

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- January 22, 2025

Agenda Item #4

Agenda Title:

Approval of Agenda

Submitted by:

Ryan Bross, 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 22, 2025 board meeting.

Ryan Bross Yes No

Brian Tseng Yes No

Mike Lewelling Yes No

Dave Hamrick Yes No

Chris Buser Yes No

ESTES VALLEY FIRE PROTECTION DISTRICT BOARD MEETING

January 22, 2025
Wednesday, 4:30 PM

AGENDA

1. CALL TO ORDER- President Ryan Bross
2. PLEDGE OF ALLEGIANCE- Chief Capo
3. ROLL CALL- Erika Goetz
4. APPROVAL OF AGENDA
5. CONFLICT OF INTEREST DISCLOSURES
6. PUBLIC COMMENT * Public comment is limited to 5 minutes per person.
7. APPROVAL OF MINUTES: meeting minutes from 01/02/2025
8. Presentations – 2024 Annual Report
9. REPORTS
 - a. Chief's Report
 - b. Volunteer Captain Report
 - c. Treasurers Report
10. OLD BUSINESS
 - a. Strategic Plan
11. POLICY UPDATES
 - a. Update to Policy #301 Active Membership
 - b. Update to Policy #185 Volunteer Pension Program
 - c. Update to Policy #186 Volunteer Length of Service Award Plan
12. NEW BUSINESS
 - a. Resolution 2025-01 Calling for the 2025 Regular Election and Appointing a DEO
13. BOARD COMMENT

NEXT REGULARLY SCHEDULED MEETING: February 12th, February 26th
14. 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 22, 2025

Agenda Item #7

Agenda Title:

Approval of Minutes

Submitted by:

Dave Hamrick, Secretary

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 1/2/2025 board meeting at the 1/22/2025 board meeting.

Ryan Bross Yes No

Brian Tseng Yes No

Mike Lewelling Yes No

Dave Hamrick Yes No

Chris Buser Yes No

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District
January 2nd, 2025 1:00 p.m.
Dannels Fire Station, 901 N. St. Vrain Ave., Estes Park, CO 80517

Board: Dave Hamrick, Brian Tseng, Ryan Bross, Mike Lewelling, Chris Buser

Staff: Chief Paul Capo; Marinda Baxter; Chief of Staff Erika Goetz

Also Attending: Steven Ferrante, Barb Boyer Buck, Jason Dunn via ZOOM, Josh Weiss via ZOOM

Absent: None

President Ryan Bross called the meeting to order at 1:00 p.m.

Chief Capo led the Pledge of Allegiance

Erika Goetz performed roll call – all present with Ryan Bross on Zoom

APPROVAL OF AGENDA

Moved by Dave Hamrick and seconded by Brian Tseng to approve the agenda as written. Motion carried unanimously.

CONFLICT OF INTEREST

None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Moved by Ryan Bross and seconded by Brian Tseng to approve the meeting minutes from the 12/04/24 board meeting as written. Motion carried unanimously.

NEW BUSINESS –

Motion by Dave Hamrick, seconded by Mike Lewelling to go into an executive session pursuant to Section 24-6-402(4)(b) C.R.S. for purposes of legal advice regarding ruling in Estes Valley Voice v. Board of the Estes Valley Fire Protection District. Motion carried unanimously.

Entered executive session at 1:04 PM

Motion by Dave Hamrick, seconded by Chris Buser to exit executive session. Motion carried unanimously.

Re-entered open session at 1:50 PM

President Bross provided a summary of the executive session. Oral arguments were heard on 12/20/2024. The judge ordered the recording to be made public.

The board provided their comments that they were not offended by the ruling. They wanted to respect the integrity of the process. The board is not looking to appeal.

A motion was made by Ryan Bross, and seconded by Mike Lewelling to confirm that the board will comply with the court's ruling and release the recording along with a statement. Motion carried unanimously.

BOARD COMMENT

Board members hope that this drama doesn't affect morale at the department. If anyone has questions or wants to talk, please reach out to a board member.

The board stands by that they acted in good faith with the intent of the hiring process. They are looking forward to the closure of this issue so that focus can be on the mission of the department.

It's a good reminder to work to improve our procedural process going forward.

The next main board meeting will be on Wednesday, January 22nd.

Motion by Brian Tseng, seconded by Dave Hamrick to adjourn the meeting. Motion carried unanimously.

RECORD OF PROCEEDINGS

The meeting adjourned at 2:02 PM.

David Hamrick, Secretary

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ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- January 22, 2025

Agenda Item #9-C

Agenda Title:

Approval of Transactions

Submitted by:

Chris Buser, Treasurer

Background Information:

Financial status report for the EVFPD as provided by the Treasurer.

Attachments:

____ Agenda

____ Minutes

 X Report

____ Resolution

____ Contract

____ Map

____ Letter

____ Other

Board Action Needed:

A motion to approve the transactions as listed on the Treasurer's report provided at the January 22, 2025 meeting.

