

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

May 25, 2011 7:00 p.m.

Dannels Fire Station, 901 N. St. Vrain Ave., Estes Park, CO 80517

Board: President Sue Doylen, Vice President Frank Theis, Treasurer Bud Duryea, Bob Cheney, Jack Rumley

Staff: Chief Dorman, Secretary Bowser

Also Attending: RMNP Superintendant Vaughn Baker, RMNP Fire Management Officer Mike Lewelling

Absent: None

The following minutes reflect the order of the agenda and not necessarily the chronological sequence of the meeting.

President Sue Doylen called the meeting to order at 7:03 p.m.

Chief Dorman led the Pledge of Allegiance

Secretary Bowser performed roll call- all present

PUBLIC COMMENT / BOARD COMMENT

Public comment: Phil Ball (as part of the Restorative Justice Program) requested monetary assistance from the Estes Valley Fire Protection District Board of Directors for increasing public awareness on fire restrictions. He reviewed advertising and production costs and explained his proposal was also given to Mayor Pinkham, Larimer County and 12 local businesses. President Doylen thanked Mr. Ball for his presentation, stated his proposal may be a good educational opportunity for the community.

Board comment: President Doylen commented on the 2009 International Fire Code with Amendments ratification by Larimer County Board of County Commissioners and Town of Estes Park Board of Trustees on May 24, 2011. She also stated that the recent safety fair was a success and recommended the Fire Department continue to participate in the event.

Chief Dorman explained the Fire Code will become effective June 1, 2011. The Fire Marshal application deadline is May 31, 2011 and the projected start date for the Fire Marshal position is July, 2011.

APPROVAL OF AGENDA

Treasurer Duryea requested to add under New Business: Estes Park Volunteer Fire Department's request for payment from the District in the amount of \$25,000.00.

President Doylen requested to add under New Business: Board Member discussion regarding Phil Ball's request for monetary assistance towards fire education.

Moved by Frank Theis, seconded by Bud Duryea to approve agenda with above listed changes. Motion carried unanimously.

APPROVAL OF MINUTES

Moved by Jack Rumley, seconded by Frank Theis to approve 4-27-11 minutes as written. Motion carried unanimously.

REPORTS

RMNP Report- Rocky Mountain National Park (RMNP) Superintendant Vaughn Baker and RMNP Fire Management Officer Mike Lewelling provided an annual update to Board Members. They reviewed 2010 fires that occurred in the Park and lessons learned from their fire responses. Officer Lewelling explained the RMNP is currently completing a new fire management plan that includes protection of firefighters and public safety, community protection, protection of infrastructure and natural/cultural resources, and restoring and maintaining fire ecosystems. He confirmed their priorities are consistent with other agencies and discussed mutual aid agreements currently in place with RMNP.

Superintendant Baker and Officer Lewelling answered Board Member questions regarding defensible space, table top discussions, training, tree symposium, fire response and fuels treatment. Officer Lewelling provided a copy of the proposed fuels treatment map to Board Members for their review. Board Members and Chief Dorman thanked Superintendant Baker and Officer Lewelling for their presentation.

Fire Chief Report- Chief Dorman notified Board Members the Officer Development Class has been completed, an officer retreat is scheduled to take place in the fall, and the VFD Constitution and Bylaws are being updated by the volunteers to reflect the current EVFPD Policy and Procedure Manual. He then explained that office space will need to be created for the new Fire Marshal. Chief Dorman reviewed the bid proposal from Office Scapes regarding re-configuration of the back office to include the additional space needed.

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Moved by Bud Duryea, seconded by Jack Rumley to authorize expenditure of an amount not to exceed \$9,000.00 for the restructuring of the administrative offices as outlined in the diagram bid by Office Scapes. Motion carried unanimously.

Chief Dorman provided an update on moving expenses for the donated trailers and reminded Board Members the EVFPD firefighter appreciation picnic would be held on August 14, 2011 at the Lake Estes Marina.

Chief Dorman and Board Members discussed possible June flooding in Estes Park. Chief Dorman is scheduled to attend a flooding plan response meeting with Larimer County and the Town of Estes Park. Chief clarified the Fire Department is a response agency and the Town of Estes Park would be responsible for emergency management. The Fire Department would assist with rescue and sandbagging as needed.

Treasurer Report- Treasurer Duryea provided April 2011 fund balance summaries for the operations savings account, operations checking account, pension checking account, pension money market account, Tabor reserve money market account, capital reserve cd, LOSAP money market account and tasks completed and tasks pending.

Treasurer Duryea then reviewed April 2011 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), Tabor and capital reserve. He also discussed the cash flow statement, statement of fiduciary net assets and changes in fiduciary net assets (budget and actual) for the Volunteer Fire Pension Trust for the month ending April 30, 2011.

Treasurer Duryea provided a copy of the Town of Estes Park sales tax revenue report to Board Members. He also provided an update on the Financial Policy and Procedure draft in progress, with a final draft copy to be given to Board Members at the June 22, 2011 meeting.

Treasurer Duryea discussed possible dates for an actuarial study presentation to the Pension Board and District Board of Directors. He also explained the operating reserve account was established and reminded Board Members of the \$50,000.00 annual payment to the VFD. He then provided information to Board Members regarding auditor Bondi and Co. merger with RubinBrown.

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

OLD BUSINESS

Treasurer Duryea reviewed the Ruth Ann Southwick annuity contract with EVFPD designated as a beneficiary. He explained the money would need to be accepted by Board Members as an unrestricted gift. Board Members agreed to provide ideas regarding use of this gift at a future board meeting.

Moved by Bud Duryea, seconded by Bob Cheney to accept with gratitude the lump sum distribution from Ruth Ann Southwick annuity contract with the disposition of money considered as an unrestricted gift to the Estes Valley Fire Protection District. Motion carried unanimously.

President Doylen recommended finalizing the EVFPD Strategic Plan and requested to move forward with establishing a timeline with staff. Once completed, the strategic plan would be presented to Board Members at a future meeting. Consensus from Board Members to allow President Doylen to move forward with finalizing strategic plan.

NEW BUSINESS

Chief Dorman requested approval of the EVFPD Shift program, explained shifts are 12 hours and would provide better coverage and response to incidents.

Moved by Jack Rumley, seconded by Bud Duryea to approve the EVFPD Shift Program and Shift Program Guidelines. Motion carried unanimously.

Board Members and Chief Dorman discussed Phil Ball's request for funding from the District for fire education. Board Members requested proposal in writing to be submitted to the District, including specific cost breakdown in order that Board Members are able to make a formal decision regarding payment.

Moved by Bud Duryea, seconded by Jack Rumley to transfer \$25,000.00 from District funds to the Volunteer Fire Department. Motion carried unanimously.

Next Regular Board meeting scheduled for Wednesday, June 22, 2011 at 7:00 p.m. at the Dannels Fire Station.

Meeting adjourned at 9:30 p.m.



Connie Bowser, Recording Secretary