

# ESTES VALLEY FIRE PROTECTION DISTRICT PENSION BOARD MEETING

Agenda Statement - March 23, 2026

## Agenda Item #4

**Agenda Title:**

Approval of Agenda

**Submitted by:**

Sandra Smith, President

**Background Information:**

N/A

**Attachments:**

- |                                            |                                   |                                 |
|--------------------------------------------|-----------------------------------|---------------------------------|
| <input checked="" type="checkbox"/> Agenda | <input type="checkbox"/> Minutes  | <input 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, deny, or modify) the Agenda for the March 23, 2026, pension board meeting.

Sandra Smith	Yes	No
Scott Dorman	Yes	No
Ryan Leahy	Yes	No
Jeff Robbins	Yes	No
Jon Smith	Yes	No
Captain Rick Spear	Yes	No
Kelly Brenner	Yes	No

**ESTES VALLEY FIRE PROTECTION DISTRICT  
PENSION BOARD MEETING**

MONDAY, MARCH 23, 2026  
4:00 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 comments are limited to 3 minutes per person.
6. APPROVAL OF MINUTES: pension meeting minutes from July 14, 2025
7. PUBLIC HEARINGS/ITEMS OF BUSINESS
  - a. Pension request from Nicole Friel
  - b. Active retiree resolution for Nicole Friel
  - c. Funeral benefit for Steve Thoms
  - d. Upcoming firefighter trustee vacancy
8. REPORTS
9. UNFINISHED OR OLD BUSINESS
10. NEW BUSINESS -- Sandra Smith to call for board members to state any new business.
11. ANNOUNCEMENTS
  - a. NEXT REGULARLY SCHEDULED MEETING: TBD
12. 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  
PENSION BOARD MEETING**

**Agenda Statement - March 23, 2026**

**Agenda Item #6**

**Agenda Title:**

Approval of Minutes

**Submitted by:**

Sandra Smith, President

**Background Information:**

N/A

**Attachments:**

- |                                     |                                             |                                 |
|-------------------------------------|---------------------------------------------|---------------------------------|
| <input type="checkbox"/> Agenda     | <input checked="" type="checkbox"/> Minutes | <input 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, deny, or modify) the minutes from July 14, 2025, meeting at the March 23, 2026, pension board meeting.

Sandra Smith	Yes	No
Scott Dorman	Yes	No
Ryan Leahy	Yes	No
Jeff Robbins	Yes	No
Jon Smith	Yes	No
Captain Rick Spear	Yes	No
Kelly Brenner	Yes	No

# RECORD OF PROCEEDINGS

## Meeting Minutes of the Estes Valley Fire Protection District Pension Board

July 14, 2025 4:00 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, Captain Rick Spear

**Staff:** Interim Chief Stacey Sutherland, Chief of Staff Erika Goetz, Marinda Baxter,

**Also Attending:** Josh Leeds, Kelly Brenner

**Absent:** All present

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

**Sandra Smith called the meeting to order at 4:00 pm.**

**Interim Chief Stacey Sutherland led the Pledge of Allegiance**

**Chief of Staff Erika Goetz performed roll call – all present**

### CONFLICT OF INTEREST

Secretary Goetz handed out conflict of interest forms to the volunteer representatives to be completed and returned to Chief of Staff Goetz to file and retain.

### APPROVAL OF AGENDA

Moved by Soctt Dorman, seconded by Jon Smith to approve the agenda as written. Motion carried unanimously.

### PUBLIC COMMENT

No public comment.

### APPROVAL OF MINUTES

Moved by Jeff Robbins, seconded by Ryan Leahy to approve the June 16, 2024 minutes as written. Motion carried unanimously.

### PUBLIC HEARING: ITEMS OF BUSINESS

#### Appointment of Kelly Brenner as a Volunteer Representative to the Pension Board

Three Volunteers submitted their names to be placed on the ballot for the role of Volunteer Representative on the Pension Board and an election was held. Volunteer firefighter Kelly Brenner received the most votes.

Motion by Scott Dorman, seconded by Jeff Robbins to appoint Kelly Brenner to the Pension Board for a two-year term. Motion carried unanimously.

#### Review of Actuarial Study

President Smith opened the floor for questions or comments on the actuarial. Captain Spear stated that he thought we are on the right track and growing. We recently moved the holdings to FPPA and hope for continued growth with experienced management. Currently 76.8% funded. Members have been being asked when the monthly payment will be increased or if a COLA will be given.

### NEW BUSINESS

Scott Dorman stated that it would be a good idea to have FPPA at a future meeting to ask questions about a larger benefit, what is a good % to be funded, and to review benefits that could be offered but are not currently offered. Secretary Goetz to coordinate.

Next Pension Board meeting: TBD

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

Meeting adjourned at 4:18 p.m.

