

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- October 30, 2024

Agenda Item #4

Agenda Title:

Approval of Agenda

Submitted by:

Ryan Bross, President

Background Information:

N/A

Attachments:

Agenda

Minutes

Report

Resolution

Contract

Map

Letter

Other

Board Action Needed:

A motion to (approve, deny, modify) the Agenda for the October 30th, 2024 board meeting.

Ryan Bross Yes No

Brian Tseng Yes No

Mike Lewelling Yes No

Dave Hamrick Yes No

Chris Buser Yes No

ESTES VALLEY FIRE PROTECTION DISTRICT BOARD MEETING

October 30, 2024
Wednesday, 4:30 PM

AGENDA

1. CALL TO ORDER- President Ryan Bross
2. PLEDGE OF ALLEGIANCE- Chief Capo
3. ROLL CALL- Marinda Baxter
4. APPROVAL OF AGENDA
5. CONFLICT OF INTEREST DISCLOSURES
6. PUBLIC COMMENT * Public comment is limited to 5 minutes per person.
7. APPROVAL OF MINUTES: meeting minutes from 9/25/2024 and 10/9/2024
8. Presentations – 2025 Budget Presentation
9. REPORTS
 - a. Chief’s Report
 - b. Volunteer Captain Report
 - c. Treasurers Report
10. OLD BUSINESS
 - a. Strategic Plan
11. POLICY UPDATES
 - a. #221 Social Media & Public Relations – 2nd Review
12. NEW BUSINESS
 - a. Executive Session Section 24-6-402(4)(b) C.R.S. for Purposes of Legal Advice Regarding Notice of Intent to File Suit Letter
 - b. Possible Action on Notice of Intent to File Suit Letter
 - c. Fire Chief Contract
13. BOARD COMMENT

NEXT REGULARLY SCHEDULED MEETING: November 13th, November 27th
14. ADJOURNMENT

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.”

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- October 30, 2024

Agenda Item #7

Agenda Title:

Approval of Minutes

Submitted by:

Dave Hamrick, Secretary

Background Information:

N/A

Attachments:

___ Agenda

X Minutes

___ Report

___ Resolution

___ Contract

___ Map

___ Letter

___ Other

Board Action Needed:

A motion to (approve, deny, modify) the minutes from the 9/25/24 and 10/9/24 board meeting at the 10/30/24 board meeting.

Ryan Bross Yes No

Brian Tseng Yes No

Mike Lewelling Yes No

Dave Hamrick Yes No

Chris Buser Yes No

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District
September 25, 2024 4:30 p.m.
Dannels Fire Station, 901 N. St. Vrain Ave., Estes Park, CO 80517

Board: Dave Hamrick, Brian Tseng, Ryan Bross, Mike Lewelling, Chris Buser

Staff: Asst. Chief Jon Landkamer; Interim Chief Paul Capo; Chief of Staff Erika Goetz, Marinda Baxter

Also Attending: Captain Rick Spear, Lt. Ron Bruchwalski, Kelly Brenner, Patti Brown,

Absent: None

President Ryan Bross called the meeting to order at 4:30 p.m.

Assistant Chief Capo led the Pledge of Allegiance

Erika Goetz performed roll call – all present

APPROVAL OF AGENDA

Moved by Mike Lewelling and seconded by Chris Buser to approve the agenda with the modification of a board meeting on October 30th, not the 23rd. Motion carried unanimously.

CONFLICT OF INTEREST

None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Moved by Dave Hamrick and seconded by Chris Buser to approve the meeting minutes from the 8/28/24 board meeting as written. Motion carried unanimously.

PRESENTATIONS

Assistant Chief Landkamer presented a PowerPoint of the proposed 2025 budget. Budget is projected to stay flat for sales tax. Major changes are the addition of 1A sales tax for the wildland program, budgeted for an election (board seats), and the addition of prevention staff that will be covered under either 1A or grant monies we have been awarded. The budget will continue to be dialed in until it's adoption in December.

REPORTS

Chief's Report –

Administrative Division:

Family Dinner will be October 1st also dept/family photo – RSVP to Lt. Harrison

October 8th will be meet & greet with Fire Chief candidate's public from 4-5:30 and volunteers from 6-7:30

Held a grant workshop on Monday night, 11 Attendees

Prevention Division:

- Lt. Shepard has been seeing some improvement in requests for HIZ assessments with the new web-based form
- WUI Educator position – FR-WRM grant has been posted internally – 3 candidates, interviews on Thursday
- Chief Landkamer attended a “Fueling Adaptation” field tour last week along with LCES and LFRA – national research project looking at the Wildfire Crisis Strategy and if the funding is getting down to where the work is being done. Larimer County was the first stop out of 40 counties nationwide based on the good work that is already happening here.
- Meeting with BTHWP and Gateway to the Rockies committee next week and giving a presentation on the Thunder Mountain project with EVWC, Wilynn.
- Lt. Shepard to attend FACO conference in Snowmass next week.

Operations Division:

2024 – 599

2023 – 473 126 difference

52 FF's – 47 vol.

+8 Aux. = 55 Volunteers

Bon Fire Thursday night

RECORD OF PROCEEDINGS

Training Division:

Extrication
Academy Int.– 19 -Ext 21
2-BE
6 Lyons
1- PW
10 - Estes

Station & Apparatus:

- Ladder 71 has been put back in service but will be out for more repairs locally
- E71 has had several electrical issues addressed by Garrett with Fleet
- Fleet has hired a fourth mechanic, Tyler
- HME/Ahrens Fox Type 6 is locked in with an October 25th delivery at this point, pre-payment has been made to receive the discount

Misc.:

- Bo Winslow celebration of life is at the Cheley Colorado Camp Chapel Sunday, September 29th at 1300. We will have an engine and do a bell ceremony for Bo's 20+ years of service.

Volunteer Captain Report – Captain Spear reported that the volunteers continue to do good work calling out Lt. Bruchwalski, Lt. Platz, and Lt. Shepard as going above and beyond. Great training the last couple of weeks with good participation.

