

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

October 22, 2014 6:00 p.m.

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

Board: President Doug Klink, Vice President Mark Igel, Treasurer Mike Richardson, Mike Kearney, Ed Ford

Staff: Chief Scott Dorman, Board Secretary Landkamer

Also Attending: Firefighters CPT Derek Rosenquist, Justin Kearney, Shawn Neal, LT Brian Faith, Scott Chew, LT Chris Rahn, WUI Coordinator Mike Lepore and public attendee Dot Dorman

Absent: Treasurer Mike Richardson

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 6:00 p.m

Chief Dorman led the Pledge of Allegiance

Secretary Landkamer performed roll call – Treasurer Mike Richardson absent, excused

CONFLICT OF INTEREST - None

PUBLIC COMMENT / BOARD COMMENT – none

APPROVAL OF AGENDA

Moved by Vice President Igel, seconded by Ed Ford to approve the agenda as written. Motion carried unanimously.

APPROVAL OF MINUTES

Moved by Vice President Igel, seconded by Mike Kearney to approve the 9-24-14 meeting minutes as written. Motion carried unanimously.

REPORTS

Fire Chief Report - Chief Dorman discussed dispatching calls that involve possible Ebola patients. Dispatch will have a special code number or name for patients that might have the Ebola virus and fire would not need to respond. Scott Chew is working with Bielmeier and the hospital on protocols if fire is asked to assist.

Chief Dorman updated the board on the radio upgrades to pick up the police encrypted channel. Wireless Advanced has all the parts in so they will set up a date with the district soon to repair all the radios.

Chief Dorman stated that the pad has been poured to set the new storage shed on, in back of Dannels. When Treasurer Richardson returns from vacation, he will help get the donated shed to the fire department.

Chief Dorman commented that the district's UTV is currently in Cheyenne to find a solution for the weight issue that the unit has. With the weight of the water and the unit combined, it is sitting on its suspension right now so this would be a problem with the added weight of firefighters on board. There also seems to be an electrical issue with the unit that is draining the battery. The district is getting prices for different options to fix the UTV.

Chief Dorman updated the board on the current health insurance for the staff. The Town held a meeting last week to let employees know that they were dropping spousal coverage from their policy. Currently, there are 5 other entities that receive insurance through the Town: The EVFPD, Library, Sanitation District, Housing Authority, and Visit Estes Park. The Town has decided to pay a 90/10 split for employees and children as a way to off-set the price of independent spousal medical insurance that employees will now need to obtain on their own. The Town brings in about 1.8M in premiums and is paying out over 5M in claims. If the Town did not drop spousal insurance, they would not be insurable in the future and would be dropped and deemed uninsurable. Chief Dorman also stated that he had planned on a 30% increase in health insurance for the 2015 budget before learning of this change so the district would be under budget with this proposed Town change. Currently the district pays a 25/75 split. President Klink commented that the district should look for options outside of the Town's health insurance and that joining a larger group would be more stable. Public comment was made by Dot Dorman as she mentioned Harmony had 110 employees and they were forced out of a plan due to the new Affordable Healthcare Act, and they had been researching options for the past 4 months. Chief Dorman will check with SDA and try to get some numbers for insurance before the Town's open enrollment ends on November 21. President Klink suggested getting lined up with a broker now and investigating other possibilities, however, President Klink also agreed that a decision on an insurance option with the Town should be made now in case the district needs to make a decision before open enrollment ends with the

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Town and the district is not able to find an outside insurance company to use. Option 3 was selected which states that the district will cover 100% of both the employee and children's contribution for insurance. The board agreed this was the least the district could do to help with the additional employee cost of finding outside spousal insurance and was a small price to pay for helping out its staff and giving them such little time to find alternatives.

Moved by President Klink, seconded by Mike Kearney to accept Option 3 as presented. Motion carried unanimously.

