

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement - January 19, 2026

Agenda Item #4

Agenda Title:

Approval of Agenda

Submitted by:

Sandra Smith, President

Background Information:

N/A

Attachments:

Agenda

Minutes

Report

Resolution

Contract

Map

Letter

Other

Board Action Needed:

A motion to (approve, deny, modify) the Agenda for the January 19, 2026 board meeting.

Sandra Smith Yes No

Scott Dorman Yes No

Ryan Leahy Yes No

Jeff Robbins Yes No

Jon Smith Yes No

**ESTES VALLEY FIRE PROTECTION DISTRICT
BOARD MEETING**

January 19, 2025
Monday, 4:30 PM

AGENDA

1. CALL TO ORDER – President Sandi Smith
2. PLEDGE OF ALLEGIANCE- Chief Jones
3. ROLL CALL- Marinda Baxter
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT * Public comment is limited to 3 minutes per person.
6. APPROVAL OF MINUTES: meeting minutes from December 22, 2025.
7. FINANCIAL MATTERS
 - a. Treasurer’s Report – Ryan Leahy
 - b. Year-end Report – Ben Archer-Clowes
 - c. Discussion/Action re approval of December paid bills
8. PUBLIC HEARINGS/ITEMS OF BUSINESS
 - a. Report of Restructuring Sub-Committee
 - i. Discussion/Action re organizational structure.
 1. Discussion/Action re Administrative services assessment and creation of job descriptions.
 2. Operations Divisions:
 - a. Discussion/Action re Division Chief of Operations Job Description
 - b. Discussion/Action re waiving current policy requirements concerning recruitment (Policy 202).
 3. Discussion/Action re beginning process of adding fire prevention officer
 - b. Discussion/Action Revision of Bylaws and discontinuation of Board Policy Manual
 - i. Discussion/Action re nomination and election of Board Secretary
 - ii. Discussion/Action re: creation of Permanent Budget Committee
 - iii. Discussion/Action re: creation of Permanent Audit Committee
 - iv. Discussion/Action re **RESOLUTION No. 2026-02 REGARDING THE INDEMNIFICATION OF DIRECTORS, OFFICERS AND EMPLOYEES OF THE DISTRICT**
 - c. Discussion/Action re Town Plan Review Waiver

- d. Discussion/Action re **RESOLUTION No. 2026-01 REGARDING DESIGNATING LOCATION TO POST NOTICE.**

9. MINI-BRIEFING: Briefing from auxiliary program on nature of program.

10. REPORTS

- a. Support/Prevention Division
- b. Operations & Training Division
- c. Volunteer Captain Report
- d. Chief's Report

11. UNFINISHED OR OLD BUSINESS

12. NEW BUSINESS -- Sandra Smith to call for board members to state any new business.

13. EXECUTIVE SESSION:

- a. Executive session pursuant to C.R.S. § 24-6-402(4)(b) for purposes of receiving legal advice from the District's legal counsel on specific legal questions related to FPPA communications and considerations.
- b. Executive session pursuant to C.R.S. § 24-6-402(4)(b) for purposes of receiving legal advice from the District's legal counsel on specific legal questions regarding Interim Chief Jones' Service Agreement and extension of services, and pursuant to C.R.S. § 24-6-402(4)(f) for discussion of a potential personnel matter related to Interim Chief Jones' status of engagement with the District and contract considerations. Interim Chief Jones has been notified of this executive session and has consented to it.

14. ANNOUNCEMENTS

- a. NEXT REGULARLY SCHEDULED MEETING: Monday, February 23, 2026, at 4:30 p.m.; study session on Colorado Open Meetings Law begins at 3 pm with board meeting to follow immediately thereafter.

15. ADJOURNMENT

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.”

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement - January 19, 2026

Agenda Item #6

Agenda Title:

Approval of Minutes

Submitted by:

Sandra Smith, President

Background Information:

N/A

Attachments:

____ Agenda

X Minutes

____ Report

____ Resolution

____ Contract

____ Map

____ Letter

____ Other

Board Action Needed:

A motion to (approve, deny, modify) the minutes from the 12/22/2025 board meeting at the 1/19/2026 board meeting.

Sandra Smith Yes No

Scott Dorman Yes No

Ryan Leahy Yes No

Jeff Robbins Yes No

Jon Smith Yes No

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

December 22, 2025, 4:30 p.m.

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

Board: Sandra Smith, Scott Dorman, Ryan Leahy, Jon Smith, Jeff Robbins (via Zoom)

Staff: Chief Warren Jones, Chief Jon Landkamer, Interim Chief Chris Thomas, Marinda Baxter

Also Attending: Captain Rick Spear, Captain Justin Kearney, Dan Engelhardt, Diana Van Der Ploeg, Lt. Ron Bruchwalski, Katie Stiner, Patti Brown, Mayor Gary Hall, Nola Greenwald, and via Zoom: Michael Barnthouse, Lt. Megan Platz, Dot Dorman

Absent: all present

Sandra Smith called the meeting to order at 4:31 p.m.

Interim Chief Warren Jones led the Pledge of Allegiance

Marinda Baxter performed roll call – All present

APPROVAL OF AGENDA

Moved by Scott Dorman and seconded by Jeff Robins to approve the agenda as presented. Motion carried unanimously.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Moved by Ryan Leahy and seconded by Jon Smith to approve the meeting minutes from the December 8, 2025, board meeting as presented. Motion carried unanimously.

ITEMS OF BUSINESS

Financial Matters

The board's treasurer and the District accountant presented the November paid bills. Moved by Jon Smith and seconded by Scott Dorman to approve the November 2025 paid bills. Motion carried unanimously.

Discussion/Action re: Jones Extension and Chief Hiring Process

Board president Smith stated that the board had requested input from all District members regarding the issue of whether to extend Chief Jones's contract beyond the initial six-month contract period and advised that all input was forwarded to the subcommittee tasked with evaluating the issue. Vice president Scott Dorman reported on the work of the subcommittee that is both evaluating the contract extension as well as developing and administrating the permanent hiring process.

Jones Extension.

With respect to the issue of Chief Jones's contract extension, Mr. Dorman noted that the board greatly appreciates the stability that Chief Jones has brought to the organization and emphasized that the District needs to hire a new permanent chief as soon as possible. The three options evaluated by the subcommittee were (1) keeping the current contract that ends in May 2026; (2) extending the contract until the end of 2026; and (3) extending the contract until the end of 2027. After discussing the options with Chief Jones and other members of the District, and reviewing the input provided, the subcommittee's recommendation is to proceed with option 2, extending Chief Jones's contract until the end of 2026 to provide more stability to the organization, give the board more time to work toward the permanent fire chief appointment, and enable the current board (rather than a new board) to make the hiring decision. The subcommittee recommends that the chief search begin in Spring 2026 with the intent to have the new permanent chief on board by October 2026. The extension of Chief Jones's contract would enable him to provide some transitional support to the new permanent chief.

Moved by Scott Dorman and seconded by Ryan Leahy to extend the contract of Chief Jones through the end of 2026. Motion carried unanimously.

Recruitment Firms.

Vice President Dorman reported on behalf of the subcommittee that they sent out RFPs and received five back. The subcommittee narrowed the five proposals to two firms – GMP and McGrath. The subcommittee believes that these two firms meet the fire chief recruitment requirements of the District. The costs associated with each of the firms is very similar. The subcommittee would like to bring a recommendation to the board as to which of the two firms the District should hire in February.

The board discussed whether it made more sense to publicize the position locally before turning to a search firm. The subcommittee reported that the amount of time and effort required to conduct screening of those applying really requires an outside party as the board would be unable to do that work itself. The subcommittee recommends using a search firm for the entire process, even if the District initially publicizes the opening locally or only in Colorado. The subcommittee requested that the board authorize it to advise three of the firms that submitted proposals that they are no longer under consideration. The subcommittee will return to the board in February to make a recommendation as to which of the remaining two firms it believes would be best to hire.

Moved by Jon Smith and seconded by Ryan Leahy to authorize the permanent chief hiring subcommittee to advise three firms that they are no longer under consideration by the District to assist in the permanent chief hiring process and to evaluate the remaining two firms and return to the board in February with a recommendation as to which of them should be retained by the District. Motion carried unanimously.

Hiring Permanent Operations Division Chief

Chief Jones observed that the extension of his contract could lead to multiple interim positions being extended for too long a period and requested that the Board authorize him to engage in an internal process to permanently fill the Operations Division Chief position. The board noted that it has not authorized the chief to fill open staff positions due to the potential reorganization evaluation underway. The board also noted that the Division and Prevention chief job descriptions must be revised and finalized before the board can authorize hiring into one of those positions. The Policy and Reorganization subcommittees were instructed to report back to the board in January with a draft of those job descriptions.

Recognition of Extraordinary Contributions

Chief Jones reported that he would like to recognize extraordinary contributions of District members during what has been a difficult year. While some staff members have been recognized by past board action, two individuals have really stepped up and performed extraordinary work during this difficult period – Marinda Baxter and Jon Landkammer – and Chief Jones would like the board's authorization to financially recognize their contributions, as well as those of other staff and the volunteers on a one-time basis. Treasurer Leahy noted that the board can accommodate this request and still stay under budget for 2025.

Moved by Jon Smith and seconded by Jeff Robbins to authorize Chief Jones to spend up to \$18,000, in his discretion, in recognition of extraordinary contributions by staff and volunteers. Motion carried unanimously.

Discussion of Potential Creation of Temporary, Part-Time Operations Manager Position

Discussion was held concerning whether it would be beneficial to create a part-time position to be held by a volunteer to compensate that person for the extra time put in to advise the chief and others concerning departmental organization and leadership and to give volunteers input into those processes. Interim Division Chief Thomas reported that he met with the Captains to discuss this potential position and that, at this time, they and he do not see a need to create such a position.

Discussion of Sales Tax Election

Board member Jon Smith stated that he believes that the Board should wait to proceed with a ballot initiative on the sales tax issue until a permanent chief is hired. Board member Leahy added that he believes that the Board should also implement a strategic plan before pursuing this initiative. Discussion ensued regarding discussing with the Town of Estes Park their needs and timing considerations. The board reached a consensus that it needs to confer more with the Town on this issue and to defer proceeding with a sales tax election initiative until a new permanent chief is hired, a strategic plan has been adopted, and it has completed the structural reorganization of the department.

REPORTS

Prevention Division:

- Wildland Fire Risk Reduction Educator, Lasley, has completed 199 home assessments & 17 neighborhood assessments YTD.
- Presented at 12 HOA annual meetings so far this year.
- Lasley has coordinated with Larimer County OEM to host a “town hall” featuring LC Commissioner Jody Shaddock-McNally on January 21st at 5:30 pm at the Community Center. “Fire Lives Here” will be screened and there will also be guest speakers. Information will be shared with our community once the agenda is finalized.
- Our mitigation crew finished chipping for the Fish Hatchery Hydro Plant project and the training grounds mitigation.
- Captain Sutherland is working on plan review experience, providing comments for multiple projects coming up, Such as the Stanley Hotel projects, Multiple solar panel projects, New single-family homes and short-term rental applications.
- Captain Sutherland performed annual inspections for the Stanley Hotel properties. This was a weeklong project and several FF’s and staff assisted in the inspections to see what goes on for a large hotel property.
- Sutherland is continuing inspections as needed, mostly on new construction and special events.
- Sutherland is back to leading the peer support team and will be assessing needs for next year's academy.
- DC Landkamer and Captain Sutherland will be part of the TAC for the Town of Estes Park Development Code rewrite, looking to modify landscaping requirements and integrate the WFRM. Focus group meetings are ongoing.
- DC Landkamer is working on finalizing agreements between all parties to get the CWDG Thunder Mountain project started. Working with Larimer County Sheriff’s Department/Emergency Services to get work done on the CWDG project along the boundary with RMNP. They are open to committing to 20 acres of the work that requires hand work. Will be working on an RFP for the larger portion of the project next.
- DC Landkamer is working on grant implementation and management for the 2023 COSWAP, 2022 FR-WRM, and 2023 CWDG Thunder Mountain.
- DC Landkamer also submitted a grant proposal for another COSWAP grant in 2025 for implementation in 2026/2027. We received conditional approval of this grant request pending a site visit by Larimer County Conservation Corp. More information will be released once it is confirmed.
- The Wildfire Ready Action Plan (WRAP) is complete and is awaiting final approvals before it is publicly released. BTWHP and CPAW are the lead partners in development of this document.
- DC Landkamer is participating in the 2025 Hazard Mitigation plan update that will be going on through Larimer County over the next year. They are updating the plan from 2021.
- DC Landkamer will be participating in a Woody Biomass Task Force that is looking at implementing woody biomass disposal solutions in Larimer County. This is a project from the Woody Biomass Strategy Committee/Report that has been completed and presented to the public.
- Station & Apparatus: Annual breathing air compressor maintenance was completed today.
- Office carpet for front three offices will be installed next week.
- Future presentation items for the new Boards information:
 - 1A tax program for wildland fire mitigation
 - WRCB and new statewide WUI code adoption and implementation
 - Grant project information and update

- Larimer County Woody Biomass Strategy

Operations Division:

Training:

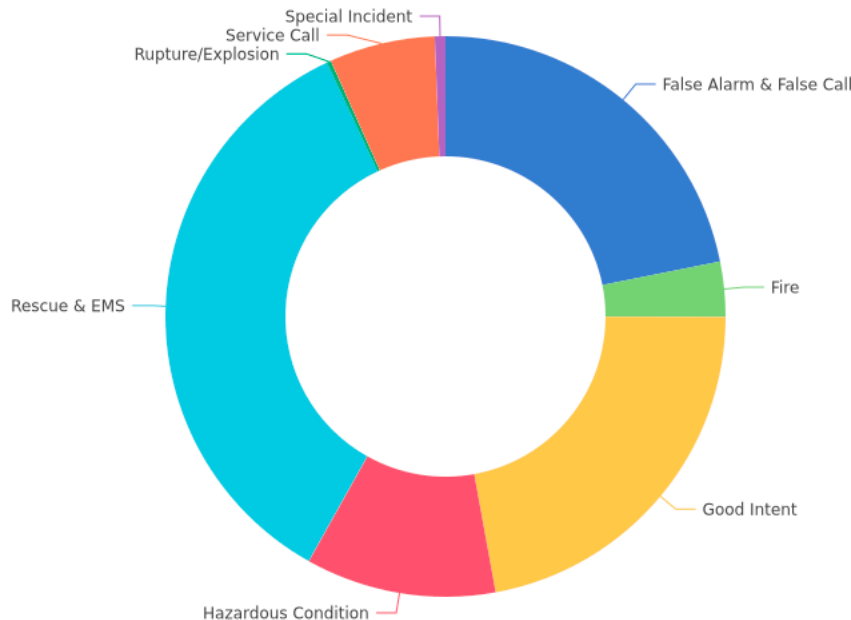
- Hazmat just finished on Saturday with JPR testing. All students passed JPR's and many passed the written test. It is known as one of the most difficult tests.
- Tomorrow is the last training night of the year
- Training calendar went out to the members last week. Calendar still needs a few tweaks but meat and potatoes are there.

Operations:

- SCBA bottle testing is complete- all front line bottles have been tested and are back in service.
- Fit testing machine has been sent off to be calibrated and will be back in the next few weeks.
 - Met with Aux member who will be operating it and talked about needs and setup.
- Officer meeting tomorrow before training.
 - Looking at membership numbers and finishing the year strong.
- E71 has had some electrical gremlins and hoping for part to arrive soon so we can get it fully back in service. E72 has been running as first due if we anticipate needing water.
- Provided mutual aid to Allenspark related to a hazmat rollover.

Volunteer Captain Report

The Incident Type Summary Report is as follows:



INCIDENT TYPE SERIES NAME (NFIRS) COUNT PERCENT

- False Alarm & False Call: 179 -- 21.86%
- Fire: 26 -- 3.17%
- Good Intent: 181 -- 22.10%
- Hazardous Condition: 90 -- 10.99%
- Rescue & EMS: 286 -- 34.92%
- Rupture/Explosion: 2 -- 0.24%
- Service Calls: 50 -- 6.11%
- Special Incident: 5 -- 0.61%

Total: 819 -- 100.00%

Captain Spear has also looked into air pack grants for next year and has reviewed two proposals from grant writers. If the grant is awarded, it will constitute approximately 5% of the value of the air pack.

Chief's Report

- Chief observed the responses and work related to the wind events that occurred recently. Noted that Interim DC Thomas was up all night working these events.
- Also observed Captain Kearney work a structure fire as IC and is consistently pleased with the District's emergency response.
- Administratively, working with the District's attorneys on the state filings and notifications that must occur at the end of the year.
- The administrative assessment with our outside consultant occurred last week. The report is expected in the next few weeks and will be reported to the board at the January meeting.
- Working with the reorganization subcommittee including DC Landkamer, Interim DC Thomas and two board members. Hoping to bring the first phase of that work back to the board at the January meeting.
- We had a great Christmas event at the station and over 100 people attended.
- Working on a project to re-energize our public relations and PIO functions and in that regard reviewing a proposal from a local government communications firm that was recommended by the Town.
- Working with Logan to set up communication events with community members and organizations.
- Developing mini-operations briefings for the board. The first one will be the Auxiliary program.
- Working with DC Landkamer to retool our wildfire risk reduction programs. Will bring forward those ideas in February.

UNFINISHED OR OLD BUSINESS

Board member Jon Smith asked that we develop job descriptions for the administrative positions in the front office as soon as possible. It was noted that the Chief is waiting for the administrative assessment conducted by the District's management consultant and that the Board subcommittees on restructuring and policy review will develop those job descriptions consistent with the report's recommendations.

NEW BUSINESS

None.

ANNOUNCEMENTS

The next board meeting is scheduled for Monday, January 19, 2065, at 4:30 PM.

Moved by Jon Smith and seconded by Ryan Leahy, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 5:14 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."

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ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement – January 19, 2026

Agenda Item #7 a, b, c

Agenda Title:

Approval of Transactions

Submitted by:

Ryan Leahy, Treasurer

Background Information:

Financial status report for the EVFPD as provided by the treasurer. Year-end report and transactions.

Attachments:

<input type="checkbox"/> Agenda	<input type="checkbox"/> Minutes	<input checked="" type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Contract	<input type="checkbox"/> Map
<input type="checkbox"/> Letter	<input type="checkbox"/> Other	

Board Action Needed:

A motion to approve the transactions as listed on the Treasurer's report provided at the January 19, 2026 meeting.

Scott Dorman	Yes	No
Jon Smith	Yes	No
Jeff Robbins	Yes	No
Sandra Smith	Yes	No
Ryan Leahy	Yes	No



Estes Valley Fire Protection District

Monthly Financial Report

Monthly Financial Report – December 2025

Attached are the following for your information and review:

1. Balance Sheet as of December 31, 2025.
2. Balance Sheet – Volunteer Fire Pension Trust as of December 31, 2025.
3. Summary of reconciled cash balances on December 31, 2025.
4. Monthly Income Statement of Revenues and Expenditures, including budget to actual for December 2025. Summarized and detailed.
5. Year-to-date Income Statement of Revenues and Expenditures, including budget to actual through December 2025. Summarized and detailed.
6. Year-to-date Income Statement of Revenues and Expenditures, including budget to actual through December 2025 for sales tax 1a.
7. Monthly Disbursement Report.
8. 12-Month Cash Flow.

Key points:

- Total operating revenue for December was \$72,166 which was \$78,894 under budget.
 - Tax revenue for the month of December was \$5,709 which was \$130,234 under budget.
 - Sales tax revenue was \$124,836 under budget due to timing of deposit.
 - Non-Tax revenue for December was \$66,456 which was over budget \$51,339.
- Total expenses for December were \$292,998 which was under budget by \$116,397.
- Total revenue YTD is \$2,764,794 which was under budget by \$322,221.
- Total expenses YTD are \$2,618,209 which were under budget by \$468,807.

Please contact the Finance Director for any questions or concerns regarding this report.

Estes Valley Fire Protection District
Balance Sheet
December 31, 2025 and 2024

	Unaudited Actual 12/31/2024	Unaudited Actual 12/31/2025
Assets		
Cash		
Cash - Checking	\$ 38,782	\$ 102,012
Cash - Savings	826,828	1,141,937
Cash - CSAFE	635,906	664,332
Restricted Cash - Impact Fees	22,317	22,515
Total Cash	<u>\$ 1,523,833</u>	<u>\$ 1,930,797</u>
Other Assets		
Due from Larimer County	\$ 5,852	\$ 5,725
Property Taxes Receivable	1,080,808	12,099
Accounts Receivable	-	-
Sales Tax Receivable	187,430	68,638
Lease Deposit	2,800	2,800
Total Other Assets	<u>\$ 1,276,891</u>	<u>\$ 89,261</u>
Total Assets	<u>\$ 2,800,724</u>	<u>\$ 2,020,059</u>
Liabilities		
Current Liabilities		
Accounts Payable	\$ 95,919	\$ 45,922
Deferred Property Taxes	1,255,808	187,099
Accrued Payroll Liabilities	41,522	40,066
Total Current Liabilities	<u>\$ 1,393,250</u>	<u>\$ 273,087</u>
Total Liabilities	<u>\$ 1,393,250</u>	<u>\$ 273,087</u>
Fund Equity		
Restricted - TABOR Reserve	\$ 92,212	\$ 87,200
Restricted - Impact Fees	293,627	293,627
Committed for LOSAP	2,050	2,050
Committed for Contracts	65,503	65,503
Nonspendable	103,044	-
Unrestricted	851,038	1,298,592
Total Fund Equity	<u>\$ 1,407,474</u>	<u>\$ 1,746,972</u>
Total Liabilities and Fund Equity	<u>\$ 2,800,724</u>	<u>\$ 2,020,059</u>

Estes Valley Fire Protection District
 Balance Sheet - Volunteer Fire Pension Trust
 December 31, 2025 and 2024

	Unaudited Actual 12/31/2024	Unaudited Actual 12/31/2025
Assets		
Current Assets		
Cash - Checking	\$ 158,639	\$ 27,765
Investments	1,677,029	1,701,680
Total Current Assets	\$ 1,835,667	\$ 1,729,444
Total Assets	\$ 1,835,667	\$ 1,729,444
Liabilities		
Current Liabilities		
Total Current Liabilities	\$ -	\$ -
Total Liabilities	\$ -	\$ -
Fund Equity		
Held In Trust For Pension	\$ 1,835,667	\$ 1,729,444
Total Fund Equity	\$ 1,835,667	\$ 1,729,444
Total Liabilities and Fund Equity	\$ 1,835,667	\$ 1,729,444

Estes Valley Fire Protection District
Summary of Reconciled Cash Balances

Period Ending
12/31/25

	BOC Operating	BOC Benefits	BOC Savings	BOC Impact Fees	CSAFE
	12/31/2025	12/31/2025	12/31/2025	12/31/2025	12/31/2025
Beginning Balance	26,278.07	27,762.87	1,456,336.19	22,482.48	662,077.46
Cleared Transactions					
Checks and Payments	(303,101.16)	-	(330,090.89)	-	-
Deposits and Credits	378,835.50	1.71	16,606.75	32.95	2,254.88
Total Cleared Transactions	75,734.34	1.71	(313,484.14)		
Cleared Balance	102,012.41	27,764.58	1,142,852.05	22,515.43	664,332.34
Uncleared Transactions				32.95	2,254.88
Checks and Payments	-	-	(914.95)	-	-
Deposits and Credits	-	-	-	-	-
Total Uncleared Transactions	-	-	(914.95)	-	-
Register Balance as of 12/31/25	102,012.41	27,764.58	1,141,937.10	22,515.43	664,332.34

Estes Valley Fire Protection District

Monthly Budget vs. Actuals

December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Tax Revenue	5,709.21	135,943.00	-130,233.79	4.20 %
4100 Non Tax Levy Revenues	66,456.42	15,117.00	51,339.42	439.61 %
Total Income	\$72,165.63	\$151,060.00	\$ -78,894.37	47.77 %
GROSS PROFIT	\$72,165.63	\$151,060.00	\$ -78,894.37	47.77 %
Expenses				
5000 Personnel Costs	241,390.42	138,675.00	102,715.42	174.07 %
6000 Buildings & Land	4,916.19	29,921.00	-25,004.81	16.43 %
6100 Vehicles & Equipment	14,360.20	20,301.00	-5,940.80	70.74 %
6200 Communications/IT	2,934.16	10,092.00	-7,157.84	29.07 %
6300 Meetings & Training	-112.12	61,684.00	-61,796.12	-0.18 %
7000 Managerial Expenses	29,508.76	33,914.00	-4,405.24	87.01 %
8000 Capital Outlay		114,808.00	-114,808.00	
Total Expenses	\$292,997.61	\$409,395.00	\$ -116,397.39	71.57 %
NET OPERATING INCOME	\$ -220,831.98	\$ -258,335.00	\$37,503.02	85.48 %
NET INCOME	\$ -220,831.98	\$ -258,335.00	\$37,503.02	85.48 %

Estes Valley Fire Protection District

Monthly Budget vs. Actuals

December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Tax Revenue				
1-41000 Property Tax	158.59	0.00	158.59	
1-41010 Sales Tax		95,816.00	-95,816.00	
1-41011 Sales Tax - Ballot Issue 1A		29,020.00	-29,020.00	
1-41020 Specific Ownership	5,550.62	6,107.00	-556.38	90.89 %
1-41100 Impact Fees	0.00	5,000.00	-5,000.00	0.00 %
Total 4000 Tax Revenue	5,709.21	135,943.00	-130,233.79	4.20 %
4100 Non Tax Levy Revenues				
1-41040 Plan Reviews & Inspections	13,558.73	2,628.00	10,930.73	515.93 %
1-41060 Miscellaneous Revenue	82.74	1,489.00	-1,406.26	5.56 %
1-41110 Operational Permits		413.00	-413.00	
1-42000 Investment Income	4,213.24	3,087.00	1,126.24	136.48 %
1-42010 Grants		7,500.00	-7,500.00	
4-42000 Volunteer Fire Pension Income	48,600.00		48,600.00	
4-42002 Investment Income - Checking VF	1.71		1.71	
Total 4100 Non Tax Levy Revenues	66,456.42	15,117.00	51,339.42	439.61 %
Total Income	\$72,165.63	\$151,060.00	\$ -78,894.37	47.77 %
GROSS PROFIT	\$72,165.63	\$151,060.00	\$ -78,894.37	47.77 %
Expenses				
5000 Personnel Costs				
1-51180 Employee Incentives & Rewards		1,625.00	-1,625.00	
1-51185 Medical (Flu shots,Immun,CORE)		413.00	-413.00	
1-51186 Employee Vacation Payout		413.00	-413.00	
1-51210 Salaries Expense - Chief/Admin	12,882.60	29,167.00	-16,284.40	44.17 %
1-51211 Payroll Expense - Chief/Admin	19,072.73	10,016.00	9,056.73	190.42 %
1-51250 Staff Overtime - Chief/Admin		50.00	-50.00	
1-51270 Flex,Cobra Admin & Fees		465.00	-465.00	
1-51290 Mileage Reimbursement		57.00	-57.00	
1-51330 W/C Claims		500.00	-500.00	

