

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

September 28, 2026, 4:30 pm

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

Board: Sandra Smith, Scott Dorman, Ryan Leahy, Jon Smith, Jeff Robbins

Absent:

Staff: Chief Kevin Nunn, Division Chief Justin Kearney, Division Chief Jon Landkamer,
Marinda Baxter, Rebecca Gelsinger

Also Attending: Dot Dorman, Rick Spear, Patti Brown, Ben Archer-Clowes, Marianne Baxter, Randy Repola, Michael Barnthouse

Sandra Smith called the regularly scheduled board meeting to order at 4:39 pm.

APPROVAL OF AGENDA

Moved by Scott Dorman and seconded by Jon Smith to approve the agenda with the change noted under 11b.

Motion carried unanimously.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Moved by Ryan Leahy and seconded by Jeff Robbins to approve the meeting minutes from the August 31, 2026, meeting.

Motion carried unanimously.

ITEMS OF BUSINESS

7. Financial Matters

Treasurer's Report

Ryan Leahy reported that the revised Bill.com process has streamlined and strengthened the bill-payment workflow. Leahy also reported that the District is reviewing historical capital reserve transactions, including funds transferred beginning in approximately 2016–2017, to reconcile and document the use of those funds and establish a clear understanding of the current capital reserve balance and future use of funds. Sandra Smith requested a report for the October board meeting. Ben Archer Clower reported that tax revenue was over budget for August and year-to-date, primarily due to sales tax revenue. Non-tax revenue was also above budget year-to-date, largely due to impact fee revenue. Expenses were approximately \$89,000 over budget for the month; however, year-to-date expenses remained approximately \$80,000 under budget. Managerial expenses were over budget year-to-date, primarily due to professional services and legal expenses associated with multiple District matters, including the sales tax initiative and the Chief hiring process. It was clarified that the professional services overage is primarily related to the sales tax initiative, while legal expenses reflect a combination of matters, including the Chief hiring process, contract work, and legal guidance related to the sales tax initiative.

August Paid Bills

Ryan Leahy reported on the August paid bills, and no concerns were raised.

Moved by Jon Smith and seconded by Jeff Robbins to approve the transactions listed on the Treasurer's report provided at the September 28, 2026, meeting.

Meeting Minutes: September 28, 2026

Discussion/Action re: Resolution 2026-10, authorizing the District to sign an Intergovernmental Agreement with Pinewood Springs Fire Protection District. Division Chief Kearney presented Resolution 2026-10, authorizing an Intergovernmental Agreement (IGA) with the Pinewood Springs Fire Protection District. He explained that the District has historically maintained a mutual aid agreement with Pinewood Springs and that the proposed IGA would add an automatic aid component. Under the automatic aid provision, the agencies would automatically respond to confirmed structure fires in designated areas, reducing response delays and allowing additional resources to be dispatched without waiting for a separate mutual aid request. Responding agencies may be canceled or decline a response when resources are unavailable or committed to another incident. Div. Chief Kearney estimated that the automatic aid provision could result in approximately 10 additional responses per year to or from each neighboring district. The IGA also identifies the resources each agency would attempt to provide when staffing and resources permit. During discussion, the Board reviewed the liability and indemnification provisions in Section 6. It was proposed that the indemnification language be amended to exclude liability arising from actions taken "contrary to the responding party's standard operating procedures or other policies," in addition to the existing exclusions for willful, wanton, intentional, or grossly negligent acts or omissions. The Board agreed to incorporate the modification into the IGA and notify Pinewood Springs of the change.

Moved by Jon Smith and seconded by Ryan Leahy to adopt Resolution 2026-10, Resolution authorizing the District to sign an Intergovernmental Agreement with Pinewood Springs Fire Protection District with the modification to paragraph 6, second to last sentence, which shall add contrary to the responding party's standard operating procedures or other policies. Motion carried unanimously.

Discussion/Action re: Resolution 2026-11, authorizing the District to sign an Intergovernmental Agreement with Allenspark Fire Protection District. The Board reviewed Resolution 2026-11, authorizing an Intergovernmental Agreement (IGA) with the Allenspark Fire Protection District. It was confirmed that the agreement is substantially the same as the IGA with Pinewood Springs Fire Protection District, including the automatic aid provisions and mutual aid responsibilities. The Board agreed to the same modification to Section 6, paragraph 6, adding the language "or contrary to the responding party's standard operating procedures or other policies" to the indemnification provision.

