

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

March 26, 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: EPVFD firefighters Brian Faith, Daryl McCown and CPT Derek Rosenquist. Public attendees Ed Ford, Steve Miller, and Dot Dorman.

Absent: Frank Theis

The following minutes reflect the order of the agenda and not necessarily the chronological sequence of the meeting.

Vice President Mark Igel called the meeting to order at 6:00 p.m.

Chief Dorman led the Pledge of Allegiance

Secretary Landkamer performed roll call – Frank Theis absent, excused

CONFLICT OF INTEREST – Vice President Mark Igel and Mike Kearney each have a conflict of interest payment on tonight's approval of transactions.

PUBLIC COMMENT / BOARD COMMENT

Public comment: none

Board comment: Treasurer Klink mentioned that he attended the melodrama that was offered to all first responders, fire and police that helped during the September flood, and the fire department was under-represented at this event.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Moved by Vice President Igel, seconded by Mike Kearney to approve the 2-26-14 meeting minutes as written. Motion carried unanimously.

Moved by Treasurer Klink, seconded by Mike Richardson to approve the 3-12-14 meeting minutes as written. Motion carried unanimously.

REPORTS

Fire Chief Report- Chief Dorman presented a PowerPoint and full report on the voluntary shift program for the Estes Park Volunteer Fire Department. Chief Dorman commented on reaction time versus response times and stated firefighters cannot change the travel time as it varies depending on the incident location, however firefighters can change the reaction time to reduce the total response time. The reaction time can be changed by reducing the time required to respond to the station and by having the whole crew ready to respond at the same time – which is what happens when there is a shift at the firehouse. The average reaction time in 2013 was 1.56 minutes for firefighters on shift and 8.5 minutes for firefighters not on shift when the calls came in. Vice President Igel asked Chief Dorman what was a realistic reaction time for the EVFPD and Chief Dorman stated he would like to see a truck leave the station within 4 minutes max. Steve Miller commented that the NFPA standard for the total response time for a volunteer organization our size averages 9 – 10 minutes for 10 firefighters on scene without a shift on-site. Chief Dorman went over the survey results and comments made by the volunteers for the pros and cons, and recommendations for having shifts at Dannels. There were many more pros than cons listed in the survey. Due to budget cuts, the district has already used about 25% of the annual 2014 budget of the volunteer shift program, and at the current rate of volunteer participation in the program, the remaining amount will not support the entire year of 2014 shifts. Treasurer Klink commented that it starts to be a "bang for our buck" question and wanted to know how many calls are actually being impacted and are delayed by dispatch as well. Treasurer Klink would like more data tied to false alarms. Vice President Igel asked what the actual value to the community was to have the firefighters on shift, and to see data that shows how many calls shifts have responded to – and exactly what are we getting for the money we are putting into it. Vice President Igel asked for the actual number of shifts tied to number of calls they ran on in 2013, to compare it to the total amount of money spent on the shift program last year. Treasurer Klink asked Chief Dorman if he thought that the volunteers would stop doing shifts, if the budget money ran out before the end of 2014. Chief said it is unrealistic to ask the volunteers to drive up to Estes and back down in their own personal vehicles from the valley to do shifts without any sort of gas reimbursement and CPT Rosenquist said the shift program helps keep members in good standing with the department.

RECORD OF PROCEEDINGS

Chief Dorman provided a PowerPoint presentation and report on the Fire Chief's Goals for 2014. Chief Dorman used a Gantt Chart to outline his timeline of 5 goals which were to develop a qualitative tracking system, develop an auxiliary program, complete the strategic plan, come up with a new recruitment strategy, and improve communication with the community. Subcategories were also discussed under each of the 5 goals for 2014. Chief Dorman commented that he would get with the district attorney to see if they have a boiler plate policy for social media policies and procedures prior to implementing it at the EVFPD. Treasurer Klink commented that the auxiliary program was set to happen at the end of summer and asked if it would be better to move it up in the calendar, however Chief Dorman put the qualitative tracking system and strategic plan in the beginning of the year as those goals were most important to the board. Chief Dorman stated it will take the summer to advertise and get people interested, then move on from that point.

Chief Dorman received a call from Orion Entertainment LLC. They are interested in filming Estes Park firefighters in a documentary/reality show that would air as a miniseries on television. They would select 3 – 5 firefighters and shadow them to see what life was like being a firefighter in a mountain town. A couple other fire departments in other mountain towns would also be interviewed as well, and then 1 department in 1 town would be selected for the cable network show. Interviews would take place with the prospective firefighters in a casting process. Chief Dorman said he will get in touch with Visit Estes Park as they have a lot of contact with agencies like Orion Entertainment and also send out the contract to our attorney to review. Board members and the Chief will look on their website to see what other productions they have done.

