

# RECORD OF PROCEEDINGS

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## **Meeting Minutes of the Estes Valley Fire Protection District- Special Board Retreat September 27, 2012 11:30 a.m.**

**Estes Park Center YMCA of the Rockies, 2515 Tunnel Rd., Estes Park, CO 80511**

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

**Staff:** Chief Scott Dorman, Secretary Landkamer

**Also Attending:** Evan Goulding

**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 12:30 p.m.**

**In the absence of a flag, the Board waived the Pledge of Allegiance**

**Secretary Landkamer performed roll call- all present**

### **APPROVAL OF AGENDA**

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

### **OLD BUSINESS**

Evan Goulding facilitated the meeting and thanked everyone for attending. Board members introduced themselves with a brief history. Mr. Goulding spoke of the history of the Special Districts as Government entities stating that Special Districts are Authorized by Title 32, (C.R.S.), and have only those powers and authorities granted by statute. Mr. Goulding stated that each Director owes fiduciary duty to the District and the residents and property holders of the district. The Board members are acting in trust for the people that elected them. The primary role of the Board is to establish and carry out the policy of the district

Some members of the Board stated their concern with the strategic plan as it was presented and felt a policy should be added. Management, directives and roles were discussed.

### **NEW BUSINESS**

Mr. Goulding outlined the powers, duties and responsibilities of individual Directors as well a job description of a manager. Each Director exercises power only as a member of the Board. The Board is authorized to "appoint, hire, and retain agents, employees, engineers, and attorneys." 32-1-1(1)(i)C.R.S. in reference to management or staff. Once a Board makes a decision to hire management, the primary roles of the Board become: Establish the Policy and Direction of the District, Hire the Executive Director, Assure that sufficient resources are available for the accomplishment of the Policy, Interface with the Public, and Insist upon accountability for the use of District resources. Mr. Goulding stressed the importance that the Board gives clearly defined direction to the Manager. Mr. Goulding stated if the manager is to be successful, the Board should refrain from interfering in administrative matters, especially as relates to staff; Individual board members will not give instructions to the Administrator and not make commitments to staff or act as a supervisor to staff, Official contacts with employees (including volunteers) should be with the Administrator only and volunteers and employees will address issues to the Board through the chain of command up to the Administrator.

Mr. Goulding outlined the responsibilities of the Manager and his or her relationship with the District Board as well as management skills and abilities, leadership of the staff, fiscal management, and community and public relations work. The Manager needs to supervise the implementation of all board policies and work with the Board to prepare a long range (or strategic) plan for the district.

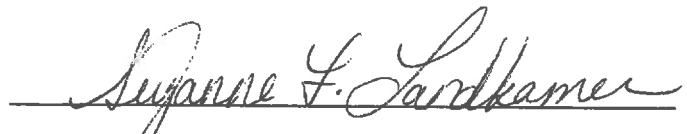
The Board agreed that the department should be more aggressive in recruiting volunteers into the EPVFD. The Board also agreed to work on policy issues, recruitment, and measurable criteria. Ideas were given on how to run an effective board meeting.

The Board actively got to the bottom of a lot of people's concerns and agreed to kick off a positive recruitment program. The Board is united and is looking towards the future with excitement while continuing to remain a volunteer organization.

Moved by Vice President Frank Theis, seconded by Mark Igel to adopt the following policy statement: The Estes Valley Fire Protection District will continue to maintain a force of volunteer firefighters supported by a paid administrative staff. Motion carried unanimously.

Next board meeting scheduled for Wednesday, October 10, 2012 at 7 p.m. at the Dannels Fire Station.

Meeting adjourned at 5:00 p.m.

  
Suzanne Landkamer, 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."*