emergency. Motion carried unanimously.

## NEW BUSINESS

### LOSAP

Review of how years of service are calculated for LOSAP awards. The board discussed and consensus was made that all years of service with the department should count, not just from when they re-entered eligibility on 1/1/2017 with the change to active membership policy. Motion made by Mike Richardson, seconded by Dave Coleson to increase the 2020 LOSAP budget by \$18,425 and count total years of service going forward. Doug Klink recused himself from the vote. Motion carried with 4 yes votes. Timing of the contribution for the 4 affected members was discussed due to current COVID-19 budget concerns. It was agreed that the shortfall for the 4 members would be made with the 2019 contribution at the end of the year.

### Discussion of Purchase Policy

Reviewing the purchase policy and the intent of the purchase policy as it relates to the current need to purchase a support vehicle and the public notice to be posted in the newspaper. Formal bid process with published public notice is only required by state statute for construction projects over \$60,000. It was determined that our policy is unnecessarily restrictive. Policy to be brought to board for changes at the next 2 board meetings. It was also discussed the timing of making capital purchases and cash flow at the beginning of the year and the possibility of holding off on capital purchases until towards the end of the year in case of loss of early revenue due to unforeseen circumstances.

### Approve Purchase of new Staff 70

- Totaled by insurance, received \$39,896 (purchase price of truck less \$1,000 deductible)
- Learned that insurance had only been covering vehicle and not upfit
- Corrected for all other vehicles on our policy
- Received quotes from Dodge (\$40,891), and Toyota and Dodge is cheapest
- In 2018, spent \$57,500 in total (budgeted \$60,000)
- Estimate \$52,500 for replacement due to equipment recycling
  - Truck \$40,891
  - Topper \$3,350
  - Upfit \$ \$8,000 +/- (no formal quote yet)
- Request approval for not to exceed \$55,000 to complete project

Motion by Ed Ford, seconded by Mike Richardson to approve the purchase of new Staff 70 not to exceed \$55,000 in total utilizing insurance proceeds of \$39,896. Motion carried unanimously.

The next regularly scheduled board meeting will be Wednesday May 13th, 2020 at 5:30 p.m. at Dannels Fire Station.

Meeting adjourned at 7:20 p.m.



Dave Coleson, Secretary of the Board

DC/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."*