

# RECORD OF PROCEEDINGS

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**Meeting Minutes of the Estes Valley Fire Protection District  
February 27, 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 Fire Marshal Marc Robinson, Public attendee 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: President Doylen commented on Chief Dorman's 30-year anniversary of being a member of the Estes Park Volunteer Fire Department and Estes Valley Fire Protection District. President Doylen presented Chief Dorman with a Resolution that stated the following: Whereas Chief Scott Dorman has completed 30 years of service to the Estes Park community as a volunteer firefighter and now holds the rank of Fire Chief of the Estes Valley Fire Protection District. Therefore be it resolved that we adopt and bestow this *Resolution of Respect and Appreciation to Chief Scott Dorman* for his significant contributions, above and beyond his daily duties, to the citizens of Estes Park.

## **APPROVAL OF AGENDA**

Moved by Mark Igel, seconded by Frank Theis to approve agenda as listed. Motion carried unanimously.

## **APPROVAL OF MINUTES**

Moved by Doug Klink, seconded by Frank Theis to approve the 2-20-13 meeting minutes. Motion carried unanimously.

## **REPORTS**

Fire Chief Report- Chief Dorman stated that March 4<sup>th</sup>, 2013 is the closing of accepting bids on the new fire engine that the organization is looking to purchase this year. Dorman said that as of today, no bids have been received and the department is waiting for the companies to respond. Doug Klink did mention that one company contacted him and asked for an electronic copy of the PDF to be sent with the specifications needed for the new engine. Chief commented that we will rebid for a custom chassis if needed. Comment was also made that since 9/11, the cost of fire equipment has skyrocketed and mentioned the supply and demand.

Chief Dorman reported that the training room's projector at Dannels is no longer working. This overhead projector was purchased in 2005 and is no longer supported. A new projector runs from \$400 - \$4,000 so the Chief will consult the District's IT specialist to find an overhead with the best quality to suit our needs and to make sure it is wireless to accommodate the additional organizations in our community that also use the Dannels meeting room and its projector.

The Chief commented that the volunteers will be purchasing new wildland fire boots for every member of the department. Averaging \$300 per pair, these boots were needed to help prevent injury from using the old, outdated previous boots. An anonymous \$10,000 donation was just made to the Estes Park Volunteer Fire Department a week ago and helped out greatly as the sum of all the firefighter boots totaled about \$10,000. Dorman stated this donation came in at a perfect time to be utilized by the members for needed equipment.

Chief Dorman congratulated two Estes Park Volunteer Firefighters that recently have been hired by professional Fire Organizations. Jason Bishop is now a firefighter with Windsor Severance and Tim Leppert is now employed at West Metro Fire. Dorman commented that this shows the District's commitment to training our firefighters and helping to prepare them for this opportunity. Chief stated that many departments the size of the EPVFD has become a "training ladder" to help firefighters get into a career fire organization.

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Chief Dorman talked about purchasing new door locks to improve security at Dannels. The current keyless lock is 15 years old and has never been updated. A new lock was purchased for \$1,363 and the District's current insurance Pool, SDA, reimbursed the District for half of this cost. The staff of the EVFPD will reissue fire codes to all current firefighters and staff next month when the locks are installed. The new lock will have a 10 button keypad as opposed to the current which has only 6. Mark Igel asked if the district could save money and look into reprogramming the 15 year-old lock system currently installed. Chief stated that the system is so old that the Town no longer has the software to reprogram it.

Treasurer Report- Treasurer Klink provided January 2013 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 January 31, 2013, and the 2012 final Sales Tax Reconciliation updates. The sales tax budgeted for 2012 was 504,000 and the sales tax collected was 552,249.63 and therefore gave the District a 109.57% rate for monies collected to amount budgeted. Klink stated that our conservative approach is a good path for the District to keep on following. President Doylen would like to see a three year trend line since the inception of the district as there is power in seeing a trend.

