

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

January 22, 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: Firefighter Brian Faith. Public attendee Jim Austin.

Absent: Mike Kearney

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 6:05 p.m.

Chief Dorman led the Pledge of Allegiance

President Theis moved Agenda item 8.A.1 "Liberty Mutual Awards" to be presented prior to roll call.

Chief Dorman introduced Barney Jones of Liberty Mutual. During last year's flood, specific firefighters put their lives on the line by jumping into the floodwaters to help rescue citizens. The EPVFD rescued over 200 people during the first 48 hours of the flood and these awards were given for heroism and valor after nominations, research, and recommendations were made. The individual awards were presented to; Captain Jon Landkamer, Firefighter Nicole Friel, Firefighter Sherry Hess, Captain Derek Rosenquist, Lieutenant Rick Spear, Firefighter Scott Chew, and Firefighter Don Patterson. A group department award was also presented to the entire Estes Park Volunteer Fire Department / Estes Valley Fire Protection District. This awards ceremony was attended by numerous friends and family of the firefighters.

Secretary Landkamer performed roll call - Mike Kearney absent, excused

CONFLICT OF INTEREST - none

PUBLIC COMMENT / BOARD COMMENT

Public comment: none

Board comment: none

APPROVAL OF AGENDA

President Theis moved item 8.A.1. Liberty Mutual Awards into position 2.A., and struck item 10.A. WUI Year-End Report from tonight's agenda, to be added onto the next meeting's agenda set for February 12, 2014.

Moved by Treasurer Klink, seconded by Vice President Igel to approve the agenda with above modifications. Motion carried unanimously.

APPROVAL OF MINUTES

Moved by Mike Richardson, seconded by Vice President Igel to approve the 1-8-14 meeting minutes as written. Motion carried unanimously.

REPORTS

Fire Chief Report- Chief Dorman talked about the expected closures to HWY 34 and HWY 36 over the next few months. Chief Dorman attended a CDOT meeting in Boulder where they discussed the closures. Almost all the work will be done outside our boundaries, either near Pinewood Springs or by Shelley's Cottages. They are improving Dead Man's Corner and the corner by Shelley's Cottages as well. Chief Dorman commented that if the EVFPD goes on a mutual aid call to Pinewood Springs, it will affect our response. A radio will be provided to Dispatch to talk directly to the road construction workers if an engine needs to travel through the work areas. The roadwork on HWY 36 is supposed to be completed by May 1, 2014.

Chief Dorman talked about the County Fire Ban Ordinance. Chief Dorman will be attending a meeting tomorrow to talk about possible changes to the District and the County. The goal is trying to make sure both entities are as close as possible with their restrictions and bans. Treasurer Klink asked if the Chief's fire bans should be included in a district policy or the SOG's to have it on record in the future. Chief Dorman stated he has copies of every fire ban on his computer as well as hard copies that have been sent to the paper and can easily be accessed at any time if needed.

RECORD OF PROCEEDINGS

Chief Dorman talked about a few Senate Bills currently under discussion. There is a volunteer firefighter pension change regarding FPPA only, so this will not directly affect the EVFPD since we have our own private pension. Senate Bill 14-45 talks about giving more power to the County Sheriff so they would determine when it is above what the local agencies can handle. There is also a Senate Bill providing funding for a local firefighter safety grant which would be available for personal safety issues. Senate Bill 14-47 discusses providing \$10,000 life insurance policies for seasonal wildland firefighters.

Chief Dorman commented that the Fire Academy is happening now through May and the EVFPD has 5 recruits attending the academy. The price went up from \$600 to \$1,000 per firefighter due to the fact that the academy lost money as a result of the flood last year. Cadets could not travel to Boulder Rural to complete the academy with road closures and conditions as bad as they were at that time.

The EVFPD year-end report was greatly discussed in detail by the Chief. On the volunteer training report, the volunteers averaged over 3,000 hours of training in 2013 and 2 firefighters attended a career academy. The district averaged over 600 calls in 2013 and Treasurer Klink commented that the number of good intent calls were quite high. Chief Dorman commented that many people see smoke or smell gas and call it in just to be safe. Thursday's and Friday's are still the busiest days for incidents and also between the hours of 8 a.m. and 8 p.m.

Treasurer Klink asked about Glen Haven Fire running emergent through Estes Park. Chief Dorman stated that he receives numerous calls from people concerning all firefighters in Estes Park, and not necessarily just the volunteers from the EVFPD. If any firefighters are vacationing in Estes or visiting from other areas, citizens see the red firefighter plates and assume it is always our own EPVFD members. President Theis suggested letting the Chief of Police handle Glen Haven's firefighters running emergent through Estes Park, however Chief Dorman thought it might be better to work it out between the two organizations before it escalates to involving the police. Chief Dorman will keep the board updated on discussions with Glen Haven Fire.

Treasurer Report- President Theis asked about a bill to the Town of Estes Park and it was a total for the monthly payment of insurances for the staff. Treasurer Klink also provided the December 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. Mike Richardson asked about the contingency fund and balance in the fire district's account. Treasurer Klink stated that the contingency fund would only be used if the district ran over budget on a line item and currently, the district has just over a million in the reserves but it will be gone quickly with the replacements of fire engines scheduled for 2014 and 2016 and future replacements as well. Each year, the EVFPD receives 7% of the collected sales tax from the town and this is the money that supports the district along with property tax. Currently, the district is down about \$24,500 in sales tax as of November, 2013.