Moved by Jeff Robbins and seconded by Scott Dorman to adopt Resolution 2026-11 Resolution authorizing the District to sign an Intergovernmental Agreement with Allenspark Fire Protection District with the modification to paragraph 6, second to last sentence, which shall add contrary to the responding party's standard operating procedures or other policies. Motion carried unanimously.

Discussion/Action re: Resolution 2026-12, Resolution authorizing the District to sign an amendment to Intergovernmental Agreement for Wildland Deployment Resource Sharing The Board reviewed Resolution 2026-12, authorizing the District to enter into the Third Amendment to the Intergovernmental Agreement for Wildland Deployment Resource Sharing. Chief Nunn provided background on the agreement, explaining that it was originally established in 2018 by several northern Colorado fire agencies to facilitate the sharing of qualified personnel and resources for wildland fire deployments throughout Colorado and beyond. Estes Valley Fire Protection District joined the agreement in 2021. The current Third Amendment primarily adds the Fort Lupton Fire Protection District to the participating agencies. The agreement provides a mechanism for agencies to share individual personnel and resources when responding to wildland incidents. The Chief explained that requests may include individual firefighters to fill specific positions on an otherwise fully staffed deployment. The Board discussed reimbursement and noted that the District has an existing resource rate agreement that could provide for reimbursement of personnel costs, although additional work is needed to update and implement the resource rate structure. The Chief also noted that the District continues to work on firefighter qualifications and training requirements and that participation in the agreement provides valuable

Meeting Minutes: September 28, 2026

opportunities for personnel to gain experience and advance their wildland firefighting qualifications. It was clarified that the current agreement is specifically limited to wildland fire deployments and does not currently extend to other incident types such as hazardous materials or structure fires. The Board also discussed the requirement that personnel deployed under the agreement maintain the required licenses, certifications, training, and other authorizations necessary for wildland firefighting. It was reported that approximately two-thirds of the District's personnel currently have the necessary qualifications, with ongoing efforts to increase the number of qualified personnel.

Moved by Ryan Leahy and seconded by Jon Smith to adopt Resolution 2026-12, Resolution authorizing the District to sign an amendment to Intergovernmental Agreement for Wildland Deployment Resource Sharing
Motion carried unanimously.

Following approval of the increase in the staff-issued credit card limit, Ben Archer Clowes requested clarification on designating an individual to administer and manage the District's credit card accounts, including the ability to adjust individual card limits. Sandi Smith clarified that the previous motion addressed cardholders and spending limits but did not designate an individual to administer the credit card program. The Board then considered a separate motion to designate Fire Chief Kevin Nunn as the administrative manager for the District's credit cards, with authority to manage credit card usage and individual card limits.

Moved by Jon Smith and seconded by Ryan Leahy to approve establishing that Chief Nunn be the administrative manager for credit card usage and limits.
Motion carried unanimously.

REPORTS

Community Risk Reduction Division

Prevention Division:

- WFRR, has completed 113 home assessments & 10 neighborhood assessments YTD.
- EVWC and ELSA had another very successful pinecone and pine needle drop off with one and a half roll-offs of pinecone and pine needles and ELSA collecting bags of noxious weeds filling their roll-off.
- Captain Sutherland is working on plan review experience with plan reviewer Whitney, providing comments for multiple projects, and getting started on more Stanley hotel projects. All new construction projects are going through Stacey for permit issuance and record keeping.
- Captain Sutherland and Sara are attending a CWRC and WUI training in Golden.
- Captain Sutherland is continuing inspections as needed, mostly on new construction and special events.
- We have an event every weekend from now until the middle of October. This past weekend was Autumn Gold, with Elk Fest this coming weekend, and Pumpkins & Pilsners October 10th.
- Captain Sutherland has been training our new inspector Jael on reviewing and issuing permits for special events with tents and continuing food truck inspections.
- Jael Morgan continues to work on a project to update all business occupancies for organizing annual inspections.
- Sara has closed out the 2025 COSWAP Grant project on Prospect Mountain/Curry Drive with LCCC.
- Work has started on Unit 3 of the Thunder Mountain Project (CWDG)
- Sara and Ellis have been helping EVWC with the Little Valley Project.
- Sara is attending the SFPE Foundations WUI Risk Assessment & Mitigation for the Fire Service Course on Tuesday.
- Ellis continues to conduct Wildfire Home Assessments and is working to organize neighborhood action through the Neighborhood Ambassador framework. Neighborhood

Meeting Minutes: September 28, 2026

Ambassadors will work with Ellis to follow the Firewise model of setting fire mitigation and preparedness goals which will be supported by Estes Valley Fire.

