

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

December 17, 2009 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: Attorney Dick Lyons

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 7:02 p.m.

Secretary Bowser performed roll call- All Board Members present

PUBLIC COMMENT / BOARD COMMENT

Public comment: None

Board comment: President Doylen thanked the Fire Department for inviting Board Members to Fire Department Christmas party.

APPROVAL OF AGENDA

Treasurer Duryea requested to add authorization of fund transfer from Bank of Colorado accounts to current agenda as well as adding Treasurer Report to current and future agendas. President Doylen requested to add under New Business: Pension time line, thank you letter to community, acknowledgement of Firefighter Will Birchfield service.

Moved by Bud Duryea, seconded by both Jack Rumley and Frank Theis to approve agenda with above listed additions. Motion carried unanimously.

APPROVAL OF MINUTES

Moved by Bud Duryea, seconded by Bob Cheney to approve minutes as written. Motion carried unanimously.

APPROVAL OF BILLS

Chief Dorman reviewed 3 outstanding bills for attorney costs, election costs, and filing cabinet. Moved by Bud Duryea, seconded by Jack Rumley to approve payment of bills. Motion carried unanimously.

REPORTS

Fire Chief Report- Chief Dorman provided an update to the Board Members including the following: Engine 10 repair status, Safer grant application for volunteer coordinator position, Homeland Security grant for 800 MHZ radios and Incident Planning update for major buildings in Estes Park. The 2009 Fire Report will be presented at a future board meeting. Chief Dorman also provided the Volunteer Fire Department Officer election results: 1st Asst Chief- Daryl McCown, 2nd Asst. Chief- Robert Hirning, Treasurer- TR Odeh, Secretary- Jon Landkamer.

Treasurer Report- Treasurer Duryea discussed audit, accounting, financial status of District in detail, provided Bank of Colorado account update, reviewed Town of EP loan status and Pension/Fund Manager (Win Group) review, including pension payment process. Treasurer Duryea stated first deposit of sales tax revenue will occur approx. January 10, 2010. Board Consensus to approve bills after they are paid in accordance with the following process: Town (as vendor for accounting services) to pay District bills with 2 District approval signatures on bills, then monthly ledger will be provided to District Treasurer. District Treasurer to present ledger at next scheduled Board Meeting, EVFPD Board Members to review/approve paid bills at that time.

Board Members and Attorney Lyons discussed authorization of money transfers between bank accounts and re-reviewed check authorization: Board approval and motion for money transfers listed in paragraph 16 under New Business. President Doylen, Treasurer Duryea, Chief Dorman authorized to sign District checks- 1 signature up to & including \$5,000.00 2 signatures required for checks over \$5,000.00.

Consensus by Board Members for Town to write 1st series of Pension Checks to be paid to pensioners on January 3, 2010 (funded by District), then District to transfer money/pay checks directly to pensioners beginning with the February 2010 payment.

RECORD OF PROCEEDINGS

OLD BUSINESS

Credit card application: Consensus from the Board Members to apply for District Credit Card, specifically Visa Card through Bank of Colorado.

Chief Dorman reviewed updated Lease agreement for Dannels Fire Station, confirmed Fire Department Training Area added to Lease and Town signed revised agreement.

Moved by Frank Theis, seconded by Bud Duryea to authorize the President and Secretary to execute/sign the Lease Agreement. Motion carried unanimously.

NEW BUSINESS

Attorney Lyons and Board Members discussed District Bylaws document in detail and at length. Attorney agreed to make additions/deletions/changes to Bylaw document as requested by Board Members.

Board Members and Attorney Lyons also discussed pension voting requirements, personnel vacation as related to employment agreements, cash flow projections and creation of both employee policy handbook and ethical policy. Attorney Lyons to provide ethical policy sample and employee policy sample at future meeting for Board review/approval. Consensus by Board Members that they will not be compensated at this time, no ending time frame determined. If future Board Members are compensated, Attorney Lyons stated the decision must be documented in Board meeting minutes.

Moved by Frank Theis, seconded by Jack Rumley to approve Bylaws with changes as requested by Board Members. Motion carried unanimously.

Board member Duryea petitioned Board Members to establish both a Mission Statement and Vision Statement for the Estes Valley Fire Protection District, provided examples. President Doyle requested to add this petition on the 1/13/10 Board meeting agenda in order to adopt and record Mission/Vision Statement.

