

**Meeting Minutes of the Estes Valley Fire Protection District  
September 25, 2019 6:00 p.m.  
Dannels Fire Station, 901 N. St. Vrain Ave., Estes Park, CO 80517**

**Board:** President Doug Klink, Vice President Mike Kearney, Treasurer Dave Coleson,  
Mike Richardson, Ed Ford

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

**Also Attending:**

**Absent:** none

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

**President Doug Klink called the meeting to order at 6:02 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 Mike Richardson, seconded by Mike Kearney to approve the agenda as written. Motion carried unanimously.

**APPROVAL OF MINUTES**

Moved by Mike Richardson, seconded by Dave Coleson to approve the 8/28/19 meeting minutes as written. Motion carried unanimously.

**Presentations – 2020 Budget**

Highlight of changes for the 2020 budget:

**REVENUES**

- Sales tax increase of \$47,011 (4%) over 2019
- Property tax increase of \$93,928 over 2019, due to increased valuations
- Specific ownership tax increase of \$7,045
- Plan Review & Inspection fee decrease of \$35,000
- Impact fees no change
- Training Division revenue increased of \$5,000
- Other revenue decrease of \$70,000, without sale of apparatus
- NET CHANGE, increase of \$47,984

**SALARIES AND BENEFITS**

- Discussion later on agenda for updated salary ranges
- Proposed salaries assume approval of updated range
- 2020 assumes that 2019 CPI is 3%, which is statistically high

**INSURANCES**

- Increases of 3.5% increases on medical, 0% on Dental, 0% on Vision
- 2020 Budget assumes changes from employee only to family plan

**BUDGET WORKSHEET**

**DISTRICT OVERHEAD**

Professional Services / Fees (51100)

- Board election

Salaries and Benefits (51200)

- Contract increase for Wolf
- Addition of Peer Support Clinician, \$10,000 offset by grant

Member Benefits (51900)

- Reduction of Pension Benefit to \$55,000. Would prefer \$40,000, extra in reserves. After board discussion there was consensus to reduce the district contribution to \$40,000.
- Addition of Cell Phone reimbursement, offset by Pension decrease
- Addition of Snack/Drink Fridge, offset by Pension decrease

# RECORD OF PROCEEDINGS

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## OPERATIONS

### Equipment Acquisition (52500)

- Increase of uniform & equipment allowance, offset by Pension decrease
- Savings with completion of MDT and Training Site projects

## TRAINING

### Salaries and Benefits (53200)

- Addition of new position, Assistant Academy Lead. 4 months, 40 hours per week, offset by 2019 fuels crew

### Internal Training (53600)

- Reduced training aids with completion of major projects

### External Training (53700)

- Adding margin to host rope rescue class

### Supplies (53800)

### Contingencies (53999)

## PREVENTION

### Salaries and Benefits (54200)

- Fire Marshal increased salary range and potential family insurance.
- Inspector increased to family insurance (unknown if needed)

### Prevention (54600)

- Eliminating Fall slash collection: after board discussion there was consensus to discontinue both spring and fall slash collection

### Community Risk Reduction Internships (54800)

- Cancelled all until at least 2021 due to staff changes

### Contingencies (54999)

## CAPITAL

### Addition to Operating Reserve (59100)

- Adjusted to maintain goal of 25% Operating budget

### Fleet Capital Expense (59300)

- Replacing Utility 8 (13 years old) with second Prevention vehicle, within Capital Plan

### Buildings & Grounds Capital Expense (59400)

- Station 1 replace AC units and Projector screen

## CAPITAL PURCHASE PLAN

### Apparatus Purchases

- Replace U8 in 2020 (with Prevention), and U7 in 2021
- Budget to add two bays on Station 2 in 2021 without increasing revenues
- Assume 3% annual inflation, above any averages

## REPORTS

### Fire Chief Report –

#### **Administrative Division:**

- Upcoming Events
  - Family Dinner – Tuesday, October 1<sup>st</sup> (Squad 2&4)
  - Flu Shots – Tuesday, October 15<sup>th</sup>
  - Thanksgiving Potluck – Tuesday, November 19<sup>th</sup> at Station 1
  - Holiday Party – Tuesday, December 17<sup>th</sup> at Station 1
- Misc
  - CORE Testing
    - 22 current members remaining
    - Scheduled Saturday October 12
    - Available at CSU by appointment
- Grants
  - Received \$10,000 from Larimer County Health for Peer Support (18/53 succeeded)