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Erika Goetz, Secretary

*“The Mission of the Estes Valley Fire Protection District is to provide the citizens of and visitors to the Estes Valley with superior fire prevention, fire protection and emergency services in a safe and efficient manner.”*

*“The Mission of the Board of Directors of the Estes Valley Fire Protection District is to establish policy, goals, strategies and financial leadership that are the foundation for the long-term sustainability of the District.”*

# ESTES VALLEY FIRE PROTECTION DISTRICT PENSION BOARD MEETING

Agenda Statement - March 23, 2026

## Agenda Item #7a

**Agenda Title:**

Nicole Friel retirement application

**Submitted by:**

Warren Joines, Interim Fire Chief

**Background Information:**

Firefighter Nicole Friel has applied for a pension based on 10 years of service and 50 years of age. Her application is attached. A review of our records indicates that she is eligible for 14 years of service. Her start date as a volunteer began August 18, 2011, and will end on March 24, 2026.

If approved by the trustees, staff will process the appropriate documents with FPPA in accordance with Volunteer Plan Affiliation Agreement approved in March 2025.

She has indicated she intends to return to active volunteer service as an active retiree, see Agenda statement 7.b.

**Attachments:**

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

**Board Action Needed**

A motion to (approve, deny, or modify) the application for retirement from Nicole Friel.

Sandra Smith	Yes	No
Scott Dorman	Yes	No
Ryan Leahy	Yes	No
Jeff Robbins	Yes	No
Jon Smith	Yes	No
Captain Rick Spear	Yes	No
Kelly Brenner	Yes	No

Friel, Nicole  
joined 2011, 15 years of service

**ESTES VALLEY FIRE PROTECTION DISTRICT - APPLICATION FOR PENSION**

TO: Pension Board of Directors, Estes Valley Fire Protection District

The undersigned hereby makes application for a pension as a volunteer member of the Estes Valley Fire Protection District under the provisions of the Statutes of the State of Colorado and the Rules and By-Laws of said Board. (Check the appropriate box)

Th  dersigned hereby swears that he/she has twenty (20) years service as a volunteer member of said District, that he/she is above the age of fifty (50) years and that he is not currently a member of any volunteer fire department.

Th  dersigned hereby swears that he/she has served more than twenty (20) years as a volunteer member of said District, that he/she has not reached the age of fifty (50) years. The undersigned requests that he/she be relieved from further duty with said District.

Th  dersigned hereby swears that he/she has served more than ten (10) years as a volunteer member of said District, that he/she has reached the age of fifty (50) years. The undersigned requests that he/she be relieved from further duty with said District. *with intent to be an active retiree*

The undersigned hereby swears that he/she has served more than ten (10) years as a volunteer member of said District, that he/she has not reached the age of fifty (50) years. The undersigned requests that he/she be relieved from further duty with said District.

Dated this 5<sup>th</sup> day of March, 2026

N. Friel  
Signature

STATE OF COLORADO )  
                                  ) ss.  
COUNTY OF LARIMER )

Subscribed and sworn to before me this 5<sup>th</sup> day of March, 2026 by

Nicole Friel

Hailey Parks  
Notary Public  
My Commission expires: 11-8-28



I hereby certify that the above named firefighter has served 15 years as a volunteer member of the Estes Valley Fire Protection District.

Wanda J. [Signature]  
Fire Chief, Estes Valley Fire Protection District

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Secretary, Estes Valley Fire Protection District  
Pension Board

# ESTES VALLEY FIRE PROTECTION DISTRICT PENSION BOARD MEETING

Agenda Statement – March 23, 2026

## Agenda Item #7b

**Agenda Title:**

Nicole Friel Resolution 2026-01 to return to service as an active retiree

**Submitted by:**

Warren Jones, Interim Fire Chief

**Background Information:**

Firefighter Nicole Friel wishes to return to service as an active retiree. Both state statutes and pension board bylaws allow a retired volunteer to return to active service as a volunteer firefighter and continue to receive pension benefits but not accrue additional time of service credit for pension (commonly called an active retiree). Pension board bylaws section VI.10 requires the Board of Trustees to adopt a resolution to allow this to occur.

The Board of Directors of the district adopted a similar resolution on February 23, 2026.

**Attachments:**

- |                                                |                                   |                                 |
|------------------------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Agenda                | <input type="checkbox"/> Minutes  | <input type="checkbox"/> Report |
| <input checked="" 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, deny, or modify) allow the President of the Pension Board Trustees to sign Pension Board Resolution 2026-01.

