

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

January 9, 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 CPT Derek Rosenquist, Fire Marshal Marc Robinson, WUI Coordinator Sue Pinkham. Public attendees Dot Dorman, Jim Austin 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)

PUBLIC COMMENT / BOARD COMMENT

Public comment: None

Board comment: Mark Igel questioned the monthly EVFPD Board agenda items and the time frame of providing Secretary Landkamer with additions and/or changes. It was reconfirmed that all new agenda items with supporting documentation would be provided to Secretary Landkamer no later than Wednesday, one week prior to the next board meeting.

Vice President Theis commented that the elk ate his land line so the only way to get in touch with him via phone was to use his cell phone number.

APPROVAL OF AGENDA

Moved by Doug Klink, seconded by Frank Theis to approve agenda as listed. Motion carried unanimously.

APPROVAL OF MINUTES

Moved by Mark Igel, seconded by Frank Theis to approve 12-12-12 meeting minutes as written. Motion carried unanimously.

REPORTS

Fire Chief Report- A report was given on the new EVFPD IT services from the Connecting Point Company that is now 100% up and running at Dannels Fire Station. The Chief and staff had an Onboard Training Meeting earlier in the week and Chief Dorman stated their professionalism and presentation was exceptional and he felt very confident in their abilities to provide the District with the best service possible.

Chief Dorman showed an image of the percentage of property tax that the Estes Valley Fire Protection District receives. Out of every \$1.00 collected in property taxes from the citizens of Estes Park, the Estes Valley Fire Protection District receives 2.7 cents. Comment was made that the District provides outstanding support for this amount of tax collected.

The Chief recognized Secretary Landkamer for completing her BS in Business Administration and also Captain Rosenquist for getting published in the Third Edition of the National Fire Protection Association / International Association of Fire Chiefs "Fundamentals of Fire Fighter Skills".

Cassie Lasson with Front Desk, Inc. provided basic training to the EVFPD staff earlier this week in regard to the new EVFPD website. EstesValleyFire.org is completely functional and all adjustments to this site will now be kept in-house and will be overseen by Administrative Assistant Suzanne Landkamer.

Chief Dorman held the election of officers at the last EPVFD Business meeting. This event was delayed due to the Fern Lake Fire activity and adverse weather over the past couple months. The officers remained the same from the prior year. At the Business meeting, call reimbursement was reviewed and the firefighters unanimously agreed to change the call rate from \$4.00 to \$10.00 per incident. Treasurer Klink asked if this would impact the firefighters on shift and Chief stated that the firefighters on shift receive a shift payment and are thus not entitled to the call reimbursement as well.

Chief read a letter that was received along with a donation that was made, from a family that was visiting Estes Park from Amherst, NY. The letter commented on the friendly, courteous, polite and efficient firefighters that helped rescue an elderly woman from a MVA during a blinding snowstorm in October,

RECORD OF PROCEEDINGS

2012. Special recognition was given by the Chief to EPVFD firefighters Lt. John Grasso, Lt. Butch McCown, Cpt. Bruce Walters, Sherry Hess, Rick Spear, Donny Steckline, Chris Rahn, and probationary firefighter Andrew Joseph.

A second letter was read by Chief Dorman from Estes Park Detective Sergeant, Corey Pass, of the Estes Park Police Department. Sgt. Pass stated that he has always been impressed with the teamwork and close relationship amongst the Fire Department and the Police Department. In November, 2012 Officers started to investigate an attempted homicide case that occurred in our jurisdiction and called upon the services of the EPVFD's Dive Team to aid in the recovery of a piece of evidence that was thrown into the river. Sgt. Pass was in awe when about halfway through the searched area one of the Dive Team members found the evidence which ultimately helped the Estes Park Police Department file charges. The Estes Park Police Department wanted to formally commend Dive Team members: Scott Chew, Nicole Friel, Sherry Hess, Jon Landkamer, Donald Patterson and Derek Rosenquist.

Treasurer Report- Treasurer Klink provided November 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 November 30, 2012, November AP check register, and the 2012 Property Tax and Sales Tax Reconciliation updates.

Treasurer Klink further commented that the EVFPD's most efficient way to pay bills is to conduct online banking through The Bank of Colorado. The Board gave a consensus to move forward with e-paying and Treasurer Klink will have this program set up for the District next week.

Treasurer Klink was contacted by Milliman in regard to the actuarial study that is conducted every two years for the EVFPD. The Board gave a consensus to proceed with Milliman for 2013.

A truck committee meeting was held with Treasurer Klink, Chief Dorman, Don Patterson, Cpt. Bruce Walters and Cpt. Derek Rosenquist, where truck specifications were discussed for the purchase of the new fire engine. The committee will be looking at trucks over the next few weeks in Colorado to help gather information for the proper specifications to bid on. The committee would like to order the new engine soon so it will be ready for delivery in 2014. Comment was made by Treasurer Klink that \$330,000 was budgeted for the purchase of this new truck but \$400,000 would be needed to ensure the truck had all necessary specifications to better serve the Estes Park Community and help meet the additional challenge of area wildfires.

