

RECORD OF PROCEEDINGS

**Meeting Minutes of the Estes Valley Fire Protection District
January 23, 2013 7:00 p.m.
Dannels Fire Station, 901 N. St. Vrain Ave., Estes Park, CO 80517**

Board: President Sue Doylen, Vice President Frank Theis, Treasurer Doug Klink, Mark Igel, Jack Rumley

Staff: Chief Scott Dorman, Secretary Landkamer

Also Attending: EVFPD Firefighter 1st Asst. Chief Daryl McCown, Fire Marshal Marc Robinson. Public attendees Dot Dorman and Juley Harvey

Absent: Jack Rumley

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

President Sue Doylen called the meeting to order at 7:00 p.m.

Chief Dorman led the Pledge of Allegiance

Secretary Landkamer performed roll call- Jack Rumley absent (excused), Frank Theis (late)

PUBLIC COMMENT / BOARD COMMENT

Public comment: None

Board comment: Vice President Theis stated he received two compliments about the Fire Marshal and one of the female firefighters in the Volunteer Department. Both comments were focused on doing a great job and being wonderful representatives of the Department.

APPROVAL OF AGENDA

Moved by Mark Igel, seconded by Doug Klink to approve agenda as listed. Motion carried unanimously.

APPROVAL OF MINUTES

Moved by Mark Igel, seconded by Doug Klink to approve 1-9-13 meeting minutes with changes to the sentence at the top of page 3. The number 2013 was deleted and the word "discussion" was added. With these changes to amend the minutes, motion to approve 1-9-13 meeting minutes carried unanimously.

REPORTS

Fire Chief Report- Chief Dorman met with representatives from Loveland Fire Rescue Authority about an automatic aid agreement earlier today. It was discussed that the EPVFD could travel to mile marker 77 in the Big Thompson Canyon as part of this automatic aid, outside the EVFPD's current jurisdiction. This automatic aid would center on fire calls and dive team calls only, not include car accidents or medical calls. The focus of the meeting was to help each other out and provide additional support to neighboring communities as needed. Dorman commented that details would need to be worked out such as dispatch, radio frequencies and cancellation notifications. There are 1 or 2 homes in the area of Carter Lake that lie within the EVFPD boundary. It would require a long response time to protect these homes and therefore we will need to call Loveland for mutual aid to respond to these properties. Mark Igel suggested being proactive and contacting these homeowners letting them know that Loveland would respond to their call but they still lie within our District. Currently the EVFPD does not have a mutual aid agreement in place with Glen Haven as Glen Haven is not a governmental entity. However, the EVFPD does have an MOU with them.

The Intergovernmental Managers Meeting was held at Dannels Fire Station earlier today. Chief Dorman talked with the Estes Valley School District's Superintendent about the EVFPD helping the school district with a crisis management plan, annual inspections and the Fire Marshal making appearances at the school to give trainings and information to teachers and students.

The EPVFD is currently a 501C4 organization. Chief reported that the District can still receive tax deductible donations but larger corporations usually give their donations to 501C3 organizations. The district missed out on a couple large donations this past year due to the fact that it was not listed as a 501C3. Dorman has contacted the EVFPD attorney about the possibility of becoming a 501C3 organization. President Doylen and Treasurer Klink commented on the annual paperwork that usually goes along with a 501C3 organization as well as total donations each year and filing a 990.

There is currently a Red Flag Warning in effect for Larimer County through 1700hrs tomorrow evening and is quite unusual for January.

Chief Dorman talked about the 2012 Year End Report of the EPVFD. He discussed the election of officers, financial report, training report, incident run reports and other. The EPVFD had 3,951.56 training hours during 2012 with 3,448.26 hours spent in Fire, 304.3 hours in Special Ops, and 199 hours training in EMS. For types of calls; Fire, Explosions, Rescue & Emergency Service Incidents, Service Calls, Good

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Intent Calls, False Alarm & False Calls, Severe Weather & Natural Disasters, and Special calls were all up in number from 2011. This past fire season resulted in many additional Good Intent Calls.

President Doyle stated that she was given a link to Larimer County to access what prescribed burns were in progress. This could help explain smoke and odor of smoke in the air while nearby burns were taking place.

Chief Dorman is in the process of collecting more data with Cpt. Derek Rosenquist to include in the Quarterly and Annual Reports. Chief would like to use this data in the strategic plan process as well and will arrange the data in a scatter graph, similar to Mr. Jirsa's idea that he presented to the Board in 2012. Town employee Don Widrig is providing his expertise to help accomplish this goal. Doug Klink stated he would like to see how many volunteers start the year and how many volunteers are still here at the end of the year. Chief will include this in the strategic plan data.

President Doyle asked with the number of volunteers the District has, dispersed throughout the community, how often a Volunteer Firefighter arrives before an ambulance does. Chief stated there are times that a volunteer firefighter arrives on scene in a personal vehicle before the ambulance arrives. Treasurer Klink commented on an incident where he administered CPR to a patient before paramedics arrived on scene.