Treasurer's Report – Reviewed August 2024 balance sheet(s) including, but not limited to governmental fund and schedule of capital assets, statement of revenues, expenditures, and changes in fund balance for general operations, operating reserve. Moved by Ryan Bross and seconded by Dave Hamrick to approve transactions listed in the Treasurer's report. Motion carried unanimously.

OLD BUSINESS

Strategic Plan – no update

Internal Fire Chief Recruitment – Chris Buser and Erika Goetz gave an update. Job posting will close on September 29th. Meet & greet on October 8th from 4-5:30 for the public and 6-7:30 for the volunteers. Comment cards will be provided. Panels are set and interview questions will be finalized on Friday.

POLICY UPDATES

#218 Subpoenas & Court Appearances – 2nd Review

No updates or changes since the last presentation. Motion by Ryan Bross, seconded by Brian Tseng to approve the addition of policy #218 subpoenas & court appearances. Motion carried unanimously.

#219 Patient Medical Record Security & Privacy – 2nd Review

No updates or changes since the last presentation. Motion by Dave Hamrick, seconded by Mike Lewelling to approve the addition of policy #219 Patient medical record security & privacy. Motion carried unanimously.

#345 Unmanned Aircraft Systems – 2nd Review

No updates or changes since the last presentation. Motion by Mike Lewelling, seconded by Ryan Bross to approve the addition of policy #345 unmanned aircraft systems. A question was asked if the drone has been used yet. The drone was donated to us, so it has been flown during training to make sure it worked. We have not used it in an official capacity waiting to get this policy in place.

#221 Social Media and Public Relations – 1st Review

Chief of Staff Goetz presented an update to policy #221 redlined to identify changes. Main updates were to reference our anti-harassment policy and to expand the definition of social media to include new channels (twitter changed to X, addition of TikTok, etc.)

NEW BUSINESS –

IGA for Wildland Deployment Resource Sharing

Interim Chief Capo presented the IGA for wildland deployment resource sharing stating that this was an amendment to an already existing IGA, but to add three new agencies to the mix. Additions would be Evans Fire PD, Lyons Fire, PD, and Boulder Rural Fire PD. Motion by Ryan Bross, seconded by Dave Hamrick to approve the IGA for wildland deployment resource sharing. Motion carried unanimously.

Appoint a Treasurer

Vice-President Brian Tseng has been filling in as treasurer since Jon Hodde resigned. Discussion took place about splitting the treasurer duties between two people. Motion by Ryan Bross, seconded by Mike Lewelling to co-appoint Chris Buser and Brian Tseng as treasurers. Motion carried unanimously.

RECORD OF PROCEEDINGS

BOARD COMMENT

Ryan Bross thanked the staff and volunteers for everything they are doing.

The next board meeting will be on Wednesday, October 9th as it pertains to the chief process only. There will be an executive session to debrief the interview panels with the board.

The next main board meeting will be on Wednesday October 30th at 4:30pm with a Pension Board meeting before the board meeting at 3:30pm.

Motion by Ryan Bross, seconded by Chris Buser to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 5:32 p.m.

David Hamrick, Secretary

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RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

October 9, 2024 12.55 p.m.

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

Board: Dave Hamrick, Brian Tseng, Ryan Bross, Mike Lewelling, Chris Buser

Staff: Asst. Chief Jon Landkamer; Interim Chief Paul Capo; Chief of Staff Erika Goetz, Marinda Baxter, Captain Chris Thomas, Lt. Laura Shepard, Lt. Stacey Sutherland

Also Attending: Captain Rick Spear, Lt. Ron Bruchwalski, Lt. Megan Platz, FF Gabe Bruyere, FF Megan Hodde, FF Michael Barnhouse, FF Talia Filsinger, Chief Ian Stewart, Joan Hooper, Warren Merritt with Prothman

Absent: None

President Ryan Bross called the meeting to order at 12:58 p.m.

President Ryan Bross led the Pledge of Allegiance

Erika Goetz performed roll call – all present

APPROVAL OF AGENDA

Moved by Ryan Bross and seconded by Dave Hamrick to approve the agenda as written. Motion carried unanimously.

CONFLICT OF INTEREST

None

PUBLIC COMMENT

None

NEW BUSINESS –

Motion by Dave Hamrick, seconded by Mike Lewelling to go into an executive session pursuant to section 24-6-402(4)(f) C.R.S. for purposes of discussing a personnel matter regarding Ron Bruchwalski. Motion carried unanimously.

Entered executive session at 1:00pm.

Chief of Staff Goetz recited this statement “Panelists you have been invited into this executive session as advisors to the Board to hear a presentation of the special project by Lt. Ron Bruchwalski. As this is an executive session everything said and/or discussed is privileged and confidential and shall not be discussed outside of executive session”.

Motion by Mike Lewelling seconded by Ryan Bross to exit executive session and reenter open session at 1:31pm. Motion carried unanimously.

Motion by Ryan Bross, seconded by Chris Buser to enter into an executive session pursuant to section 24-6-402(4)(f) C.R.S. for purposes of discussing a personnel matter regarding Paul Capo. Motion carried unanimously.

Entered executive session at 1:32

Chief of Staff Goetz recited this statement “Panelists you have been invited into this executive session as advisors to the Board to hear a presentation of the special project by Interim Chief Paul Capo. As this is an executive session everything said and/or discussed is privileged and confidential and shall not be discussed outside of executive session”.

Motion by Mike Lewelling, seconded by Chris Buser to exit executive session and reenter open session at 2:02pm. Motion carried unanimously.

Motion by Dave Hamrick, seconded by Mike Lewelling to enter into an executive session pursuant to section 24-6-402(4)(f) C.R.S. for purposes of discussing a personnel matter regarding Jon Landkamer. Motion carried unanimously.

Entered executive session at 2:03pm

Chief of Staff Goetz recited this statement “Panelists you have been invited into this executive session as advisors to the Board to hear a presentation of the special project by Assistant Chief Jon Landkamer. As this is an executive session everything said and/or discussed is privileged and confidential and shall not be discussed outside of executive session”.