Treasurer Klink was concerned with the literature in the last two paragraphs of CliftonLarsonAllen's Compilation Report. President Doylen and Chief Dorman stated that past EVFPD Board Treasurer Bud Duryea was also concerned however after a discussion with the accountants it was clarified and accepted.

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

WUI Coordinators Report- EVFPD WUI Coordinator, Sue Pinkham, gave an annual report for 2012. Updates were provided on site visits and defensible space planning, Farmer's Market public awareness, the Mayor's Chat, the Mt. Pine Bark Beetle, Safety Fair, Weed Round-Up, Elk Fest, Car Seat Installations, the 2 District funded Slash Collections and WUI Educational and Promotional Programs. Pinkham commented that Homeowners Associations are doing more to help protect their homes especially since the extreme 2012 fire season. Sue Pinkham stated that the Uplands is making great progress, the YMCA of the Rockies has done an amazing job and Windcliff is "the poster child" of firewise communities.

President Doylen suggested Carriage Hills get more involved with defensible space planning and stated there was a great opportunity now, to get them involved. A discussion was had about ways to encourage firewise planning within the Carriage Hills subdivision. Sue Pinkham also stated that Little Valley is trying to create a safe place within their association as there is basically one way in and one way out to their community. Little Valley has been actively trying to prune for years.

The EVFPD funds the WUI position as there are no grants available right now. Vice President Theis stated the awareness level in Estes Park is very high right now due to the recent fires in and around the Estes Valley and we should all try to spread the word that firewise help is available with our WUI program. Coordinator Pinkham answered Board Member questions and the Board thanked Pinkham for her presentation.

OLD BUSINESS

A discussion was held for the LOSAP program for the firefighters. President Doylen commented that the District looked at LOSAP as a way to encourage firefighters to stay on the department for a longer period of time as well as encourage firefighters to become officers and take on a leadership role within the

RECORD OF PROCEEDINGS

organization. Chief Dorman commented on the value on retention and stated LOSAP should be part of the strategic plan discussion.

Public attendee Jim Austin gave a Blue Ribbon Committee update. Austin stated that many of the people he talked to thought the committee was an excellent idea but could not commit to the time it would take to be a part of the actual committee. The feedback Mr. Austin has received so far has been that the Estes Park citizens want a fast response time, qualified firefighters and a well-equipped fire station from the EVFPD and they are willing to pay for those services. President Doyle suggested "Chief Chats" to help engage citizens in this process. Vice President Theis said the Board will be in the strategic planning progress for months and is willing to let Mr. Austin continue this endeavor if it does not cause a hardship as he will be out of town for a lengthy period of time at the beginning of 2013. Jim Austin requested paperwork from the Board and is looking to the Board for guidance on this project. Vice President Theis will have information for Mr. Austin after a few months at which time the Board will have something clearly defined.

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 with results expected on January 21, 2013. About seventy confidential surveys were sent out to firefighters, board members, peers, past employees of the District, and officials that have had or currently have interaction with Chief Dorman. Vice President Theis thanked Chief Dorman for all his research with the survey. Treasurer Klink suggested using the form from the prior year and use that 360 as a basis to be discussed in Executive Session. Igel stated all board members should have the opportunity to sit down and discuss the evaluation with the opportunity to give input. Vice President Theis will give a packet of the goals and objectives used from last year to new members Klink and Igel to review. Klink asked that prior to the January 23 meeting, the Board is provided with the last couple years of evaluation and review documents, the Town's packet, and the 360 review if it is ready to be dispersed.

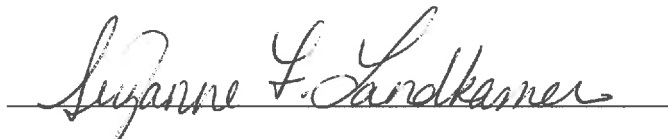
NEW BUSINESS

Chief Dorman discussed the possibility of implementing an EVFPD Social Media Policy into the District to cover the possibility of accident photos being tweeting / facebook applied. The Board stated this was a good idea and research will be conducted to find the best possible policy to fit the needs of the District.

Treasurer Klink began the discussion on the Southwick Funds Objective and stated the District is the beneficiary of a very generous donation and in need of a plan on how to use this donation. Klink would like to see the funds go directly toward the purchase of the new truck. Vice President Theis is hesitant to spend the entire gift on the purchase of the new engine and stated we should use Southwick as a standard to encourage people to give. President Doyle would like to see Ruth Southwick's name live on and use part of it as a scholarship opportunity for children of firefighters or graduates entering the field of firefighting. Chief Dorman commented that each year the District puts off purchasing the new engine; the mark-up is 7% annually. The motion to use the Southwick Fund completely for the purchase of the new engine is tabled for now.

Next regular board meeting scheduled for January 23, 2013 at 7:00 p.m. at the Dannels Fire Station.

Meeting adjourned at 9:25 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."