

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

June 12, 2013 6:00 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: Firefighters CPT Derek Rosenquist, Fire Marshal Marc Robinson. Public attendees Dot Dorman, Juley Harvey, Evelyn Law, and Rachelle Meyer. (Arriving at 7:00PM, firefighter Brian Faith and Shannon Faith.)

Absent: Jack Rumley

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 6:02 p.m.

Chief Dorman led the Pledge of Allegiance

Secretary Landkamer performed roll call- Jack Rumley absent (excused)

CONFLICT OF INTEREST - none

PUBLIC COMMENT / BOARD COMMENT

Public comment: None

Board comment: Treasurer Klink stated that all board members should now have the hard copy of Milliman's Actuarial Study and asked them to review it within one week's time and let him know by next Wednesday if they would like to schedule Milliman to come to a pension board meeting to present their findings. If the board understands all content of the study, Milliman's representatives will not make a presentation to the pension board.

APPROVAL OF AGENDA

Moved by Treasurer Klink, seconded by Vice President Igel to approve agenda after moving the Rubin Brown presentation from #10A up to #8 on the agenda. Motion carried unanimously.

APPROVAL OF MINUTES

Moved by Vice President Igel, seconded by Mike Kearney to approve the 5-29-13 meeting minutes. Motion carried unanimously.

Rachelle Meyer, a representative from Clifton Larson Allen, presented her sections of the 2012 audit to the board in great detail. The Financial Highlights were as follows: assets exceeded liabilities by \$2,877,913 at the close of the fiscal year, the District's governmental funds reported combined ending fund balances of \$1,189,584, the total net position increased by \$307,697 as compared to the prior year, property tax revenue decreased by \$14,021 compared to the prior year, sales tax revenue increased by \$32,672 as compared to the prior year, and general fund expenditures increased by \$89,213 as compared to the prior year. Treasurer Klink asked why pension was included with the district financials and Rachelle stated that the revenue source for the pension is coming from the district. Comment was also made that the Southwick fund has not been used yet. Rachelle stated that the district can spend this Southwick donation as it is not committed, however the district cannot budget the Southwick money. Treasurer Klink noted that the Smokey the Bear sign in front of Dannels Fire Station is signage and an educational tool to inform the public of the fire conditions in Estes Park and should not be listed as fine art. Rachelle stated this sign was over the \$5,000 threshold but said she will research to see if any other fire districts have spent this much on a sign and then move this listing to another category. There was a discussion about the .6% property taxes not collected in 2012 of percentage collected to levied. The EVFPD chose not to add on 1 extra mill to the people that have protested their tax bill as the district is not in dire need of those funds at the present time.

Evelyn Law, a representative from Rubin Brown, presented her sections of the 2012 audit to the board. Although property tax revenue has gone down slightly over the past year, the sales tax revenue has gone up. The district's expenditures in 2012 had gone up from the previous year and were due to the fact that the district changed its IT services in 2012 and added the Fire Marshal position, which caused this increase. Rubin Brown's conclusion was that the Estes Valley Fire Protection District had no changes to implement as the district received the best opinion a district could receive in an audit. Evelyn congratulated the district and staff as this clear audit conclusion which contained no needed adjustments, which rarely happens. There were no recommendations to make things better for the upcoming year. President Theis asked why #23 of the letter between Rubin Brown and the EVFPD was crossed out. Treasurer Klink said that this statement

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included the recommendations as well as the planned corrective action for the report, and since the district did not yet hear the report prior to signing this document, it was therefore inaccurate. Also, the District had no recommendations or corrective actions as the district's report was clear.

Chief asked if next year when the audit is presented to the board, if Rubin Brown and Clifton Larson Allen could please put the financials on a thumb drive so it could be downloaded to the overhead projector for the public to see while the report was discussed in detail. Both Rachelle and Evelyn agreed that would be possible to do for next year. President Theis stated this was a very thorough presentation and also stated that in the future the board should try to reach out more to the public so they will be able to see how the district is spending their tax dollars. President Theis was concerned the donations were a bit low and Evelyn said Rubin Brown audits about 10 districts and usually does not see many donations. Chief suggested asking people to donate for a specific purpose, such as the contribution towards the Type 3 Engine purchase this year. The board thanked Rachelle Meyer and Evelyn Law for presenting their report to the board and public this evening.

Moved by Treasurer Klink, seconded by Vice President Igel to accept Rubin Brown's 2012 EVFPD Audit as presented. Motion carried unanimously.

REPORTS

Fire Chief Report- Chief Dorman gave an update on the payroll services for the district. Paylocity sent a proposal for their services and will be about \$1,800 cheaper annually than if the Town continued to provide the same services to the district. Since the Town is switching to Paylocity on July 1, 2013 the Chief thought it best if the district did the same as the district still gets benefits and insurance through the Town. Three bids were received by the town from three different payroll service companies: Paychex, Sentric and Paylocity. After evaluating the different companies, it was decided that Paylocity would provide the best service for the best price. There was a wording change in the Financial Policy Handbook which will now read: The EVFPD payroll system is administered using an outsourced payroll services company under the direction of the EVFPD Chief Executive Officer through an annual agreement. Consensus was made that this change in wording should be implemented into the Financial Policy.

Moved by Treasurer Klink, seconded by Mike Kearney to approve the wording change in section 5 Payroll and Benefits #1 in the financial policy. Motion carried unanimously.