Motion by Dave Hamrick, seconded by Mike Lewelling to exit executive session and reenter open session at 2:32. Motion carried unanimously.

Five Minute Break

RECORD OF PROCEEDINGS

Motion by Ryan Bross, seconded by Mike Lewelling to enter into executive session pursuant to section 24-6-402 (4)(e) C.R.S. to determine positions relative to matters that may be subject to negotiations, to develop strategy for negotiations, and to instruct negotiators, all with respect to the terms of employment to be offered to a successful candidate for the Fire Chief position.

Entered executive session at 2:43pm.

Chief of Staff Goetz stated: As this is an executive session everything said and/or discussed is privileged and confidential and shall not be discussed outside of executive session”.

Motion by Mike Lewelling, seconded by Dave Hamrick to exit executive session and reenter open session at 4:31pm. Motion carried unanimously.

Re-entered open session at 4:32pm.

Appoint A Negotiations Committee

Discussion took place asking who on the board has availability to be on this committee.

A motion by Ryan Bross, seconded by Dave Hamrick to appoint Chris Buser and Brian Tseng to the negotiations committee and to enter into negotiations with candidate A.

BOARD COMMENT

The board wanted to thank everyone for their participation in the process. Thanks to Warren from Prothman for help with the process again.

The next main board meeting will be on Wednesday October 30th at 4:30pm with a Pension Board meeting before the board meeting at 3:30pm.

Motion by Ryan Bross, seconded by Mike Lewelling to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 4:35 p.m.

David Hamrick, Secretary

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ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- October 30, 2024

Agenda Item #9-C

Agenda Title:

Approval of Transactions

Submitted by:

Chris Buser, Treasurer

Background Information:

Financial status report for the EVFPD as provided by the Treasurer.

Attachments:

____ Agenda

____ Minutes

X Report

____ Resolution

____ Contract

____ Map

____ Letter

____ Other

Board Action Needed:

A motion to approve the transactions as listed on the Treasurer's report provided at the October 30th, 2024 meeting.

Ryan Bross Yes No

Brian Tseng Yes No

Mike Lewelling Yes No

Dave Hamrick Yes No

Chris Buser Yes No

Process Date	Vendor	Invoice Number	Payment Method	Amount
9/24/2024	E-470 Public Highway Authority	2095808550	BILL Check	-18.4
9/24/2024	MES Municipal Emergency Services	IN2120777	Vendor Direct Virtua	-4207.5
9/24/2024	PT Properties LLC	19	BILL EFT	-4600
9/24/2024	Safeway	437316-091124-09	Vendor Direct Virtua	-166.29
9/24/2024	Town of Estes Park	Multiple	BILL Check	-16775
9/24/2024	Trailblazer Broadband	112639	BILL Check	-429.85
				-26197
10/1/2024	CEBT Payments	2024-10	BILL EFT	-12734.8
10/1/2024	Colorado Div of Fire Prevention & Control	24-80453	BILL Check	-60
10/1/2024	Connecting Point	CW143153	BILL EFT	-82.3
10/1/2024	Estes Park Rent All	1-576042	BILL Check	-28.5
10/1/2024	Frontier Communications Corp	37464120	BILL Check	-210.09
				-13115.7
10/9/2024	AT&T Mobility	287291418343X09	Vendor Direct Virtua	-202.72
10/9/2024	CEGR Law	Aug-24	BILL Check	-3199.5
10/9/2024	Crexendo Business Solutions	204234	Vendor Direct Virtua	-226.21
10/9/2024	Dr. Teresa A Richards	Sep-24	BILL EFT	-1542
10/9/2024	Estes Park Sanitation District	C05491 7/1/24-9/3	BILL Check	-142.3
10/9/2024	Fire Marshal Services	16-2024	BILL Check	-2994
10/9/2024	Frontier Communications Corp	37512070	BILL Check	-222.21
10/9/2024	Kinsco	Multiple	Vendor Direct Virtua	-119.98
10/9/2024	Park Supply	2409-024676	BILL Check	-14.57
10/9/2024	PT Properties LLC	2024 Q3	BILL EFT	-1406.4
10/9/2024	Streamline	5458EE7A-0035	BILL Check	-249
10/9/2024	Superior Trash Company LLC	10845	BILL EFT	-50
10/9/2024	Town of Estes Park Utilities	Multiple	BILL Check	-946.37
10/9/2024	Vistabeam	1417764	BILL Check	-87.95
10/9/2024	Waste Management - Estes Park	1409901-0561-5	Vendor Direct Virtua	-177.39
				-11580.6
10/15/2024	Cintas	5233736312	Vendor Direct Virtua	-196.4
10/15/2024	E-470 Public Highway Authority	2096407261	BILL Check	-4.6
10/15/2024	Interstate All Battery Center	1.9069E+12	Vendor Direct Virtua	-77
				-278
10/16/2024	Ace Hardware	279285/280573	BILL Check	-42.26
10/16/2024	Bank of Colorado - Landkamer	2024 September	BILL Check	-314.97
10/16/2024	Bank of Colorado-Capo	Sep-24	BILL Check	-1201.83
10/16/2024	Bank of Colorado-Goetz	Sep-24	BILL Check	-1092.6
10/16/2024	Colorado Special District P&LP	24WC52011-2872	BILL Check	-451.92
10/16/2024	Estes Park Lumber Company	430972	BILL Check	-67.18
10/16/2024	Jon Landkamer	2024 Q3 cell	BILL EFT	-120
10/16/2024	Laura Shepard	2024 Q3 Cell	BILL EFT	-120
10/16/2024	Mountain View Commercial Cleaning	14000	BILL Check	-700
10/16/2024	NAPA Auto Parts	389636	BILL Check	-409.35

10/16/2024 Next Level Auto Wash	434 BILL Check	-13.54
10/16/2024 Pinnacle Consulting Group INC	26899 BILL EFT	-3506.65
10/16/2024 Stacey Sutherland	Multiple BILL EFT	-198.19
10/16/2024 Verizon Wireless	9975347364 BILL EFT	-121.46
		-59531.2



Management Financial Statements

BOARD OF DIRECTORS ESTES VALLEY FIRE PROTECTION DISTRICT

We have prepared the accompanying management financial statements for the periods ending as of December 31, 2023 and September 30, 2024. We have also prepared the accompanying proposed budgets of revenues, expenditures and funds available prepared on the modified accrual basis of Estes Valley Fire Protection District for the year ending December 31, 2025.

