

# RECORD OF PROCEEDINGS

## Meeting Minutes of the Estes Valley Fire Protection District

May 28, 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, Secretary Landkamer

**Also Attending:** EPVFD firefighter 1<sup>st</sup> Asst. Chief Jon Landkamer. RMNP representative Mike Lewelling, Clifton Larson Allen LLP representatives Rachelle Meyer and Kevin Collins, Dazzio & Plutt LLC representative Steve Dazzio. 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 Doug Klink called the meeting to order at 6:03 p.m**

**Chief Dorman led the Pledge of Allegiance**

**Secretary Landkamer performed roll call – Mike Kearney absent, excused**

### CONFLICT OF INTEREST

None at present, but Vice President Igel stated he had a statement on file with the state for upcoming Signs of Life bills that will cover the lettering invoices for the new engine.

### PUBLIC COMMENT / BOARD COMMENT

Public comment: none

Board comment: none

### APPROVAL OF AGENDA

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

### APPROVAL OF MINUTES

Moved by Vice President Igel, seconded by Ed Ford to approve the 5-7-14 meeting minutes as written. Motion carried unanimously.

### NEW BUSINESS

The RMNP fire management officer, Mike Lewelling, provided the board with the annual RMNP fire update. Park Superintendent, Vaughan Baker was absent from tonight's meeting. Lewelling thanked the Fire Chief and the fire district for all their help and would like to continue the excellent cooperation between the RMNP and EVFPD, stating working with the EVFPD is invaluable. In 2013, the park completed fuels work which included burning 700 – 800 piles over the winter months. A lot of work this summer will take place at Emerald Mountain where the crews will cut trees and make piles for next year. There are also many piles at the Wild Basin area that will be burned as well. The RMNP was able to hire 9 new people in engine and fuels crews so their entire fire module can respond with their Type 6 engine or respond with their whole lot if needed. There is also a forestry crew of 5, so the park will have 7-day coverage throughout the summer season. The RMNP has partnered up with the forest service in a program called Wild Cat which is a computer program that divides areas into zones which then automatically notifies which engine should respond to which zone. The forest service helps cover the RMNP on the west side and the RMNP helps cover the forest service on the east side of the park. The RMNP can also respond to everything within 2 miles of the park boundary, if needed, and can simultaneously call in air support. President Klink asked about the new state firefighting fleet and who can call it out. Chief Dorman stated we can call in 1 CAPS and it will not cost us anything, but any additional seats will cost us. We will still go through the county as before, to be able to use additional available aircraft in the state. Lewelling also said the Alpine Hot Shot crew is back again however they have already left for the Grand Canyon. Chief Dorman asked Lewelling if the modules would have 800 MHz capability and Lewelling said no, they will use VHF. Chief Dorman commented that the EVFPD has purchased about 11 – 14 VHF radios so we can communicate directly with the RMNP. Vice President Igel asked how many crew and engines will the RMNP have throughout the summer? Lewelling stated that they will have 1 Type 6 engine operated by the module, and 1 patrol vehicle. The board thanked Lewelling for his report and attending the board meeting.

Dazzio & Plutt LLC representative Steve Dazzio addressed the board concerning the 2013 audit on the EVFPD. Steve stated that they encountered no misstatements at all and that was quite rare for the auditing firm as they usually always find a few problem areas, but thanks to the work of the accountants,

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Chief and Suzanne, there were no errors found. Steve said the audit moved very efficiently and easily and thanked the board. Kevin Collins from Clifton Larson Allen thoroughly went through the different sections of the audit and talked about the fund financial statements including the governmental funds, and schedules of revenues etc. Kevin Collins stated remarkably, the EVFPD only lost about \$40,000 from sales tax revenue in 2013 due to the flood, and basically just lost the sales tax in September and October. Kevin Collins and Rachelle Meyer offered to come back to Estes Park in September and speak with the new treasurer and board members in depth with detail about the financials. Vice President Igel asked what the district's goal was for the volunteer firefighter pension fund. President Klink said we paid out \$130,000 last year to retirees and put in about the same amount last year, and said the only way we are really getting ahead is with the investment income. Right now, the district is 75% funded. Kevin Collins stated most other fire districts are split evenly – groups that have funded above and beyond what they are required to do (like the EVFPD) and others that have funded the bare minimum or not funded at all. The state will match up to \$300 per person and right now the EVFPD is at \$400. The district is currently putting in \$80,000 per year in the pension account. LOSAP was also discussed and right now the district is 100% funded and Kevin Collins stated it was a good idea to stay this way since the LOSAP are guaranteed actual amounts. The district will need to start putting more money into LOSAP next year.

Moved by Vice President Igel, seconded by Treasurer Richardson to accept the audit and financial statements as presented and direct the firm to file with the state auditor office. Motion carried unanimously.