Ryan Bross Yes No

Brian Tseng Yes No

Mike Lewelling Yes No

Dave Hamrick Yes No

Chris Buser Yes No

Process Date	Vendor	Invoice	Payment Method	Amount
11/12/2024	AT&T Mobility	2.87291E+19	Vendor Direct Vi	-202.78
11/12/2024	CEBT Payments	2024-11	BILL EFT	-13859.7
11/12/2024	CEGR Law	Sep-24	BILL Check	-945.5
11/12/2024	Colorado Div of Fire Prevention & Control	24-81293	BILL Check	-400
11/12/2024	Crexendo Business Solutions	211015	Vendor Direct Vi	-226.21
11/12/2024	Encore Uniforms & Apparel	11903	BILL EFT	-1296.4
11/12/2024	Estes Park Lumber Company	459253/44424	BILL Check	-861.6
11/12/2024	Frontier Communications Corp	37726011	BILL Check	-222.21
11/12/2024	Hobert Office Services, Ltd.	5882	BILL EFT	-75
11/12/2024	Mountain View Commercial Cleaning	Multiple	BILL Check	-762.11
11/12/2024	Next Level Auto Wash	455	BILL Check	-18.24
11/12/2024	Park Supply	Oct-24	Vendor Direct Vi	-97.05
11/12/2024	Prairie Mountain Media	2081428	BILL Check	-19.32
11/12/2024	Streamline	5458EE7A-003	BILL Check	-249
11/12/2024	Superior Trash Company LLC	11133	BILL EFT	-200
11/12/2024	Town of Estes Park Utilities	Multiple	BILL Check	-916.25
11/12/2024	Vistabeam	1425609	BILL Check	-87.95
11/12/2024	Witmer Public Safety Group Inc.	INV563696	BILL Check	-525.6
				-20964.9
11/14/2024	Ace Hardware	281282/28172	BILL Check	-42.36
11/14/2024	Bank of Colorado - Landkamer	Oct-24	BILL Check	-819.88
11/14/2024	Bank of Colorado-Capo	Oct-24	BILL Check	-1813.71
11/14/2024	Bank of Colorado-Goetz	Oct-24	BILL Check	-5291.42
11/14/2024	Dr. Teresa A Richards	Oct-24	BILL EFT	-1542
11/14/2024	E-470 Public Highway Authority	2097331770	BILL Check	-18.4
11/14/2024	Fire Marshal Services	18-2024	BILL Check	-1100
11/14/2024	Mercedes Collins	2024 clothing	BILL EFT	-200
11/14/2024	Pinnacle Consulting Group INC	27034	BILL EFT	-3507.34
11/14/2024	Waste Management - Estes Park	1411124-0561	Vendor Direct Vi	-177.61
				-14512.7
11/19/2024	Aidan London	Reimbursemen	BILL EFT	-7.6
11/19/2024	Awards Unlimited	38749	BILL Check	-24
11/19/2024	AYG SERVICE LLC	1	BILL Check	-190
11/19/2024	Connecting Point	CW143548	BILL EFT	-2564.36
11/19/2024	Enviropest	2754893	Vendor Direct Vi	-91
11/19/2024	Estes Valley Watershed Coalition	24-083	BILL Check	-3650
11/19/2024	Hobert Office Services, Ltd.	5941	BILL EFT	-45
11/19/2024	MASA Global	1980202	Vendor Direct Vi	-630
11/19/2024	Peak Flooring	3038	BILL Check	-4276
11/19/2024	Prairie Mountain Media	2084229	BILL Check	-22.08
11/19/2024	Scott Chew	2024 clothing	BILL EFT	-200
11/19/2024	SKC - West Inc.	0052090-IN	Vendor Direct Vi	-2364.06
11/19/2024	Verizon Wireless	9977787297	BILL EFT	-121.46

			-14185.6
11/27/2024	Front Range Fire Apparatus	84697 BILL Check	-9534.06
11/27/2024	Hannah Igel	2024 clothing # BILL EFT	-32.91
11/27/2024	Kinsco	0019449-0 BILL Check	-204.97
11/27/2024	Knox Company	SO-KA-525605 Vendor Direct Vi	-584
11/27/2024	Michael Barnthouse	2024 clothing/t BILL EFT	-254.98
11/27/2024	PT Properties LLC	21 BILL EFT	-4600
11/27/2024	Town of Estes Park	7692 BILL Check	-2038.7
11/27/2024	Trailblazer Broadband	120321 BILL Check	-429.85
			-17679.5
12/4/2024	Air-O-Pure Portables	227528 BILL Check	-200
12/4/2024	AT&T Mobility	287291418343 Vendor Direct Vi	-202.78
12/4/2024	CEGR Law	Oct-24 BILL Check	-23323
12/4/2024	Colorado Div of Fire Prevention & Control	24-81905 BILL Check	-210
12/4/2024	Colorado Special District P&LP	25WC-52011-2 BILL Check	-49677
12/4/2024	Erika A Goetz	2024 Clothing BILL EFT	-144.76
12/4/2024	Fire Marshal Services	19-2024 BILL Check	-2100
12/4/2024	Frontier Communications Corp	Multiple BILL Check	-563.11
12/4/2024	Hobert Office Services, Ltd.	5966 BILL EFT	-60
12/4/2024	MES Municipal Emergency Services	IN2161163 Vendor Direct Vi	-6877.34
12/4/2024	Motorola Solutions	8282022097 Vendor Direct Vi	-5259.39
12/4/2024	Park Supply	2411-034237 BILL Check	-11
12/4/2024	ROI Fire & Ballistics Equipment	21143 Vendor Direct Vi	-531
12/4/2024	Safeway	Nov-24 Vendor Direct Vi	-471.81
12/4/2024	Streamline	5458EE7A-003 BILL Check	-249
12/4/2024	Superior Trash Company LLC	11521 BILL EFT	-50
12/4/2024	TCW Risk Management	ESTEVAL-02 20 BILL EFT	-46821.3
12/4/2024	Town of Estes Park Utilities	Multiple BILL Check	-860.42
12/4/2024	VFIS	Multiple BILL Check	-5791
12/4/2024	Vistabeam	1433410 BILL Check	-87.95
12/4/2024	Waste Management - Estes Park	1412448-0561 Vendor Direct Vi	-177.33
			-143668
12/10/2024	Ace Hardware	282217 BILL Check	-16.19
12/10/2024	CEGR Law	Nov-24 BILL Check	-17829
12/10/2024	Cintas	5242504010 Vendor Direct Vi	-70.21
12/10/2024	Crexendo Business Solutions	217978 Vendor Direct Vi	-226.21
12/10/2024	Dr. Teresa A Richards	Nov-24 BILL EFT	-1542
12/10/2024	Erika A Goetz	2024 clothing # BILL EFT	-182.27
12/10/2024	Estes Park Lumber Company	473752 BILL Check	-188.4
12/10/2024	J&S Excavating	951 BILL Check	-376
12/10/2024	Marinda Baxter	2024 clothing BILL EFT	-88.38
12/10/2024	MES Municipal Emergency Services	Multiple Vendor Direct Vi	-4865.08
12/10/2024	Michael Barnthouse	Hazmat BILL EFT	-13.99
12/10/2024	Next Level Auto Wash	472 BILL Check	-30.32

