

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

October 24, 2012 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 Doug Klink, Mark Igel, Jack Rumley

Staff: Chief Scott Dorman, Secretary Landkamer

Also Attending: Firefighters CPT Derek Rosenquist and LT Bruce Walters. Public attendees Jim Austin, Dot Dorman and Todd Jirsa

Absent: Jack Rumley

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 Landkamer performed roll call- Jack Rumley absent (excused)

PUBLIC COMMENT / BOARD COMMENT

Public comment: Jim Austin thanked the Estes Valley Fire Protection District for holding a second slash collection for the residents of Estes Park. He stated that it was very much needed and appreciated by many people.

Board comment: Mark Igel researched the availability of the Town Hall meeting room as a new venue for the EVFPD Board Meetings. This space would be available at no charge and video capability would be available for a minimum cost.

Doug Klink commented on the desire of having the EVFPD Fire Marshal live within the District as this would help with reaction time to fire investigations. The availability of the Fire Marshal living within a certain mile radius of Estes Park will be asked at the time of interview.

President Doylen gave her sympathy to the Spooner family and stated John was a great supporter of the fire department.

APPROVAL OF AGENDA

Moved by Frank Theis, seconded by Mark Igel to approve agenda as listed. Motion carried unanimously.

APPROVAL OF MINUTES

Moved by Mark Igel, seconded by Doug Klink to approve 10-10-12 meeting minutes. Motion carried unanimously.

REPORTS

Fire Chief Report- A report was given on the Fire Marshal update. There are 8 applicants that will be interviewed this Saturday in which 3 are from out-of-state that will be participating via phone. The other 5 applicants will interview in person at Dannels Fire Station. The goal is to have the new Fire Marshal selected to start November 26, 2012.

Chief Dorman read the 2012 slash report on behalf Sue Pinkham in regard to the recent slash collection at the Fairgrounds. She stated in the report that 85 people brought 160 loads of slash. Several people were waiting at the gates prior to the slash collection start time. Sue commented that some people did not know there was a different location than the last slash collection but understood when they learned of space availability. Everyone was extremely appreciative of the second slash collection.

As reported by Chief Dorman, a letter was sent to out to the two different owners of the land referred to as "Old Man Mountain". In the letter, the two property owners were asked to take measures to help reduce the number of fire calls made to their vacant property each year. Chief Dorman asked the property owners to post No Trespassing signs at the entrance to the property as well as consider sealing the entrance to the cave. The Chief offered to meet with the landowners individually to discuss options to help reduce incident calls to this area.

The EVFPD's attorney fees will increase in 2013 as stated in a letter that was given to the Chief by Lyons Gaddis Kahn & Hall, PC.

Chief Dorman introduced LT Bruce Walters into the meeting to discuss IT services for the EVFPD. Bruce outlined all the positive attributes of Connecting Point including their excellent attention to detail, their attention to existing equipment, their multiple trips to the fire department and their detailed financial bid. President Doylen asked about lowering data terminal cost and Vice President Theis reaffirmed the

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decision to switch from the Town's plan to Connecting Point as it would save the District thousands of tax payer dollars every year. A total of 3 bids were collected as follows: The Town of Estes Park \$66,000 annually, Millennium Group \$24,000 annually, Connecting Point \$22,400 annually. A consensus was made to enter IT services with Connecting Point for 2013.

Chief Dorman gave an update on the Fern Lake Fire in RMNP. Currently the fire is in a very steep area composed of 50% beetle kill trees. This is creating a slow burn with heavy smoke. Due to the steep terrain and heavily wooded area, it is still too dangerous to send in firefighters. A Type 3 Incident Management Team is currently stationed at the fire and it was stated that more than just 1 rainfall or snowfall would be needed before this fire is extinguished.

With staff input, the Chief proposed that the EVFPD "Go Green". By using single-stream recycling, the EVFPD could cut their trash in half and start recycling. Board members agreed that this was a good idea and fully supported this project. Doug Klink and Mark Igel stated their preference for using a local company for this recycling project.

