

# RECORD OF PROCEEDINGS

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## Meeting Minutes of the Estes Valley Fire Protection District

November 14, 2018 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:** Mike Kearney absent excused, Dave Coleson absent excused

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** – Mike Kearney absent excused, Dave Coleson absent excused

### CONFLICT OF INTEREST

Mike Kearney filed conflict of interest statement with the State of Colorado

### PUBLIC COMMENT / BOARD COMMENT

No public comment

Mike Richardson asked if Chief Wolf has heard any feedback on the election. All feedback has been positive.

### APPROVAL OF AGENDA

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

### APPROVAL OF MINUTES

Moved by Ed Ford, seconded by Mike Richardson to approve the 10/10/18 meeting minutes as written. Motion carried unanimously.

**Presentations** – none

## REPORTS

Fire Chief Report –

### Administrative Division:

- Upcoming Events
  - Thanksgiving Pot Luck – Tuesday, November 20<sup>th</sup>, 18:00 at Station 1
  - Academy Graduation – Saturday, November 24<sup>th</sup>, 16:00 at American Legion
  - Holiday Party – Tuesday, December 18<sup>th</sup>, 18:00 at Station 1
  - Awards Banquet – Friday, February 8<sup>th</sup> at YMCA

### Prevention Division (F4):

- 2018 International Fire Code Adoption
  - Recently learned that both Town and County will be adopting the 2018 Code
  - Chief Jerome is conducting review of proposed changes
  - Plan to have proposal to Board in Q1 2019 for adoption
- Plan Reviews and Assessments for
  - First contact inspections 58 / Re-inspects 30
  - Compliance Follow-Ups 10
  - Education/Engineering/Site Inspect 2
  - Citizen Complaints 4
  - Burn Permits 17
  - Plan Reviews 14
- Occupancy Database
  - Target completion by July 1, 2019
- Misc
  - Chief Jerome selected by FMAC to represent Colorado at ICC Hearings in DC 10/24-29
    - Participated in 95 code amendments to Building and Fire code
  - TOEP working to fill Chief Building Official position

- Community
  - Fire Safety presentations to schools
    - Elementary and preschools: 503 students
    - Open House: 150
    - Slash Collection: 25

**Training Division (F6):**

- Weekly Training
  - October: Ropes & Technical Rescue (F8 & F12)
  - November: State Certifications (HazMat, All JPRs)
  - December: Officer Development
- External Classes (Hosting)
  - DFPC Instructor I (January)
  - Officer Development (May)
  - S-131 Squad Boss (June) – with RMNP
  - When Things Go Bad (January through July)
- Notable Training Accomplishments
  - Two members opened taskbooks for Wildland Single Resource
  - Capo passed written for Paramedic
  - Academy students testing this week for JPRs

**Operations Division:**

- Currently at 582 (11/14) calls (659 on 11/14/2017)
  - Change in EMD protocol took us from even to -9% in 5 months
- Notable Incidents
  - Highway 36 MVC with rope rescue
  - Participation in RMNP Prescribed Burns
  - Technical rescue at Water Plant
  - Structure fire Highway 66
  - Structure fire South Court
  - Numerous incidents with lack of smoke alarm
    - Handed out alarms to those impacted
    - PSA planned by Prevention Division
- Dispatch
  - Working on new CAD design and roll out, ETA March 2020
  - MDRC meeting to establish call processing times (for all agencies in county)
  - Working on paging/alerting options with WAC and Dispatch
- Residency Program
  - Brian Faith moving in 11/15

**Community:**

- Local
  - Participated in Halloween festivities on Elkorn
- County Chiefs
  - Encouraged support for rural fire districts by County Grant Match
  - Regionalizing PulsePoint Fall 2018
- State Chiefs
  - Four member attended State Chiefs
  - Presented at conference
  - On committee for State Wide Mutual Aid

**Station & Apparatus:**

- Station 1
  - New washer/dryer, purchased on sale
- Station 2
  - Keypad access
  - Lockers
- Training Site (F6)
  - Final academy burns 11/17, then clean up for winter months
  - Has served very well this year
- Apparatus
  - Truck purchase
    - Recommendation to use pre-negotiated contract (HGAC)
    - Committee finalized design with options

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- Base price as designed, with pre-pay discount: \$1,009,077
- Option recommended by committee (light tower): \$26,079
- Air conditioning (concern of board): \$13,693
- Total with all options: \$1,057,350 (original budget was \$1,060,000)
- Best financing option is \$500,000 down, finance rest over two years
  - Get pre-pay discount (3% off)
  - Down payment due December 2018
  - First half payment due December 2019 (4.5% interest)
  - Second half payment due December 2020 (4.5% interest)
- Contract signed in December 2018, delivery October 2019 (270 days)

Treasurer's Report- Doug Klink reviewed the September 2018 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 Mike Richardson to accept paid bills. Motion carried unanimously.

### OLD BUSINESS

Station Transfer: No new updates

Strategic Plan:

- Planning session to be scheduled
- Engagement with members prior to workshop with Board

Election Recap:

- Strong support from community
- 6A (de-Gallagherize):            Yes 3407 (70.8%)    No 1408 (29.2%)
  
- Support state wide
- All districts in Larimer County passed
- Informal assessment is 75% of fire districts passed their issue
  
- In 2009, fewer voters and less support
- 5C (Create the District):        Yes 2153 (58.7%)    No 1517 (41.3%)
- 5D (Fund the District):        Yes 1899 (52.9%)    No 1694 (47.1%)
- 5E (DeBruce Revenue):        Yes 2210 (61.5%)    No 1384 (38.5%)

2019 Budget:

**Revenue:**

- Updated Sales Tax growth to 5% (has been 7.4%, 5.9%, and currently 8.7%, respectively)
- Preliminary Property Tax numbers show holding steady
- Updated more realistic numbers for Prevention Division revenue (lower than expected)
- Election passed

**Expenses:**

- Have 2018 expenses through end October, updated 2018 and 2019 accordingly
- Addition of Fuels Mitigation / Education crew for 2019

**Capital:**

- Purchase of Truck 1
- Purchase of radio upgrade
- Able to maintain plan as laid out, but now have more accurate numbers included

**Reserves:**

- Capital Reserve of \$500,004 (end 2018)
- Operating Reserve of \$600,000 (current) – old target of 50%
- Plan to decrease Operating Reserve to 25% (Legal and Accounting recommendation) - \$350,000
- Goal of having Operating & Capital Reserve equal 33% of Operating Costs - \$450,000
- Will evaluate and adjust savings annually to ensure enough in reserves, but have mechanism in place

### NEW BUSINESS

Discussion of Operating Reserves was covered in the discussion of the 2019 budget. The board would like to discuss this further during the strategic planning meeting(s).

Chief Wolf presented a proposed new policy to the board for a fitness and wellness policy. This intent of this policy is to help members identify potential health risks. This proposed policy will be voted on at the 11/28/18 meeting.

Chief Wolf presented a proposed change to our bid policy. This change would allow the use of a purchasing cooperative for pre-negotiated contract pricing in lieu of a formal bid process when

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deemed appropriate by the board. This proposed policy change will be voted on at the 11/28/18 meeting.

The next regularly scheduled board meeting will be November 28, 2018 at 6:00 p.m. at Dannels Fire Station.

Meeting adjourned at 7:24p.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."*