12/10/2024	Pinnacle Consulting Group INC	27195	BILL EFT	-3506.7
12/10/2024	Prairie Mountain Media	2087063	BILL Check	-21.16
12/10/2024	Witmer Public Safety Group Inc.	INV587995	BILL Check	-67.51
				-29023.4
12/18/2024	Bank of Colorado - Landkamer	Nov-24	BILL Check	-681.5
12/18/2024	Bank of Colorado-Capo	Nov-24	BILL Check	-6247.29
12/18/2024	Bank of Colorado-Goetz	Nov-24	BILL Check	-6878.96
12/18/2024	Brad Harris	2024 Clothing /	BILL Check	-212.57
12/18/2024	CEBT Payments	2024-12	BILL EFT	-13859.7
12/18/2024	Colorado Special District P&LP	Multiple	BILL Check	-5961.8
12/18/2024	Connecting Point	CW143876	BILL EFT	-2552.61
12/18/2024	Encore Uniforms & Apparel	q11938	BILL EFT	-5576.6
12/18/2024	Enviropest	2767229	Vendor Direct Vi	-91
12/18/2024	John Spear	2024 clothing	BILL EFT	-108.86
12/18/2024	Logan Lasley	reimbursement	BILL Check	-138.9
12/18/2024	MASA Global	2000749	Vendor Direct Vi	-658
12/18/2024	Mountain View Commercial Cleaning	14089	BILL Check	-700
12/18/2024	Verizon Wireless	6100193199	BILL EFT	-121.46
				-43789.2
12/27/2024	Colorado Div of Fire Prevention & Control	24-82521	BILL Check	-120
12/27/2024	Fire-Dex Gear Wash - Colorado	3372-12	BILL Check	-1328.38
12/27/2024	PT Properties LLC	22	BILL EFT	-4600
12/27/2024	Town of Estes Park	Multiple	BILL Check	-6640.43
12/27/2024	Trailblazer Broadband	124173	BILL Check	-429.85
				-13118.7
1/3/2025	Colorado Div of Fire Prevention & Control	24-82822	BILL Check	-300
1/3/2025	Connecting Point	CW143911	BILL EFT	-538.65
1/3/2025	Dr. Teresa A Richards	Dec-24	BILL EFT	-1542
1/3/2025	Estes Park Sanitation District	C05491 10/24-	BILL Check	-138
1/3/2025	Frontier Communications Corp	38123343	BILL Check	-210.09
1/3/2025	Holder Security	R38282	BILL Check	-105
1/3/2025	Katie Stiner	2024 clothing	BILL EFT	-200
1/3/2025	Luis Delgado	114-0695300-3	BILL Check	-96
1/3/2025	Marinda Baxter	balance 2024 c	BILL EFT	-153.18
1/3/2025	Town of Estes Park	7707	BILL Check	-4517.78
1/3/2025	Town of Estes Park Utilities	Multiple	BILL Check	-1003.99
				-8804.69
1/9/2025	AT&T Mobility	287291418343	Vendor Direct Vi	-173.29
1/9/2025	Bearcom	5837121	BILL EFT	-8583
1/9/2025	Crexendo Business Solutions	224873	Vendor Direct Vi	-226.38
1/9/2025	Fire Marshal Services	20-2024	BILL Check	-2236
1/9/2025	Frontier Communications Corp	38169535	BILL Check	-230.87
1/9/2025	Hobert Office Services, Ltd.	6016	BILL EFT	-115
1/9/2025	L.N. Curtis and Sons	INV900569	Vendor Direct Vi	-317.08

1/9/2025	Next Level Auto Wash	489	BILL Check	-32.68
1/9/2025	Peak Flooring	3070	BILL Check	-4858.65
1/9/2025	ROI Fire & Ballistics Equipment	21285	Vendor Direct Vi	-250
1/9/2025	Streamline	5458EE7A-003	BILL Check	-350
1/9/2025	Town of Estes Park	7719	BILL Check	-3795.53
1/9/2025	Vistabeam	3551365	BILL Check	-87.95
1/9/2025	Waste Management - Estes Park	1413701-0561	Vendor Direct Vi	-177.08
				-21433.5
1/14/2025	American Legion Post 119	1431	BILL Check	-1500
1/14/2025	CEBT Payments	2025-01	BILL EFT	-15582.7
1/14/2025	Colorado Div of Fire Prevention & Control	25-83258	BILL Check	-20
1/14/2025	Colorado Special District P&LP	32634	BILL Check	-159
1/14/2025	Connecting Point	CW143944	BILL EFT	-94.07
1/14/2025	Dr. Teresa A Richards	January 10 202	BILL EFT	-37.31
1/14/2025	E-470 Public Highway Authority	2099149247	BILL Check	-13.8
1/14/2025	MES Municipal Emergency Services	IN2181658	Vendor Direct Vi	-23455.9
1/14/2025	Mountain View Commercial Cleaning	14113	BILL Check	-700
1/14/2025	Pinnacle Consulting Group INC	27354	BILL EFT	-3506.65
1/14/2025	PT Properties LLC	10/24-12/24	BILL EFT	-1507.53
1/14/2025	Verizon Wireless	6102639211	BILL EFT	-121.38
1/14/2025	Zansberg Beylkin LLC	991	BILL Check	-8686
				-382565



Management Financial Statements

BOARD OF DIRECTORS ESTES VALLEY FIRE PROTECTION DISTRICT

We have prepared the accompanying management financial statements for the periods ending as of December 31, 2023 and December 31, 2024. We have also prepared the accompanying approved budgets of revenues, expenditures and funds available prepared on the modified accrual basis of Estes Valley Fire Protection District for the year ending December 31, 2025

These financial statements are designed for management purposes and are intended for those who are knowledgeable about these matters. We have not audited, reviewed or compiled the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America. Substantially all the disclosures required by accounting principles generally accepted in the United States of America have been omitted. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the financial position and results of operations.

Pinnacle Consulting Group, Inc.
January 14, 2025

Offices Located in Loveland and Denver

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Serving our clients and community through excellent dependable service.

ESTES VALLEY FIRE PROTECTION DISTRICT							
BALANCE SHEET							
December 31, 2023 and December 31, 2024							
			Audited	Unaudited			
			Actual	Actual			
			12/31/2023	12/31/2024			
Assets							
Current Assets							
Cash - Checking	\$	188,453	\$	189,936			
Cash - Savings		447,865		828,012			
Cash - CSAFE		602,836		635,906			
Restricted Cash - Impact Fees		22,086		22,317			
Due from Larimer County		3,652		5,852			
Property Taxes Receivable		1,079,941		3,674			
Prepaid Expense		37,468		103,044			
Accounts Receivable		32,151		54,563			
Sales Tax Receivable		142,625		70,240			
Lease Deposit		2,800		2,800			
Total Current Assets	\$	2,559,878	\$	1,917,343			
Total Assets	\$	2,559,878	\$	1,917,342			
Liabilities							
Current Liabilities							
Accounts Payable	\$	31,827	\$	43,090			
Deferred Property Taxes		1,079,941		3,674			
Accrued Payroll Liabilities		29,005		19,204			
Total Current Liabilities	\$	1,140,773	\$	65,968			
Total Liabilities	\$	1,140,773	\$	65,968			
Fund Equity							
Restricted - TABOR Reserve	\$	69,987	\$	69,987			
Restricted - Impact Fees		252,935		293,627			
Committed for LOSAP		2,050		2,050			
Committed for Contracts		65,503		65,503			
Nonspendable		37,468		103,044			
Unrestricted		991,162		1,317,163			
Total Fund Equity	\$	1,419,105	\$	1,851,374			
Total Liabilities and Fund Equity	\$	2,559,878	\$	1,917,342			
		=		=			

