

# ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- March 27, 2024

## 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 March 27, 2024 board meeting.

**Ryan Bross**                      Yes    No

**Brian Tseng**                    Yes    No

**Vacant**                            Yes    No

**Dave Hamrick**                Yes    No

**Jon Hodde**                        Yes    No

**ESTES VALLEY FIRE PROTECTION DISTRICT  
BOARD MEETING**

**March 27, 2024  
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 2/28/2024
8. Presentations – none
9. REPORTS
  - a. Chief’s Report
  - b. Volunteer Captain Report
  - c. Treasurer’s Report
10. OLD BUSINESS
  - a. Chief Recruitment Process
11. POLICY UPDATES
12. NEW BUSINESS
  - a. Letters of Interest to Fill Board Vacancy
13. BOARD COMMENT

NEXT REGULARLY SCHEDULED MEETING: April 10<sup>th</sup> and April 24<sup>th</sup>
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- March 27, 2024

## 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 2/28/24 board meeting at the 3/27/24 board meeting.

**Ryan Bross**                      Yes    No

**Brian Tseng**                    Yes    No

**Vacant**                            Yes    No

**Dave Hamrick**                  Yes    No

**Jon Hodde**                        Yes    No

# RECORD OF PROCEEDINGS

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**Meeting Minutes of the Estes Valley Fire Protection District**  
**February 28, 2024 4:30 p.m.**  
**Dannels Fire Station, 901 N. St. Vrain Ave., Estes Park, CO 80517**

**Board:** Jon Hodde, Dave Hamrick, Brian Tseng, Ryan Bross

**Staff:** Chief Paul Capo, Div.Chief Jon Landkamer; Chief of Staff Erika Goetz, Stacey Sutherland, Wesley Keller

**Also Attending:** Lt. Ron Bruchwalski; Dylan Wallace, William Harkins, Larry Leaming  
Via Zoom: Shelley, Colleen, Joan Hooper, Chris Wilson, Kimberly Cook, Josh Moore, Chris Lucius, Holly Senecal

**Absent:** none

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

**President Ryan Bross called the meeting to order at 4:30 p.m.**

**Chief Capo led the Pledge of Allegiance**

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

## **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**

Public Comment from William Harkins:

February 28<sup>th</sup>, 2024

To the Board, members of EVFPD, and Public,

I have a statement that I would like added to the public meeting, so that these questions are on public records, and so that other firefighters in the future can see that I have raised these concerns .

Be advised when a filed a workers compensation form was filed for injuries sustained on December 30<sup>th</sup>, 2021 the incident and hipaa claim under Colorado law, renders that waiver automatic, but to avoid any confusion I hereby waive any hipaa concerns you may have to go ahead and process the review of my application.

While redundant and to avoid any further confusion that if there is a misunderstanding that in some reason my pension disability application can't be considered because of hipaa concerns I am stating publicly, , and I also have in writing I am waiving any possible hipaa considerations to review my application. Additionally, no HIPAA waiver is required for a workers compensation case according to our annual OSHA HIPAA training.

The questions raised in this statement, I am expecting to get answers to in writing.

There have been several attempts made at a settlement starting January 2024, and an offer has been sent by me to opposing counsel, and despite numerous requests for a response there has been no contact from the insurance company or opposing counsel. The board informed me back in November of 2023 that there was active settlement negotiations, which is simply not true at all. Can you please provide me with details of this supposed negotiations? Since the board at one time was using this excuse to delay the application. Where in the bylaws does it allow the board to delay the review of an application based off of a pending workers compensation decision?

Who is advising the board to delay the decision to review the application that was received, and signed for on October 20th, 2023? How much taxpayer dollars have been spent to fight against helping an injured firefighter? Conversely, how much has been spent to help? How much do we pay in premiums to have an insurance company become

## RECORD OF PROCEEDINGS

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unresponsive? Who on the department is helping to actively to get a firefighter off of medical leave? Why does the disability application, a firefighters call for help, continue to go unreviewed? Is this the message you would like to send to the district? Do response times only matter when you are talking about firefighter responses to incidents?? Who is holding the insurance company accountable? Who is holding the fire district accountable?

How and why are meetings being postponed and/or cancelled to review a disability application? Where can I find the meeting minutes for these meetings where formal decisions and positions have been made utilizing a publicly elected board? There was a date scheduled to review the disability application on November 22<sup>nd</sup>, 2023. Who made that decision to cancel the date to review and where are the meeting minutes for this meeting where a formal action, position, and decisions were made? Why wasn't the volunteer representatives aware of this decision?

I have corresponded with my own counsel once a week and we have been hearing nothing in response from the insurance company or opposing counsel. January 25<sup>th</sup>, 2024 a settlement offer was made by myself and counsel. There has been zero responses from the insurance company, opposing counsel.

