

# RECORD OF PROCEEDINGS

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## Meeting Minutes of the Estes Valley Fire Protection District

November 20, 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

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

**Also Attending:** Firefighters Derek Rosenquist and Denmark Litwinchuk. Fire Marshal Marc Robinson. WUI Coordinator Sue Pinkham. Public attendee Dot Dorman, Robert Foster, Steve Miller, and Jim Austin.

**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 6:02 p.m.**

**Chief Dorman led the Pledge of Allegiance**

**Secretary Landkamer performed roll call- all here**

### CONFLICT OF INTEREST

Vice President Igel stated he had a conflict of interest on a bill for Signs of Life for under \$100.00.

### PUBLIC COMMENT / BOARD COMMENT

Board comment: Chief Dorman stated he would like to have a moment of silence for Jack Rumley. President Theis agreed and called for a moment of silence and remembrance for the passing of board member, Jack Rumley.

President Theis asked about the fall slash collection and Chief Dorman stated that due to the fact the district does not have a location to hold the collection due to the flood repair work, and the chipper service that had already been cancelled, the entire slash event was cancelled and will be rescheduled for the 2014 spring.

Public comment: CPT Rosenquist referred to past board meeting minutes in regard to filling an empty board seat and Jim Austin as a possible candidate to fill this vacancy. President Theis stated that the board has not yet started the process to fill the vacant seat. Treasurer Klink then stated that the board had started the process. Sue Pinkham asked that the board meeting's proposed agenda's be posted on the district website the week before the meeting and the board agreed this would be a good idea.

### APPROVAL OF AGENDA

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

### APPROVAL OF MINUTES

Vice President Igel asked for a wording change in the first paragraph under old business to more accurately reflect "discussion in the future". Moved by Vice President Igel, seconded by Treasurer Klink to approve the 10-23-13 meeting minutes with the wording modification. Motion carried unanimously.

### REPORTS

Fire Chief Report- Chief Dorman reported that the district should receive about \$28,000 for use of equipment and reimbursement for damages incurred during the flood, not including the Zodiac boat, which is an added reimbursement. The Zodiac boat cannot be fixed and insurance covered \$6,250 of the cost and the remaining balance will be submitted to FEMA which should then cover 75% of the balance. This boat was a donation in the first place and in the long run, the district will end up spending a few thousand dollars for a new replacement boat. More information will be provided at the December meeting at which time the board will be asked to authorize the purchase of a new boat. Chief Dorman gave specific thanks to CPT Derek Rosenquist for compiling and submitting all information for volunteers and staff expenses during the flood to FEMA for reimbursement.

Chief Dorman talked about a new fire cadet program that he is putting together for cadets to fill support roles for the fire department. Cadets would need to be at least 18 years of age, lift at least 40 pounds, and have specific duties given to them on what they can and cannot do. The cadets would be able to help with non-emergency events as well, such as fire mitigation and fire prevention week. These cadets would be easily identified as support roles with their specific uniforms. Chief Dorman has received positive feedback from some of the volunteers and would like to start the program early next year. Board approval would be needed for the additional cost of training and uniforms. Management for this program would be an elected position(s) within the volunteer organization. This program is still in the planning stage right now.

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Chief Dorman went over the 3<sup>rd</sup> Quarter Incident Report with the board. He reviewed the year-to-date section of the report. Thursday from 8AM to 8PM is still showing up as the busiest day of the week for call volume. Treasurer Klink asked about the firefighters and their response to medical calls and mentioned it would be nice to only get paged to those medical calls in which fire was actually needed. Chief Dorman said he has heard of no complaints from the volunteers that are responding to medical calls. The volunteers have put in over 2,500 hours of total training from January through September of this year, and over 1,000 hours in just fire training alone. Suzanne Landkamer added a section within the FireHouse software, to add a check box for "enough personnel or not" at each call. If there was not enough responders on scene, the firefighter making the report would then add to the narrative, the reason why. Treasurer Klink added that it is also important to state if a faster response time would have made a difference or not.

Chief Dorman took a tour of Glen Haven and it still has many areas with temporary culverts. Glen Haven's Chief was concerned their apparatus would not be able to cross some of the bridges due to their weight. As the EPVFD has only used Engine 5 once this year, Chief Dorman suggested the EVFPD lend Glen Haven Engine 5 so all the properties in question could be accessed by this engine in case of an emergency. The district would first need to be sure the borrowed engine would still be covered by the district's insurance if lent to Glen Haven, and also to be sure Glen Haven had trained engineers to drive this specific piece of apparatus. The volunteers could take off specific equipment, if needed, prior to lending it to Glen Haven. Vice President Igel appreciated the fact that Chief Dorman offered this idea to Glen Haven and is in favor of lending the engine. The motion was made to fully pursue this gesture.

Moved by Vice President Igel, seconded by Mike Kearney to pursue the lending of Engine 5 to Glen Haven. Motion carried unanimously.

Chief Dorman received an email from the Town inviting him to the grand re-opening of HWY 34. Since Chief Dorman is unable to make this event, he asked if any board members would like to go in his place and he would forward them the information. Treasurer Klink said he would be happy to go and represent the district.