These financial statements are designed for management purposes and are intended for those who are knowledgeable about these matters. We have not audited, reviewed or compiled the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America. Substantially all the disclosures required by accounting principles generally accepted in the United States of America have been omitted. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the financial position and results of operations.

A handwritten signature in black ink that reads "Tracie L. Kaminski". The signature is written in a cursive, flowing style.

Pinnacle Consulting Group, Inc.
October 21, 2023

Offices Located in Loveland and Denver

Main office located at 550 W. Eisenhower Blvd., Loveland, CO 80537
(970)669-3611 (303)333-4380
www.PCGI.com

Serving our clients and community through excellent dependable service.

ESTES VALLEY FIRE PROTECTION DISTRICT									
BALANCE SHEET									
December 31, 2023 and September 30, 2024									
		Audited	Unaudited						
		Actual	Actual						
		12/31/2023	9/30/2024						
Assets									
Current Assets									
Cash - Checking	\$	188,453	\$	237,765					
Cash - Savings		447,865		663,415					
Cash - CSAFE		602,836		628,052					
Restricted Cash - Impact Fees		22,086		22,261					
Due from Larimer County		3,652		16,075					
Property Taxes Receivable		1,079,941		12,849					
Prepaid Expense		37,468		-					
Accounts Receivable		32,151		51,868					
Sales Tax Receivable		142,625		178,185					
Lease Deposit		2,800		2,800					
Total Current Assets	\$	2,559,878	\$	1,813,270					
Total Assets	\$	2,559,878	\$	1,813,269					
Liabilities									
Current Liabilities									
Accounts Payable	\$	31,827	\$	23,431					
Deferred Property Taxes		1,079,941		12,849					
Accrued Payroll Liabilities		29,005		8,331					
Total Current Liabilities	\$	1,140,773	\$	44,611					
Total Liabilities	\$	1,140,773	\$	44,611					
Fund Equity									
Restricted - TABOR Reserve	\$	69,987	\$	69,987					
Restricted - Impact Fees		252,935		289,588					
Committed for LOSAP		2,050		2,050					
Committed for Contracts		65,503		65,503					
Nonspendable		37,468		-					
Unrestricted		991,162		1,341,531					
Total Fund Equity	\$	1,419,105	\$	1,768,658					
Total Liabilities and Fund Equity	\$	2,559,878	\$	1,813,269					
		=		=					

ESTES VALLEY FIRE PROTECTION DISTRICT								
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS								
GENERAL FUND								
	(a)	(b)	(c)	(d)	(b-d)	(e)	(f)	(f-b)
	2023	2024	2024	Actual	Budget	%	2025	Year to Year
	Audited	Adopted	Projected	Through	Remaining	Budget	Proposed	Budget
Revenues	Actual	Budget	Budget	9/30/2024	9/30/2024	Remaining	Budget	Variance
Sales Tax - Town of Estes Park	\$ 1,279,907	\$ 1,323,852	\$ 1,264,981	\$ 817,081	\$ 506,771	38%	\$ 1,290,280	\$ (33,572)
Sales Tax - Ballot Issue 1A	-	-	234,918	100,284	(100,284)	0%	392,716	392,716
Property Taxes	783,206	1,079,941	1,170,476	1,169,307	(89,366)	0%	1,081,548	1,607
Specific Ownership Tax	56,316	80,996	67,137	50,353	30,643	38%	81,116	121
Grants	650	90,000	90,000	6,000	84,000	93%	90,000	-
Contributions & Donations	1,028	-	-	-	-	0%	-	-
Plan Reviews & Inspections	31,535	40,000	40,000	27,672	12,328	31%	31,535	(8,465)
Operational Permits	-	70,000	70,000	-	70,000	100%	5,000	(65,000)
Impact Fees	42,975	100,000	100,000	36,652	63,348	63%	60,000	(40,000)
Investment Income	37,022	20,000	40,579	30,434	(10,434)	0%	37,022	17,022
Miscellaneous Revenue	1,036	60,000	60,000	15,180	44,820	75%	-	(60,000)
Training Division	17,868	25,000	25,000	200	24,800	99%	17,868	(7,132)
Capital Lease Proceeds	81,344	-	-	-	-	0%	-	-
Total Revenues	\$ 2,332,889	\$ 2,889,788	\$ 3,163,091	\$ 2,253,163	\$ 636,626	22%	\$ 3,087,085	\$ 197,296
Expenditures								
Overhead & Administration	\$ 986,200	\$ 1,064,777	\$ 1,068,316	\$ 634,805	\$ 429,972	40%	\$ 1,224,250	\$ 159,473
Operations & Training	458,953	516,186	506,816	298,465	217,721	42%	538,385	22,199
Support Services	221,507	497,969	492,969	362,350	135,619	27%	508,857	10,888
Prevention	444,920	419,838	409,838	203,685	216,153	51%	289,627	(130,211)
Grants & 1A	-	-	14,490	-	-	0%	384,422	384,422
Capital	123,988	50,000	454,304	404,304	(354,304)	0%	50,000	-
Total Operating Expenditures	\$ 2,235,567	\$ 2,548,770	\$ 2,946,732	\$ 1,903,609	\$ 645,161	25%	\$ 2,995,540	\$ 446,770
Revenues over/(under) Expenditures	\$ 97,321	\$ 341,018	\$ 216,358	\$ 349,554			\$ 91,545	\$ (249,474)
Beginning Fund Balance	1,321,784	1,413,555	1,419,105	1,419,105			1,635,464	221,909
Ending Fund Balance	\$ 1,419,105	\$ 1,754,573	\$ 1,635,464	\$ 1,768,658			\$ 1,727,008	\$ (27,565)
Components of Ending Fund Balance								
Restricted - TABOR	\$ 69,987	\$ 86,694	\$ 69,987	\$ 69,987			\$ 92,613	\$ 5,919
Restricted - Impact Fees	252,935	81,328	352,935	289,588			412,935	331,607
Committed - LOSAP	2,050	2,050	2,050	2,050			2,050	-
Committed - Contracts	65,503	65,503	65,503	65,503			65,503	-
Reserved - Operations	500,000	600,000	600,000	600,000			600,000	-
Reserved - Capital	37,366	269,530	269,530	269,530			443,081	173,550
Non-Spendable	37,468	-	-	-			-	-
Unrestricted	453,796	649,468	275,458	472,001			110,827	(538,641)
	\$ 1,419,105	\$ 1,754,573	\$ 1,635,464	\$ 1,768,658			\$ 1,727,009	\$ (27,564)
						Target Percentage:	25%	

