

# RECORD OF PROCEEDINGS

**Meeting Minutes of the Estes Valley Fire Protection District**  
**June 23, 2021 5:30 p.m.**  
**Dannels Fire Station, 901 N. St. Vrain Ave., Estes Park, CO 80517**

**Board:** Mike Richardson, Ed Ford, Jon Hodde, Larry Leaming, Dave Hamrick

**Staff:** Fire Chief Wolf, Board Recording Secretary Goetz

**Also Attending:** Assist. Chief Jon Landkamer, Steve Dazzio via ZOOM, Frank Theis

**Absent:** none

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

Due to the COVID-19 precautions this meeting was held in person for the board and via ZOOM for the public.

**Mike Richardson called the meeting to order at 5:30 p.m.**

**Chief Wolf led the Pledge of Allegiance**

**Secretary Goetz performed roll call – all present**

## **CONFLICT OF INTEREST**

None

## **PUBLIC COMMENT / BOARD COMMENT**

Frank Theis who is a part of the builders advisory committee wanted to say a few things on behalf of the builders. Contractors in town are facing worker shortages, rising prices for materials, and material shortages. He is asking that we show some flexibility and kindness while dealing with these issues. He also wanted to point out that there seems to be some communication issues or breakdown in the permit process between Larimer County and the EVFPD. Chief Wolf acknowledged the issues and that we have been working to rectify them.

On behalf of the Estes Valley Watershed Coalition; Frank Theis informed us that they are working to update the Community Wildfire Protection Plan (CWPP). They are working with the Town of Estes Park and Larimer County to help fund this project.

No board comment.

## **APPROVAL OF AGENDA**

Moved by Ed Ford, seconded by Larry Leaming to approve the agenda moving item 11E to after the audit presentation and striking item 11G from the agenda. Motion carried unanimously.

## **APPROVAL OF MINUTES**

Moved by Jon Hodde, seconded by Dave Hamrick to approve the 5/26/2021 meeting minutes as written. Motion carried unanimously.

**Presentations:** Steve Dazzio presented the 2020 audit to the board via ZOOM. After reviewing the financials, Dazzio stated that the District is in good financial shape with no debt. There were no areas of concern. Erika Goetz is working with Pinnacle to track plan review and impact fees monthly for accuracy. Motion by Ed Ford, seconded by Larry Leaming to accept the audit with a correction to the mill levy on page 73. Motion carried unanimously.

## **REPORTS**

### **Fire Chief Report –**

#### **Administrative Division:**

- Upcoming Events
  - Resume family dinners July 4<sup>th</sup> – burgers and hot dogs at station (Board cooking)
  - Family dinners first Tuesday of month, cooked by Squads
  - Department photos September dinner
  - Spousal Appreciation rescheduled for Friday, October 8<sup>th</sup>
- Other
  - SDA September 14-16
  - ISO Rating Update, anticipating holding steady at 3/10

#### **Prevention Division:**

- Fire Restrictions
  - Draft document reviewed by Officers
  - Draft document forwarded to community partners to ensure ease of understanding

## - RECORD OF PROCEEDINGS

---

- Ready, Set, Go! Grant Program
- The Board asked Chief to do a press release to the newspapers on how the metrics work for fire restrictions and bans
- CWPP
  - Update effort led by EV Watershed Coalition
  - Working with Ember Alliance contractor on hazards assessment
  - Will be 12-month timeline, including community engagement
- CRR Volunteers
  - Two volunteers supporting division projects, education, and outreach
  - WUI Home Assessments – contacts with CSFS and LCES to provide during staffing gap, with CRR volunteer in attendance
- Construction
  - Have already passed 2020 totals for new construction permits/reviews

### **Training Division:**

- Weekly Training
  - June – Engine Company Operations
  - July – Swiftwater
- External Classes (Hosting/Instructing)
  - Chief Capo and Lt. Thomas presenting at CSFFA
- Other
  -
- Notable Training Accomplishments
  -
- Fire Commission Subcommittee on Training & Certifications
  - Wolf & Capo participating

### **Operations Division:**

- Calls Stats
  - 06/23/2021: 263 (06/22)
  - 06/23/2020: 197 (+34%)
  - 06/23/2019: 265 (-1%)
- Recruitment (CH72 to cover)
  - Six volunteers hired full time in Estes (x2), Thorton, West Metro, PFA, Fort Lupton
  - 6 new members through CPAT (2 interior, 4 exterior)
  - Starting recruitment push, 1 new applications
- Notable Incidents
  -
- Other
  - Flood planning – Bureau of Reclamation dam scenarios
  - LETA – EMD analysis and discussion, Wolf committee member
- Dispatch
  - Megan Hodde hired as new Communication Center Manager
- Fire Commission Subcommittee on Deployment of Fire Based Resources
  - Wolf participating

### **Station & Apparatus:**

- Station 1
  - Asphalt done, including new lines in station
  - Quotes for gutters & snow catch
  - Quotes for AC
- Apparatus
  - All equipment getting annual preventative maintenance
  - E723 & T72 Committee, led by Captain Spear

### **Volunteer Assistant Fire Chief Report –**

Chief Landkamer was going to give an update on new recruits, but a structure fire dropped, and he had to go. Chief Wolf gave the update: 6 new recruits have been onboarded and are working on green helmet taskbook. We have 1 more recruit set to take the CPAT next week.

