

# RECORD OF PROCEEDINGS

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**Meeting Minutes of the Estes Valley Fire Protection District- Special Board Retreat  
October 17, 2013 12:00 p.m.  
Kingstone, 819 Big Horn Dr., Estes Park, CO 80517**

**Board:** President Frank Theis, Vice President Mark Igel, Treasurer Doug Klink, Mike Kearney, Jack Rumley

**Staff:** Chief Scott Dorman, Secretary Landkamer

**Also Attending:** Steve Miller, Fire Marshal Marc Robinson

**Absent:** Jack Rumley, excused

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 12:40 p.m.**

**In the absence of a flag, the Board waived the Pledge of Allegiance**

**Secretary Landkamer performed roll call- Jack Rumley absent**

**CONFLICT OF INTEREST – none**

**PUBLIC COMMENT / BOARD COMMENT - none**

## **APPROVAL OF AGENDA**

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

## **OLD BUSINESS**

The board reviewed the progress on objectives from the 2012 retreat session. Vice President Igel asked if the volunteers were using the proper chain as he has personally directed volunteers to use this chain of command. Chief Dorman stated yes it has improved greatly and there was significant progress in this area. The board was reminded of the policy statement that was added from the last retreat session that stated: The Estes Valley Fire Protection District will continue to maintain a force of volunteer firefighters supported by a paid administrative staff. The board discussed recruiting efforts and Chief Dorman reported that word of mouth still seems to be the best way to communicate as additional advertising has not increased the volunteer numbers. Chief Dorman also invited the board to attend a recruitment workshop in Keystone, CO on December 6<sup>th</sup> through 7<sup>th</sup>, which would be free for the board members. Treasurer Klink commented that the board needs to look at the changing demographics of Estes Park in relation to recruitment, requirements and testing.

With the help of the board, Chief Dorman listed positive points and shortfalls over the past year in regard to the district and volunteer organization. It was decided that Treasurer Klink would meet with Chief Dorman on adding additional data to incident runs which talked about number of volunteers reporting to calls and if those numbers were adequate for that specific incident. After Treasurer Klink and Chief Dorman meet, a new area of data collection will be added with each incident report.

President Theis volunteered to write a letter to the editor after last month's meeting acknowledging the work that the volunteers completed during the flood event but is holding off on that letter as there have already been 2 additional articles written in the paper around that subject. President Theis will still write a letter to the editor in the near future.

## **NEW BUSINESS**

The strategic plan was discussed in great detail with the input of Steve Miller. Steve was frustrated with the lack of volunteer involvement in the strategic plan and commented that he understands that the board would like a greater involvement with the drafting of this plan. The board discussed not having a citizen committee but rather hold a public meeting and specifically invite people in the community that are interested in the fire district's strategic plan. Consensus was made to direct Steve Miller to email the board and volunteer firefighters the draft sections of the strategic plan simultaneously so feedback could be reviewed. Miller will email the sections of the draft that have been completed so far, next week and program recommendations will be reviewed at the November 20, 2013 meeting. Instead of two meetings in November, the board agreed to have one meeting on November 20<sup>th</sup>. Miller does not believe the strategic plan will be completely finished by April, 2014.

Chief Dorman conducted a mind map exercise for the board which was an exercise to find out what area's the board would like to focus on to set goals. The board agreed that the area of greatest attention were the volunteers. The board had discussion about the possibility of implementing an auxiliary section so recruitment might rise. The board would like to get the volunteer's input and idea's and become part of the Volunteer Development Committee, which will focus on ways to increase volunteer numbers, get

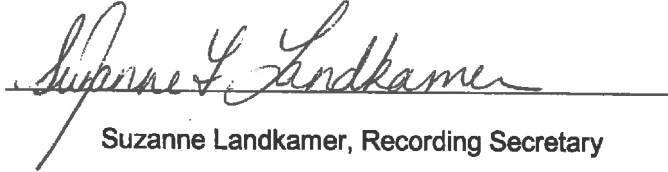
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more volunteers on scene and also assist with the possibility of implementing the auxiliary component. The board decided to approach this subject and offer involvement to all the volunteers at the December 3<sup>rd</sup> EPVFD Business Meeting. The majority of the board agreed it was important for Chief Dorman to be directly involved with the Volunteer Development Committee as Chief would be overseeing any new possible auxiliary program within the volunteer organization. It was decided that Vice President Igel and Mike Kearney would join Chief Dorman and up to 4 volunteer firefighters to help with this committee. Vice President Igel, Mike Kearney and Chief Dorman will meet on December 2<sup>nd</sup> at noon to discuss the ideas they will present to the volunteers the next evening.

Next board meeting scheduled for Wednesday, October 23, 2013 at 6 p.m. at the Dannels Fire Station.

Meeting adjourned at 3:35 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."*