

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

September 15, 2010 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 Bud Duryea, Bob Cheney

Staff: Chief Scott Dorman, Recording Secretary Bowser

Also Attending: None

Absent: Jack Rumley

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 6:39 p.m.

Fire Chief Dorman led the Pledge of Allegiance

Secretary Bowser performed roll call- Jack Rumley absent (excused)

PUBLIC COMMENT / BOARD COMMENT

Public comment: None

Board comment: President Doylen expressed appreciation towards the firefighters that assisted with the recent Fourmile and Reservoir Road fires.

APPROVAL OF AGENDA

Treasurer Duryea requested to add the pension budget recommendation from the EVFPD Pension Board under old business.

Moved by Bud Duryea, seconded by Frank Theis to approve agenda with above listed changes. Motion carried unanimously.

APPROVAL OF MINUTES

Moved by Bob Cheney, seconded by Frank Theis to approve 8-25-10 minutes as written. Motion carried unanimously.

REPORTS

Fire Chief Report- Chief Dorman reviewed the Volunteer Fire Department (VFD) participation at both Fourmile and Reservoir Road fire scenes including: personnel and apparatus involved, processing, briefing, assignments and containment process. Chief Dorman clarified levels of alert stages for the Boulder fire, Brush 9 minor damage at both fire scenes and E-5 minor damage in responding to a recent call at Pole Hill. He also explained firefighter red card requirements and the utilization of the Macaw pack system by using spray foam as an offensive firefighting tool. He confirmed the Macaw pack purchase was approved by the VFD at the August Fire Department meeting.

Chief Dorman explained current red flag warning for Estes Park and that he received approval from the Town Board and County Commissioners to put burn restrictions in effect. Town of Estes Park burn restricts have been in effect since September 7th and Larimer County burn restrictions in effect since September 14th. The Fire Department has been responding to numerous calls regarding recent fires, current fire ban and Cow Creek burn. Chief Dorman also reminded Board Members they need to complete the Incident Management System Training.

Chief Dorman provided updates on Fill the Boot for MDA, mobile data terminal software and installation, October slash collection beginning October 9th and volunteer firefighter tryouts on September 25th at the Dannels station. He invited Board Members to attend the firefighter tryouts, reviewed tryout testing process.

Treasurer Report- Treasurer Duryea provided summaries on the operations savings account, checking account, pension checking account, pension money market account, Tabor reserve money market account as well as schedule of revenues, expenditures and changes in general fund and pension fund balance for August 2010. He also provided an updated revenue report, detailed budget report and balance sheet for both general and pension funds. Treasurer Duryea reviewed minor report errors that were corrected, money transfer to cd, September District contribution to the pension fund, Town sales tax contribution and Larimer County tax update. He then notified Board Members the DOLA paperwork will be completed and submitted for state contribution to the pension fund.

RECORD OF PROCEEDINGS

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

OLD BUSINESS

President Doylen provided firefighter and community survey update to Board Members, reviewed firefighter and public responses and answered Board Member questions. President Doylen agreed to keep all information available in order that Board Members may continue to utilize for future budget process and strategic planning.

President Doylen explained the pension budget has been recommended by the EVFPD Pension Board for adoption by the EVFPD Board of Directors.

Moved by Bud Duryea, seconded by Frank Theis to adopt the pension budget for 2010. Motion carried unanimously.

NEW BUSINESS

Chief Dorman and Board Members reviewed the draft policy & procedure manual at length. Chief answered Board Member questions and agreed to change or incorporate specific verbiage in of the manual as per Board request. Chief Dorman confirmed legal review and final approval would be completed by Attorney Dick Lyons. Consensus from Board Members the policy & procedure manual would be updated as deemed necessary and preferably on an annual basis. Final document copies to be provided to Board Members after attorney approval.

Moved by Frank Theis, seconded by Bob Cheney to adopt the policy and procedure manual as presented. Motion carried unanimously.

Chief Dorman reviewed the proposed Length of Service Award Program (LOSAP) for the volunteer firefighters/dive team members and reviewed payment parameters and requirements for compensation. Chief explained money is placed in a deferred account, program is used as a retention tool and clarified 2011 cost to the District. Chief Dorman and Board Members discussed alternative options for firefighter/diver compensation and options for current and new firefighters/divers. Chief Dorman also explained the Pension Board is responsible for hiring an administrator of the funds and maintaining proper records.

Consensus from Board Members for Chief Dorman and Treasurer Duryea to discuss investment options for LOSAP money plan 457.11.E with the Bank of Colorado.

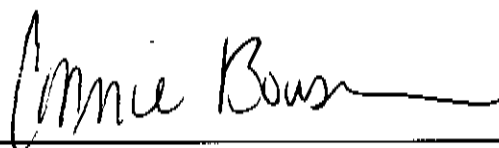
Consensus from Board Members to institute LOSAP in parallel with current pension plan. Board Members reserve the right to adjust any future plan compensation as needed and directed Chief Dorman to develop the details of a specific LOSAP program for the District.

Chief Dorman reviewed Volunteer Fire Dept letter of request for fund transfer in the amount of \$25,000.00. Consensus from Board Members to transfer \$25,000.00 from District funds to the Volunteer Fire Department.

Secretary Bowser explained the regular board meeting would need to be scheduled for October 13th as Chief Dorman and Treasurer Duryea are required to present the draft budget to Board Members by October 15, 2010.

Next regular meeting scheduled for Wednesday, October 13, 2010 at 7:00 p.m. at Dannels Fire Station.

Meeting adjourned at 9:20 p.m.



Connie Bowser, Recording Secretary