

**Meeting Minutes of the Estes Valley Fire Protection District
February 12, 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:** Captain Bruce Walters, WUI Coordinator Sue Pinkham. Public attendee Dot Dorman.
- 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

Secretary Landkamer performed roll call - Mike Kearney absent, excused; Mike Richardson late

CONFLICT OF INTEREST - none

PUBLIC COMMENT / BOARD COMMENT

Public comment: none

Board comment: none

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Moved by Vice President Igel, seconded by Treasurer Klink to approve the 1-22-14 meeting minutes as written. Motion carried unanimously.

REPORTS

Fire Chief Report- Chief Dorman met with Golden's Fire Chief to discuss a new 911 system. Chief Dorman downloaded this free app to his smart phone for a trial period but unfortunately, our dispatch center is not set up to use this system yet. Larimer County said they will be making an upgrade to their CAD system in March, so we might be able to use this new app after that time. This app would allow firefighters to use their own phone as a GPS. Right now, this new technology is not feasible to the EVFPD but hopefully will be in the future.

The 8th grade Career Day took place today at the Estes Park Center YMCA of the Rockies. Firefighters Steckline, Faith, Rahn and Chief Dorman volunteered at this event. The first half was the career day portion and the afternoon was the experiential portion of the day. The afternoon session allowed smaller groups of students to get more in-depth with the components of firefighting and they were able to try on air packs and gear. Chief Dorman said there were quite a few interested boys and girls that attended their station.

Chief Dorman commented on the House Bill 1164 which will change Special District election laws. This bill is expected to pass in time for the upcoming elections. This bill will allow Special Districts to follow the same rules and regulations that the municipalities follow. Currently, Special Districts follow the county election policies. This bill will give Special Districts more freedom for elections, will help to identify residency requirements, and will give the option to opt in or out of mail-in elections.

Chief Dorman discussed Broken Arrow, which is driven by Metro area fire departments. This came out after the Black Forest Fire and encompasses trying to get a lot of resources on scene quickly. Larimer County is currently not involved in this. In case of a large incident, Estes Park uses dispatch to contact our mutual aid agencies then if needed, the EVFPD would need to go through the county to get additional resources such as Boulder County, if necessary.

Currently, the EVFPD uses the Town of Estes Park's ID maker to issue new ID's for board members and firefighters. However, this adds much additional work for Cpt Walters, up to 80 hours per set-up, and takes a very long time to get the ID's made as it is currently run out of the town's police department and they are not trained to use the ID maker. Chief Dorman stated that the District should look into buying its own ID maker so we do not need to rely on the Town for this service and we can do it quickly and conveniently while keeping it in-house. The new ID maker would cost about \$1,500 - \$2,000 which includes the camera and software. Vice President Igel voiced his concern with this purchase as having no

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cost benefit since the District issues about 10 new ID's per year. Cpt Walters said the state bought a set-up for Northern Colorado to use but the system was getting damaged so they are not using the service any longer. Bruce also stated that we could send pictures to Fort Morgan and they will charge \$10.00 per ID, however it could take months to get the finished ID back into our department. Currently, the district does not pay the Town to issue the ID's. Vice President Igel stated that he makes ID cards for some local businesses and charges about \$13 total per card, however he is not looking for more business. Cpt Walters mentioned that if we had an ID maker, the firefighters could also create tags for their gear. President Theis asked Chief Dorman to research the possibility of outsourcing the job of making ID's for the District so the District would not have to rely on the Town for this service.

Glen Haven Fire picked up Engine 5 on Saturday. Chief Dorman stated that inventory was taken before the truck was picked up.

President Theis commented on the EPMC and their recent publicity in the papers including their full page ad. President Theis said this was a great way to keep the Medical Center in the public eye and asked Chief to look into how much the papers charge for such an ad. Treasurer Klink agreed that more photos should be taken of the firefighters in action as the public would love to see such press. Vice President Igel agreed the district should show the community how much the firefighters are helping every day and asked about Facebook and twitter. Chief Dorman commented that if the district had a Facebook page or twitter, it would need to be updated constantly or people would lose interest. Treasurer Klink asked Chief to find out at the next business meeting, if any firefighter would be interested in this type of media or photography, and also what it would cost to find someone in the community and pay them to do this PR for the district.

Treasurer Report- Treasurer Klink will give his full report at the 2nd meeting of the month.

OLD BUSINESS

Chief Dorman gave an update on the strategic plan. Chief met with Steve Miller last week and worked on the WUI section. A draft of this section should be ready to give to the board at the next meeting. The next section is the financial section and Chief would like Treasurer Klink to be involved with this section of the draft. Chief reported that the major sections of the strategic plan should be done by May, but some minor sections will still be needed.

