

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

July 23, 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, Board Secretary Landkamer

Also Attending: CPT Derek Rosenquist, Fire Marshal Marc Robinson, EPVFD firefighters Daryl McCown, Brian Faith.

Absent: none

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 6:00 p.m

Chief Dorman led the Pledge of Allegiance

Secretary Landkamer performed roll call – all here

CONFLICT OF INTEREST - None

PUBLIC COMMENT / BOARD COMMENT - None

APPROVAL OF AGENDA

President Klink added Employee Compensation under New Business on agenda. Moved by Mike Richardson, seconded by Mike Kearney to approve the agenda with addition of Employee Compensation. Motion carried unanimously.

APPROVAL OF MINUTES

Moved by Ed Ford, seconded by Mike Richardson to approve the 6-25-14 meeting minutes as written. Motion carried unanimously.

REPORTS

Fire Chief Report- Chief Dorman stated the volunteers transferred payment of \$26,000 to the district to contribute toward the new UTV and open trailer purchase. The UTV is currently in stock but before the purchase is finalized, the volunteers will be able to use a demo sent from Cheyenne to make sure it is exactly what they want and that this model can get to locations such as up Pole Hill. If a shorter wheel-base is needed, the change will be made before the purchase is complete. The slip-on unit will take an additional 6-8 weeks to manufacture and ship.

Chief Dorman provided a slide show for the board, from the Citizens Fire Academy. The academy was a great success and many positive comments were received from the participants on the survey forms provided at the end of the academy. Certificates of Completion were handed out to all participants at the end of the academy and photo cd's of the weekend were also sent to all participants. President Klink asked about the ages of the participants and mentioned the EPVFD's minimum age requirement of 21 and the possibility of lowering that age requirement. Chief Dorman mentioned that he has also thought about lowering the age as well. Chief Dorman and the board thanked all the volunteers that participated in the program and helped make it a success. There will be an article in this Friday's EP News. Chief stated he would like to make this an annual event.

Chief Dorman discussed the SDA Conference that will be held in Keystone, CO in September and asked if any board members would like to attend. Secretary Landkamer was directed to make 1 reservation for Chief Dorman and hold 3 reservations for board members to attend.

Chief Dorman stated that the EVFPD will be hosting a recruitment and retention workshop at Dannels Fire Station in March, 2015. This workshop will concentrate on how volunteer and combination departments can recruit and retain volunteer firefighters. This free workshop will be open state-wide.

Chief Dorman found an article in Back Draft magazine that was sent out to all the volunteers and he will email it to the board. This article entailed what it means to be a volunteer firefighter.

Chief also reminded the board that the appreciation picnic is on Thursday, August 7th and asked them to RSVP to get a more accurate head count prior to ordering food.

Chief gave the board the most current list of Engineers, and it was noticed that the fire department is short on engineers that can operate the ladder. Chief mentioned that they have been trying to get more interest from the volunteers in becoming engineers, but there is not much interest. CPT Derek Rosenquist went through the requirements and time frame for becoming an engineer and Vice President Igel commented that it takes 6 years before a volunteer can operate a ladder truck. Chief Dorman agreed this might be a little too long to wait since the average service of a volunteer firefighter is currently 7 years.

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The board agreed that the EVFPD needed more engineers and were on board for fast-tracking some members, if necessary. Chief mentioned the reserve core that he is working on and suggested some of those members might be interested in being engineers but not certified firefighters. President Klink asked Chief to outline short, medium, and long-term ideas on finding a solution to this problem and the board will review and discuss this at the work session to be held on August 13.

Chief Dorman asked Fire Marshal Marc Robinson to discuss the building department's 2012 codes. Fire Marshal Marc Robinson stated that the building department will be using the 2012 building codes and that fire is tied to this. It would be in the best interest of the district to also change to the 2012 codes this fall to keep continuity.

Chief Dorman discussed the 2nd Quarter Incident Run Reports of the EPVFD. There were 150 calls this quarter with 11 of them being fire and 75 rescue EMS calls. Out of 150 calls, there was adequate staffing on 148 and 2 were found to have inadequate staffing. The 2 busiest days for calls were Monday and Saturday with the busiest times of day being 1800 hrs. and 1500 hrs. The volunteers put in over 768 hours of training this quarter, with 666 hours of fire training, 68 hours of special ops, and almost 35 hours of EMS training. A training analysis by category was also provided. There are currently 34 volunteers on the department and an additional 3 staff that go on fire calls. Ed Ford asked about the Alpha, Delta and Echo codes and Chief responded with the classification of severity of the medical call. Chief also read a thank you card that had a donation enclosed, thanking the fire department for all their hard work and a special thanks to CPT Rosenquist for his help with their carbon monoxide detector.