Estes Valley Fire Protection District

Monthly Budget vs. Actuals

December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
1-51350 Accident & Sickness/H&C		750.00	-750.00	
1-51370 MASA Benefit	616.00	913.00	-297.00	67.47 %
1-51910 Fire Pension Fund		4,500.00	-4,500.00	
1-51920 LOSAP Awards		3,750.00	-3,750.00	
1-51930 Full Time Employee Recognition		175.00	-175.00	
1-51940 Volunteer/Divers Employee Recog	-14.00	750.00	-764.00	-1.87 %
1-51950 Wellness Reimbursement		560.00	-560.00	
1-51960 Cell Phone Reimbursement	720.00	960.00	-240.00	75.00 %
1-52210 Salary - Fire Captain		6,583.00	-6,583.00	
1-52221 Payroll Expenses - Fire Captain		3,733.00	-3,733.00	
1-52250 Mileage Reimb. - Fire Captain		13.00	-13.00	
1-52310 Volunteer FF Call Reimbursement	93,254.04	6,500.00	86,754.04	1,434.68 %
1-52330 Shift Program Incentives		336.00	-336.00	
1-52800 Firefighter Recruitment		69.00	-69.00	
1-53200 Salaries & Benefits - Training	172.72	619.00	-446.28	27.90 %
1-53210 Salary - Training Captain	10,015.62	7,106.00	2,909.62	140.95 %
1-53221 Payroll Expenses - Training Cap	4,538.50	3,828.00	710.50	118.56 %
1-54210 Salary - Prevention	6,832.00	12,080.00	-5,248.00	56.56 %
1-54211 Salary - Support Services	13,196.96	10,946.00	2,250.96	120.56 %
1-54221 Payroll Expenses - Prevention	2,460.39	4,365.00	-1,904.61	56.37 %
1-54222 Payroll Expenses - Support Services	4,256.37	4,066.00	190.37	104.68 %
1-54250 Staff Overtime - Fire M/I		118.00	-118.00	
1-54290 Mileage Reimb - Prevention		12.00	-12.00	
1-54291 Mileage Reimb - Support Services		12.00	-12.00	
1-55210 Salary - Grants & 1A	13,216.51	14,223.00	-1,006.49	92.92 %
1-55221 Payroll Expenses - Grants & 1A	6,169.98	8,781.00	-2,611.02	70.27 %
1-55250 Staff Overtime - Grants & 1A		221.00	-221.00	
4-51000 Volunteer Fire Pension Expense	54,000.00		54,000.00	
Total 5000 Personnel Costs	241,390.42	138,675.00	102,715.42	174.07 %

6000 Buildings & Land

Estes Valley Fire Protection District

Monthly Budget vs. Actuals

December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
1-51600 Stations Maintenance	140.31		140.31	
1-51610 General Maintenance	700.00		700.00	
1-51611 General Maint.	188.00	1,663.00	-1,475.00	11.30 %
1-51612 Landscaping/Groundskeeping No.1		87.00	-87.00	
1-51613 Station Cleaning (Station 1)		1,500.00	-1,500.00	
1-51614 Snow Removal		309.00	-309.00	
1-51615 Sprinkler System/Backflow Prev.		155.00	-155.00	
1-51616 Furnace/AC		200.00	-200.00	
1-51617 Lighting		163.00	-163.00	
1-51618 Plumbing		87.00	-87.00	
1-51619 Sprinkler System Repairs		163.00	-163.00	
1-51632 Internet Services - Station 71	429.85	375.00	54.85	114.63 %
1-51633 Fire Alarm Monitoring	105.00	41.00	64.00	256.10 %
1-51635 Natural Gas - Station 71		678.00	-678.00	
1-51636 Electrical Energy - Station 71	1,093.34	645.00	448.34	169.51 %
1-51637 Water - Station 71	678.46	385.00	293.46	176.22 %
1-51638 Sewer - Station 71	148.50	51.00	97.50	291.18 %
1-51639 Trash Disposal		163.00	-163.00	
1-51649 Trash Disposal & Recycling	206.45		206.45	
1-51652 Internet Services - Training Site	87.95	87.00	0.95	101.09 %
1-51656 Electrical Energy - Training Site	495.57	317.00	178.57	156.33 %
1-51658 Port a Potty Service	300.00	128.00	172.00	234.38 %
1-51659 Trash Disposal (Waste Mgmt)	57.50	180.00	-122.50	31.94 %
1-51670 Consumables	50.07	794.00	-743.93	6.31 %
1-52412 Cell Phone - Verizon	235.19	1,750.00	-1,514.81	13.44 %
3-59410 Station 1		20,000.00	-20,000.00	
Total 6000 Buildings & Land	4,916.19	29,921.00	-25,004.81	16.43 %
6100 Vehicles & Equipment	1,700.00		1,700.00	
1-51620 Fire Extinguisher Maintenance		138.00	-138.00	
1-51800 Misc Equipment		500.00	-500.00	

Estes Valley Fire Protection District

Monthly Budget vs. Actuals

December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
1-52421 Base Maint, Fuel & DOT Inspect.	6,910.95	7,299.00	-388.05	94.68 %
1-52422 Fire pump testing		234.00	-234.00	
1-52423 Aerial & Ground Ladder Test		194.00	-194.00	
1-52424 Hose Testing		437.00	-437.00	
1-52425 Extrication Tools - Maint		356.00	-356.00	
1-52426 Tires		625.00	-625.00	
1-52460 Equipment Maintenance	2,965.00	1,029.00	1,936.00	288.14 %
1-52510 Personal Protective Equipment	2,559.61	4,563.00	-2,003.39	56.09 %
1-52530 Other Equipment		1,250.00	-1,250.00	
1-52590 Dive Team Equipment		163.00	-163.00	
1-52600 Supplies - Consumable		288.00	-288.00	
1-54600 Prevention		1,000.00	-1,000.00	
1-54630 Inspection Equipment		100.00	-100.00	
1-55510 Personal Protective Equipment - Grants & 1A		462.00	-462.00	
1-55530 Other Equipment - Grants & 1A	181.84	413.00	-231.16	44.03 %
1-55620 Fuels Mitigation - Grants & 1A		837.00	-837.00	
1-55999 Support Services Division Contingency		413.00	-413.00	
3-59310 Apparatus Purchase	42.80		42.80	
Total 6100 Vehicles & Equipment	14,360.20	20,301.00	-5,940.80	70.74 %
6200 Communications/IT				
1-51150 IT Servicves		3,191.00	-3,191.00	
1-51485 Website Hosting (Wix.)	350.00	350.00	0.00	100.00 %
1-51631 Phone System - Town of Estes	226.96	309.00	-82.04	73.45 %
1-51634 Copy Machine - maint contract		317.00	-317.00	
1-51700 Data Processing Equipment		836.00	-836.00	
1-52411 Dispatching Services	2,357.20	2,234.00	123.20	105.51 %
1-52441 Advanced Wireless - Radios		728.00	-728.00	
1-52444 Radio Maint - NCRCN		241.00	-241.00	
1-52520 Communications Equipment		1,462.00	-1,462.00	
1-53790 Social Media Advertisements		87.00	-87.00	

Estes Valley Fire Protection District

Monthly Budget vs. Actuals

December 2025

	TOTAL			% OF BUDGET
	ACTUAL	BUDGET	OVER BUDGET	
1-55700 Computer Hardware - Grants & 1A		337.00	-337.00	
Total 6200 Communications/IT	2,934.16	10,092.00	-7,157.84	29.07 %
6300 Meetings & Training				
1-51500 Catering/Spec Circumstance	54.99	1,400.00	-1,345.01	3.93 %
1-51510 Family Dinners (Monthly)	580.38	3,500.00	-2,919.62	16.58 %
1-51520 Hosting Meetings		4,000.00	-4,000.00	
1-51530 Department Banquet		4,000.00	-4,000.00	
1-51540 Spousal Appreciation Dinner		5,250.00	-5,250.00	
1-51560 Christmas Party		1,000.00	-1,000.00	
1-51570 9/11 Memorial 5K & Stair Climb		1,500.00	-1,500.00	
1-51641 General Maintenance - Training		1,000.00	-1,000.00	
1-51970 Snack/Drink Fridge	84.45	413.00	-328.55	20.45 %
1-52700 Catering/Spec Cicumstances		87.00	-87.00	
1-52710 Shift Meals	126.08	163.00	-36.92	77.35 %
1-52720 Officers / Staff Meals		163.00	-163.00	
1-53510 FDIC Instructors Conference		212.00	-212.00	
1-53520 Missouri Valley IAFC Conference		163.00	-163.00	
1-53530 CO State Chief's Conference	-1,118.01	663.00	-1,781.01	-168.63 %
1-53540 SDA Conference		375.00	-375.00	
1-53610 Fire Academy		250.00	-250.00	
1-53615 Fire Academy II		125.00	-125.00	
1-53620 Outside Instructors		413.00	-413.00	
1-53630 Consumables for Training	54.99	1,038.00	-983.01	5.30 %
1-53640 Training Aids and Equipment		837.00	-837.00	
1-53710 Education/Tuition Reimb		163.00	-163.00	
1-53720 In-State training		337.00	-337.00	
1-53730 Out-of-State training		163.00	-163.00	
1-53740 National Fire Academy		54.00	-54.00	
1-53760 Administrative		250.00	-250.00	
1-53770 Recertifications & Ttesting	105.00	163.00	-58.00	64.42 %

Estes Valley Fire Protection District

Monthly Budget vs. Actuals

December 2025

	TOTAL			% OF BUDGET
	ACTUAL	BUDGET	OVER BUDGET	
1-53780 Explorer Post 911		87.00	-87.00	
1-53810 Educational Supplies		250.00	-250.00	
1-53999 Training Division Contingencies		837.00	-837.00	
1-54260 Staff Meals - Prevention		87.00	-87.00	
1-54470 Community Risk Reduction		23.00	-23.00	
1-54510 District Fire Ed Materials		449.00	-449.00	
1-54520 Training - Public Education		250.00	-250.00	
1-54530 General Staff Education		50.00	-50.00	
1-54540 ICC Training and Certification		163.00	-163.00	
1-54550 Conferences - Pub Ed		163.00	-163.00	
1-54560 CPSE Certifications		34.00	-34.00	
1-54610 Code Books		110.00	-110.00	
1-54640 Investigation Equipment		38.00	-38.00	
1-54999 Prevention Division Contingency		1,250.00	-1,250.00	
1-55500 Education - Grants & 1A		211.00	-211.00	
3-59480 Training Site		30,000.00	-30,000.00	
Total 6300 Meetings & Training	-112.12	61,684.00	-61,796.12	-0.18 %
7000 Managerial Expenses				
1-51010 Strategic Planning Legal		625.00	-625.00	
1-51020 Third Party Contractor	1,744.38	2,084.00	-339.62	83.70 %
1-51090 Grant Acceptance and Implementation		2,500.00	-2,500.00	
1-51110 Accounting	5,950.00	4,174.00	1,776.00	142.55 %
1-51111 1099/W-2	7,118.45	413.00	6,705.45	1,723.60 %
1-51112 Audits		645.00	-645.00	
1-51120 County Treasurer Fees	3.72	1,321.00	-1,317.28	0.28 %
1-51130 Elections		2,087.00	-2,087.00	
1-51140 Prof. Services Legal	4,986.42	2,625.00	2,361.42	189.96 %
1-51190 Publishing/Publication Fees		37.00	-37.00	
1-51199 Bank and Misc. fees	473.25	99.00	374.25	478.03 %
1-51285 Peer Support	1,542.00	1,620.00	-78.00	95.19 %

Estes Valley Fire Protection District

Monthly Budget vs. Actuals

December 2025

	TOTAL			% OF BUDGET
	ACTUAL	BUDGET	OVER BUDGET	
1-51320 Public Official Bonds		23.00	-23.00	
1-51400 Membership Dues/Subscription		625.00	-625.00	
1-51420 IFCA Annual Dues		34.00	-34.00	
1-51430 CO State Fire Cheifs Assoc Dues		76.00	-76.00	
1-51440 CO State Firefighter Assoc Dues		26.00	-26.00	
1-51480 Special District Membership		125.00	-125.00	
1-51490 SHRM Membership		24.00	-24.00	
1-51495 Productivity Applications		134.00	-134.00	
1-51605 Office Rental - Admin & Prevention	4,471.75	4,250.00	221.75	105.22 %
1-51644 Copy Machine-Maint. Contract	1,218.26		1,218.26	
1-51900 Member Recognition	230.69	413.00	-182.31	55.86 %
1-51999 Contingency		413.00	-413.00	
1-52427 Graphics		163.00	-163.00	
1-53410 TargetSolutions Dues		468.00	-468.00	
1-53420 Fire Training Officers Assoc.		23.00	-23.00	
1-54280 Contract Services - Prevention	1,679.00	4,163.00	-2,484.00	40.33 %
1-54400 Member Dues/ Subscription		212.00	-212.00	
1-54410 NFPA Membership		15.00	-15.00	
1-54420 NFPA Fire Code Subscrip Service		128.00	-128.00	
1-54450 Fire Marshalls Assoc.		11.00	-11.00	
1-54460 Int Assc of Arson Investigators		23.00	-23.00	
1-54480 mySidewalk NFPA Dashboard		134.00	-134.00	
1-55400 Member Dues/Subscriptions - Grants & 1A		38.00	-38.00	
1-55650 Community Partnerships & Project Execution - Grants & 1A		4,163.00	-4,163.00	
QuickBooks Payments Fees	90.84		90.84	
Total 7000 Managerial Expenses	29,508.76	33,914.00	-4,405.24	87.01 %
8000 Capital Outlay				
3-59000 Capital Purchases		114,808.00	-114,808.00	
Total 8000 Capital Outlay		114,808.00	-114,808.00	
Total Expenses	\$292,997.61	\$409,395.00	\$ -116,397.39	71.57 %

Estes Valley Fire Protection District

Monthly Budget vs. Actuals

December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET OPERATING INCOME	\$ -220,831.98	\$ -258,335.00	\$37,503.02	85.48 %
NET INCOME	\$ -220,831.98	\$ -258,335.00	\$37,503.02	85.48 %

Estes Valley Fire Protection District

YTD Budget vs. Actuals

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Tax Revenue	2,571,815.76	2,905,589.00	-333,773.24	88.51 %
4100 Non Tax Levy Revenues	192,978.45	181,426.00	11,552.45	106.37 %
Total Income	\$2,764,794.21	\$3,087,015.00	\$ -322,220.79	89.56 %
GROSS PROFIT	\$2,764,794.21	\$3,087,015.00	\$ -322,220.79	89.56 %
Expenses				
5000 Personnel Costs	1,667,207.73	1,830,013.00	-162,805.27	91.10 %
6000 Buildings & Land	52,220.58	138,997.00	-86,776.42	37.57 %
6100 Vehicles & Equipment	273,710.94	243,656.00	30,054.94	112.33 %
6200 Communications/IT	83,208.64	120,906.00	-37,697.36	68.82 %
6300 Meetings & Training	50,584.60	183,212.00	-132,627.40	27.61 %
7000 Managerial Expenses	491,276.01	455,423.00	35,853.01	107.87 %
8000 Capital Outlay		114,808.00	-114,808.00	
Total Expenses	\$2,618,208.50	\$3,087,015.00	\$ -468,806.50	84.81 %
NET OPERATING INCOME	\$146,585.71	\$0.00	\$146,585.71	0.00%
NET INCOME	\$146,585.71	\$0.00	\$146,585.71	0.00%

Estes Valley Fire Protection District

YTD Budget vs. Actuals

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Tax Revenue				
1-41000 Property Tax	1,068,655.55	1,082,163.00	-13,507.45	98.75 %
1-41010 Sales Tax	1,045,471.37	1,288,417.00	-242,945.63	81.14 %
1-41011 Sales Tax - Ballot Issue 1A	367,871.22	393,847.00	-25,975.78	93.40 %
1-41020 Specific Ownership	67,577.25	81,162.00	-13,584.75	83.26 %
1-41100 Impact Fees	22,240.37	60,000.00	-37,759.63	37.07 %
Total 4000 Tax Revenue	2,571,815.76	2,905,589.00	-333,773.24	88.51 %
4100 Non Tax Levy Revenues				
1-41040 Plan Reviews & Inspections	36,102.73	31,536.00	4,566.73	114.48 %
1-41060 Miscellaneous Revenue	18,349.98	17,868.00	481.98	102.70 %
1-41110 Operational Permits		5,000.00	-5,000.00	
1-42000 Investment Income	21,240.64	37,022.00	-15,781.36	57.37 %
1-42002 Investment Income - Checking	16,715.42		16,715.42	
1-42010 Grants	21,538.56	90,000.00	-68,461.44	23.93 %
4-42000 Volunteer Fire Pension Income	48,600.00		48,600.00	
4-42002 Investment Income - Checking VF	121.04		121.04	
4-42003 Investment Income - Savings VF	27,810.08		27,810.08	
Services	2,500.00		2,500.00	
Total 4100 Non Tax Levy Revenues	192,978.45	181,426.00	11,552.45	106.37 %
Total Income	\$2,764,794.21	\$3,087,015.00	\$ -322,220.79	89.56 %
GROSS PROFIT	\$2,764,794.21	\$3,087,015.00	\$ -322,220.79	89.56 %
Expenses				
5000 Personnel Costs				
1-51180 Employee Incentives & Rewards	1,808.90	19,500.00	-17,691.10	9.28 %
1-51185 Medical (Flu shots,Immun,CORE)	2,485.97	5,000.00	-2,514.03	49.72 %
1-51186 Employee Vacation Payout		5,000.00	-5,000.00	
1-51210 Salaries Expense - Chief/Admin	405,531.08	379,194.00	26,337.08	106.95 %
1-51211 Payroll Expense - Chief/Admin	131,962.86	130,182.00	1,780.86	101.37 %
1-51250 Staff Overtime - Chief/Admin		649.00	-649.00	

Estes Valley Fire Protection District

YTD Budget vs. Actuals

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
1-51270 Flex,Cobra Admin & Fees	42.80	5,525.00	-5,482.20	0.77 %
1-51290 Mileage Reimbursement	115.00	750.00	-635.00	15.33 %
1-51330 W/C Claims		6,000.00	-6,000.00	
1-51340 Workers' Compensation	49,217.00	50,000.00	-783.00	98.43 %
1-51350 Accident & Sickness/H&C	8,306.00	9,000.00	-694.00	92.29 %
1-51370 MASA Benefit	7,686.00	11,000.00	-3,314.00	69.87 %
1-51910 Fire Pension Fund		54,000.00	-54,000.00	
1-51920 LOSAP Awards	32,375.00	45,000.00	-12,625.00	71.94 %
1-51930 Full Time Employee Recognition		2,100.00	-2,100.00	
1-51940 Volunteer/Divers Employee Recog	1,066.00	9,000.00	-7,934.00	11.84 %
1-51950 Wellness Reimbursement	2,376.45	6,720.00	-4,343.55	35.36 %
1-51960 Cell Phone Reimbursement	4,550.28	11,520.00	-6,969.72	39.50 %
1-52200 Salaries & Benefits - Fire Capt	575.00		575.00	
1-52210 Salary - Fire Captain	70,404.49	85,613.00	-15,208.51	82.24 %
1-52221 Payroll Expenses - Fire Captain	24,632.26	48,550.00	-23,917.74	50.74 %
1-52240 Volunteer FF Call Reimb	129.18		129.18	
1-52250 Mileage Reimb. - Fire Captain	16.00	200.00	-184.00	8.00 %
1-52310 Volunteer FF Call Reimbursement	93,254.04	78,000.00	15,254.04	119.56 %
1-52330 Shift Program Incentives		3,999.00	-3,999.00	
1-52800 Firefighter Recruitment	335.67	850.00	-514.33	39.49 %
1-53200 Salaries & Benefits - Training	12,167.16	8,000.00	4,167.16	152.09 %
1-53210 Salary - Training Captain	95,277.54	92,367.00	2,910.54	103.15 %
1-53221 Payroll Expenses - Training Cap	52,095.90	49,729.00	2,366.90	104.76 %
1-54210 Salary - Prevention	147,768.25	157,099.00	-9,330.75	94.06 %
1-54211 Salary - Support Services	149,077.65	142,276.00	6,801.65	104.78 %
1-54221 Payroll Expenses - Prevention	53,478.23	56,744.00	-3,265.77	94.24 %
1-54222 Payroll Expenses - Support Services	53,833.50	52,812.00	1,021.50	101.93 %
1-54250 Staff Overtime - Fire M/I		1,510.00	-1,510.00	
1-54290 Mileage Reimb - Prevention		100.00	-100.00	
1-54291 Mileage Reimb - Support Services		100.00	-100.00	

Estes Valley Fire Protection District

YTD Budget vs. Actuals

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
1-55210 Salary - Grants & 1A	110,482.51	184,898.00	-74,415.49	59.75 %
1-55221 Payroll Expenses - Grants & 1A	52,663.76	114,152.00	-61,488.24	46.13 %
1-55250 Staff Overtime - Grants & 1A		2,874.00	-2,874.00	
1-55290 Mileage Reimb - Grants & 1A	322.00		322.00	
4-51000 Volunteer Fire Pension Expense	65,000.00		65,000.00	
4-57031 Retiree Benefit Pmts - VF	38,171.25		38,171.25	
Total 5000 Personnel Costs	1,667,207.73	1,830,013.00	-162,805.27	91.10 %
6000 Buildings & Land				
1-51600 Stations Maintenace	1,014.38		1,014.38	
1-51610 General Maintenance	15,257.97		15,257.97	
1-51611 General Maint.	1,177.55	20,000.00	-18,822.45	5.89 %
1-51612 Landscaping/Groundskeeping No.1		1,000.00	-1,000.00	
1-51613 Station Cleaning (Station 1)		18,000.00	-18,000.00	
1-51614 Snow Removal	700.00	3,675.00	-2,975.00	19.05 %
1-51615 Sprinkler System/Backflow Prev.	485.00	1,860.00	-1,375.00	26.08 %
1-51616 Furnace/AC		2,400.00	-2,400.00	
1-51617 Lighting		2,000.00	-2,000.00	
1-51618 Plumbing		1,000.00	-1,000.00	
1-51619 Sprinkler System Repairs		2,000.00	-2,000.00	
1-51632 Internet Services - Station 71	4,158.70	4,445.00	-286.30	93.56 %
1-51633 Fire Alarm Monitoring	420.00	525.00	-105.00	80.00 %
1-51635 Natural Gas - Station 71		8,103.00	-8,103.00	
1-51636 Electrical Energy - Station 71	2,800.87	7,718.00	-4,917.13	36.29 %
1-51637 Water - Station 71	2,123.58	4,631.00	-2,507.42	45.86 %
1-51638 Sewer - Station 71	297.00	579.00	-282.00	51.30 %
1-51639 Trash Disposal		1,945.00	-1,945.00	
1-51645 Natural Gas	2,633.24		2,633.24	
1-51646 Electrical Energy	2,584.13		2,584.13	
1-51647 Water	2,000.33		2,000.33	
1-51648 Sewer	297.00		297.00	

Estes Valley Fire Protection District

YTD Budget vs. Actuals

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
1-51649 Trash Disposal & Recycling	2,095.59		2,095.59	
1-51652 Internet Services - Training Site	1,055.40	1,000.00	55.40	105.54 %
1-51656 Electrical Energy - Training Site	2,643.33	3,859.00	-1,215.67	68.50 %
1-51658 Port a Potty Service	1,000.00	1,580.00	-580.00	63.29 %
1-51659 Trash Disposal (Waste Mgmt)	460.00	2,127.00	-1,667.00	21.63 %
1-51670 Consumables	4,619.26	9,550.00	-4,930.74	48.37 %
1-52412 Cell Phone - Verizon	2,343.43	21,000.00	-18,656.57	11.16 %
3-59410 Station 1	2,053.82	20,000.00	-17,946.18	10.27 %
Total 6000 Buildings & Land	52,220.58	138,997.00	-86,776.42	37.57 %
6100 Vehicles & Equipment	2,843.43		2,843.43	
1-51620 Fire Extinguisher Maintennace	750.00	1,700.00	-950.00	44.12 %
1-51800 Misc Equipment	2,536.16	6,000.00	-3,463.84	42.27 %
1-52420 App & App Equip Maintenance	945.30		945.30	
1-52421 Base Maint, Fuel & DOT Inspect.	120,130.51	87,588.00	32,542.51	137.15 %
1-52422 Fire pump testing	2,930.00	2,808.00	122.00	104.34 %
1-52423 Aerial & Ground Ladder Test	2,569.59	2,262.00	307.59	113.60 %
1-52424 Hose Testing		5,200.00	-5,200.00	
1-52425 Extrication Tools - Maint	5,950.93	4,283.00	1,667.93	138.94 %
1-52426 Tires		7,500.00	-7,500.00	
1-52460 Equipment Maintenance	20,965.92	12,315.00	8,650.92	170.25 %
1-52463 Fit Test SCBA & AED Maint	961.85		961.85	
1-52500 Equipment Acquistion	311.66		311.66	
1-52510 Personal Protective Equipment	25,044.58	54,800.00	-29,755.42	45.70 %
1-52530 Other Equipment	9,679.11	15,000.00	-5,320.89	64.53 %
1-52590 Dive Team Equipment	5,757.96	2,000.00	3,757.96	287.90 %
1-52600 Supplies - Consumable	3,316.11	3,500.00	-183.89	94.75 %
1-53750 Dive Team	3,107.30		3,107.30	
1-54600 Prevention	219.50	12,000.00	-11,780.50	1.83 %
1-54630 Inspection Equipment	96.75	1,200.00	-1,103.25	8.06 %
1-55510 Personal Protective Equipment - Grants & 1A	1,372.16	5,500.00	-4,127.84	24.95 %

Estes Valley Fire Protection District

YTD Budget vs. Actuals

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
1-55530 Other Equipment - Grants & 1A	3,907.61	5,000.00	-1,092.39	78.15 %
1-55620 Fuels Mitigation - Grants & 1A		10,000.00	-10,000.00	
1-55999 Support Services Division Contingency	5,988.28	5,000.00	988.28	119.77 %
3-59310 Apparatus Purchase	1,840.38		1,840.38	
3-59320 Apparatus Equipment	6,676.22		6,676.22	
3-59340 Support Vehicle Equipment	45,809.63		45,809.63	
Total 6100 Vehicles & Equipment	273,710.94	243,656.00	30,054.94	112.33 %
6200 Communications/IT				
1-51150 IT Services	31,473.74	38,325.00	-6,851.26	82.12 %
1-51485 Website Hosting (Wix.)	4,200.00	4,200.00	0.00	100.00 %
1-51631 Phone System - Town of Estes	2,718.31	3,675.00	-956.69	73.97 %
1-51634 Copy Machine - maint contract		3,859.00	-3,859.00	
1-51700 Data Processing Equipment	2,965.00	9,999.00	-7,034.00	29.65 %
1-52411 Dispatching Services	23,572.00	26,753.00	-3,181.00	88.11 %
1-52441 Advanced Wireless - Radios	8,583.00	8,747.00	-164.00	98.13 %
1-52444 Radio Maint - NCRCN		2,848.00	-2,848.00	
1-52520 Communications Equipment	6,984.12	17,500.00	-10,515.88	39.91 %
1-53790 Social Media Advertisements		1,000.00	-1,000.00	
1-55700 Computer Hardware - Grants & 1A	2,712.47	4,000.00	-1,287.53	67.81 %
Total 6200 Communications/IT	83,208.64	120,906.00	-37,697.36	68.82 %
6300 Meetings & Training				
1-51500 Catering/Spec Circumstance	589.17	1,400.00	-810.83	42.08 %
1-51510 Family Dinners (Monthly)	2,366.85	3,500.00	-1,133.15	67.62 %
1-51520 Hosting Meetings	874.88	4,000.00	-3,125.12	21.87 %
1-51530 Department Banquet	3,895.25	4,000.00	-104.75	97.38 %
1-51540 Spousal Appreciation Dinner		5,250.00	-5,250.00	
1-51560 Christmas Party		1,000.00	-1,000.00	
1-51570 9/11 Memorial 5K & Stair Climb		1,500.00	-1,500.00	
1-51641 General Maintenance - Training		12,000.00	-12,000.00	
1-51970 Snack/Drink Fridge	3,718.45	5,000.00	-1,281.55	74.37 %

