

RECORD OF PROCEEDINGS

**Meeting Minutes of the Estes Valley Fire Protection District
November 16, 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, Recording Secretary Bowser

Also Attending: Joe Coop, Van Horn Engineering

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: Joe Coop with Van Horn Engineering presented a letter to the Board of Directors regarding a request for the Fire Code Board of Appeals to meet on or before 11-22-2011.

President Doylen responded by explaining the Board of Appeals would try to accommodate the request, but could not guarantee the time frame as public meeting notice posting requirements would need to be followed. Board Secretary Bowser confirmed she would contact Mr. Coop on 11-17-11 with date/time of appeals meeting.

Board comment: President Doylen commented on fire safety tips, recent news article on Fire Marshal Spears, thank you letter received from Whildens for FD response to their home in Windcliff.

Treasurer Duryea commented on importance of fire mitigation and that the Windcliff fire mitigation program model may be helpful for other local HOAs.

APPROVAL OF AGENDA

Moved by Jack Rumley, seconded by Frank Theis to approve agenda as written. Motion carried unanimously.

APPROVAL OF MINUTES

Moved by Bob Cheney, seconded by Jack Rumley to approve 10-26-11 minutes as written. Motion carried unanimously.

REPORTS

Fire Chief Report- Chief Dorman provided a summary of the District's response to the recent St. Malo fire located in the Allenspark Fire Protection District. Cause was still under investigation and Fire Marshal Spears was requested to assist with the investigation.

Chief Dorman requested additional funding to purchase AEDs to add to fire apparatus; reviewed pricing options from 3 different bids and maintenance pricing for AED servicing. Board Member Rumley recommended adding one AED to the brush truck as well.

Moved by Jack Rumley, seconded by Bud Duryea to purchase 4 additional AED units. Motion carried unanimously.

Chief Dorman notified Board Members the 1986 GMC pickup was made available for purchase to the volunteer firefighters under a closed bid. Truck was awarded to Stacey Betts for \$252.00; amount to be deposited in the volunteer bank account.

Fire Department Christmas party has been scheduled for Saturday, December 10, at 6 p.m. at the Dannels station. Chief also explained that any participants in the Parade of Lights on 11-23-11 would need to be at the station by 4 p.m.

Treasurer Report- Treasurer Duryea provided October 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.

RECORD OF PROCEEDINGS

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

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

OLD BUSINESS

Chief Dorman provided updated 2012 budget handouts to Board Members including, but not limited to: Mission Statements, Chief's letter, Accountant's Compilation Report, 2012 Budget Summary including General Fund and Capital Reserve Fund, Property Tax Summary Information, 2012 General Fund details, 2012 Capital Reserve Fund details, Fiduciary (Pension Fund) details, Summary of Significant Assumptions, review of Board of Directors and District Employees and Fire Department Organizational Chart.

Chief Dorman and Board Members discussed firefighter recruitment budget, available Assistance to Firefighter grant, re-review of professional services and repair and maintenance line items.

NEW BUSINESS

Fire Marshal Tim Spears presented Board Members an overview of the fire code permit process, types of permits required, operations and construction requiring a permit, and associated fees recommended. Fire Marshal Spears then reviewed the draft inspection fee, construction permit and operation permit forms as well as the draft inspection policy. He then answered all Board Member questions.

Moved by Bud Duryea, seconded by Jack Rumley to approve the EVFPD Fire Code Inspection Policy & Procedures, EVFPD Construction Permit for Fire Alarm and Fire Suppression Systems, EVFPD Operational Permit and EVFPD Inspection fees as presented by Fire Marshal Tim Spears. Motion carried unanimously.

Moved by Bob Cheney, seconded by Bud Duryea to approve the EVFPD Fire Code Board of Appeals bylaws as presented. Motion carried unanimously.

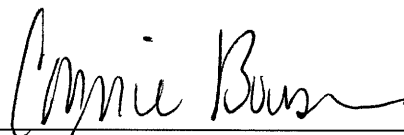
Moved by Bud Duryea, seconded by Frank Theis to approve the EVFPD Fire Code Board of Appeals application and corresponding fees as presented. Motion carried unanimously.

President Sue Doylen designated by acclamation: Frank Theis as EVFPD Fire Code Board of Appeals Chairperson and Jack Rumley as EVFPD Fire Code Board of Appeals Vice-Chairperson.

Moved by Jack Rumley, seconded by Bob Cheney to approve the Clifton Gunderson, LLP letter of engagement for fiscal year 2012. Motion carried unanimously.

Next Board meeting scheduled for Monday, December 12, 2011 at 7:00 p.m. at the Dannels Fire Station.

Meeting adjourned at 9:15 p.m.



Connie Bowser, Recording Secretary