Treasurer Report – Treasurer Richardson advised the board that he has not had time to sit down with past treasurer, President Klink, to review the financials and therefore suggested specific questions regarding the financials be directed at President Klink. Treasurer Richardson reviewed the paid bills of the EVFPD and provided the June 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. The Length of Service Award Program (LOSAP), operating reserve, Tabor and capital reserve were also provided. He also discussed the 2014 Property Tax and Sales Tax Reconciliation updates. The Town has not yet given the district the May sales tax revenue.

President Klink mentioned it was time to get a committee together to discuss the replacement of Tender 4. President Klink offered to be on the committee.

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

OLD BUSINESS

President Klink updated the board on the organizational issues of the volunteer organization and the district. President Klink and the committee have not met again since their first meeting and suggested keeping it as a place-holder on the agenda but not taking any new action on it until after Labor Day.

The training site was discussed. Chief Dorman called the Stewart Consulting firm for an update, however has not heard back from them as of yet. No new information has been provided by the town either. The next meeting Chief Dorman has with Frank Lancaster, he will be sure to bring the training site up. President Klink asked Chief Dorman to email the board the plan for the site so they could start looking at it now and stated he would like to see numbers from other fire districts close by to see what they could afford and what their sites offer. Chief Dorman suggested taking a road trip to area training sites to get a first-hand look at what they entailed.

NEW BUSINESS

Chief Dorman commented on the Granite Gulch Fire that started from a lightning strike on Friday, June 20th. The district is currently waiting on a bill from the forest service. The district will need to pay the bill and then submit for reimbursement from Fire Prevention and Control. President Klink asked if it would be prudent to put money aside in the budget for such emergencies and Chief Dorman agreed it would be in the best interest of the district to set aside funds to cover this type of fire cost in the future.

Chief Dorman submitted the proposed social media policy for the EVFPD. The EVFPD has a Twitter account and a Facebook account. The district's attorney provided the district with this policy and advised that we should adopt one. President Klink questioned page 5 section 5 which stated anyone using a cellphone is violating the policy. After discussing the policy, the board agreed to adopt the social media policy as presented.

Moved by President Klink, seconded by Mike Kearney to adopt the EVFPD Social Media Policy. Motion carried unanimously.

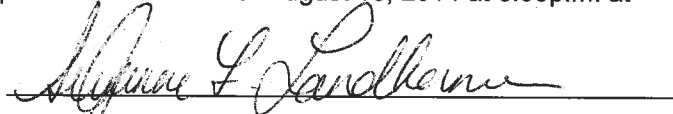
Chief Dorman introduced the SWDB Plan Employer Election 2014. The board could either vote in favor for the plan or abstain from any action. After much discussion, the board was in consensus that it will take no further action at this time.

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President Klink talked about employee compensation at the EVFPD. President Klink commented that the district inherited a lot from the Town that was thrown into the benefit plan of the district. President Klink stated that the Mountain States Employer Council book was not comparable and too vague to use for staff at the EVFPD. President Klink would like the Chief to stop paying for this annual publication. President Klink and Ed Ford will work together on employee compensation for the district and gather numbers and job descriptions to comparable fire districts around the state. Chief Dorman stated it is important to figure out the needed criteria for comparative departments. President Klink stated he would look at other department's annual budget, their coverage area, number of paid versus volunteer employees, exact job titles and descriptions, and if they actually have an established range and what is it. Chief Dorman also stated length of service is an important factor to consider as well, and suggested the 2 board members come up with a list of comparable cities, based on certain criteria, to give all other board members and also to use that list in future comparisons. President Klink stated the board needed to look at more than just salaries, and to also look at benefit packages. President Klink stated the more productive measure is to look at the total compensation package.

The next board meeting will be a board workshop and is scheduled for August 13, 2014 at 6:00p.m. at Dannels Fire Station.

Meeting adjourned at 7:50 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."