

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

August 22, 2012 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 Doug Klink, Mark Igel, Jack Rumley

Staff: Chief Scott Dorman, Secretary Bowser, Administrative Assistant Landkamer

Also Attending: Firefighters CPT Derek Rosenquist, CPT Jon Landkamer, Justin Kearney, Sean Houlihan, Donny Steckline, and Chris Rahn. Public attendees Jim Austin, Dorothy Dorman, Bill Van Horn, Rumley family, Jay Grooter, 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 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: Jim Austin expressed concern regarding a recent negative cartoon posted in the 7-27-12 Estes Park Trail Gazette relating to fire district board meetings.

Board comment: Mark Igel commented on input he received from a local civil engineer regarding Appendix D of the adopted 2009 International Fire Code (IFC); requested board members to address concerns. Board members discussed proper forum to address concerns with fire code, fire code parameters, and confirmed that numerous public hearings were held for public input before the fire code was adopted.

Board members then discussed the status of the EVFPD staff meeting with the Town of Estes Park to address consistency between development code and fire code. President Doylen commented that the primary concern of the EVFPD is safety of the volunteer firefighters and the Estes Park community.

Board member consensus for Vice President Theis, Board Member Igel, and Chief Dorman to schedule a meeting with the civil engineer that expressed his concern regarding Appendix D of the 2009 IFC.

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 7-23-12 meeting minutes with change to meeting date listed in final paragraph on page 2 from 8-12 to 8-22-12. Motion carried unanimously.

REPORTS

Fire Chief Report- Chief Dorman presented a framed commemorative ax and fire department belt buckle to Board Member Jack Rumley to replace the ones he lost in his Woodland Heights house fire. Board Member Rumley thanked the District for their presentation.

Chief Dorman provided a copy of the resignation letter from Fire Marshal Tim Spears, explained he would be beginning the process to advertise for the new fire marshal position with Spears leaving on 8-29-12. Board members and Chief Dorman reviewed fire marshal and fire inspector options at length as related to budget, salary differences, levels of service provided to the community, plan review expertise, and required certifications. Treasurer Klink requested that the new position requirement include district residency and Firefighter 1 certification. President Doylen recommended incorporation of Wildland Urban Interface (WUI) duties in the job description.

Chief Dorman reminded board members that the EVFPD is legally bound to enforce the fire code with the adoption of the 2009 IFC. He recommended hiring a fire marshal instead of fire inspector based upon levels of expertise needed and quality of service that would be provided to the community.

Bill Van Horn stated he felt slash collection events were an important fire prevention service for the community. Board members confirmed the EVFPD has been providing a free slash collection program to Estes Park both in the spring and fall; agreed the program is very beneficial for the community.

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Dorothy Dorman commended Fire Marshal Spears for his expertise and service to the Harmony Foundation; stated that his guidance and assistance benefited their commercial insurance and helped to provide the best protection for residents. She requested the board members hire another fire marshal with the same level of quality that Spears provided.

Board member consensus to instruct Chief Dorman to advertise for the fire marshal position with the three considerations as discussed: The new fire marshal must live within the district (if legally feasible), possess WUI skills, and must hold a FF 1 certification.

Chief Dorman invited board members to attend the open house on 8-24-12 to thank Spears and Bowser for their service to the district.

Chief Dorman discussed the upcoming ISO audit scheduled to begin on 9-17-12. He confirmed the water supply delivery test would be completed on 9-18-12 and that firefighters will be training in September in preparation for the water test. Staff is currently compiling statistical response information needed for ISO review and Chief is also working with the Town of Estes Park Water, Communication and Mapping Departments to prepare for the audit. Chief reviewed the ISO rating system at length, including but not limited to: current ratings and current system, new rating system with multiple ratings related to location in community, distance from fire hydrants, and the importance of receiving the best rating possible as it stands for 10 years and may affect community insurance rates.

Chief Dorman then provided an update regarding fire department response as requested by board members, including but not limited to: NFPA 1720 standards for volunteer fire departments, types of calls, community expectations, average call response totals, minimum number of FF needed to respond, maximum call response in minutes from time of dispatch to time on scene, maximum start of initial fire attack, shift program parameters, and minimum training level requirements.

Treasurer Report- Treasurer Klink provided July 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 July 31, 2012, July AP check register, and the 2012 Property Tax and Sales Tax Reconciliation updates.

Treasurer Klink further commented on incentive program funding, possible training site costs, and account funding. He then provided board members an updated equipment replacement schedule, reviewed cost parameters, and stated would need direction from the board regarding operating reserve and capital reserve.

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

OLD BUSINESS

Board members continued discussion from prior board meetings regarding pros and cons of firefighters as board members.

Moved by Doug Klink, seconded by Mark Igel to approve the proposed draft policy regarding the waiver of policy regarding volunteer firefighters' service on the EVFPD Board of Directors. Motion carried as follows: Sue Doyle: No Mark Igel: Yes Doug Klink: Yes Jack Rumley: No Frank Theis: No.

Moved by Jack Rumley, seconded by Frank Theis to update the bylaws of the Board of Directors of the EVFPD at the next scheduled board meeting in September to reflect Section 1.5 of the EVFPD Policy & Procedure Manual for consistency purposes. Motion carried unanimously.

Board members reviewed the EPVFD Volunteer Job Satisfaction Survey results including response counts, percentages, and firefighter comments. Board members agreed to further review the survey results as part of the strategic plan at the board retreat/special meeting to be held in September. Vice President Theis thanked firefighters for their participation.

CPT Jon Landkamer explained he did not respond to the board's request to fill out the job satisfaction survey as the survey should have been administered by Chief Dorman and not the board (chain of command). He stated he would participate in the survey if it was administered by Chief Dorman in the future. President Doyle thanked CPT Landkamer for his input.

NEW BUSINESS

Moved by Mark Igel, seconded by Frank Theis, to nominate Suzanne Landkamer as Secretary of the Board. Motion carried unanimously.

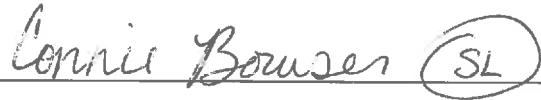
President Doyle thanked Connie Bowser for her service as Secretary of the Board and to the EVFPD.

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Moved by Mark Igel, seconded by Doug Klink to designate Chief Scott Dorman and Treasurer Doug Klink to prepare the 2013 EVFPD budget. Motion carried unanimously.

Next regular board meeting scheduled for September 26, 2012 at 7:00 p.m. at the Dannels Fire Station.
Board retreat/special meeting scheduled for September 27, 2012 at 11:30 a.m., location TBD.

Meeting adjourned at 9:30 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."