

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

April 24, 2013 7:00 p.m.

Dannels Fire Station, 901 N. St. Vrain Ave., Estes Park, CO 80517

Board: President Frank Theis, Vice President Mark Igel, Treasurer Doug Klink, Mike Kearney, Jack Rumley

Staff: Chief Scott Dorman, Secretary Landkamer

Also Attending: Firefighter CPT Derek Rosenquist, Public attendees Dot Dorman and Jim Austin

Absent: Mike Kearney, (Doug Klink attended via phone)

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

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- Mike Kearney absent (Doug Klink via phone)

CONFLICT OF INTEREST

None

PUBLIC COMMENT / BOARD COMMENT

Public comment: None

Board comment: President Theis was thankful for almost 3 feet of snow the Estes Valley has received over the past week. President Theis commented on the events of the Boston Marathon shooting and glad Boston was able to get through this tragedy. President Theis also reflected on the explosion in Texas last week and the loss of volunteer firefighters that were killed in the line of duty at the fertilizer plant explosion and fire.

APPROVAL OF AGENDA

Moved by Mark Igel, seconded by Jack Rumley to approve agenda as listed. Motion carried unanimously.

APPROVAL OF MINUTES

Moved by Mark Igel, seconded by Jack Rumley to approve the 3-27-13 meeting minutes. Motion carried unanimously.

REPORTS

Fire Chief Report- Chief Dorman thanked the board for the plant they sent to him after his surgery. Chief reported that the surgery went well and he should be back to full duty within a couple weeks.

Dorman stated the Safety Fair will be May 18th from 10AM-2PM at the Stanley Park Fairgrounds. The fire recruitment testing is also on the 18th as well, so the firefighters will be very busy on this day.

The Chief reported that there are 2 Senate Bills of interest to fire departments and/or districts. SB13-025 is in regard to collective bargaining. The name of this bill has been changed to Firefighter Safety however Chief Dorman gave his opinion that this decision should be left up to individual districts and he is not in favor of the signing this bill. The second bill, SB13-083, covers how to deal with fuels management and introduces a prescribed burning program. This bill will cover how state and federal agencies deal with prescribed burns. If this bill is passed, a burn boss certification would be needed to manage the burn and would go into effect on December 1, 2013. President Theis asked if the public would be aware that training is available for the burn boss certification. Chief Dorman stated that the government will have funding for public awareness.

Chief Dorman commented on next week's 2013 Wildland Incident Management Summit with roundtable discussion for area fire chiefs at the PFA Training Facility. Discussion will include the lessons learned from the extreme 2012 fire season. Also, on May 3, the Area Fire Chiefs Meeting will take place here at Dannels Fire Station. Training and operational issues will be discussed at this meeting. Mark Igel asked if he should attend as a board member and Chief Dorman stated that in the past, it has always been just the Chiefs that attend as it covers operational issues and not board-related activities, but Igel is welcome to attend.

Treasurer Klink asked how many potential recruits the EPVFD has and Captain Rosenquist stated that he currently has two applicant applications on his desk and another three to four people are interested.

Treasurer Report- Treasurer Klink provided March 2013 balance sheet(s) including, but not limited to: governmental funds and schedule of capital assets, statement of revenues, expenditures and changes in

RECORD OF PROCEEDINGS

fund balance for general operations, Length of Service Award Program (LOSAP), operating reserve, Tabor and capital reserve. He also discussed the 2013 Property Tax and Sales Tax Reconciliation updates. Treasurer Klink mentioned that next month he would look at moving over some money to the operating reserves and that as of today, he did not have any information on the actuarial study. Treasurer Klink reviewed the approval of transactions for the online bill pay. President Theis asked about the VISA charges and Mark Igel asked about the District's accounting bills to CLA. Mark Igel then asked about the payment to Rubin Brown whereas the Chief stated that the payment in question was a percentage of the audit bill that was a down payment for the 2013 audit which is done every year. The actuarial study for pension is done every other year.

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

OLD BUSINESS

Chief Dorman made wording revisions to the district's Financial Policy. The board reviewed the newly revised draft of the EVFPD Financial Policies and Procedures Manual. Mark Igel questioned section 8.A. Purchasing/Bidding Requirements which talks about board members' disclosure and the 10% rule for goods and services provided by board members. Chief Dorman stated that this section was written by the District's attorney and should remain as is.

Moved by Mark Igel, seconded by Jack Rumley to accept the revisions to the EVFPD Financial Policies and Procedures Manual with changes to: the accounts payable process, call reimbursement program, and purchasing bidding requirements as seen in attached financial policy. Motion carried unanimously.