Chief Dorman reported that Jon Landkamer was offered the position as Assistant Chief and he has accepted the position. It will take about 1 month to transition into the position and then he will be on 6-month probationary period.

Treasurer Report- Treasurer Klink reviewed the paid bills of the EVFPD and provided the February 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, Length of Service Award Program (LOSAP), operating reserve, Tabor and capital reserve. He also discussed the 2014 Property Tax and Sales Tax Reconciliation updates. The district ended up being only about 3% short of the anticipated 2013 budget, after the flood disaster and this was not as devastating as first thought or projected. Treasurer Klink also announced the audit has already started for the district.

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

OLD BUSINESS

Chief Dorman and Steve Miller gave an update on the strategic plan. The WUI section of the strategic plan was reviewed in great detail. The Estes Valley is the interface, with the exception of the downtown area, according to Steve. Treasurer Klink commented that the training component of the WUI section of the strategic plan seemed different from the rest of the entire strategic plan as it was extremely detailed, tactical and specific and personally did not believe it belonged in the strategic plan at all. Steve Miller stated that the training details could be taken out of the strategic plan and either placed in an appendix or saved for use in an operational plan if that is what the board preferred. Firefighter Brian Faith commented that the WUI arena is very different from structural firefighting and this detail might help the board see what money needs to be spent in what area of training. Vice President Igel also stated he felt there was too much detail in the training section of the WUI portion of the strategic plan and would like to keep the size down.

Steve Miller also went over the financial section of the strategic plan and funding was discussed. Funding is mostly property and sales tax for the district, so that was identified in this section as essential funding. A chart was also displayed that showed how much funding for the district was provided by what particular source. Steve commented that sales tax is prone to political manipulation so it benefits the district to be ready to defend their position. Treasurer Klink wanted to add the statement that the district does not currently have outstanding bonds at this time and also add the word, operating, into the chart. Vice President Igel also read a few comments that President Frank Theis made regarding the strategic plan. Chief Dorman also emailed the board comparison cities and their mill levies that the board might want to add as an addendum to the plan. The board thanked Steve Miller for all the hard work he did with this section of the strategic plan.

NEW BUSINESS

The board reviewed the EVFPD Part Time Seasonal Employee Policy. Currently, the district does not currently have a formal document in place. The board agreed to change the specific seasonal position titles to include the word examples; "Examples of the EVFPD part time seasonal employees could be" and then list the possible positions. The board agreed to keep this seasonal policy as a separate policy

RECORD OF PROCEEDINGS

and not include in the P&P. The board asked Chief Dorman to give this policy to legal counsel and bring it back at the next meeting to be voted and approved. Chief Dorman stated when the legal firm is done looking over the policy after the changes have been made, he will email it to all the board members so they can review it before the next meeting.

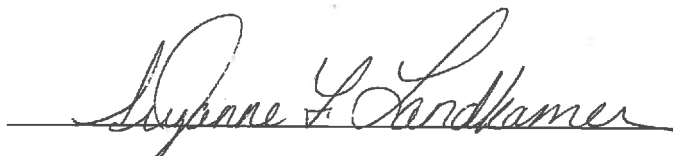
The board voted on approving the Records Retention Policy. Chief Dorman did get input from the legal firm regarding this use of the records retention schedule and recommended it was a good idea to adopt the Colorado Special Districts Retention Schedule.

Moved by Treasurer Klink, seconded by Mike Kearney to adopt the EVFPD Records Retention Policy as written. Motion carried unanimously.

Chief commented that Engine 5 has a crack in the tank and that Glen Haven returned it to the EVFPD. No one locally could be found to weld this engine's aluminum tank. Two firefighters are interested in acquiring this engine for use at either Cheley Camp or the YMCA. The blue book value is about \$6,000 with a working tank. The board advised Chief Dorman to run it by legal, and see what their opinion was for giving away this engine in regard to disposing of assets of the district. The district needs to be sure they set the right precedent as the district will have future assets to dispose of as well.

Vice President Igel, Treasurer Klink, and Chief Dorman would like to meet with Ed Ford before May to go over district functions and financials.

The next regular board meeting is scheduled for April 23, 2014 at 6:00p.m. at the Dannels Fire Station. The meeting scheduled for April 9, 2014 will be cancelled. A special meeting will be called, if necessary. Meeting adjourned at 8:25 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."