

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

November 17, 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: Jim Austin, Doug Klink

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 7:05 p.m.

Secretary Bowser performed roll call- All present

PUBLIC COMMENT / BOARD COMMENT

Public comment: Jim Austin commented to Board Members that he has heard positive feedback about the Estes Valley Fire Protection District.

Board comment: Treasurer Duryea requested the next board meeting be held on December 13, 2010. Consensus from Board Members to schedule next Board Meeting on Monday, December 13, 2010 at 7:00 pm at the Dannels Fire Station.

APPROVAL OF AGENDA

Treasurer Duryea requested agenda item 9B (Approval of Capital Reserve Investment) to be replaced with approval of Length of Service Award Plan (LOSAP).

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

APPROVAL OF MINUTES

Moved by Bud Duryea, seconded by Frank Theis to approve 10-13-10 and 10-27-10 minutes as written. Motion carried unanimously.

REPORTS

Fire Chief Report: Chief Dorman stated officer development training will be held in January 2011 and confirmed he has met with all but 1 of the existing officers to date. Chief Dorman explained during recent officer meetings, he reviewed priorities of the Board, succession planning, job description for each position, LOSAP, required officer training and expectations for each officer. All officers except 2 have signed the job description requirements sheet and the 2 officers have until the end of the year to notify Chief of their decision. Chief Dorman and Board Members discussed officer rotation, election process and officer training timelines.

Chief Dorman notified Board Members the October slash collection program was a success. WUI Coordinator Sue Pinkham has completed her paid time and will continue to perform site inspections as needed on a volunteer basis. He also discussed recent Loveland seminar regarding situation awareness as it relates to residential fires as well as the November fire leadership conference held in Florida.

Chief Dorman invited Board Members to the Volunteer Fire Department and Dive Team Christmas party, to be held on December 9, 2010 at the Dannels Station.

In response to Board Member Theis question regarding a fire alarm, Chief Dorman confirmed in case of an emergency, contact Estes Park Police Dispatch via 911 or 586-4000.

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 October 2010. He also provided an updated revenue report, detailed budget report and balance sheet for both general and pension funds.

Treasurer Duryea confirmed the letter of engagement with Clifton Gunderson was executed and the transition process meeting has been scheduled for November 30, 2010. He clarified the Town of Estes Park will continue to cut checks for a fee and check processing will be changed to 2 times a month in 2011. Treasurer Duryea reviewed final loan payment to the Town of Estes Park due by December 31, 2010, as well as District cash flow and sales tax payments to the District.

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

OLD BUSINESS

Chief Dorman provided revised 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 adjustments made to Revenue Summary and Expenditure Summary as recommended by Attorney Dick Lyons.

Board members and Chief Dorman discussed budget reserves and contingency documentation. Chief Dorman agreed to add a footnote to the Summary of Expenditure page, clarifying contingency funds.

In response to Jim Austin's question regarding the Fire Marshal position, Chief Dorman clarified the position is a budgeted position for 2011, but it will be filled after the fire code has been adopted. Board Members and Chief Dorman further discussed the fire code adoption process including: approximate timelines, public meetings, Town building code adoption, ratification of the fire code and community education/input regarding the fire code amendments. Chief Dorman confirmed he is scheduled to meet with the local contractor association on November 18, 2010 and Board Members were welcome to attend.

Board Members and Chief Dorman reviewed the Town of Estes Park 2011 Memorandum of Understanding for services including Accounts Payable, Human Resources (payroll), Information Technology, Fleet and Police Dispatch and Communications.

NEW BUSINESS

President Doylen notified Board Members pension budget has been recommended by the EVFPD Pension Board for adoption by the EVFPD Board of Directors.

Moved by Bud Duryea, seconded by Frank Theis to adopt the pension budget as presented for 2011. Motion carried unanimously.

Moved by Bud Duryea, seconded by Frank Theis to approve the establishment of Length of Service Award Program (LOSAP) for the Fire District effective December 1, 2010 as listed in the District budget. The Treasurer is authorized to transfer \$42,000.00 to a LOSAP money market account with the Bank of Colorado. The District designates the Pension Board as the plan administrator.

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

Jim Austin stated he liked the direction the EVFPD was going and commended Board Members and staff for an excellent year.

Moved by Bud Duryea, seconded by Jack Rumley to approve Resolution to Adopt the 2011 Budget. Motion carried unanimously.

Moved by Bud Duryea, seconded by Bob Cheney to approve Resolution to Appropriate Sums of Money. Motion carried unanimously.

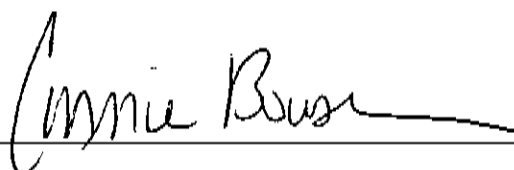
Moved by Bud Duryea, seconded by Jack Rumley to approve Resolution to set Mill Levies for Larimer County. Motion carried unanimously.

President Sue Doylen closed Public Hearing, no further public or Board Member comments in regards to the 2011 Budget.

Chief Dorman reviewed 2010 3rd quarter/YTD incident run reports of the Volunteer Fire Department including: Incident Alarm Types, Dollar Value Saved & Loss Analysis, 2007-2010 Comparisons of Type of Calls by Number, Incidents by Zone and Detailed Incident Types. He also reviewed 3rd quarter/YTD training hours for Fire, 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.

Next Board meeting scheduled for Monday, December 13, 2010 at 7:00 p.m. at Dannels Fire Station.

Meeting adjourned at 9:12 p.m.



Connie Bowser, Recording Secretary