

# RECORD OF PROCEEDINGS

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## **Meeting Minutes of the Estes Valley Fire Protection District**

**January 25, 2012 7:00 p.m.**

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

**Board:** President Sue Doyley, Vice President Frank Theis, Treasurer Bud Duryea, Bob Cheney

**Staff:** Chief Scott Dorman, Secretary Bowser, Captain Derek Rosenquist

**Also Attending:** 1<sup>st</sup> Asst. Chief Daryl McCown

**Absent:** Jack Rumley

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

**President Sue Doyley called the meeting to order at 7:00 p.m.**

**Chief Dorman led the Pledge of Allegiance**

**Secretary Bowser performed roll call- Jack Rumley absent (excused)**

### **PUBLIC COMMENT / BOARD COMMENT**

Public comment: None

Board comment: Bob Cheney and Board Members commented on December 2011 EVFPD Board of Appeals hearing with Van Horn Engineering regarding fire access requirements for the proposed Stonegate Development on Fall River. Board Members further discussed Board of Appeals process, fire code parameters, Fire Marshal reviews/inspections, and Fire District and Town of Estes Park collaboration. President Doyley emphasized the District's primary concern is for families, property and firefighter safety.

President Doyley and Board Members extended well wishes to Jack Rumley, who was recently hospitalized and currently recovering from surgery.

Bob Cheney notified Board Members that he would not be seeking another term. President Doyley and the Board stated he has been an honored and valued Board Member and the District has greatly benefited from his time, effort and expertise.

Condolence from Board Members to Butch and Leah Lundstedt for recent death of grandson Tyler in a snowmobile accident.

### **APPROVAL OF AGENDA**

Moved by Frank Theis, seconded by Bud Duryea to approve agenda as listed. Motion carried unanimously.

### **APPROVAL OF MINUTES**

Moved by Bob Cheney, seconded by Frank Theis to approve 12-12-11 minutes as written. Motion carried unanimously.

### **REPORTS**

WUI Coordinator Report- Coordinator Pinkham presented a 2011 summary report of WUI Coordinator activity from April – November 2011 to Board Members. She provided Beetle Buster and Farmers' Market updates, reviewed events attended, programs and training completed, media and public interaction, and defensible space site visits completed. She also discussed the October 2011 slash collection event (District funded). Coordinator Pinkham answered Board Member questions and the Board thanked Pinkham for her presentation.

Board Members discussed Chief Dorman's request to provide additional funding/expanding slash collection opportunities to the community. Board Member consensus to hold 2 slash collection events beginning in 2012, (spring and fall) and in an amount not to exceed \$10,000.00 annually.

Fire Chief Report- Chief Dorman notified Board Members the decontamination trailer owned by the District (obtained by a grant) will be donated to Loveland Fire. He explained the title transfer is considered acceptable under grant rules as Loveland Fire is located in the All Hazards Region.

Three members have retired/resigned from the Volunteer Fire Department, membership is currently at approximately 26 volunteers, and lack of manpower is a concern. Chief Dorman explained the Department's goal is to hold a major recruitment drive in April 2012; recruitment ideas generated from the officers and Chief Dorman will be relayed to the Board.

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Chief Dorman then explained facilitator Bob Park, retired Fire Chief of Greater Brighton Fire Protection District, has been scheduled for a meet and greet with the volunteer firefighters on February 21, 2012. He stated this action and the 4 C's survey provided to the membership are in response to the letter from concerned firefighters. Chief Dorman has also been completing performance evaluations of all officers and the officers will perform evaluations on the firefighters. He agreed to provide facilitator costs, references and feedback from the meeting to Board Members.

Chief Dorman met with Mayor Pinkham in regards to a recent Coffee Chat comment made by the Mayor regarding District funding from the Town of Estes Park. Mayor Pinkham apologized, stated that he had made an error as he was referring to the Local Marketing District and not the Fire District. He stated there were no plans for the Board of Trustees to make any changes to the Town's financial obligation to the Estes Valley Fire Protection District.

Chief Dorman and Captain Rosenquist provided a LOSAP update to Board Members including, but not limited to: member in good standing description, and requirements set by the officers as they relate to fire training hours, department trainings, truck checks, call response, and meeting attendance. Chief Dorman requested guidance from the Board regarding 7 members that did not meet the minimum requirements for 2011; discussed at length with Board Members and included input from Captain Rosenquist.

Board Member consensus to hold LOSAP member in good standing standards as currently perceived and to quantify those standards in the appropriate documents including LOSAP, EVFPD Policy and Procedure Manual, Constitution and Bylaws, and any other related documents as needed. Member in good standing terminology required to be the same in all instances of documentation.

Treasurer Report- Treasurer Duryea provided December 2011 fund balance summaries for the operations savings account, operations checking account, pension checking account, pension money market account, Tabor reserve money market account, capital reserve cd, LOSAP money market account and tasks completed and tasks pending.

Treasurer Duryea then reviewed December 2011 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), 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 December 31, 2011 and 2011 Property Tax and Sales Tax Reconciliation updates.

Moved by Frank Theis, seconded by Bob Cheney to accept Treasurer's Report, including approval of all transactions. Motion carried unanimously.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

Moved by Bud Duryea, seconded by Frank Theis to approve Resolution 12-01 to appoint Connie Bowser as the Designated Election Official (DEO) for the Estes Valley Fire Protection District. This Resolution also authorizes the DEO to cancel the election if necessary. Motion carried unanimously.

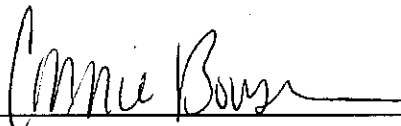
Secretary Bowser discussed upcoming elections, call for nominations, and deadline for self nomination and acceptance form.

2012 Board Member Conduct Statements were approved and signed by President Doylen, Vice President Theis, Treasurer Duryea, and Board Member Cheney.

Chief Dorman reviewed 2011 incident run reports of the Volunteer Fire Department including: Election of Officers, Year End Financial Report, Year End Training Report, 2009-2011 Type of Calls by Number, Comparison of Calls by Type, Incident Alarm Types, Dollar Value Saved & Loss Analysis, Incidents by Zone, Detailed Incident Types and Staff Activity summaries. Chief Dorman and Captain Rosenquist then answered all Board Member questions, providing report and training explanations as needed.

Next Pension Board meeting scheduled for Wednesday, February 22, 2012 at 6:30 p.m. at the Dannels Fire Station. Regular Board meeting scheduled for Wednesday, February 22, 2012 at 7:00 p.m. at the Dannels Fire Station.

Meeting adjourned at 9:36 p.m.



Connie Bowser, Recording Secretary