

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

May 22, 2019 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: Dave Coleson 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 6:01 p.m.

Chief Wolf led the Pledge of Allegiance

Secretary Goetz performed roll call – Dave Coleson absent excused

CONFLICT OF INTEREST

Mike Kearney for plowing/sanding, paperwork has been filed with the State.

PUBLIC COMMENT / BOARD COMMENT

No public comment. President Klink commented how smooth the last few calls he went on and how the training shows in the skills of the responders. Mike Richardson agreed.

APPROVAL OF AGENDA

Moved by Mike Richardson, seconded by Mike Kearney to approve the agenda with the modification to item 11B should read "review update to purchasing policy". Motion carried unanimously.

APPROVAL OF MINUTES

Moved by Ed Ford, seconded by Mike Richardson to approve the 4/17/19 meeting minutes as written. Motion carried unanimously.

Presentations – none

REPORTS

Fire Chief Report –

Administrative Division:

- Upcoming Events
 - Spousal Appreciation – Friday May 3rd at Stanley
 - Well attended, with nearly 50 present
 - Family Dinner – Tuesday June 4th at Station 1
 - Fireworks Display – Thursday, July 4th at Station 1 (Board cooking)
 - Thanksgiving Pot Luck – Tuesday, November 19th at Station 1
 - Holiday Party – Tuesday, December 17th at Station 1
- Misc
 - FirstNet
 - In process of moving District from Verizon to AT&T (FirstNet)
 - Cost savings in monthly cost
 - Increased service (unlimited all)
 - Improved operability with network priority
 - Discounted equipment (MDTs, additional phones)
 - Exploring options to use as response incentive
- Grants
 - Awarded \$7,500 grant from DFPC for Fit Testing machine
 - Drafting policy to implement fit testing program
- Social Media (attachment)
 - HIPAA review following Wonderview/MacGregor incident
 - Concern voiced about posting a photo of a car which can be recognized
 - Never posted pictures of patients or license plates
 - Have always been operating within HIPAA, but want to make sure we do what is right
 - Opted to delay at least four hours post incident before posting any photo to ensure notifications have occurred. Longer if open investigation or fatality.

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- Active Membership Policy & Cell Phone Reimbursement, bringing forth draft policy (attachment)
- Pension Actuarial discussion with Milliman (attachment)

Community:

- County Chiefs
 - Grant awards to four agencies plus Exterior Academy

Prevention Division (F4):

- International Fire Code
 - Fully ratified. County 5/7, Town 5/14. Both unanimous
- Fee Collection
 - Town has not been collecting all fees on our behalf, working to remedy
- Community
 - Slash collection June 8 & 9
- Seasonal Prevention Crew
 - Round 1, 13 applications, 9 interviewed, 3 offers, all declined
 - Not proceeding in 2019 due to lack of right applicants
 - Opting to pursue in 2020 instead rather than rush with wrong people

Training Division (F3):

- Weekly Training
 - May: Firefighter Rescue & Survival / Engineer Training
 - June: Swiftwater
- External Classes (Hosting)
 - Officer Development (May)
 - S-131 Squad Boss (June) with RMNP
 - Exterior Fire Academy for northern Larimer County agencies (September)
- Notable Training Accomplishments
 - Vehicle donation
 - Two new EMTs, Christopher Russell and Ryan Franklin

Operations Division:

- Currently at 209 calls (April 17), 236 calls on this date last year (-11%)
- Recruitment
 - Five new members passed CPAT, working on new member taskbook
- Communications
 - Have obtained additional VHF frequency for patching/alerting capabilities
 - New radios installed in apparatus, Operations Flash

Station & Apparatus:

- Station 1
 - Improvements to workout area, workbench, removal of old equipment (flash)
 - Investigating grant opportunities for LED light upgrades
 - Flat roof is due for replacement. Apex is patching known leaks. Must bid.
 - Proposal to use \$50,000 from Mitigation Crew to cover these two projects
- Station 2
 - F3 and F1 have inventoried and identified significant storage potential
 - Chemical cart?
- Apparatus
 - Engine 22 – pump and light issues addressed by Front Range Apparatus
 - Engine 1 – desire to change headsets to wired. Project cost \$3300 parts and labor. Seeking permission to proceed with recommended vendor.

Motion by President Klink, seconded by Mike Kearney to move ahead with the E1 headset project for \$3300. Motion carried unanimously.

- Equipment
 - New radios delivered, installation completed, in service (flash)

Treasurer's Report- President Klink reviewed the April 2019 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 Ed Ford, seconded by Mike Richardson to accept paid bills. Motion carried unanimously.

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President Klink gave a brief update to the board on the pension actuarial study that is being done right now. We are providing Milliman with updated information using our current statistical data showing that not every year of service equals a qualifying year of pension for our members. A phone call with Buckingham Wealth unveiled that we do not withdrawn money from the fund. We will be assessing our options.

OLD BUSINESS

Dispatch:

- CAD programming
- Planning meeting with Chief Kufeld and Director Beesley to address issues
- Working on paging/alerting options with WAC and Dispatch

Station Transfer:

- BOR SUP complete
- Linda and Greg White working on Bill of Sale, expected for next meeting
- Meeting with BOR and Gardners Office on May 29 (in Fort Collins)
- Voiced support from Congressman Neguse's office as well – have contact

Strategic Plan:

- First survey to go out to the members in the next week or two
- Members' planning session Tuesday August 27, 19:00
- Engagement with members prior to workshop with Board

NEW BUSINESS

A motion was made by Mike Richardson, seconded by Ed Ford to approve the audit engagement letter for Dazzio & Associats. Motion carried unanimously.

Chief Wolf presented an update to the purchasing policy to the board. This update changes the dollar thresholds for purchasing and bidding. This will be brought to the board for approval at the next meeting.

The next regularly scheduled board meeting will be June 12, 2019 at 6:00 p.m. at Dannels Fire Station.

Meeting adjourned at 7:15 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."