Estes Valley Fire Protection District

YTD Budget vs. Actuals

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
1-52700 Catering/Spec Cicumstances	2,449.11	1,000.00	1,449.11	244.91 %
1-52710 Shift Meals	453.91	2,000.00	-1,546.09	22.70 %
1-52720 Officers / Staff Meals	1,871.67	2,000.00	-128.33	93.58 %
1-53500 Conferences	-75.00		-75.00	
1-53510 FDIC Instructors Conference	199.00	2,500.00	-2,301.00	7.96 %
1-53520 Missouri Valley IAFC Conference	1,597.46	2,000.00	-402.54	79.87 %
1-53530 CO State Chief's Conference	6,642.47	8,000.00	-1,357.53	83.03 %
1-53540 SDA Conference	2,575.91	4,500.00	-1,924.09	57.24 %
1-53610 Fire Academy	1,538.49	3,000.00	-1,461.51	51.28 %
1-53615 Fire Academy II		1,500.00	-1,500.00	
1-53620 Outside Instructors	1,000.00	5,000.00	-4,000.00	20.00 %
1-53630 Consumables for Training	1,333.21	12,500.00	-11,166.79	10.67 %
1-53640 Training Aids and Equipment		10,000.00	-10,000.00	
1-53710 Education/Tuition Reimb	2,861.62	2,000.00	861.62	143.08 %
1-53720 In-State training	2,001.45	4,000.00	-1,998.55	50.04 %
1-53730 Out-of-State training		2,000.00	-2,000.00	
1-53740 National Fire Academy		670.00	-670.00	
1-53760 Administrative	334.00	3,000.00	-2,666.00	11.13 %
1-53770 Recertifications & Ttesting	2,419.00	2,000.00	419.00	120.95 %
1-53780 Explorer Post 911		1,000.00	-1,000.00	
1-53800 Supplies	17.04		17.04	
1-53810 Educational Supplies	3,537.48	3,000.00	537.48	117.92 %
1-53999 Training Division Contingencies	4,640.54	10,000.00	-5,359.46	46.41 %
1-54260 Staff Meals - Prevention	539.64	1,000.00	-460.36	53.96 %
1-54470 Community Risk Reduction		221.00	-221.00	
1-54510 District Fire Ed Materials	2,021.40	5,355.00	-3,333.60	37.75 %
1-54520 Training - Public Education	161.72	3,000.00	-2,838.28	5.39 %
1-54530 General Staff Education		600.00	-600.00	
1-54540 ICC Training and Certification		2,000.00	-2,000.00	
1-54550 Conferences - Pub Ed		2,000.00	-2,000.00	

Estes Valley Fire Protection District

YTD Budget vs. Actuals

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
1-54560 CPSE Certifications		375.00	-375.00	
1-54610 Code Books	80.70	1,342.00	-1,261.30	6.01 %
1-54640 Investigation Equipment		500.00	-500.00	
1-54999 Prevention Divsion Contingency		15,000.00	-15,000.00	
1-55500 Education - Grants & 1A	939.18	2,499.00	-1,559.82	37.58 %
3-59480 Training Site		30,000.00	-30,000.00	
Total 6300 Meetings & Training	50,584.60	183,212.00	-132,627.40	27.61 %
7000 Managerial Expenses				
1-51010 Strategic Planning Legal		7,500.00	-7,500.00	
1-51020 Third Party Contractor	23,914.38	24,997.00	-1,082.62	95.67 %
1-51090 Grant Acceptance and Implementation		30,000.00	-30,000.00	
1-51110 Accounting	66,623.95	50,000.00	16,623.95	133.25 %
1-51111 1099/W-2	9,353.45	5,000.00	4,353.45	187.07 %
1-51112 Audits	7,500.00	7,718.00	-218.00	97.18 %
1-51120 County Treasurer Fees	21,432.94	15,863.00	5,569.94	135.11 %
1-51130 Elections	23,133.26	25,000.00	-1,866.74	92.53 %
1-51140 Prof. Services Legal	116,147.17	31,500.00	84,647.17	368.72 %
1-51190 Publishing/Publication Fees	622.01	411.00	211.01	151.34 %
1-51199 Bank and Misc. fees	4,062.32	1,210.00	2,852.32	335.73 %
1-51285 Peer Support	16,999.31	19,429.00	-2,429.69	87.49 %
1-51310 Property Insurance & Liability	48,468.25	48,500.00	-31.75	99.93 %
1-51320 Public Official Bonds	250.00	276.00	-26.00	90.58 %
1-51400 Membership Dues/Subsription	919.80	7,500.00	-6,580.20	12.26 %
1-51420 IFCA Annual Dues		364.00	-364.00	
1-51430 CO State Fire Cheifs Assoc Dues	1,580.00	956.00	624.00	165.27 %
1-51440 CO State Firefighter Assoc Dues	250.00	290.00	-40.00	86.21 %
1-51470 SAM Registration	35.00	21.00	14.00	166.67 %
1-51480 Special District Membership	1,237.50	1,500.00	-262.50	82.50 %
1-51490 SHRM Membership		244.00	-244.00	
1-51495 Productivity Applications	1,692.05	1,575.00	117.05	107.43 %

Estes Valley Fire Protection District

YTD Budget vs. Actuals

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
1-51605 Office Rental - Admin & Prevention	38,256.25	51,000.00	-12,743.75	75.01 %
1-51644 Copy Machine-Maint. Contract	5,992.73		5,992.73	
1-51900 Member Recognition	3,798.76	5,000.00	-1,201.24	75.98 %
1-51999 Contingency		5,000.00	-5,000.00	
1-52427 Graphics	5,877.85	2,000.00	3,877.85	293.89 %
1-52446 lamresponding (Emergency Svcs Marketing Inc.))	7,272.50		7,272.50	
1-53400 Member Dues / Subscription	145.00		145.00	
1-53410 TargetSolutions Dues	5,961.80	5,550.00	411.80	107.42 %
1-53420 Fire Training Officers Assoc.		232.00	-232.00	
1-54280 Contract Services - Prevention	24,142.00	50,000.00	-25,858.00	48.28 %
1-54400 Member Dues/ Subscription	134.99	2,500.00	-2,365.01	5.40 %
1-54410 NFPA Membership		213.00	-213.00	
1-54420 NFPA Fire Code Subscrip Service		1,558.00	-1,558.00	
1-54440 ICC Membership	405.00		405.00	
1-54450 Fire Marshalls Assoc.		110.00	-110.00	
1-54460 Int Assc of Arson Investigators		331.00	-331.00	
1-54480 mySidewalk NFPA Dashboard	1,500.00	1,575.00	-75.00	95.24 %
1-55400 Member Dues/Subscriptions - Grants & 1A	100.00	500.00	-400.00	20.00 %
1-55650 Community Partnerships & Project Execution - Grants & 1A	50,000.00	50,000.00	0.00	100.00 %
4-51075 Investment Fees - VF	3,158.87		3,158.87	
QuickBooks Payments Fees	308.87		308.87	
Total 7000 Managerial Expenses	491,276.01	455,423.00	35,853.01	107.87 %
8000 Capital Outlay				
3-59000 Capital Purchases		114,808.00	-114,808.00	
Total 8000 Capital Outlay		114,808.00	-114,808.00	
Total Expenses	\$2,618,208.50	\$3,087,015.00	\$ -468,806.50	84.81 %
NET OPERATING INCOME	\$146,585.71	\$0.00	\$146,585.71	0.00%
NET INCOME	\$146,585.71	\$0.00	\$146,585.71	0.00%

Profit and Loss by Class 1A

Estes Valley Fire Protection District
January-December, 2025

Distribution account	Grants & 1A	Total
4000 Tax Revenue		
1-41011 Sales Tax - Ballot Issue 1A	367,871.22	367,871.22
Total for 4000 Tax Revenue	367,871.22	\$367,871.22
4100 Non Tax Levy Revenues		
1-42010 Grants	12,715.96	12,715.96
Total for 4100 Non Tax Levy Revenues	12,715.96	\$12,715.96
Total for Income	380,587.18	\$380,587.18
Cost of Goods Sold		
Gross Profit	380,587.18	\$380,587.18
Expenses		
5000 Personnel Costs		
1-55210 Salary - Grants & 1A	110,342.11	110,342.11
1-55221 Payroll Expenses - Grants & 1A	52,607.05	52,607.05
1-55290 Mileage Reimb - Grants & 1A	322.00	322.00
Total for 5000 Personnel Costs	163,271.16	\$163,271.16
6100 Vehicles & Equipment		
1-55510 Personal Protective Equipment - Grants & 1A	1,128.97	1,128.97
1-55530 Other Equipment - Grants & 1A	1,365.18	1,365.18
Total for 6100 Vehicles & Equipment	2,494.15	\$2,494.15
6200 Communications/IT		
1-55700 Computer Hardware - Grants & 1A	2,712.47	2,712.47
Total for 6200 Communications/IT	2,712.47	\$2,712.47
6300 Meetings & Training		
1-55500 Education - Grants & 1A	939.18	939.18
Total for 6300 Meetings & Training	939.18	\$939.18
7000 Managerial Expenses		
1-55400 Member Dues/Subscriptions - Grants & 1A	100.00	100.00

Profit and Loss by Class 1A

Estes Valley Fire Protection District
January-December, 2025

Distribution account	Grants & 1A	Total
Total for 7000 Managerial Expenses	100.00	\$100.00
Total for Expenses	169,516.96	\$169,516.96
Net Operating Income	211,070.22	\$211,070.22
Other Income		
Other Expenses		
Net Other Income		
Net Income	211,070.22	\$211,070.22

Estes Valley Fire Protection District

Monthly Disbursements

December 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	BALANCE
1-11010 Cash - Checking (8487)								
12/02/2025	Journal Entry	2025-196		BILL 12/02/25 Payables Funding	-Split-		\$250.00	-250.00
12/08/2025	Check		Bill.com		1-51199 Managerial Expenses:Bank and Misc. fees		\$125.00	-375.00
12/09/2025	Journal Entry	2025-211		BILL 12/09/25 Payables Funding	-Split-		\$45.95	-420.95
12/09/2025	Journal Entry	2025-208		BILL 12/09/25 Payables Funding	-Split-		\$88.74	-509.69
12/09/2025	Journal Entry	2025-209		BILL 12/09/25 Payables Funding	-Split-		\$226.96	-736.65
12/09/2025	Journal Entry	2025-210		BILL 12/09/25 Payables Funding	-Split-		\$945.00	-1,681.65
12/09/2025	Journal Entry	2025-207		BILL 12/09/25 Payables Funding	-Split-		\$21,600.00	-23,281.65
12/10/2025	Transfer				1-11020 Cash - Savings (1262)	\$150,000.00		126,718.35
12/10/2025	Journal Entry	2025-212		BILL 12/10/25 Payables Funding	-Split-		\$34,593.74	92,124.61
12/10/2025	Transfer				1-11020 Cash - Savings (1262)	\$40,000.00		132,124.61
12/12/2025	Journal Entry	2025-234		FPPA Pmt for PPE 12.06.25, PD 12.12.25	-Split-		\$6,059.10	126,065.51
12/12/2025	Journal Entry	2025-230		Fed Withholding Payment for PPE 12.06.25, PD 12.12.25	-Split-		\$24,975.36	101,090.15
12/12/2025	Journal Entry	2025-236		PERA Catchup	-Split-		\$1,302.92	99,787.23
12/12/2025	Journal Entry	2025-232		PERA Pmt for PPE 12.06.25, PD 12.12.25	-Split-		\$625.73	99,161.50
12/12/2025	Journal Entry	2025-230		CO Withholding Payment for PPE 12.06.25, PD 12.12.25	-Split-		\$3,982.00	95,179.50
12/12/2025	Journal Entry	2025-213		BILL 12/12/25 Payables Funding	-Split-		\$343.00	94,836.50
12/15/2025	Journal Entry	2025-204		Payroll Entry, PPE 12.06.25 PD 12.12.25	-Split-		\$84,647.11	10,189.39
12/15/2025	Deposit				4-42000 Non Tax Levy Revenues:Volunteer Fire Pension Income	\$48,600.00		58,789.39
12/17/2025	Journal Entry	2025-214		BILL 12/17/25 Payables Funding	-Split-		\$2,612.50	56,176.89
12/18/2025	Journal Entry	2025-218		BILL 12/18/25 Payables Funding	-Split-		\$199.92	55,976.97
12/18/2025	Journal Entry	2025-215		BILL 12/18/25 Payables Funding	-Split-		\$188.00	55,788.97
12/18/2025	Journal Entry	2025-216		BILL 12/18/25 Payables Funding	-Split-		\$1,700.00	54,088.97
12/18/2025	Deposit				1-51199 Managerial Expenses:Bank and Misc. fees	\$152.38		54,241.35

Estes Valley Fire Protection District

Monthly Disbursements

December 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	BALANCE
12/18/2025	Deposit				1-41060 Non Tax Levy Revenues:Miscellaneous Revenue	\$82.74		54,324.09
12/18/2025	Journal Entry	2025-217		BILL 12/18/25 Payables Funding	-Split-		\$616.00	53,708.09
12/19/2025	Journal Entry	2025-219		BILL 12/19/25 Payables Funding	-Split-		\$10,635.21	43,072.88
12/19/2025	Check		Xcel Energy		1-51636 Buildings & Land:Electrical Energy - Station 71		\$288.32	42,784.56
12/22/2025	Journal Entry	2025-220		BILL 12/22/25 Payables Funding	-Split-		\$459.98	42,324.58
12/22/2025	Check		Rocky Mountain Reserve		3-59310 Vehicles & Equipment:Apparatus Purchase		\$42.80	42,281.78
12/23/2025	Transfer				1-11020 Cash - Savings (1262)	\$140,000.00		182,281.78
12/23/2025	Journal Entry	2025-221		BILL 12/23/25 Payables Funding	-Split-		\$3,767.45	178,514.33
12/24/2025	Journal Entry	2025-222		BILL 12/24/25 Payables Funding	-Split-		\$105.00	178,409.33
12/26/2025	Journal Entry	2025-235		Fee for FPPA PPE 12.20.25, PD 12.26.25	-Split-		\$30.14	178,379.19
12/26/2025	Journal Entry	2025-233		PERA Pmt for PPE 12.20.25, PD 12.26.25	-Split-		\$625.73	177,753.46
12/26/2025	Journal Entry	2025-231		CO Withholding Payment for PPE 12.20.25, PD 12.26.25	-Split-		\$1,221.00	176,532.46
12/26/2025	Journal Entry	2025-231		Fed Withholding Payment for PPE 12.20.25, PD 12.26.25	-Split-		\$4,507.98	172,024.48
12/26/2025	Journal Entry	2025-235		FPPA Pmt for PPE 12.20.25, PD 12.26.25	-Split-		\$6,059.10	165,965.38
12/26/2025	Journal Entry	2025-229		Payroll Entry, PPE 12.20.25 PD 12.26.25	-Split-		\$25,060.27	140,905.11
12/29/2025	Deposit				1-51199 Managerial Expenses:Bank and Misc. fees	\$0.38		140,905.49
12/29/2025	Journal Entry	2025-223		BILL 12/29/25 Payables Funding	-Split-		\$98.00	140,807.49
12/29/2025	Expense				1-51199 Managerial Expenses:Bank and Misc. fees		\$0.38	140,807.11
12/29/2025	Journal Entry	2025-224		BILL 12/29/25 Payables Funding	-Split-		\$108.40	140,698.71
12/30/2025	Journal Entry	2025-225		BILL 12/30/25 Payables Funding	-Split-		\$10,964.37	129,734.34
12/30/2025	Expense				4-51000 Personnel Costs:Volunteer Fire Pension Expense		\$54,000.00	75,734.34
Total for 1-11010 Cash - Checking (8487)						\$378,835.50	\$303,101.16	

1-11020 Cash - Savings (1262)

12/02/2025	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Managerial Expenses:QuickBooks Payments Fees	\$10.56	-10.56
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Estes Valley Fire Protection District

Monthly Disbursements

December 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	BALANCE
12/02/2025	Deposit			System-recorded deposit for QuickBooks Payments	-Split-	\$353.00		342.44
12/05/2025	Deposit			System-recorded deposit for QuickBooks Payments	-Split-	\$235.00		577.44
12/05/2025	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Managerial Expenses:QuickBooks Payments Fees		\$7.03	570.41
12/09/2025	Deposit		Kingswood Homes	System-recorded deposit for QuickBooks Payments	12000 Undeposited Funds	\$100.00		670.41
12/09/2025	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Managerial Expenses:QuickBooks Payments Fees		\$2.99	667.42
12/10/2025	Transfer				1-11010 Cash - Checking (8487)	\$150,000.00		-
								149,332.58
12/10/2025	Transfer				1-11010 Cash - Checking (8487)	\$40,000.00		-
								189,332.58
12/10/2025	Journal Entry	2025-206		November PPTX Distribution	-Split-	\$11,662.72		-
								177,669.86
12/11/2025	Deposit		Western States Fire	System-recorded deposit for QuickBooks Payments	12000 Undeposited Funds	\$131.00		-
								177,538.86
12/11/2025	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Managerial Expenses:QuickBooks Payments Fees		\$3.92	-
								177,542.78
12/12/2025	Deposit		Barrett Studio Architects	System-recorded deposit for QuickBooks Payments	12000 Undeposited Funds	\$500.00		-
								177,042.78
12/12/2025	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Managerial Expenses:QuickBooks Payments Fees		\$14.95	-
								177,057.73
12/15/2025	Deposit		Barrett Studio Architects	System-recorded deposit for QuickBooks Payments	12000 Undeposited Funds	\$1,218.78		-
								175,838.95
12/15/2025	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Managerial Expenses:QuickBooks Payments Fees		\$36.44	-
								175,875.39
12/23/2025	Transfer				1-11010 Cash - Checking (8487)	\$140,000.00		-
								315,875.39
12/31/2025	Invoice	2259	Randy Bowman	LP Gas Tank	1-12000 Accounts Receivable		\$500.00	-
								316,375.39
12/31/2025	Deposit				1-42000 Non Tax Levy Revenues:Investment Income	\$1,906.25		-
								314,469.14
12/31/2025	Deposit		Randy Bowman	System-recorded deposit for QuickBooks Payments	12000 Undeposited Funds	\$500.00		-
								313,969.14
12/31/2025	Expense		QuickBooks Payments	System-recorded fee for QuickBooks Payments. Fee-name: DiscountRateFee, fee-type: Daily.	Managerial Expenses:QuickBooks Payments Fees		\$14.95	-
								313,984.09
12/31/2025	Expense				1-51199 Managerial Expenses:Bank and Misc. fees		\$15.00	-
								313,999.09
Total for 1-11020 Cash - Savings (1262)						\$16,606.75	\$330,605.84	
1-11030 Cash - Impact Fee Funds (1150)								
12/31/2025	Deposit				1-42000 Non Tax Levy Revenues:Investment Income	\$32.95		32.95
Total for 1-11030 Cash - Impact Fee Funds (1150)						\$32.95		
1-11040 CSAFE - CORE								
12/31/2025	Deposit				1-42000 Non Tax Levy Revenues:Investment	\$2,254.88		2,254.88

Estes Valley Fire Protection District

Monthly Disbursements

December 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	BALANCE
						Income		
Total for 1-11040 CSAFE - CORE						\$2,254.88		
1072 Bill.com Money Out Clearing								
12/02/2025	Bill Payment (Check)		RLI Insurance	Inv 0552278-1	1-21000 Accounts Payable		\$250.00	-250.00
12/02/2025	Journal Entry	2025-196		BILL 12/02/25 Payables Funding	-Split-	\$250.00		0.00
12/09/2025	Bill Payment (Check)		AT&T Mobility	Acct 287291418343 - Inv 287291418343X11282025	1-21000 Accounts Payable		\$88.74	-88.74
12/09/2025	Journal Entry	2025-211		BILL 12/09/25 Payables Funding	-Split-	\$45.95		-42.79
12/09/2025	Journal Entry	2025-209		BILL 12/09/25 Payables Funding	-Split-	\$226.96		184.17
12/09/2025	Journal Entry	2025-208		BILL 12/09/25 Payables Funding	-Split-	\$88.74		272.91
12/09/2025	Journal Entry	2025-207		BILL 12/09/25 Payables Funding	-Split-	\$21,600.00		21,872.91
12/09/2025	Journal Entry	2025-210		BILL 12/09/25 Payables Funding	-Split-	\$945.00		22,817.91
12/09/2025	Bill Payment (Check)		Collins Cole Winn & Ulmer	Acct EstesValleyFire - Inv 8255-- bill.com Check Number: 80497620	1-21000 Accounts Payable		\$21,596.00	1,221.91
12/09/2025	Bill Payment (Check)		Crexendo Business Solutions	Acct 76298324 EVFPD - Inv 304826	1-21000 Accounts Payable		\$226.96	994.95
12/09/2025	Bill Payment (Check)		Valley Fire Extinguisher Inc.	Acct EVFPD - Inv 170682	1-21000 Accounts Payable		\$945.00	49.95
12/09/2025	Bill Payment (Check)		Cintas	Inv 5300778313(1)	1-21000 Accounts Payable		\$45.95	4.00
12/09/2025	Bill Payment (Check)		Skaggs Companies, Inc.	Inv 100 A e-14108 2	1-21000 Accounts Payable		\$4.00	0.00
12/10/2025	Bill Payment (Check)		CEBT Payments	Acct EVFPD SDK5 - Inv 2025-12	1-21000 Accounts Payable		\$6,866.97	-6,866.97
12/10/2025	Journal Entry	2025-212		BILL 12/10/25 Payables Funding	-Split-	\$34,593.74		27,726.77
12/10/2025	Bill Payment (Check)		Trevor Igel	Inv 2025 Clothing Reimbur	1-21000 Accounts Payable		\$139.77	27,587.00
12/10/2025	Bill Payment (Check)		Megan Platz	Inv b4863474416	1-21000 Accounts Payable		\$400.00	27,187.00
12/10/2025	Bill Payment (Check)		Colorado Div of Fire Prevention & Control	Acct EVFPD - Inv 25-91327-- bill.com Check Number: 80492064	1-21000 Accounts Payable		\$600.00	26,587.00
12/10/2025	Bill Payment (Check)		Superior Trash Company LLC	Acct Estes Valley Fire - Inv 17650	1-21000 Accounts Payable		\$57.50	26,529.50
12/10/2025	Bill Payment (Check)		Town of Estes Park Utilities	Acct EVFPD - Multiple invoices (details on stub)-- bill.com Check Numb	1-21000 Accounts Payable		\$897.25	25,632.25
12/10/2025	Bill Payment (Check)		Town of Estes Park	Inv 7864-- bill.com Check Number: 80489343	1-21000 Accounts Payable		\$2,357.20	23,275.05

Estes Valley Fire Protection District

Monthly Disbursements

December 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	BALANCE
12/10/2025	Bill Payment (Check)		Trailblazer Broadband	Acct 22984 - Inv 10169019-- bill.com Check Number: 80497522	1-21000 Accounts Payable		\$429.85	22,845.20
12/10/2025	Bill Payment (Check)		Frontier Communications Corp	Acct 003-1783091-000 - Multiple invoices (details on stub)-- bill.com	1-21000 Accounts Payable		\$744.81	22,100.39
12/10/2025	Bill Payment (Check)		Bank of Colorado - Landkamer	Acct 418025*****3745 - Inv Oct 2025-- bill.com Check Number: 80489907	1-21000 Accounts Payable		\$3,571.39	18,529.00
12/10/2025	Bill Payment (Check)		Randy Repola	Inv A387251506	1-21000 Accounts Payable		\$262.00	18,267.00
12/10/2025	Bill Payment (Check)		Warren Jones	Inv 25-1	1-21000 Accounts Payable		\$16,725.00	1,542.00
12/10/2025	Bill Payment (Check)		Dr. Teresa A Richards	Acct EVFPD Peer Support - Inv Nov 2025	1-21000 Accounts Payable		\$1,542.00	0.00
12/12/2025	Bill Payment (Check)		Skaggs Companies, Inc.	Inv 100 A e-14775 1	1-21000 Accounts Payable		\$68.00	-68.00
12/12/2025	Bill Payment (Check)		Skaggs Companies, Inc.	Inv 100 A e-14107 1	1-21000 Accounts Payable		\$96.00	-164.00
12/12/2025	Bill Payment (Check)		Skaggs Companies, Inc.	Inv 100 A e-14131 1	1-21000 Accounts Payable		\$179.00	-343.00
12/12/2025	Journal Entry	2025-213		BILL 12/12/25 Payables Funding	-Split-	\$343.00		0.00
12/17/2025	Bill Payment (Check)		CPS HR Consulting	Acct EstesValleyFire - Inv 0018624	1-21000 Accounts Payable		\$2,612.50	-2,612.50
12/17/2025	Journal Entry	2025-214		BILL 12/17/25 Payables Funding	-Split-	\$2,612.50		0.00
12/18/2025	Journal Entry	2025-218		BILL 12/18/25 Payables Funding	-Split-	\$199.92		199.92
12/18/2025	Bill Payment (Check)		Valley Fire Extinguisher Inc.	Acct EVFPD - Multiple invoices	1-21000 Accounts Payable		\$1,700.00	-1,500.08
12/18/2025	Bill Payment (Check)		Enviropest	Multiple invoices	1-21000 Accounts Payable		\$188.00	-1,688.08
12/18/2025	Bill Payment (Check)		NAPA Auto Parts	Inv 414438	1-21000 Accounts Payable		\$199.92	-1,888.00
12/18/2025	Bill Payment (Check)		MASA MTS	Inv 2262485	1-21000 Accounts Payable		\$616.00	-2,504.00
12/18/2025	Journal Entry	2025-216		BILL 12/18/25 Payables Funding	-Split-	\$1,700.00		-804.00
12/18/2025	Journal Entry	2025-215		BILL 12/18/25 Payables Funding	-Split-	\$188.00		-616.00
12/18/2025	Journal Entry	2025-217		BILL 12/18/25 Payables Funding	-Split-	\$616.00		0.00
12/19/2025	Bill Payment (Check)		Marinda Baxter*	Inv 381100	1-21000 Accounts Payable		\$242.66	-242.66
12/19/2025	Bill Payment (Check)		Mountain View Commercial Cleaning	Inv 14488	1-21000 Accounts Payable		\$700.00	-942.66
12/19/2025	Bill Payment		Xavier Matthews	Acct EVFPD - Inv 2025Q3 Cell-- bill.com Check Number: 80548800	1-21000 Accounts Payable		\$120.00	-1,062.66