Treasurer Klink discussed the online bill pay and the need for 2 signatures on large amounts. Chief Dorman suggested a \$15,000 threshold. If a check needs to be written that is larger than \$15,000 then the online e-pay will not happen and two signatures will be added to a hand-written check from the District.

The pension valuation has been started for 2013. Treasurer Klink emailed Milliman to see what the discount rate is and to see how the district will be funded.

The EVFPD has started its annual audit. Klink also stated that the EVFPD signed a 3-year letter of engagement in 2011 and this contract was automatically renewed when the budget was adopted this past year. Klink would like to put the annual audit up for bid for 2014 to see if the district can find a less expensive company that provide the same service. Chief stated the district should send out the RFP in August so the EVFPD can have it back by October. Klink commented that the district's accountant gave him 4 names of other firms that are smaller in size but are all accredited to the same level. Chief Dorman said he will also check with the Fire Chief's Association and see what firms are used for annual audits by other fire departments.

Treasurer Klink brought up a rule that is changing with the audit this year that has to do with board members and the services they render for the district. Two of the current board members provide services to the district and might not fall under the small town provision which states that the district can obtain the services of a local person up to 10% higher rate than someone from out of town as it is easier to be in the same town to cut down on travel expenses etc. The board agreed that there would be a \$250 threshold purchasing policy with the board and will make sure it is included in the financial policy.

Since the bill paying is now being done in-house, Secretary Landkamer was asked to provide for the approval of transactions which include the bills that were paid, the checks that were written and total amount spent. These transactions will be addressed at the next board meeting on 3/13/13.

### **OLD BUSINESS**

Chief Dorman met with Steve Miller and drew up the strategic planning process. The primary goal of the strategic plan is to provide a better correlation between local firefighting capabilities and the risk presented by buildings, other facilities and wildfires. The steps of creating a strategic plan include a community risk analysis, determine what resources are needed compared to what is currently available, develop solutions that address the risks and problems identified during the risk analysis, input process and review of draft strategic plan, develop a data collection system to track progress towards meeting the preferred outcomes, and conduct an annual review of the plan. Vice President Theis wanted to be sure the data collected is added into this plan process and Klink would like regular feedback on the process. Theis also suggested using Jim Austin's services with this process. Chief Dorman was very appreciative of the cost of using Miller's services as he was providing a great service to the district at an extremely low cost. Chief stated that it is important to Miller to help our district with this process. There was a consensus to proceed and a motion was made. Moved by Mark Igel, seconded by Frank Theis to approve this plan including Miller's services. Motion carried unanimously.

### **NEW BUSINESS**

The Chief's Review Policy with additional amendments from the last meeting was approved. A vote to accept the policy as given was moved by Klink, seconded by Igel. Motion carried unanimously.

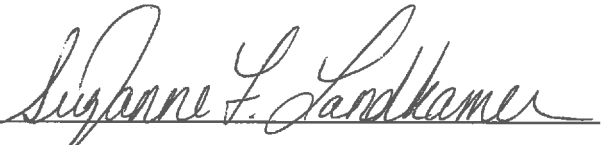
### **EXECUTIVE SESSION**

As the public board meeting was resumed after Executive Session ended, a discussion was made about the board's individual comments specifically addressing the Chief's review. Mark Igel would like the opportunity to see all the board member comments about the Chief. President Doylen stated that comments to the Chief are personal perspectives and are meant for the Chief. Klink said he understands the viewpoint and was not expecting to read any one else's comments. Vice President Theis commented that he was not going to read individual comments and would like to give his perspectives to the Chief. Mark Igel stated that he felt comments in an official review should be seen by all board members. Theis said the board will revisit this before next year's evaluation. When President Doylen asked Chief if he had any questions or comments about the process, the Chief responded with the comment that he wished this process be completed more quickly than the 3 months it did.

A follow-up executive session will only be added if requested by the Chief.

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

Meeting adjourned at 9:50 p.m.



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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."*