

# RECORD OF PROCEEDINGS

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## Meeting Minutes of the Estes Valley Fire Protection District

June 22, 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:** None

**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 7:00 p.m.**

**Chief Dorman led the Pledge of Allegiance**

**Secretary Bowser performed roll call- all present**

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

Public comment: None

Board comment: President Doylen read thank you note from Daryl and Lorraine McCown for recognition ceremony held by the District and Volunteer Fire Department in regards to Daryl's 32 years of service.

Vice President Theis commented on his recent meeting with Mayor Pinkham regarding Phil Ball's request for fire education funding; explained the Mayor stated he was not in favor of Town funding at this time. VP Theis requested Phil Ball's proposal in writing to re-present to Mayor Pinkham and request Town to pay 50% of fire education costs.

Board Members discussed possible District presentation to Local Marketing District for additional fire education funding, requested Chief Dorman to contact LMD Executive Director Peggy Campbell. Chief Dorman confirmed firefighter Mark Igel to complete the Smokey the Bear fire danger sign for the Dannels Fire Station.

### **APPROVAL OF AGENDA**

Moved by Jack Rumley, seconded by Bob Cheney to approve agenda as listed. Motion carried unanimously.

Treasurer Duryea requested to add to the 7-13-11 Board Meeting agenda: Board Members to review disposition suggestions regarding the Ruth A. Southwick Annuity Contract Distribution. (unrestricted gift)

### **APPROVAL OF MINUTES**

Moved by Bud Duryea, seconded by Frank Theis to approve 5-25-11 minutes as written. Motion carried unanimously.

### **REPORTS**

Fire Chief Report- Chief Dorman provided an update on the Fire Marshal interview process and interview timeline. He notified Board Members the new office furniture installation would be completed by the end of June. He also discussed the carpet and tile bid for the Dannels Fire Station. Board Members requested to obtain additional bids, including one non-local bid.

Chief Dorman stated the Fire Department would not be accepting the Adams County donated trailers as they were too expensive to repair and move to the training site. Vice President Theis agreed to assist Chief Dorman with the development of a master plan for the training site.

Chief Dorman then provided an update on flood preparations, Butch McCown appointed as new Lieutenant of Squad 3, and discussed Special Ops Team training/requirements. Pension eligibility for Special Ops Team members would be discussed further by December 2011. He reviewed recent dive call in Glen Haven, station sprinkler system repair, and Andy Human's resignation from the Volunteer Fire Department.

Treasurer Report- Treasurer Duryea provided May 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.

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Treasurer Duryea then reviewed May 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 May 31, 2011 and 2011 Property Tax and Sales Tax Reconciliation updates.

Treasurer Duryea provided a copy of the Town of Estes Park sales tax revenue report to Board Members. He also provided copies of the January 1, 2011 Actuarial Valuation of the EVFPD Volunteer Pension Fund and Benefit Increase Study to Board Members, requested review before Milliman's scheduled presentation on July 13, 2011. Treasurer Duryea explained he would also be requesting recommendations from Board Members regarding the contribution to the Pension Plan and a benefit payment decision at the July 13<sup>th</sup> meeting.

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

### OLD BUSINESS

None

### NEW BUSINESS


Treasurer Duryea provided a draft copy of the EVFPD Financial Policy and Procedure manual to Board Members, explained the manual includes recommendations from the District's auditor, accountant and attorney. Treasurer Duryea stated he will request adoption of this Policy and Procedure at the July 13<sup>th</sup> meeting, requested Board Member recommendations and/or comments before that date.

Vice President Theis requested support from District Board of Directors regarding Elkhorn project proposal on behalf of local non-profit organization. He provided a project overview to Board Members and reviewed the process for the state funding application.

Moved by Jack Rumley seconded by Jack Rumley for a District statement supporting concept of Elkhorn project; based upon the potential to add volunteer firefighters as a result of increased job opportunities in Estes Park. Motion carried unanimously.

Next Pension Board meeting scheduled for Wednesday, July 13, 2011 at 3:00 p.m. at the Dannels Fire Station. Regular Board meeting scheduled for Wednesday, July 13, 2011 at 7:00 p.m. at the Dannels Fire Station.

Meeting adjourned at 8:55 p.m.



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Connie Bowser, Recording Secretary