

RECORD OF PROCEEDINGS

**Meeting Minutes of the Estes Valley Fire Protection District
July 23, 2012 7:00 p.m.
Dannels Fire Station, 901 N. St. Vrain Ave., Estes Park, CO 80517**

Board: President Sue Doyle, Vice President Frank Theis, Treasurer Doug Klink, Mark Igel, Jack Rumley

Staff: Chief Scott Dorman, Secretary Bowser, CPT Derek Rosenquist

Also Attending: Firefighters DenMark Litwinchuk, LT John Grasso, Justin Kearney, CPT Jon Landkamer, Donny Steckline, 2nd Asst. Chief Daryl McCown, Brian Faith, and Sherry Hess. Public attendees Jim Austin, Dot Dorman, Bill Van Horn, Chris Hess, Desiree Patterson, Brenda Grasso Grant, Steve Grant, A.J. Grasso, and Juley Harvey.

Absent: None

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

President Sue Doyle called the meeting to order at 7:01 p.m.

Chief Dorman led the Pledge of Allegiance

Secretary Bowser performed roll call- All present

PUBLIC COMMENT / BOARD COMMENT

Public comment: Brenda Grasso Grant, daughter of LT John Grasso, discussed LT Grasso's recent heart attack while responding to the Woodland Heights Fire. Mrs. Grant and LT Grasso requested the District's assistance in responding to the workers compensation company, stated their concerns regarding possible claim denial. Chief Dorman responded, maintained the EVFPD is in support of LT Grasso, and clarified the claim has not been denied, but under notice of contest at this time. Chief Dorman explained he would personally contact the workers compensation company and EVFPD Attorney Dick Lyons regarding the claim on the following business day.

Board comment: Board Members stated support of LT Grasso and would endeavor to resolve LT Grasso's concern with the workers compensation company.

President Doyle commented that the EVFPD received a letter from Mr. Nees requesting outreach and education from the district. The letter of request would be forwarded to WUI Coordinator Sue Pinkham for response. President Doyle also stated she received letters of concern from Firefighter Don Patterson, Sherry Hess, and Desiree Patterson stating they were not in support of firefighters as board members.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Moved by Mark Igel, seconded by Frank Theis to approve 6-27-12 & 7-11-12 minutes as written. Motion carried unanimously.

REPORTS

Fire Chief Report- Chief Dorman explained the fire restrictions have been reduced to level one for unincorporated Larimer County and the EVFPD. He also explained that a 4 member panel recently interviewed 10 applicants for the administrative assistant position. Suzanne Landkamer was chosen, with a start date of August 1, 2012.

Chief Dorman then notified board members that Fire Marshal Spears presented a notice of intent to leave his position with the EVFPD due to Spears' concern regarding the current condition of the EVFPD Board of Directors and that his position may no longer be secure. Chief Dorman clarified that Spears has not submitted his formal resignation notice, therefore does not have a final end date to provide to board members. Dorman explained the EVFPD will need to make arrangements with either the Town of Estes Park Building Department or other agency for plan inspection reviews after Fire Marshal Spears leaves his position. President Doyle stated Spears will be missed and Chief Dorman confirmed Spears has been an asset to the department.

Treasurer Report- Treasurer Klink provided June 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,

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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, 2012, June AP check register, and the 2012 Property Tax and Sales Tax Reconciliation updates.

Treasurer Klink further reviewed payroll contract obligations, volunteer disbursement, capital reserve, tabor reserve, bank account update, LOSAP account transfer clarification, and grant/expenditure line items. Chief Dorman and Klink clarified the fuels mitigation expense is currently over budget due to the slash collection program, and reminded board members that the additional expense was approved at a prior board meeting.

Chief Dorman and Treasurer Klink discussed the request from the Volunteer Fire Department for the first transfer of funds from the District to the Fire Dept for 2012.

Moved by Mark Igel, seconded by Frank Theis to transfer payment in the amount of \$20,000.00 from District funds to the Volunteer Fire Department, approval of Treasurer's general fund transfer, and to accept Treasurer's Report including approval of all transactions. Motion carried unanimously.

OLD BUSINESS

Board members reviewed the EPVFD Volunteer Job Satisfaction Survey for 2012 as created by Vice President Theis, Treasurer Klink, and Jim Austin. Board members and Jim Austin discussed the customized questions and firefighter questions submitted. Jim Austin agreed to provide a firefighter survey question compilation to board members as a basis for board discussion and review at the future board retreat. President Doyley stated she is currently working on scheduling a facilitator and location for this special meeting/board retreat. Board members also agreed to take the same job satisfaction survey as it relates to their fellow board members.

Vice President Theis and Treasurer Klink provided 360 degree survey questions to Chief Dorman to provide to the fire department at a later date. Board members reviewed the possibility of including all fire officers in the 360 degree survey as well.

Moved by Frank Theis, seconded by Mark Igel for Treasurer Klink to begin the Survey Monkey process that would allow firefighters access to complete the EPVFD Volunteer Job Satisfaction Survey Motion carried unanimously.

Vice President Theis provided a summary of previous meeting discussions regarding the issue of a volunteer firefighter serving as an elected Director of the District. He explained that he meet with board members individually, Chief Dorman and requested Attorney Dick Lyons to draft a policy regarding this issue in response to board consensus on 7-11-12. Vice President Theis reviewed the draft policy as provided by Attorney Dick Lyons and clarified the policy guidelines as needed. Theis stated concerned that if an elected board member is granted approval to also serve as a volunteer firefighter, it may hamper the effectiveness as board member, could provide numerous occasions for appearance of conflict, and could cause further conflict of interest within the department as several fire department members have expressed.

President Doyley stated the policy is well written, but concerned that the policy cannot truly be enforced for current individuals on the board as well as future board members. Doyley commented that this current condition is causing a significant split in the fire department as stated in letters from concerned firefighters not in support of volunteer firefighters as board members. She reminded board members that Chief Dorman can deputize any person he sees fit to assist in an emergency situation and that the chain of command is very important.

Board Member Rumley stated concern of conflict of interest if the policy is approved; explained he can understand Board Members Klink and Igel's point of view, but also can relate to Chief Dorman and Attorney Lyons' points of view that allowing the policy would create too much pressure on Chief Dorman, cause board conflict, and hamper the effectiveness of the board including voting issues while serving both on the regular board and pension board. In response to Vice President Theis' request, Chief Dorman agreed to provide a baseline for response needs (and in accordance with NFPA standards) to be presented at the next scheduled meeting.

Bill Van Horn expressed support of volunteer firefighters as board members.

Desiree Patterson and Dorothy Dorman expressed not in support of volunteer firefighters as board members.

Board members discussed the EVFPD Service Plan as it was established to provide direction and guidelines for the district and was approved by the voters. President Doyley notified board members and meeting attendees that the final decision regarding this issue would be completed at the 8-22-12 board meeting in order that the board can begin to focus on the upcoming budget, firefighter safety, equipment, and district operations. Doyley agreed to accept all correspondence regarding this topic before the scheduled meeting.

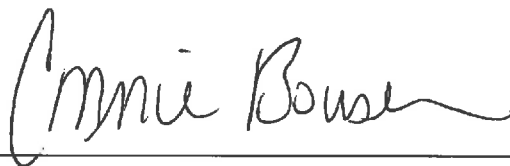
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NEW BUSINESS

None

Next regular board meeting scheduled for August 22, 2012 at 7:00 p.m. at the Dannels Fire Station.

Meeting adjourned at 8:38 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."