

**Meeting Minutes of the Estes Valley Fire Protection District
August 28, 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: Cpt. Rick Spear

Absent: Mike Kearney-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 excused

CONFLICT OF INTEREST

none

PUBLIC COMMENT / BOARD COMMENT

No public comment. No board comment

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Moved by Mike Richardson, seconded by Ed Ford to approve the 7/24/19 meeting minutes as written. Motion carried unanimously.

Presentations – none

REPORTS

Fire Chief Report –

Administrative Division:

- Upcoming Events
 - Family Dinner – Tuesday, September 3rd (Squad 1)
 - Family photo before dinner
 - Flu Shots – Tuesday, October 1st before dinner
 - Family Dinner – Tuesday, October 1st (Squad 2)
 - Thanksgiving Potluck – Tuesday, November 19th at Station 1
 - Holiday Party – Tuesday, December 17th at Station 1
- Misc
 - CORE Testing
 - 22 current members remaining
 - Scheduled Saturday October 12
 - Available at CSU by appointment

Community:

- Local
 - Open House, Sunday October 6th
 - Library Story Time @ Fire Station, Th & F October 10th & 11th
 - Elementary School, 10/10

Prevention Division (F4):

- “Never” inspected down from 300+ to <60.
- Fee Collection
 - Plan Reviews
 - Charged \$8,132
 - Town owes \$1,067, plus \$3,000 waiting on building permit
 - Impact Fees
 - Charged \$56,894
 - Town owes \$15,422.95, plus \$36,872 waiting on building permit
 - Mountain View Estates, approx. 30 x \$784 = \$23,520

Training Division (F3):

- Weekly Training
 - August: Rescue Company
 - September: Vehicle Extrication
 - 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)
 - Frank Viscuso Step Up and Lead (July 27) – 60 students
 - 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)

Operations Division:

- Currently at 420 calls (August 28), 444 calls on this date last year (-5.4%)
- Recruitment
 - All new members completed task books and cleared to respond on incidents
 - Next recruitment push in Spring 2020
- Notable Incidents
 - Man vs. Machine ring removal, station walk in
 - Extrication on Highway 7 (short staffed)
 - CPR at Moraine Park Campground
 - Lost hiker on Lily Mountain
 - Structure Fire on Park River Lane
- Other
 - County wide apparatus numbering proposal update
- Policies
 - Active membership policy
 - To board for review August meeting
 - Peer Support Team
 - Drafted, submit to board in October
 - Awaiting grant results in late September

Station & Apparatus:

- Station 1
 - LED Light Upgrade
 - Completed.
 - Getting drywall patching done now
 - Flat Roof Replacement
 - Selected contractor, work expected August
- Training Site (F6)
 - Roof prop
 - Forcible entry prop completed
- Apparatus
 - Ladder 1
 - Photo reports semi-weekly
 - Final inspection trip 9/9-12, 5 attendees
 - Squad 3 – sold
- Equipment
 - New hose, delivered
 - New nozzles for 2", in service
 - Air Trailer from LFRA
 - Will ultimately be parked at Station 7
 - Free for use during incidents through mutual aid agreement
 - Rental for training will be in agreement (reviewed by attorney)
 - LFRA will be responsible for all maintenance

Treasurer's Report- Dave Coleson reviewed the July 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 Ed Ford, seconded by Dave Coleson 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:

- Building Transfer
 - Bureau of Reclamation SUP complete, signed, returned
 - Unable to do building from Town via Bill of Sale (Linda still looking into this)
 - Must include in public vote
 - Recommend waiting for Spring general election, no cost to District

Strategic Plan:

- Where are we now? *Sent out 5/24/2019*
 - All things I can pull together or have already pulled together
 - Our current status
 - Historic trends for calls
 - Current inventory
- Who are we? *Sent out 5/31/2019*
 - I want to do a series of surveys to compile
 - Mission/Vision/Values
 - Non-negotiables
 - What makes Estes Valley, Estes Valley?
 - What do we want people who join to know about who we are?
 - Survey to members, Board, community members
- Participation
 - Board Members: 2 of 5 = 40%
 - Staff: 4 of 4 = 100%
 - Volunteers: 17 of 38 = 45%
- What is the challenge we face? *Sent out 8/02/2019*
 - A series of surveys probably a month or so later
 - What are we good at? (Strengths)
 - What do we need to develop? (Weaknesses)
 - Where can we develop and improve? (Opportunities)
 - What will stand in our way? (Threats)
 - What will our community look like in five years?
 - How will residents change?
 - How will visitation change?
 - How will our finances change?
 - How will technology change?
 - How will this impact our call volume/demand?
- Participation
 - Board Members: 3 of 5 = 60%
 - Staff: 4 of 4 = 100%
 - Volunteers: 15 of 38 = 39%
- Members' planning session Tuesday August 27, 19:00
 - Productive discussion about challenge and values
 - Largest challenge is consistency
 - When we get enough people, we have the training and equipment to accomplish
 - Getting enough people is variable
 - Q3 2019 - 3 calls reported as inadequate resources
 - Q1 & Q3 2018 3 calls each quarter reported as inadequate
- What are we going to do?
 - Discussed ideas, pros/cons
 - Public education about expectations

RECORD OF PROCEEDINGS

Discussion took place on setting up a board retreat to work on strategic planning. Retreat is tentatively set for October 21st at noon.

NEW BUSINESS

Chief Wolf presented the updated active membership policy. This has already been brought to the officers and the membership for input. Biggest change is making the annual call requirement a flat 45 calls per year instead of a percentage. Training hours have been set at 72 hours annually. Excess training conversion was eliminated. Cell phone reimbursement program added. This will be brought to the board for approval at the September 25th meeting.

Office Manager Erika Goetz proposed following the change to posting requirements as allowed by HB 19-1087. This bill allows for removing the physical posting of notices as long as they are available for free to the public on the Districts website. Our website has been updated with DOLA and we are set up to post on our website. Board agrees with this change. We will communicate this change to the public on our website, newsletter, and updated posting at our physical location.

The next regularly scheduled board meeting will be September 25, 2019 at 6:00 p.m. at Dannels Fire Station.

Meeting adjourned at 7:12 p.m.



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."