

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

April 27, 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 Dorman, Secretary Bowser, Captain Rosenquist

Also Attending: Will Birchfield, Jim Austin, 2 members of the Estes Park American Legion

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: No public comment

Board comment: President Doylen read thank you note from retired firefighter Butch Lundstedt for March 23rd recognition ceremony held by the EVFPD Board of Directors.

APPROVAL OF AGENDA

President Doylen requested agenda item 9-E to be moved before reports in order to facilitate public input opportunities.

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

APPROVAL OF MINUTES

Moved by Jack Rumley, seconded by Bud Duryea to approve 3-23-11, 4-7-11 and 4-20-11 minutes as written. Motion carried unanimously.

REPORTS

Fire Chief Report- Chief Dorman discussed the volunteer shift program with Board Members including review with FD membership committee, presentation at FD April business meeting and shift time frames. Chief Dorman provided the draft shift program guideline handout to Board Members and requested input as well as formal approval at the May 25, 2011 Board meeting.

Chief Dorman provided updates on recent sprinkler meeting held at Town Hall by CBO Will Birchfield, Fire Department propane training, new truck purchase, fire danger restrictions lifted on April 26th and irrigation system bid submitted by KW Landscaping.

Moved by Bud Duryea, seconded by Jack Rumley to approve the bid from KW Landscaping to add and maintain irrigation system to improve landscaping at Dannels station with an amount not to exceed \$3,000.00.

Chief Dorman reviewed the annuity contract beneficiary letter received from Minnesota Life as the EVFPD was designated a beneficiary by Ruth Ann Southwick.(distribution amount not yet determined) Treasurer Duryea commented Board Members would need to approve the disposition of money from this unrestricted gift from Ruth Ann Southwick at the May 25, 2011 Board meeting.

Chief Dorman notified Board Members of an Adams County School District donation of 2 trailers for the training site. Board Members and Chief Dorman discussed options for use, transport to site, zoning and possible infrastructure needed. He also reminded Board Members that tickets were available for the National Day of Prayer breakfast on May 5th and the Fire Department appreciation dinner would be held on April 29th at the Other Side Restaurant.

Board Members and Chief Dorman discussed recognition of Daryl McCown, a volunteer firefighter with 32 years of service. Consensus from Board Members to authorize Chief Dorman to spend not more than \$1,500.00 on a travel voucher for Daryl McCown as recognition of over 30 years of service with the Volunteer Fire Department. The ceremony is currently scheduled to be held at the May 25, 2011 Board meeting.

Treasurer Report- Treasurer Duryea provided March 2011 fund balance summaries for the operations savings account, operations checking account, pension checking account, pension money market

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account, Tabor reserve money market account, capital reserve cd, LOSAP money market account and tasks completed and tasks pending.

Treasurer Duryea then reviewed March 2011 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 statement of fiduciary net assets, changes in fiduciary net assets (budget and actual) for the Volunteer Fire Pension Trust for the month ending March 31, 2011.

Treasurer Duryea provided the Town of Estes Park sales tax handout and rough draft of the EVFPD Financial Policy and Procedure to Board Members. Treasurer Duryea explained the P&P start date goal is July 1st, 2011 after approval from Clifton Gunderson, Bondi & Co., Attorney Dick Lyons and EVFPD Board of Directors. He also notified Board Members the 1st of 4 contributions to the pension fund was completed, provided an actuary update and reviewed the quarterly WIN Statement.

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

Treasurer Duryea requested to establish an operating reserve as recommended by Bondi & Co.

Moved by Jack Rumley, seconded by Frank Theis to authorize Treasurer Duryea to create an operating reserve account (as a money market account) in an amount not to exceed \$50,000.00 or 1 month of District operating expenses over the next 12 months. Motion carried unanimously.

OLD BUSINESS

None

NEW BUSINESS

2011 Board Member Conduct Statements were approved and signed by President Doylen, Vice President Theis, Treasurer Duryea, Board Member Cheney and Board Member Rumley.

Moved by Jack Rumley, seconded by Bud Duryea to accept the Audit Report included in the 2010 Estes Valley Fire Protection District Financial Statements as prepared by District Auditor Bondi & Co. LLC and presented at the April 20, 2011 Board Meeting. Motion carried unanimously.

Moved by Bob Cheney, seconded by Jack Rumley to accept the Report to Governance as prepared by District Auditor Bondi & Co. LLC and presented at the April 20, 2011 Board Meeting. Motion carried unanimously.

Moved by Frank Theis, seconded by Jack Rumley to approve extension of the Letter of Engagement with District Auditor Bondi & Co. LLC from 2012-2014, subject to legal counsel review and approval. Motion carried unanimously.

President Doylen opened public hearing for New Business agenda item 9-E (2009 International Fire Code Adoption with Amendments).

Chief Dorman explained the need for a fire code in the Estes Park Community, reviewed previous public fire code educational meetings held in Estes Park. Chief Dorman and Board Members discussed resolution and amendments at length and Chief Dorman provided clarification on resolution & amendment sections; answered numerous questions from Board Members and public.

No further public questions, public hearing closed.

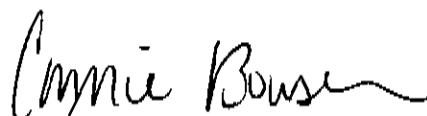
Vice President Theis requested Amendment page 10, Chapter 46- Construction Requirements for Existing Buildings Proposed Amendment to read: "This section goes into effect no later than January 1, 2016."

Moved by Frank Theis, seconded by Bud Duryea to approve Resolution 11-01 to adopt the 2009 International Fire Code with Amendments with above listed change. Motion carried unanimously.

Chief Dorman reviewed 2011 1st quarter incident run reports of the Volunteer Fire Department including: Incident Alarm Types, Dollar Value Saved & Loss Analysis, 2008-2011 Comparisons of Type of Calls by Number, Incidents by Zone and Detailed Incident Types. He also reviewed 1st quarter training hours for Fire, Special Ops (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 regular Board meeting scheduled for Wednesday, May 25, 2011 at 7:00 p.m. at the Dannels Fire Station.

Meeting adjourned at 10:00 p.m.



Connie Bowser, Recording Secretary