

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

August 28, 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: Firefighter Fire Marshal Marc Robinson (at 6:45pm). Public attendees Dot Dorman and Skyler Rorabaugh.

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: Public attendee, Skyler Rorabaugh, addressed the EVFPD on behalf of the Estes Valley Recreation and Park District. Skyler mentioned he had previously emailed Chief Dorman requesting a letter of support for the new proposed Community Wellness Recreation Center. Skyler stated this new project would be a great economic stimulator for the Estes Park community which would bring many new agencies into Estes Park that would provide many new services to the town. Skyler stated the lead location for this new Community Campus would be where the old elementary school currently stands, by the Estes Park Aquatic Center. Skyler mentioned this program would be unique to Estes Park and would involve the relocation of the Senior Center to this new building. Funding would be through taxing plus other opportunities such as grants. Skyler said this new building would act as multi-purpose center which could provide exercise classes, arts and crafts, health and wellness, plus offer residents much desired meeting space. Skyler asked for support from the District as to their perspective of how this community wellness center could be a positive influence. Treasurer Klink stated the District is not directly involved in this project and there might be potential for it to impact some people that have been paying taxes with the Fire District. Vice President Igel stated he did not believe the District should take an official stand at this point. President Theis also commended Skyler for his effort but needs more information before the District could support it. President Theis also mentioned that if this new center brought new families to Estes Park that might provide the EVFPD with new volunteers. The board agreed that after the EVRPD focus groups have been completed, they would revisit the letter of support request.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Moved by Treasurer Klink, seconded by Mike Kearney to approve the 7-24-13 meeting minutes. Motion carried unanimously.

REPORTS

Fire Chief Report- Chief Dorman updated the board on the crack sealing that was underway on the fire station's parking lot. Chief reported that the bid he received from the company hired to do the work, came in lower than what the board had agreed to pay. The company has started the crack sealing and will complete the job in two more phases starting on September 5th. The engines will need to be moved from one side of the driveway to the other in order to accommodate the 2-phase project.

Chief Dorman reported that the valuation report came in and the assessors valued the district at 4.7% less than last year. The Chief also stated the District needs to have the certification into the assessors by December 15, 2013.

Chief gave the board members information on the upcoming 2013 SDA Conference to be held in Keystone, CO over September 18-20. There will be new changes for the 2014 elections and encouraged the board members to attend. Chief Dorman asked the board members to get in contact with Suzanne as soon as possible to make reservations and also asked the board members to look at the SDA Conference listing of classes and if any board member saw a class they would like the Chief to attend, to please let him know and he would specifically take that class and report back to the board.

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Chief Dorman had a request from the school district to have an engine with a crew at the high school home football games this season. Due to school budget cut backs and the increased fees from the ambulance service to be present at the games, the school asked the EVFPD for assistance. Chief said as of today, there were 5 firefighters that said they could help with the 5 home games. If the fire district cannot cover the game, it will be up to the school district to find a replacement as it would not be the EVFPD's responsibility.

Chief reminded the board that this weekend was the MDA "Fill the Boot" event at Bond Park. In years past, the EVFPD has been able to raise between \$8,000 - \$11,000. There is a sign-up sheet at the fire station for volunteers at the 3-day event.

Chief said he did email SDA about SDA's insurance valuation of Dannels Fire Station, conducted by CBIZ Valuation Group. SDA stated they would contact the CBIZ to see how they came up with the numbers but SDA has yet to email Chief back with the findings.

Chief Dorman went over the 2nd Quarter Run Report for the EVFPD. Due to the fire ban early this summer, the number of good intent calls and service calls went up. The busiest days for calls were Monday and Friday, followed by Saturday and Sunday. The call volume seems to go up between the hours of 10AM to 1PM and then again from 4PM to 9PM. Chief Dorman stated the district might try to establish zones to help track the fire calls in Estes Park. This would provide valuable information about which area in Estes Park is receiving the greatest amount and what type of calls. This might help the district specifically educate homeowners in those zones or try to make it safer for the community in high risk areas. Treasurer Klink commented that the majority of all the training hours are for fire, yet the number of actual fire calls this quarter was very low. Chief stated the fire department trains in extrication under the fire side of training and that the district needs to offer the most training for the events that are the greatest risks to the volunteer firefighters. Volunteer firefighters are at a greater risk of getting injured to, during, and from a fire call. Chief Dorman also specifically talked about each of the 9 fire calls this quarter in great detail which included how many firefighters responded, how long it took to arrive on scene, and what time of day was the incident. The board agreed that this was very valuable information and would like to see this information compiled into a spreadsheet to go along with the quarterly run reports.

