

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

July 22, 2020 5:30 p.m.

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

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

Staff: Fire Chief Wolf, Board Recording Secretary Goetz

Also Attending: Steve Dazzio - Dazzio & Associates, PC

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 by phone call in using the Zoom platform for the public

Ed Ford 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

No public comment.

No board comment.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Moved by Larry Leaming, seconded by Mike Richardson to approve the 6/24/2020 meeting minutes as written. Motion carried unanimously.

Presentations: Steve Dazzio from Dazzio & Associates, PC presented the 2019 audit to the board. Financial highlights were:

- Assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$3,919,572 at the close of the fiscal year. Of this amount, \$927,437 is unrestricted and available to meet ongoing and future obligations of the District. Additionally, a 3.0% reserve, \$52,600 for emergencies required by Colorado Statute, is restricted in the general fund.
- As of the close of the current fiscal year, the District's governmental funds reported combined ending fund balances of \$1,089,957 which decreased \$84,109 from the prior year.
- Total net position increased by \$380,428 over the prior year.
- Total governmental fund type cash and investments decreased by \$103,706 as compared to the prior year.
- Property tax revenue increased by \$3,587 as compared to the prior year.
- Sales tax revenue increased by \$72,590 as compared to the prior year.
- General fund expenditures increased by \$138,979 as compared to the prior year.
- At the end of the current fiscal year, assigned and unassigned fund balances for the general fund totaled \$1,089,957, or 57% of total general fund expenditures and transfers out.

Steve Dazzio stated that it was a clean audit with no red flags.

REPORTS

Fire Chief Report –

Administrative Division:

- Upcoming Events
 - Spousal Appreciation postponed until further notice
 - Family Dinners postponed until further notice
 - SDA, Wednesday Sept 23 to Friday Sept 25
 - Now virtual sessions
 - With reduced hotel budget, can afford to register all five Board members

- Grants
 - Larimer County Behavioral Health 2021 application in progress
 - Increased funding available
 - Application to be submitted with accepted audit
- Other
 - Policy Manual
 - All posted on www.estesvalleyfire.org/policies
 - Wednesday 5/27: first review by Board
 - Wednesday 6/24: second review by Board
 - Wednesday 7/22: third review by Board / approval
 - CORE Testing
 - 31 completed, 6 remaining in 2020 (plus 8 new members)
 - Potential impact from change in CSU policy
 - Seeking quotes for local alternatives
 - Member Support Fund
 - One member supported in Q2, additional application funded in Q3
 - Budget
 - Divisions working on draft budgets
 - Sales tax discussion during budget report
 - Preparing for September budget presentation
 - COVID updates
 - Staff mid-year check ins completed

Prevention Division:

- Fire Restrictions
 - Enacted Stage 1 restrictions
 - Larimer County entered 7/21
- Inspection Program
 - Working through issues with Larimer County CBO on single family homes
 - Few hotels remaining, inspections progressing
 - Guidebooks for business owners, starting with restaurants
 - Correcting issues around Station 71

Training Division:

- Weekly Training
 - July on Engine Company Operations, leading up to Live Fire
- External Classes (Hosting/Instructing)
 - Fire Academy
 - 21 Exterior, 19 Interior
 - Plan for classroom at Station 71 bays, modified scheduled
 - Delay of Firefighter II to spring
- Notable Training Accomplishments
 - 21 students in ground ladder class
 - 14 Estes / 6 outside in Can Confidence

Operations Division:

- Calls Stats
 - 07/22/2020: 248 (-27%)
 - 07/22/2019: 339
- Notable Incidents
 - Devil's Gulch Fire
 - Lily Mountain SAR x 2
 - Hermit Park SAR

Station & Apparatus:

- Station 1
 - Updated re-engagement plan
 - Station transfer completed
- Apparatus
 - L71 flowmeter fixed
 - T72 primer motor issue, quote accepted
- Equipment
 - Radio programming capability

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Treasurer's Report- Jon Hodde reviewed the June 2020 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 Dave Coleson, seconded by Larry Learning to accept paid bills. Motion carried unanimously.

OLD BUSINESS

Extension of Disaster Declaration

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

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

NEW BUSINESS

Review of Proposed Update to Personnel Policy Manual

Third review of the updated personnel policy manual took place. No further questions or changes were voiced. Motion by Mike Richardson, seconded by Larry Learning to approve the updated to the Personnel Policy Manual as presented. Motion carried unanimously.

2019 Audit

Motion by Jon Hodde, seconded by Mike Richardson to approve the 2019 audit as presented by Steve Dazzio with 2 formatting changes, no material data changes. Motion carried unanimously.

IGA with the Estes Valley Recreation & Park District

An IGA between the Estes Valley Recreation & Parks District and the EVFPD was presented to the board for review. The IGA was reviewed by our attorney with no issues found to move forward. It was noted item #8 Dispute Resolution included mediation. Motion by Mike Richardson, seconded by Larry Learning to approve the IGA between EVRPD and EVFPD. Motion carried unanimously.

Plan Review Fee Waiver Request – Estes Park Water Division

Chief Wolf presented a fee waiver request from the Estes Park Water Division. The fee waiver request was received by Fire Marshal Kevin Sullivan and he is in support of waiving the fee, see letter. Motion by Larry Learning, seconded by Jon Hodde to approve the fee waiver request by the Estes Park Water Division. Motion carried unanimously.

Plan Review Fee Waiver Request – Larimer County Road & Bridge Maintenance Shop

Chief Wolf presented a fee waiver request from the Larimer County Road & Bridge Maintenance Shop. The fee waiver request was received by Fire Marshal Kevin Sullivan and he is in support of waiving the fee, see letter. Motion by Jon Hodde, seconded by Dave Coleson to approve the fee waiver request for the Larimer County Road & Bridge Maintenance Shop. Motion carried unanimously.

The next regularly scheduled board meeting will be Wednesday August 26th, 2020 at 5:30 p.m. at Dannels Fire Station.

Meeting adjourned at 6:54p.m.



Dave Coleson, Secretary of the Board

DC/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."