ESTES VALLEY FIRE PROTECTION DISTRICT								
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL								
	(a)	(b)	(c)	(d)	(b-d)	(e)	(f)	(f-b)
	2023	2024	2024	Actual	Budget	%	2025	Year to Year
	Audited	Adopted	Projected	Through	Remaining	Budget	Proposed	Budget
	Actual	Budget	Budget	9/30/2024	9/30/2024	Remaining	Budget	Variance
Overhead & Administration								
Strategic Planning Implementation	\$ 61,326	\$ 37,500	\$ 37,500	\$ -	\$ 37,500	100%	\$ 62,500	\$ 25,000
Grant Reimbursable	-	-	20,000	20,000	(20,000)	0%	-	-
Professional Services/Fees	174,433	163,737	163,737	129,462	34,275	21%	203,687	39,950
Salaries and Benefits	480,435	475,596	475,596	288,162	187,433	39%	536,171	60,575
Insurance	76,607	103,532	91,297	91,297	12,235	12%	117,841	14,309
Membership Dues & Subscription	10,197	12,833	12,833	11,144	1,688	13%	16,649	3,816
Catering/Special Circumstance	12,056	18,650	18,650	13,512	5,138	28%	20,650	2,000
Utilities	53,144	100,090	100,090	33,539	66,551	66%	107,412	7,323
Data Processing Equipment	4,583	10,000	10,000	1,079	8,921	89%	10,000	-
Miscellaneous Equipment	2,000	6,000	6,000	887	5,113	85%	6,000	-
Member Benefits	111,420	131,840	131,840	44,949	86,891	66%	138,340	6,500
Contingencies	-	5,000	774	774	4,227	85%	5,000	-
Total Overhead & Admin Expenditures	\$ 986,200	\$ 1,064,777	\$ 1,068,316	\$ 634,805	\$ 429,972	40%	\$ 1,224,250	\$ 159,473
Operations & Training								
Salaries and Benefits	\$ 392,863	\$ 332,682	\$ 332,682	\$ 248,712	\$ 83,970	25%	\$ 336,831	\$ 4,149
Volunteer & Shift Program	-	70,000	70,000	-	70,000	100%	82,000	12,000
Dispatching & Communications	21,490	24,353	24,353	18,348	6,005	25%	26,753	2,400
Supplies - Consumables	1,506	3,350	3,350	976	2,374	71%	3,500	150
Catering/Special Circumstances	4,282	5,000	5,157	5,157	(157)	0%	5,000	-
Firefighter Recruitment	319	850	850	256	594	70%	850	-
Member Dues/Subscription	5,774	5,781	5,962	5,962	(181)	0%	5,781	0
Conferences	8,378	16,000	16,000	5,200	10,800	68%	17,000	1,000
Internal Training	14,423	29,500	29,500	8,265	21,235	72%	32,000	2,500
External Training	8,420	15,670	15,670	2,296	13,374	85%	15,670	-
Supplies	1,497	3,000	3,292	3,292	(292)	0%	3,000	-
Contingencies	-	10,000	-	-	10,000	100%	10,000	-
Total Operations & Training Expenditures	\$ 458,953	\$ 516,186	\$ 506,816	\$ 298,465	\$ 217,721	42%	\$ 538,385	\$ 22,199
Support Services								
Salaries and Benefits	\$ -	\$ 189,227	\$ 189,227	\$ 139,057	\$ 50,170	27%	\$ 195,188	\$ 5,961
Facilities Maintenance	27,911	94,373	94,373	66,202	28,171	30%	83,817	(10,556)
Equipment Maintenance	113,825	107,069	107,069	86,542	20,527	19%	135,551	28,482
Equipment Acquisition	79,770	102,300	102,300	70,548	31,752	31%	89,300	(13,000)
Contingencies	-	5,000	-	-	5,000	100%	5,000	-
Total Support Services Expenditures	\$ 221,507	\$ 497,969	\$ 492,969	\$ 362,350	\$ 135,619	27%	\$ 508,857	\$ 10,888
Prevention								
Salaries and Benefits	\$ 377,883	\$ 327,915	\$ 327,915	\$ 150,018	\$ 177,897	54%	\$ 256,748	\$ (71,168)
Member Dues/Subscription	3,738	5,550	5,550	3,378	2,173	39%	6,507	957
Education	12,034	13,330	13,330	3,458	9,872	74%	13,330	-
Prevention	50,365	63,042	63,042	46,832	16,211	26%	3,042	(60,000)
Contingencies	900	10,000	-	-	10,000	100%	10,000	-
Total Prevention Expenditures	\$ 444,920	\$ 419,838	\$ 409,838	\$ 203,685	\$ 216,153	51%	\$ 289,627	\$ (130,211)
Grants & 1A								
Salaries and Benefits	\$ -	\$ -	\$ 12,990	\$ -	\$ -	0%	\$ 301,922	\$ 301,922
Member Dues/Subscription	-	-	-	-	-	0%	500	500
Education	-	-	-	-	-	0%	2,500	2,500
Equipment Acquisition	-	-	-	-	-	0%	10,500	10,500
Prevention	-	-	-	-	-	0%	60,000	60,000
Data Processing Equipment	-	-	1,500	-	-	0%	4,000	4,000
Contingencies	-	-	-	-	-	0%	5,000	5,000
Total Grants & 1A Expenditures	\$ -	\$ -	\$ 14,490	\$ -	\$ -	0%	\$ 384,422	\$ 384,422
Capital								
Fleet Capital Expense	\$ 81,344	\$ -	\$ 404,304	\$ 404,304	\$ (404,304)	0%	\$ -	\$ -
Lease Purchase Repayment	28,000	-	-	-	-	0%	-	-
Buildings & Grounds Capital Expense	14,644	50,000	50,000	-	50,000	100%	50,000	-
Total Capital Expenditures	\$ 123,988	\$ 50,000	\$ 454,304	\$ 404,304	\$ (354,304)	0%	\$ 50,000	\$ -
Total Expenditures	\$ 2,235,567	\$ 2,548,770	\$ 2,946,732	\$ 1,903,609	\$ 645,161	25%	\$ 2,995,540	\$ 446,770

