

# RECORD OF PROCEEDINGS

## Meeting Minutes of the Estes Valley Fire Protection District

September 24, 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:** Firefighters CPT Derek Rosenquist, Justin Kearney, Donny Steckline, 1<sup>st</sup> Asst. Chief Jon Landkamer, Fire Marshal Marc Robinson, WUI Coordinator Mike Lepore and public attendee Dot Dorman

**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 6:02 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**

Moved by Mike Kearney, seconded by Treasurer Richardson to approve the agenda as written. Motion carried unanimously.

### **APPROVAL OF MINUTES**

Vice President Igel asked for a wording change on the second page of the 8-13-14 minutes to read "members" instead of "firefighters and reserves". Moved by Treasurer Richardson, seconded by Ed Ford to approve the 8-13-14 meeting minutes with above modifications, and approve the 8-27-14 minutes as written. Motion carried unanimously.

### **REPORTS**

Fire Chief Report- Chief Dorman introduced the new WUI Coordinator, Mike Lepore. Lepore addressed the board with a bit of his background information and the board welcomed him to the district.

Chief Dorman discussed the dispatching protocol. Chief Dorman met with Julie from dispatch where they discussed medical and fire alarms. Julie suggested the Chief meet with Mike Bielmaier and Scott Chew to go over their protocols for the Medical Center. Comment was made that there were a few citizens in town that repeatedly had house calls, and that the ambulance could handle this type of call without a full page for fire. Chief Dorman will discuss the new automatic alarm protocol later in tonight's meeting.

Chief Dorman commented on 2 IGA's with Larimer County that are being reviewed by the district's attorney; the Disaster Emergency Mutual Aid and the Disaster Emergency Funding Assistance IGA and the 2014 Wildfire Preparedness Plan. Although the district has just received a bill for this review, the attorney has yet to provide the district with her input.

Chief Dorman updated the board on CR 43 road repairs that will start Oct. 9. CPT Rosenquist will attend a meeting to be held in Glen Haven on 9-29-14 to go over their schedule.

Treasurer Report –Treasurer Richardson reviewed the paid bills of the EVFPD and provided the August 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 billing for dispatch was discussed and Chief Dorman stated that dispatch was looking at a new matrix of who pays what for the dispatch services. There will be a price increase of about \$2,000 for the district since the EVFPD accounts for approximately 3.6% of their total dispatch calls. Chief Dorman also suggested forming an MOU with the Town for dispatch services so the contract would automatically renew each year. The undesignated equity was discussed and Doug stated that the Southwick funds are in this category. Treasurer Richardson and President Klink talked with the district's accounting firm and asked Rachelle Meyer to run scenarios for different amounts of state contributions. As of today, the district has moved over \$50,000 out of the approved \$80,000 to the pension account. Sales tax for July was up slightly from last year and comment was made that the district budgeted for a lower property and sales tax than what is currently being reported.

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Moved by Mike Kearney, 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.

The training site was discussed and Chief Dorman stated there was no new information at this time, however he will be meeting with Stewart Environmental tomorrow. Chief Dorman stated there is a draft plan of where the burn area should be but he is waiting to see what has to be done to the site first. Since the money for the training site would come out of the capital side, the district would need to figure out how much money to use for truck replacement and how much to use for the training site. President Klink mentioned that he would like to ask the Town of Estes Park for a longer agreement to use this land if the district will be putting a lot of money into the site. Currently, the district has a 20-year agreement with the Town that we are already 4 years through.

Chief Dorman did not have any changes to the Reserve Engineer Program at this time and appreciates the reserve engineers that have gone on calls. CPT Bruce Walters should be able to start additional training in October.

President Klink stated the truck committee for the new tanker went to Allenspark and looked at their new engine. The committee is also looking at some in-stock units with Pierce. The committee is researching 2,000 gallon tankers with a 500 GPM pump. The district would still go out for bid for the tanker which would replace Tender 4. The board would need to amend the budget if this truck was purchased before 2015.

### NEW BUSINESS

President Klink commented that the district had a financial policy and a personnel policy, but was lacking a governance policy. Secretary Landkamer emailed a Governance Policy draft to all the board members that will be discussed at the next board meeting.