ESTES VALLEY FIRE PROTECTION DISTRICT							
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS							
GENERAL FUND							
	(a)	(b)	(c)	(b-c)	(d)	(e)	(e-b)
	2023	2024	Actual	Budget	%	2025	Year to Year
	Audited	Adopted	Through	Remaining	Budget	Adopted	Budget
Revenues	Actual	Budget	12/31/2024	12/31/2024	Remaining	Budget	Variance
Sales Tax - Town of Estes Park	\$ 1,279,907	\$ 1,323,852	\$ 1,167,847	\$ 156,005	12%	\$ 1,290,280	\$ (33,572)
Sales Tax - Ballot Issue 1A	-	-	189,884	(189,884)	0%	392,716	392,716
Property Taxes	783,206	1,079,941	1,178,483	(98,542)	0%	1,080,809	868
Specific Ownership Tax	56,316	80,996	67,616	13,379	17%	81,061	65
Grants	650	90,000	234,303	(144,303)	0%	90,000	-
Contributions & Donations	1,028	-	-	-	0%	-	-
Plan Reviews & Inspections	31,535	40,000	36,629	3,371	8%	31,535	(8,465)
Operational Permits	-	70,000	-	70,000	100%	5,000	(65,000)
Impact Fees	42,975	100,000	40,692	59,308	59%	60,000	(40,000)
Investment Income	37,022	20,000	39,312	(19,312)	0%	37,022	17,022
Wildland Fire Reimbursement	-	-	2,571	(2,571)	0%	-	-
Miscellaneous Revenue	1,036	60,000	44,044	15,956	27%	-	(60,000)
Training Division	17,868	25,000	200	24,800	99%	17,868	(7,132)
Capital Lease Proceeds	81,344	-	-	-	0%	-	-
Total Revenues	\$ 2,332,889	\$ 2,889,788	\$ 3,001,582	\$ (111,793)	-4%	\$ 3,086,291	\$ 196,503
Expenditures							
Overhead & Administration	\$ 986,200	\$ 1,064,777	\$ 889,109	\$ 175,668	16%	\$ 1,232,088	\$ 167,310
Operations & Training	458,953	516,186	472,564	43,622	8%	538,385	22,199
Support Services	221,507	497,969	507,594	(9,625)	0%	508,857	10,888
Prevention	444,920	419,838	281,061	138,777	33%	311,333	(108,505)
Grants & 1A	-	-	-	-	0%	384,422	384,422
Capital	123,988	50,000	418,984	(368,984)	0%	50,000	-
Total Operating Expenditures	\$ 2,235,567	\$ 2,548,770	\$ 2,569,312	\$ (20,542)	-1%	\$ 3,025,084	\$ 476,313
Revenues over/(under) Expenditures	\$ 97,321	\$ 341,018	\$ 432,270			\$ 61,207	\$ (279,811)
Beginning Fund Balance	1,321,784	1,413,555	1,419,105			1,639,894	226,339
Ending Fund Balance	\$ 1,419,105	\$ 1,754,573	\$ 1,851,374			\$ 1,701,101	\$ (53,472)
Components of Ending Fund Balance							
Restricted - TABOR	\$ 69,987	\$ 86,694	\$ 69,987			\$ 92,589	\$ 5,895
Restricted - Impact Fees	252,935	81,328	293,627			412,935	331,607
Committed - LOSAP	2,050	2,050	2,050			2,050	-
Committed - Contracts	65,503	65,503	65,503			65,503	-
Reserved - Operations	500,000	600,000	600,000			600,000	-
Reserved - Capital	37,366	269,530	269,530			443,081	173,550
Non-Spendable	37,468	-	103,044			-	-
Unrestricted	453,796	649,468	447,633			84,943	(564,525)
	\$ 1,419,105	\$ 1,754,573	\$ 1,851,374			\$ 1,701,101	\$ (53,472)
				Target Percentage:	0%		

