

# RECORD OF PROCEEDINGS

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## Meeting Minutes of the Estes Valley Fire Protection District

July 24, 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, Jack Rumley

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

**Also Attending:** Firefighters CPT Derek Rosenquist, Brian Faith and Fire Marshal Marc Robinson. Public attendees Dot Dorman and Steve Miller.

**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 present**

**CONFLICT OF INTEREST - none**

### **PUBLIC COMMENT / BOARD COMMENT**

Public comment: None

Board comment: Treasurer Klink participated in a fire fighter training conducted by Captain Derek Rosenquist last night and stated he was very impressed and the training was very nicely done.

### **APPROVAL OF AGENDA**

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

### **APPROVAL OF MINUTES**

Moved by Vice President Igel, seconded by Mike Kearney to approve the 7-10-13 meeting minutes. Motion carried unanimously.

### **REPORTS**

Fire Chief Report- Chief Dorman stated that repairs needed to be done to the parking lot at Dannels Fire Station as there are many cracks that need to be sealed. The parking lot maintenance was in the budget for next year however the Chief feels that if maintenance is put off until 2014, the parking lot will require additional repairs due to bigger cracks after being exposed to frost and winter weather at the end of this year. Chief Dorman obtained a bid from Estes Valley Asphalt to do seals on the parking lot this summer and then major repairs next year. Vice President Igel asked if anything would prevent the district from doing 100% of all the repairs now, instead of doing seal repair now and the bulk of the repair next year. The board asked Chief to obtain a total of 3 bids, if required for the expense threshold, to get the entire parking lot fixed this year prior to winter weather. The board made a consensus to give Chief Dorman the authority to get all the repairs done to the parking lot at Dannels in 2013 as long as the bid came in under \$8,000 for the entire job.

Chief reported on SDA's insurance valuation of Dannels Fire Station, conducted by CBIZ Valuation Group. CBIZ came out to Dannels Fire Station and after reviewing the building, stated Dannels Station is underinsured. The report gave figures that added up to an additional 15% increase in price. The district has 30 days to disagree with this valuation and reply back to SDA. Chief Dorman stated that the report was very vague and did not give a lot of detailed information on the price hike. Treasurer Klink will meet with Chief this week and come up with a list of questions to ask CBIZ what is covered with their valuation and what is not.

Chief gave the board members information on the upcoming 2013 SDA Conference to be held in Keystone, CO over September 18-20. The district has money budgeted for all board members to attend. Chief Dorman stated that the district's new law firm will be doing a presentation at this conference as well. Chief Dorman asked the board members to get in contact with Suzanne as soon as possible to make reservations.

Chief Dorman had a letter for the Volunteer Fire Department's request for funds. Usually, the district transfers money to the volunteer organization twice a year: in June/July and again in November/December. This is a budgeted item.

Moved by Vice President Igel, seconded by Jack Rumley to approve the payment of \$15,000 to the EPVFD. Motion carried unanimously.

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President Theis asked if the ISO press release had been sent out yet as he has not seen anything in the papers. The Chief stated that the press release was sent out to both Estes Park papers and was also surprised that nothing had been published yet. The board asked if the Chief could contact the papers again to ask them to publish the ISO findings.

Treasurer Report- Treasurer Klink discussed the fact that after talking to the district's accountants, EVFPD is the only district to have more than 3 bank accounts. The accounting firm suggested the EVFPD also cut back on the number of separate accounts. Treasurer Klink advised the board that he would like to consolidate the bank accounts to a total of 2 or 3 for the district and track transactions through the accounting process.

Treasurer Klink provided the June 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. He also discussed the 2013 Property Tax and Sales Tax Reconciliation updates. The district is currently about \$5,000 ahead of last year's sales tax right now. Treasurer Klink then briefly talked about moving \$40,000 into the pension account next week and also stated the money taken out for the purchase of the new fire engine should show up in next month's financials. The board questioned the bills to the Town of Estes Park and the Chief explained what the individual fees were for. Treasurer Klink asked if Suzanne could contact the Bank of Colorado to see if a notation could be entered for the Town bills as is already allowed for other vendor bills.

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

Treasurer Klink brought up the discussion of the Southwick Funds and asked what the board wanted to do with this money and what the threshold is for keeping this generous contribution. President Theis stated that past idea's to use these funds have included scholarships, land purchase, and new equipment. Chief Dorman was asked to find out if Southwick did or did not want visible recognition for this donation and let the board know at the next meeting. Chief Dorman commented that the district will need a new training facility in the near future and will need to build a new training tower as well. However, Chief suggested that the district will probably need to apply for a bond to help with this 1-2 million dollar project, if needed. Jack Rumley stated that if the district used this money for equipment, then that would be great recognition for the Southwick funds. This topic will be discussed at the next meeting.

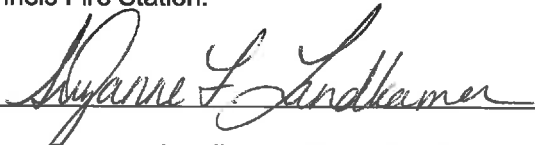
### OLD BUSINESS

Chief Dorman and Steve Miller provided the board with a strategic plan update. As shown in the powerpoint presentation by Steve Miller, they are about 90% done with the introduction and planning process and about 80% done with the community risk analysis sections of the strategic plan. The Community Risk Analysis is made up of four parts: buildings, demographics, geographic location, and special risks. Older downtown buildings and area historic structures pose potential unique problems for firefighting resources. The board voiced concern with pointing out specific businesses that pose unique firefighting challenges. Steve Miller stated that he is experienced with calling out specific businesses by name but offering solutions to help these unique structures. Miller also stated that it is important that the volunteers buy into this plan as well as the community. Mike Kearney asked if there was a time frame for the completion of the strategic plan and Chief Dorman stated he would like the draft completed by October and after the board has had a chance to review the draft before it is given to the community, he would like to complete it by the first of the year. It was Steve Miller's opinion that the board's role should be minimal throughout this process and a draft will be brought before the board when it has been compiled. The board thanked Steve Miller for all his work with the strategic plan.

### NEW BUSINESS

President Theis would like to schedule a board workshop to discuss reoccurring issues within the district including staffing, response times, board input and operational levels. There was a consensus that this workshop should take place on Thursday, October 17, 2013 at a location to yet be determined. The board agreed to make this workshop an annual event and keep it as an open meeting. Vice President Igel asked Chief Dorman to research and check for optional locations in which to conduct this special meeting in October. This will be discussed as old business at the August 28 meeting.

The board made a consensus to cancel the August 14 board meeting. Next regular board meeting scheduled for August 28, 2013 at 6:00p.m. at the Dannels Fire Station.  
Meeting adjourned at 7:30 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."*