Estes Valley Fire Protection District

Monthly Disbursements

December 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	BALANCE
12/19/2025	(Check) Bill Payment		Jon Landkamer	Inv 2025Q3 Cell	1-21000 Accounts Payable		\$120.00	-1,182.66
12/19/2025	(Check) Bill Payment		Stacey Sutherland*	Inv 2025Q3 Cell	1-21000 Accounts Payable		\$120.00	-1,302.66
12/19/2025	(Check) Bill Payment		Alicia Paddock	Acct EVFPD - Inv 2025Q3 Cell-- bill.com Check Number: 80541079	1-21000 Accounts Payable		\$120.00	-1,422.66
12/19/2025	(Check) Bill Payment		Next Level Auto Wash	Inv 667-- bill.com Check Number: 80539415	1-21000 Accounts Payable		\$13.86	-1,436.52
12/19/2025	(Check) Bill Payment		Hobert Office Services, Ltd.	Acct EVFPD - Inv 7083	1-21000 Accounts Payable		\$60.00	-1,496.52
12/19/2025	(Check) Bill Payment		Fire Marshal Services	Acct EVFPD - Inv 11-- bill.com Check Number: 80542869	1-21000 Accounts Payable		\$1,679.00	-3,175.52
12/19/2025	(Check) Bill Payment		Katie Stiner	Inv 20100643910	1-21000 Accounts Payable		\$200.00	-3,375.52
12/19/2025	(Check) Bill Payment		Logan Lasley	Inv 2025Q3 Cell-- bill.com Check Number: 80551908	1-21000 Accounts Payable		\$120.00	-3,495.52
12/19/2025	(Check) Bill Payment		TLS Emergency Equipment	Acct Estes Valley Fire - Inv 112625ESTE	1-21000 Accounts Payable		\$133.69	-3,629.21
12/19/2025	(Check) Bill Payment		Bank of Colorado - Landkamer	Acct 418025*****3745 - Inv Nov25-- bill.com Check Number: 80540855	1-21000 Accounts Payable		\$6,938.29	-10,567.50
12/19/2025	Journal Entry	2025-219		BILL 12/19/25 Payables Funding	-Split-	\$10,635.21		67.71
12/19/2025	(Check) Bill Payment		Verizon Wireless	Acct 642385035-00001 - Inv 6130028569	1-21000 Accounts Payable		\$67.71	0.00
12/22/2025	Journal Entry	2025-220		BILL 12/22/25 Payables Funding	-Split-	\$459.98		459.98
12/22/2025	(Check) Bill Payment		Safeway	Inv 663017-102825-0920	1-21000 Accounts Payable		\$109.98	350.00
12/22/2025	(Check) Bill Payment		Streamline	Acct 5458EE7A-0002 - Inv 5458EE7A-0049	1-21000 Accounts Payable		\$350.00	0.00
12/23/2025	(Check) Bill Payment		Waste Management - Estes Park	Acct 33660-24008 - Inv 1428541-0561-6	1-21000 Accounts Payable		\$206.45	-206.45
12/23/2025	(Check) Bill Payment		Skaggs Companies, Inc.	Inv 100 A e-14656 1	1-21000 Accounts Payable		\$115.00	-321.45
12/23/2025	(Check) Bill Payment		VFIS	Inv 172696133-- bill.com Check Number: 80557979	1-21000 Accounts Payable		\$3,031.00	-3,352.45
12/23/2025	Journal Entry	2025-221		BILL 12/23/25 Payables Funding	-Split-	\$3,767.45		415.00
12/23/2025	(Check) Bill Payment		Skaggs Companies, Inc.	Inv 100 A e-14456 2	1-21000 Accounts Payable		\$200.00	215.00
12/23/2025	(Check) Bill Payment		Skaggs Companies, Inc.	Inv 100 A e-14376 1	1-21000 Accounts Payable		\$25.00	190.00
12/23/2025	(Check) Bill Payment		Skaggs Companies, Inc.	Inv 100 A e-14281 3	1-21000 Accounts Payable		\$85.00	105.00

Estes Valley Fire Protection District

Monthly Disbursements

December 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	DEBIT	CREDIT	BALANCE
12/23/2025	Bill Payment (Check)		Skaggs Companies, Inc.	Inv 100 A e-14582 1	1-21000 Accounts Payable		\$105.00	0.00
12/24/2025	Bill Payment (Check)		Skaggs Companies, Inc.	Inv 100 A 315054 1	1-21000 Accounts Payable		\$105.00	-105.00
12/24/2025	Journal Entry	2025-222		BILL 12/24/25 Payables Funding	-Split-	\$105.00		0.00
12/29/2025	Journal Entry	2025-223		BILL 12/29/25 Payables Funding	-Split-	\$98.00		98.00
12/29/2025	Bill Payment (Check)		Interstate All Battery Center	Inv 1906901022392	1-21000 Accounts Payable		\$108.40	-10.40
12/29/2025	Journal Entry	2025-224		BILL 12/29/25 Payables Funding	-Split-	\$108.40		98.00
12/29/2025	Bill Payment (Check)		Skaggs Companies, Inc.	Inv e-14907	1-21000 Accounts Payable		\$68.00	30.00
12/29/2025	Bill Payment (Check)		Skaggs Companies, Inc.	Inv 100 A e-14000 3	1-21000 Accounts Payable		\$30.00	0.00
12/30/2025	Bill Payment (Check)		Elevated Fire Supply	Inv 1363-- bill.com Check Number: 80590472	1-21000 Accounts Payable		\$10,844.37	-10,844.37
12/30/2025	Bill Payment (Check)		Laura Shepard	Inv 2025Q3 Cell	1-21000 Accounts Payable		\$120.00	-10,964.37
12/30/2025	Journal Entry	2025-225		BILL 12/30/25 Payables Funding	-Split-	\$10,964.37		0.00
Total for 1072 Bill.com Money Out Clearing						\$89,548.22	\$89,548.22	
4-11011 Cash - Checking (8495) VF								
12/31/2025	Deposit			Interest	4-42002 Non Tax Levy Revenues:Investment Income - Checking VF		\$1.71	1.71
Total for 4-11011 Cash - Checking (8495) VF						\$1.71		

Estes Valley Fire Protection District



Fiscal Year Begins: Jan-25

Twelve-Month Cash Flow

	Beginning	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Monthly Average	Overview
Cash Summary															
Cash on Hand (beginning of month)	1,523,833	1,523,833	1,358,570	1,300,636	1,510,496	1,669,305	1,740,920	1,855,231	1,973,627	2,045,686	2,084,792	2,109,725	2,166,774	1,778,300	
Cash Available (on hand + receipts, before cash out)	1,523,833	1,631,723	1,505,853	1,760,347	1,859,720	1,901,329	2,041,468	2,214,599	2,220,090	2,317,810	2,325,061	2,340,685	2,234,504	2,029,432	
Cash Position (end of month)	1,523,833	1,358,570	1,300,636	1,510,496	1,669,305	1,740,920	1,855,231	1,973,627	2,045,686	2,084,792	2,109,725	2,166,774	1,930,797	1,812,213	
Cash Receipts															
Tax Levy Revenue		97,060	143,574	432,546	155,667	222,294	292,010	345,199	241,881	262,532	224,205	225,200	11,663	221,153	
Non-Tax Levy Revenue		10,830	3,709	27,165	73,557	9,730	8,538	14,169	4,582	9,592	16,064	5,760	56,067	19,980	
Transfer in		0	0	0	120,000	0	0	0	0	0	0	0	0	10,000	
Total Cash Receipts		107,890	147,283	459,711	349,224	232,024	300,548	359,368	246,463	272,124	240,269	230,960	67,730	251,133	
Cash Paid Out															
Disbursements		273,153	205,217	249,851	190,415	160,409	186,237	240,972	174,404	233,018	215,336	173,911	303,707	217,219	
Transfer out		0	0	0	0	0	0	0	0	0	0	0	0	0	
Repayment of LOC		0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Cash Paid Out		273,153	205,217	249,851	190,415	160,409	186,237	240,972	174,404	233,018	215,336	173,911	303,707	217,219	
		(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)	(Actual)		

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement – January 19, 2026

Agenda Item #8 a

Agenda Title:

Submitted by:

Status of reorganization subcommittee Sandra Smith, President

Background Information:

The reorganization subcommittee has been meeting with key staff. Oral report on status. Specific actions request in Agenda Statements 8 a i.1, 2 and 3

Attachments:

<input type="checkbox"/> Agenda	<input type="checkbox"/> Minutes	<input checked="" type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Contract	<input type="checkbox"/> Map
<input type="checkbox"/> Letter	<input type="checkbox"/> Other	

Board Action Needed:

Discussion

Scott Dorman	Yes	No
Jon Smith	Yes	No
Jeff Robbins	Yes	No
Sandra Smith	Yes	No
Ryan Leahy	Yes	No

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement - January 19, 2026

Agenda Item #8, a, i, 1

Agenda Title:

Discussion/Action re Administrative
Services assessment and creation of
job descriptions

Submitted by:

Warren Jones, Interim Fire Chief

Background Information:

See attached staff report and administrative assessment report

Attachments:

<input type="checkbox"/> Agenda	<input type="checkbox"/> Minutes	<input checked="" type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Contract	<input type="checkbox"/> Map
<input type="checkbox"/> Letter	<input type="checkbox"/> Other	

Board Action Needed:

A motion to approve the request to begin the process of rebuilding our administrative services as requested in the staff report including bringing the board new job descriptions if necessary and pay rates at a future board meeting as soon as possible.

Sandra Smith	Yes	No
Scott Dorman	Yes	No
Ryan Leahy	Yes	No
Jeff Robbins	Yes	No
Jon Smith	Yes	No

Staff Report

To: Estes Valley Fire Protection District Board of Directors

Fr: Warren Jones, Interim Fire Chief

Re: Administrative Audit and Request to Hire Additional Administrative Staff

Date: January 19, 2026

Summary

In mid-October 2025 our Chief of Staff resigned unexpectedly. This caused a major disruption in our administrative and business services. Since then, we have been providing limited administrative services and administrative support to the fire chief, operations, prevention and the board with our single remaining administrative person (Marinda Baxter). The board directed that we do not fill the vacated position until we assessed our administrative operations. The board also directed that, if we replace the lost position, it not be at the Chief of Staff level.

In December 2025 we contracted with Community Resources Services to conduct an administrative audit. They completed on-site interviews in mid-December and submitted their report late last week. This report is attached. I agree with all their findings. They predict that without improvement in our administrative staffing that we will face operational inefficiencies, burnout and further turnover, risk of non-compliance, board governance strain and leadership capacity erosion. Again, I agree, and we are experiencing these impacts now.

The CRS report suggests three staffing scenarios. All recommend three full-time administrative positions with various positions and levels. The cost data CRS used was from our current pay ranges in Policy 180. These do not include the full compensation cost of benefits. For this reason, the total cost of three full-time positions would exceed the amount allocated for the two administrative positions in the 2026 budget. We are currently assessing some administrative duties that have “mission creeped” from our volunteer members and may move some back to our volunteers. We will continue our contracts for financial and human resource services. We also plan to rebuild our public relations, public information, website, social media and public information systems utilizing new auxiliary members.

Action Requested

I request that the board authorize me to rebuild our administrative services consisting of two full-time positions and one or more part-time positions to address special

administrative projects and surges of administrative need. The CRS assessment suggests several possible positions and titles, some of which we already have. In consultation with staff, I will propose the two that I believe provide the best potential to meet our administrative needs. I would directly supervise both positions and neither would have a supervisory role. Any part-time position would be based on specific projects.

If approved, I will bring the job descriptions and pay ranges to the board in February. If these are approved, I will move quickly to fill these positions and implement our new administrative services system.

Estes Valley Fire Protection District Administrative Audit

Prepared by:

- Marcos Pacheco, Director of Client Services, CRS of Colorado
- Ashly Dorey, District Manager, CRS of Colorado

Site Visit: December 15, 2025

Purpose

CRS was engaged to evaluate the current state of the District's administrative functions and staffing structure. Over the past several years, the District has experienced multiple transitions in the Fire Chief position, followed by the rapid vacancy of the Chief of Staff role. As a result, a significant number of administrative responsibilities were reassigned to the Administrative Assistant II position without the benefit of formal training or a structured transition. The District is currently supported by a single administrative employee who, while performing effectively under challenging circumstances, is operating in an unsustainable and overwhelming environment. This strain has also impacted other departments that rely on administrative support to complete essential functions.

CRS was asked to assess administrative roles with the understanding that the Chief of Staff position will not be reinstated, and to evaluate existing workflows and processes to identify gaps between prior, current, and best operational practices. The objective of this audit is to determine whether the District requires one or more administrative staff positions and at what skill level, to ensure regulatory compliance, operational continuity, and an equitable distribution of workload.

Explicit exclusions (important for liability control):

- Not a performance discipline review
- Not a financial audit
- Not a labor investigation

Risks If Gaps Are Not Addressed

- Operational Inefficiencies
- Burnout and Further Turnover
- Risk of Non-Compliance
- Board Governance Strain
- Leadership Capacity Erosion

Methodology

- I. Interviews conducted:
 - a. Interim Fire Chief, Warren Jones
 - b. Interim Division Chief of Operations and Training, Chris Thomas
 - c. Division Chief of Support Services, Jon Landkamer
 - d. Administrative Assistant, Marinda Baxter
 - e. Board President, Sandi Smith
- II. Observations and document review of the following:
 - a. Administrative Assistant Job Description
 - b. Previous Chief of Staff Job Description
 - c. Contract with HR Services Contractor
- III. Comparative framework:
 - a. Industry norms for similarly sized Colorado fire protection districts
 - b. Separation of governance vs. operations

Essential Administrative Functions

“What administrative functions should we have?”

High-level functional categories needed for effective operations:

- Executive & Board Support
- Finance & Accounting Coordination
- Human Resources Liaison
- Operations & Training Administrative Support
- Prevention & Community Risk Reduction Support
- Grants (pre-award & post-award)
- IT / Systems / Data Management

- Communications / PIO
- Records Management & Compliance

Current State: What Exists Today

“What do we have?”

- Lack of Executive & Board Support
 - Absence of Recording Secretary
 - Absence of PIO
- Outsourced Accounting Services
- Outsourced HR Services
- In-House Payroll Process
- Lack of Administrative Support for Operations
- Lack of Administrative Support for Support Services & Prevention
- Role ambiguity and lack of reporting clarity.
- Administrative workload exceeding classification.
- Bottlenecks Caused by:
 - Hiring Freeze
 - Undefined Consultant Boundaries
 - Centralized Authority (credit cards, budgets, access)
- Perceived Governance vs. Management Overlap

Recommended Administrative Structure

Notes:

- Reporting Structure: All administrative positions ultimately report to the Fire Chief.
- The position of Chief of Staff will be eliminated.
- A new organizational chart will be created to outline the proper chain of command.

We endorse the decision to outsource HR and accounting functions, as this alignment allows the organization to leverage specialized expertise while reducing internal overhead. Regarding payroll, we believe maintaining this function in-house remains appropriate, provided there is sufficient administrative support. To mitigate operational risk, it is critical to implement a robust cross-training program; this ensures continuity of service and safeguards against disruptions during planned leaves or unexpected staff transitions.

3 Scenarios to Consider

Scenario 1 – CRS’ Recommendation

- **Three Positions**

- **Executive Assistant to the Fire Chief**

This position would report directly to the Fire Chief and would not have supervisory responsibilities. The role would complete and manage Public Information Officer (PIO) duties, serve as recording secretary and liaison to the Board, and provide support with budget ownership, compliance, and related administrative functions (i.e. elections).

- **Administrative Specialist I-II**

This position would serve as the full-time administrative lead and primary point of contact for the District, overseeing day-to-day operations. The Administrative Specialist reports directly to the Fire Chief. This position performs a wide variety of office duties including payroll, scheduling and coordination of District events, and acting custodian of records. The Administrative Specialist is the liaison for all accounts payable, and third-party services providers. This role would have direct supervisory responsibility over an Administrative Assistant I–II position.

- **Administrative Assistant I–II**

This position would provide administrative support directly to the Administrative Specialist. Direction would flow from the Fire Chief through the Administrative Specialist, with the intent of supporting any division requiring assistance to maintain compliance and workflow.

Scenario 1	Proposed Salary	Potential Savings vs. 2026 Budget
Executive Assistant to the Fire Chief (Exempt)	\$ 93,499.00	
Administrative Specialist I-II (Exempt)	\$ 93,499.00	
Administrative Assistant I-II (Non-Exempt)	\$ 51,917.00	
Total Annual Salary	\$ 238,915.00	\$ (25,682.00)

Scenario 2

- **Three Positions**

- **Administrative Manager**

This position would serve as the full-time administrative lead and primary point of contact for the District, overseeing day-to-day operations. The Administrative Manager would work closely with the Fire Chief to ensure all compliance requirements are completed accurately and on time. This role would have direct supervisory responsibility over an Administrative Specialist I–II position and Floating Administrative Assistant. The Administrative Manager is responsible for payroll, serves as acting custodian of records and election coordinator.

- **Administrative Specialist I-II**

The Administrative Specialist reports to the Administrative Manager. This position performs a wide variety of office duties including scheduling and coordination of District events, serves as recording secretary and liaison to the Board of Directors and is the liaison for all accounts payable, and third-party services providers. This role would have direct supervisory responsibility over an Administrative Assistant I–II position.

- **Floating Administrative Assistant**

This position would provide flexible administrative support across divisions to address existing gaps. Direction would flow from the Fire Chief through the Administrative Manager and the Administrative Specialist, with the intent of supporting any division requiring assistance to maintain compliance and workflow.

Scenario 2	Proposed Salary	Potential Savings vs. 2026 Budget
Administrative Manager (Exempt)	\$ 105,174.00	
Administrative Specialist (Exempt)	\$ 93,499.00	
Floating Administrative Assistant (Non-Exempt)	\$ 51,917.00	
Total Annual Salary	\$ 250,590.00	\$ (14,007.00)

Scenario 3

- **Three Positions**

- **Administrative Manager**

This position would serve as the full-time administrative lead and primary point of contact for the District, overseeing day-to-day operations. The Administrative Manager would work closely with the Fire Chief to ensure all compliance requirements are completed accurately and on time. This role would have direct supervisory responsibility over an Administrative Specialist I–II position. The Administrative Manager is responsible for payroll, serves as acting custodian of records and election coordinator.

- **Administrative Specialist I-II**

The Administrative Specialist reports to the Administrative Manager. This position performs a wide variety of office duties including scheduling and coordination of District events, serves as recording secretary and liaison to the Board of Directors and is the liaison for all accounts payable, and third-party services providers.

- **Support Services Administrator**

This position would provide administrative support in the Support Services and Prevention Division to address existing gaps. Direction would come from the Support Services Division Chief. This administrator is responsible for data entry and grant compliance along with other duties assigned by the Division Chief.

Scenario 3	Proposed Salary
Administrative Manager (Exempt)	\$ 105,174.00
Administrative Specialist (Exempt)	\$ 93,499.00
Floating Administrative Assistant (Non-Exempt)	\$ 53,993.00

Potential Savings
vs. 2026 Budget

Total Annual Salary	\$ 252,666.00
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\$ (11,931.00)

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement - January 19, 2026

Agenda Item #8, a, i, 2, a

Agenda Title:

Discussion/Action re Division Chief
of Operations Job Description

Submitted by:

Warren Jones, Interim Fire Chief

Background Information:

See attached staff report and job description.

Attachments:

<input type="checkbox"/> Agenda	<input type="checkbox"/> Minutes	<input checked="" type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Contract	<input type="checkbox"/> Map
<input type="checkbox"/> Letter	<input type="checkbox"/> Other	

Board Action Needed:

A motion to approve the job description for Operations and Training Chief and start the recruitment and selection process.

Sandra Smith	Yes	No
Scott Dorman	Yes	No
Ryan Leahy	Yes	No
Jeff Robbins	Yes	No
Jon Smith	Yes	No

Staff Report

To: Estes Valley Fire Protection District Board of Directors

Fr: Warren Jones, Interim Fire Chief

Re: Operations and Training Chief Promotion

Date: January 19, 2026

Summary

On December 22, 2025, I asked the Board to consider allowing me to fill the Interim Operations and Training Chief position with a permanent appointment. The reason for this is that if my contract is extended through the end of 2026 the effective use of the Operations and Training Chief interim appointment, and the subsequent subordinate appointment of a training captain will be compromised. At the December 22 meeting board members were supportive of this approach. However, before taking a formal action, the Board asked that it be coordinated with the larger reorganization project. As presented in the previous agenda item, the operations and training portion of this reorganization is complete. For this reason, I ask that the Board allow me to proceed with a recruitment and selection process for a permanent appointment of an Operations and Training Chief.

As we discussed in December it is my intent to make this an internal promotion, rather than an external and internal recruitment. My professional judgement, combined with my observation of our organization, its members, our compensation potential and the larger Estes Valley environment led me to believe that an external hire will be no more successful in meeting the needs of our organization than an internal one. While it is true that external applicants may have greater experience and a longer list of certifications, training and education, I do not believe it will offset the appreciation for our traditional volunteer system and other factors unique to our situation.

Actions Requested

In order to move forward, I ask the Board to take two actions.

1. Approve a new Operations and Training Chief job description. This is attached. It has been approved by the reorganization subcommittee. It includes the transfer of functional duties from the reorganization. It reflects a reduction of desired certification at Instructor III to Instructor II. It also changes what in the previous job description were minimum requirements to desired experience, education, training and certifications. This allows for the position to be open to a larger number of

potential candidates based on the totality of their qualifications here at EVFPD and in other careers and life experiences.

2. Waive the requirement of external and internal recruitment in Policy 202 (attached) to allow for internal promotion.

Selection process

If the Board takes the above actions, we'll move quickly to conduct internal recruitment and selection. It is my hope to have a permanent appointment made by mid-March. My proposed selection process includes three steps as shown below.

Step 1: Resume review to determine an applicant's strength of the totality of their experience, training, education and certifications to perform the essential job functions. Applicants with the strongest combination of desired qualifications will be invited to participate in Step 2.

Step 2: Applicants invited to participate in Step 2 will be interviewed by multiple interview panels consisting of administration, leadership and operations. This is the same interview process used by the Eses Park Police Department in a recent selection process for a Police Commander.

Step 3: Applicants completing Step 2 will be invited to an interview with the fire chief.

Final appointment and professional development plan

I will appoint the applicant with the strongest performance in Steps 2 and 3. If the successful applicant has a weakness in one of more desired qualifications they will be required to agree to a professional development plan to remedy the weakness in an agreed upon time frame.

JOB DESCRIPTION

DIVISION CHIEF OF OPERATIONS AND TRAINING

GENERAL STATEMENT OF DUTIES:

Performs a variety of administrative, technical, supervisory, and managerial work related to managing all aspects of the Operations and Training Division. Ensures adherence to safe practices on the fire ground and other emergency incidents. Ensures division staffing is adequate to accomplish operational objectives. Perform firefighting, EMS life support procedures, and other emergency responses in accordance with all state protocols, district employee policies and district standard operating procedures/guidelines. Ensures a high level of support of the volunteer response system and volunteer members. Ensures that all operation personnel are adequately trained. Responsible for all training records and certificates for all district training. Maintains all operations equipment and vehicles. Responds to and may assume command or operate in a subordinate tactical assignment. The Division Chief shall remain a member in good standing according to department policies and shall conduct themselves in a way to set an example of what is desired as a member of the Estes Valley Fire Protection District.

SUPERVISION RECEIVED:

- This position works under the general guidance and direction of the Fire Chief.

SUPERVISION EXERCISED:

- This position exercises supervision of all subordinate officers and firefighters via the chain of command in the Operations and Training Division. The Division Chief shall conduct and/or oversee formal and informal job performance appraisals for all firefighters and fire officers as directed by their supervisor and provide documentation and feedback to the subordinate and communicate such to the chief(s). The Division Chief will handle grievances, disciplinary issues, and conduct of assigned personnel through the chain of command.

FLSA:

- This is an exempt employee position

WORK SCHEDULE:

- A typical administrative week is 08:00 to 17:00, Monday to Friday, with Department Training on Tuesday nights from 18:00 to 21:00. Time will be flexed to accommodate those required working hours.
- This position will perform the assignment of the on-call duty officer as a shared rotation with other qualified staff or members in accordance with district policies.
- During Fire Academy (Aug – Dec), Thursday nights and Saturday days will be required. Time will be flexed to accommodate those required working hours.
- This position has been deemed essential during man-made and natural emergencies.

COMPENSATION:

- The salary range for this position is \$130,203 to \$146,545 in accordance with Policy 180

RESIDENCY:

- Must live within primary response area of the Estes Valley Fire Protection District

DESIRED EXPERIENCE, EDUCATION AND CERTIFICATIONS:

- 10 years of progressive fire service experience
- 5 years of supervisory experience
- NIMS 100/200/300/400/700/800
- CPR/AED
- Colorado DFPC Instructor II or equivalent
- Colorado DFPC Officer II or equivalent
- Valid Colorado Driver's license
- Associates degree in Fire Science
- NWCG FF Type 2 Red Card
- Safety Officer
- Swiftwater I, II, Trainer
- Ice Rescue, Trainer
- EMT

JOB SKILLS AND CERTIFICATIONS TO BE OBTAINED WITHIN THREE MONTHS OF APPOINTMENT:

- EVFPD released engineer on all apparatus
- Familiarization with the district and special concerns or hazards within the district

ESSENTIAL FUNCTIONS OF THE JOB:

The following are essential functions for the job. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Emergency Response

- Sharing the responsibility with other members, serves as on call duty officer in accordance with district policies.
- Ensure that operational equipment is appropriate for the EVFPD's operational needs
- Ensure all operational equipment is maintained.
- Ensure all vehicles and apparatus are maintained.
- Creates, maintains and enforces operational and training SOGs & SOPs
- Works with Dispatch on operational needs

- Works with emergency response partners in accordance with interagency and mutual-aid agreements.
- Supervises all division personnel including discipline, coaching, and professional development.
- Serves as district Safety Officer.
- Serves in operational, planning, logistics, and administrative roles during large-scale emergency incidents.
- Manages operations and training grants.
- Ensure that incident reports are completed and reviewed.

Volunteer Recruitment, Retention and Support

- Ensures that division staffing is adequate to meet emergency response objectives.
- Manages volunteer recruitment and retention programs.
- Ensure onboarding and off boarding of volunteer members.
- Ensure all volunteer and operations members are provided with personal protective and related equipment.
- Tracks volunteer training, response and related data.
- Provides time or service, incident response attendance, and training hours of volunteer members for calculation of volunteer benefits.
- Manages volunteer benefit and incentives programs.