#### **Community:**

- Local
  - Open House, Sunday October 6<sup>th</sup>
  - Library Story Time @ Fire Station, Th & F October 10<sup>th</sup> & 11<sup>th</sup>
  - Elementary School, 10/10
- State
  - Spoke to Wildfire Matters Committee from invite from CML
  - On committee for Statewide Mutual Aid (CSFC Operations Section)
    - Plan Reviewed by CSFC Executive Team
    - Determining role of new Fire Commission (SB-040)
  - On committee for CSFC Leadership Challenge (October)

- Agenda set, registration open
- Wolf teaching two courses, Capo teaching one

**Prevention Division (F4):**

- Termination of John Jerome
  - Complaint initiated an internal investigation, terminated 9/24
  - Use of contract Fire Marshal Services until we can hire new employee
  - Wolf covering duties, with Fire Inspector reporting directly to F1
- “Never” inspected down from 300+ to <30.
- Fee Collection-Chief Wolf is working on this

**Training Division (F3):**

- Weekly Training
  - September: Vehicle Extrication completed, plus rope rescue scenario that weathered out in the Spring
  - October: Truck Company Operations
    - Opportunities to train on new equipment being loaded onto Ladder 1
  - October 19-20: Technical Rope class for new high angle equipment
- External Classes (Hosting/Instructing)
  - Fire Academy (August)
    - Exterior = 26
      - 5 from Estes, and all mutual aid agencies represented
    - Interior = 24
      - 7 from Estes
    - Firefighter II = 7
      - Harkins lead instructor
  - Exterior Fire Academy for northern Larimer County agencies (September)
  - Rigging for Rescue, two attendees
  - Colorado State Chiefs Conference
    - Wolf teaching two courses (Chief Assessments, Training Program Development)
    - Capo teaching one course (Training to Win)
    - Taking 5 officers/members

**Operations Division:**

- Currently at 467 calls (Sept 25), 500 calls on this date last year (-6.6%)
- Recruitment
  - Next recruitment push in Spring 2020
- Notable Incidents
  - Smoke investigation at Snowy Peaks
  - Mutual aid fire to Allenspark
  - Fatality wreck on Highway 36
  - Box truck on Highway 36
- Residency Program
  - Both residents out by end of September
- Other
  - County wide apparatus numbering by January 1

**Station & Apparatus:**

- Station 1
  - LED Light Upgrade
    - Drywall patched and painted
  - Flat Roof Replacement
    - Work began this week
- Apparatus
  - Ladder 1
    - Final inspection trip report
    - Arrival Tuesday October 1
  - Squad 3 – sold

Treasurer's Report- Dave Coleson reviewed the August 2019 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 Mike Kearney, seconded by Ed Ford to accept paid bills. Motion carried unanimously.

**OLD BUSINESS**

**Dispatch:**

- MDCs in our possession. General set up complete.
- Mobile CAD programming
- CAD programming
- Working on paging/alerting options with WAC and Dispatch

**Station Transfer:**

- No update

**Strategic Plan:**

Board retreat scheduled for October 21<sup>st</sup> from 12-5pm

**Disposal of L6:**

As of right now there has been little interest for purchase. There are a couple of donation possibilities. Discussion took place on making sure the sale is "as-is" and disclosure of known issues. Motion by Doug Klink, seconded by Mike Richardson to allow Chief Wolf to dispose of L6 as he sees fit including donation to a worthy agency. Motion carried unanimously.

**NEW BUSINESS**

Chief Wolf presented an IGA for Disaster-Emergency Mutual Aid and Funding Assistance. This IGA has already been put in place with other emergency service agencies in Larimer County. Motion by Ed Ford, seconded by Mike Kearney to approve the IGA for Disaster-Emergency Mutual Aid and Funding Assistance. Motion carried unanimously.

Chief Wolf presented the updated active membership policy. This was brought to the board on 8/28 and now is up for vote. Motion by Dave Coleson, seconded by Ed Ford to approve the update to the active membership policy for an effective date of 1/1/2020. Motion carried unanimously.

Chief Wolf presented a proposed policy update to the Districts ride-a-long policy. The new proposal adds items such a photo & social media limitation to further protect the district from liability. This will be up for vote at the 10/16 board meeting.

At 7:33 a motion was made by Doug Klink, seconded by Dave Coleson to move into executive session pursuant to "section 24-6-402 (4)(f) C.R.S. for purposes of discussing a personnel matter regarding salary." Motion carried unanimously.

Regular session resumed at 8:08pm.

Chief Wolf presented the proposed update to salary ranges. Job title Fire Captain was removed. This will be brought to the board for a vote on 10/16/19.

The next regularly scheduled board meeting will be October 16, 2019 at 6:00 p.m. at Dannels Fire Station.

There will be a board retreat held on October 21<sup>st</sup> from noon -5pm at Statin 1.

Meeting adjourned at 8:13 p.m.



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Ed Ford, Secretary of the Board

EF/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."*