**Treasurer's Report-** Jon Hodde reviewed the May 2021 balance sheet(s) including, but not limited to: governmental funds and schedule of capital assets, statement of revenues, expenditures, and changes in fund balance for general operations, operating reserve, Tabor and capital reserve were also provided. Sales tax projections were discussed.

Moved by Ed Ford, seconded by Larry Leaming to accept paid bills. Motion carried unanimously.

## **OLD BUSINESS**

### **Extension of COVID-19 Disaster Declaration**

While we are operating under a disaster declaration the board needs to formally extend the order at each board meeting.

Motion by Ed Ford, seconded by Jon Hodde to extend resolution 20-02 continuation of declaration of local disaster emergency. Motion carried unanimously.

### **Strategic Planning**

- Conversations with volunteer officers on Operations plan and desire to further discuss and develop plans
- Desire to develop a Strategic Plan Committee, including 1 board members, 2 vol officers, 3 FFs
  - Meet monthly to outline objectives, develop plan, and start more detailed planning

## **NEW BUSINESS**

### **Second Review of Update to Policy #301 – Active Membership Policy**

No changes from first review.

Motion by Larry Leaming, seconded by Dave Hamrick to approve the update to policy #301 – Active Membership Policy. Motion carried unanimously.

### **Second Review of Update to Policy #305 – Emergency Driving Policy**

No changes from first review.

Motion by Dave Hamrick, seconded by Ed Ford to approve the update to policy #305 – Emergency Driving Policy. Motion carried unanimously.

### **MOU – Restorative Justice Program**

Chief Wolf presented to the board a MOU between the Town of Estes Park and EVFPD to utilize the Estes Valley Restorative Justice Partnership on an as needed basis. The MOU has been reviewed by both the Town of Estes Park attorney and the fire districts attorney. NO issues noted by the board.

Motion by Larry Leaming, seconded by Dave Hamrick to approve the MOU for use of the restorative justice program. Motion carried unanimously.

### **Fire Inspector Hiring Process**

- Received applications from 5 candidates
- Interviewed 4 candidates (one dropped due to housing costs)
- Very strong candidates, exceeding our minimum requirements
  - Plan to offer one candidate the open Inspector position, within budgeted salary
  - Requesting Board permission to offer second candidate an Inspector position
  - Had planned to put second Inspector in 2022 budget, but had strong candidates
  - With Mutzl working 0.33 FTE and onboarding in August for both, would total to 1 FTE for year – within adopted 2021 budget
  - Space solution – able to work existing space to reframe and seat all employees

The board approved hiring two fire inspectors. No vote needed as it was within this year's budget.

### **University Service Agreement for WUI Home Inspections**

Chief Wolf presented to the board an agreement to utilize CSU for WUI home assessments while we work to hire a fire inspector. We are also utilizing Larimer County EM. This is a temporary agreement.

Motion by Dave Hamrick, seconded by Jon Hodde to approve the CSU agreement for WUI home assessments. Motion carried unanimously.

### **CO Special District P&LP Repayment Agreement**

A repayment agreement was brought to the board as part of the CO Special District P&LP as a participant in the cancer benefit trust/cancer award program. There is no repayment needed as long as we have our workers compensation with the pool, which we do currently. We have no reason for that to change.

## RECORD OF PROCEEDINGS

---

Motion by Jon Hodde, seconded by Ed Ford to sign the repayment agreement. Motion carried unanimously.

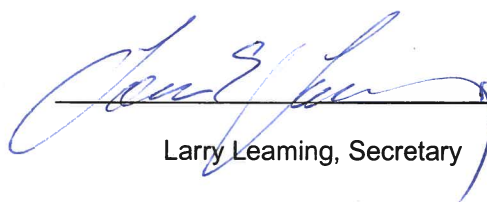
The next regularly scheduled board meeting will be Wednesday July 28th, 2021 at 5:30 p.m.

President Richardson took a moment to read the following on record at the meeting: This last Sunday marked five years that Chief Wolf has been leading our organization. We have seen many changes under his leadership and most recently he led us through the two largest wildfires in Colorado history during a worldwide pandemic. Chief Wolf continues to represent our district through his involvement as chair of the Volunteer & Combinations Section of the Colorado State Fire Chiefs' Association and as a committee member for Residential Size Up and Search & Rescue with the UL Firefighter Safety Research Institute. He has been a featured speaker for many local organizations including the Estes Chamber of Commerce, Board of Realtors, and the Sunrise Rotary. He facilitates the conversations with EP Ambulance, EPPD, dispatch, ToEP Administrator, board members, and members to work through issues and processes for continuous improvement. There are only 24 hours in a day. Between writing policy, budgeting, grant writing, training, keeping up on trends, meetings, responding to calls, and his family; we just don't know how he does it!

The board acknowledged and thanked Chief Wolf for his service and leadership.

The board requested that notice be posted that there will be a quorum of the board at our July 4<sup>th</sup> social event, but no actions will take place.

Meeting adjourned at 7:10 pm.



Larry Leaming, Secretary

LL/eg

*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."*