

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

January 28, 2015 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 Daryl McCown, Fire Marshal Marc Robinson, and WUI Coordinator Mike Lepore

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 6:03 p.m.

Chief Dorman led the Pledge of Allegiance

Secretary Landkamer performed roll call – all here

CONFLICT OF INTEREST – Mike Kearney stated that there is an invoice for snow removal in tonight's bills to be approved

PUBLIC COMMENT / BOARD COMMENT

The board thanked Secretary Suzanne Landkamer for all her service as Board Secretary. President Klink asked if a board member would act as Board Secretary. President Klink nominated Ed Ford.

Moved by Vice President Igel, seconded by Mike Kearney to appoint Ed Ford as Board Secretary for the EVFPD. Motion carried unanimously.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Moved by Mike Kearney, seconded by Treasurer Mike Richardson to approve the 12-10-14 meeting minutes as written. Motion carried unanimously.

REPORTS

Fire Chief Report - Chief Dorman commented that he has been in contact with the attorney for Heron LLC who owns the property on Prospect Mountain. Previously, the tower site agreement was with the Town and the District went through them. Although the District budgeted \$800 for our portion of that bill as an expense every year, the EVFPD never got a bill for it. The Town was never billed from Heron for the past 5 years either, and now Heron would like to get paid. The Town's bill was about \$4,000 per year. Chief Dorman will meet with the Dispatch Commander next month and he will discuss the lease agreement. It would be beneficial for the District to have its own agreement with Heron instead of working off the Town's agreement since we are a separate entity, according to the Town's attorney.

Chief Dorman updated the board on the Administrative Assistant job search. Chief Dorman received 34 applications and it has been narrowed down to 6. The interviews will take place next week over 2 days, beginning about 5:30pm and Chief Dorman asked if a board member would like to be part of the interview panel. Mike Kearney agreed to be on the interview panel for (tentatively) Wednesday the 4th and Thursday the 5th of next week.

Chief let the board know that Rachelle from CLA changed the numbers slightly, on the budget resolution. No board action is required. Rachelle filed our certified budget with DLG earlier today.

WUI Coordinator, Mike Lepore, gave a year-end report to the board. Mike Lepore stated that many homeowners were excited about the Fire Wise program after he had the opportunity to sit down with them and explain the program and agree on a plan of action. HOA's are also becoming more involved and part of the program is taking before and after pictures of the area around the home and what safety improvements have been made. Mike mentioned there are about 165 HOA's in the EVFPD and as of today, about 70 are interested in becoming fire wise. Mike Lepore also talked about the collaboration with the Town in holding a Fire Wise Expo in March that will most likely be held at the new event center at the fairgrounds. Treasurer Mike Richardson advised Mike Lepore to get in touch with Mary, on the Board of Realtors, to discuss fire wise actions and to make sure everyone's efforts were not being duplicated. Mike Lepore also commented on 2015 grants that would be available to homeowners in the Estes Valley for taking steps to make their homes fire wise. Chief Dorman stated that in 2007, a CWPP was put in place with the fire district so individual homeowners can apply for Fire Wise Grants. Vice President Igel asked Mike Lepore to advertise this grant opportunity in the papers etc., so as many homeowners as possible could take advantage of this grant money.

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Chief Dorman discussed the end of the year incident and training report of the EPVFD. The income and expense summaries were discussed, as well as the number of hours spent on training. Rescue and emergency service incidents accounted for the majority of calls in 2014 and the highest number of calls happened during the month of June, followed by the month of July. Saturday's had the highest call volume and the time of day receiving the highest number of calls was 6:00pm, followed by the 12:00pm noon hour. The board commented that training in fire took the majority of time however the bulk number of calls was in emergency service.

Treasurer Report –Treasurer Mike Richardson reviewed the paid bills of the EVFPD and provided the November and December 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 end-of-year Property Tax and Sales Tax Reconciliation. Comment was made by President Klink that the tax revenue was higher than he thought it would have been and that December was \$61,000 ahead on sales tax.

Moved by Mike Kearney, seconded by Vice President Igel to accept the Treasurer's Report including approval of all transactions. Motion carried unanimously.

President Klink brought up the fact that the permit fees collected by the EVFPD were up significantly this past year. Fire Marshal Marc Robinson stated that Estes Park has extremely low permit fees compared to any other areas that he knows of. The board asked for recommendations on amounts charged for permit fees and to look at the numbers from other areas to help us determine what would be fair. Vice President Igel mentioned that the District needs to be responsible and fair to the taxpayers, so a change in the permit fees might be needed.

President Klink stated that Rachelle from CLA gave him names of possible companies that could do the actuarial study for the EVFPD this year. The District has used Milliman in the past but President Klink will look at other alternatives and get back to the board with any new information.

OLD BUSINESS

The training site was discussed and Chief Dorman stated that Stewart Environmental had completed their work that they were contracted to do but in order to start the next phase, they required payment from the District. Stewart Environmental submitted a new proposal in the amount of \$7,500 to move ahead. Chief Dorman said Frank Lancaster agreed to extend the lease of this training site to the fire district for another 50 years.

Moved by President Klink, seconded by Mike Kearney to approve Chief Dorman to get research plans and cost estimates for a possible burn building and smoke house for the site. Motion carried unanimously.

Moved by Vice President Igel, seconded by Treasurer Mike Richardson to approve Chief Dorman to pay Stewart Environmental \$7,500 to proceed with the training site work. Motion carried unanimously.

The Reserve Engineer Program was discussed and Chief Dorman mentioned that the committee has dates set aside for training next month. Chief Dorman agreed that the reserve engineers should attend the engineer training next month.

NEW BUSINESS

The truck committee sent out 3 requests for bids on the new engine, and they received 2 back. The Front Range 2100 Gallon Tanker bid came in at \$223,959 with a delivery time of 1 ½ - 2 ½ months, and the Mile High 1800 Gallon Tanker bid came in at \$212,545 with a delivery time of over 200 days. The EVFPD had \$300,000 set aside in the budget for this new truck purchase. The committee recommended going with the Front Range truck based on many factors.

Moved by Vice President Igel, seconded by Mike Kearney to approve the purchase of the new truck through Front Range with an additional 10% for additional specs and an additional \$10,000 extra for equipment cost. Motion carried unanimously.

Moved by President Klink, seconded by Mike Kearney to enter into an executive session pursuant to Section 24-6-402(4)(f) C.R.S. for purposes of discussing personnel issues regarding Fire Chief Scott Dorman. Motion carried unanimously.

The board asked for 2 members of the board to be on the committee that will discuss the Fire Chief assignment with Chief Dorman. President Klink stated that he would like to be on that committee, and Ed Ford agreed as well. President Klink and Ed Ford are the nominees to be on the committee to meet with the Fire Chief. The board unanimously agreed with this selection.

Treasurer Mike Richardson went to animal rescue training with his wife and they are now certified animal rescuers. This training is usually tied into fire departments and there is no cost involved. Someone will come forward before the EVFPD Board soon, asking if the district could be involved in this training. There

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is a big problem that arises when people go back inside to get their pets and this training will help address this issue too. Hopefully at the next meeting, a presentation can be made.

The next board meeting is scheduled for February 11, 2015 at 6:00p.m. at Dannels Fire Station.
Meeting adjourned at 8:26 p.m.



Ed Ford, Secretary of the Board

EF/sl

"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."