Training

- Manages training grounds including classroom, burn building, and various props.
- Ensure the delivery of weekly department training.
- Ensure the delivery of an annual Firefighter I academy.
- Ensure the delivery of advanced and officer training.
- Assists members to accomplish JPR's to maintain certifications
- Ensure adherence to safe practices on the training ground and during emergency operations
- Confirms that all district members meet and maintain minimum training standards for their positions and level of certifications
- Monitors all firefighter certifications and renewal dates with the Colorado DFPC
- Maintains training records for all district members.

Equipment and vehicle maintenance

- Ensure that all operations and training equipment is maintained in accordance with district policies.
- Ensure that all district vehicles and apparatus are maintained in accordance with district polies.

Administrative

- Excellent communication skills
- Able to utilize basic office tools, i.e. computers, copier, fax, etc.
- Write incident reports and narratives
- Research, write, and present special reports.
- Use of industry specific software

- Positively represent the department to the public
- Ensures the documentation of training records and submittal to appropriate state and federal agencies
- Prepares and manages the division budgets
- Manages emergency response reporting system.

General

- Perform the duties and responsibilities of the Fire Chief in their absence
- Knowledge of and ability to work under the National Incident Command System (NIMS)
- Ability to assume high levels of responsibility within the department
- Performs all other duties as assigned

COMPETENCIES:

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity and Inclusion.
8. Technical Capacity.

WORK ENVIRONMENT:

While performing the duties of this job, this employee regularly works within an office environment whose duties are primarily performed behind a desk. This position frequently operates a computer, reads and writes, and interacts with others in person, over the phone, and via other devices. They move about within the facility in which their office is located to access file cabinets, documents, office machinery, and other equipment. They also travel within the facility in which their office is located and to locations outside of the facility, to attend meetings, training, events, and other business activities.

While performing the duties of this job, the employee also regularly works in outside weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergencies and stressful situations. The employee is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens and other infectious materials in the course of duties.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, climb, balance, stoop, kneel, crouch, crawl, smell, push, and pull, use hands and fingers to feel, handle, or operate objects, tools or controls, and reach with hands and arms. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 150 pounds.

DRAFT

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement - January 19, 2026

Agenda Item #8, a, i, 2, b

Agenda Title:

Discussion/Action re waiving policy requirements concerning recruitment (Policy 202)

Submitted by:

Warren Jones, Interim Fire Chief

Background Information:

See attached staff report from 8, a, i, 2, a, and Policy 202.

Attachments:

<input type="checkbox"/> Agenda	<input type="checkbox"/> Minutes	<input checked="" type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Contract	<input type="checkbox"/> Map
<input type="checkbox"/> Letter	<input type="checkbox"/> Other	

Board Action Needed:

A motion to approve waiver to Policy 202 to allow internal promotion for Division Chief of Operations and Training.

Sandra Smith	Yes	No
Scott Dorman	Yes	No
Ryan Leahy	Yes	No
Jeff Robbins	Yes	No
Jon Smith	Yes	No



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

STANDARD OPERATING POLICY	
Subject: Employment Recruitment, Selection, and Responsibilities	Number: 202
Category: Administrative	Effective Date: 07/22/2020
Subcategory:	Latest Revision Date:
Approved By: Board of Directors	Latest Reviewed Date:

Purpose of this Policy

To ensure the District follows all applicable local, state, and federal guidelines for hiring and operates a professional and ethical organization.

Policy

Equal Employment Opportunity

The Estes Valley Fire Protection District is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, sexual preference, military status or disabilities.

Recruitment, Selection, and Responsibilities

Candidates for job vacancies will be recruited both internally and externally. Consideration shall be given for promotion from within the Estes Valley Fire Protection District ranks, but not to the exclusion of qualified outside applicants. Meaningful, equitable, and realistic job requirements shall be established for recruiting, with provision for appropriate testing procedures.

Scope of Policies – Duty to Obey Orders

These policies are published for the general guidance of all employees of the District and are not intended to cover every specific act or duty. In addition to these policies, it is the duty of each employee to comply with the written and oral lawful orders and instructions of his or her superiors. Compliance with these policies, and the orders and instructions of superior officers, is essential for proper conduct and discipline.

Employee's Responsibility to Know and Understand all Policies

All employees and volunteers of the District are responsible for knowing, understanding, and complying with these policies and shall comply therewith. All employees are required to sign a *Receipt and Acknowledgement Form*. If an employee has any questions or concerns about any rule, regulation, or policy of the District, the employee/volunteer should ask his or her superior officer for

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ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

clarification before taking any action that could be deemed a violation of the rule, regulation, or policy in question.

Employee's/Volunteer's Responsibility to Use Good Judgment

An effort has been made to have these policies cover, (either in a specific or general way) as many of the responsibilities, obligations, duties, and general conduct of the District employees/volunteers as possible. Wherever a rule or regulation applies, it shall be followed. However, there will be times when there is not a rule, regulation, policy, or procedure which directly covers a situation encountered by an employee/volunteer. When there is no rule, regulation, policy, or procedure to guide the employee's/volunteer's conduct, the employee/volunteer should inquire of his or her superior officer regarding how to proceed, if time permits. If time does not permit asking his or her superior officer, the employee/volunteer shall use good judgment (i.e. "do what is right and do it the right way"). To fulfill the goals and purposes of the District as set forth above, and to assure performance of the employee's/volunteer's responsibilities, each employee/volunteer must comply with the provisions of these policies and demonstrate good judgment at all times.

Background/Driving checks

All employees (and volunteers) are required to pass a criminal background check and driving history check prior to job appointment. The cost of such checks will be paid by the District.

Re-employment

For any employee who leaves the District in good standing and returns within three months from the date of termination, the Estes Valley Fire Protection District will restore all longevity credit as it pertains to benefit accrual. This section does not guarantee re-employment.

Employment of Relatives / Anti-Nepotism

For purposes of this policy, a close relative is anyone of equal or greater relationship than a first cousin, which includes anyone descended from the employee's grandparents. In addition, a close relative includes an employee's spouse, civil union, or domestic partner and anyone descended from that spouse's or partner's grandparents.

Anti-Nepotism

The District ordinarily will not employ close relatives or intimate acquaintances under circumstances where:



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

1. One would directly or indirectly exercise supervisory, appointment, or dismissal authority over the other;
2. One would directly or indirectly have authority over disciplinary action as to the other
3. One would audit, verify, receive, or be entrusted with money received or handled by the other in the course of employment;
4. One would have access to the employer's confidential information, including payroll and personnel records; or
5. One would be employed during a time a close relative was a current member of the Board of the District.

When employees of the District become related and their working relationship is prohibited by this policy, one employee will be required to transfer to another position, provided a position is available, or to resign. If neither affected employee voluntarily transfers or resigns, the District shall terminate or transfer one of the employees, at its discretion.

Supervision of Family Member

The District will not refuse to hire an employee's immediate family member solely because of the family relationship. However, to the extent practicable, the District will make every effort to minimize or eliminate situations where an employee will be placed in a direct supervisory and/or disciplinary role with respect to the employee's immediate family member. If an employee's immediate family member enrolls in a District program over which the employee shall have direct supervision and/or disciplinary responsibilities, the employee shall immediately notify the District Manager Fire Chief. The District reserves the right to re-assign the employee to another equivalent position or take other appropriate action in order to remedy the situation. To the extent the District may not practically remedy the situation, the employee shall be expected to perform the function of his or her job in a professional manner, treating the immediate family member in the same manner as all other program participants, and conducting him or herself in accordance with all of the expectations for proper conduct contained in this Manual.

References

- None

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement - January 19, 2026

Agenda Item #8, a, i, 3

Agenda Title:

Submitted by:

Discussion/Action re beginning process of adding fire prevention officer
Sandra Smith, President

Background Information:

Oral report

Attachments:

<input type="checkbox"/> Agenda	<input type="checkbox"/> Minutes	<input checked="" type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Contract	<input type="checkbox"/> Map
<input type="checkbox"/> Letter	<input type="checkbox"/> Other	

Board Action Needed:

Discussion, input and possible action by board.

Sandra Smith	Yes	No
Scott Dorman	Yes	No
Ryan Leahy	Yes	No
Jeff Robbins	Yes	No
Jon Smith	Yes	No

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement - January 19, 2026

Agenda Item #8, b

Agenda Title:

Submitted by:

Discussion/Action re discussion and adoption of revised Board Bylaws

Sandra Smith, President

Background Information:

See attached proposed revised Board Bylaws from legal counsel. Current Bylaws also attached.

Attachments:

Agenda

Minutes

Report

Resolution

Contract

Map

Letter

Other

Board Action Needed:

Motion to approve attached revised Board Bylaws and discontinue Board Policy Manual.

Sandra Smith Yes No

Scott Dorman Yes No

Ryan Leahy Yes No

Jeff Robbins Yes No

Jon Smith Yes No

**ESTES VALLEY FIRE PROTECTION DISTRICT
DISTRICT BYLAWS**

SECTION 1. AUTHORITY. The Estes Valley Fire Protection District (“District”) is a governmental subdivision of the State of Colorado and a body corporate with those powers of a public or quasi municipal corporation which are specifically authorized by, and in compliance with, Section 32-1-101 *et seq.*, C.R.S. The District was created on November 17, 2009, by court order and is located in the County of Larimer.

SECTION 2. PURPOSE. It is hereby declared that the Bylaws hereinafter set forth will serve a public purpose.

SECTION 3. POLICIES OF THE BOARD. It shall be the policy of the Board of Directors of the District (“Board” or individually, “Director”), consistent with the availability of revenues, personnel and equipment, to use its best efforts to provide the quality services as authorized under the District Service Plan or by law.

SECTION 4. BOARD OF DIRECTORS. All powers, privileges and duties vested in, or imposed upon, the District by law shall be exercised and performed by and through the Board, whether set forth specifically or impliedly in these Bylaws. The Board may delegate to officers, employees, and agents of the District any or all administrative and ministerial powers. The Board may not represent any factional segment of the District but rather represent and act for the District as a whole. The Board shall comply with and be guided by applicable state and federal laws and regulations, including the Colorado Special District Act.

Without restricting the general powers conferred by these Bylaws, it is hereby expressly declared that the Board shall have the following powers and duties:

- a. To confer upon any appointed officer, employee or agent of the District the power to choose, remove or suspend employees or agents upon such terms and conditions as may seem fair and just and in the best interests of the District.
- b. To determine and designate, except as otherwise provided by law or these Bylaws, who shall be authorized to make purchases, negotiate leases for office space or District operations, and sign receipts, endorsements, checks, releases and other documents. The Board may, on a limited basis and by resolution, give the Fire Chief or other appointed signatory the power to sign contracts and other official documents on behalf of the District consistent with District policies.

- c. To create standing or special committees and to delegate such power and authority thereto as the Board deems necessary and proper for the performance of such committee's functions and obligations. Committee recommendations shall be advisory to the Board and not commit the District to any policy, act, or expenditure.
- d. To prepare or cause to be prepared financial reports covering each year's fiscal activities; and such reports shall be available for inspection by the public, as required by law.
- e. To abide by the Mission Statement of the District and the Board, as set forth in Exhibit A, attached hereto and incorporated herein.
- f. To abide by the District's Board of Directors Conduct policy, as set forth in Exhibit B, attached hereto and incorporated herein.

SECTION 5. OFFICE.

- a. **Business Office.** The principal business office of the District shall be at 901 North St. Vrain Avenue, Estes Park, Colorado 80517, unless otherwise designated by the Board.
- b. **Establishing Other Offices and Relocation.** The Board, by resolution, may from time to time, designate, locate and relocate its executive and business office and such other offices as, in its judgment, are necessary to conduct the business of the District.

SECTION 6. MEETINGS.

- a. **Regular Meetings.** Regular meetings of the Board shall be conducted on the fourth Monday of each month at 4:30 p.m. and held at the business office, unless otherwise noticed and posted. When necessary, the Board, in its discretion, by motion may change the time and date of regular Board meetings.
- b. **Special Meetings.** Special meetings of the Board may be called by the President, the Vice President, or any two (2) Directors.
- c. **Meetings Public.** All meetings of the Board, other than executive sessions and social gatherings, shall be open to the public. Meetings include any and all sessions of the Board, at which a quorum of the Board or three (3) or more Directors are in attendance for discussion of District business, either in person, telephonically, or electronically.

- d. **Board Notice.** Section 6.a. shall constitute formal notice of regular meetings to the Directors, and no other notice shall be required to be given to the Board. Notice of special meetings shall be provided to Directors by email, telephone, or United States Postal Service (“USPS”) not less than twenty-four (24) hours in advance. Notice delivered by USPS shall be deemed delivered at 5:00 p.m. on the third (3rd) day following the day on which it was deposited. Attendance by a Director at a regular or special meeting shall be deemed a waiver by the Director of the notice requirements of this Subsection d.

- e. **Public Notice.** Except in the event of an emergency meeting as set forth in Section 6.h. herein, public notice and an agenda for all meetings shall be posted not less than twenty-four (24) hours in advance as set forth in the Colorado Open Meetings Law, Section 24-6-402 *et seq.*, C.R.S., as amended (“OML”). The District’s webpage is designated for the posting of such notice pursuant to Section 24-6-402(2)(c), C.R.S.

- f. **Executive Sessions.** All official business of the Board shall be conducted at regular or special meetings. Executive sessions may be called at regular or special meetings, and conducted according to the following guidelines:
 - 1. **Calling the Executive Session.** The topic for discussion in the executive session shall be announced in a motion, and the specific statute that authorizes the executive session shall be cited. The matter to be discussed shall be described in as much detail as possible without compromising the purpose of being in executive session. An affirmative vote of two-thirds (2/3) of the quorum in attendance shall be required to enter executive session. Executive session may be entered only for the purpose of considering the topics of discussion permitted by law, as set forth in the OML. The following list of permitted executive session topics shall be interpreted in a manner consistent with the OML and any amendments to the OML’s designation of permitted executive session topics shall be automatically deemed incorporated into these Bylaws:
 - i. The purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest, except that no executive session shall be held for the purpose of concealing the fact that a member of the local public body has a personal interest in such purchase, acquisition, lease, transfer, or sale;

- ii. Conferences with legal counsel for the purpose of receiving legal advice on specific legal questions;
- iii. Matters required to be kept confidential by federal or state law;
- iv. Specialized details of security arrangements or investigations;
- v. Determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators;
- vi. Personnel matters except:
 - a) If the employee who is the subject of the session has requested an open meeting, or if the personnel matter involves more than one employee, all the employees have requested an open meeting;
 - b) Any discussions concerning the appointment of a person to fill a District office or of an elected official; or
 - c) Any discussions of personnel policies that does not involve the discussion of matters personal to specific employees; or
- vii. Consideration of documents protected by mandatory nondisclosure provisions of the Colorado Open Records Act.

2. Conducting the Executive Session. No adoption of any proposed policy, position, resolution, rule, regulation, or formal action shall take place in an executive session. The discussion in executive session shall be limited to the reasons for which the executive session was called. An electronic record (such as an audio tape) of the actual contents of the discussion in the executive session shall be kept. Notwithstanding the foregoing, no electronic or other record is necessary to be kept for any portions of the discussion which the District's attorney reasonably believes constitute attorney-client privileged communication. The attorney shall state on the electronic record when any portion of the executive session is not recorded that such discussion constitutes an attorney-client privileged communication or sign a statement to the same effect.

3. Records of Executive Sessions. The electronic record of any executive session shall be retained by the District for ninety (90) days from the date of the executive session and then destroyed. Electronic recordings of the executive session, or transcripts or other reproduction of the same, shall not be released to the general public for review under any circumstances, except as required by law.
- g. Adjournment and Continuance of Meetings. A majority vote by the Board may adjourn a Board meeting or continue an agenda item to a future Board meeting. When a regular or special meeting is for any reason continued to another time and place, notice need not be given of the continued meeting if the time and place of such meeting are announced at the meeting at which the continuance is taken. At the continued meeting, any business may be transacted which could have been transacted at the original meeting.
- h. Emergency Meetings. Notwithstanding any other provisions in this Section 6, emergency meetings may be called, without notice if notice is not practicable, by the President, Vice President, or any two (2) Directors in the event of a declared emergency that requires the immediate action of the Board in order to protect the public health, safety, welfare, or property of the residents and visitors of the District. If possible, notice of such emergency meeting may be given to the Board by telephone or whatever other means are reasonable to meet the circumstances of the emergency. At such emergency meeting, any action within the power of the Board that is necessary for the immediate protection of the public health, safety, welfare, or property of the residents and visitors of the District may be taken; provided, however, that any action taken at an emergency meeting shall be effective only until the first to occur of (a) the next regular meeting, or (b) the next special meeting of the Board at which the emergency issue is on the public notice of the meeting. At such subsequent meeting, the Board may ratify any emergency action taken. If any emergency action taken is not ratified, then it shall be deemed rescinded as of the date of such subsequent meeting, although the validity and effectiveness of the emergency action during its effective time shall not be invalidated. A declared emergency for purposes of this Subsection h is an emergency within the District that has been declared by county or municipal government, the State of Colorado, the United States government, of any department or agency thereof, or the President, Vice President, or any two (2) Directors of the Board.
- i. Email Meetings. Section 24-6-402, C.R.S., requires that certain e-mail correspondence between three (3) Directors (or, when two (2) Directors

constitute a quorum, two (2) Directors), if said email correspondence discusses pending resolutions or other District business, be considered a public meeting subject to the requirements of the Colorado Open Meetings Law.

- j. **Telephonic Attendance at Meetings.** Section 24-6-402(1)(b), C.R.S., defines a meeting as “Any kind of gathering, convened to discuss public business, in person, by telephone, electronically, or by other means of communication.” Directors may attend meetings by telephone or other electronic means so long as he or she is able to reasonably hear the comments from the audience and any comments and discussion among other Directors and staff and is able to participate in the discussion.

SECTION 7. CONDUCT OF BUSINESS.

- a. **Meeting Room Preparation.** The Board President and Fire Chief shall ensure that appropriate information is available for the public during meetings and that physical facilities for meetings not held virtually are functional and appropriate.
- b. **Quorum.** All official business of the Board shall be transacted at a regular or special meeting at which a quorum (majority) of the Directors shall be in attendance in person, telephonically, or electronically, except as provided in Section 6.h. above and Section 7.b. below.
- c. **Vote Requirements.** Any action of the Board shall require the affirmative vote of a majority of the Directors in attendance and voting at a meeting properly called and at which a quorum is in attendance, except that to convene an executive session of the Board, a two-thirds (2/3) affirmative vote is required. Board actions shall be taken through adoption of a resolution or by motion of the Board. Directors shall not abstain from voting unless there is a potential conflict of interest.
- d. **Electronic Signatures.** In the event the signature(s) of one (1) or more Directors or appointed signatories are required to execute a written document, contract, note, bond, deed, and/or other official papers of the District, and the appropriate individual(s) is unable to be physically present to sign said documentation, such individual or individuals are authorized to execute the documentation electronically via facsimile or e-mail signature, unless said documentation provides otherwise. Any electronic signature so affixed to a document shall carry the full legal force and effect of any original, handwritten signature. Except as approved herein, this provision of these Bylaws shall not be interpreted as establishing the District’s consent or authorization to bind the District to any transaction by the use of

electronic records or electronic means. This provision is made pursuant to Article 71.3 of Title 24, C.R.S., also known as the Uniform Electronic Transactions Act.

- e. **Dual Signatures.** If dual signatures of Directors are required on any instrument, then two (2) different Directors of the Board shall sign such instrument.

- f. **Order of Business.** The business of all regular meetings of the Board shall be transacted, as far as practicable, in the following order, and the agenda for such meetings shall describe in as much detail as is possible the topics planned for discussion within each category. Directors shall prepare themselves to discuss agenda items, and information should be obtained through the Board President and/or Fire Chief. All Directors will receive the information being distributed before each meeting.
 - 1. Call to Order;
 - 2. Pledge of Allegiance;
 - 3. Roll call of Directors;
 - 4. Conflict of interest disclosures;
 - 5. Approval of or changes to Agenda;
 - 6. Public comments (for matters not otherwise on the agenda/3-minute time limit/no disrupting, pursuant to Section 18-9-108, C.R.S.);
 - 7. Approval (or approval, as modified) of the minutes of the previous meeting;
 - 8. Financial Matters
 - 9. Public hearings (Items of Business);
 - 10. Reports:
 - i. Department Reports
 - a) Division Chiefs
 - b) Volunteer Captain
 - c) Chief

- ii. President
 - iii. Treasurer
 - iv. Sub-committees
 - v. Consultants
 - 11. Unfinished business;
 - 12. New business and special orders;
 - 13. Executive session, if needed;
 - 14. Announcements; and
 - 15. Adjournment.
- g. **Motion to Close Debate.** During discussion, a Director may submit a “motion to close debate” and if seconded and passed, the President shall move to a vote.
- h. **Public Conduct at Meetings.** Comments by members of the public shall be made only during the “Public Comment” portion of the meeting and shall be limited to three (3) minutes per individual and five (5) minutes per group spokesperson unless additional opportunity is given at the Board’s discretion. Each member of the public wishing to speak may be asked to fill out a form indicating name, address, and agenda item to be addressed. Disorderly conduct, harassment, or obstruction of or interference with meetings by physical action, verbal utterance, nuisance or any other means are hereby prohibited and constitute a violation of District rules. Such conduct may result in removal of person(s) responsible for such behavior from the meeting and/or criminal charges filed against such person(s). To the extent such occurrences arise and the person(s) responsible refuses to leave the premises, law enforcement authorities may be summoned. Prosecution will be pursued under all applicable laws including, without limitation, Sections 18-9-108, C.R.S. (disrupting lawful assembly), 18-9-110, C.R.S. (public buildings - trespass, interference), and/or 18-9-117, C.R.S. (unlawful conduct on public property). Law enforcement may be requested to attend meetings at any time in which the Board believes their presence will be an asset to the keeping of peace and the conducting of public business. 9-1-1 will be called at any time that the Board or staff feels threatened or endangered during a public meeting.

- i. **Minutes.** Within a reasonable time after passage, all votes, resolutions, motions and minutes of Board meetings shall be recorded in a visual text format that may be transmitted electronically and kept for that purpose and shall be attested by the Recording Secretary. Such records shall be the official record of Board meetings. Minutes shall include, without limitation, a summary of the discussions and actions taken, including without limitation, the number of votes for and against an action; and a list of the Directors who are present at the meeting, with a notation of whether an absence is excused or unexcused. Minutes of regular meetings shall be available for public review as soon as practicable following acceptance of the minutes by adoption of a motion of the Board. In accordance with Section 6.f.3. herein, executive sessions shall be electronically recorded and such electronic recording or reproduction of the same shall be kept separate from minutes of regular sessions and shall not be open to the public except as required by law. Draft minutes are considered work product under the Colorado Open Records Act and are not available to the public until discussed by the Board in a public meeting. Directors may request that brief comments pertinent to an agenda item (including, if desired, a position on abstention or dissenting vote) be included in the minutes of a meeting. Such a request shall be made only at the meeting that the item at issue is discussed.
- j. **Procedural Guidance.** In the absence of a procedure or rule, the Board will, to the extent practicable, follow the latest edition of *Bob's Rules of Order (Simplified Parliamentary Rules of Order for Colorado Local Governments)*.

SECTION 8. DIRECTORS, OFFICERS AND PERSONNEL.

- a. **Director Qualifications and Terms.** Directors shall be electors of the District. The term of each Director shall be determined by relevant statutory provisions with regular elections held in odd numbered years, and conducted in the manner prescribed by Articles 1 through 13.5, Title 1, and Part 8, Article 1, Title 32, C.R.S. No active volunteer firefighter, auxiliary member, paid employee, or other employee of the District may serve as a Director of the District.
- b. **Faithful Performance Bonds.** Each Director shall furnish, at the expense of the District, an individual schedule or blanket surety bond or crime insurance in the sum of not less than one thousand dollars (\$1,000) each, conditioned on the faithful performance of the duties of his/her office. In addition, the Treasurer shall furnish, at the expense of the District, a corporate fidelity bond or crime insurance in a sum of not less than five

thousand dollars (\$5,000), conditioned upon the faithful performance of the duties of his/her office.

- c. **Director's Performance of Duties.** A Director of the District shall perform all duties of a Director, including duties as a member of any committee of the Board upon which the Director may serve, in good faith, in a manner in which the Director reasonably believes to be in the best interests of the District, and with such care as an ordinarily prudent person in a like position would use under similar circumstances. In performing the Director's duties, the Director shall be entitled to rely upon information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by persons and groups listed in subparagraphs 1, 2 and 3 of this Subsection c. The Director shall not be considered to be acting in good faith if he/she has knowledge concerning the matter in question that would cause such reliance to be unwarranted. A person who so performs the Director's duties shall not have any liability by reason of being or having been a Director of the District. Those programs and groups upon whose information, opinions, reports, and statements a Director is entitled to rely upon are:
1. One (1) or more officers or employees of the District whom the Director reasonably believes to be reliable and competent in the matters presented;
 2. Legal counsel, public accountants, or other persons as to matters which the Director reasonably believes to be within such persons' professional knowledge or expertise; and
 3. A committee of the Board upon which the Director does not serve, duly designated in accordance with the provisions of these Bylaws, as to matters within the committee's designated authority, which committee the Director reasonably believes to merit confidence.
- d. **Oath of Office.** Each Director, before assuming the responsibilities of his/her office, shall take and subscribe an oath of office in the form prescribed by law. Pursuant to Section 32-1-901, C.R.S., the oath shall be filed with the Larimer County District Court and the Division of Local Government.
- e. **Election of Officers.** The Board shall elect from its membership a President, Secretary, Treasurer, and Vice President who shall be the officers of the Board and of the District. The Board may elect from its membership Assistant Secretaries and/or Assistant Treasurers. The officers shall be elected by a majority of the Directors voting at such election. The election

of the officers shall be conducted biennially at the first regular meeting of the Board following the regular biennial election of the Directors. Each officer so elected shall serve for a term of two (2) years, or as otherwise directed by the Board. The Board may, from time to time, appoint an acting officer in the absence of any individual officer. Whether elected or appointed, the term shall continue until the election of his/her successor.

- f. **Vacancies.** Any vacancy occurring on the Board (including officer vacancies) shall be filled by an affirmative vote of a majority of the remaining Directors, as prescribed by law, with the appointee to serve until the next biennial election, as prescribed by statute. The appointed individual must meet the statutorily prescribed qualifications for Directors.
- g. **Resignation and Removal.** Directors may be removed from office only by recall as prescribed by statute. Any Director may resign at any time by giving written notice to the Board, and acceptance of such resignation shall not be necessary to make it effective, unless the notice so provides.
- h. **President.** The President shall preside at all meetings. The President shall also be the President of the District. The President is authorized to sign all contracts, deeds, notes, debentures, warrants, and other instruments on behalf of the District. The President shall work with the Fire Chief to develop the meeting agenda prior to each Board meeting. The President shall convey the Board's actions and directions to the Fire Chief and shall monitor the Fire Chief's progress on directives and policies adopted by the Board. The President shall also carry out resolutions of the Board and perform such other duties as the Board prescribes.
- i. **Secretary.** The Secretary shall be responsible for the records of the District; may act as Secretary at meetings of the Board and record all votes; shall be responsible for composing or causing to be composed a record of the proceedings of the Board in a visual text format that may be transmitted electronically and kept for that purpose, which shall be an official record of the Board; and shall perform all duties incident to that office. The Secretary may be the designated election official of the District and the custodian of the seal of the District, unless otherwise determined by the Board. The Secretary shall have the authority to affix such seal to and attest all contracts and instruments authorized to be executed by the Board.
- j. **Treasurer.** The Treasurer shall be authorized to invest, or cause to be invested, all surplus funds or other available funds of the District in permitted investments authorized by law or as specified by the Board. The Treasurer shall be Chair of the Budget Committee and of the Audit Committee. The Treasurer shall keep, or cause to be kept, strict and

accurate accounts of all money received by and disbursed for and on behalf of the District in permanent records. The Treasurer shall also be responsible for ensuring the preparation and adoption of the District's annual budget pursuant to the provisions of the Colorado Budget Act. The Board may elect to delegate these responsibilities to the Fire Chief.