ESTES VALLEY FIRE PROTECTION DISTRICT							
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL							
	(a)	(b)	(c)	(b-c)	(d)	(e)	(e-b)
	2023	2024	Actual	Budget	%	2025	Year to Year
	Audited	Adopted	Through	Remaining	Budget	Adopted	Budget
	Actual	Budget	12/31/2024	12/31/2024	Remaining	Budget	Variance
Overhead & Administration							
Strategic Planning Implementation	\$ 61,326	\$ 37,500	\$ -	\$ 37,500	100%	\$ 62,500	\$ 25,000
Grant Reimbursable	-	-	20,000	(20,000)	0%	-	-
Professional Services/Fees	174,433	163,737	195,632	(31,896)	0%	204,527	40,790
Salaries and Benefits	480,435	475,596	388,113	87,483	18%	536,234	60,638
Insurance	76,607	103,532	92,973	10,559	10%	124,776	21,244
Membership Dues & Subscription	10,197	12,833	12,354	478	4%	16,649	3,816
Catering/Special Circumstance	12,056	18,650	15,333	3,317	18%	20,650	2,000
Utilities	53,144	100,090	44,843	55,246	55%	107,412	7,323
Data Processing Equipment	4,583	10,000	6,541	3,459	35%	10,000	-
Miscellaneous Equipment	2,000	6,000	887	5,113	85%	6,000	-
Member Benefits	111,420	131,840	111,658	20,182	15%	138,340	6,500
Contingencies	-	5,000	774	4,227	85%	5,000	-
Total Overhead & Admin Expenditures	\$ 986,200	\$ 1,064,777	\$ 889,109	\$ 175,668	16%	\$ 1,232,088	\$ 167,310
Operations & Training							
Salaries and Benefits	\$ 327,688	\$ 332,682	\$ 325,965	\$ 6,717	2%	\$ 336,831	\$ 4,149
Volunteer & Shift Program	65,175	70,000	81,623	(11,623)	0%	82,000	12,000
Dispatching & Communications	21,490	24,353	24,464	(111)	0%	26,753	2,400
Supplies - Consumables	1,506	3,350	1,283	2,067	62%	3,500	150
Catering/Special Circumstances	4,282	5,000	6,188	(1,188)	0%	5,000	-
Firefighter Recruitment	319	850	861	(11)	0%	850	-
Member Dues/Subscription	5,774	5,781	5,962	(181)	0%	5,781	-
Conferences	8,378	16,000	8,474	7,526	47%	17,000	1,000
Internal Training	14,423	29,500	9,390	20,110	68%	32,000	2,500
External Training	8,420	15,670	4,550	11,120	71%	15,670	-
Supplies	1,497	3,000	3,804	(804)	0%	3,000	-
Contingencies	-	10,000	-	10,000	100%	10,000	-
Total Operations & Training Expenditures	\$ 458,953	\$ 516,186	\$ 472,564	\$ 43,622	8%	\$ 538,385	\$ 22,199
Support Services							
Salaries and Benefits	\$ -	\$ 189,227	\$ 191,612	\$ (2,385)	0%	\$ 195,188	\$ 5,961
Facilities Maintenance	27,911	94,373	85,932	8,441	9%	83,817	(10,556)
Equipment Maintenance	113,825	107,069	125,718	(18,649)	0%	135,551	28,482
Equipment Acquisition	79,770	102,300	104,332	(2,032)	0%	89,300	(13,000)
Contingencies	-	5,000	-	5,000	100%	5,000	-
Total Support Services Expenditures	\$ 221,507	\$ 497,969	\$ 507,594	\$ (9,625)	0%	\$ 508,857	\$ 10,888
Prevention							
Salaries and Benefits	\$ 377,883	\$ 327,915	\$ 222,484	\$ 105,431	32%	\$ 266,453	\$ (61,462)
Member Dues/Subscription	3,738	5,550	3,378	2,173	39%	6,507	957
Education	12,034	13,330	4,718	8,612	65%	13,330	-
Prevention	50,365	63,042	50,482	12,561	20%	15,042	(48,000)
Contingencies	900	10,000	-	10,000	100%	10,000	-
Total Prevention Expenditures	\$ 444,920	\$ 419,838	\$ 281,061	\$ 138,777	33%	\$ 311,333	\$ (108,505)
Grants & 1A							
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	0%	\$ 301,922	\$ 301,922
Member Dues/Subscription	-	-	-	-	0%	500	500
Education	-	-	-	-	0%	2,500	2,500
Equipment Acquisition	-	-	-	-	0%	10,500	10,500
Prevention	-	-	-	-	0%	60,000	60,000
Data Processing Equipment	-	-	-	-	0%	4,000	4,000
Contingencies	-	-	-	-	0%	5,000	5,000
Total Grants & 1A Expenditures	\$ -	\$ -	\$ -	\$ -	0%	\$ 384,422	\$ 384,422
Capital							
Fleet Capital Expense	\$ 81,344	\$ -	\$ 409,849	\$ (409,849)	0%	\$ -	\$ -
Lease Purchase Repayment	28,000	-	-	-	0%	-	-
Buildings & Grounds Capital Expense	14,644	50,000	9,135	40,865	82%	50,000	-
Total Capital Expenditures	\$ 123,988	\$ 50,000	\$ 418,984	\$ (368,984)	0%	\$ 50,000	\$ -
Total Expenditures	\$ 2,235,567	\$ 2,548,770	\$ 2,569,312	\$ (20,542)	-1%	\$ 3,025,084	\$ 476,314

ESTES VALLEY FIRE PROTECTION DISTRICT							
BALANCE SHEET							
December 31, 2023 and December 31, 2024							
VOLUNTEER FIRE PENSION TRUST							
		Audited	Unaudited				
		Actual	Actual				
		12/31/2023	12/31/2024				
Assets							
Current Assets							
Cash - Checking	\$	17,628	\$ 135,784				
Investments		1,636,936	1,557,606				
Prepaid Expense		13,174	13,174				
Total Current Assets	\$	1,667,738	\$ 1,706,563				
Total Assets	\$	1,667,738	\$ 1,706,563				
Liabilities							
Current Liabilities		\$	\$				
Total Current Liabilities	\$	-	\$ -				
Total Liabilities	\$	-	\$ -				
Fund Equity							
Held in Trust for Pension	\$	1,667,738	\$ 1,706,564				
Total Fund Equity	\$	1,667,738	\$ 1,706,564				
Total Liabilities and Fund Equity	\$	1,667,738	\$ 1,706,564				
		=	=				

ESTES VALLEY FIRE PROTECTION DISTRICT							
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS							
VOLUNTEER FIRE PENSION TRUST							
	(a)	(b)	(c)	(b-c)	(d)	(e)	(e-b)
	2023	2024	Actual	Budget	%	2025	Year to Year
	Audited	Adopted	Through	Remaining	Budget	Adopted	Budget
	Actual	Budget	12/31/2024	12/31/2024	Remaining	Budget	Variance
Revenues							
Investment Income (loss)	\$ 137,167	\$ 90,000	\$ 105,891	\$ (15,891)	0%	\$ 115,000	\$ 25,000
EVFPD Contribution	54,000	54,000	54,000	-	0%	54,000	-
State Participation Contribution	48,600	48,605	48,600	5	0%	48,605	-
Total Revenues	\$ 239,767	\$ 192,605	\$ 208,491	\$ (15,886)	0%	\$ 217,605	\$ 25,000
Expenditures							
Actuarial Study	\$ 10,000	\$ 1,200	\$ -	\$ 1,200	100%	\$ 1,200	\$ -
Audit	-	2,500	-	2,500	100%	2,500	-
Investment Fees	12,156	5,000	12,451	(7,451)	0%	10,000	5,000
Miscellaneous	-	5,000	-	5,000	100%	5,000	-
Retiree benefit Payments	155,015	163,500	157,215	6,285	4%	158,085	(5,415)
Retiree Death Benefit	-	900	-	900	100%	900	-
Contingency	-	2,700	-	2,700	100%	2,700	-
Total Operating Expenditures	\$ 177,170	\$ 180,800	\$ 169,665	\$ 11,135	6%	\$ 180,385	\$ (415)
Revenues over/(under) Expenditures	\$ 62,596	\$ 11,805	\$ 38,825			\$ 37,220	\$ 25,415
Beginning Fund Balance	1,605,142	1,603,708	1,667,738			1,715,397	111,689
Ending Fund Balance	\$ 1,667,738	\$ 1,615,513	\$ 1,706,564			\$ 1,752,617	\$ 137,104