Treasurer Report- Treasurer Klink advised the board that he consolidated all the district's bank accounts into to a total of 3 which included pension, operations checking and operations savings. The tabor and LOSAP are no longer separate accounts.

Treasurer Klink is requesting proposals from potential auditors. Rachele Meyer, the District's accountant, is helping Treasurer Klink compile a list of about 4 different companies to help save the district money on the annual audit expense.

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. Jack Rumley asked how often the firefighter gear is replaced and Chief stated every 5 years. Vice President Igel asked about the Waste Management bill and why it was so expensive. Due to one extra pick-up last month, the WM bill was very expensive and had more than doubled for the one additional pick-up. Discussion was made over finding a new trash service and it was decided that at the end of the year, Chief Dorman would look at the overall price of trash pick-up and recycle charges and report back to the board.

Moved by Jack Rumley, seconded by Vice President Igel 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. Treasurer Klink would like to designate the funds towards the new truck the district just purchased. President Theis would like to explore the possibility of putting the funds towards a new training facility and mentioned land prices are good right now and will only go up in the future. Vice President Igel would like to wait on designating the funds until a bit more research has been done on a new training facility location. Chief Dorman mentioned the Town might have land they would be willing to sell to the fire district that is not near residential areas. It was decided that the designation of the Southwick Funds will not be made tonight and the money will remain in the capital funds until further notice.

OLD BUSINESS

Chief Dorman reported on the Pro-Cycle Challenge that took place in Estes Park last week and stated it was a non-event for the EVFPD. The two medical calls that did take place were handled by the ambulance service. The EVFPD had good planning, good participation and had fully staffed engines in all zones. The district had over 207 man hours that went into this event which was equivalent to \$5,332 in expense, not counting apparatus. President Theis commented that at the Town meeting last night, many business owners were not happy with the Pro-Cycle Challenge or the business they received from this

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event. Chief stated Estes Park did receive some great publicity and offered many video shots of Estes Park. The board thanked Chief Dorman for all his help planning for this event.

The Special Board Retreat Meeting will take place on October 17. Lunch will be delivered and the open meeting should take place at King Stone from 12:00PM to 5:00PM. Chief Dorman will look into the accommodations a bit further and finalize the reservations. President Theis would like to discuss the strategic plan, recruitment, and the Southwick Funds at the Special Meeting.

NEW BUSINESS

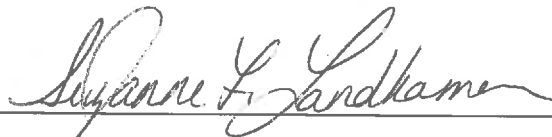
Moved by President Theis, seconded by Mike Kearney to designate Chief Scott Dorman and Treasurer Doug Klink to prepare the 2014 EVFPD budget. Motion carried unanimously.

Chief Dorman discussed the new volunteer firefighter incentive which is a Federal grant program, STRIVE. This is a program set up to help with recruitment and retention of volunteer firefighters across the country. Volunteer firefighters can apply for a \$5,000 per year grant for tuition expense that can also be transferred to a spouse or children attending college in the home state of the volunteer's department. The firefighter needs to commit for an additional 2 years of service within the organization upon receiving these funds. The board thought this was a great incentive for volunteer firefighters and suggested we advertise this grant for the March 15th Spring deadline with the EP News, Channel 12, and on our district's website. Chief Dorman will get in touch with Nick Molle' to help publicize this, when the Chief feels it is the right time to advertise.

The board agreed that the weekly CEO Reports given by Chief Dorman were very useful in keeping them up to date on all current events within the department and thanked Chief for all the work he puts into them.

Moved by Vice President Igel, seconded by Treasurer Klink to cancel the September 11th board meeting. Motion carried unanimously.

Next regular board meeting scheduled for September 25, 2013 at 6:00p.m. at the Dannels Fire Station. Meeting adjourned at 7:58 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."