Chief Dorman reviewed quotes for Worker's Compensation Insurance and Property & Liability Insurance Coverage. Chief Dorman recommended using Special Districts Association (SDA) for Workers Compensation Coverage, Property & Liability Coverage from Continental Western (represented by Insurance Associates).

Consensus from Board Members to open Policy with SDA for Worker's Compensation Coverage (Policy 3), Property & Liability Coverage from Continental Western (represented by Insurance Associates), both policies effective 1/1/2010.

Moved by Bud Duryea, seconded by Frank Theis to approve Resolution 09-05 to establish the Volunteer Pension Fund, resulting in a separate and distinct Pension Fund for the Estes Valley Fire Protection District. Motion carried unanimously.

Moved by Bud Duryea, seconded by Jack Rumley to approve Resolution 09-06 to affiliate with PERA. Motion carried unanimously.

Moved by Frank Theis, seconded by Bob Cheney to participate in the FPPA 457 Deferred Compensation Plan. Motion carried unanimously.

President Sue Doyle reviewed Fire Chief Dorman's employment contract with Board Members. Fire Chief to execute contracts with Training Captain and Administrative Assistant.

Moved by Bud Duryea, seconded by Bob Cheney to approve the Fire Chief's employment contract. Motion carried unanimously.

Attorney Lyons reviewed Town Memorandum of Understanding (MOU) as provided by Town Attorney White. Approximate cost of services also discussed by Attorney, Board Members and Chief Dorman.

Moved by Frank Theis, seconded by Bud Duryea to approve the MOU and authorize Fire Chief Dorman to negotiate MOU exhibits A-F with the Town for costs not to exceed total budget number, (for services as listed) with a term of 1 year. Motion carried unanimously.

Moved by Frank Theis, seconded by Jack Rumley to approve the Larimer County Fire Agency Mutual Aid Agreement. All current Mutual Aid Agreements are to be updated with the Estes Valley Fire Protection District in 2010. Motion carried unanimously.

Board Members and Fire Chief Dorman discussed adding the Pledge of Allegiance to future meeting agendas. Consensus from Board Members: District Board meetings will include Pledge of Allegiance led by Fire Chief Dorman. Any Board Member patriotic thoughts, requested moment of silence, comments will be listed under Board Comment in the agenda.

RECORD OF PROCEEDINGS

Moved by Bud Duryea, seconded by Frank Theis that the District's President, Treasurer, and Fire Chief each be authorized to make telephonic and electronic transfers between and among any of the 3 established banking accounts at Bank of Colorado, up to and including but not exceeding \$50,000, provided that no transfers shall be made to any private account by such telephonic or electronic transfers. Motion carried unanimously.

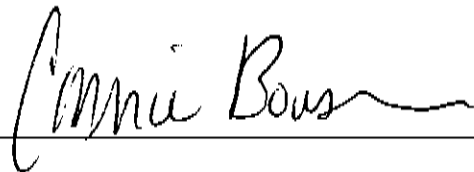
Board Members agreed to meet on Thursday, 1/7/10 at 7 p.m. at the Dannels Fire Station for the 1st Pension Board meeting. Pension Board to comprise of the 5 District Board members plus 2 elected Firefighters, Doug Klink and Bo Winslow. Meeting agenda to include, but is not limited to: Election of Officers, adoption/approval of Bylaws. Attorney Lyons provided draft copy of Pension Bylaws to Board for review. Secretary Bowser to schedule Millman and Town representative Steve McFarland to educate Pension Board members in regards to actuarial study/pension finances. Attorney Dick Lyons agreed to contact Town Attorney White to transfer pension funds to District.

Consensus from Board Members to address community thank you letter after 1/12/10 election, FF Birchfield to receive recognition in form of framed helmet shield. Consensus from Board Members to have Chief Dorman attend Town Public Safety Meetings on a quarterly basis, acting as a communication link between the Town and EVFPD.

Moved by Bud Duryea, seconded by Jack Rumley to approve the 2010 Board Meeting schedule as follows: Board meetings to be held every 2nd & 4th Wednesday of each month at the Dannels Fire Station at 7 p.m. Meeting notice posting 3 locations: Dannels Fire Station, Public Library, Town Hall, Larimer County Clerk & Recorder. Agenda posting location: Dannels Fire Station. Motion carried unanimously.

Board Members approved Board Member Cheney absence from 1/13/2010 meeting.

Meeting adjourned at 10:15 p.m.



Connie Bowser, Recording Secretary