

# RECORD OF PROCEEDINGS

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## Meeting Minutes of the Estes Valley Fire Protection District

September 26, 2018 6:00 p.m.

Dannels Fire Station, 901 N. St. Vrain Ave., Estes Park, CO 80517

**Board:** President Doug Klink, Vice President Mike Kearney, Treasurer Dave Coleson, Mike Richardson, Ed Ford

**Staff:** Fire Chief Wolf, Board Recording Secretary Goetz

**Also Attending:** Captain Paul Capo, Lt. William Harkins

**Absent:** none

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

**President Doug Klink called the meeting to order at 6:03 p.m.**

**Chief Wolf led the Pledge of Allegiance**

**Secretary Goetz performed roll call – all present**

### CONFLICT OF INTEREST

None; Mike Kearney filed conflict of interest statement with the State of Colorado

### PUBLIC COMMENT / BOARD COMMENT

No public comment

Dave Coleson wanted to thank Captain Capo for attending the school meeting to talk about safety.

### APPROVAL OF AGENDA

Moved by Ed Ford, seconded by Mike Richardson to approve the agenda as written. Motion carried unanimously.

### APPROVAL OF MINUTES

Moved by Dave Coleson, seconded by Mike Kearney to approve the 8/22/18 and 9/5/18 meeting minutes as written. Motion carried unanimously.

**Presentations** – Captain Paul Capo gave an overview of where the truck committee was on bid specs for a new ladder truck. The committee is looking at a tandem axel straight stick with 100' aerial. The committee is hoping to send out the bid specs soon and have bids back for the November board meeting.

## REPORTS

Fire Chief Report –

### Administrative Division:

- Newsletter sent to printer, expected out first week of October
- Annual Physicals
- CU Core Testing, tentative dates 3/23 & 3/30
- Awards Banquet scheduled Friday February 8<sup>th</sup> at YMCA

### Prevention Division (F4):

- Community
  - Assisted with Homecoming bonfire
  - Hosted State Fire Marshals 9/21
  - Slash Collection 10/13 & 14
  - Open House Sunday 10/21

### Training Division (F6):

- Weekly Training
  - September: Extrication (vehicle)
  - October: Ropes & Technical Rescue
- External Classes (Hosting)
  - Completed for 2018
- Certification Classes (Hosting)
  - Fire Academy into week 7 (final week of Exterior)
  - Total 17 students in Exterior, 2 in Firefighter II
  - EVFPD 9, Allenspark 2, Pinewood Springs 1, Big Elk 2, Glen Haven 1, LFRA 1, Platte Valley 1

- Notable Training Accomplishments
  - All Spring recruits complete with task books
- Mutual Aid
  - Working with Pinewood Springs on IGA for TargetSolutions

**Operations Division:**

- Currently at 500 (9/24) calls (571 on 9/26/2017)

**Community:**

- County Chiefs
  - Scheduled next meeting for August 29, hosted by LETA
- State Chiefs
  - On planning committee for State Chiefs convention
  - Presenter at State Chiefs

**Station & Apparatus:**

- Apparatus
  - New Ladder Truck
    - Working with Jason Byrne of Front Range Fire on spec 9/5/18
    - Target of September for spec to send out for bid
  - Front Range pump testing fixes for E7, E22, L6
  - Ladder 6
    - Having increasing issues. Working to maintain

Treasurer's Report- Dave Coleson reviewed the August 2018 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, operating reserve, Tabor and capital reserve were also provided.

Moved by Mike Kearney, seconded by Ed Ford to accept paid bills. Motion carried unanimously.

**OLD BUSINESS**

- Station Transfer: No new updates
- Strategic Planning: We should meet in Q1 to set new goals
- November Election
- Final TABOR notice sent to county
- Received "Pro" statement inputs from three residents of District
- Received no "Con" statements
- Wolf invited to League of Women Voters event on October 4<sup>th</sup>
- Volunteers working on mailer through 501c4 to support initiative

**NEW BUSINESS**

Resolution 2018-05 a resolution of support for Estes Valley Fire Protection District Ballot Issue 6A to Adjust Mill Levy Rate was presented to the board. Motion by Mike Kearney, seconded by Dave Coleson to approve resolution 2018-05 a resolution of support of ballot issue 6A. Motion carried unanimously.

Chief Wolf presented resolution 18-06 a resolution to amend the 2017 budget. This resolution is to amend the general fund budget for 2017 due to a capital purchase made in December of 2017. Motion by Ed Ford, seconded by Mike Richardson to approve resolution 18-06 to amend the 2017 budget. Motion carried unanimously.

2017 audit prepared by Steve Dazzio came back clean and with no issues.

Chief Wolf presented his assumptions he used to prepare the 2019 budget that will be presented to the board on 10/10/18.

**Revenue Assumptions:**

- Sales Tax growth of 3% over previous year (+\$25,000)
- Property tax revenue stable, consistent with early valuation estimates from County (+\$2,300)
- Full year of Plan Review & Permit Fees (+\$50,000)
- Full year of Impact Fees (+38,000)
- No revenue expectations for Squad 3 and Ladder 6 sale, but rough estimate is \$100,000 combined

**Expense Assumptions:**

- General contract costs increasing by 5%
- Inflation of 3%
- Withdrawal from Capital Reserve for new Ladder Truck (-\$200,000)

**Reserve Notes:**

- Capital Reserve of \$477,000 (end 2018)
- Operating Reserve of \$600,000 (current)
- Target of Operating Reserve was 50% of operating expenses
- Recommended savings by Accounting and Legal is 25% of operating expenses
- Have received feedback that reserves >25% will disqualify for many grants
- Potential grant amounts could be as high as \$200,000 per year if need demonstrated
- Does this change our reserve strategy?

The board discussed future meeting dates to comply with posting requirements for the budget process. 10/10/18 the budget will be presented to the board. 1<sup>st</sup> publication notice will be for the 11/14/18 meeting and 2<sup>nd</sup> notice will be for the 11/28/18 meeting. Adoption of the budget will take place on 12/12/18.

Chief Wolf presented a proposed change to the leave and floating holiday policy. The proposed change would better align with our current payroll and accounting program. Chief Wolf has talked to all the current staff and no issues were voiced. The proposed change would remove floating holidays (24 hours a year) and roll those into the allotted vacation time. Leave (both vacation and sick) would then be accrued per pay period instead of monthly. This will go before the board for a vote on 10/10/18.

The next regularly scheduled board meeting will be October 10, 2018 at 6:00 p.m. at Dannels Fire Station.

Meeting adjourned at 7:45 p.m.



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Ed Ford, Secretary of the Board

EF/eg

*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."*