ESTES VALLEY FIRE PROTECTION DISTRICT								
BALANCE SHEET								
December 31, 2023 and September 30, 2024								
VOLUNTEER FIRE PENSION TRUST								
	Audited	Unaudited						
	Actual	Actual						
	12/31/2023	9/30/2024						
Assets								
Current Assets								
Cash - Checking	\$ 17,628	\$ 70,676						
Investments	1,636,936	1,584,751						
Prepaid Expense	13,174	13,174						
Total Current Assets	\$ 1,667,738	\$ 1,668,601						
Total Assets	\$ 1,667,738	\$ 1,668,601						
Liabilities								
Current Liabilities								
Total Current Liabilities	\$ -	\$ -						
Total Liabilities	\$ -	\$ -						
Fund Equity								
Held in Trust for Pension	\$ 1,667,738	\$ 1,668,600						
Total Fund Equity	\$ 1,667,738	\$ 1,668,600						
Total Liabilities and Fund Equity	\$ 1,667,738	\$ 1,668,600						
	=	=						

ESTES VALLEY FIRE PROTECTION DISTRICT								
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS								
VOLUNTEER FIRE PENSION TRUST								
	(a)	(b)	(c)	(d)	(b-d)	(e)	(f)	(f-b)
	2023	2024	2024	Actual	Budget	%	2025	Year to Year
	Audited	Adopted	Projected	Through	Remaining	Budget	Proposed	Budget
Revenues	Actual	Budget	Budget	9/30/2024	9/30/2024	Remaining	Budget	Variance
Investment Income (loss)	\$ 137,167	\$ 90,000	\$ 185,798	\$ 139,349	\$ (49,349)	0%	\$ 115,000	\$ 25,000
EVFPD Contribution	54,000	54,000	54,000	-	54,000	100%	54,000	-
State Participation Contribution	48,600	48,605	48,605	-	48,605	100%	48,605	-
Total Revenues	\$ 239,767	\$ 192,605	\$ 288,403	\$ 139,349	\$ 53,256	28%	\$ 217,605	\$ 25,000
Expenditures								
Actuarial Study	\$ 10,000	\$ 1,200	\$ -	\$ -	\$ 1,200	100%	\$ 1,200	\$ -
Audit	-	2,500	2,500	-	2,500	100%	2,500	-
Investment Fees	12,156	5,000	25,079	18,809	(13,809)	0%	10,000	5,000
Miscellaneous	-	5,000	-	-	5,000	100%	5,000	-
Retiree benefit Payments	155,015	163,500	163,500	119,677	43,823	27%	158,085	(5,415)
Retiree Death Benefit	-	900	-	-	900	100%	900	-
Contingency	-	2,700	-	-	2,700	100%	2,700	-
Total Operating Expenditures	\$ 177,170	\$ 180,800	\$ 191,079	\$ 138,486	\$ 42,314	23%	\$ 180,385	\$ (415)
Revenues over/(under) Expenditures	\$ 62,596	\$ 11,805	\$ 97,324	\$ 862			\$ 37,220	\$ 25,415
Beginning Fund Balance	1,605,142	1,603,708	1,667,738	1,667,738			1,765,062	161,354
Ending Fund Balance	\$ 1,667,738	\$ 1,615,513	\$ 1,765,062	\$ 1,668,600			\$ 1,802,282	\$ 186,769

**Estes Valley Fire Protection District
Sales Tax Reconciliation
2024**

	Current Year			Prior Year		
	2024 Sales Tax Revenue	% of Total Sales Tax Received		2023 Sales Tax Revenue	% of Total Sales Tax Received	
		Monthly	Y-T-D		Monthly	Y-T-D
January	\$ 56,277.13	4.25%	4.25%	\$ 61,726.77	4.82%	4.82%
February	52,004.82	3.93%	8.18%	56,886.83	4.44%	9.27%
March	67,683.28	5.11%	13.29%	79,912.14	6.24%	15.51%
April	69,544.72	5.25%	18.55%	64,936.48	5.07%	20.58%
May	98,301.77	7.43%	25.97%	106,542.24	8.32%	28.91%
June	161,211.54	12.18%	38.15%	153,758.71	12.01%	40.92%
July	177,868.04	13.44%	51.58%	185,468.50	14.49%	55.41%
August	134,190.00	10.14%	61.72%	153,417.25	11.99%	67.40%
September		0.00%	61.72%	157,405.78	12.30%	79.70%
October		0.00%	61.72%	117,227.74	9.16%	88.86%
November		0.00%	61.72%	70,240.17	5.49%	94.34%
December		0.00%	61.72%	72,384.79	5.66%	100.00%
	\$ 817,081.30	61.72%	61.72%	\$ 1,279,907.40	100.00%	100.00%