President Klink discussed the new radio policy. After meeting with Chief Kufeld, President Klink agreed to implement a policy for firefighter radios that would be picking up the encrypted police channel. Chief Dorman received a few emails from firefighters regarding the new proposed radio policy and read them to the board. Currently, the district does not have enough radios for every firefighter plus reserve engineers to have one. President Klink commented that dispatch pulls in all radios and will try 3 times to contact them, which increases the time between the initial call and the actual page due to some radios not on local towers. 1<sup>st</sup> Asst. Chief Landkamer commented that we should encourage out-of-town participants and that they need to feel like they are full members – with fire radios. Six firefighters currently live out of town. Vice President Igel asked about how frequently these firefighters come into town and it was stated that 2 out of the 6 live outside the district boundaries but come to work in Estes every day. Vice President Igel commented that it does not seem right to have a \$3,000 radio out of town all the time. Chief Dorman stated that the Town is working on a way to use cellphones as a way of communicating in addition to the radios but nothing has been completed yet. Treasurer Richardson also commented that he would rather see a reserve engineer in town with a radio, than give them to out-of-town firefighters that might not show up for weeks at a time. Chief Dorman commented that the district could also purchase cheaper radios that are now being produced by other companies so every member could have one, especially since the current radios will not be made after this year. After much discussion, the radio policy was modified to state, "Each firefighting employee living *or working full-time* within District boundaries shall be issued an 800 mhz hand held radio". President Klink stated that it is up to Chief's discretion in determining the firefighters that work full time and are able to leave work, to go to calls within the District boundaries.

Moved by Vice President Igel, seconded by Mike Kearney to accept the EVFPD Radio Policy with the addition of "or work full-time within District boundaries". Motion carried unanimously.

President Klink discussed the shift incentive policy. Chief Dorman stated the purpose of this shift program was to try to reduce the response time and give a reimbursement to firefighters for expenses – not for compensation. The out-of-town firefighters participating in this program could use the incentive money as fuel reimbursement. Chief Dorman also stated that the shift firefighters did not receive the \$10 per call incentive, since they already received the \$25/\$50 engineer expense reimbursement for their 12-hour shift. Chief Dorman read a few emails from firefighters voicing their opinions for the program incentive and President Klink stated he directly received a call from one firefighter that said this incentive was viewed by in-town firefighters as being "paid". 1<sup>st</sup> Asst. Chief Landkamer commented that the shift incentive program provides extra training time, aids in comradery, and allows time for extra truck checks. 1<sup>st</sup> Asst. Chief Landkamer stated that you don't get that comfort level with your fellow firefighters by just picking a few calls to go on, and the program builds teamwork and trust between the firefighters and engineers. Justin Kearney commented that he sees this as a division among the members and that being paid to do a shift is not right. Chief Dorman spoke to Aspen Fire Department and they do not pay an incentive per call, rather they pay everyone for keeping their certifications up. CPT Rosenquist suggested an 8-hour shift

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option to start after the Tuesday meeting was done. The board commented that they had asked the shift program not to do their shift on Tuesday's since the data pointed to other nights as having a higher call percentage.

Moved by Vice President Igel, seconded by Mike Kearney to accept the Modification to the Shift Incentive Policy as written. Motion carried unanimously.

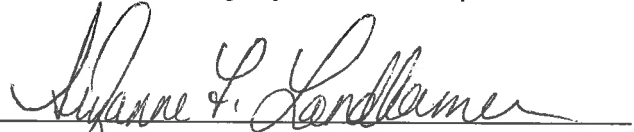
Ed Ford asked 1<sup>st</sup> Asst. Chief Jon Landkamer to bring back volunteer's thoughts or maybe to poll them about the results of this incentive change, and report back to the board in a couple months. 1<sup>st</sup> Asst. Chief Landkamer agreed to update the board in 2 months.

The board discussed the automatic alarm policy. Chief Dorman met with dispatch regarding firefighters and their response to these types of alarms. It was decided that all automatic fire alarms with no secondary report, would just go to the officer on call. As the officer on call investigates, it would then be up to the them to decide whether or not to page it out to all the other firefighters. If there is an auto alarm with a secondary report coming in, the call would still get dispatched to all firefighters. Chief Dorman explained a power point slide show regarding auto alarms, days, and times. Fire Marshal Marc Robinson reminded the board that these were not necessarily false alarms, since the alarm worked properly and did exactly as they were made to do – even if there was no live fire etc.

The 2014 salary pool discussion took place and after Chief Dorman completed all the calculations, he stated he did not need to use the entire \$10,000 that was set aside, only \$6,452 of it. Chief Dorman commented that the district had a space savings of \$7,000 this year and that there would be no impact within the current budget, for this year. Treasurer Richardson asked about a policy for salary but there is none currently in place. In the past, the board approved job descriptions with salary ranges. Chief Dorman will meet with President Klink and Ed Ford before submitting a proposal of employee salary ranges at the next meeting.

Moved by Mike Kearney, seconded by Treasurer Richardson to accept Chief Dorman's request for the release of \$6,452 in compensation for 2014. Motion carried unanimously.

The next board meeting is scheduled for October 22, 2014 at 6:00p.m. at Dannels Fire Station.  
The first budget meeting will take place on November 12, 2014. Meeting adjourned at 8:09 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."*