Treasurer Report: Treasurer Klink provided the October 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. Treasurer Klink had a discussion with our accountant, Rachelle Meyer, in regard to the unassigned balance in the reserves. Treasurer Klink advised the board to have the operating reserve and capital reserve, assigned, thus moving the \$274,000 number down to the \$574,000 so there is nothing on the line under general fund in the reserve. The operating reserve should be about 6 months worth of expenses: about \$500,000 – \$600,000. Treasurer Klink outlined the plan to replace the aging engines in the department over the next 10 years and stated it would be a good idea to get started on the capital reserve plan. There was a consensus from the board to have these 3 numbers adjusted by Rachelle at Clifton Larson Allen.

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

### **OLD BUSINESS**

Discussion was made in regard to the proposed 2014 budget. Vice President Igel would like to meet with Treasurer Klink and Chief Dorman to go over specific line items from the proposed 2014 budget. Chief Dorman said he put \$10,000 back into the budget for a part-time WUI position and \$5,000 for the volunteer shift program. There was also a 5% raise in the cost of medical costs and vision, but no increase for dental or EAP. There was also a 5% increase for dispatch services from the Town. Chief Dorman also made sure the district had \$4,000 for election fees in case the district has to have a mail-in ballot election next year. President Theis stated at the last Town meeting, they made the comment that they are making sure they are taking care of their employees next year. President Theis asked if the Town changed their minds in giving raises to employees next year. Treasurer Klink said they did a study earlier in the year before the flood and made adjustments but thought it was frozen for now. Chief Dorman said Jackie Williamson at the Town could answer any specific questions he had. President Theis stated he would like to set funds aside in case the district can give bonuses or raises for staff next year and wants to be sure the district takes care of their staff. Treasurer Klink commented that he still wanted to wait until learning the financial impact the district will have from the flood before any decisions are made.

The strategic plan was discussed at great length with Steve Miller who has been helping to draft the document. Changes to the strategic plan were highlighted and included a few different areas. Specific building names were taken out of the plan and a more specific demographic summary was included to outline Estes Park's mountain and valley elevations including the difficulties fire engines faced. EVFPD records showing structure fires extending beyond the room of origin, as well as specific training for firefighters was also updated. Discussion was also made for options for response and specific concerns with each of those options. A 2003 – 2012 EVFPD Response and Staffing Data chart was also viewed. President Theis commented that he would like to see this chart as part of the strategic plan.

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### NEW BUSINESS

Treasurer Klink held a discussion about choosing a new auditing firm to represent the district. Upon contacting our district accountants, Rachelle Meyer suggested 3 different firms that they have done work with. Treasurer Klink carefully reviewed the three proposals from Dazzio and Plutt LLC for \$4,800, Wagner Barnes and Griggs for \$6,200, and Haynie and Company for \$6,500. Treasurer Klink stated that all three have experience working with Special Districts and suggested the district go with the lowest bid. Chief Dorman also reviewed the 3 proposals and stated that the lowest-priced company was more vague in detail than the other two. The board agreed to accept the proposal from Dazzio and Plutt LLC for \$4,800 and Treasurer Klink agreed to notify Rachelle Meyer about the decision.

Moved by Vice President Igel, seconded by Mike Kearney to approve Dazzio and Plutt LLC to be the new auditing firm to represent the district. Motion carried unanimously.

Discussion was made regarding filling the vacant board seat in the EVFPD. President Theis mentioned that this position will only be filled from December 2013 through May 2014 when we have elections. President Theis stated he feels he has a responsibility to the public to post this vacancy notice in the paper and let people volunteer to fill the vacancy. He would also like to see a greater diversity in the board. Treasurer Klink stated this process will take time and money, and thought it might be better to choose from a pool that have either already expressed an interest or that have been contacted by the board already. Treasurer Klink has already talked to 3 possible candidates and Vice President Igel has already talked to 4 possible candidates, but agrees the position should be filled by someone that already has knowledge of the district. President Theis opened up public comment.

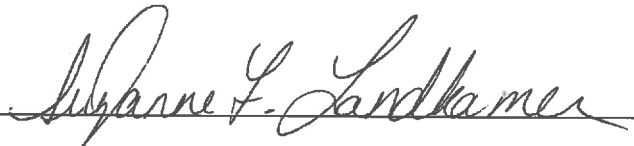
Mrs. Dorman stated that when the school board needed to fill a vacancy quickly, they did so by posting in the paper and not by soliciting from board members. Treasurer Klink commented that his wife was added to the school board after being approached by board members. Mrs. Dorman thought it would be beneficial to have this member selected by the community and not by current board members.

Jim Austin stated that the board already had knowledge of candidates that were interested in the position and they should pick from the pool of people that they already knew of.

CPT Rosenquist agreed with Jim Austin and suggested that the board already had an order of preference from the last time a vacancy presented itself, and should review that order.

President Theis and Vice President Igel agreed to become the 2-member board committee that would come up with a master list of possible candidates and recommendations to present to the remaining members at the next meeting. Chief Dorman said any interested board candidate could call and make an appointment to meet with the Chief to go over any questions they might have, about the department. It was agreed the 2 member committee would come to the next meeting with a list of 3 names and choose at the December board meeting.

The next regular board meeting scheduled for December 11, 2013 at 6:00p.m. at the Dannels Fire Station. This will be the third and last meeting to discuss the draft 2014 budget.  
Meeting adjourned at 8:40 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."*