- DC Landkamer is working on grant management for the 2022 FR-WRM.
- DC Landkamer, Sara, and Ellis continue to attend partner meetings when possible, including CWDG, BTWHP, NCFC, FACO, EVWC, LCD, Larimer County Woody Biomass Stakeholders.

Operations & Training Division

Training

- Fire Academy week 10
- We are thankful to all the instructors who continue to come and share their knowledge and experience with the next generation of firefighters
- Partnering with Xcel Energy for an upcoming gas training, our local field staff are excited because there has never been a relationship with an FD like this, they are hopeful that this training will initiate relationships with other rural FD to improve service for communities when gas emergencies happen.
- Acquired structure training at the YMCA. Valuable training to train on a structure that we are not familiar with and
- State Chiefs training week of October 19th
- Family Dinner 10-6

Operations

- Hose testing Oct 7
- Radio programming week of October 19
- Building Specification Sheet on Squad 79. Working with the water rescue and rope rescue members to spec what would be best for the district and operations.

Volunteers

Captain Rick Spear provided an update on volunteer member call responses and recognized eight members who have exceeded 200 call responses year-to-date: Kelly Brenner, Mark Brown, Mark Igel, Randy Repola, Hannah Igel, Trevor Igel, Michael Barnthouse, and Robert Goodrum. Captain Spear also provided an overview of the Volunteer Fund, which originated with the former Estes Park Volunteer Fire Department and continued after the District was established. The fund is maintained through donations received from community members and organizations and currently has a balance of approximately \$52,000. Funds are used for volunteer team-building activities, training, books and educational opportunities, the annual awards banquet, appreciation events and dinners, children's Christmas gifts and activities, and the Chaplain's Fund. The Chaplain's Fund provides an anonymous means for volunteers experiencing financial hardship to request assistance. Although the District currently does not have a chaplain, arrangements have been made to ensure this support remains available. Under the current policy, assistance through the Chaplain's Fund is capped at \$1,500 per quarter, or \$6,000 annually, per individual. Volunteer captains and paid staff participate in the approval and check-signing process to provide appropriate oversight and accountability. Sandra Smith reported that the District's Volunteer Fund was recently selected as the recipient of a collective charitable donation through 100 Women Who Care, a local giving organization. The organization's members voted to designate the Volunteer Fund as the recipient of its next quarterly contribution. The amount is expected to be approximately \$12,000, based on the organization's most recent contribution.

Chief's Report

Chief Nunn provided an update on District activities, accomplishments, community engagement, training, personnel, and ongoing administrative matters. Chief Nunn highlighted the District's strong working relationship with Xcel Energy, noting the effective coordination between Xcel personnel and District firefighters during a recent gas-leak response at the Fall River Visitor Center. Chief Nunn also noted upcoming joint training and new equipment associated with the partnership. Chief Nunn reported on several recent community and District activities, including participation at the Farmers Market and the 9/11 Stair Climb, which had strong participation from

Meeting Minutes: September 28, 2026

District personnel, Board members, and the community. Chief Nunn also attended the Special District Association conference in Keystone and participated in community meetings, including the Town Trustee meetings and a League of Women Voters presentation. Chief Nunn reported that fire restrictions have recently been reduced to Stage 1 following cooler and wetter conditions. The U.S. Forest Service, District, Larimer County, and Rocky Mountain National Park have all moved to Stage 1 restrictions, and the District will continue monitoring conditions. Chief Nunn reported that he has been meeting individually with District members to better understand their perspectives, needs, and goals. These discussions will help inform the District's strategic planning conversations with the Board following the first of the year.

UNFINISHED OR OLD BUSINESS -- None

NEW BUSINESS -- None

ANNOUNCEMENTS

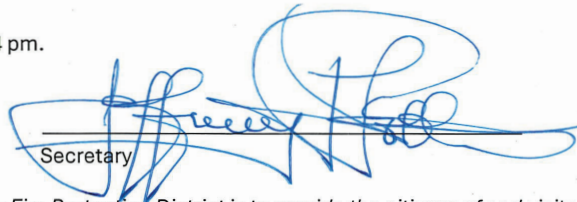
The next regular board meeting is scheduled for Monday, October 26, 2026, at 4:30 pm.

ADJOURNMENT

Moved by Jon Smith and seconded by Ryan Leahy to adjourn the meeting.

Motion carried unanimously.

The meeting adjourned at 6:04 pm.



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."