The Type 3 Engine was discussed. Dorman said currently, there were at least 6 organizations to bid on the engine. The last day to accept bids will be on May 7th, 2013. After all the bids are received, the truck committee will look them over very carefully and then give the board their recommendation. Jack Rumley asked if there were going to be many competitive bids on the table. Treasurer Klink responded with the fact that demand is quite high for new engines because of the prior fire season, however the department will be getting GSA pricing so that will be helpful.

NEW BUSINESS – None

President Theis commented on the Town Board Meeting he attended last night that covered budget sequestration. Cutting back on fuel mitigation and cut backs in the National Park were discussed. Chief Dorman said it might affect next year's budget based on what they burn. Theis said at some point, the EVFPD might need to get involved in a discussion on this matter.

Next regular board meeting scheduled for May 8, 2013 at 7:00 p.m. at the Dannels Fire Station.

Meeting adjourned at 7:40 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."

1. Accounts Payable and Cash Disbursement Policies and Procedures:

The conduct of the “Accounts Payable” and “Other Cash Disbursement” functions are the oversight responsibility of the EVFPD Treasurer and/or Chief Executive Officer with operational assistance from the EVFPD Administrative Assistant. Utilizing the provisions of the Memorandum of Understanding between the Town of Estes Park (“TOEP”) and EVFPD dated February 16, 2011 or any future replacement document.

A. Accounts Payable Process

EVFPD checks will be processed for payment for appropriately approved invoices or other appropriately approved payment authorizations, at least every 14 days. Exceptions to this 14 day provision are subject to prior approval by one of the following: EVFPD President, Vice- President, EVFPD Chief Executive or EVFPD Treasurer.

The process will involve the following steps:

1) During this period, the Chief Executive will review, agree each payment request to be in accordance with the approved fiscal year budget and indicate approval of each payment request by signing, dating and noting the budget line item on the original of the payment request.

2) Similarly the EVFPD Treasurer will acknowledge the approval by signing the original in like manner. Two authorized signatures are required on each payment request.

3) In the absence of any authorized individuals; the EVFPD President shall perform the above task in like manner.

4) The Administrative Assistant will enter the approved bills for payment into the electronic banking system for bill pay.

5) The entered bills will be reviewed and approve payment by one of the following: Chief Executive Officer, Treasurer, or the Board President. Only one approval is needed for payments of \$15,000 or less. Payments over \$15,000 will require two electronic approvals or signatures if a hard check is written.

6) The payments of \$15,000 or less will be issued by the bank via online bill pay directly to the vendor or a hard check will be issued by the Estes Valley Fire Protection District. Payments over \$15,000 will be paid with a hard check directly from the Estes Valley Fire Protection District with two approved signatures from any of the listed officers.

7) Subsequently, the Administrative Assistant will verify each payment request and the corresponding check by noting on the original payment request, the associated check number and mailing date.

8) All checks will require a signature from any one of the following individuals: the EVFPD Chief Executive Officer, the EVFPD Treasurer, the EVFPD Board President, or the EVFPD Board Vice-President. Checks sent through electronic bill pay from the banking institution will be entered for payment by the administrative assistant and reviewed by the fire chief or treasurer before approval. All electronic checks require approval from one of the signatories on the checking account before the check is issued.

9) A list containing the payment request annotated with the check number and mailing date shall be forwarded to the EVFPD Treasurer and the EVFPD accounting services provider.

10) The EVFPD Treasurer shall submit to the EVFPD Board of Directors, at each monthly business meeting, a list of all payment requests noted by the payee and each check number processed during the preceding business month for the Board's review and subsequent transaction approval and the list will be noted in the minutes of that business meeting.

11) The EVFPD Treasurer is responsible for the reconciliation the month-end bank statement with photocopies of the canceled checks which will in turn be filed by the Administrative Assistant and forwarded to the accounting services provider as proof of payment. The financial reporting function is provided by a third party which is distinct from the disbursement process and provides segregation of duties. The financial service provider may perform some or all of these functions.

The payment process for payroll and associated benefits as well as Volunteer Fire Fighter Pension Plan benefits are presented under a separate policy and procedure statement within this Manual.

2. Accounts Receivable:

A. Property Tax Revenues

1) Monthly payments by the Larimer County Treasurer of the Estes Valley Fire Protection District, Property Taxes, and Specific Ownership Tax along with miscellaneous fees and charges are to be direct deposited to the EVFPD Operations Savings Account by the tenth day of each month following the month of collection.

