

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

March 28, 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 Bud Duryea, Bob Cheney

Staff: Chief Scott Dorman, Secretary Bowser

Also Attending: Mark Igel, Doug Klink, Donny Steckline, CPT Derek Rosenquist

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 7:55 p.m.

Chief Dorman led the Pledge of Allegiance

Secretary Bowser performed roll call- Jack Rumley absent (excused)

PUBLIC COMMENT / BOARD COMMENT

Public comment: None

Board comment: None

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Moved by Bob Cheney, seconded by Bud Duryea to approve 2-22-12 minutes as written. Motion carried unanimously.

REPORTS

Fire Chief Report- Chief Dorman notified board members that a facilitator meeting was held on March 6, 2012 and the meeting included discussion of camaraderie in relation to SWOT analysis area of concern. Facilitator Parker agreed to provide report results to volunteer firefighters at the next scheduled meeting on April 3, 2012, and Chief Dorman will also provide a copy of the report to board members via e-mail.

Chief Dorman provided an update regarding the progress for an auto aid agreement with Loveland Fire Rescue Authority, and discussed further automatic aid review with other surrounding agencies for homes in areas that the District has difficulty accessing due to their location.

Chief Dorman confirmed the 800 MHZ radio annual service contract has been signed with Wireless Advanced Communications and the District was awarded the 800 MHZ radio grant for 12 portable radios, antenna and bay station with a goal for installation by year end 2012.

Chief Dorman discussed Elm Road training site drainage concerns found as a result of a recent environmental study provided to the Town of Estes Park. The fire department will not be able to perform live fire training at the site until the draining concern/contamination has been resolved. Therefore, the EVFPD will train at the Loveland Fire Facility in the interim, with a cost of \$500.00 for smoke house use and \$1,000.00 for burn house training.

Moved by Sue Doylen, seconded by Frank Theis to enter into a contract with Signs of Life for the construction of the Smokey fire danger sign in the amount of \$8,125.00 (including installation), as presented in the project cost estimate, with construction to begin the end of May 2012. A 50% deposit/payment is required immediately with final 50% payment upon completion. Motion carried unanimously.

Board Members, Chief Dorman and Secretary Bowser discussed recent copier failure, estimate for copier replacement including options for purchase, maintenance, and cost per copy. Depreciated value of current copier was set at \$1898.25 by CliftonLarsonAllen.

Moved by Bud Duryea, seconded by Frank Theis for the Board to authorize the purchase of a Konica Minolta Bizhub C360 full color digital copier with a price of \$8,451.00 including copier and accessories, connectivity charge, doc fee, power filter, and with a cost per copy charge of .0094 for BW copies/.0632 for color copies. Board President Doylen is authorized to sell the existing piece of equipment for \$1,800.00 to a willing buyer. Motion carried unanimously.

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Chief Dorman notified board members that the ISO audit has been scheduled to begin April 30, 2012. He explained that the Town of Estes Park Dispatch and Water departments will also be involved in the ISO process with the fire department. He then reviewed the ISO rating process, tests to be performed and explained the current ISO is at a level 4, which is an excellent rating for the Estes Valley Fire Protection District.

Jason Bishop and Phillip Marston have graduated from the fire academy and the graduation ceremony has been scheduled for Saturday March 31st at 4 pm at the station. Chief Dorman congratulated graduates and welcomed board member attendance to the ceremony.

Board members and Chief Dorman discussed the plan for a new website design for the EVFPD. Chief Dorman reviewed Front Desk, Inc. design cost for website establishment, implementation and training for staff members. Chief Dorman and Secretary Bowser answered board member questions regarding design and use of the site; confirmed Front Desk, Inc. is a local business.

Moved by Bud Duryea, seconded by Frank Theis to authorize Chief Dorman to sign a contract with Front Desk, Inc. with an expenditure of up to \$3,350.00 to establish the EVFPD website and a \$300.00 annual fee for hosting the website. Motion carried unanimously.

Treasurer Report- Treasurer Duryea provided February 2012 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.

Treasurer Duryea then reviewed February 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), 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 February 29, 2012 and 2012 Property Tax and Sales Tax Reconciliation updates.

Treasurer Duryea commented on audit process and upcoming presentation in May from accountants CliftonLarsonAllen and auditors RubinBrown.

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

OLD BUSINESS

Board members and Chief Dorman agreed to review draft strategic plan at a work session/board meeting. Consensus from board members to schedule work session for April 9th/10th in order to focus meeting and review specifically on strategic plan.

NEW BUSINESS

Board Members and DEO Bowser discussed upcoming election process, including Bowser's request that Kyna K. Glover with Lyons, Gaddis & Hall act as a co- DEO for the May 8th election. Ms. Glover would act in an expert election official capacity at the opening and ending of the election as well as assisting the Canvass Board (as a member) in the certification of votes. DEO Bowser recommended Ms. Glover to assist with the first "official" District election as Glover has presided over many elections and would provide additional support to the District on election day.

Moved by Frank Theis, seconded by Bob Cheney to designate Kyna K. Glover with Lyons, Gaddis & Hall to act as co-DEO for the May 8, 2012 election and Canvass Board for the certification of votes with an amount not to exceed \$1,000.00 without additional board approval. Motion carried unanimously.

Moved by Sue Doylen, seconded by Bud Duryea to enter into 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. Motion carried unanimously.

Executive Session ended at 9:24 pm.

Moved by Bud Duryea, seconded by Frank Theis for the Fire District Board to approve the terms and conditions of the employment contract with Chief Scott Dorman with an effective date of January 1, 2013; as negotiated by the executive committee and reviewed by the Board as a whole in executive session. The employment contract prescribed that the Board review this contract at the beginning of 2012 and the requirement has been satisfied. Motion carried unanimously.

Moved by Bud Duryea, seconded by Frank Theis for the Fire district Board to approve a performance bonus for Chief Scott Dorman for extraordinary efforts on behalf of the District during fiscal year 2011. Motion carried unanimously.

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Board members and Chief Dorman discussed dates and parameters of the upcoming slash collection event to be funded by the District and located at the fairgrounds.

Next work session/meeting scheduled for Monday, April 9, 2012 at 6:00 p.m. at the Dannels Fire Station.
Regular board meeting scheduled for Wednesday, April 25, 2012 at 7:00 p.m. at the Dannels Fire Station.

Meeting adjourned at 9:31 p.m.



Connie Bowser, 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."