**Estes Valley Fire Protection District
Sales Tax Reconciliation
2024**

	Current Year			Prior Year		
	2024 Sales Tax Revenue	% of Total Sales Tax Received		2023 Sales Tax Revenue	% of Total Sales Tax Received	
		Monthly	Y-T-D		Monthly	Y-T-D
January	\$ 56,277.13	4.25%	4.25%	\$ 61,726.77	4.82%	4.82%
February	52,004.82	3.93%	8.18%	56,886.83	4.44%	9.27%
March	67,683.28	5.11%	13.29%	79,912.14	6.24%	15.51%
April	69,544.72	5.25%	18.55%	64,936.48	5.07%	20.58%
May	98,301.77	7.43%	25.97%	106,542.24	8.32%	28.91%
June	161,211.54	12.18%	38.15%	153,758.71	12.01%	40.92%
July	177,868.04	13.44%	51.58%	185,468.50	14.49%	55.41%
August	134,190.00	10.14%	61.72%	153,417.25	11.99%	67.40%
September	165,659.41	12.51%	74.23%	157,405.78	12.30%	79.70%
October	114,866.36	8.68%	82.91%	117,227.74	9.16%	88.86%
November	70,240.14	5.31%	88.22%	70,240.17	5.49%	94.34%
December		0.00%	88.22%	72,384.79	5.66%	100.00%
	\$ 1,167,847.21	88.22%	88.22%	\$ 1,279,907.40	100.00%	100.00%

Sales Tax Budgeted	Sales Tax Collected	% Collected to Amount Budgeted
--------------------	---------------------	--------------------------------

Sales Tax

General Fund \$ 1,323,852.00 \$ 1,167,847.21 88.22%

**Estes Valley Fire Protection District
Property Taxes Reconciliation
2024**

Operating Mill	2.069	100.00%
Total Mill	2.069	100.00%

Current Year										
	Property Taxes		Fire District Impact Fees	Specific Ownership Tax	Interest	Treasurer's Fees	Net Amount Received	% of Total Current Property Taxes Received to Taxes Levied		
	Current	Delinquent						Monthly	Y-T-D	
January	\$ 9,716.71	\$ 304.56	\$ 795.76	\$ 5,770.31	\$ -	\$ (200.48)	\$ 16,386.86	0.93%	0.93%	
February	334,057.14	(22.45)	-	5,335.69	(0.19)	(6,681.33)	332,688.86	30.93%	31.86%	
March	146,024.73	(14.56)	-	5,838.51	12.61	(2,920.68)	148,940.61	13.52%	45.38%	
April	239,815.06	99,862.90	-	5,396.26	16.36	(6,797.11)	338,293.47	31.45%	76.83%	
May	73,680.25	1.46	1,591.52	5,450.67	245.43	(1,479.06)	79,490.27	6.82%	83.66%	
June	222,640.73	(81.07)	-	5,100.63	228.00	(4,456.31)	223,431.98	20.61%	104.26%	
July	19,131.57	0.64	-	5,933.14	489.76	(392.67)	25,162.44	1.77%	106.04%	
August	14,602.86	-	919.24	6,109.86	540.52	(302.80)	21,869.68	1.35%	107.39%	
September	9,586.54	-	859.46	5,417.51	411.53	(199.96)	16,075.08	0.89%	108.28%	
October	3,965.06	0.49	-	6,367.21	214.23	(83.64)	10,463.35	0.37%	108.64%	
November	5,210.11	-	-	5,044.08	353.36	(111.72)	10,495.83	0.48%	109.12%	
December	-	-	-	5,852.43	-	-	5,852.43	0.00%	109.12%	
	\$ 1,078,430.76	\$ 100,051.97	\$ 4,165.98	\$ 67,616.30	\$ 2,511.61	\$ (23,625.76)	\$ 1,229,150.86	109.12%	109.12%	



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

STANDARD OPERATING POLICY	
Subject: Active Membership	Number: 301
Category: Operations	Effective Date: 11/25/2020
Subcategory:	Latest Revision Date: 1/10/2024
Approved By: Board of Directors	Latest Reviewed Date:

Purpose of this Policy

For the Fire District to fulfill our mission of providing superior fire protection and emergency services to the citizens and guests of the Estes Valley, we must have well trained responders who show up when needed. Therefore, in order to maintain the status as an active member with the District, the volunteer must meet the training, certification, and call attendance.

Policy

To maintain the status as an active member with the District, the volunteer must meet the training, certification qualification (exterior at minimum) apparatus checks, and call attendance. ~~criteria based upon their category.~~ *Symbols (*, ^, #, &, \$) referred to on this page refer to the sections indicated on the following page.*

Definition

Probationary:

Once you have completed your New Member Task Book you will be assigned to a squad under the supervision of a Volunteer Lieutenant. You then will be titled "Probationary Firefighter". This probationary period will be until the completion of the exterior fire academy, then your title will be, "Firefighter".

New Members:

- Upon joining, new members have three months to complete their "New Member Task Book"
- ~~During this time, the new member does~~ While the member is in the new member task book, they do not have any call, training, or apparatus check requirements
- The new member will proceed through the volunteer candidate manual (EVFPD Form 301 A). This manual will be a needed resource as the candidate advances.
- New members are expected to attend at least 50% of Tuesday night training opportunities

~~##~~ District Volunteers*^

- Probationary Volunteers
 - Able to and expected to run calls. Call, training, and apparatus check requirements will be pro-rated based on the date of completion of the new member task book. Probationary Members are expected to earn at least ~~their orange helmet~~ exterior fire qualification at the earliest fire academy

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ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

- Probationary Members are highly encouraged to complete their NWCG FFT2 as early as possible

Volunteer Firefighter Minimum Requirements:

Estes Valley ~~Orange Helmet Task Book~~ exterior firefighter qualification

- Annual response requirements: 45 calls
- Annual training requirements: 72 hours[#]
- Annual apparatus check requirements: 6^{\$}

Desired certifications:

Colorado Firefighter I or equivalent and NWCG Red Card

Out of District Volunteer^*

~~— Probationary Out of District Volunteers~~

~~— Able to and expected to fulfill shifts (shift requirements start the first full month after completion of task book)~~

~~— Probationary Members are expected to achieve their minimum requirements at earliest fire academy~~