Chief reported that the volunteer firefighters voted to purchase 6 more Bendex King Radios for the department. These radios communicate with government agencies and were needed in the department. Now the volunteers will have a total of 15 of these radios. The price of these new radios totaled \$12,000 and comes out of the volunteer fund.

Chief stated that he received the ISO report. Chief would like to meet with each of the board members to explain the findings of the report, prior to the presentation of the report at next meeting on June 26 as the ISO has changed a lot in the past 10 years. The board expressed their interest in seeing the ISO report ahead of time and then meet with the Chief after they have had a chance to look over the findings first. It was decided that the board members would share the ISO report and take turns looking it over before meeting with the chief, 2 board members at a time, prior to the net board meeting.

A photo of the Big Meadows Fire was displayed on the overhead projector. Chief stated this fire is on the western side of the continental divide and is currently about 400 acres in size. This fire is largely being fueled from the dead beetle kill trees in the area and by high winds.

Chief talked to the county today about issuing a 1st level fire restriction for Larimer County. Everyone is trying to be proactive this fire season and the decision will be made next week.

OLD BUSINESS

At the May 29th EVFPD board meeting, Board Identification was addressed by the board to add section 6.12 to the EVFPD Bylaws.

Moved by Mark Igel, seconded by President Theis to add section 6.12 Board Identification to the EVFPD Bylaws. Motion carried unanimously.

Chief Dorman presented the board with Exhibits B and C of the draft of the Intergovernmental Automatic Mutual Aid Agreement between the Loveland Fire Rescue Authority and the Estes Valley Fire Protection District. Responses covered in the Automatic Aid Agreement include structure fires, wildland fires, and dive rescue incidents only. The EVFPD apparatus response would consist of; 1 Type 3 Engine for a structure fire, 1 Type 3 or Type 6 Engine for a wildland fire, and the dive rescue truck and personnel for a dive rescue incident. The LFRA apparatus response would consist of; 1 Loveland Type 1 Engine with 1 Battalion Chief and page sent out to Big Thompson Canyon VFD for a structure fire, 1 Loveland Type 6 Engine with 1 Loveland Battalion Chief and page sent out to the Big Thompson Canyon VFD for a wildland fire, and the Loveland Dive Rescue Truck with 1 Loveland Special Operations Personnel and 1 Loveland Battalion Chief and a page sent out to the Big Thompson Canyon VFD for a Dive Rescue Incident.

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Chief supplied the information to the board that was requested from the last meeting which included the statistics from Loveland Fire Rescue Authority and the Big Thompson Canyon. In the proposed auto-aid area, LFRA responded to 4 wildland fires and 5 dive rescue incidents in 2012. Generally, LFRA run on 2 to 3 structure fires in the canyon area each year but are usually located up in the Storm Mt. area. Most of their calls are traffic accidents, EMS and smoke reports which are not included in the auto-aid agreement. Chief stated that we as a district can provide better service to the community as auto-aid is much quicker than mutual aid. By eliminating the time delay, Chief said we will be helping each other. Mike Kearney commented that the mutual aid is very similar to the automatic aid and agreed that the response time to help people would be quicker with auto-aid. Treasurer Klink asked about the Big Thompson Volunteer Fire Department and Derek Rosenquist stated they currently have about 10 personnel and Loveland usually beats them to their own scene in the canyon. Derek Rosenquist and Treasurer Klink heard Loveland might be building a new station even closer to the Big Thompson Canyon, on Glade Road. Vice President Igel was concerned about our firefighters and apparatus being called out to an auto-aid and thought we should wait and do more research before accepting this auto-aid with Loveland. Mike Kearney, Treasurer Klink and President Theis all stated their support of this auto-aid agreement and felt it was in the best interest of the community to move forward now.

Moved by Mike Kearney, seconded by Treasurer Klink to approve the Estes Valley Fire Protection District – Loveland Fire Rescue Authority's Automatic Aid Agreement as presented. Motion carried unanimously.

NEW BUSINESS

President Theis stated that at the last board meeting, Chief Dorman was directed by the board to contact the law firm 'Ireland Stapleton' to arrange a law firm presentation. However, after the last meeting, President Theis had one-on-one conversations with the board members and then communicated to the Chief to cancel the presentation of this other law firm. President Theis wanted to discuss this item further in an open meeting. President Theis stated the board should be cautious when making such a big decision and feels the district is solidly represented by Dick Lyons right now. President Theis does not wish to seek different legal representation for the district at this time. President Theis also contacted the district's current legal counsel, Dick Lyons, to make him aware of the district's desire to seek additional legal representation and relayed to the board that Lyons cares very much for our district as he was here from the very beginning and helped form the EVFPD. Mike Kearney stated he has had no business dealings with Lyons and therefore cannot make a comment on his services but can recommend 'Collins Cockrel & Cole' with considering them to be the very best. Treasurer Klink pointed out that when SDA holds a presentation, it is usually 'Collins Cockrel & Cole' that is involved. Vice President Igel called 3 other districts that use 'Collins Cockrel & Cole' and received positive feedback from all three. President Theis stated the district is in no hurry to seek new council and that this process should not be rushed. Treasurer Klink also stated he appreciated the services from Dick Lyons for the EVFPD. After much discussion, Treasurer Klink advised that the new legal counsel by 'Collins Cockrel & Cole' should begin effective immediately.

Moved by Vice President Igel, seconded by Mike Kearney to change legal counsel to Collins Cockrel & Cole to be effective immediately. Motion carried unanimously.

Next regular board meeting scheduled for June 26, 2013 at 6:00p.m. at the Dannels Fire Station.

Meeting adjourned at 8:22 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."