Igel asked about accepting new volunteers to just go on medical calls such as the Dive Team currently has some members that only show up to dive calls. Chief commented that these volunteers would not be eligible for Pension and there would be 2 very different levels within the Volunteer organization. Igel would like the volunteers to be able to specialize. Further exploration into this topic is requested.

Treasurer Report- Treasurer Klink provided December 2012 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, Length of Service Award Program (LOSAP), operating reserve, Tabor and capital reserve. He also discussed the cash flow statement, statement of fiduciary net assets and changes in fiduciary net assets (budget and actual) for the Volunteer Fire Pension Trust for the month ending December 31, 2012, December AP check register, and the 2012 Property Tax and Sales Tax Reconciliation updates. Currently, the District is \$32,000 under budget. It was mentioned that the annual sales tax reconciliation might be more accurate following a different 12-month period, as the District still does not have November and December, 2012 tax revenue amounts and it is currently the 23rd of January, 2013.

Treasurer Klink stated the EVFPD just implemented electronic bill pay through The Bank of Colorado. By using this system, the District is saving an average of \$300.00 per month. Administrative Assistant Landkamer will enter in all data and Chief Dorman and Treasurer Klink will sign off on all payments. Mark Igel commented that this was a great idea and thanked everyone for helping the District save money.

The new truck committee will take a field trip tomorrow and travel to Berthoud, Boulder and Superior looking at fire engines. President Doyle asked about the specific specs that the truck committee felt were necessary for the new engine to have. Klink stated that they will talk to the engine's owners about the specific value of certain specs. Mark Igel asked why the District needed to purchase a new truck and wondered if we had been looking at used engines as well. Chief Dorman stated that this vehicle needs to last 25-30 years and the District does not want an older truck that does not meet NFPA standards. Historically it has been shown that used trucks last approximately 10 years only. The current EPVFD ladder truck was actually a demo. Klink said the Department only makes carefully researched purchases and this type of "Type 3 Engine" with the specifications that the Estes Valley Community needs, are not currently found in used vehicles.

Moved by Frank Theis, seconded by Mark Igel to accept Treasurer's Report including approval of all transactions. Motion carried unanimously.

OLD BUSINESS

Chief Dorman commented on the Fire Chief's Annual Review. A 360 degree Star Company was hired to furnish the survey and was launched on January 7th. The results of this survey should be in tomorrow 1-24-13 at which time the Chief will forward all results from the Star Company to all EVFPD Board Members. Chief Dorman also provided the board with a copy of the Town of Estes Park's annual review packet. It was agreed that a Work Session would be held next week on January 30, 2013 to assemble an annual review packet that best suits the District's needs. The findings from the 360 degree review would be used to help build the District's annual review packet. Modifications to the current Town's annual review will be given to Suzanne Landkamer to update and then dispersed to the board.

Chief Dorman updated the progress on the possibility of implementing an EVFPD Social Media Policy into the District to cover the possibility of accident photos being tweeting / facebook applied. The EVFPD's attorney is currently looking at what other agencies are doing and will help the District as new information becomes available.

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President Doyley asked for an update about Old Man Mountain and the property owners. Chief stated that his attempts to contact UNC have resulted with no compliance that he is aware of. A phone call was never returned and a letter never answered from UNC that were initiated by the Chief. The board agreed that Chief will go up and inspect the property. If no changes have been made to help make this area safer, the EVFPD's attorney will be contacted to draft a letter to the property owners.

NEW BUSINESS

Chief Dorman and President Doyley drafted a Strategic Plan Process Schedule. At the first EVFPD Board Meeting of each month for the next 8 months, a different section of the strategic plan will be reviewed. The 2012 version of the strategic plan will be emailed and reviewed prior to next month's meeting. Vice President Theis suggested we make the public aware that the District is working on the strategic plan process and encourage the public to attend these meetings for comment or suggestions. President Doyley confirmed that public comment would be allowed at the end of the meeting. Mark Igel talked to Steve Miller, an Estes Park resident retired from Poudre Fire Authority, and handed out notes to the board on a conversation with him. Igel stated that Miller could offer a lot to our strategic plan process. Chief Dorman agreed to contact Miller.

Treasurer Klink asked if there was a written process to make changes to the fire code. Dorman stated that the process is determined in the Fire Code. The EVFPD Fire Marshal, Marc Robinson, can interpret the code. As the Fire Code Official, the Fire Marshal is hired to interpret the Fire Code. It is not encouraged to try to change the code for specific projects. Theis commented that anyone can approach the Board and ask them to consider an amendment to the code and the board would vote on it.

Next Work Session board meeting scheduled for January 30, 2013 at 6:30 p.m. at the Dannels Fire Station.

Next regular board meeting scheduled for February 13, 2013 at 7:00 p.m. at the Dannels Fire Station.

Meeting adjourned at 9:00 p.m.



Suzanne Landkamer, Recording Secretary

"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."