

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District
March 13, 2013 7:00 p.m.
Dannels Fire Station, 901 N. St. Vrain Ave., Estes Park, CO 80517

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

Staff: Chief Scott Dorman, Secretary Landkamer

Also Attending: Firefighters Don Patterson, 1st Asst. Chief Daryl McCown, EVFPD Fire Marshal Marc Robinson, Public attendee Juley Harvey.

Absent: Sue Doynen

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

Vice President Frank Theis called the meeting to order at 7:00 p.m.

Chief Dorman led the Pledge of Allegiance

Secretary Landkamer performed roll call- Sue Doynen absent

PUBLIC COMMENT / BOARD COMMENT

Public comment: None

Board comment: Chief Dorman read a letter addressing the entire board from Sue Doynen announcing her resignation from the Estes Valley Fire Protection District Board of Directors and the Pension Board, effective immediately. Doynen commented on the battle of personalities within the Board and increasing personal agenda items that have been displayed over the past 10 months. Doynen reiterated her respect for Chief Dorman with appreciation for everything he has and is still doing for the good of the department. Doynen stated in the letter that the Board has much to be proud of – the accomplishments of the previous three years have been huge and in the best interest of the district, she will resign.

Igel and Klink would like to add "Disclosure of Conflict of Interest" to the monthly board agendas.

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 Jack Rumley to approve the 2-27-13 meeting minutes. Motion carried unanimously.

REPORTS

Fire Chief Report- Chief Dorman reported that the training room's projector at Dannels is no longer working and a replacement has been ordered. The new projector should arrive this month.

Chief Dorman stated that the District credit card had been compromised last month. Two fraudulent charges were made on the credit card from Tiger Direct. Using the District's credit card number, another company's title, and a shipping address of a University in the Denver area, 2 laptop computers were purchased. After contacting the Estes Park Police Department and the credit card company, the District card was cancelled immediately with a new replacement and the police managed to track down the computers. The District did not incur any charges or fees associated with this fraudulent activity.

The Chief recognized Captain Derek Rosenquist who applied for a grant from the Colorado Fire Relief Fund last month. This organization was awarding grant money to agencies in Colorado that were involved with fighting wildland fires last year in 2012. In thanks to this grant, the Estes Valley Fire Protection District was awarded \$14,805 for new equipment for the 2013 fire season which must be purchased by May 1, 2013.

Treasurer Report- Treasurer Klink reviewed the approval of transactions for the online bill pay. There was one stop-payment made on a check that was lost in the mail. The Bank of Colorado waived the stop payment fee for this action. Igel commented on the fact that the Town of Estes Park bills for the District were grouped together and not separated according to utilities and services. Secretary Landkamer will contact the bank to see if there is a way to separate these payments in future summary statements.

Klink reviewed a sales tax reconciliation summary graph which covered the fiscal years of 2010 – 2012. November and August showed the greatest differentiation in sales tax reconciliation.

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

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OLD BUSINESS

Chief Dorman provided an update on the strategic plan process. Both Steve Miller and Chief Dorman met with the volunteers at a meeting where they worked on the community risk assessment which included building sizes and types of occupancy. The Chief will continue to get additional input from members and discuss at the next meeting.

Frank Theis asked about the Financial Policy for the District. Dorman handed out the changes that were required in the financial policy to all board members. These changes included the number of signatures required on checks over \$15,000, firefighter call reimbursement change from \$4.00 per call to \$10.00 per call, and \$250.00 maximum single transaction bidding requirement for board members and their services. Chief also had a copy of the Estes Valley Recreation and Parks District's financial policy for the board to review and decide if there were aspects of that document that could benefit the District if added to its current policy. Chief will email copies of this Park and Rec policy to all board members. Dorman also provided the board members with a copy of SDA's Chapter 7 on conflict of interest and the "Do's and Don'ts" of Board Members. The Board will review all provided documentation and will give their input at the next meeting of any additional changes to be made to the financial policy.

