

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

January 8, 2014 6:00 p.m.

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

Board: President Frank Theis, Vice President Mark Igel, Treasurer Doug Klink, Mike Kearney, Mike Richardson

Staff: Chief Scott Dorman, Secretary Landkamer

Also Attending: Firefighters CPT Derek Rosenquist, Justin Kearney, Brian Faith, Daryl McCown and Fire Marshal Marc Robinson. Public attendee Dot Dorman.

Absent: none

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

President Frank Theis called the meeting to order at 6:00 p.m.

Chief Dorman led the Pledge of Allegiance

Secretary Landkamer performed roll call- all here

CONFLICT OF INTEREST

Mike Kearney stated his conflict of interest was the snow removal service for the Dannels Fire Station provided by Kearney & Sons Excavating Inc.

PUBLIC COMMENT / BOARD COMMENT

Board comment: Treasurer Klink would like to discuss the Board Conduct Statement and agreed to wait for discussion under item 10B. Treasurer Klink also commented that there was no policy in place that referred to retired firefighters wearing their EPVFD uniforms. Treasurer Klink would like a policy to be written outlining the guidelines as to retired firefighters wearing their uniforms to public events such as funeral services. Treasurer Klink would like to encourage as many retired firefighters to attend with a "retired" name plate under their badge and name plate. Treasurer Klink agreed to write a draft policy and present it before the board at the next meeting.

President Theis welcomed new board member, Mike Richardson, and thanked him for taking the appointment to fill the vacancy.

Public comment: none

APPROVAL OF AGENDA

President Theis stated he should have included Chief Dorman's specific name on the agenda for the executive session but since Chief Dorman agreed to go ahead with this session regardless of the wording omission, it will take place under item 11 on the agenda tonight.

Moved by Mike Kearney, seconded by Treasurer Klink to approve the agenda as written. Motion carried unanimously.

APPROVAL OF MINUTES

Moved by Vice President Igel, seconded by Treasurer Klink to approve the 12-11-13 meeting minutes as written. Motion carried unanimously.

REPORTS

Fire Chief Report- Chief Dorman talked about the Assistant Fire Chief position in the EPVFD. Daryl McCown has held that position since 1997 and in the P&P he was grandfathered in and therefore did not need certain qualifications. At the business meeting last week, the volunteers modified the existing job and agreed on the new description of the Volunteer Assistant Fire Chief. The three main additions were the residency requirement, obtaining a Firefighter II or obtain within 1 year, and have a minimum of 5 years of progressive fire service experience with the EVFPD. Chief Dorman stated that the volunteers voted and unanimously approved this description as written. The volunteers also wanted to change the Personnel Policy with regard to who makes up the panel that chooses the new Assistant Chief. They would like to have 2 volunteer firefighters (names drawn out of a hat), 1 volunteer officer, 1 outside officer to bring a different perspective, and 1 career officer from within the organization which would either be CPT Rosenquist or Fire Marshal Robinson. They also agreed a majority vote would win. Treasurer Klink commented that it might not be in the best interest of the department to keep the 6-year term on this position as it seems too long, and also wondered why there was no specific deadline to pick a new Assistant Chief. Treasurer Klink. Treasurer Klink also questioned whether or not it would be a good idea to have a 3 to 2 majority vote and not at least a 4 to 1 vote as their recommendation would raise concern if 2 did not want to select that individual. Since the selection process of the Assistant Chief process requires a policy change, the Chief brought it before the board for approval under 10C.

RECORD OF PROCEEDINGS

Chief Dorman asked the STAR Core Leadership 360 Series to send out his 360degree survey earlier in the week and also let the board know that they would receive one regarding the Secretary of the Board as well. There will also be another survey conducted for all the paid staff of the EVFPD.

There will be ice rescue training on Lake Estes on the 17th and 18th of this month and wanted the board to be aware of what was going to be happening in case they received questions about the divers out on the ice, from any concerned citizens.

Chief Dorman also talked about the Heart and Cancer awareness program, Heart Healthy, with the organization. This screening can help firefighters avert heart attacks and through an ultrasound, can get accurate pictures. The Chief stated that about 75% of the volunteers wanted to take part in this screening and would get prices on the test and let the board know as soon as possible. This screening would also be available to the staff and board members of the EVFPD.

