

RECORD OF PROCEEDINGS

**Meeting Minutes of the Estes Valley Fire Protection District
November 28, 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:

Absent: Mike Kearney absent excused

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 6:02 p.m.

Chief Wolf led the Pledge of Allegiance

Secretary Goetz performed roll call – Mike Kearney absent excused

CONFLICT OF INTEREST

none

PUBLIC COMMENT / BOARD COMMENT

No public comment

Ed Ford expressed how wonderful the academy graduation was.

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 Mike Richardson, seconded by Dave Coleson to approve the 11/14/18 meeting minutes with the addition of "snow plowing" as the reason for Mike Kearney to file a conflict of interest with the State. Motion carried unanimously.

Presentations – none

REPORTS

Fire Chief Report –

Administrative Division:

- Upcoming Events
 - Holiday Party – Tuesday, December 18th, 18:00 at Station 1
 - Awards Banquet – Friday, February 8th at YMCA
 - 2019 Events on the training calendar
- Policies, Procedures, and Guidelines
 - Approval guidelines for future policies vs. guidelines

Prevention Division (F4):

- 2018 International Fire Code Adoption
 - Larimer County intends to go live with 2018 code January 1, 2019
 - Fire Marshal presentation to Board with recommendations on February 13, 2019 (advertise for public input/comment/attendance)
 - Intent for second review/discussion/vote on Estes Valley Resolution February 27, 2019
 - Letter to Town of Estes Park and Larimer County March 2019
- Plan Reviews and Assessments for
 - First contact inspections 71/ Re-inspects 35
 - Compliance Follow-Ups 16
 - Education/Engineering/Site Inspect
 - Citizen Complaints 1
 - Burn Permits 7
 - Plan Reviews
- Occupancy Database
 - Target completion by July 1, 2019
- Misc
 - TOEP working to fill Chief Building Official position

- RECORD OF PROCEEDINGS

- 11/24 a 4" water line burst in basement of Old Church Shops, estimate 20,000 gallons
- Twin Owls Motor Lodge in negotiations to sell to national hotel chain
- Community
 - Outreach following 45 day trends
 - Smoke alarms/CO alarms in residential structures

Training Division (F6):

- Weekly Training
 - November: State Certifications (HazMat, All JPRs)
 - December: Officer Development
- External Classes (Hosting)
 - Fire Training for Law Enforcement (November) – completed both squads
 - DFPC Instructor I (January)
 - Officer Development (May)
 - S-131 Squad Boss (June) – with RMNP
 - When Things Go Bad (January through July)
- Notable Training Accomplishments
 - Two members opened taskbooks for Wildland Single Resource
 - Capo passed written for Paramedic
 - Academy students 10/12 passed state skills test, written 12/4
- Mutual Aid
 - Interest from Big Elk Fire for us to track their DFPC FFI JPRs

Operations Division:

- Currently at 607 (11/28) calls (686 on 11/28/2017)
 - Change in EMD protocol took us from even to -9% in 5 months
- To do:
 - Schedule fit testing
- Recruitment
 - Spring 2019 calendar put together
- Notable Incidents
 - Chimney Fire Meadow Lane
 - Man vs. Machine EPH
 - Elevator Rescue Elkhorn
 - Numerous incidents with lack of smoke alarm
 - Handed out alarms to those impacted
 - PSA planned by Prevention Division
- Dispatch
 - Working on new CAD design and roll out, ETA March 2020
 - MDRC meeting to establish call processing times (for all agencies in county)
 - Working on paging/alerting options with WAC and Dispatch
 - Have built notification polygons for Everbridge
 - Working with EPPD and Dispatch to deploy

Community:

- Local
 - Participated in Catch the Glow parade with four apparatus (E1, L6, S3, E31)
- County Chiefs
 - Regionalizing PulsePoint Fall 2018
- State Chiefs
 - On committee for State Wide Mutual Aid

Station & Apparatus:

- Station 1
 - New washer/dryer, purchased on sale, delivery this week
- Station 2
 -
- Training Site (F6)
 - Clean up/winter prep this week
- Apparatus
 - Truck purchase
 - Recommendation to use pre-negotiated contract (HGAC)
 - Contract signed in December 2018, delivery October 2019 (270 days)

Treasurer's Report- Dave Coleson reviewed the October 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 Doug Klink, seconded by Ed Ford to accept paid bills. Motion carried unanimously.

OLD BUSINESS

Station Transfer: SUP being negotiated between TofEP and BOR

Strategic Plan: No new updates

2019 Budget: The only update to the budget from what was previously provided was to update the price for Truck 1 if approved

NEW BUSINESS

The proposed fitness and wellness policy that was presented at the 11/14 meeting was brought to the board for approval. Motion by Ed Ford, seconded by Mike Richardson to approve the Physical Fitness and Wellness policy. Motion carried unanimously.

The proposed change to the bid policy that was presented at the 11/14 meeting was brought to the board for approval. Motion by Mike Richardson, seconded by Dave Coleson to approve the change to the bid policy. Motion carried unanimously.

Chief Wolf presented a letter from himself and Captain Capo to the board explaining why the use of a purchasing co-op would be more beneficial than using the traditional bid procedure for the purchase of Truck 1. Motion by Dave Coleson, seconded by Ed Ford to approve the use of a purchasing co-op over the bid procedure for the purchase of Truck 1. Motion carried unanimously.

Chief Wolf presented the proposed contract for the purchase of Truck 1 using a purchasing co-op to the board. This contract would require \$500,000 down in December 2018, a payment of \$296,537.85 in December 2019, and a final payment of \$296,537.85 in December of 2020. Motion by Mike Richardson, seconded by Dave Coleson to approve the contract for the purchase of Truck 1 pending a change in the contract from the term "municipality" to a term that better describes the district. Motion carried unanimously.

The next regularly scheduled board meeting will be December 12th, 2018 at 6:00 p.m. at Dannels Fire Station. A pension board meeting will precede the board meeting at 5:15 p.m. on December 12th, 2018.

Meeting adjourned at 6:57 p.m.



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."