~~— Probationary Members are highly encouraged to complete their NWCG FFT2 as early as possible~~

~~— Minimum Requirements:~~

~~— Interior firefighter or~~

~~— Exterior firefighter & “fully released” operator on Type 1 engines~~

~~— Annual shift requirement (minimum):~~

~~— Four x 12hr per month~~

~~— Two of the shifts each month must be on a Friday, Saturday, or Sunday day (0800-2000)~~

~~— Annual training requirements: 72 hours[#]~~

Length of Service Award Program (LOSAP) Eligibility (^)*

- To qualify for LOSAP, volunteer must maintain active membership
- Qualifying LOSAP years are calculated on a calendar year basis.
- LOSAP benefits and administration are covered in Policy 186. Length of Service Award Plan Policy

Pension Eligibility (^)*

- The member must maintain active membership
- Call, training and apparatus check requirements will be prorated from time of completion of new member task book. If member completes the below requirements

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ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

in their first [partial] year, then the members first year will be counted toward their pension years.

- Qualifying pension years are calculated on a calendar year basis.
- Pension benefits and administration are covered in Policy 185. Volunteer Pension Program.



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

Training Requirements (#)

- As a primary purpose of department training is familiarity with District equipment and personnel, these 72 hours must be internal, face-to-face training.
 - Annual OSHA online training will be the only online training to count towards this requirement.
 - This amount is equivalent to half of all Tuesday night trainings, but any internal training can count.
- Competency
 - Maintaining competency in a range of skills is important for our members, though the specific skill sets will vary by member's interest and capabilities.
 - A competency matrix will outline potential disciplines.
 - The member and Lieutenant will complete as part of the annual assessment process.
 - This matrix will be used to help guide training priorities for the coming year.
 - Any member who does not attend an internal training or does not respond on a paged response for 4+ months will be required to complete a competency assessment before responding on calls.
 - The member will be evaluated off the interior or exterior checklist, depending on their helmet color at the time of departure.
 - Engineers will be run through a scenario to be released to operate apparatus.
 - Assessment may be completed by any officer.

Apparatus Checks (\$)

- Apparatus checks occur to ensure operational readiness of all District apparatus and to ensure members have working knowledge of equipment locations and operations.
- ~~In~~ District volunteer members are assigned on a rotation by squad, with the exact schedule determined by their Lieutenant.
 - Each week, attendance should be Battalion 71 and one FF from each squad.
- To count as a qualifying Apparatus Check (towards annual requirement), the apparatus check shall:
 - Be performed at the regularly scheduled time. ~~once per week.~~
 - Be ~~at~~ performed on another day/time that has been approved by their Officer or Battalion 71.
 - A training sheet must be completed ~~and signed by Battalion 71.~~
 - Multiple apparatus checks can be performed on one day but **only** one apparatus check will be counted for the member.
- Battalion 71 is responsible for ensuring checks are completed and documenting apparatus deficiencies in TargetSolutions CheckIt.



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

Accountability

- Call and training statistics are calculated and posted at the end of each month.
 - These are posted at Station 71 for all members to see.
 - These are posted on the Members Portal website which all members may access
- ~~Failure to meet the requirements by December 31st of the calendar year may result in termination from the Department.~~
 - ~~A member's situation will be reviewed by the officer group on a case-by-case basis and a decision will be rendered by the end of January.~~
 - If a member does not meet the active membership requirements, they can explain their situation to an appeal committee per SOG 301A. This is accomplished by filling out EVFPD Form 301 - Active Membership Criteria Accountability and giving it to their Lieutenant.

References

- ~~None~~ - EVFPD Form 301 A
- SOG 301A – Active Membership Criteria Accountability
- -EVFPD Form 301 - Active Membership Criteria Accountability



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

STANDARD OPERATING POLICY	
Subject: Volunteer Pension Program	Number: 185
Category: General	Effective Date: 12/01/2021
Subcategory:	Latest Revision Date: 1/10/2024
Approved By: Board of Directors	Latest Reviewed Date:

Purpose of this Policy

To outline the administration of the Volunteer Pension Fund.

Definition:

Qualifying year: Each year the firefighter completes their minimum requirements per SOP 301. This includes their first partial year providing their minimum requirements are met.

Policy

Volunteer Qualification

Member eligibility and qualification is covered in Policy 301. Active Membership.

Volunteer Pension Fund Program

The fund is governed by the “Volunteer Firefighter Pension Act”, Sec. 31-30-1103 CRS and administered by the EVFPD Pension Board of Trustees in accordance with the EVFPD Volunteer Pension Fund Bylaws and Regulations.

The benefit award levels and eligibility are determined by the Board of Trustees from time to time pursuant to applicable state law and in accordance with the EVFPD Volunteer Pension Fund Bylaws and Regulations adopted January 13, 2010.

Applications for benefit awards are submitted to the EVFPD Volunteer Pension Fund Board of Trustees and considered at their scheduled business meeting.

- The fund consists of two accounts listed below:
 - Bank of Colorado Benefits Checking Account
 - WIN Advisor Group “Schwab One Trust Account”

- Sources of funds are listed below;
 - Annual contribution from EVFPD.
 - Annual Contribution by the State of Colorado, Dept. of Local Affairs.
 - Schwab One Trust Account dividends, interest, and asset appreciation.
 - Funding requirements are to be established based on the results of a biennial actuarial valuation performed for EVFPD by a licensed actuarial firm.

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ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

- All pension benefit payments are disbursed from the Benefits Checking Account.

The current mix of benefits payable from the fund is listed below:

1. Normal Retirement Benefit:

A monthly payment in an amount determined from time to time by EVFPD Pension Board of Trustees on behalf of EVFPD Board of Directors for 20 years of eligible service and payable beginning at age 50.

The maximum monthly benefit for 20 qualifying years is established by the Pension Board of Trustees.

2. Vested Retirement Benefit:

Benefit levels are prorated in whole years to a minimum requirement of 10 years of eligible service and payable beginning at age 50.

The minimum monthly benefit for 10 qualifying years is half of the maximum monthly benefit. Prorated benefits are on a linear scale between 10 and 20 years calculated in whole years.

3. Pre-Retirement Death Benefit:

Lump sum payment of twice the then current monthly benefit for 20 years of eligible service proportionally reduced by the ratio of actual eligible service divided by 20.

4. In-Service Death Benefit:

Monthly annuity payment to the surviving spouse equal to Vested Retirement Benefit with the payment continuing until the spouse's re-marriage or death.

