

# RECORD OF PROCEEDINGS

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## Meeting Minutes of the Estes Valley Fire Protection District

July 13, 2011 7:00 p.m.

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

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

**Staff:** Chief 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 Doyley called the meeting to order at 7:05 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 Doyley notified Board Members that thank you letters were sent to VFD members who responded to the recent Glen Haven incident and a condolence card was sent to the Leppert family on behalf of the EVFPD.

### **APPROVAL OF AGENDA**

President Doyley requested to add acceptance of pension actuarial study under New Business.

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

### **APPROVAL OF MINUTES**

Moved by Jack Rumley, seconded by Frank Theis to approve 6-22-11 minutes as written. Motion carried unanimously.

### **REPORTS**

Fire Chief Report- Chief Dorman provided updates on the fire marshal position interviews and hiring timeline, bumper damage repairs on the command vehicle, VFD revised bylaws approved at the July FD meeting, and recent quote from Carpet Direct.

Chief Dorman stated the District was notified by NE All Hazards Region that they received preliminary approval for funding for 18 MHZ radios, pending state approval. He also reviewed the Governor's invitation for fire agencies to participate in the 9/11 march and the Town of Estes Park would be reviewing automatic sprinkler requirements at their next public meeting.

Chief Dorman reminded Board Members of the September SDA conference, August 9<sup>th</sup> firefighter appreciation picnic and August 14<sup>th</sup> District picnic.

Treasurer Report- Treasurer Duryea provided June 2011 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 June 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 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 June 30, 2011 and 2011 Property Tax and Sales Tax Reconciliation updates.

Treasurer Duryea updated Board Members on LOSAP funding, new contact person at Bank of Colorado, 2012 budget development, and 2011 application for state contribution to the volunteer firefighter pension funds will be due to the state in September.

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

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**OLD BUSINESS**

None

**NEW BUSINESS**

Moved by Frank Theis, seconded by Jack Rumley to adopt the Estes Valley Fire Protection District Financial Policies and Procedures Manual. Motion carried unanimously.

Board Members and Chief Dorman reviewed options for the use of the Ruth Ann Southwick Annuity Contract distribution.

Treasurer Duryea discussed Pension Board consensus regarding actuarial study and benefit increase study. He and Board Members discussed at length historical pension funding, objectives, improving funding ratios, building the operating reserve and enhancing the capital reserve program.

Board Member consensus to authorize Treasurer Duryea to take the excess of \$ 26,000.00 from the pension contribution budgeted amount of \$104,000.00 and place in the operating reserve account in response to Milliman's determination that \$78,000.00 was needed for the required annual pension contribution.

Moved by Frank Theis, seconded by Jack Rumley to accept the Actuarial Valuation of the EVFPD Volunteer Pension Fund as presented by Milliman at the July 31, 2011 Board Meeting. In accepting the actuarial study, the Board of Director's target for the asset coverage would need to reach an 80-85% asset coverage range by December 31, 2012. Motion carried unanimously.

Next Regular Board meeting scheduled for Wednesday, August 24, 2011 at 7:00 p.m. at the Dannels Fire Station.

Meeting adjourned at 8:40 p.m.



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Connie Bowser, Recording Secretary