

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District Board and Pension Board May 16, 2012 3:30 p.m.

Dannels Fire Station, 901 N. St. Vrain Ave., Estes Park, CO 80517

Board(s): President Sue Doylen, Vice President Frank Theis, Treasurer Bud Duryea, Bob Cheney, Jack Rumley, Engineering Officer Doug Klink, Firefighter Mark Igel

Staff: Chief Scott Dorman, Secretary Bowser

Also Attending: CPA Kevin F. Collins, Partner- CliftonLarsonAllen LLC, Rachelle Meyer, Senior Associate- CliftonLarsonAllen LLC, CPA Bert R. Bondi, Partner- RubinBrown LLP, CPA Evelyn D. Law, Partner- RubinBrown LLP

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 3:31 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: Treasurer Duryea commented on WIN Advisor Group's recommendation of multiple board members as co-trustees of the pension fund with staggered terms. Treasurer Duryea suggested this recommendation should be addressed at a future pension board meeting.

President Doylen read WIN Advisor Group Mark Auttersson's letter of praise regarding Treasurer Duryea's service to the Estes Valley Fire Protection District.

APPROVAL OF AGENDA

Moved by Frank Theis, seconded by Jack Rumley to approve agenda as listed. Motion carried unanimously.

APPROVAL OF MINUTES

Moved by Bob Cheney, seconded by Doug Klink to approve 3-28-12 minutes as written. Motion carried unanimously.

OLD BUSINESS

None

NEW BUSINESS

Board Members reviewed Length of Service Award Program (LOSAP) application and application for pension benefits from firefighter Robert Winslow. Chief Dorman confirmed Winslow was a member in good standing for 20 years before leaving the Volunteer Fire Department.

Moved by Bud Duryea, seconded by Doug Klink for the Pension Board to approve Robert Winslow's request for LOSAP payment in the amount of \$4,000.00 Motion carried unanimously.

Moved by Bud Duryea, seconded by Doug Klink for the Pension Board to accept Robert Winslow's request for pension benefits to begin at the age of fifty as a member in good standing. Motion carried unanimously.

Treasurer Duryea, Board Members and Chief Dorman welcomed CPA Kevin Collins and Senior Associate Rachelle Meyer with CliftonLarsonAllen LLC.

CPA Collins and presented the 2011 Estes Valley Fire Protection District Financial Statements to all Board Members. They proceeded to review the 2011 EVFPD Financial Statements including, but not limited to: Auditor's Report, Management's Discussion and Analysis, Basic Financial Statements comprising of Government-wide Financial Statements, Fund Financial Statements and Notes to Financial Statements. CPA Collins and CPA Hunsche further discussed the Supplemental Information that contained the Capital Reserve Fund Schedules, Volunteer Pension Fund Schedule and Summary of Assessed Valuation, Mill Levy and Property Taxes Collected. Both Collins and Meyer answered Board Member questions at length.

CPA Collins also reviewed the April 2012 financial statements/balance sheet(s) including, but not limited to: governmental funds and schedule of capital assets, statement of revenues, expenditures and changes

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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 April 30, 2012 and 2012 Property Tax and Sales Tax Reconciliation updates.

Board Members and Chief Dorman thanked Kevin Collins and Rachelle Meyer for their financial presentation.

Treasurer Duryea, Board Members and Chief Dorman welcomed CPA Bert Bondi and CPA Evelyn Law with RubinBrown LLP.

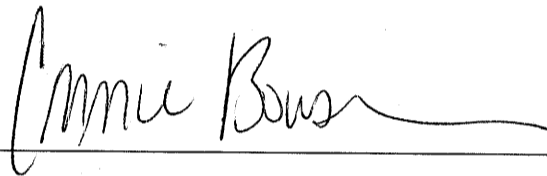
CPA Bondi and CPA Law notified Board Members that the audit process (in accordance with GASB) went smoothly, no exceptions were found in the 2011 Financial Statements and the Estes Valley Fire Protection District received a clean opinion. CPA Bondi and CPA Law then reviewed the audit report and Report to Governance that comprised of Financial Analyses, Positive Changes in the Past Year, and Advisory Comments and Suggestions. Both parties answered Board Member questions at length.

Board Members and Chief Dorman thanked Bert Bondi and Evelyn Law for their audit report and Letter to Governance presentation.

Moved by Bud Duryea, seconded by Doug Klink to accept RubinBrown's Report to Governance and the 2011 Financial Statement Audit. Motion carried unanimously.

Next Board Meeting scheduled for Wednesday, May 23, 2012 at 2:30 p.m. at the Dannels Fire Station.
Next Pension Board Meeting date & time TBD.

Meeting adjourned at 5:45 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."