B. Sales Tax Revenues through IGA

1) Monthly payments by the TOEP of the seven percent sales tax contribution are to be direct deposited to the EVFPD Operations Savings Account on the tenth work day following sales tax revenue receipts by TOEP or an estimated six weeks after the end of the month of collection.

The revenue sources listed above along with other payments received by EVFPD are considered to be available if they are collected within 60 days of the end of the current

(1) The EVFPD LOSAP is conducted in accordance with the plan document approved by the EVFPD Board of Directors on November 17, 2010 and IRS Code Section 457(e)(11) (A)(ii). The EVFPD Volunteer Pension Fund Board of Trustees shall administer the program on behalf of the EVFPD.

(2) EVFPD will fund LOSAP annually based upon the individual awards earned each year. The annual contribution will be invested in a pool of approved investment accounts as stipulated by IRS regulations and State statutes for deposits and investments and approved by the EVFPD Volunteer Pension Board of Trustees on behalf of the EVFPD Board of Directors.

(3) Payment of approved awards will be made to the qualified individuals directly from the EVFPD LOSAP MMA account.

D. Shift Incentive Program:

This program provides an incentive for volunteer firefighters to perform shifts at the fire station to reduce the "reaction time" (time from page to an apparatus leaving the station). A crew of three or four firefighters will be required to complete a shift. The firefighters will receive a monetary award per twelve hour shift and the engineer will receive a monetary award per twelve hour shift. The incentive is paid on a monthly basis less appropriate tax withholdings. The maximum annual incentive cannot be more than 20% of what a career firefighter or career engineer would earn to be compliant with the FLSA 20% rule. An additional amount per twelve hour shift will be allotted for each crew member as meal reimbursement. The program is contingent upon available budget appropriations.

Specific amounts paid hereunder shall be determined by EVFPD Board of Directors from time to time. The current schedule of payments are as shown in Attachment I.

E. Call Reimbursement Program:

This program provides partial reimbursement to EVFPD firefighters for expenses incurred while responding to calls. A flat fee of \$10.00 per call represents the average cost for fuel and other operating expenses. This flat fee may increase/decrease from time to time, as these costs fluctuate. The volunteers are reimbursed annually in December. Appropriate taxes are withheld and W-2's are issued to the recipients. The program is contingent on available budget appropriations.

7. Revenue and Receipts:

A. Revenues, Deposits, and Transfers

- Goods and/or Services provided by any current board member of the Estes Valley Fire Protection District shall not be more than \$250.00 for any single transaction of goods and/or services. All goods and/or services that can be provided by current board members over the amount of \$250.00 in a single transaction will be required to go out to acquire a quote from at least one other vendor (if available).
- No contract or agreement shall be entered into between the District and a Board member unless the individual strictly complies with all of the applicable requirements of Sec. 24-18-201, CRS, and Sec. 24-18-109-110, CRS including those specified below.
- Disclosure of a conflict of interest- No contract/ agreement is allowed between any board member and any employee unless either an exception to the statutory prohibition applies (the 10% higher rule- meaning you need to go out of the district for the service and the costs are 10% more in doing so), or it is a successful bid at public bidding and a board member has the lowest public bid (not just a quote), or if proper disclosure is made to the board and the board member refrains from voting thereon.
 1. For a onetime transaction, not recurring, the board member shall verbally disclose the conflict of interest to the board at a board meeting. It is then recorded by the secretary of the board and put into the minutes. The board member shall then refrain from voting or participating in discussion on that item and from influencing other board members.
 2. For an ongoing agreement, thru a quote (not publically advertised bid process) the process will be the same as number 1 above. However, because the issue of payment will come up regularly the following procedures should be followed: (a) refrain as explained in paragraph #1 each and every time the payment comes for approval, or (b) when the financials are approved, then file the written disclosure with the Secretary of State which then entitles the board member to vote on the issue, but must mention the conflict of interest at the time of voting each time, such as "I have a conflict of interest on this issue, and I have filed my disclosure with the Sec. of State", then proceed to vote.
 3. If the public bidder exception or the 10% higher rule (due to geographic restrictions) applies to the situation, then only paragraph #1 applies each time.

B. Purchasing

The goals of the purchasing policies and procedures are to provide greater control over District purchasing in order to:

- Assure that the District is purchasing at the lowest prices consistent with the District requirement
- Assure that the District is operating legally
- Prevent misuse of items purchased