

**Meeting Minutes of the Estes Valley Fire Protection District  
May 13, 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:**

**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 by phone call in using the Zoom platform

**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 Dave Coleson, seconded by Mike Richardson to approve the 4/15/2020 meeting minutes as written. Motion carried unanimously.

**Election of Officers –**

Ed Ford nominated for President. Moved by Dave Coleson, seconded by Mike Richardson to accept Ed Ford for President. Motion carried unanimously.

Mike Richardson nominated for Vice-President. Moved by Dave Coleson, seconded by Ed Ford to accept Mike Richardson for Vice-President. Motion carried unanimously.

Jon Hodde nominated for Treasurer. Moved by Mike Richardson, seconded by Dave Coleson to accept Jon Hodde as Treasurer. Motion carried unanimously.

Dave Coleson nominated for Secretary. Moved by Mike Richardson, seconded by Ed Ford to accept Dave Coleson as Secretary. Motion carried unanimously.

**REPORTS**

**Fire Chief Report –**

**Administrative Division:**

Upcoming Events

- Family Dinner, Tuesday June 2 (TBD)
- Fireworks, Saturday July 4 (Board cooking)
- Spousal Appreciation (POSTPONED – TBD)
- Grants
  - Received Ready, Set, Go! through IAFC submitted by Mutzl, finalist with phone interview 4/15
- Other
  - Policy Manual
    - Received back from Attorney
    - All posted on [www.estesvalleyfire.org/policies](http://www.estesvalleyfire.org/policies)
    - Wednesday 5/27: first review by Board
    - Wednesday 6/24: second review by Board/approval
  - CORE Testing
    - 31 completed, 6 remaining in 2020 (plus 8 new members)
    - Potential impact from change in CSU policy
  - Established Member Support Fund (thanks to Hoddes for idea)
    - First round applications, one submitted
    - Additional funds for future support

**Community:**

- Local
  - Library story time video shared May 7
- County
  - Discussion of fire restrictions on hold

**Prevention Division:**

- Public Education
  - Wildfire Education Program, posted to our YouTube and shared by Library
  - Planned video program
- Inspection Program
  - Resuming in-person inspections for high risk (R1)
  - Assessing “last visited” inspections to determine next tier
- Fee Collection
  - Sullivan working with Town on finalizing fee collection for past due

**Operations Division:**

- Calls Stats
  - 05/13/2020: 140 (-28%)
  - 05/13/2019: 194

INCIDENT TYPE	Difference	
False Alarm & False Call	-10	-32%
Fire	-5	-42%
Good Intent Call	-9	-36%
Hazardous Condition (No Fire)	4	20%
Overpressure Rupture, Explosion, Overheat(no fire)	1	
Rescue & Emergency Medical Service Incident	-13	-19%
Service Call	-4	-40%
Special Incident Type	2	
<b>Total</b>	<b>-34</b>	<b>-20%</b>

- Recruitment
  - Brought eight new members on, working through task book
- Residency Program
  - Spencer Pedigo moved in, on shift Mondays & Tuesdays

**Treasurer’s Report-** Dave Coleson reviewed the March 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.

Moved by Mike Richardson, seconded by Ed Ford to accept paid bills. Motion carried unanimously.

**OLD BUSINESS**

**Review of Sales Tax Revenue and Trends**

Chief Wolf reviewed the highlights of the white paper he prepared. Discussion took place on the need to make 2021 and 2022 projections for long term financial solvency of the district due to ongoing COVID-19 pandemic. Discussion on the projected drop in the residential assessment rate, however we already de-gallagherized so this will be a non-issue for us. A social media push should be made around budget time to address this.

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

**NEW BUSINESS**

**Discussion of Purchase Policy**

Reviewing the purchase policy with updates as discussed at the 4/15/2020 meeting. Discussion took place on the \$15,001 threshold for unbudgeted items needing board approval. Consensus was that \$15,001 threshold was appropriate. The board did not voice any changes that needed to be made prior to the next meeting where the policy update will be put to vote.

## RECORD OF PROCEEDINGS

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The next regularly scheduled board meeting will be Wednesday May 27th, 2020 at 5:30 p.m. at Dannels Fire Station.

Meeting adjourned at 6:18 p.m.



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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."*