- k. **Vice President and Assistant Secretaries and/or Treasurers.** The Vice President and Assistant Secretaries and/or Treasurers shall have all powers of the associated primary officers in the absence of such officers.
- l. **Recording Secretary.** The Board shall have the authority to appoint a recording secretary, who need not be a member of the Board, and who shall be responsible for recording the minutes of the meetings of the Board. The recording secretary shall not be required to take an oath of office, nor shall the recording secretary be required to post a performance bond.
- m. **Additional Duties.** The officers of the Board shall perform such other duties and functions as may, from time to time, be required by the Board, by these Bylaws or the rules and regulations of the District, by law, or by special exigencies, which shall later be ratified by the Board. As appropriate, Directors shall direct public questions or complaints to the appropriate District staff designated to respond to such matters.
- n. **Fire Chief.** The Board may appoint a Fire Chief to serve for such term and upon such conditions, including compensation, as the Board may establish. The Fire Chief shall serve as Chief Executive Officer of the District and shall have general supervision over the administration of the affairs, employees, and business of the District and shall be charged with the hiring and discharging of employees and the management of District properties. The Fire Chief shall have the care and custody of the general funds of the District and shall deposit or cause to be deposited the same in the name of the District in such banks or savings associations as the Board may select. The Fire Chief will approve all vouchers, orders, and checks for payment, and shall keep or cause to be kept regular books of account of all District transactions and shall obtain, at the District's expense, such bond for the faithful performance of his/her duties, or crime insurance as the Board may designate. The Board may delegate such powers and duties to the Fire Chief as it deems appropriate.
- o. **Personnel Selection and Tenure.** The selection of agents, employees, engineers, accountants, special consultants, and attorneys of the District by the Board will be based upon the relative qualifications and capabilities of the applicants and shall not be based upon political services or affiliations. Agents and employees of the District shall hold their offices at the pleasure

of the Board. Contracts for professional services may be entered into upon such terms and conditions as may seem reasonable and proper to the Board.

p. **Board Access and Identification.** Upon election or appointment to the Board, Directors will be issued:

1. A District identification card;
2. A unique access code or key to the District's principal business office; and
3. District garments (as applicable).

At the end of their term, Directors must return the identification card and keys to the District and any unique access codes will be retired from service by District staff.

SECTION 9. FINANCIAL ADMINISTRATION.

- a. **Fiscal Year.** The fiscal year of the District shall commence on January 1st of each year and end on December 31st.
- b. **Budget Committee.** There shall be a permanent Budget Committee composed of the Treasurer, another Director appointed by the President, and the Fire Chief, which Committee shall be responsible for preparation of the draft annual budget of the District and such other matters as may be assigned to it by the President or the Board.
- c. **Budget.** On or before October 15th of each year, the Budget Committee shall prepare and submit to the Board a proposed budget for the ensuing fiscal year. Such proposed budget shall be accompanied by a statement which shall describe the important features of the budget plan and, by a general summary wherein shall be set forth the aggregate features of the budget, in such manner as to show the balanced relations between the total proposed expenditures and the total anticipated income or other means of financing the proposed budget for the ensuing fiscal year, as contrasted with the corresponding figures for the last completed fiscal year and the current fiscal year. The proposed budget shall be supported by explanatory schedules or statements classifying the expenditures contained therein by services, subjects and funds. The anticipated income of the District shall be classified according to the nature of receipts.
- d. **Notice of Budget.** Upon receipt of the proposed budget, the Board shall cause to be published a notice that the proposed budget is open for inspection by the public at the District's principal business office; that the

Board will consider the adoption of the proposed budget at a public hearing on a certain date; and that any interested elector may inspect the proposed budget and file or register any objections thereto at any time prior to its final adoption. Such notice shall be posted or published in substantial compliance with law.

- e. **Adoption of Budget.** On the day set for consideration of such proposed budget, the Board shall review the proposed budget and revise, alter, increase or decrease the items as it deems necessary in view of the needs of the District and the probable income of the District. The Board shall then adopt a budget, either during the budget hearing or at a later date and time to be set by the Board, setting forth the expenditures to be made in the ensuing fiscal year. The Board shall provide for sufficient revenues to finance budgeted expenditures.
- f. **Levy and Collection of Taxes.** On or before December 15th of each year, the Board shall certify, to the Board of County Commissioners of the County or Counties in which the District is located, the mill levy established for the ensuing fiscal year, in order that, at the time and in the manner required by law for the levying of taxes, such Commissioners shall levy such tax upon the assessed valuation of all taxable property within District.
- g. **Filing of Budget.** On or before January 31st of each year, the Board shall cause a certified copy of the budget to be filed with the Division of Local Government in the Colorado Department of Local Affairs.
- h. **Appropriating Resolution.**
 - 1. At the time of adoption of the budget, the Board shall enact a resolution making appropriations for the ensuing fiscal year. The amounts appropriated thereunder shall not exceed the amounts fixed therefor in the adopted budget.
 - 2. The income of the District, as estimated in the budget and as provided for in the tax levy resolution and other revenue and borrowing resolutions, shall be allocated in the amounts and according to the funds specified in the budget for the purpose of meeting the expenditures authorized by the appropriation resolution.
 - 3. The Board may make an appropriation to and for a contingency fund to be used in cases of emergency or for any other unforeseen contingencies.

i. **No Contract to Exceed Appropriation.** The Board shall have no authority to enter into any contract or otherwise bind or obligate the District to any liability for payment of money for any purposes for which provision is not made in an appropriation resolution, including any legally authorized amendment thereto, in excess of the amounts of such appropriation for that fiscal year. Any contract, verbal or written, contrary to the terms of this Section 9 shall be void ab initio, and no District funds shall be expended in payment of such contracts.

j. **Contingencies.**

1. In cases of emergency caused by a natural disaster, public enemy, or other contingency which could not reasonably have been foreseen at the time of the adoption of the budget, the Board may authorize the expenditure of funds in excess of the budget by resolution duly adopted by a two-thirds (2/3) vote of the Board. Such resolution shall set forth in full the facts concerning the emergency and shall be included in the minutes of such meeting.
2. If so enacted, a copy of the resolution authorizing additional expenditures shall be filed with the Division of Local Government in the Colorado Department of Local Affairs and shall be published in compliance with statutory requirements.

k. **Payment of Contingencies.**

1. If there are unexpended or uncommitted money in funds other than those to which the emergency relates, the Board shall transfer such available money to the fund from which the emergency expenditure is to be paid.
2. To the extent that transferable funds are insufficient to meet the emergency appropriation, the Board may borrow money through (a) the issuance of tax anticipation warrants, to the extent that the mill levy authority of the District is available as provided by law, (b) the issuance of bond anticipation notes payable from future bond proceeds or operating revenue, or (c) any other lawful and approved method.

l. **Annual Audit.**

1. The Board shall cause an annual audit (or exemption from audit) to be made at the end of each fiscal year of all financial affairs of the District through December 31st of such fiscal year. The audit report

must be submitted to the Board within six (6) months of the close of such fiscal year, or as otherwise provided by law. Such audit shall be conducted in accordance with generally accepted auditing standards and by a registered or certified public accountant who has not maintained the books, records and accounts of the District during the fiscal year. The auditor shall prepare, and certify as to its accuracy, an audit report, including a financial statement and balance sheet based on such audit, an unqualified opinion or qualified opinion with explanations, and a full disclosure of any violation of Colorado law, pursuant to statutory requirements.

2. There shall be a permanent Audit Committee composed of the Treasurer and one (1) other member of the Board appointed by the President. The Audit Committee shall be responsible for the appointment, compensation, selection (to be approved by the Board), retention, and oversight of the work of any independent accountants engaged for the purpose of preparing or issuing an independent audit report or performing other independent audit, review or attest services for the District. The Audit Committee may, as necessary and to the extent of its ability, provide independent review and oversight of the District's financial reporting processes, internal controls and independent auditors. All accountants thus engaged shall report directly to the Audit Committee.
3. A copy of the audit report shall be maintained by the District as a public record for public inspection at all reasonable times.
4. The Treasurer shall forward a copy of the audit report to the State Auditor or other appropriate State official pursuant to statutory requirements.
5. Notwithstanding the foregoing audit requirements, the Board may file for an application for exemption from audit if the statutory criteria are met.

- m. **Payments.** Any payments issued on behalf of the District in excess of \$10,000 shall be specifically approved by the Board and signed by two authorized District representatives.

SECTION 10. CORPORATE SEAL. The seal of the District shall be a circle containing the name of the District and shall be used upon all documents and in such a manner as seals generally are used by public and private corporations.

SECTION 11. DISCLOSURE OF CONFLICT OF INTEREST. A potential conflict of interest of any Director shall be disclosed in accordance with State law, particularly Article 18 of Title 24, C.R.S., and Sections 32-1-902(3) and 18-8-308, C.R.S. Any Director shall disqualify himself/herself from voting on any issue in which he/she has a conflict of interest, unless the Director has disclosed such conflict of interest to the Colorado Secretary of State and the District in compliance with applicable law, and then shall only vote if his/her participation is necessary to obtain a quorum or otherwise enable the Board to act. A conflicted Director shall refrain from attempting to influence the decisions of the other Directors voting on the matter.

SECTION 12. COMPENSATION. If the Board consents to and budgets for Board compensation, each Director may receive up to \$100.00 per meeting attended, up to the statutory maximum of \$2,400 per year. No Director shall receive compensation as an employee of the District, except as may be provided by statute.

SECTION 13. INDEMNIFICATION OF DIRECTORS AND EMPLOYEES. To the extent permitted by law, the District shall defend, hold harmless and indemnify any Director, officer, agent, or employee of the District, whether elective or appointive, against any tort or liability, claim or demand, without limitation, arising out of any alleged act or omission occurring during the performance of official duty, as more fully defined by law or by an indemnification resolution, if any. The provisions of this Section 13 shall be supplemental and subject to and, to the extent of any inconsistency therewith, shall be modified by the provisions of the Colorado Governmental Immunity Act, Section 24-10-101, *et seq.*, C.R.S.

SECTION 14. BIDDING AND CONTRACTING PROCEDURES. Except in cases in which the District will receive aid from a government agency, a notice shall be published for bids on all construction contracts for work, materials, or both, involving an expense of District funds in or above the amount set forth in Section 32-1-1001(1)(d)(I), C.R.S. The Board may reject any and all bids, and if it appears that the District can perform the work or secure material for less than the lowest bid, it may proceed to do so in accordance with law. Notwithstanding the foregoing, the District may award an integrated project delivery contract, pursuant to Section 32-1-1801, *et seq.*, C.R.S., upon (i) the determination of the Board that integrated project delivery represents a timely or cost-effective alternative for a project; (ii) publication of a request for qualifications and/or request for proposals; and (iii) compliance with Part 18 of Article 1, Title 32, C.R.S. All other statutory requirements relating to performance bonds, retainage, and similar matters shall also be complied with. The purchase of fire equipment, apparatus, and vehicles is exempt from these bidding and contracting procedures provided that the Board may adopt specific policies with respect to the purchase of such equipment, apparatus, and vehicles.

- a. **Traditional, Competitive Bidding Procedures.** In the event the District utilizes a competitive bidding process, pursuant to Section 32-1-1801, *et*

seq., C.R.S., the District shall publish a notice or request for proposals (“RFP”). The District will provide bid instructions to interested bidders. The District may attempt to solicit qualified bidders by sending the bid instructions to potentially qualified bidders. Bids must be accompanied by an acceptable bidder's bond, or a certified check payable to the District, in an amount equal to 5% of the bid. If within the time designated in the bid instructions, the contract is not executed, or, if required, Payment and Performance Bonds or Certificates of Insurance are not provided, the District shall keep the bid bond as liquidated damages and assess such other damages as the District may determine.

- b. **Integrated Project Delivery Procedures.** Pursuant to Section 32-1-1801, *et seq.*, C.R.S., the Board may authorize integrated project delivery contracting upon the determination that integrated project delivery represents a timely or cost-effective alternative for a public project.
1. The Board shall adopt a resolution authorizing integrated project delivery for the applicable project.
 2. The District may pre-qualify proposers by publishing a Request for Qualifications (“RFQ”). From those entities responding to the RFQ, the District shall select and announce a short list of entities it determines to be most qualified and submit the request for proposals to such selected entities.
 3. If the District does not utilize a RFQ, the District shall publish an RFP. After obtaining and evaluating proposals according to the criteria and procedures set forth in the RFP, the Board may select the proposal that, in its estimation, represents the best value to the District.
- c. **Payments and Bonds.** For contracts exceeding \$150,000, the District shall authorize partial payments pursuant to Section 24-91-103, C.R.S. Unless otherwise set forth by the Board, projects exceeding \$120,000 shall require separate performance and payment bonds.

SECTION 15. RECORDS MANAGEMENT. The District has adopted the State’s Special Districts Records Management Manual and shall comply with such policies as necessary for compliance with applicable records retention, destruction, and disclosure requirements, including the Colorado Open Records Act, State Archives and Public Records Law, and various consumer privacy legislation.

SECTION 16. MODIFICATION OF BYLAWS. These Bylaws may be altered, amended or repealed at any regular or special meeting of the Board to become effective immediately or at a subsequent date.

SECTION 17. MAINTENANCE OF BYLAWS. To ensure proper record-keeping of all modifications to the Bylaws, the Secretary shall:

- a. Following any modification, mail all Directors the complete revised Bylaws.
- b. Following any modification, furnish to all Directors, at the next Board meeting following the approved revisions, a hardcopy of each revised Bylaw provision with redlined revisions.
- c. Maintain a numeric filing system of all modifications, including the full policy text, policy number, specification as to whether text was added or deleted, and the date the revision was adopted by the Board.
- d. Maintain all revisions in both hard format and electronic format.

The Bylaws and any modification documentation shall be available upon request to the Secretary or the District Administrative Assistant.

SECTION 18. SEVERABILITY. If any part or provision of these Bylaws is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of these Bylaws, it being the Board's intention that the various provisions hereof are severable.

SECTION 19. TERMINATION OF PRIOR BYLAWS. These Bylaws amend, supersede and replace in their entirety any and all prior Bylaws, and any amendments thereto, previously adopted by the Board.

ADOPTED this ____ day of _____, 2025, by the Board of Directors of the
Estes Valley Fire Protection District.

Scott Dorman

Ryan Leahy

Jeff Robbins

Sandra Smith

Jon Smith

Exhibit A

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.

Exhibit B

ESTES VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS CONDUCT

Public office is a trust created by the confidence which the public places in the integrity of its public officers. To preserve this confidence, it is the desire of the Board to operate under the highest ethical standards. In carrying out his/her fiduciary duties, a Director, by state law, shall not:

1. Disclose or use confidential information acquired in the course of official duties to further personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position or which it is known or should be known is primarily for the purpose of a reward for official action taken.
3. Engage in a substantial financial transaction for the Director's private business purposes with a person whom the Director supervises in the course of official duties.
4. Perform an official act which directly and substantially confers an economic benefit on a business or other undertaking in which the Director has a substantial financial interest or is engaged as counsel, consultant, representative or agent.
5. Receive any compensation as an employee of the District.
6. Be a party to, or interested in, any contract with the District for goods or services, or both, except as provided for and allowed by § 24-18-201, C.R.S.
7. Own undeveloped land which constitutes 20% or more of the undeveloped land of the District without strictly complying with all applicable statutory requirements for disclosure, including those set forth in C.R.S. §§ 32-1-902(4) and 18-8-308.

In addition, the following statutory ethical principles for Directors are intended as guides to ethical conduct:

1. A Director should not acquire or hold an interest in any business or undertaking which that Director has reason to believe may be directly and substantially affected with regard to its economic interests, by official action to be taken by the District.

2. A Director should not perform an official act which directly and substantially affects a business or other undertaking to its economic detriment when the Director has a substantial financial interest in a competing firm or undertaking.

ESTES VALLEY FIRE PROTECTION DISTRICT
901 North Saint Vrain Avenue
Estes Park, Colorado 80517
(970) 577-0900

BYLAWS of the Board of Directors of the EVFPD

Revised: February 12, 2014

**BYLAWS
OF THE BOARD OF DIRECTORS OF THE
ESTES VALLEY FIRE PROTECTION DISTRICT**

1. **LEGAL STATUS.** The Estes Valley Fire Protection District is a fire protection district organized pursuant to Title 32 of the statutes of the State of Colorado, and as such is a political subdivision of the State of Colorado. It is a special district which provides fire protection, emergency medical, and rescue services as provided by law.

2. **BOARD OF DIRECTORS.** All powers, privileges and duties vested in, or imposed upon the Estes Valley Fire Protection District (hereinafter referred to as "District") by law shall be exercised and performed by and through the Board of Directors (hereinafter referred to as "Board"), whether set forth specifically or impliedly in these bylaws.

3. **OFFICES.** The administrative offices of the District shall be at 901 North St. Vrain Avenue, Estes Park, Colorado, 80517, unless otherwise designated by the Board. The Board shall meet at the District's Meeting/Board Room, located at the Dannels Fire Station in Estes Park, Colorado. The Board, by resolution and as may be provided by law, may from time to time, designate, locate and relocate its administrative and Board meeting locations as, in its judgment, may be necessary to conduct the business of the District.

4. **MEETINGS.**

4.1 **Regular Meetings.** Regular meetings of the Board shall be held on the second and fourth Wednesdays of each month at 7:00 p.m. at the District's Board Room.

4.2 **Meetings to be Public.** All meetings of the Board, other than executive sessions, shall be open to the public. Upon the affirmative vote of two-thirds of the quorum then present, the Board may hold an executive session only at any regular or special meeting and solely for the purpose of considering any of the following matters, (except that no formal action by way of adoption of any resolution, rule, regulation or policy position shall occur in executive session):

- a. the consideration of real and personal property matters;
- b. conferences with legal counsel for the purposes of receiving legal advice on a specific legal question;
- c. matters required to be kept confidential by federal or state law;
- d. details of security arrangements or investigations;
- e. determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators;

f. personnel matters [except if the employee who is the subject of the session has requested an open meeting and further excepting any discussions concerning the appointment of a person to fill the office of director or of an elected official, or any personnel policy that does not involve the discussion of matters personal to particular employees.]

g. consideration of documents protected by mandatory nondisclosure provisions of the Colorado Open Records Act; or

h. discussion of individual students where public disclosure would adversely affect the person or persons involved.

4.3 Notice of Meetings. These bylaws shall constitute formal notice of regular meetings to Board members, and no other formal notice of regular meetings shall be required to be given to the directors, other than the permanent and temporary postings as required by law.

4.4 Special Meetings. Special meetings of the Board may be called by any director upon 72 hour notice which shall be posted in three places within the District and at the offices of the Clerk and Recorder of Larimer County and a notice posted twenty-four hours in advance at the Board's Meeting Room. Each director shall be informed of the date, time and place of the special meeting, together with a statement of the purpose of the special meeting 72 hours in advance of the special meeting. A director may waive the three-day notice requirement by his/her attendance at the meeting.

5. CONDUCT OF BUSINESS.

5.1 Quorum. All official business of the Board shall be transacted at a regular or special meeting at which a quorum (i.e., three) of the Directors shall be present, except as provided in Section 5.2. Directors must be physically present for purposes of determining whether a quorum is present; provided, however, that upon advance notice to the Board president, no more than two (2) Board members may participate in any meeting by telephone or conference call, provided that such member must be able to hear all discussion and public comment, if any, on any issue as a condition of voting on such issue.

5.2 Voting Requirements.

a. Any formal action of the Board shall require the affirmative vote of a majority of the Directors present and voting. When special or emergency circumstances materially affecting the affairs of the District or the health, welfare, and safety of District residents and property owners so dictate, then those Directors available at the time may undertake whatever emergency action is considered necessary and may so instruct the District's employees. Ratification of the action so taken shall be entered on the minutes at the next

meeting of the Board.

b. Votes on motions, resolutions, and orders shall be taken by the Chairman stating "All in favor, say Aye" and "All opposed, say No" or other similar language at the discretion of the Chairman and which shall indicate the manner of responding to the question. Roll call votes may be taken at the request of any director, or at the direction of the Chairman. Voting for the election of officers may be conducted by secret ballot at the discretion of the Board.

5.3 Order of Business. The business of all regular meetings of the Board shall be transacted, as far as practicable, in the following general order, subject to modification, including additions and deletions approved by the Board:

- 1) Call to Order;
- 2) Pledge of Allegiance;
- 3) Roll call of members;
- 4) Conflict of Interest Disclosures
- 5) Public comments (with reasonable time limits established by the President at each meeting); Directors' comments and other matters to come before the Board;
- 6) Approval of Agenda;
- 7) Approval of the minutes of the previous meeting;
- 8) Public Hearings as needed (exclusions/inclusions; certain election matters, if any) and election of board officers, at biennial meeting;
- 9) Approval of paid bills, appropriations as may be required by special appropriation, or budgetary line item transfers if required;
- 10) Reports:
 - a) Chief's
 - b) Chairman's

- c) Treasurer's
- d) Sub-Committees'
- e) Consultants'
- 11) Unfinished or old business;
- 12) New business;
- 13) Announcements;
- 14) Adjournment.

5.4 Motions, Resolutions, or Orders. Actions of the Board necessary for the governing and management of the affairs of the District, for the execution of the powers vested in the District, and for carrying into effect the provisions of Article 1 of Title 32, C.R.S., as amended, shall be taken by the passage of motions, resolutions, or orders, as may be appropriate. All such formal action shall require the majority vote of the quorum present.

5.5 Roberts Rules of Order. Roberts Rules of Order shall be utilized only as a guideline for matters coming before the Board; provided, however, that no action, formal or informal, shall be set aside due to any irregularity or noncompliance with Roberts Rules of Order. The Chairperson shall make all rulings with respect to procedural issues, and shall have a vote on each issue coming before the Board.

6. DIRECTORS, OFFICERS AND PERSONNEL.

6.1 Director Qualifications and Terms. Directors shall be qualified electors of the District as provided by law. The term of each Director shall be determined by applicable statutory provisions with elections held in even numbered years. At the expense of the District, each Director shall furnish a faithful performance surety bond. The bond may be a blanket bond. No active (career or volunteer) firefighter, or other employee of the District may serve as an elected Director of the District.

6.2 Oath of Office. Each member of the Board, before assuming the responsibilities of his office, shall take and subscribe to the oath of office as required by state statute. The oath shall be filed with the clerk or the court.

6.3 Election of Officers. The Board of Directors shall elect from its membership a president who shall also serve as chairman of the board, a vice president, a treasurer, a secretary (who need not be a member of the Board), and such assistant secretaries and assistant treasurers, who shall be the officers of the Board of Directors and of the

District, as the Board may determine. The Board may select a secretary who is not a member of the Board. The officers shall be elected by a majority of the Directors voting at the meeting in accordance with the voting procedures set forth in paragraph 5.2. The election of the officers shall be conducted biennially at the first regular meeting of the Board in the month of May following the biennial election. Each officer so elected shall serve at the pleasure of the Board or for a term of one year, which term shall expire upon the election of the officer's successor or upon the officer's reelection to that office.

6.4 **Vacancies.** Any vacancy occurring in any office on the Board shall be filled for the unexpired term in the same manner as is provided for the election of full-term officers. Any vacancy on the Board shall be filled by appointment within 60 days of the vacancy by the remaining Directors as prescribed by statute, with or without advertisements of the vacancy at the discretion of the Board. All discussion of the selection, and the vote to select, shall be conducted in public session. The person appointed to fill the vacancy on the Board shall serve until the next regular board election.

6.5 **President and Chairman.** The president shall be the president of the District and chairman of the Board, and shall preside at all meetings. The president shall sign all contracts, deeds, notes, warrants and other instruments on behalf of the District, and discharge such other duties as may be required or authorized.

6.6 **Vice President.** The vice president shall perform the duties of president and chairman in the absence of the president.

6.7 **Secretary.** The secretary shall keep or cause to be kept full and accurate records of the District; shall act as secretary at meetings of the Board and record all votes; shall compose a record of the proceedings of the Board in a minute book kept for that purpose (and also kept in a visual text format that may be transmitted electronically) which shall be an official record of the Board; and shall perform all duties incident to that office. The secretary shall be custodian of the seal of the District and shall have the power to affix such seal to and attest all contracts and instruments authorized to be executed by the Board.

6.8 **Treasurer.** The treasurer shall keep or cause to be kept strict and accurate accounts of all money received by and disbursed for and on behalf of the District in permanent records. The treasurer shall file with the Clerk of the Court, at the expense of the District, a corporate fidelity bond in an amount determined by the Board of not less than \$5,000.00, conditioned on the faithful performance of the duties of the office. If a budget or financial committee is established, the treasurer shall chair such committees.

6.9 **Additional Duties.** The officers of the Board shall perform such other duties and

functions as may from time to time be required by the Board, by the bylaws or rules and regulations of the District, or by special exigencies, which may later be ratified by the Board; provided, however, that no director shall be employed by the District in any capacity.

6.10 Chief of Department. The Board shall appoint a Chief of Department to serve for such term and upon such conditions, including salary, as the Board may establish pursuant to contract. The Chief shall also serve as the Chief Executive Officer of the District and shall have general supervision over the administration of the affairs, employees and business of the District and shall be charged with the hiring and discharging of employees, subject to review by the Board. In addition to all statutorily prescribed duties, the Chief shall perform those duties as may be assigned by the Board and as are set forth in the job description. Job performance will be evaluated by the Board on a periodic basis.

6.11 Selection and Tenure of Consultants. The selection of agents, engineers, architects, accountants, special consultants and attorneys shall be made by the Board and shall be based upon the relative qualifications and capabilities of the applicants and shall not be based on political services or affiliations. Agents and consultants shall serve at the pleasure of the Board. Contracts for professional services may be entered into on such terms and conditions as determined by the Board.

6.12 Board Access and Identification. Upon election or appointment to the Board, members will be:

- a. Issued a District Identification Card
- b. Issued unique access code or key to Dannels Fire Station
- c. Issued District garment/s (coat, shirt, vest, etc)

At the end of the elected term, the Board Member will return the ID card and any keys to the District, and any unique access codes will be removed from service by District staff.

