

# RECORD OF PROCEEDINGS

## Meeting Minutes of the Estes Valley Fire Protection District

August 27, 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:** Firefighter CPT Bruce Walters and 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 6:00 p.m**

**Chief Dorman led the Pledge of Allegiance**

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

**CONFLICT OF INTEREST** - None

**PUBLIC COMMENT / BOARD COMMENT** – Comment was made that Steve Miller is still interested in helping with the strategic plan and to contact him if he is needed.

### **APPROVAL OF AGENDA**

President Klink added Board Retreat under New Business as item 10D on the agenda. Moved by Treasurer Richardson, seconded by Vice President Igel to approve the agenda with addition of Board Retreat. Motion carried unanimously.

### **APPROVAL OF MINUTES**

To be approved at 9-24-14 meeting.

### **REPORTS**

Fire Chief Report- Chief Dorman let the board know that the new UTV was here and firefighter Brian Faith was setting up a certification class to instruct the volunteers on how to drive it. Faith is gone through mid-September and suggested getting in touch with Justin Weitzel to instruct the class if needed, prior to Faith's return to Estes.

Chief Dorman is talking with the district accountants about LOSAP payments and the 1099. LOSAP recipients should have the LOSAP payment listed as "other", and not "miscellaneous non-employee" so self-employment taxes will not be taken out.

Chief Dorman discussed the Boulder County Communications meeting. There are about 6 properties that are accessed through Hells Canyon just after the EVFPD boundary line stops, that do not belong to any fire district. President Klink and Vice President Igel suggested writing a letter to the homeowners inviting them to join the EVFPD if interested.

Chief Dorman stated that a storage shed was donated to the EVFPD from a client of Treasurer Richardson. After Labor Day, a couple volunteers will put a pad down with a small sidewalk for the shed.

Chief Dorman commented on 2 IGA's with Larimer County that are being reviewed by the district's attorney right now; the Disaster Emergency Mutual Aid and the Disaster Emergency Funding Assistance IGA and the 2014 Wildfire Preparedness Plan.

Chief Dorman has a pump test for the apparatus scheduled for September 2.

Chief gave the board an update on the WUI Coordinator position. The WUI interviews have been completed and an applicant has been chosen. This applicant has accepted the position.

The SDA Conference in Keystone, CO is coming up and Chief Dorman asked the board if any additional members could attend. As of today, Chief Dorman and Treasurer Richardson will attend the conference on September 10 – 12, 2014.

Chief Dorman provided the board with emails from a couple customers of the EVFPD, and also a few email comments from the EPVFD volunteers and engineers that lived out of town that reflected their opinions of the new engineering program. A copy of the assessor's valuation was provided by the Chief as well.

## RECORD OF PROCEEDINGS

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 July 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 sales tax is up 6% YTD and the district is currently at 43% of the total revenue collected for the year. Vice President Igel discussed the large VISA bill and President Klink commented on the great job that Jackson of All Trades was doing on the landscaping at the station.

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

### OLD BUSINESS

President Klink did not have new information for the board on the organizational issues of the volunteer organization and the district. President Klink and the committee will meet after Labor Day.

The training site was discussed and Chief Dorman stated there was no new information at this time, however the Town is still working on their projects and we should hear back from them in September.

Chief Dorman had the auxiliary firefighter/engineer program meeting on the 20<sup>th</sup> and only one individual come to the meeting. Tim Krawl is very interested in the program. The age requirement for the auxiliary firefighter/engineer program was lowered to age 18, and Fire Marshal Marc Robinson will post a flyer at the high school to see if anyone is interested. Chief Dorman will also contact or visit service organizations trying to recruit. Treasurer Richardson suggested putting informational flyers at health clubs in town and the YMCA.

Chief Dorman stated that 9 out of 10 engineers on the possible engineer list that was provided, were interested in helping the EVFPD. They are all on workman's comp and covered with liability now.

### NEW BUSINESS

The designation of budget officers was discussed.

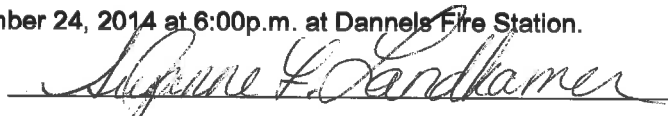
Moved by President Klink, seconded by Vice President Igel to designate Chief Dorman and Treasurer Richardson as budget officers. Motion carried unanimously.

President Klink discussed the encryption of the police department radios. Chief Dorman met with Chief Kufeld and their encryption specialist, Eric Rose, and it was agreed upon to let only the officers of the fire department have access to the encrypted channel, plus all fire apparatus. President Klink is concerned about the safety of our firefighters and their logistical ability to understand what is going on. Tom, with Wireless Advanced, will be doing the work on the radios next week. It will cost \$35 per radio for pac sets but no charge for reprogramming the mobile units since that service is covered under our contract.

Chief Dorman gave an update on the tender and stated the committee members were Daryl McCown, Donny Steckline, Brian Faith, and Justin Kearney. Chief Dorman has not heard if they have met yet but will bring it up at the September 2<sup>nd</sup> business meeting.

The board discussed a date and location for the annual EVFPD board retreat. The board will plan on meeting at the Estes Park Center YMCA of the Rockies on November 20, 2014 if space is available. The retreat will run from noon to 5:00pm.

The next board meeting is scheduled for **September 24, 2014 at 6:00p.m. at Dannels Fire Station.**  
Meeting adjourned at 7:01 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."*