

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

October 13, 2010 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, Recording Secretary Bowser

Also Attending: None

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.

Fire Chief Dorman led the Pledge of Allegiance

Secretary Bowser performed roll call- All present

PUBLIC COMMENT / BOARD COMMENT

Public comment: None

Board comment: President Doylen stated the Special Districts Association (SDA) conference was worth attending, recommended other Board members to attend future SDA conferences. President Doylen also reviewed numerous SDA classes available at the conference, commented all were very informative.

APPROVAL OF AGENDA

Moved by Bud Duryea, seconded by Jack Rumley to approve agenda as written. Motion carried unanimously.

APPROVAL OF MINUTES

Moved by Bud Duryea, seconded by Frank Theis to approve 9-15-10 minutes as written. Motion carried unanimously.

REPORTS

Fire Chief Report- Chief Dorman provided Estes Park and Larimer County burn restriction updates and discussed options for fire danger signs with Board Members. He also explained CDOT had not yet approved request for District boundary signs. Board Members requested Chief Dorman to pursue further with CDOT supervisors and seek assistance from Attorney Dick Lyons as needed.

Chief Dorman reviewed recent truck pump test results, new roof ladder required for Engine 5, Brush 9 repair and October slash collection update. He also notified Board Members that 3 new recruits have been accepted to the Volunteer Fire Department, 2 recruits still need to pass an agility test on October 23rd and encouraged Board Members to attend.

Chief Dorman and Captain Rosenquist participated in a recent wildland fire emergency response exercise with Town Departments as initiated by Commander Rose with the EPPD. Chief Dorman explained another wildland fire emergency response practical exercise will be scheduled for spring 2011.

Treasurer Report- Treasurer Duryea provided summaries on the operations savings account, checking account, pension checking account, pension money market account, Tabor reserve money market account as well as schedule of revenues, expenditures and changes in general fund and pension fund balance for September 2010. He also provided an updated revenue report, detailed budget report and balance sheet for both general and pension funds.

Treasurer Duryea further discussed revenue projections, active funds, cash flow and monthly expenses. He also provided Board Members a handout from the Town of Estes Park listing a history of sales tax revenue, including 2010 YTD projections.

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

OLD BUSINESS

Treasurer Duryea summarized his process of seeking an independent source for accounting services, recommended Clifton Gunderson as new accountant. Treasurer Duryea reviewed the firm's competency in governmental accounting, transition process details and cost of services to be provided to the District. Treasurer Duryea requested Board Members to retain Clifton Gunderson for 2011 fiscal year and sign letter of engagement.

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Board Members discussed future 2011 services provided by the Town of Estes Park, including HR services, IT services, Fleet Maintenance services, Dispatch services and possible cost for services to be provided. Board Members requested Chief Dorman to schedule meeting with Town Administrator Halburnt to review 2011 Memorandum of Understanding (MOU) for array of services needed by the District. District to also determine if Town would continue check processing without accounting services listed as part of the MOU.

Moved by Bud Duryea, seconded by Jack Rumley to approve retaining Clifton Gunderson as new accountant with services to be provided for fiscal year 2011 at rates quoted; subject to review by legal counsel, review by auditor and negotiation of acceptable HR program with the Town of Estes Park for 2011. Letter of engagement with Clifton Gunderson to be signed when all 3 listed components/qualifiers are satisfactorily resolved. Motion carried unanimously.

NEW BUSINESS

Chief Dorman provided 2011 budget handouts to Board Members including, but not limited to: mission statements, overview of 2011 budget, summary of major goals, budget summary for revenues and expenditures, significant changes in 2011, Board of Directors, organizational chart, EVFPD services provided, budget process, 2011 budget calendar, general fund review, capital and reserve fund review, pension fund review and general review of budget line item details.

Board members and Chief Dorman discussed fire marshal position, capital items, deadline for budget paperwork submittal to DOLA on 12/15, possible future training center and Town Dispatch services. Chief Dorman agreed to put capital plan together for Board approval as requested by President Doylen.

Board Members also discussed Pension Board approval required for the 2011 pension budget before the next EVFPD Board/Budget Meeting in November.

Consensus from Board Members for Treasurer Duryea to investigate additional Bank of Colorado cd investment options using money from capital reserves.

President Sue Doylen opened Public Hearing for purposes of receiving public comment on the 2011 Budget.

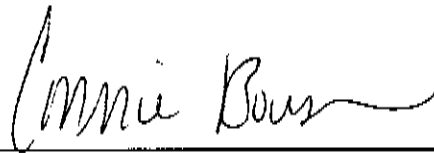
No public comment.

President Sue Doylen closed Public Hearing.

Treasurer Duryea requested to be excused from Work session on 10/27, Board Members approved.

Next work session meeting scheduled for Wednesday, October 27, 2010 at 7:00 p.m. at Dannels Fire Station.

Meeting adjourned at 9:55 p.m.



Connie Bowser, Recording Secretary