

RECORD OF PROCEEDINGS

**Meeting Minutes of the Estes Valley Fire Protection District
November 25, 2020 5:30 p.m.
Dannels Fire Station, 901 N. St. Vrain Ave., Estes Park, CO 80517**

Board: Mike Richardson, Ed Ford, Jon Hodde, Larry Learning, Dave Hamrick

Staff: Fire Chief Wolf, Board Recording Secretary Goetz

Also Attending via ZOOM platform: Div. Chief Kevin Sullivan

Absent: Mike Richardson logged in at 5:42pm

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 as a ZOOM meeting.

Ed Ford called the meeting to order at 5:30 p.m.

Chief Wolf led the Pledge of Allegiance

Secretary Goetz performed roll call – Mike Richardson was absent from roll call but logged in at 5:42pm

CONFLICT OF INTEREST

None

PUBLIC COMMENT / BOARD COMMENT

No public comment.

No board comment.

APPROVAL OF AGENDA

Moved by Dave Hamrick, seconded by Larry Learning to approve the agenda with the addition of 11C to include fee waivers and impact fee waivers. Motion carried unanimously.

APPROVAL OF MINUTES

Moved by Jon Hodde, seconded by Dave Hamrick to approve the 11/11/2020 meeting minutes as written. Motion carried unanimously.

Presentations: None

REPORTS

Fire Chief Report –

Administrative Division:

- Grants
 - \$10,000 DOLA grant fully spent
- Other
 - Scheduled year end reviews for all staff in January
 - Planned Year-End presentation at January 27th board meeting

Prevention Division:

- Fire Restrictions
 - Stage 2 (Ban), for Estes, Larimer County, Arapaho Roosevelt Forest, and RMNP
 - Operational permits for exemptions while ensuring safety
 - Current County ban runs to end of the month
- Ready, Set, Go! Grant Program
 - Guidebook in process
 - Kiosk approved, design in process
 - Evacuation tabletop, planned for Q2
- Public Education
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- Inspection Program
 - Weekly email to Operations on building status

Training Division:

- Weekly Training
 - Completed CPR recert for 14 members
 - Break for holiday, then online

- External Classes (Hosting/Instructing)
 - Completed IFSTA transition for FF and HazMat
 - Fire Academy
 - HazMat starting December
- Notable Training Accomplishments
 - Academy completed
 - Three new interior firefighters
 - Lieutenant Thomas added as qualified HazMat instructor

Operations Division:

- Calls Stats
 - 11/25/2020: 538 (-6.4%)
 - 11/25/2019: 575
- Recruitment
 - Received three applications
 - Increased push on social media and through members
- Residency Program
 - One resident
- Other
 - COVID
 - Numbers increasing
 - Outlined steps when County entered Level 4: Red

Station & Apparatus:

- Station 1
 - New projector in training room
 - New TV and mount in training room
 - Repairs to sprinkler system, antifreeze leak
- Station 2
 - Chemical cart will be moved to Museum 12/5
- Training Site
 - Cleaned up after academy, winterized
- Apparatus
 - Caught up on all known mechanical issues
 - Winter tires for Staff 70 and Staff 73
 - Plow on U71
 - Swapped E72 and T72

Treasurer's Report- Jon Hodde reviewed the October 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. Sales tax projections were discussed. Moved by Dave Hamrick, seconded by Larry Leaming to accept paid bills. Motion carried unanimously.

OLD BUSINESS

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 Jon Hodde, seconded by Mike Richardson to extend resolution 20-02 continuation of declaration of local disaster emergency. Motion carried unanimously.

2021 Proposed Budget

Chief Wolf again presented the proposed 2021 budget with no significant changes since the last presentation. There were no questions or discussion from the board.

NEW BUSINESS

2nd Review and Approval of Active Membership Policy

Chief Wolf presented to the board the active membership policy and how COVID has affected our call volume. Paged calls are down 25%, therefore Chief Wolf proposes a modification of 75% of target to be in good standing for the year of 2020. No changes since 1st review on 11/11/2020.

Motion by Larry Leaming, seconded by Dave Hamrick to approve the change to policy #301 active membership for the year 2020. Motion carried unanimously.

1st Review of Proposed Salary Range Updates

Chief Wolf presented to the board the proposed changes to the salary range to include changes to office manager due to position being changed to exempt. Also updated titles of Captain and Lieutenant to be included in Operations and Training division. Board discussed and was fine with this. This will be brought to the 12/9 meeting for approval.

1st Review of Proposed Changes to Prevention Fee Schedule

Chief Wolf presented to the board proposed updates to the plan review and inspection fee schedule. The main goal is to list out more items that we use on a consistent basis to take them out of the miscellaneous category. This will also include the operational permits.

Chief Wolf also presented a proposed fee schedule for illegal burning. This is still being reviewed by legal and will likely not be ready for approval on 12/9/2020.

Chief Wolf presented the proposed changes to the plan review fee waiver policy and the impact fee waiver policy. The changes were minor to clean up the documents and to add a fee reduction/waiver methodology section. Chief Sullivan was available for questions by the board. These items will be brought to the board for approval on 12/9/2020.

Resolution 2020-05 Thanks to Agencies

Chief Wolf presented to the board resolution 2020-05, a thank you to agencies who assisted us as the East Troublesome Fire Thompson Zone approached Estes Park.

Motion by Mike Richardson, seconded by Dave Hamrick to approve resolution 2020-05 with the addition of Denver Fire. Motion carried unanimously.

Resolution 2020-06 Thanks to the Community

Chief Wolf presented to the board resolution 2020-06, a thank you to the community for supporting us during the East Troublesome Fire.

Motion by Dave Hamrick, seconded by Mike Richardson to approve resolution 2020-06 as written. Motion carried unanimously.

The next regularly scheduled board meeting will be Wednesday December 9th, 2020 at 5:30 p.m. via ZOOM.

Meeting adjourned at 6:21p.m.



Mike Richardson, Vice President 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."