7. **FINANCIAL ADMINISTRATION.**

7.1 Fiscal Year. The fiscal year of the District shall commence on January 1 and end on December 31 of each year.

7.2 Budget. On or before October 15 of each year, the Board's designated Budget Officer in conjunction with the Board appointed Budget Committee shall prepare and submit to the Board a proposed budget for the ensuing fiscal year. Such proposed budget shall set forth the aggregate figures of the budget in such manner as to show

the balanced relations between the total proposed expenditures and the total anticipated income or other means of financing the proposed budget for the ensuing fiscal year, as contrasted with the corresponding figures for the last completed fiscal year and the current fiscal year. It shall be supported by explanatory schedules or statements classifying the expenditures contained therein by services, subjects and funds. The anticipated income of the District shall be classified according to the nature of receipts.

7.3 Notice of Budget. Upon receipt of such proposed budget, the Board shall cause to be published a public notice that the proposed budget is open for inspection by the public at the business office; that the Board will consider the adoption of the proposed budget on a certain date; and that any interested elector may inspect the proposed budget and file or register any objections thereto at any time prior to its final adoption.

7.4 Adoption of Budget. On the day set for consideration of such proposed budget, the Board shall review the proposed budget and thereafter revise, alter, increase or decrease the items as it deems necessary in view of the needs of the District and the probable income of the District. The Board shall thereafter formally adopt the budget setting forth the expenditures to be made in the ensuing fiscal year. The Board shall provide for sufficient revenues to finance budget expenditures.

7.5 Filing of Budget. Within 30 days of adoption of the budget, the Board shall cause a certified copy of such budget to be filed with the Division of Local Government in the Department of Local Affairs.

7.6 Appropriating Resolution. At a meeting held no later than December 15 each year (to meet the deadline to certify the mill levy), the Board shall enact a resolution making appropriations for the ensuing fiscal year. The amounts appropriated shall not exceed the amounts established in the adopted budget.

7.7 No Contract to Exceed Appropriation; Contract Authorization.

c. The Board shall have no authority to enter into any contract, or otherwise bind or obligate the District to any liability for payment of money for any purposes, for which provision is not made in an appropriation resolution, including any legally authorized amendment thereto, in excess of the amount of such appropriation for that fiscal year. Any contract, verbal or written, contrary to the terms of this sub-section shall be void *ab initio*, and no District funds shall be expended in payment of such contracts, except as provided in the following sub-section.

d. The Board shall approve all contractual obligations of the District. However, the Board may delegate general purchasing authority for routine supplies and expenditures to the Chief.

7.8 **Contingencies.** In cases of emergency caused by a natural disaster or some contingency which could not reasonably have been foreseen at the time of the adoption of the budget, the Board may authorize the expenditure of funds in excess of the budget by resolution duly adopted by a two-thirds vote of the entire membership of the Board, as provided by state statute.

7.9 **Annual Audit.** The Board shall cause an annual audit to be made of all financial affairs of the District through December 31st of the prior fiscal year. A copy of the audit report shall be maintained in the District office as a public record for public inspection at all reasonable times. The Treasurer shall forward a copy of the audit report to the State Auditor pursuant to statutory requirements, within thirty days following receipt of the audit.

7.10 **Checks.** Each check issued on behalf of the District in excess of \$5,000 shall be specifically approved by the Board and signed by two authorized signors.

8. **CORPORATE SEAL.** The seal of the District shall be a circle containing the name of the District and shall be used on all documents and in such manner as seals generally are used by public and private corporations. The Secretary shall have or delegate custody of the seal and shall be responsible for its safe keeping and care.

9. **CONFLICT OF INTEREST.**

9.1 **Disclosure of Conflict of Interest.** Any Director who is present at a meeting at which is discussed any matter in which that Director has, directly or indirectly, a private pecuniary or property interest shall disclose such interest to the Board. Unless such Director has given prior advance written notice to the Colorado Secretary of State and to the Board, in accordance with all statutory requirements, such Director shall refrain from advocating for or against the matter and shall disqualify himself/herself from voting on such matter. The Board may adopt a separate policy specifically regarding ethical standards and practices.

9.2 **Compensation.** If the Board consents to and budgets for board compensation, each Director may receive up to \$100.00 per meeting attended up to the statutory maximum of \$1,600 per year. Directors shall not receive any other compensation as an employee of the District except as may be provided by state statute.

9.3 **Disclosure of Gifts, Property, etc.** Any director receiving any money or loan with a value of \$25 or more, or any gift or property with a value of \$50 or more, or any payment for a speech, appearance or publication, or any tickets to a sporting, recreational, educational or cultural event with a value of \$50 or more, or the payment of reimbursement for actual and necessary expenses for travel/lodging other than from the District, shall report such money, loan, gift, or reimbursement in accordance

with the provisions of the Public Official Disclosure Act, Sec. 24-6-203, C.R.S.

10. **INDEMNIFICATION OF DIRECTORS AND EMPLOYEES.** To the extent provided by law, the District shall defend, hold harmless and indemnify any Director, officer, agent or employee, whether elective or appointive, against any tort or liability, claim or demand, whether groundless or otherwise, arising out of any alleged act or omission occurring during the performance of duty. The District may compromise and settle any such claim or suit and/or pay the amount of any settlement or judgment rendered thereon.

10.1 For the purposes of this Section 10 only, the following definitions shall apply.

a. "Employee". The term "employee means a director, officer, employee or servant (hereinafter collectively referred to as "employee") of the District, whether or not compensated, elected or appointed. The term "employee" specifically excludes any person or organization contracting to perform services or acting for the District as an independent contractor.

b. "Performance of Duty". The term "performance of duty" shall be interpreted as broadly as possible to include any situation in which a District employee could conceivably be deemed to be acting within the scope of employment. It shall specifically extend to all employees who are providing service on a voluntary basis or otherwise to any private, corporate, or governmental party other than the District, when doing so with the appropriate consent and authorization from the District. The term "Performance of duty" shall not include any act or omission constituting deliberate and intentional tortious or criminal conduct or malfeasance in office, or willful or wanton neglect of duty.

10.2 The District reserves the right to designate the attorney appointed to defend any employee in any tort or liability action instituted pursuant to this Section 10.

10.3 All claims to be paid pursuant to this Section 10 shall be paid by the District or its insurer. Any judgment or settlement of a claim against the District or its employees shall be paid in accordance with the provisions of said Governmental Immunity Act.

10.4 The District may decline to provide a defense or indemnify any employee in any of the following circumstances:

a. If the employee willingly and knowingly fails to notify the District, within a reasonable time, of any incident or occurrence which the employee might reasonably expect to result in a claim of tort liability against him or the District.

b. If any employee fails to notify the District of any notice of claim or summons and complaint served upon that employee commencing a suit for

damages reimbursable pursuant to this Section 10; such notice shall be given to the District within fifteen business days of its service upon the employee.

c. If an employee fails to exercise reasonable efforts to notify the District of any claim which is informally asserted against that employee for damages reimbursable pursuant to this Section 10.

d. If an employee refuses to cooperate with an investigation or defense of any lawsuit by the District, or its insurer, or by any attorney employed by the District to furnish the defense to said employee, or any private investigator hired by the District to investigate such tort or liability claim.

10.5 If the District or the employee against whom a claim reimbursable hereunder is asserted has any other valid insurance, bond or indemnification plan available covering the loss or damage alleged against him, such insurance, bond or other plan will be first applied to the payment of any claim. In such event, the obligation of the District to indemnify and hold harmless the employee shall exist only for liability incurred in excess of such other coverage.

10.6 In the event of any payment made pursuant to this Section 10, the District shall be subrogated to all of the employee's rights of recovery therefore against any person or organization, and the employee shall execute and delivery instruments and papers and do whatever else is necessary to secure such rights of subrogation. The employee shall do nothing to prejudice such rights.

10.7 No assignments of indemnification shall be permitted without the written consent of the District, signed by the President, and no such assignment shall bind the District unless such written consent is given prior to assignment. If, however, the employee shall die, the benefits of this Section 10 shall be available to, and apply fully to, the employee's legal representative, but only while acting within the scope of his duties as such.

10.8 Any defense and indemnification available to an employee under this Section 10 shall continue to be available after the termination of his employment, office or tenure if the act or omission causing such liability occurred during the course of his duties while an employee of the District. Such defense and indemnification shall not be available to a former employee, however, in the event that the tort or liability claim against him is asserted as a counterclaim or set-off in any suit brought by the employee, except the extent that the liability of such employee may exceed the amount of his own claim or suit.

10.9 The provisions of this Section 10 shall be subject to the provisions of the Colorado Governmental Immunity Act, Sec. 24-10-101, et seq., C.R.S., and the Colorado constitution. Nothing herein is to be construed as a waiver of any immunity

or defense provided by law.

11. **BIDDING AND CONTRACTING PROCEDURES.** Except in cases in which the District will receive aid from a government agency, or when the Board determines to utilize integrated project delivery contract as provided below, a notice shall be published for bids on all construction contracts for work or material, or both, involving an expense of \$60,000.00 or more. The District may reject any and all bids. If it appears that the District can perform the work or secure material for less than the lowest bid, it may proceed to do so. If possible, at least three quotes shall be obtained for work or material, or both, involving an expense less than \$60,000.00. The purchase of fire equipment, apparatus, and vehicles shall be exempt from these bidding and contracting procedures provided, however, that the Board may adopt specific policies with respect to the purchase of such equipment, apparatus, and vehicles.

11.1 A Notice or Invitation to bid shall be published in a newspaper of general circulation within the District boundaries pursuant to state statute. The Notice will request sealed proposals for the construction to be done, or for the materials needed. The specifics of the contract will be stated; where and when the plans and specifications may be examined; and the time and place the sealed proposals will be opened and publicly read.

11.2 The Board retains the right at all times, in its sole discretion, to reject any or all proposals; determine the proposal and subcontractors that will serve the best interests of the District; and determine the proposal and subcontractors which are most responsible to perform the work.

11.3 Bids must be accompanied by an acceptable bidder's bond, or a certified check payable to the District, in an amount equal to 5% of the bid. If within the time designated in the Notice of Award, the Contract is not executed, and, if required, Payment and Performance Bonds and Certificates of Insurance are not provided, the District shall keep the bid bond as liquidated damages, and assess such other damages as the District may determine.

11.4 Payment and Performance Bonds are required for all construction contracts over \$50,000.00; and shall be discretionary with the Board for contracts which are under that amount.

11.5 As an alternative to hiring an architect or engineer to design a project, if the Board make a determination that an integrated projected delivery ("IDP") contract would represent a timely or cost-effective alternative for a public project, the Board may:

- a. Pre-qualify contracting entities by publishing a notice of a "request for qualifications" (RFQ) that may includes: a description of project; general budget considerations; specific criteria; evidence of

competency/experience and capabilities, evidence of all required registrations/credentials to provide the services; and the criteria for prequalification. If an RFQ is published, then the Board must select and prepare a short list of entities that it considers to be most qualified.

- b. A request for proposals (RFP) shall then be sent to those on the short list, or, if no RFQ has been done, then the RFP shall be published/advertised. The RFP may contain: procedures to be followed for submitting proposals; criteria for evaluation of proposals; procedures for making the award; required performance standards; description of the drawings, specs, or other submittals to be provided; relevant budget considerations; proposed schedule; and the stipend, if any, that will be paid to those on the short list who are not selected if an RFQ is utilized.
- c. Prequalification is not required, but if an RFQ is published, then the Board must select and prepare a short list of entities that it considers to be most qualified. The Board may then select the proposal that is in the best interests of the District.
- d. Other than the public bid requirement (which the IDP replaces if utilized), all other construction laws are applicable to a district construction project (e.g., performance bonds, notice of final settlement, etc.).

11.6 In either process, ten percent of all pay estimates shall be withheld during the construction until 50% of the contract work has been performed; thereafter, no additional sums shall be withheld if satisfactory progress is being made. For any exceeding \$80,000.00, the contractor may deposit acceptable securities in lieu of such retained amounts in accordance with law. (Section 24-91-103, C.R.S.)

12. **POWERS OF THE BOARD OF DIRECTORS.** Without restricting the general powers conferred by law, it is hereby expressly declared that the Board shall have the following power and duties:

12.1 To determine and designate, except as otherwise provided by law or these bylaws, who shall be authorized to make purchases, negotiate for the purchase of real estate, negotiate leases, and sign receipts, endorsements, checks, releases and other documents.

12.2 To create standing or special committees and to delegate such power and authority thereto as the Board deems necessary and proper for the performance of such committee's functions and obligations, consistent with statutory powers.

12.3 To abide by the Mission Statement of the Estes Valley Fire Protection District as listed in Exhibit A.

13. **MODIFICATION OF BYLAWS.** These bylaws may be altered, amended or repealed at any regular meeting or at any special meeting of the Board called for that purpose after an initial presentation of the proposal at a prior regular meeting of the Board.

14. **SEVERABILITY.** If any provision of these Bylaws or the application thereof is held invalid, such invalidity shall not affect the provisions or applications of these Bylaws which can be given effect without the invalid provision or application. To this end, the provisions of these Bylaws are deemed severable.

15. **VOLUNTEER STAFFING.** The Estes Valley Fire Protection District will continue to maintain a force of volunteer firefighters supported by a paid administrative staff.

ADOPTED this ____ day of _____ 2010 by the Board of Directors of the Estes Valley Fire Protection District.

Addendums:

Adopted 2-12-14:

EVFPD Board Policy Maintenance Policy

To ensure proper record-keeping of all revisions and/or additions to policies and bylaws of the Estes Valley Fire Protection District, the following steps will be taken by the Estes Valley Fire Protection District's Board Appointed Secretary:

- 1) The Secretary of the Board will email all board members a complete newly updated policy after revisions and/or additions are made
- 2) The Secretary of the Board will print out and highlight each addition or revision and provide this hard copy page to all board members at the next meeting to add to their board books
- 3) The Secretary of the Board will maintain a numeric filing system for all policy revisions and/or additions specific to: policy, subsequent revision number, section number within policy that have been changed, added or deleted, and concluded with date accepted by board. For example, the 4th change made to the Bylaws since its adoption would be recorded as: BL4_6.12_5-29-13
- 4) The Secretary of the Board will keep an updated hard copy of all revisions and new copies of all policies in the BOARD CHANGES file as well as keep an e-copy that is saved on the computer
- 5) Revisions to the policies can be tracked and copies of superseded or deleted policies will be available for print out from the EVFPD Administrative Assistant's computer.

ESTES VALLEY FIRE PROTECTION DISTRICT

By _____
President

ATTEST:

Secretary

Exhibit A

“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.”



ESTES VALLEY FIRE PROTECTION DISTRICT
PREVENT PREPARE PERFORM

BOARD OF DIRECTORS POLICY MANUAL



Thank you for serving.

Paul Capo Fire Chief

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923

ESTES VALLEY FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS POLICY MANUAL

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BOARD OF DIRECTORS POLICY MANUAL
OF THE
ESTES VALLEY FIRE PROTECTION DISTRICT

PART I-GENERAL RULES

RULE I-1: Purpose

The purpose of this Policy Manual is to provide guidelines for the conduct of the Board of Directors of the ABC Metropolitan District.

RULE I-2: Suspension of Rules

Any of the within rules not required by law may be suspended by a majority of the Board.

RULE I-3: Alteration, Amendment or Repeal

Any rule may be altered, amended or repealed at a duly noticed meeting by a majority vote of the Board.

PART II - BASIS OF AUTHORITY

RULE II-1: Authority of the Board

The Board of Directors is the governing authority of this District. Apart from his/her normal function as a part of this unit, or as directed by the Board, no Director may commit the District to any policy, act or expenditure. All powers, privileges and duties vested in or imposed upon the District shall be exercised and performed by and through the Board. The Board may delegate to officers, employees and agents of the District any or all administrative and ministerial powers.

RULE II-2: Representation

The Board of Directors as a whole should not represent any factional segment of the District, but rather represent and act for the District as a whole.

RULE II-3: Governing Laws

The Board of Directors shall comply with and be guided by applicable state laws and regulations including the Colorado Special District Act and applicable federal laws and regulations.

PART III - BOARD STRUCTURE

RULE III-1: Officers

Annually, at the first regular Board Meeting following the biennial election of Board Members, and during the same month in the following year, the Board shall select a President, Vice President, Secretary and Treasurer for the next for the next calendar year. *alternative choices: *{The Treasurer need not be a member of the Board.} {The Manager shall perform the duties of Secretary to the Board.}*

RULE III-2: President

The President (Chairman) shall perform the duties of presiding officer at all meetings of the Board of Directors and shall carry out the resolution and orders of the Board of Directors and perform such other duties as the Board of Directors prescribes.

The President (Chairman) shall be the Board's liaison to the Manager, and shall work with the Manager to develop the Board agenda prior to each Board meeting. The President (Chairman) shall convey the Board's actions and directions to the Manager, and shall monitor the Manager's progress on Board directives and policies.

The President is authorized to sign all official documents of the District.

RULE III-3: Vice President

When the President resigns or is absent or disabled, the Vice President (Vice Chair) shall perform the President's duties. When the President disqualifies himself/herself from participating in an agenda item, the Vice President shall perform the duties of the presiding officer.

RULE III-4: Secretary

The Secretary shall be a member of the Board, and shall be responsible for seeing that accurate minutes of Board meetings are kept and preserved.

RULE III-5: Treasurer

The Treasurer need not be a member of the Board, and shall be responsible for seeing that appropriate financial procedures are in place, and that accurate financial records are kept. The Treasurer shall also be responsible to see that an annual budget is prepared and adopted pursuant to the provisions of the Colorado Budget Act. The Manager may be designated as the District Treasurer.

RULE III-6: Manager

The Board may appoint a Manager or contract with an administrator to serve for such term and upon such conditions, including compensation, as the Board may establish. The Manager shall have general supervision over the administration of the affairs, employees and business of the District and shall be charged with the hiring and discharging of employees and the management of District properties. The Manager shall have the care and custody of the general funds of the District and shall deposit or cause to be deposited the same in the name of the District in such banks or savings associations as the Board may select.

RULE III-7: Committees

The Board may create standing or ad hoc committees at its discretion. Committee motions and recommendations shall be advisory to the Board and not commit the District to any policy, act or expenditure nor may any committee direct staff to perform specific duties unless authorized by the Board.

PART IV - CODE OF ETHICS

RULE IV-1: Objectives

The Board of Directors of ABC Metropolitan District is committed to providing excellence in legislative leadership that results in the provision of the highest quality services and representation on behalf of the District's constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following guidelines are recommended:

IV-1A Respect: The dignity, style, values and opinions of each Director shall be respected.

IV-1B Listening: Responsive and attentive listening in communication is encouraged.

IV-1C Representation: The needs and desires of the District's constituents should be the priority of the Board of Directors.

IV-1D Responsibility: The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to the District's Manager for implementation.

IV-1E Attitude: Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, backbiting and other negative forms of interaction.

IV-1F Issue Orientation: Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocs based on personalities rather than issues should be avoided.

IV-1G Openness: Different viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions. Once the Board of Directors takes action by majority vote, all Directors should support the action, and not create barriers to the implementation of such action. There should be no minority opinions or individual disagreement with the action publicly expressed once District action is taken by the Board.

RULE IV-2: Information

Directors should abide by the following procedures:

IV-2A Clarification: In seeking clarification on informational and policy items, Directors should directly approach the Manager to obtain information needed to supplement, upgrade or enhance their knowledge to improve legislative decision making. It is preferred that such clarification is sought during Board meetings, where all Directors receive the same information.

IV-2B Complaints: In handling complaints from residents and property owners of the District, said complaints should be referred to the Manager. Board members should refrain from attempting to handle complaints without the involvement of the Manager.

IV-2C Safety: Items related to safety, concerns for safety or hazards should be reported to the Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

IV-2D Policy: In seeking clarification for administrative policy-related concerns, especially those involving personnel, legal action, land acquisition, finances, and programming, said concerns should be directed to the Manager.

RULE IV-3: Interaction with Staff

When approached by District personnel concerning specific District policy, Directors should direct inquiries to the Manager or the appropriate staff supervisor. **The chain of command should be followed.**

RULE IV-4: Team Effort

The smooth working of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

RULE IV-5: Constituent Requests

When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

RULE IV-6: Interaction with Manager

Directors should develop a working relationship with the Manager wherein current issues, concerns and District projects can be discussed comfortably and openly. The Manager shall not play favorites among Board Members, but shall treat all Board Members equally, and with dignity and respect.

RULE IV-7: Board as a Whole

Directors should function as part of the whole Board. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

RULE IV-8: Monitoring Progress

Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

RULE IV-9: Preparation

Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff through the Manager, or exchanged between Directors between meetings, within the limits of the Colorado Open Meetings Act.

RULE IV-10: Staff Notes

Information that is exchanged before the meetings shall be distributed through the Manager, and all Directors will receive all information being distributed.

RULE IV-11: Courtesy

Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

RULE IV-12: Questions

Directors shall defer to the President for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be confined to the matter being discussed by the Board and avoid personal attacks and insinuations.

RULE IV-13: Minutes

Minutes shall include a summary of actions taken, including actual motions made and properly seconded, with the number of votes for and against, but shall not include the Directors voting for and against, unless a Director requests that the minutes reflect his or her vote on the motion.

Minutes shall list the Directors who are absent at the meeting, with a notation of whether the absence is excused or not excused, as determined by the Board.

Directors may request that brief comments pertinent to an agenda item (including, if desired, a position on abstention or dissenting vote) be included in the minutes of a meeting. Such a request shall be made only at the meeting that item is discussed.

RULE IV-14: Conflict of Interest

Directors shall abstain from participating in consideration of any item involving a legally prohibited conflict of interest. Unless such a conflict exists, however, Directors should not abstain from the Board's decision-making responsibilities, including voting on all action items.

PART V - BOARD MEETING PROCEDURES

RULE V-1: Regular Meetings

Regular meetings of the Board of Directors shall be held (day, time, and place). The date, time, and place of regular meetings shall be reconsidered annually at the first meeting of the Board for that year.

RULE V-2: Special Meetings (Non-Emergency)

Special meetings (non-emergency) of the Board of Directors may be called by any Director by informing the other Directors of the date, time and place of such special meeting, and the purpose for which it is called, and by posting notice as provided in 32-1-903, C.R.S., and 24-6-402, C.R.S.

V-2A: Agenda: An agenda shall be prepared as specified for the regular and special Board meetings and shall be included with the notice of the meeting as posted 24 hours in advance of the meeting. The agenda shall include all items of business to be considered, as nearly as known at the time of the posting.

V-2B: New Business: Only those items of business listed in the call for the special meeting shall be considered at the special meeting.

RULE V-3: Special Meetings (Emergency)

In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened immediate disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24)

hour notice required above. An emergency situation means a crippling disaster which severely impairs public health, safety or both, as determined by the Manager and Board President or Vice President in the President's absence. An emergency meeting may be called by the Board President or any two Board Members. All members of the Board shall receive notice of such meeting, as far in advance of the meeting as possible. Only items relevant and necessary to dealing with the emergency shall be considered at the emergency meeting.

RULE V-4: Adjourned Meetings

A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if a quorum is lacking at any regular or adjourned meeting, the Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified above.

RULE V-5: Order of Agenda

The presiding officer of the meeting described herein shall determine the order in which the agenda items shall be considered for discussion and/or action by the Board.

RULE V-6: Meeting Room Preparation

The President and the Manager shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

RULE V-7: Motions and Resolutions

All actions of the Board necessary for the governance and management of the affairs of the District shall be by passage of motions or resolutions.

PART VI -BOARD MEETING CONDUCT

Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. *{The latest edition of Robert's Rules of Order, Revised shall also be used as a general guideline for meeting protocol.}* District policies shall prevail whenever they are in conflict with *{Robert's Rules of Order, Revised.}*

RULE VI-2: Conduct Objective

The conduct of meetings shall, to the fullest extent possible, enable Directors to consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems and receive, consider and take any needed action with respect to reports of accomplishments of District operations.

RULE VI-3: Public Input

Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as follows:

VI-3A Time Limits: The President, unless a majority of the Board objects, may allot a maximum amount of time for each speaker and a maximum amount of time to each subject matter.

VI-3B Boisterous Conduct: No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the President, of the speaker's privilege of address.

VI-3C Allegations: No oral presentation shall include any charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against an employee shall first be submitted in writing to the Board of Directors.

RULE VI-4: Willful Disruption

Willful disruption of any meeting of the Board of Directors shall not be permitted. If the President with the concurrence of the Directors finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business, allowing only those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room before any further business is conducted.

VI-4A New Business: In such an event, only matters appearing on the agenda may be considered in such a session.

RULE VI-5: Quorum and Majority

Action can only be taken by the vote of the majority of the Board of Directors present at the meeting, provided a quorum is present. One more than fifty percent of number of Directors holding office at the time represent a quorum for the conduct of business. A majority shall consist of one more than fifty percent of the Directors present and entitled to vote on an issue.

RULE VI-6: Abstentions

Where a Director abstains in a vote because of a potential conflict of interest the Director shall be considered to be absent. Thus, action can only be taken by a majority of the Directors present,

not counting the Director(s) abstaining because of a potential conflict of interest. Directors shall not abstain from voting for any other reason than potential conflict of interest.

RULE VI-7: Directions

The Board may give directions which are not formal action. Such directions include the Board's directives and instructions to the Manager. The President shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the President, a voice vote may be requested. A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as to refer the matter to the Manager for review and recommendation, etc.). Informal action by the Board is still Board action and shall only occur regarding matters which appear on the agenda for the Board Meeting during which said informal action is taken.

PART VII - PARLIAMENTARY PROCEDURE

Rule VII-1: Parliamentary Determinations

The presiding officer shall preserve order and decorum and shall decide questions of order subject to appeal to the Board.

RULE VII-2: Call for Question

A "call for question" shall be deemed a non-binding request that the presiding officer close debate and bring a motion to an immediate vote. The presiding officer may choose to continue discussion of the issue.

RULE VII-3: Motion to Close Debate

The "motion to close debate", if seconded, shall be a non-debatable motion, and shall have precedence over any other motion except for a parliamentary inquiry, or a motion to adjourn. Should the "motion to close debate" pass by a majority vote, the presiding officer shall thereafter immediately call the question on the pending motion.

RULE VII-4: Reconsideration (Same Meeting)

Any Director that voted on the prevailing side on a motion on an agenda item may move to reconsider that item at the same meeting. If seconded by any other Director and passed by majority vote, the effect of the motion is to vacate the earlier motion such that a new motion may be debated. The Board should not reverse a decision where the audience that provided public input to the initial action have departed.

RULE VII-5: Reconsideration (Subsequent Meeting)

Any two Directors may request that an item resolved at an earlier meeting be added to the agenda of a subsequent meeting. The presiding officer may reject this request if no new information is presented to warrant further debate.

RULE VII-6: Motion to Continue

Any Director may move that an item be continued to a specific future Board meeting even if a main motion is pending consideration. If such a motion is seconded and passed, all consideration on that item is halted until the subsequent meeting.

RULE VII-7: Motion to Table

Any Director may move that an item be tabled for an indefinite time even if a main motion is pending consideration. If such a motion is seconded and passed, all consideration on that item is halted until the Director requests consideration on a subsequent agenda.

