

RECORD OF PROCEEDINGS

**Meeting Minutes of the Estes Valley Fire Protection District
September 28, 2011 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, 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 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: None

Board comment: Treasurer Duryea commented on the National Park Service's environmental assessment presentation of their new fire plan, with an estimated publication date of December 2011. Treasurer Duryea confirmed the EVFPD will receive a final bound copy of the fire plan from NPS Superintendent Vaughn Baker.

President Doylen and Board Members extended well wishes to Lois Cheney, wife of Board Member Bob Cheney, who had recent hip surgery.

President Doylen commented that Chief Dorman introduced Fire Marshal Tim Spears to the Town of Estes Park Board of Trustees on September 27, 2011 and stated she is happy to have Fire Marshal Spears as part of the District.

Treasurer Duryea requested to be excused from the October 26, 2011 Board Meeting(s).

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Moved by Bob Cheney, seconded by Jack Rumley to approve 8-24-11 minutes as written. Motion carried unanimously.

REPORTS

Fire Chief Report- Chief Dorman notified Board Members the Fire Department membership approved Tariq Odeh's and Will Finch's letters of resignation at the 9-6-11 FD business meeting. 1st Asst Chief Daryl McCown to assume the position of Treasurer (vacated by Odeh) until year end 2011. Leave of absence was also approved for Brandon Bird, who was hired as a firefighter with the Greeley Fire Department. Chief Dorman advised Board Members of the 9/11 events at the local churches and American Legion, and Mountain View Church presented a recognition of firefighter service plaque to the department.

Chief Dorman provided updates regarding carpet installation at the Dannels station (complete), letter of interest was mailed for Larimer County's Ford F550, new Ford F250 was delivered to the station and is scheduled to be taken to Wireless Advanced for equipment installation. Chief Dorman then explained the budget report submittal for Clifton Gunderson is close to being finalized, and discussed MOU costs and renewal process with the Town of Estes Park. FD station tours and fire prevention education are currently being provided to the local kindergarten classes. Chief Dorman also confirmed fire danger is currently at moderate and no fire restrictions are in place; status may change at any time depending on weather conditions.

Treasurer Report- Treasurer Duryea provided August 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 August 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

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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 August 31, 2011 and 2011 Property Tax and Sales Tax Reconciliation updates.

Treasurer Duryea provided a copy of the Town of Estes Park sales tax revenue report to Board Members. He stated the District's cash position is strong, discussed Chief Dorman's competent management of the budget as 55 percent of the budget has been spent through 66 percent of the budget year. Treasurer Duryea and Board Members discussed management of funds in the fluctuating economy.

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

OLD BUSINESS

Treasurer Duryea reviewed current cash status and revenue including, but not limited to: District's operations checking account, savings account, reserve account, estimated property tax revenue and sales tax revenue as well as 2011 expenses. Treasurer Duryea proposed to take \$110,000.00 from unspent capital and either supplement the current reserve cd or create a new reserve cd, whichever would be most beneficial to the District and approved by Bank of Colorado. Treasurer Duryea, Board Members and Chief Dorman further discussed future cash flow and availability of funds from reserve certificates of deposits held by the District.

Moved by Jack Rumley, seconded by Frank Theis to authorize Treasurer Duryea to take \$110,000.00 of the fiscal year 2011 unspent capital and place into a capital reserve certificate of deposit (cd) at the discretion of Treasurer Duryea, and in accordance with any banking requirements.

NEW BUSINESS

Moved by Sue Doylen, seconded by Jack Rumley to designate Chief Dorman and Treasurer Duryea to prepare the 2012 EVFPD budget. Motion carried unanimously.

Board Members and Chief Dorman discussed budget deadlines and dates for future budget meetings in order to meet all Board of County Commissioner and DOLA/DOLG requirements.

Moved by Bob Cheney, seconded by Bud Duryea to enter into executive session pursuant to Section 24-6-402(4)(f) C.R.S for purposes of discussing a personnel matter regarding Fire Chief Scott Dorman in response to letters of concern from volunteer firefighters. Motion carried unanimously.

Executive Session ended at 9:10 pm.

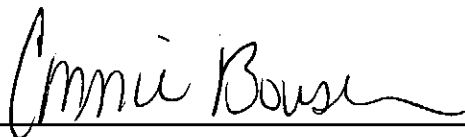
Moved by Sue Doylen, seconded by Jack Rumley for Chief Dorman to complete interviews with the concerned firefighters, provide a summary of firefighter input and assist with the hiring of a fire specific facilitator. Vice President Frank Theis and Board Member Jack Rumley to assist with the acquiring of the fire specific facilitator; funding of the facilitation process coming from the EVFPD. Motion carried unanimously.

President Doylen stated this process will continue to be a learning experience, the Board has accepted the firefighter's concerns and Board Members will endeavor to make decisions in the best interest of the organization, Chief Dorman and the community.

Chief Dorman stated he appreciated the Board's support and looks forward to working with Board Members Theis and Rumley to hire a facilitator. Chief Dorman and Board Members further discussed the time frame for finalization of Chief's summary, facilitator process and updates to be provided to the Fire Department volunteers.

Next Pension Board meeting scheduled for Wednesday, October 26, 2011 at 6:00 p.m. at the Dannels Fire Station. Regular Board meeting scheduled for Wednesday, October 26, 2011 at 7:00 p.m. at the Dannels Fire Station.

Meeting adjourned at 9:25 p.m.



Connie Bowser, Recording Secretary