Treasurer Report –President Klink reviewed the paid bills of the EVFPD and provided the September 2014 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. The Length of Service Award Program (LOSAP), operating reserve, Tabor and capital reserve were also provided. He also discussed the 2014 Property Tax and Sales Tax Reconciliation updates. President Klink commented that he has not yet heard back from Rachelle regarding pension numbers and mentioned the district still needs to transfer \$15,000 over to the volunteer organization. President Klink also stated that the August sales tax was \$83,338 which was quite a bit higher than last year. The board agreed to schedule a pension meeting for November 12.

Moved by Vice President Igel, seconded by Ed Ford to approve the first page of checks. Motion carried unanimously.

Moved by Mike Kearney, seconded by Vice President Igel to approve the second page of checks. Motion carried unanimously.

Moved by Ed Ford, seconded by Mike Kearney to accept Treasurer's Report including approval of all transactions. Motion carried unanimously.

OLD BUSINESS

President Klink did not have new information for the board on the organizational issues of the volunteer organization and the district but mentioned he would like to meet with the group before the November board retreat.

The training site was discussed and Chief Dorman stated there was no new information at this time, other than Stewart Environmental will be going out for a second bid as they felt the first one was too high. The Town wanted to complete this project by this fall.

NEW BUSINESS

The salary ranges for the EVFPD staff were discussed. President Klink stated that nothing was ever formally adopted for pay range and staff, and asked Chief Dorman to put something together with the correct wording and decide where it should be placed within the policy. The board will review and adopt it at the November 12 meeting.

Chief Dorman thoroughly went through the annual budget review in great detail. Chief Dorman met with Treasurer Richardson prior to tonight's meeting and also stated that Rachelle would come up to Estes Park and attend the next board meeting if the board wanted her to make an appearance. Chief Dorman went over the budget summary and commented that the district had a decrease in the assessed valuation which added up to about \$40,000 less in property taxes due to the flood. The proposed 2015 revenue is \$1.175M and with the transfers from Capitol, there will be a total funds available of \$3M for the district.

President Klink altered the agenda order and moved up item D: Personnel Policy Manual Changes/Discussion. There are four sections to be discussed under item D.

President Klink agreed to put off Section 3.4.1 Insurance, until the November 12th meeting to allow time to research other possible insurance carriers before formally adopting the change.

The Annual Leave Sections of the Personnel Policy was discussed. Section 3.2.1 Annual Leave: The board agreed to remove the chart showing years of service, hours earned, and maximum allowable carry over and replace it with "The maximum carryover of annual leave is 160 hours". Also, Section 3.2.2 Sick Leave will have the 5th paragraph removed which spoke about a terminating employee who has completed 20 years of continuous service etc. President Klink asked for a motion to approve these changes.

Moved by Vice President Igel, seconded by Mike Kearney to accept the changes to Section 3.2.1 and 3.2.2 of annual leave and sick leave in the EVFPD Personnel Policy. Motion carried unanimously.

President Klink discussed Section 8.7: Candidate Selection and Certification. President Klink stated that there is a concern, as a board, to make sure that funds are spent appropriately and the services are appropriate. President Klink proposed that any firefighter living outside the Estes Park boundaries and not possessing a current Colorado Firefighter I certification at the time of appointment, should pay \$800 up