Sandra Smith	Yes	No
Scott Dorman	Yes	No
Ryan Leahy	Yes	No
Jeff Robbins	Yes	No
Jon Smith	Yes	No
Captain Rick Spear	Yes	No
Kelly Brenner	Yes	No

**ESTES VALLEY FIRE PROTECTION DISTRICT  
VOLUNTEER FIREFIGHTER PENSION BOARD**

**RESOLUTION NO. 2026-01**

**RESOLUTION REGARDING THE NEED FOR VOLUNTEER FIREFIGHTERS**

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, pursuant to Section 32-1-1001(1)(h), C.R.S., the Board of Directors of the District has the power to manage, control, and supervise the business and affairs of the District; and

WHEREAS, the District maintains a combination department of both paid firefighters and unpaid volunteer firefighters; and

WHEREAS, the District participates in a volunteer firefighter pension plan under C.R.S. § 31-30-1101, *et seq.*;

WHEREAS, the District has established a Volunteer Firefighter Pension Board (“Pension Board”) to administer and oversee the District’s volunteer firefighter pension plan; and

WHEREAS, pursuant to C.R.S. § 31-30-1132, a retired volunteer firefighter receiving a pension may return to active service if the governing body of the District determines by resolution that additional volunteer firefighters are needed and such person does not receive any additional pension service credit; and

WHEREAS, the District passed Resolution No. \_\_\_\_\_ finding that it currently has an operational need for additional volunteer firefighters due to continued member shortages, training needs and to ensure the health, safety and welfare of the community; and

WHEREAS, the District has at least one retired volunteer firefighter who is anticipated to receive pension benefits under the District’s pension plan and has expressed a willingness to return to active volunteer service; and

WHEREAS, the District’s pension plan documents do not prohibit the return of a retired volunteer firefighter to unpaid volunteer service while continuing to receive a previously approved pension benefit, provided no additional pension service credit is earned; and

WHEREAS, the Pension Board has considered District Resolution No. \_\_\_\_\_, has reviewed its Bylaws and the language in C.R.S. § 31-30-1132 and determines that the requirements related to a retired volunteer firefighter receiving a pension who seeks to return to active service understanding that the person will not receive any additional pension service credit have been satisfied.

NOW, THEREFORE, BE IT RESOLVED by the Estes Valley Fire Protection District Volunteer Firefighter Pension Board as follows:

1. Pension During Return to Service.

- a. The Pension Board hereby recognizes the return of qualified retirees to active volunteer firefighter status as recommended by the District's Fire Chief;
- b. The Pension Board hereby approves that such retiree's previously approved pension benefits shall continue without interruption during such volunteer's return to service consistent with C.R.S. § 31-30-1132.
- c. The Pension Board confirms that there shall be no additional pension credit provided to retired volunteer firefighters who return to active service, and that associated pension benefits will not increase as a result of such service unless otherwise permitted by future lawful act.
- d. The Pension Board acknowledges the District's current operational need for additional volunteer firefighters and finds that the action taken herein serves the District's and community's best interests.

2. Severability. If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

3. Effective Date. This Resolution shall take effect and be enforced immediately upon its approval by the Pension Board.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2026.

ESTES VALLEY FIRE PROTECTION DISTRICT  
VOUNTEER FIREFIGHTER PENSION BOARD

By: \_\_\_\_\_

Attest:

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# ESTES VALLEY FIRE PROTECTION DISTRICT PENSION BOARD MEETING

Agenda Statement - March 23, 2026

## Agenda Item #7c

**Agenda Title:**

Retired firefighter Steve Thoms  
funeral benefit

**Submitted by:**

Warren Jones, Interim Fire Chief

**Background Information:**

Retired volunteer firefighter Steve Thoms passed away recently. He served from 1984 to 2008. Under the Volunteer Plan Affiliation agreement with the Fire and Police Pension Association (FPPA) his survivors are entitled to a funeral benefit of \$900.

The action recommended below will allow staff to process the appropriate documents with the FPPA for these benefits.

**Attachments:**

- |                                     |                                   |                                 |
|-------------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Agenda     | <input type="checkbox"/> Minutes  | <input 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 allow staff to submit the appropriate documents to the Fire and Police Pension Association (FPPA) to allow retired firefighter Steve Thoms' survivors to receive the funeral benefit of \$900.

Sandra Smith	Yes	No
Scott Dorman	Yes	No
Ryan Leahy	Yes	No
Jeff Robbins	Yes	No
Jon Smith	Yes	No
Captain Rick Spear	Yes	No
Kelly Brenner	Yes	No

# ESTES VALLEY FIRE PROTECTION DISTRICT

## Agenda Statement – March 23, 2026

### Agenda Item #7d

**Agenda Title:**

Firefighter trustee vacancy

**Submitted by:**

Warren Jones, Interim Fire Chief

**Background Information:**

The firefighter trustee position Captain Rick Spear occupies will become vacant in 2026. An election for a new firefighter trustee should occur before the next pension board meeting later in 2026. This meeting has not been scheduled and in past years has been in the fall.

**Attachments:**

- |                                     |                                   |                                 |
|-------------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Agenda     | <input type="checkbox"/> Minutes  | <input 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 hold an election for a firefighter trustee prior to the next pension board meeting.

Sandra Smith	Yes	No
Scott Dorman	Yes	No
Ryan Leahy	Yes	No
Jeff Robbins	Yes	No
Jon Smith	Yes	No
Captain Rick Spear	Yes	No
Kelly Brenner	Yes	No