

## RECORD OF PROCEEDINGS

### Meeting Minutes of the Estes Valley Fire Protection District May 23, 2012 2:30 p.m.

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

**Board:** President Sue Doaylen, Vice President Frank Theis, Treasurer Bud Duryea, Bob Cheney, Jack Rumley.

**New Board:** Mark Igel, Doug Klink

**Staff:** Chief Scott Dorman, Secretary Bowser, Captain Derek Rosenquist

**Also Attending:** Julie Phares, Scott Chew

**Absent:** None

The following minutes reflect the order of the agenda and not necessarily the chronological sequence of the meeting.

#### **NEW BOARD MEMBER TRAINING**

EVFPD Attorney Dick Lyons presented board orientation and review handouts to new and existing board members and discussed the following, including but not limited to: District Overview, District Board Operations, Budget Restrictions, De-Brucing, Enterprise Status, Term Limits, Limited Liability Parameters, New Facilities Rules, Intergovernmental Agreements, Power of Eminent Domain, Financing, Construction Contracts, Volunteer Pension Issues, Compensation to Volunteers, and Electronic Communications and Open Records. He also provided an informational handout, including but not limited to: Establishment of a Clear Definition of Board Member Duties, Responsibilities and Authority, Board Member Relationship to Management, Policy versus Implementation, and Delegation to the Manager (Fire Chief).

Board members thanked Dick Lyons for his board member training and presentation.

**President Sue Doaylen called the meeting to order at 4:07 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 Doaylen commented on recent Estes Park Safety Fair, stated there was a good turnout/participation even with the inclement weather.

Board members commented that the board member training by Dick Lyons was beneficial to both new and existing board members.

#### **APPROVAL OF AGENDA**

Moved by Bud Duryea, seconded by Bob Cheney to approve agenda as listed. Motion carried unanimously.

#### **APPROVAL OF MINUTES**

Moved by Jack Rumley, seconded by Frank Theis to approve 4-23-12, 4-25-12 & 5-16-12 minutes with change to 5-16-12 minutes under new business to now state: *Moved by Bud Duryea, seconded by Doug Klink to accept RubinBrown's Report to Governance and the 2011 Financial Statement Audit. Motion carried unanimously.* Motion carried unanimously.

#### **REPORTS**

Fire Chief Report- Chief Dorman notified board members that the next facilitator meeting would be held on 6-5-12 and the facilitator report would be distributed to VFD membership and board members. He further discussed available fire officer positions, spring slash collection costs and plans for the fall slash collection. Board members requested improved communication with the community regarding future slash collection events and completing an event evaluation with WUI Coordinator to determine strengths and weaknesses of the program.

Chief Dorman explained the current e-mail system is experiencing difficulty with group e-mails and therefore the District will need to use the Constant Contact system. The District will sign up for one year of service at a reduced contract rate to ensure the FD is able to send group e-mails to the firefighters and the community as needed.

Chief Dorman further discussed the ongoing Fire Marshal code collaboration with the Town of Estes Park and the ordinance regarding fireworks permitting. Burn restrictions are currently in effect from both Larimer County and the EVFPD due to the high fire danger. RMNP Superintendent Vaughn Baker provided an update at the recent Intergovernmental Managers meeting that the park fire management

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plan is almost completed. Superintendent Baker will present the finalized plan at a future EVFPD board meeting. Chief Dorman agreed to contact new Town Administrator Frank Landcaster to invite him to a future meeting of the EVFPD Board of Directors.

Chief Dorman extended congratulations to Captain Jon Landkamer, Firefighter Chris Rahn and Firefighter Sean Houlihan, who have successfully completed the engineer training course. He also reminded board members that the spouse appreciation dinner will be held June 1, 2012.

Treasurer Report- Treasurer Duryea provided April 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 April 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), operating reserve, 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.

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

### OLD BUSINESS

Treasurer Duryea requested the EVFPD Financial Policy and Procedure Manual Capital Assets and Depreciation Procedures for Vehicles change from a 5-15 year span to a 5-20 year span as recommended by CliftonLarsonAllen and RubinBrown for asset report consistency.

Moved by Bud Duryea, seconded by Frank Theis to authorize change to EVFPD Financial Policy and Procedure Manual as listed above. Motion carried unanimously.

### NEW BUSINESS

Oaths of Office administered by President Doyle to new board members Mark Igel and Doug Klink, and returning board member Jack Rumley.

President Doyle, board members, and Chief Dorman thanked Bud Duryea and Bob Cheney for their excellent service to the District and their commitment to the community.

2012 Board Member Conduct Statements were approved and signed by Mark Igel and Doug Klink.

### ELECTION OF BOARD OFFICERS

Moved by Frank Theis seconded by Jack Rumley, to nominate Sue Doyle as President of the Board. Motion carried as follows: Sue Doyle: Yes Mark Igel: No Doug Klink: No Jack Rumley: Yes Frank Theis: Yes.

Moved by Sue Doyle, seconded by Jack Rumley, to nominate Frank Theis as Vice President of the Board. Motion carried unanimously.

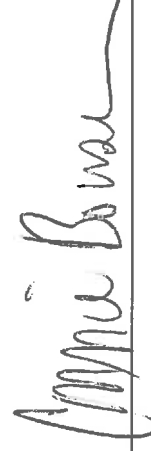
Moved by Jack Rumley, seconded by Mark Igel, to nominate Doug Klink as Treasurer of the Board. Motion carried unanimously.

Moved by Sue Doyle, seconded by Doug Klink, to nominate Connie Bowser as Secretary of the Board. Motion carried unanimously.

President Sue Doyle designated by acclamation: Frank Theis to continue as EVFPD Fire Code Board of Appeals Chairperson, Jack Rumley to continue as EVFPD Fire Code Board of Appeals Vice-Chairperson and Mark Igel as EVFPD Fire Code Board of Appeals Chairperson.

Next board meeting/work session scheduled for Monday, June 4, 2012 at 6:00 p.m. at the Dannels Fire Station. Regular board meetings scheduled for Wednesday, June 13, 2012 at 7:00 p.m. & June 27, 2012 at 7:00 p.m. at the Dannels Fire Station.

Meeting adjourned at 5:10 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."*