### REPORTS

**Fire Chief Report-** 1<sup>st</sup> Assistant Chief, Jon Landkamer, addressed the board with an update on the dive team. Landkamer stated there are 10 members and approximately half of these members are currently active. This is due in part to the fact that some members have moved out of district. There has been interest from a few members to move up from swift water to obtaining a PSD level. The dive team will look into this training for this summer. About half the divers live out of district. Landkamer commented that it was a good idea to incorporate annual dive training into the fire training schedule. At last night's training for throw bags, 3 in 1's, and 4 line system with the boat, 21 members were in attendance. The dive team is always looking for new members and they still continue to have good mutual aid relationships with neighboring agencies. The dive team does not have any auxiliary members right now. President Klink asked Landkamer if anything was brought to light after the flood, and Landkamer stated everyone did really well but going forward we need to be more conscious of how long the divers are working. During the flood, many divers worked 24 hours with 2 hours sleep and this was too long. Equipment wise, the dive team is pretty much up to speed and would like to get more dry suits in the future. Treasurer Richardson stated he would like to see the new fire auxiliary program include dive as well. Landkamer said it's not just about getting new divers that want to get in the water because the dive team needs shore support too. Landkamer stated the river has changed, and since the flood there is more debris hidden in the water and they will scout out the hazards downstream very carefully before putting a diver in the water. The board thanked Jon Landkamer for coming in.

Chief Dorman stated the command vehicle was damaged with hail from a Ft. Collins storm earlier this month. The estimate for repairs is \$2,892 with another optional \$1,200 for the roof repair, with a \$500 deductible. The district will be without the command vehicle for at least a week while the repairs are being made. Chief Dorman will get an additional estimate.

Chief Dorman reported that a new cascade system was put on Squad 3. New 6,000 PSI bottles were purchased. The lawn sprinkler system has been repaired due to a major leak and Susan Jackson with Jackson of All Trades has been taking care of the sprinkler and grounds at the fire station. About \$800 extra was spent on the sprinkler repairs. Engine 5 was picked up by Cheley Camp for \$2,550.00. It was a sealed bid.

Chief and CPT Rosenquist met with Stewart Environmental at the training site. A permit is needed for the smoke house. The Town will need to take out the tank and re-cap. There is a culvert underneath that the Town also needs to replace. The Town wants the EVFPD to have their own contract with the environmental consulting firm. The EVFPD should be able to eventually build a tower on the site and spray water. The district has 16 more years with the Town agreement to use this site as training grounds. Chief Dorman suggested that whatever we build, we make it a multi-use facility so neighboring departments like the EPPD can also use the site. There is a possibility the Town would then share the cost. A consensus by the board was made to move forward with Stewart Environmental, with a cost not to exceed \$3,000, for the training site.

Chief Dorman stated a large donation of \$26,000 from Mrs. Kinney was made to the volunteer organization and at the last meeting, the volunteers agreed to use this money toward the purchase of a new UTV and requested the District pay the remaining balance. The board stated they did not want the UTV to sit outside and that they would agree to pay the difference only if an enclosed trailer was purchased to house the new vehicle in. Chief Dorman said he will get a new price for an enclosed trailer and get back to the board with the new numbers as soon as possible.

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The board would like to see Utility 7 get moved back outside and move Squad 8 back into the Bays.

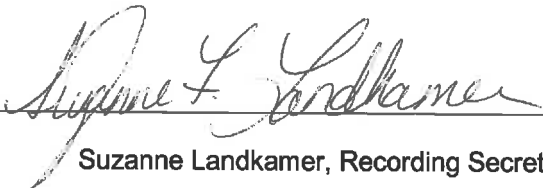
Treasurer Report –Treasurer Richardson provided the transactions to be approved and the April 2014 balance sheet(s) including, but not limited to: governmental funds and schedule of capital assets, statement of revenues, expenditures and changes in fund balance for general operations, Length of Service Award Program (LOSAP), operating reserve, Tabor and capital reserve. He also discussed the 2014 Property Tax and Sales Tax Reconciliation updates. Vice President Igel questioned a \$16,000 expense in the capital outlay and Chief Dorman stated that was the new dive boat. We are currently ahead of last year's sales tax revenue at this stage of the year, by about \$8,500.

Moved by President Klink, seconded by Vice President Igel to accept Treasurer's Report including approval of all transactions. Motion carried unanimously.

President Klink discussed a paragraph in the audit that states the district is not financially accountable for any other organization including a volunteer organization Estes Park Volunteer Fire Department which provides services for the district but is not under the control of the district's board of directors. President Klink asked about the legalities involved with this. Chief Dorman stated the accountant's opinion was that it would be easier if the volunteer organization's set of books and funds went away and everything was run through the district. Chief stated the district is probably still liable for anything the volunteer organization does. President Klink has spoken with the district's attorneys about this issue and they have some very serious concerns about the legal aspects. Although President Klink completely supports continuing to give the volunteer organization money and letting them spend it on what they feel is important, he would like to formalize this relationship. President Klink will talk with legal counsel more in depth and let the board know what he finds out.

### **OLD BUSINESS** - none

The next regular board meeting is scheduled for June 11, 2014 at 6:00p.m. at Dannels Fire Station. Meeting adjourned at 8:38 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."*