Moved by President Theis, 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 has been ill so not much has been done since the last meeting's update. Chief Dorman offered to help with the strategic plan and take over some of Steve's responsibilities if it would be helpful and President Theis offered to help with the strategic plan to help ensure a draft document is done by May, 2014.

Treasurer Klink brought before the board, a retired firefighter uniform policy for adoption. This policy states: The Estes Valley Fire Protection District is proud of those who have served our community as firefighters. Retired firefighters may wear their EVFPD uniform at any funeral or memorial service where it is appropriate. A black band should be worn on the badge. This policy shall apply to any person who has served as a firefighter in the EVFPD, whether or not they are officially retired. If available, a name tag pendant stating "Retired" shall be worn. The EVFPD will make black bands and "Retired" name tag pendants available to retirees at no cost.

The board agreed that wearing uniforms to services should be encouraged and welcomed. Chief Dorman can order "Retired" name tags that hang from the badge and Treasurer Klink agreed it is a good idea to order 10 and keep them at the fire station for retirees. Chief Dorman is also looking into obtaining a plot for firefighters at the Memorial Gardens in Estes Park. He will let the board know what he finds out at the next meeting.

Moved by Vice President Igel, seconded by Mike Richardson to adopt the Retired Firefighter Uniform Policy as written. Motion carried unanimously.

NEW BUSINESS

RECORD OF PROCEEDINGS

Treasurer Klink talked about the board member conduct oath. There are 3 pages to this oath that all 5 current board members have previously signed. Treasurer Klink commented that the 3rd page contained language that could negatively affect board member spouses. After talking to legal counsel, it was decided to look into how this board conduct oath was put into place and if it was adopted into a policy or just signed each year as a reminder of the duties and responsibilities of the board. This topic will again be discussed at the next meeting since a vote will be needed to take this oath away if it is a policy that was adopted with the formation of the board. Treasurer Klink also stated that all the oaths taken and signed by all the board members should be destroyed if the board member conduct oath is deleted from the District.

Vice President Igel gave an update on the Firefighter Development Committee. The meeting with the volunteers went very well and ended with a positive outcome. Vice President Igel stated this was a constructive opportunity to communicate and resulted with some very good ideas. Minutes from that meeting were taken by Vice President Igel and will be shared with the board members upon completion.

The Fire Chief Review Policy changes were discussed. The policy that was adopted last year was not terribly clear and the board members did not start the process in December as the policy had stated, so Chief Dorman sent out the 360 degree survey in January. Treasurer Klink drafted a new Fire Chief Performance Evaluation Policy that was discussed at the meeting. Changes included starting the process at the first meeting in January instead of December and presenting the board with a list of who receives the Chief's 360 degree survey in January. The board also appointed one member to serve as the Review Coordinator for next year and a consensus was made to give Treasurer Klink this title. The board will have the results of the 360 degree survey at the next meeting and an Executive Session will be added to the 2nd meeting in February to discuss the Chief's evaluation.

Moved by Vice President Igel, seconded by Mike Richardson to modify section 1 of the Fire Chief Performance Evaluation Policy, to include a first meeting of January start date where the board will discuss the list of recipients that will be included in the 360 degree review process. Motion carried unanimously.

Secretary Landkamer discussed the board policy maintenance. Currently, every policy addition and/or change is recorded in a file at the fire station as well as archived on the computer. Updates to the policy are made and listed in order, and new copies of the amended policy with the changes are updated every time a change or addition is made. The board would like to approve the Board Policy Maintenance Policy at the next meeting to include: The Secretary of the Board will email all board members a completed new updated policy after changes are made, the Secretary of the Board will print out and highlight each addition or change and provide this hard copy page to all board members at the next meeting to add to their board books, the Secretary of the Board will keep an updated hard copy of all changes and new copies of policies in the file as well as keep an e-copy that is saved on the computer, and the Secretary of the Board will start a numbering process for all policy changes and additions to include the policy that was added or changed, the section the change/addition was made, and the date the change/addition occurred.

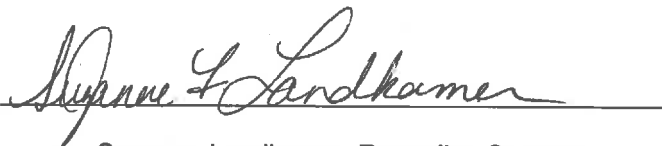
Treasurer Klink introduced a Nepotism Policy for the EVFPD. Chief Dorman stated there is already a nepotism policy in place at a state level, but Treasurer Klink talked with legal counsel and it was advised that the District add their own specific Nepotism Policy to their Personnel Policy. This is to help avoid future situations that could arise. Upon reviewing the Nepotism Policy, it was decided that it would be included into the EVFPD's Personnel Policy after the numbering was changed to match the current policy.

Moved by Vice President Igel, seconded by Mike Richardson to adopt the EVFPD Nepotism Policy into the EVFPD Personnel Policy with numbering changes. Motion carried unanimously.

Secretary Landkamer commented that 3 board member positions will be open at the May 6, 2014 election. Self nomination forms may be picked up at Dannels Fire Station any time between now and February 28, 2014. The open board member positions and May 6 election notification will appear in the Friday, February 7th editions of the local paper and also posted on the district website. President Theis stated he will write a press release to the paper as well, to encourage people to run for the fire board and become a new representative of the EVFPD.

The next regular board meeting is scheduled for February 12, 2014 at 6:00p.m. at the Dannels Fire Station.

Meeting adjourned at 8:12 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."