5. Post Retirement Death Benefit:

Lump sum twice the current monthly benefit for 20 years of eligible service or twice the benefit level paid to the retiree at the time of death.

References

- None



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

STANDARD OPERATING POLICY	
Subject: Volunteer Length of Service Award Plan (LOSAP)	Number: 186
Category: General	Effective Date: 12/01/2021
Subcategory:	Latest Revision Date: 1/10/2024
Approved By: Board of Directors	Latest Reviewed Date:

Purpose of this Policy

To define the LOSAP.

Policy

Length of Service Award Plan (“LOSAP”)

1. The EVFPD LOSAP is conducted in accordance with the plan document approved the EVFPD Board of Directors on November 17, 2010 and IRS Code Section 457(e)(11) (A)(ii).
2. The EVFPD LOSAP is managed by the Lincoln Financial HERO+ Program.
3. EVFPD will transfer funds to Lincoln Financial annually based upon the individual awards earned for the previous year. Funds for the previous year will be transferred by January 30th of each year.
4. Upon termination, payment of approved awards will be made to the qualified individuals directly from Lincoln Financial. EVFPD will provide qualified individuals with the necessary paperwork for Lincoln Financial within 30 days of the member’s termination.

LOSAP Award Schedule

The payment schedule is designed to recognize not only years of service, but the qualifications each member brings to that year. Members with increased qualifications receive higher compensation for the same year of service.

The fee schedule corresponds to the Group classifications outlined in Active Volunteer Firefighter Requirements (Policy 301)

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ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

Years of Service	Firefighter / EMT Award Amount	Water Rescue Award Amount
1	\$50	\$50
2-5	\$500	\$200
6-10	\$1,000	\$400
11-15	\$1,400	\$560
16-20	\$1,700	\$680
21+	\$2,000	\$800

Bonus	Additional Award
Lieutenant	\$250
Captain	\$500
Assistant Chief	\$1000
Firefighter I Certification	\$100
EMT-B / EMT-P	\$75
Red Card Certification	\$50
Released Engineer*	\$50
Dive Rescue 1 Shore or Swiftwater 1 Certification	\$50

Per State law, no participant may receive a Service Award for the Plan Year in excess of \$3000

* - Fully released on at least one Type 1, one Type 3, and one Type 6 engine.

Certifications must be earned by July 1 of calendar year to receive credit for plan year.

References

- None

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ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- January 22, 2025

Agenda Item #12-a

Agenda Title:

Submitted by:

Resolution 2025-01 to Call an Election And Appoint a DEO Ryan Bross, President

Background Information:

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) Resolution 2025-01 calling for the 2025 Regular Election and Appointing a DEO at the January 22, 2025 board meeting.

Ryan Bross	Yes	No
Brian Tseng	Yes	No
Mike Lewelling	Yes	No
Dave Hamrick	Yes	No
Chris Buser	Yes	No

**ESTES VALLEY FIRE PROTECTION DISTRICT
RESOLUTION 2025-01
A RESOLUTION CALLING FOR THE 2025 REGULAR DISTRICT ELECTION
AND APPOINTING A DESIGNATED ELECTION OFFICIAL**

WHEREAS, the Estes Valley Fire Protection District (the “**District**”) is a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Article 1, C.R.S.; and

WHEREAS, the terms of office of Directors Bross, Tseng, Hamrick, Lewelling and Buser expire after the successors are elected at the regular special district election to be held on May 6, 2025 (“**Election**”) and have taken office; and

WHEREAS, in accordance with the provisions of the Special District Act (the “**Act**”) and the Colorado Local Government Election Code (the “**Code**”) (the Act and the Code being referred to jointly as the “**Election Laws**”), the Election must be conducted to elect three (3) Directors to serve for a term of four years and two (2) Directors to serve for a term of two years.

NOW, THEREFORE, be it resolved by the Board of Directors of the Estes Valley Fire Protection District in Larimer County, State of Colorado that:

1. The regular election of the eligible electors of the District shall be held on May 6, 2025, between the hours of 7:00 a.m. and 7:00 p.m. pursuant to and in accordance with the Election Laws, and other applicable laws. At that time, three (3) Directors may be elected to serve a four-year term and two (2) Directors to serve a two-year term.

2. There shall be one election precinct for the convenience of the eligible electors of the District, the boundaries of which shall be identical to the boundaries of the District, and there shall be one (1) polling place at the following location:

*Estes Valley Fire Protection District
Dannels Fire Station
901 N. Saint Vrain Avenue
Estes Park, Colorado 80517*

This polling place shall also be for disabled electors and for eligible electors not residing within the District. If the Designated Election Official deems it to be more expedient for the convenience of the eligible electors of the District (who are also eligible electors in other special districts with overlapping boundaries which are conducting elections on the Election day), the Election may be held jointly with such special districts in accordance with coordinated election procedures as set forth in an agreement between all participating special districts. In such event, the election precincts and polling places shall be as set forth in such agreement. The Designated Election Official is authorized to execute such agreement on behalf of the District, which agreement shall include

provisions for the allocation of responsibilities for the conduct and reasonable sharing of costs of the coordinated Election.

3. The Board of Directors hereby designates Sarah H. Luetjen as the Designated Election Official and Kristin Herndon as the Deputy Designated Election Official for the conduct of the Election on behalf of the District and she is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and of the Election Laws or other applicable laws. Among other matters, the Designated Election Official shall provide the call for nominations, appoint election judges as necessary, appoint the Canvass Board, arrange for the required notices of election, printing of ballots, and direct that all other appropriate actions be accomplished.

4. Self-Nomination and Acceptance forms are available from the Designated Election Official via email: sluetjen@cegrlaw.com. All candidates must file a Self-Nomination and Acceptance form with the Designated Election Official no earlier than January 1, 2025, nor later than the close of business on Friday, February 28, 2025.

5. If the only matter before the electors is the election of Directors of the District and if, at the close of business on March 4, 2025, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than March 3, 2025, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code.

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

7. Any and all actions previously taken by the Designated Election Official, the Secretary of the Board of Directors, or any other persons acting on their behalf pursuant to the Election Laws or other applicable laws, are hereby ratified and confirmed.

8. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

9. The provisions of this Resolution shall take effect immediately.

ADOPTED this 22nd day of January, 2025.

ESTES VALLEY FIRE PROTECTION
DISTRICT

By: _____
Chair

ATTEST:

Secretary