PART VIII - REMUNERATION

RULE VIII-1: Board Meeting Compensation

Board Members compensation shall be established by a Board resolution, as governed by 32-1-902 (3), Colorado Revised Statutes. Staff will provide for payment of Board meeting attendance compensation on a monthly basis as a function of the Board meetings attended by each Board member. The District will not compensate Board members for ceremonial events such as annual festivals where no business is conducted, even if notice of such meeting was posted.

RULE VIII-2: Board Member Expenses

Board members that incur expenses for activities on behalf of the District at the request of the Board shall be reimbursed on the basis established under the District's Expenditure Control Guidelines.

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement - January 19, 2026

Agenda Item #8, b, i

Agenda Title:

Discussion/Action re nomination and
election for Board Secretary

Submitted by:

Sandra Smith, President

Background Information:

None

Attachments:

___ Agenda

___ Minutes

___ Report

___ Resolution

___ Contract

___ Map

___ Letter

X Other

Board Action Needed:

Motion to appoint Board Secretary.

Sandra Smith Yes No

Scott Dorman Yes No

Ryan Leahy Yes No

Jeff Robbins Yes No

Jon Smith Yes No

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement - January 19, 2026

Agenda Item #8, b, ii

Agenda Title:

Discussion/Action re creation of
Permanent Budget Committee

Submitted by:

Sandra Smith, President

Background Information:

None

Attachments:

___ Agenda

___ Minutes

___ Report

___ Resolution

___ Contract

___ Map

___ Letter

X Other

Board Action Needed:

Motion to appoint Permanent Budget Committee.

Sandra Smith Yes No

Scott Dorman Yes No

Ryan Leahy Yes No

Jeff Robbins Yes No

Jon Smith Yes No

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement - January 19, 2026

Agenda Item #8, b, iv

Agenda Title:

Discussion/Action re creation of
Permanent Audit Committee

Submitted by:

Sandra Smith, President

Background Information:

None

Attachments:

___ Agenda

___ Minutes

___ Report

___ Resolution

___ Contract

___ Map

___ Letter

X Other

Board Action Needed:

Motion to appoint Permanent Audit Committee

Sandra Smith Yes No

Scott Dorman Yes No

Ryan Leahy Yes No

Jeff Robbins Yes No

Jon Smith Yes No

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement - January 19, 2026

Agenda Item #8, b, iv

Agenda Title:

Submitted by:

Discussion/Action re RESOLUTION

Sandra Smith, President

No. 2026-02 REGARDING THE
INDEMNIFICATION OF DIRECTORS,
OFFICERS AND EMPLOEES OF THE
DISTRICT

Background Information:

See attached resolution.

Attachments:

Agenda

Minutes

Report

Resolution

Contract

Map

Letter

Other

Board Action Needed:

Motion to adopt Resolution 2026-02.

Sandra Smith Yes No

Scott Dorman Yes No

Ryan Leahy Yes No

Jeff Robbins Yes No

Jon Smith Yes No

ESTES VALLEY FIRE PROTECTION DISTRICT

RESOLUTION NO. 2026-02

RESOLUTION REGARDING THE INDEMNIFICATION OF DIRECTORS, OFFICERS AND EMPLOYEES OF THE DISTRICT

WHEREAS, Estes Valley Fire Protection District (“District”) is a special district operating as a quasi-municipal corporation of the State of Colorado, by virtue of organization under Title 32, Article 1., C.R.S.; and

WHEREAS, past and present directors, officers and employees of the District may be subject to claims arising from acts or omissions occurring during the performance of their governmental duties; and

WHEREAS, the District desires to defend and indemnify such persons against liability for acts or omissions occurring during the performance of their governmental duties so as to encourage employment with and/or service to the District; and

WHEREAS, by encouraging persons to accept employment, it is in the best interests of the health, safety, and welfare of the District and its inhabitants to defend and indemnify its directors, officers and employees against liability for which defense and indemnification may not otherwise be provided by Colorado law.

NOW THEREFORE, be it resolved by the Board of Directors of the Estes Valley Fire Protection District as follows:

A. Definitions. For purposes of this Resolution, the terms below shall be defined as follows:

1. Director: Includes current and former directors of the District who are sued for acts or omissions occurring during their terms as directors of the District.

2. Employee: Includes a Director, officer, employee, authorized volunteer, or servant (hereinafter collectively referred to as “Employee”) of the District, whether or not compensated, elected, or appointed, who are sued for acts or omissions occurring during their term of employment with the District. The term “Employee” specifically excludes any person or organization contracting to perform services or acting for the District as an independent contractor.

3. Scope of Employment: An act or omission of an Employee of the District is within the “scope of employment” if it reasonably relates to the business or affairs of the District, and the Employee acted in good faith and in a manner which a

reasonable person would have believed to be in, and not opposed to, the best interests of the District.

4. Act: Means the Colorado Governmental Immunity Act set forth in Article 10, Title 24, C.R.S., as amended from time to time.

B. Applicability of the Act.

1. The District shall pay the costs and expenses actually and reasonably incurred by an Employee in connection with the defense of any allegation, action and proceeding arising out of an act or omission of such person during the performance of such person's duties within the Scope of Employment, including reasonable attorneys' fees, where the action lies or could lie in tort, in accordance with the Act. As a prerequisite to such payment, the Employee must furnish the District with an affidavit stating that the action against him is not purely personal; that, to his reasonable belief, the act or omission upon which the claim is based reasonably relates to the business affairs of the District; and that the Employee acted in good faith and in a manner which a reasonable person would have acted under the circumstances and which was not opposed to the best interests of the District. However, the District shall not pay such judgment or settlement and shall seek reimbursement from the Employee for the actual costs of his defense, including actual attorneys' fees, where it is determined by a court of competent jurisdiction (a) that the injuries did not arise out of an act or omission of the Employee occurring during his term of employment with the District and within the Scope of Employment, as defined herein or by the court, or (b) that, unless otherwise expressly authorized by the Board of Directors of the District, the Employee's act or omission was willful and wanton.

2. All claims to be paid as a result of the indemnification provided hereunder shall be paid by the District or its insurer, except as set forth in paragraph K, below. The District or its insurer shall pay judgments and settlements in accordance with the Act even if sovereign immunity bars the action against the District.

C. Limitations on Unlawful Acts. The District, acting through its Board of Directors, shall have absolute discretion regarding the payment of costs of defense, including reasonable attorneys' fees and any fines or penalties assessed, where a criminal action is brought against its Employee for acts or omissions occurring during his term of employment with the District and within his Scope of Employment. Prior to such payment, the Employee must furnish the District with an affidavit stating that the action against him is not purely personal; that to his reasonable belief the act of omission upon which the claim is based occurred within his Scope of Employment; and that he had no reasonable cause to believe his conduct was unlawful. The District shall not pay such fines or penalties, and shall seek reimbursement by the Employee for the actual costs of his defense, including actual attorneys' fees, where it is determined by a court of

competent jurisdiction (a) that the alleged criminal action did not arise out of an act or omission by the Employee occurring during his term of employment with the District and within the Scope of Employment, as defined herein or by the court, or (b) that the Employee had reasonable cause to believe his conduct was unlawful.

D. Contract or Other Actions. The District shall pay the cost of defense of, and settlements and judgments against, its Employees, including reasonable attorneys' fees, where the action lies in contract, whether express or implied, or arises under State or Federal laws and is not governed by the Act, except for criminal actions as hereinbefore addressed. As a prerequisite to such payment, the Employee must furnish the District with an affidavit stating that the action against him is not purely personal and that, to the best of his reasonable belief, the act or omission upon which the claim is based occurred within his Scope of Employment. The District shall not pay such judgments and shall seek reimbursement from the Employee for the actual costs of the Employee's defense, including actual attorneys' fees, where it is determined by a court of competent jurisdiction that (a) the damages did not arise out of an act or omission of the Employee occurring during his term of employment with the District and within the Scope of Employment, as defined herein or by the court, or that (b) the Employee had reasonable cause to believe such action or contract was prohibited by law.

E. Notice of Action or Potential Action. Employees are required to notify the District at the earliest opportunity of any and all actions which may require that such Employee be defended and indemnified as provided within this Resolution. If any Employee is served with papers regarding a lawsuit that relates to the Employee's conduct which occurred within the Course of Employment, the Employee must immediately notify the District and provide all documents that were served. If the District does not receive timely and proper notice of a claim and/or lawsuit from the Employee, the District reserves the right to deny the defense and indemnification of the Employee as provided for in this Resolution.

F. No Indemnification. The District will not indemnify an Employee if it is determined by a Court that the Employee acted for personal benefit or on the basis of other improper benefit which conduct was outside of the Employee's Scope of Employment. The District, however, reserves the right to consider whether indemnification of an Employee is appropriate if a Court determines that the Employee's conduct leading to the claim and/or lawsuit was willful and wanton and/or whether indemnification for any punitive damages award is appropriate. Such determination will be dependent upon the circumstances, advice from legal counsel, and must be addressed by the Board in a separate resolution.

G. Settlement. The District, acting through its Board of Directors or the Board's designated representative, shall approve in writing any settlement of claims which has been reached involving its Employees. The District shall not be responsible

for the payment of any settlement that is made without its express consent and approval in writing.

H. Legal Counsel. The District shall provide legal counsel to serve as counsel for the Employee if the employee has provided the affidavit set forth in Sections C and D above. The Employee must cooperate in all respects with the District as it concerns the Employee's defense.

I. Liability Limitations. The District's indemnity obligations shall not exceed the statutory limits set forth in the Act in cases that lie in tort or could lie in tort. Indemnification related to any other type of claim will be evaluated on a case-by-case basis.

J. Effect of Other Insurance, Bond, or Indemnification Plan. If the District has insurance coverage for any act for which indemnification is provided by this Resolution, its coverage shall be primary. If the Employee against whom a claim is asserted has other applicable insurance, bond, or an indemnification plan available covering the loss or damage alleged against him or her, and the District does not have adequate insurance coverage, and the act for which indemnification is sought is other than an action sounding in tort, such insurance, bond, or other plan will be first applied to the payment of any defense costs, attorneys' fees, or claim/judgment before the District's resort to obtaining funds for indemnification from sources other than insurance. The obligation of the District to indemnify the Employee shall, in all events, exist only to the extent permitted by this Resolution.

K. Purpose. The purpose of this Resolution is to protect Employees of the District against personal liability for their actions taken on behalf of the District. It is the intent of the District that this Resolution be liberally construed in favor of the protection of such Employees. By the adoption of this Resolution, the District does not waive its rights to claim sovereign immunity as a defense to any action or any other defense under the Act or provided by law.

L. Severability. If any provision of this Resolution is found to be invalid by any court of competent jurisdiction, such finding shall not affect the validity of the remainder of the Resolution.

M. Term. All indemnifications described in this Resolution shall be valid during the current fiscal and calendar year and shall be considered automatically renewed on January 1 of each year thereafter unless repealed by resolution of the Board of Directors of the District within sixty (60) days prior to the renewal date.

N. Repeal of Previous Indemnification Provisions. This Resolution shall supersede any and all previous Indemnification Resolutions adopted by any Board of

Directors of the District and shall amend the District's Bylaws, to the extent of any inconsistency between such indemnification provisions.

The foregoing Resolution was approved and adopted this 19th day of January, 2026.

ESTES VALLEY FIRE PROTECTION
DISTRICT

By: _____
Sandra Smith, President

Attest:

_____, Secretary

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement - January 19, 2026

Agenda Item #8, c

Agenda Title:

Discussion/Action re Town Plan
Review Wavier

Submitted by:

Jon Landkamer, DC Support and Prevention

Background Information:

See attached staff report

Attachments:

<input type="checkbox"/> Agenda	<input type="checkbox"/> Minutes	<input checked="" type="checkbox"/> Report
<input type="checkbox"/> Resolution	<input type="checkbox"/> Contract	<input type="checkbox"/> Map
<input type="checkbox"/> Letter	<input type="checkbox"/> Other	

Board Action Needed:

A motion to approve request for wavier of plan review fees for Museum.

Sandra Smith	Yes	No
Scott Dorman	Yes	No
Ryan Leahy	Yes	No
Jeff Robbins	Yes	No
Jon Smith	Yes	No



ESTES VALLEY FIRE PROTECTION DISTRICT
PREVENT PREPARE PERFORM

Memo

To: EVFPD Board of Directors

From: Jon Landkamer, EVFPD Division Chief of Support Services

Date: January 19, 2026

RE: *Town of Estes Park Fee Waiver Request*

Purpose of this Action Item:

Evaluate and approve/disapprove the fee waiver request from the Town of Estes Park Project Manager for the Museum Addition project.

District Board Action Requested:

Approve/disapprove the fee waiver request from the Town of Estes Park Project Manager.

Present Situation:

The Town of Estes Park has submitted plans for an addition to the Museum located at 220 Fourth Street. They have also submitted a request to have the fees waived or reduced as much as possible.

Proposal:

The plan review fees are a pass through directly to Fire Marshal Services. The impact fees go directly to us and are restricted funds. EVFPD would have to make up any reduction in fees out of our general fund to make our contractor whole for his time. We are proposing not to reduce the plan review fees but waive all the impact fees. This would reduce their invoice from \$833 to \$500.

Advantages:

- Cooperation with our Town partners on a project that enhances the experience at our local Museum.

Disadvantages:

- None.

Finance/Resource Impact:

- Reduction of revenue (-\$333) to the general fund.

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923



ESTES VALLEY FIRE PROTECTION DISTRICT
PREVENT PREPARE PERFORM

Attachments:

1. Invoice for Permit #25EP-00401
2. Impact Fee Reduction/Waiver Policy
3. Plan Review Fee Reduction/Waiver Policy

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ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

Impact Fee Reduction/Wavier Policy (1 of 3)

Effective: January 1, 2021

1. PURPOSE

To establish a uniform policy for wavier of Impact Fees in support of essential community needs.

2. POLICY

It is the policy of the Estes Valley Fire Protection District Board to support essential community needs provided by special taxing districts and government entities through consideration of waiving in-house fees assessed by the Estes Valley Fire Protection District. Reduction in fees by like entities (e.g. Town of Estes Park or Larimer County) will be used as a guide in identifying these needs.

3. PROCEDURE

a. Eligible Entities

The following entities may be exempted from some or all Prevention Division fees, e.g. plan review fees, inspection fees, etc:

- 1) Public funded government construction (federal, state, county, local); including taxing districts/special districts (e.g. hospital, library, parks and recreation, school)
- 2) Any project that has been granted a Community Development fee reduction or waiver by the Town of Estes Park or Larimer County.

b. Fee Reduction / Wavier Criteria

The following criteria will be used to qualify projects:

- 1) A critical service is being provided;
- 2) The permitted project or building will serve or support a currently underserved and needy segment of the community;
- 3) The project will not create an undue burden on the Estes Valley Fire Protection District

c. Fee Reduction / Waiver Methodology

The following criteria will be used to determine the percentage of fee reduction:

100% of fees may be waived for any eligible entity that directly supports improved fire prevention and suppression within the Fire District, e.g., the Town of Estes Park Water Division who installs and maintains fire protection water supply.

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ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

Impact Fee Reduction/Wavier Policy (2 of 3)

Effective: January 1, 2021

50% of fees may be waived for any eligible entity that directly provides benefit to the community as outlined in the qualifying criteria, and indirectly provides benefit to improved fire prevention and suppression within the Fire District, e.g., impact fees associated with the construction of the Larimer County maintenance facility.

25% of fees may be waived for any eligible entity that provides benefit to the community or region as outlined in the qualifying criteria but may not provide a specific or quantifiable benefit to the Fire District.

d. Fee Waiver Request and Process

It is not the policy of the Estes Valley Fire Protection District to routinely waive fees for projects meeting the criteria in Sections 3a, 3b, and 3c of this policy. These projects may request a waiver by submittal of a written request to the Prevention Division, Attn: Fire Marshal.

Applications must be received no less than seven (7) days before a regularly scheduled board meeting to be included on the agenda. Applications received less than seven (7) days before a board meeting will be added to the agenda for the next regularly scheduled meeting. The Board of Directors will hear the request and may choose to waive some, or all fees based on the merits of the request. Requests that do not meet the requirements established in Sections 3a, 3b, and 3c of this policy will not be considered. Decisions will be returned no more than 21 days after it is presented to the Board of Directors.

e. Decision-Making Authority

All applications for Impact Fee reduction or waivers must go before the Estes Valley Fire Board of Directors.

4. REPORTING

a. Communication to Estes Valley Board of Directors

All granted reductions or waivers must be documented in writing by the decision-making authority.

b. Documentation of Waiver Approval

Documentation shall be stored by the Prevention Division with the related project files (digital or paper as appropriate). A summary of granted waivers shall be maintained and be available for review upon Board request.

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

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ESTES VALLEY FIRE PROTECTION DISTRICT
PREVENT PREPARE PERFORM


Impact Fee Reduction/Wavier Policy (3 of 3)
Effective: January 1, 2021

c. Communication to Fee Levying Bodies

Fee waivers shall be communicated by the Fire Marshal to the fee levying body (e.g. Town of Estes Park Planning Department or Larimer County Building Department) to notify of reduced required fee. These shall be communicated within two (2) business days of waiver approval.

Approved:


Ed Ford, Board President 12/9/2020
Date


Mike Richardson, Vice President 12/9/2020
Date



ESTES VALLEY FIRE PROTECTION DISTRICT
PREVENT PREPARE PERFORM

Plan Review Fee Reduction/Wavier Policy (1 of 2)
Effective: January 1, 2021

1. PURPOSE

To establish a uniform policy for wavier of Prevention Division plan review and inspection fees in support of essential community needs. This policy does not apply to other Prevention Fees, such as Fire Protection Equipment & Systems, Hazardous Materials, and Operational Permit fees.

2. POLICY

It is the policy of the Estes Valley Fire Protection District Board to support essential community needs provided by special taxing districts and government entities through consideration of waiving in-house fees assessed by the Prevention Division of the Estes Valley Fire Protection District. Reduction in fees by like entities (e.g. Town of Estes Park or Larimer County) will be used as a guide in identifying these needs.

3. PROCEDURE

a. Eligible Entities

The following entities may be exempted from some or all Prevention Division fees, e.g. plan review fees, inspection fees, etc:

- 1) Public funded government construction (federal, state, county, local); including taxing districts/special districts (e.g. hospital, library, parks and recreation, school)

b. Fee Wavier Criteria

The following criteria will be used to qualify projects:

- 1) A critical service is being provided;
- 2) The project will not create an undue burden on the Estes Valley Fire Protection District

c. Fee Reduction / Waiver Methodology

Plan Review and Inspection Fees are meant to cover the cost of staff time in reviewing project proposals and ensuring that requirements of the adopted Fire Code are met. This time is required no matter what organization is completing the project. For that reason, it is the intention of the organization to restrict fee reduction to no more than \$800.

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923



ESTES VALLEY FIRE PROTECTION DISTRICT
PREVENT PREPARE PERFORM

Plan Review Fee Reduction/Wavier Policy (2 of 2)
Effective: January 1, 2021

d. Fee Waiver Request and Process

It is not the policy of the Estes Valley Fire Protection District to routinely waive fees for projects meeting the criteria in Sections 3a and 3b of this policy. These projects may request a waiver by submittal of a written request to the Prevention Department, Attn: Fire Marshal. Applications must be received no less than seven (7) days before a regularly scheduled board meeting to be included on the agenda. Applications received less than seven (7) days before a board meeting will be added to the agenda for the next regularly scheduled meeting. The Board of Directors will hear the request and may choose to waive some, or all fees based on the merits of the request. Requests that do not meet the requirements established in Sections 3a and 3b of this policy will not be considered. Decisions will be returned no more than 21 days after it is presented to the Board of Directors.

e. Decision-Making Authority

All applications for Plan Review Fee reduction or waivers must go before the Estes Valley Fire Board of Directors.

4. REPORTING

a. Communication to Estes Valley Board of Directors

All granted reductions or waivers must be documented in writing by the decision-making authority.

b. Documentation of Waiver Approval

Documentation shall be stored by the Prevention Division with the related project files (digital or paper as appropriate). A summary of granted waivers shall be maintained and be available for review upon Board request.

c. Communication to Fee Levying Bodies

Fee waivers shall be communicated by the Fire Marshal to the fee levying body (e.g. Town of Estes Park Planning Department or Larimer County Building Department) to notify of reduced required fee. These shall be communicated within two (2) business days of waiver approval.

Approved:


Ed Ford, Board President 12/9/2020
Date


Mike Richardson, Vice President 12/9/2020
Date

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923



2021 Fire Inspection Fee Calculation Sheet

Estes Valley Fire Protection District

901 N. Saint Vrain Avenue
 Estes Park, CO 80517
 Office: 970-577-0900
 Fax: 970-577-0923
 Fees effective 01/01/2021

Owner
 Service Address
 10-digit parcel ID
 Calculated By:
 Date:
 Permit Number:

Estes Park Museum
220 4th Street
Joe J
9/29/2025
25EP-00401

CONSTRUCTION INSPECTION (incl. Plan Review)	Unit Cost	Quantity	Total
Pre-Application Meeting	\$100.00	x	
Tenant Finish (up to 15,000 sq ft)	\$0.05	x	
Minimum of \$100.00			
New Building Core & Shell -or- Building Addition	\$500.00		
\$500 for first 15,000 sq ft, \$0.02/sq ft above	\$0.02	x	
Access & Water Supply (Residential)	\$100.00	x	
Resubmittal Fee	\$100.00	x	
Sub-Total			\$ 500.00

FIRE PROTECTION EQUIPMENT & SYSTEMS	Unit Cost	Quantity	Total
Automatic Sprinkler System (13, 13R, P2904)	\$100.00		
\$100.00 & \$1.00 per head	\$1.00	x	
Automatic Sprinkler System (13D)	\$100.00		
\$100.00 & \$1.00 per head	\$1.00	x	
Automatic Sprinkler System (Modification)	\$100.00		
\$100.00 & \$1.00 per head	\$1.00	x	
Clean Agent Suppression System	\$100.00		
\$100.00 & \$1.00 per device	\$1.00	x	
Fire Pump \$200 (includes jockey pump)	\$200.00	x	
Standpipe	\$100.00		
\$100.00 & \$15.00 per hose valve	\$15.00	x	
Fire Alarm System (New or Modification)	\$100.00		
\$100.00 & \$1.00 per detection/notification device	\$1.00	x	
Hood & Duct Fire Protection System	\$100.00		
\$100 for 1st system, plus \$50 for each additional in same business at same time	\$50.00	x	
Knox Box Key Tags	\$10.00	x	
Gate Installation	\$100.00	x	
Solar Photovoltaic Power Systems	\$100.00	x	
Carbon Dioxide (CO2) Beverage Systems	\$100.00	x	
Sub-Total			\$ -

HAZARDOUS MATERIALS CONSTRUCTION	Unit Cost	Quantity	Total
Storage Tank Removal (AST or UST)	\$100.00	x	
Storage Tank Installation (AST or UST)	\$500.00	x	
\$500.00 for 1st tank, plus \$250 for each additional	\$250.00	x	
LP-Gas Installment: Permanent	\$500.00	x	
\$500.00 for 1st tank, plus \$250 for each additional	\$250.00	x	
LP-Gas Installment: Temporary	\$100.00	x	
\$100.00 for 1st tank, plus \$50 for each additional	\$50.00	x	
LP-Gas Installment: Cage	\$100.00	x	
\$100.00 for 1st cage, plus \$50 for each additional	\$50.00	x	
Sub-Total			\$0.00

MISC. CONSTRUCTION INSPECTIONS	Unit Cost	Quantity	Total
Re-inspection fee	\$100.00	x	
\$100 for 1st offense, double previous fee thereafter			
After-Hours Inspections	\$100.00	x	
\$100 per hour (2 hour minimum) in addition to normal fee			
Work Without A Permit Or Approval	Double Fee	x	
Pyrotechnic Special Effects Permit	\$100.00	x	
Dangerous Building / Red Tag	\$500.00	x	
Miscellaneous Inspection Fee	\$100.00	x	
When there is no other applicable fee indicated and which occurs during normal business hours			
Sub-Total			\$0.00

IMPACT FEES	Unit Cost	Quantity	Total
Fee for new construction only. See Impact Fee Schedule		x	
1-2 Family Residential (fee per building)	\$784.00	x	
Multi-Family Residential (fee per individual unit)	\$419.00	x	
Commercial (fee per square foot)	\$0.37	x	900
Sub-Total			\$ 333.00

CREDITS	Unit Cost	Quantity	Total
Refund Inspection Fee		x	
Plan Review fee is 1/3 of combined plan review and inspection fee. Full amount collected initially, but contractor cancels permit or plans are reviewed without a permit issued.		2/3	
Previously Paid Invoices			
Applied Credits			\$0.00

Updated 08/05/2020

GRAND TOTAL \$ 833.00

Notes:

- All fees to be rounded to the nearest whole dollar.
- Construction inspections include: one final inspection.
- Fire Alarm inspections include: one rough and one final inspection.
- Sprinkler inspections include: one hydro test, one rough, and one final inspection. Plans for phase or incremental inspections must be made with the inspector at time of permit application or re-inspection fees will apply.
- The "Plan Review Fee" is 1/3 of the combined plan review and inspection fee.
- The "Plan Review Fee" is to be collected from the contractor when the contractor cancels a permit or when the plans are reviewed without a permit being issued.
- The "Plan Review Fee" may be required to be collected at the time of submittal at the discretion of the Fire Marshal or the reviewer.
- The "Plan Review Fee" is required to be collected at the time of submittal when the contractor has not been selected.

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement - January 19, 2026

Agenda Item #8, d

Agenda Title:

Submitted by:

Discussion/Action re RESOLUTION

Sandra Smith, President

No. 2026-01 REGARDING

DESIGNATING LOCATION TO POST

NOTICE

Background Information:

See attached resolution.

Attachments:

Agenda

Minutes

Report

Resolution

Contract

Map

Letter

Other

Board Action Needed:

A motion to approve Resolution 2026-02.

Sandra Smith Yes No

Scott Dorman Yes No

Ryan Leahy Yes No

Jeff Robbins Yes No

Jon Smith Yes No

ESTES VALLEY FIRE PROTECTION DISTRICT

RESOLUTION 2026-01 DESIGNATING LOCATION TO POST NOTICE

WHEREAS, pursuant to §§24-6-402(2)(c) and 32-1-903(2) C.R.S., notice and, where possible, the agenda of the Estes Valley Fire Protection District (“District”) Board of Directors (“Board”) meetings at which the adoption of any formal action is to occur or at which a majority or quorum of the body is in attendance, or is expected to be in attendance, shall be posted within the boundaries of the District at least 24 hours prior to each meeting at a location designated at the first regular meeting of each year.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Estes Valley Fire Protection District as follows:

Notices of meetings (regular, special and work/study session) of the Board required pursuant to §24-6-401, *et seq.*, C.R.S., shall be posted at least 24 hours prior to each meeting at:

<https://www.estesvalleyfire.org/>

In the event of an exigent or emergency circumstance such as a power outage or an interruption in internet service, the District will post notice of public meetings at least 24 hours prior to a meeting at the following physical location within the District:

Estes Valley Fire Protection District
901 N. Saint Vrain Ave.
Estes Park, CO 80517

ADOPTED this 19th day of January, 2026.

ESTES VALLEY FIRE PROTECTION
DISTRICT

By: _____
Sandra Smith, President

Attest:

Secretary