

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

February 2, 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, Secretary Bowser

Also Attending: Jim Austin

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 7:01 p.m.

Chief Dorman led the Pledge of Allegiance

Secretary Bowser performed roll call- all present

PUBLIC COMMENT / BOARD COMMENT

Public comment: Jim Austin said he was pleased to be able to attend the meeting and was proud of the District and Fire Department efforts.

Chief Dorman provided an update regarding firefighter Mark Igel's brother, (Acting Chief with Elk Creek Fire Protection District) who is donating a kidney to his 2 year old son. Chief commented on the recent fundraiser for the family and that donations were welcomed.

Board comment: President Doylen provided an overview of House Bill 11-59 regarding restricting the ability of fire departments to charge for motor vehicle accident responses. The Estes Valley Fire Protection District does not charge for MVA responses, but President Doylen stated she wanted Board Members to be aware of possible future impacts to the District if the Bill passes.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Moved by Frank Theis, seconded by Bob Cheney to approve 12-13-10 and 1-12-11 minutes as written. Motion carried unanimously.

REPORTS

Fire Chief Report- Chief Dorman provided an update on the first Fire Officer class held on 1-18-11; class was instructed by attorney Dick Lyons regarding legal roles and responsibilities. The next scheduled leadership class will be held on 2-15-11 and taught by Chief Ward of Loveland Fire & Rescue. He also clarified "member in good standing," minimum call percentage and training requirements approved at the 2/1/2011 FD meeting as well as the impact on 2011 LOSAP payments. Chief confirmed consensus from all members that the new training guidelines would be considered the fair standard.

Chief Dorman discussed mutual aid compensation parameters, W-2s issued to firefighters, and annual renewal with Colorado State Forest Service. He also explained that lamresponding.com system was in operation and Brush 9 truck was still in the process of getting a lift kit installed. Chief Dorman then reviewed the recent structure fire at Streamside Cabins, explained the Fire Department was able to hold the damage to a lower level due to a fast response time to the incident.

Chief informed Board Members that the Fire Department accepted firefighter David Heitmann's resignation (moving) and accepted a retirement letter from firefighter Butch Lundstedt; retirement beginning 2-12-11. The Fire Department also accepted firefighter Mark Igel's request for 6 month leave of absence extension and firefighter Will Finch was reinstated beginning 2-1-11. Board Members and Chief Dorman discussed honoring Butch Lundstedt at next Board Meeting.

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

Treasurer Duryea commented on District progress since January 2010, institution of LOSAP, Tabor balance, 2010 Pension fund contribution and final payment completed to the Town of Estes Park in

December 2010. He then presented handouts to the Board Members, including a 2010 Town of Estes Park tax contribution statement, tax revenue history and Larimer County 2010 Statement of Collections

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

OLD BUSINESS

None

NEW BUSINESS

Chief provided an overview of Braveheart Testing; a heart attack and stroke assessment program that could be held at the Dannels station. He reviewed the approximate cost per firefighter and the local medical center cost comparison. Chief and Board Members also discussed the test results process, possible testing options for spouses, Board Members and staff.

Board Member consensus for Chief Dorman to further investigate testing program including final pricing, minimum # participants required and feedback from other Fire Departments that used same testing service. Braveheart Testing to be revisited at future Board Meeting once Chief Dorman obtains additional information.

Moved by Bud Duryea, seconded by Sue Doylen to approve the Fire Marshal position, job description and job announcement as previously reviewed by Board Members at the January 12, 2010 Work Session. Motion carried unanimously.

Chief Dorman and Board Members reviewed Cost of Living Adjustment (COLA) as indicated by the Consumer Price Index and listed in the EVFPD Policy & Procedure Manual.

Board member consensus for Chief Dorman (as manager of the Department) to make any merit increase decisions within constraints of the current budget. COLA not approved at this time, but COLA section 2.6.2 to stay in the EVFPD Policy & Procedure Manual as the current Board decision may be subject to change based upon future economic conditions.

Chief Dorman reviewed three options regarding District vehicle mileage expenses: 1. reimbursement for vehicle mileage 2. flat vehicle allowance or 3. purchase of a new truck. He provided truck purchase information to Board Members including, but not limited to: state bid options, truck equipment choices, make/model options, use in wildland fires and capability of holding a foam system. Chief Dorman confirmed a new truck would be used as another means of transportation for fire personnel in lieu of vehicle mileage or vehicle allowance reimbursement.

Moved by Bud Duryea, seconded by Jack Rumley to authorize Chief Dorman to contract for and purchase new truck in amount not to exceed \$35,000.00 which would serve as a source of transportation for staff and also used as a fire response vehicle. Motion carried unanimously.

Treasurer Duryea reviewed an amendment to the current letter of engagement with Clifton Gunderson, including fees and scope of work. He explained Clifton Gunderson would manage the accounting transition from the Town of Estes Park to Clifton Gunderson, prepare financials and act as the liaison with the District's auditor. He also discussed fees for their current responsibilities as well as fees to be incurred for budget preparation and preparation for audit. He reiterated the Pension Board decision to commission Clifton Gunderson to do a comparison and performance study regarding WIN Group financials for pension investments.

Moved by Frank Theis, seconded by Jack Rumley to approve an amendment to the Letter of Engagement with Clifton Gunderson to add budget/audit services at a cost of \$1,500.00. Motion carried unanimously.

Chief Dorman reviewed 2010 incident run reports of the Volunteer Fire Department including: Election of Officers, Year End Financial Report, Year End Training Report, 2008-2010 Type of Calls by Number, Comparison of Calls by Type, Incident Alarm Types, Dollar Value Saved & Loss Analysis, Incidents by Zone, Detailed Incident Types and Staff Activity summaries. Chief Dorman then answered all Board Member questions, providing report explanations as needed.

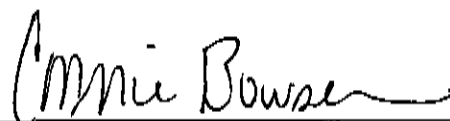
Moved by President Doylen for the District Board to go into an Executive Session pursuant to Section 24-6-402(4)(f) C.R.S for purposes of discussing a personnel matter regarding Fire Chief Scott Dorman.

Executive Session ended at 9:41 p.m.

Moved by Frank Theis, seconded by Bud Duryea to give Chief Dorman a 5% merit increase retroactive to January 1, 2011 in recognition of Chief Dorman's significant accomplishments during the formation and transition of the Estes Valley Fire Protection District. Motion carried unanimously.

Next Regular Board meeting scheduled for Wednesday, February 23, 2011 at 7:00 p.m. at the Dannels Fire Station.

Meeting adjourned at 9:45 p.m.



Connie Bowser, Recording Secretary