

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District
October 23, 2013 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, Jack Rumley

Staff: Chief Scott Dorman, Secretary Landkamer

Also Attending: Firefighters Derek Rosenquist, Denmark Litwinchuk, Brian Faith. WUI Coordinator Sue Pinkham. Public attendee Dot Dorman.

Absent: Jack Rumley

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- Jack Rumley absent

CONFLICT OF INTEREST

After the district contacted six different companies to get bids for snow removal at Dannels Fire Station, Board member Mike Kearney received the contract after only one out of six companies came back with a bid. Mike Kearney will submit a conflict of interest disclosure next month.

PUBLIC COMMENT / BOARD COMMENT

Board comment: President Theis thanked all the board members for a very productive and positive retreat last week at Kingstone.

APPROVAL OF AGENDA

Moved by Vice President Igel, seconded by Mike Kearney to approve the agenda after moving the Discussion on UTV purchase, with the Discussion of the 2014 Budget. Motion carried unanimously with these changes.

APPROVAL OF MINUTES

Moved by Vice President Igel, seconded by Treasurer Klink to approve both the 9-25-13 and 10-17-13 meeting minutes. Motion carried unanimously.

REPORTS

Fire Chief Report- Chief met with a FEMA representative and discussed the possibility of the EVFPD receiving compensation for apparatus and personnel costs. Chief and Cpt. Rosenquist are currently compiling numbers to submit to FEMA this week. FEMA could pay 75% of the final numbers.

Halloween is next Thursday and the department will once again have Ladder 6 stationed at the intersection of Elk Horn and Moraine to hand out candy.

Chief Dorman reported that 2 additional firefighters in the EPVFD received the STRIVE tuition reimbursement award. Chief Dorman also commented on the success of the pancake breakfast/open house at the fire station this month. The firefighters served over 800 pancakes and there was a very good flow of people attending this event all morning.

President Theis asked about the status of Hwy34 and Hwy36 in regard to driving an engine in those areas. Chief stated the district is still covering for Loveland Fire to Cedar Cove but can get to Drake with almost all the apparatus. However, the Chief said he will not advise taking any engines over the Waltonia Bridge at this time. Hwy36 is in good shape for access to Pinewood Springs and just below, however the district will continue to provide increased services until the residents of Pinewood Springs are back in their homes and the Pinewood Springs firefighters are back at their station.

Treasurer Report- Treasurer Klink provided the September 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 is still receiving donations from the flood and Chief let the board know that donations can be made to either the EPVFD or EVFPD as both organizations are tax deductible. The latest projections from the Town indicate the District might end up with about \$90,000 less in sales tax revenue than what was previously earned in 2012, for the months of Oct-Dec. Some local businesses have the option to put off paying their tax until the end of the year so that might skew the numbers a bit.

RECORD OF PROCEEDINGS

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

OLD BUSINESS

Firefighter Brian Faith updated the board on bids for the purchase of a new UTV for the district. The committee came up with 2 different bids: Fort Collins Motorsports \$20,600 and Polaris Suzuki of Cheyenne \$33,039.93. The Fort Collins company did not provide the water pump system in their quote as they were unable to purchase it and install it on the UTV. There would end up being about a \$3,400 difference in quotes. Discussion was made on the pros and cons of each company and model. Treasurer Klink asked about a bid from GSA and Brian stated that GSA would act as a broker for the district but would not actually build an UTV. Vice President Igel thinks it might be a good idea to wait with this large purchase as the revenue is so uncertain at this point in time. He is reluctant to purchase right now due to the current budget. Treasurer Klink also stated the board would need to give a legal notice about the purchase of an item over \$15,000 before a decision could be made. Chief also stated he could ask the volunteer organization for help with defraying the total cost of this UTV. The board made a consensus to wait on the purchase of this UTV until the budget is more stable and the fallout from the flood and loss in revenue is a bit clearer. The board agreed they all want to purchase an UTV for the organization, after more discussion in the future. The board thanked Brian and the committee for all their time they spent on this research.