Sales Tax Budgeted	Sales Tax Collected	% Collected to Amount Budgeted
--------------------	---------------------	--------------------------------

Sales Tax

General Fund \$ 1,323,852.00 \$ 817,081.30 61.72%

**Estes Valley Fire Protection District
Property Taxes Reconciliation
2024**

Operating Mill	2.069	100.00%
Total Mill	2.069	100.00%

Current Year										
	Property Taxes		Fire District Impact Fees	Specific Ownership Tax	Interest	Treasurer's Fees	Net Amount Received	% of Total Current Property Taxes Received to Taxes Levied		
	Current	Delinquent						Monthly	Y-T-D	
January	\$ 9,716.71	\$ 304.56	\$ 795.76	\$ 5,770.31	\$ -	\$ (200.48)	\$ 16,386.86	0.93%	0.93%	
February	334,057.14	(22.45)	-	5,335.69	(0.19)	(6,681.33)	332,688.86	30.93%	31.86%	
March	146,024.73	(14.56)	-	5,838.51	12.61	(2,920.68)	148,940.61	13.52%	45.38%	
April	239,815.06	99,862.90	-	5,396.26	16.36	(6,797.11)	338,293.47	31.45%	76.83%	
May	73,680.25	1.46	1,591.52	5,450.67	245.43	(1,479.06)	79,490.27	6.82%	83.66%	
June	222,640.73	(81.07)	-	5,100.63	228.00	(4,456.31)	223,431.98	20.61%	104.26%	
July	19,131.57	0.64	-	5,933.14	489.76	(392.67)	25,162.44	1.77%	106.04%	
August	14,602.86	-	919.24	6,109.86	540.52	(302.80)	21,869.68	1.35%	107.39%	
September	9,586.54	-	859.46	5,417.51	411.53	(199.96)	16,075.08	0.89%	108.28%	
October	-	-	-	-	-	-	-	0.00%	108.28%	
November	-	-	-	-	-	-	-	0.00%	108.28%	
December	-	-	-	-	-	-	-	0.00%	108.28%	
	\$ 1,069,255.59	\$ 100,051.48	\$ 4,165.98	\$ 50,352.58	\$ 1,944.02	\$ (23,430.40)	\$ 1,202,339.25	108.28%	108.28%	

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- October 30, 2024

Agenda Item #11-a

Agenda Title:

Submitted by:

#221 Social Media & Public Relations

Background Information:

Update of policy #221

Attachments:

Agenda

Minutes

Report

Resolution

Contract

Map

Letter

Other

Board Action Needed:

A motion to (approve, deny, or modify) policy #221 Social Media & public relations at the October 30, 2024 board meeting.

Ryan Bross Yes No

Brian Tseng Yes No

Mike Lewelling Yes No

Dave Hamrick Yes No

Chris Buser Yes No



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

STANDARD OPERATING POLICY	
Subject: Social Media and Public Relations	Number: 221
Category: Administrative	Effective Date: 06/26/2019
Subcategory:	Latest Revision Date: 07/22/2020
Approved By: Board of Directors	Latest Reviewed Date:

Background

The district is a public safety agency whose purpose is saving lives and preventing loss from fire and injuries in the community. To maintain public trust and confidence, it is vital for the district and its members to maintain a professional, credible, and trustworthy reputation of integrity and adherence to organizational values.

Speech that impairs or impedes the performance of the fire district, undermines discipline and harmony among co-workers or negatively affects the public perception of the district may be sanctioned.

As a basic constitutional concept of law, a public employee may comment on a matter of public concern. The district's computer equipment shall be used for district business and purposes in a professional and businesslike manner. Airing personal workplace grievances does not raise a matter of public concern.

The district understands that members may maintain or contribute to social media and/or engage in posts outside of their paid or volunteer positions with the district and may periodically engage in posts containing information about their district positions or district activities on social media. Members engaging in such activities are required to exercise good judgment and comply with this SOP and the Member Handbook.

Purpose of this Policy

This Policy is intended to minimize the risk of propagation of slanderous or unprofessional content that could impair the public's trust in the District or lead to legal claims. It is not intended to restrict communications protected by state or federal law. While personal off-duty use of social media is generally not of concern to the District, employees and volunteers are reminded to use common sense when using social media to express ideas related to the District, its personnel, or the member's position with the District. The District's [EEO/Anti-Harassment Policy](#) extends to social media.



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

Policy

Definitions

- Social Media: Social media is any content created by individuals using accessible Internet technologies. Examples include, but are not limited to: Facebook, X, YouTube, blogs, internet forums, TikTok, Pinterest, Instagram, etc.

Official District Social Media

- Purpose
 - District use of social media is intended to broaden the reach of communication and engagement with the community, disseminating administrative, prevention and emergency information.
- Uses:
 - District official social media sites will be used for the following:
 - Deliver public information, customer service and information to District residents, members and visitors.
 - Support District mission, vision and values.
 - Communicate directly to the public, especially during emergencies.
 - Increase transparency and efficiency.
 - Posting Criteria: Information posted on District social media sites must be posted and/or approved by the Fire Chief or their designee and must meet the following criteria:
 - Relevant: Information that helps community members and pertains to their daily lives.
 - Timely: Information about deadlines, upcoming events, news or related to current events.
 - Actionable: Information to register for or attend an activity.
 - Factual: Information that is verifiable and accurate.
 - Educational?
 - Control of Comments: Comments posted on District social media sites by community members will be monitored and approved by the Fire Chief or their designee prior to appearing on publicly accessible portions of the site, when possible. Posts/comments on the District's official social media sites containing any of the following inappropriate forms of content shall not be permitted and are subject to removal:
 - Posts/comments not related to the original topic, including random or unintelligible comments;
 - Posts that are not factual or accurate;
 - Posts that do not promote civil discussion;
 - Profane, obscene, or pornographic content and/or language;
 - Content that promotes, fosters or perpetuates discrimination;
 - Content related to or that could compromise an ongoing investigation;
 - Any personal identifying information of any person not approved by that person;
 - Legally defamatory material;
 - Threats to any person or organization;
 - Posts/comments in any official capacity in support or opposition of any political campaigns or ballot;
 - Solicitation or advertising for personal business purposes;

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

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ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

- Conduct in violation of any federal, state, or local laws, or support of any illegal activity;
- Conduct in violation of any District policy, procedure or directives;
- Information that could compromise the safety or security of the public or public systems;
- Content that violates a legal ownership interest, such as a copyright or trademark;
 - Personal, sensitive or confidential information of any kind as determined by the Fire Chief or their designee.

