

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District- Work Session

January 12, 2011 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 Bud Duryea, Bob Cheney, Jack Rumley

Staff: Chief Scott Dorman, Secretary Bowser

Also Attending: No public present at meeting

Absent: None

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 Bowser performed roll call- all present

PUBLIC COMMENT / BOARD COMMENT

Public comment: Chief Dorman read thank you note from Police Chief Kufeld and the Dispatch office.

Board comment: President Doylen commented on memorial service in Tucson, reminded the Board Members that the fire and dive volunteers are the community's everyday heroes.

Treasurer Duryea commented on the many 2010 District accomplishments, stated the Board Members are doing a good job and will continue to make gains in the future to the benefit of the District.

Vice President Theis reminded Board Members of Chief Dorman's upcoming fire code meetings with the Estes Valley Partners for Commerce in February and EALA meeting in March. Chief Dorman explained he would continue to provide further fire code presentations and education to the community as needed.

OLD BUSINESS

None

NEW BUSINESS

Chief Dorman provided updates in response to short term strategic plan goals set by Board Members: EVFPD Policy & Procedure manual has been completed and adopted by the Board, NIMS training scheduled for March 9, 2011 at 6 pm at Dannels station and adoption of fire code now in progress. Chief Dorman also explained in response to wellness program goal, local doctor has agreed to assist him in developing an RFP to send to Estes Park physicians for health and wellness.

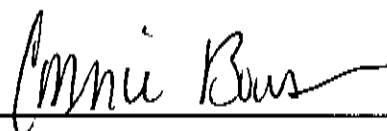
In response to a local citizen's concern, President Doylen requested Chief Dorman to present an alternate job position with job description in addition to the Fire Marshal job position. Chief Dorman provided both Fire Marshal and Fire Inspector job descriptions for Board Member review. Job descriptions included general statement of duties, supervision received, supervision exercised, essential functions of the job, minimum qualifications including: required knowledge, skill and ability; special requirements necessary, education and certifications, experience and pay scale. Chief Dorman also provided an additional duty comparison list for both positions. Board Members and Chief Dorman reviewed at length all aspects of each job and agreed on the importance of fire safety and fire prevention in the community.

Board Member consensus (unanimous) to hire Fire Marshal in 2011 using current Fire Marshal job description, Fire Marshal job position announcement and salary range. Board Members to complete formal vote at the January 26, 2011 regular board meeting.

Treasurer Duryea notified Board Members that the District's final loan payment to the Town of Estes Park was completed in December 2010 and provided the Town of Estes Park tax revenue update form. Treasurer Duryea also explained pension information had been provided to Milliman for the upcoming actuarial study and provided update on Clifton Gunderson's progress regarding year end financials.

Next Pension Board meeting scheduled for Wednesday, January 26, 2010 at 6:00 p.m. at the Dannels Fire Station. Regular Board meeting scheduled for Wednesday, January 26, 2010 at 7:00 p.m. at the Dannels Fire Station.

Meeting adjourned at 8:17 p.m.



Connie Bowser, Recording Secretary