Treasurer Klink and Chief Dorman discussed the proposed budget for 2014 in great detail. The sales tax projection was moved from \$490,000 as projected by the Town up to \$518,000 as projected by the district's accountants. Employee medical benefits will have a 5% - 10% increase. Both the Spring and Fall slash collections were put back into the 2014 budget. The amount in supplies has gone up for 2014 due to the fact that 4 computers will need to be replaced for the district as neither Microsoft nor our IT department will be able to support XP next year. The Chief did state this expense could be delayed until spring, if needed. The board decided to schedule a pension meeting soon to discuss the possibility of increasing the member's pension amounts. The WUI position was taken out of next year's budget and discussion was made on trying to do the work in-house. When the WUI position was started, grant money was used. Since then, the grant money has run out and the district is budgeting \$10,000 for the part-time, 6-month position. Treasurer Klink asked for more detailed information on the WUI position at the next meeting. The paid staff for the EVFPD is in a salary freeze and there will be no cost of living increase for 2014 with no raises or salary increases for any of the staff. Vice President Igel would like specific detail on personal salaries before the next meeting. The district might have to do a mail-in election next year and the Chief will not know for certain until February and this expense could cost the district an extra \$4,000. The board was in consensus that Treasurer Klink should roll the Southwick donation line item into the capital projects or reserves lines after specifically pulling out \$100,000 for the capital outlay line. There is no need to make additional contributions into LOSAP next year. The district does not have any outstanding debt or lease. Treasurer Klink suggested waiting as long as possible before approving the budget as the Town can still change the 7% tax pay rate to the district, in their budget.

Public comment was made by WUI coordinator Sue Pinkham. Sue stated she has provided valuable service and her position demonstrates the board's commitment to the community. Sue also stated the Fire Marshal has a different area of expertise and she has been in this position since 2005. In 2009, the WUI position was also eliminated so she came back on a volunteer basis. Treasurer Klink asked what education is needed to do the WUI job and Sue stated she was personally trained with on-the-job training from Tony Simons who was the educator for Larimer County. The Chief thanked Sue Pinkham for all the work she has done in her position for the district.

Public comment was made by Mrs. Dorman in regard to the undesignated reserves line item in the budget. Mrs. Dorman commented that the employees were a great asset to the district and was curious why the staff was not being allowed a small cost of living increase when there was a half million dollars sitting in this undesignated section of the budget. Treasurer Klink stated that these funds would be designated by the next budget meeting and the district is looking at replacing two very old engines in 2015 and 2016, so this money could be used for those expenses. President Theis stated the district is in a unique situation after the flood and politically the district needs to be cognizant of spending right now since the Town has a salary freeze in place for next year too. President Theis stated that as time goes by, the board can revisit an increase in cost of living expense after the board has a better idea of the flood impact on the budget and can always pull money from the operating reserves or contingency reserve, if needed. Mike Kearney agreed that we should look at the state of the budget again in the spring.

Public comment was made from Denmark Litwinchuk as he commented that in his company, there is a performance bonus program in place for the employees so they do not necessarily get annual raises, rather they can qualify for a bonus. Firefighter Litwinchuk stated that regardless of the current financial conditions, his company's management still has the ability to get to that money for the employees. Firefighter Litwinchuk also voiced his concerns with the vision of the board and wondered where they wanted to take the district in the future. He has seen a credibility issue with the board and a lack of vision. Vice President Igel encouraged Firefighter Litwinchuk to attend more board meetings so he could hear about the accomplishments and progress the board has made.

RECORD OF PROCEEDINGS

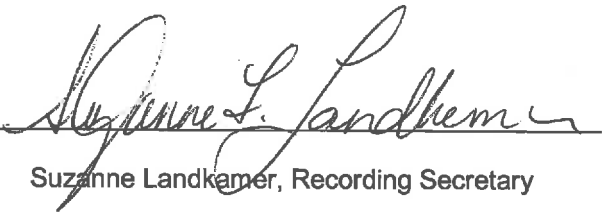
President Theis commented on his concern about the training reduction in the budget and the removal of the WUI position. President Theis also wants to look into the professional services and find out more information on the election for next year. President Theis reminded the board that \$100,000 would be moved into the capital outlay and Treasurer Klink would remove the Southwick Funds as a line item. The next budget meeting would also show that the undesignated funds are now designated. The budget will again be discussed at the next meeting, as well as the strategic plan.

NEW BUSINESS - none

A pension board meeting has been scheduled for November 20, 2013 at 5:45PM.

The next regular board meeting scheduled for November 20, 2013 at 6:00p.m. at the Dannels Fire Station. This will be the second meeting to discuss the draft 2014 budget.

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."