Member Use of Social Media

- General
 - Traditional and social media have the capability to reach large audiences. By way of example, traditional media includes television, radio, newspapers, magazines, etc. Social media includes sites such as X, Facebook, YouTube, Vimeo, TikTok, etc.
 - The District takes no position on a member's decision to start, maintain, or participate in a blog, forum, or other social media site or activity while off-duty. However, certain guidelines do apply to a member's participation in social media. Member use of social media is allowed for social or professional networking purposes during personal time. However, members are encouraged to exercise sound judgment and discretion in contributing to social media sites where information is available to numerous users.
- No Reasonable Expectation of Privacy
 - Members have no reasonable expectation of privacy in any communications while on duty or in any District property per the District's Member Handbook. Any communications conducted by members while on duty or on District property may be subject to monitoring and/or disclosure under the Colorado Public (Open) Records Act pursuant to C.R.S. § 24-72-203.
- District Representation
 - Members are prohibited from representing any opinion or statement as the policy or view of the District or its affiliates.
 - No member is permitted to release information on behalf of the District without the express permission of the Fire Chief or designee.
 - Members' social media posts, including comments to social media posts, shall not be stated in such a way as to cause a reasonable person to believe that the members officially represents the District, and must be stated as the personal opinion of the posting party.
- On-Duty Use of Social Media
 - On-duty access of social media will be limited unless being used to facilitate District related duties. Members will limit personal social media activities to the hours after 17:00 hours (5:00 pm) and before 07:00 hours (7:00 am).
 - Under no circumstances will personal use of social media interfere with any job related duties.
 - All on-duty use of social media is subject to the provisions set forth in this document, the District' Member's Handbook, and District SOPs and Policies, as well as any other applicable local, state or federal laws, District policies or regulations.
 - At no time will District computers be used for personal social media activities.

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ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

Off-Duty Use of Social Media

- A member's conduct may reflect on the District regardless of whether the member is on-duty or off-duty at the time. Public service members are held to a higher standard than the general populace and are expected to conduct themselves accordingly; as such, social media participation related to the District or its personnel, while off-duty, is subject to the same provisions as outlined for on-duty social media use.
 - Social media content should not be considered anonymous when posted in a publicly accessible location. Posts can be traced and linked back to a member's employment.
 - All social media participation regarding the District or its personnel should be conducted with professionalism and in keeping with the District's mission, vision and values.
- **Prohibited Information:** Members are prohibited from posting, sharing, or in any way disseminating the following information about or related to the District or its personnel: - Confidential information regarding the District, or persons relying upon District services (e.g., posting a photo taken in the course of official duties);
 - Information about items in litigation or about claims that are under investigation or which have been appropriately brought to the attention of the command officer;
 - Defamatory comments about Board members, District employees, citizens using District services, or volunteers, including comments that are vulgar, obscene, threatening, intimidating, harassing or discriminatory; and
 - Comments or discriminatory references about District personnel that would violate District Policy if made in the workplace (e.g. comments that violate the anti-harassment policy).

Photographs/Cameras

The District may photograph employees, volunteers, or Board members and use such photographs for District purposes, including on the District website and social media sites. Any photographs of District members taken for these purposes are the property of the District. Personnel and Board members are not entitled to compensation or further notice regarding the District use of photographs consistent with this Policy.

Unless specifically authorized by the Fire Chief for District purposes, personal camera use and audio or video recordings (including cell phone cameras) is strictly prohibited on District premises and while on duty, and any photographs, audio, or video taken on duty on or District premises are the sole property of the District, and may not be posted to social media by a member without the permission of the Fire Chief or their designee.

Grounds for Discipline

All public social media activities and activities which occur on District premises or on District sites may be monitored and are subject to the rules and provisions set forth in the District's Member Handbook, this Policy and any other applicable District policies.

Failure to fully comply with regulations or violations of any part of this Policy may result in disciplinary action in accordance with the District Member's Handbook, up to and including termination.

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ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

References

- District Member's Handbook
- **EEO/Anti-Harassment Policy**

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

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EXECUTIVE SESSION 10/30/2024

MOTION:

“I move that we go into an executive session pursuant to Section 24-6-402(4)(b) C.R.S. for purposes of legal advice regarding notice of intent to file suit letter”

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- October 30, 2024

Agenda Item #12b

Agenda Title:

Action on Notice to File Suit Letter

Submitted by:

Ryan Bross, President

Background Information:

N/A

Attachments:

Agenda

Minutes

Report

Resolution

Contract

Map

Letter

Other

Board Action Needed:

A motion to

_____ at the 10/30/24 board meeting.

Ryan Bross Yes No

Brian Tseng Yes No

Mike Lewelling Yes No

Dave Hamrick Yes No

Chris Buser Yes No

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- October 30, 2024

Agenda Item #12-a

Agenda Title:

Fire Chief Contract

Submitted by:

Brian Tseng & Chris Buser

Background Information:

Attachments:

Agenda

Minutes

Report

Resolution

Contract

Map

Letter

Other

Board Action Needed:

A motion to (approve, deny, or modify) the fire chief contract for Paul Capo at the October 30, 2024 board meeting.

Ryan Bross Yes No

Brian Tseng Yes No

Mike Lewelling Yes No

Dave Hamrick Yes No

Chris Buser Yes No