Board Secretary Landkamer gave an update on the new EVFPD website. The majority of the information has been compiled for the launch of the new site. Everyone is excited about the new capabilities of the site and what it can offer the residents of Estes Park as well as visitors. The completion of the new site will be November, 2012.

Mark Igel asked about Fire Prevention Week. The Chief reported that it was a great success with hundreds of people attending the Open House and pancake breakfast. There were library groups that toured the station and had story time with the Chief and the school visitations took place all week. EPVFD firefighter Chris Rahn led the committee for the 2012 Fire Prevention Week and was commended on doing a great job. Rick Spear was also thanked for his help and donating a grill to the EVFPD.

Treasurer Report- Treasurer Klink provided the September 2012 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), operating reserve, 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 September 30, 2012, September AP check register, and the 2012 Property Tax and Sales Tax Reconciliation updates.

Treasurer Klink expressed the benefit of finding a better rate for District money and a consensus was made for Doug to transfer funds into a higher interest-bearing account. Treasurer Klink also explained why there was such a drastic increase in regard to the Sales Tax Reconciliation during specific times of the year.

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

OLD BUSINESS

Vice President Frank Theis gave a status update on Fire Code appendix D. Theis stated that funding was available for the Town to hire a consultant to look at Appendix D of the Fire Code however he was given no word of when this would happen. Discussion took place in regard to either dissolve Appendix D or modify the existing Appendix. Chief Dorman will review the differences between the Development Code and the Fire Code before offering his judgment on the matter.

NEW BUSINESS

Chief Dorman reviewed 2012 3rd quarter and YTD incident run reports of the Volunteer Fire Department including: Incident Alarm Types, Dollar Value Saved & Loss Analysis, 2009-2012 Comparisons of Type of Calls by Number, Incidents by Zone and Detailed Incident Types. He also reviewed 3rd quarter training hours for Fire, Special Ops (Dive Rescue) and EMS and provided a recap of staff activity hours. Chief Dorman then answered all Board Member questions, providing report explanations as needed.

CPT Derek Rosenquist presented charts, graphs and other statistical information about incident run history for the EVFPD. CPT Rosenquist stated that ambulance aid is dropping and overall reaction time has been declining which is very good news as that means our firefighters are getting to incidents faster than the past 4 years. There has been a spike in false alarm calls this quarter, however only one of them had been a repeat alarm. President Doyle commented that we are improving and are getting good response from the volunteers. The data showed that call volume for the EPVFD is the greatest on Saturday's and seems to peak between the hours of 8:00AM – 5:00PM with the largest call volume happening at noon. Doug Klink asked that CPT Rosenquist's graphs be included in the Quarterly Reports from this day forward as they provided excellent information in regard to response times and incident history.

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Doug Klink opened a discussion in regard to the open records request policy. Due to the recent records request from Mr. Jirsa, there was a concern with the timeline surrounding the Board members receiving the request, turn-around time for the records and extenuating circumstances that could impact the Board. Vice President Theis stated creating a new policy is redundant but we should have a plan in place for the staff at the EVFPD when and if another open records request is made.

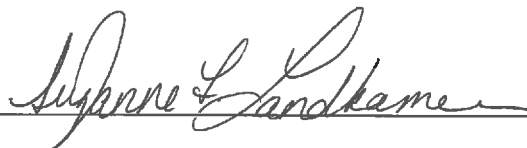
Doug Klink commented on the state of the EVFPD reserves, with a suggested level at 40% of annual expenditures. The capital reserve depends on the equipment purchase plan and timing. A 5-year plan for building the operating reserve was suggested. Treasurer Klink provided information on the EVFPD truck replacement schedule, average age of the fleet, and inflation rate.

Public comment was made by Dot Dorman that according to GAAP, you do not handle reserves first and operations second, as it should be handling operations first and reserves last. Doug Klink disagreed.

The second 2013 budget presentation will be held at the 11-14-12 board meeting.

Next regular board meeting scheduled for November 14, 2012 at 7:00 p.m. at the Dannels Fire Station.

Meeting adjourned at 9:45 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."