Chief Dorman was contacted by Liberty Mutual Insurance that some of the volunteers and the entire organization were nominated for awards with regard to their effort and response during the flood last year. The firefighters were invited to attend the next board meeting on January 22 where the awards will be handed out prior to the start of the meeting. Chief Dorman also read a couple thank you and appreciation letters from citizens who were rescued by the volunteers during the flood.

The volunteers had voted to install garage openers on the trucks and they were installed yesterday. Now the firefighters do not have to get out of the engines wasting time to close the bay doors every time they leave or enter the station for calls.

Treasurer Report: Treasurer Klink provided the November 2013 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, Length of Service Award Program (LOSAP), operating reserve, Tabor and capital reserve. He also discussed the 2013 Property Tax and Sales Tax Reconciliation updates. The district's insurance rates went up with SDA and the district is now using T Charles Wilson for the Property and Liability Insurance. The Workers Comp Insurance will remain with SDA.

Moved by Vice President Igel, seconded by Mike Richardson to accept Treasurer's Report including approval of all transactions. Motion carried unanimously.

OLD BUSINESS

Chief Dorman gave an update on the strategic plan but stated Steve Miller took the holidays off and therefore there was nothing new to report on. The draft portions of the strategic plan are still scheduled to be done around the elections in May of 2014 however the whole plan will take longer.

NEW BUSINESS

Secretary of the Board, Suzanne F. Landkamer agreed to take the oath to become the Designated Election Official for the EVFPD's May, 2014 elections to fill 3 vacant board positions.

Moved by Treasurer Klink, seconded by Vice President Igel to approve Resolution 14-01 Appointing Suzanne F. Landkamer as Designated Election Official and authorizing Designated Election Official to cancel election. Motion carried unanimously.

Treasurer Klink asked why the district ever started using the Board Member Conduct form and stated he disagreed with both the conflict of interest board disclosure form as well as the board member conduct form as it was not due to federal regulations and did not feel comfortable signing these forms until further discussion with legal counsel. Chief Dorman stated both these documents were put in place with the prior treasurer and board. Treasurer Klink will contact the district's law firm and report the findings at the next meeting.

The board was in consensus to accept the Assistant Fire Chief's job description as presented. The board directed Chief Dorman to ask the volunteers about a possible modification to the 6-year term for the position as well as a specific time frame to fill the vacancy before voting on the policy change. Chief Dorman will discuss these items with the volunteers at the next business meeting in February.

Moved by Mike Richardson, seconded by Treasurer Klink to modify the number of volunteer firefighters on the selection panel for the Assistant Fire Chief position, to include 3 volunteers. Motion carried unanimously.

Vice President Igel discussed the process for handling firefighter complaints. Vice President Igel stated he felt responsible to the community, the district, and the volunteers and wondered how he could help streamline when issues came up – as a representative of the district. Treasurer Klink commented that he went through the Personnel Policy and stated it was very clear that volunteers need to express their concerns through the chain of command. Vice President Igel agreed and President Theis stated that our legal counsel for the district also stated the board members needed to draw a bright line if members came

RECORD OF PROCEEDINGS

directly to them with concerns to avoid a stream of people. Chief Dorman commented on the chain of command as follows:

Firefighter – Lieutenant – Captain – Assistant Chief – Chief – President of the Board.

Chief Dorman stated the firefighters can also appeal directly to the Chief if they are not satisfied with the Lieutenant's or Captain's decision on the matter.

Public Comment - None

Moved by President Theis, seconded by Mike Kearney to enter into executive session pursuant to Section 24-6-402(4)(f) C.R.S for purposes of discussing a personnel matter regarding the Chief Dorman. Motion carried unanimously.

Executive Session ended at 8:13 pm.

The next regular board meeting is scheduled for January 22, 2014 at 6:00p.m. at the Dannels Fire Station.

Meeting adjourned at 8:15 p.m.


Suzanne Landkamer, Recording Secretary

"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."