Treasurer Klink discussed the board member conduct oath and conflict of interest board disclosure forms. The board's Bylaws has a conflict of interest section and states the board *may* adopt a policy, but does not need to. Legal counsel stated that the district could strike all 3 documents if wanted since these documents were never voted on and approved as a policy, rather a consensus was made to use the forms years ago. President Theis likes the idea of being reminded about these matters but Vice President Igel and Mike Richardson do not feel it is necessary for the repetition of the oath and they are committed to follow the board bylaws and policies already in place. A consensus was made by the board members to strike these extra forms and make them null and void. Chief Dorman was directed to contact legal counsel about destroying the documents that have already been signed by past and present board members.

Moved by Treasurer Klink, seconded by Mike Richardson to approve the destruction of signed Board Member Conduct Oath and Conflict of Interest Board Disclosure forms with the approval of the attorney. Motion carried unanimously.

The results of Chief Dorman's 360 degree review was forwarded to all the board members. Treasurer Klink asked the members to look through the results and fill out their review and send back to Treasurer Klink so everyone would be prepared for the Executive Session to be held at the 2-26-14 board meeting.

Secretary Landkamer discussed the board policy maintenance and provided the board with the final draft.

Moved by Treasurer Klink, seconded by Vice President Igel to approve the EVFPD Board Policy Maintenance Policy at the February 12, 2014 board meeting, as written. Motion carried unanimously.

NEW BUSINESS

Sue Pinkham presented her end of the year WUI presentation. Sue discussed her education and qualifications including prior experience, during the first section of her power point presentation. Sue discussed 48 property evaluations, 2 HOA site visits and 5 condo association site visits. Sue also sent out FireWise information to 71 HOA's in the Estes Valley from the state list, and discussed the Mayor's Chat, Farmers Market, slash collection, safety fair, weed round up, programs and car seat installations. Sue also discussed her plans for next year which include new involvement with the Heritage Festival and the history of fires in the RMNP. President Theis mentioned information on historical fires such as the Mary's Lake Lodge fire would get interest from people as well. Sue stated she obtained the HOA list from the Town and Mike Richardson suggested calling the Board of Realtors since they have the most up-to-date current information on the HOA list. President Theis also suggested setting up a table at Safeway since this would be an excellent way to get the WUI word out. Unfortunately, Safeway's management changes often and currently the only approved groups to set up at Safeway are the Girl Scouts and the Salvation

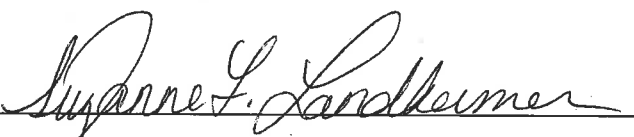
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Army. President Theis also would like to see the slash collection held at the same venue year after year to give continuity, and also to try to avoid another Memorial Day weekend slash event.

The Town of Estes Park sales tax issue was discussed at great length. The Town Administrator, Frank Lancaster, submitted an article in the paper that talked about the proposed 1% additional sales tax increase for the next 10 years. Not only was the EVFPD not listed as receiving any portion of this 1% increase, but the district was not listed as a priority to the Town. Instead, the EVFPD was listed alongside landscaping/flowers and museum funding as a possible reduction in funding for current non-traditional, non-mandated programs. In fact, the Town of Estes Park and the EVFPD have a signed IGA that covers the district throughout 2014. The Town could decide to cancel the IGA with the EVFPD by July 1st for the following 2015 year, or they could choose not to renew it. Either way, the Town cannot amend the current IGA that specifically states the EVFPD receives 7% of the tax collected. President Theis, Chief Dorman, Mayor Pinkham, and Frank Lancaster had a meeting last week to discuss this article and tax issue. Frank Lancaster did not offer to do a retraction on the article but agreed the EVFPD should write a response. President Theis stated that for the town to reduce funding to the EVFPD would also be a breach of public trust and that the District is not another non-essential service. President Theis drafted a letter to submit to the papers as a press release and Vice President Igel agreed to look over the letter before it is submitted. This letter will be posted on the EVFPD's website as well. President Theis also asked Chief Dorman to get the district's attorney involved as the Town is ignoring their legal responsibilities that fulfill the requirements of what was decided by the voters of Estes Valley. President Theis asked Chief Dorman to email all the board members, the signed IGA with the Town. It was also agreed that this letter would also be sent to Frank Lancaster. Chief Dorman and Frank Lancaster will meet on a monthly basis to keep communication open. A consensus was made by the board to submit this letter as a press release to the papers, endorsed by all members of the board, with a few wording changes.

The next regular board meeting is scheduled for February 26, 2014 at 6:00p.m. at the Dannels Fire Station.

Meeting adjourned at 8:05 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."