

# RECORD OF PROCEEDINGS

## Meeting Minutes of the Estes Valley Fire Protection District- Work Session

March 9, 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:** None

**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.**

**Chief Dorman led the Pledge of Allegiance**

**Secretary Bowser performed roll call- all present**

### **PUBLIC COMMENT / BOARD COMMENT**

Public comment: None

Board comment: President Doylen commented on Chief Dorman's presentation to the Estes Park Lodging Association, stated presentation well received and a good expenditure of time by the District.

President Doylen read a note from Chief Dorman thanking Board Members and staff for their support during his recovery from surgery. She also commented on the CSU website feature of Chief Dorman.

Treasurer Duryea notified Board Members the annual audit is currently in process and going well.

Board Members further discussed the fire code adoption process, glycol in sprinkler systems, annual sprinkler tests and State certification requirements for sprinkler contractors. Chief Dorman confirmed he will be presenting the fire code adoption to the Board of Realtors on March 17, 2011 at Town Hall.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

Chief Dorman introduced Todd Manns, instructor with the Blue Cell and presenter of the Incident Command System, a training program designed by FEMA to educate Board(s) of Elected Officials.

Mr. Manns reviewed components and processes of the Incident Command System (ICS), including but not limited to: Purpose and objectives of ICS, legal basis (Presidential mandate), partnership between local, state and federal government, roles and responsibilities of elected officials, Fire Chief's authority as designated by the elected officials and process for delegation of authority.

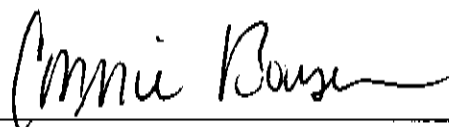
Mr. Manns also discussed benefits of ICS, examples of incidents using ICS, chain of command, pre-planning, statutory authority, incident complexity and resource needs, complexity analysis factors and overall priorities. He then reviewed an incident action plan, integrated communications and mobilization and Type I, II, & III teams.

Mr. Manns provided an Executives/Senior Officials resource information and checklists handout, comprising of the ICS overview, frequently asked questions, ICS features, position titles, ICS organizational chart, overall organizational functions, incident commander responsibilities, command & general staff functions and responsibilities, agency representative and technical specialist overviews. Also included in the handout were topics regarding unified command, authority, planning process, demobilization, incident types, ICS readiness checklist and after-action review.

Board Members and Chief Dorman thanked Mr. Manns for his training presentation.

Next regular Board Meeting scheduled for Wednesday, March 23, 2011 at 7:00 p.m. at the Dannels Fire Station.

Meeting adjourned at 8:30 p.m.



Connie Bowser, Recording Secretary