NEW BUSINESS

The Type 3 fire engine purchase was discussed in great detail. Chief Dorman read a letter from the truck committee which stated their recommendation was to not accept any of the current bids rather go out for RFP's. This means that the Estes Valley Fire Protection District will not have a new engine in June/July of 2013 rather will now not be delivered until November/December, 2013. Chief Dorman thanked the truck committee for all their research and work put into this difficult process and made his personal recommendation which included his concerns with the risks the community will have by not having the engine by this summer, at the peak of the fire season. Dorman recommended that the District purchase the Pierce fire engine from Front Range Fire for the amount of \$333,462 with an additional \$1,236 saved by paying a down payment of \$100,000 with the signed contract. This engine would be delivered by the June/July 2013 date. Thanks to the Windcliff Property donations and the Fern Lake Fire reimbursement, the District has an additional \$37,375 which was received that was not budgeted for the new truck. Dorman reminded the Board to look at the Opportunity Risk associated with this decision as waiting to purchase the new engine would save the District some money but would also leave the town with less protection this summer fire season with not having as much capability.

Doug Klink stated that from the Treasurer's point of view, the District does not currently have a wildland tender as the volunteers are currently using a 1978 truck. Looking at the capital plan, Treasurer Klink stated that the money the District could save by waiting and going with a cheaper RFP, that this extra money saved could go towards the purchase of replacement trucks which could include a new tender and a pumper with 4-wheel drive. Theis stated the difference between purchasing the Pierce engine now versus waiting and having one custom-built would add up to a \$60,000 difference in cost. Igel concurred that he would like to make a conservative decision. Jack Rumley stated that since the truck committee made a decision, the board should go with that advice. Rumley also commented that the completion and delivery of a new engine is almost always delayed for some reason or another.

Doug commented that KME had a truck that was longer and bigger than the District needed or wanted, Smeal did not have anything available and had nothing with a CAFS system, and HME builds the engines in bunches and does not make any personal modifications. Klink went on to say that HME does not have a designated service area in Colorado and that this needs to change if the EVFPD is to consider buying from them.

Theis acknowledged the fact that the District is taking a certain amount of risk by waiting on the truck, but agreed the District should not accept any of the bids for the Type 3 engine, instead send out a new RFP and have a truck specially built for the needs of the Estes Valley. He agrees to follow the truck committee's opinion. Public comment was made by firefighter Don Patterson who was a member of the truck committee. Don stated that it would be in the Board's best interest to reach out to the community with a plan of action to let them know why we are rejecting these bids and let them know what the District is planning on doing. Theis commented that Juley Harvey with the Trail Gazette was here and he was certain the community would hear about this decision.

Moved by Doug Klink, seconded by Mark Igel to reject all bids for the Type 3 engine. Motion carried unanimously.

Mark Igel added the board leadership discussion to the agenda this week and nominated Frank Theis to step into the role of President of the Board. Theis offered to take on the role of President of the Board for the remainder of Sue's term which will end in 2014.

Moved by Mark Igel, seconded by Jack Rumley to elect Frank Theis to the position of President of the Estes Valley Fire Protection District's Board of Directors. Motion carried unanimously.

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According to section 6.3 of the District's by-laws, the board needs to appoint a new Vice-President to the board now that the current Vice President has taken over the President's position. Frank stated that Klink is doing an exceptional job as Treasurer for the Board and does not want to lose Klink in this position to take on another role. Jack Rumley declined this position. Theis nominated Igel for this position.

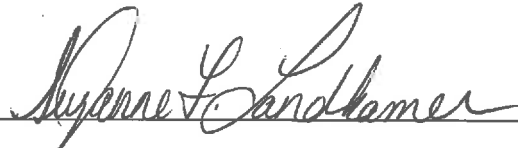
Moved by Frank Theis, seconded by Doug Klink to elect Mark Igel to the position of Vice President of the Estes Valley Fire Protection District's Board of Directors. Motion carried unanimously.

The board member vacancy needs to be filled within 60 days and appointed in a public session. This vacancy will be filled until May of 2014 when regular elections will occur. As to the vacancy of the board seat that is currently available, Theis suggested his preference in the board members finding someone that has familiarity with the District and/or familiarity with our department. Theis does not want to advertise this vacancy, rather approach individuals on his own. The board members will come to the next meeting with a list of possible board members names. Chief Dorman offered to talk to these individuals if they had specific questions about the department. An elected board position vote will be added to the next meeting's agenda.

EXECUTIVE SESSION

Next regular board meeting scheduled for March 27, 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."