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front, to cover training costs. If the out of town firefighter completes 2 years in good standing with the department, the district will then give them their \$800 deposit back. Vice President Igel stated that this seems reasonable and looked forward to hearing other comments. Ed Ford commented that he was not sure if a lot of young people could afford that \$800 up front and still give us their service. CPT Rosenquist stated that since 2008, the fire department has not had anyone from out-of-town quit and leave before their service contract, however the department has seen in-town firefighters quit and leave which has made it difficult to collect fire academy reimbursement from them. LT Rahn stated that this will create a division between the in-and out-of-town firefighters and that they are all here to be firefighters and should be "1 department", not divide them. LT Faith agreed with LT Rahn and stated that the district should not try to segregate the outside and inside firefighters and hold all of them to the same standards. Firefighter Shawn Neal commented that requiring someone to put \$800 down will chase away a lot of candidates and the organization needs all the volunteers they can get. President Klink commented that it is also true that firefighters pay taxes that live in district with sales taxes and property taxes and out-of-town people do not, and that could be a substantial amount. Firefighter Chew said the state of Colorado is short 3,500 volunteer firefighters and President Klink stated that we are not, since we have 35 going on 43. Firefighter Chew also commented on the number of times a second page had to be sent out due to the fact there were not enough firefighters able to respond, that the organization is understaffed as it is, and we are approved for 50 firefighters. President Klink commented that there are management issues involved with that too. CPT Rosenquist stated we have 22 people on the department that either work out of town, live out of town, or cannot respond from their jobs, so as far as in-town people, there are only 16 and that is part of the issue we are having with possible response. President Klink also commented that the shift program is not working effectively, and that since we distribute out across the community, it is of much more value than being on shift and coming from the fire station for medical calls. President Klink stated the problem we are trying to solve is that people are coming up here from the valley to get their training and then are going to work somewhere else, and why is the district incurring the cost. CPT Rosenquist commented that more in-town firefighters are leaving to join outside fire departments than the out-of-town volunteers. President Klink also asked why firefighters are still on the roster if they are not responding, and does that number mean nothing. Chief Dorman stated that the volunteers are the ones that determined the call percentages and does not want to make rules that contradict what the volunteers have already agreed on. Chief Dorman suggested that President Klink and another member of the board attend the business meeting of the volunteer fire department and give the volunteers a chance to give their input on this topic. President Klink decided to table this Proposed Policy Change Item #1 for now and discuss it at the next meeting.

President Klink discussed the Proposed Policy Change Item #2 which talks about changing the 1 ½% per shift to 1% for a 12-hour shift. Vice President Igel commented that currently, the firefighters participate in a shift when it is convenient for them and not necessarily during a time when the community truly needs the shift. LT Rahn commented that it would be better to encourage firefighters to come in when they can and not to force a specific shift time on them. Chief Dorman stated that the shift program was written by the volunteers of the organization in 2011, and the board voted on it in May of 2011. Chief Dorman commented that the board is getting very close into the operational side regarding shifts as that is in the operational realm and not policy-making, and although cost is a policy issue, the deployment is an operational issue. Firefighter Chew stated he is rejecting this proposal and it should be left up to the volunteers as it is not costing anything. Chief Dorman commented that the volunteers need to have a say in this. President Klink disagrees and stated this is a solid board decision. Firefighter Justin Kearney commented that if the board was going to change it to 1%, to wait until the first of the year because there are some volunteers that are banking on that 1 ½% to make their 25% so they are eligible. President Klink asked for a motion to pass the policy change #2 regarding the shift program guidelines. No one entertained the motion. President Klink stated this issue is also to be tabled until the next meeting.

President Klink and Ed Ford agreed to come to the November 4th volunteer business meeting to speak to the firefighters about the first 3 proposed policy changes. Chief Dorman will not be at this meeting, but 1st Asst. Chief Jon Landkamer will be leading the meeting.

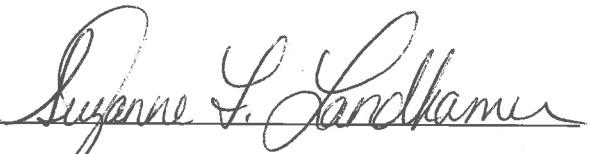
President Klink discussed the Proposed Policy Change Item #4 which talks about deleting the stipend regarding shift reimbursement. As this was already discussed and agreed upon at the last meeting, this is just a matter of adding the "deletion of stipend" notation into the policy.

Moved by Vice President Igel, seconded by Ed Ford to add Section 13 which deletes the stipend note regarding shift reimbursement. Motion carried unanimously.

President Klink discussed the agenda for the board retreat which will be held at the Estes Park Center YMCA of the Rockies on November 20 from 12-4PM. The agenda will consist of the study on comparable fire districts, the Board's direction with the volunteer organization and district relationship, the training facility improvement plan and budget, the district training philosophy in regard to decoupling from Colorado FF1 and providing all required training in Estes Park, and the budget review. The strategic plan will not be discussed.

The next board meeting is scheduled for November 12, 2014 at 6:00p.m. at Dannels Fire Station. Meeting adjourned at 8:35 p.m.

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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."