Furthermore I know that you have had my records through my workers' compensation file for over 4 months. Which up until that point was a complete set of medical records. You require a medical note to come back to duty, but you are refusing to read the medical notes. Tell me how that makes sense?

In the bylaws which are posted on the website there are no exclusion to this in the bylaws visa vi where it says that anything I recover in my workers compensation case via medical benefits, medication coverage, future medical or others are offset by this pension disability application. Why is the decision to unreasonable delay the review of the application being made? Who is making this decision?

Who from the agency is in contact with the insurance company, how are they helping to resolve this matter? Where can I find a call log or correspondence showing that the insurance company and fire district are actively working on resolving this matter? Who is holding the insurance company accountable? Why has the insurance company, opposing counsel, and fire district all working together to ignore the calls for help?

Who is the current Fire Chief of the department? Who is managing the paid staff of the department?

How did it take 18 months from date of injury to find the bylaws for a work injury when the injured worker was consistently asking for help? What was the process to produce the application and why did it take 3 months after the initial request? Why do you ask an applicant to fill out the application if you have no intention to review it? When the applicant was asking about benefits in January 2022, why wasn't this form or others located earlier?

Where in the bylaws does it allow the board to unreasonably delay the review of a pension disability application?

There has been no action taken whatsoever by the insurance company, opposing counsel, or the fire department. You have completely abandoned one of your own members after receiving a well documented work related injury.

Shall is used in our bylaws to indicate that certain actions are mandatory. Do you agree?

Is the fire district unaware, unable, or unwilling?

I am very concerned both as a honored member of this volunteer fire department with accolades and accreditation posted throughout the firehouse and online, and as a taxpayer for this entity that this matter has been this handled so poorly. There needs to be accountability for the egregious lack of response and support. The fire district has continued to not answer a call for help. The message you are sending about how you feel about your firefighter members are clear.

As a taxpayer I am deeply concerned my taxpayer dollars are going to an entity in which is unresponsive and does not provide the coverage stated in the contract.

# RECORD OF PROCEEDINGS

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I will use any remaining minutes to listen to any answers the board may have concerning this matter

## **APPROVAL OF MINUTES**

Moved by Jon Hodde and seconded by Dave Hamrick to approve the meeting minutes from the 1/24/24 board meeting as written. Motion carried unanimously.

## **PRESENTATIONS**

Chief of Staff Goetz, Chief Landkamer, and Chief Capo presented a PowerPoint of the 2023 Year End Report which can be found on the website.

## **REPORTS**

### **Fire Chief Report**

#### **Administrative Division:**

Held Awards Banquet on 2/16 and it was well attended  
Rooftop Rodeo parade application submitted  
Received two resignations this week -1 board member and our other PIO  
Working on Volunteer Affiliation Questionnaire for FPPA in regards to our vol pension

#### **Prevention Division:**

- Wesley - Project planning for Wildland Fire Mitigation programs
- Stacey – Passed her ICC Fire Inspector II!!!!!!

#### **Operations Division:**

2024 = 100  
2023 = 49     Difference - 51  
Extrication  
Storm -Multiple calls  
Gas leaks...  
Cardiac Arrest

Chavis OOT dismissed  
3- New FF's  
46 ff's 43 vol  
Promoted Lt Platz

#### **Training Division:**

Finished up FF Rescue / Survival  
Duel Track DE training  
Instructor I goes into March  
Wildland March

#### **Station & Apparatus:**

- CDOT to install preemption equipment on the new signal lights being installed as part of the DEL. We will need to install transmitters on the apparatus that we choose to utilize this technology.
- E723 had a significant leak from the PTO. Fleet repaired it very quickly the next morning.

**Volunteer Captain Report** – not present/no report

**Treasurer's Report** – Reviewed January's 2024 balance sheet(s) including, but not limited to governmental fund and schedule of capital assets, statement of revenues, expenditures, and changes in fund balance for general operations, operating reserve. Moved by Jon Hodde and seconded by Ryan Bross to approve transactions listed in the Treasurer's report. Motion carried unanimously.

## **OLD BUSINESS**

Chief Recruitment Process – Chief Lasky to be in office on April 1<sup>st</sup>, 2024.

## **POLICY UPDATES**

None.

# RECORD OF PROCEEDINGS

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## **NEW BUSINESS –**

### **Acknowledgement of Letter of Resignation by Marybeth Bruchwalski**

Ryan Bross accepted a resignation letter from Marybeth Bruchwalski on Tuesday 2/27. He also acknowledged and thanked her for her service to the district. This leaves a vacancy on the board that needs to be filled within 60 days.

### **Election of Treasurer Discussion**

Once the vacancy has been filled a vote to fill the treasurer position will take place. Brian Tseng is currently the back up so will fill in in the meantime.

### **Resolution 2024-03 Ballot 1A Support Resolution and Discussion**

Dave Hamrick presented resolution 2024-03 to the board. This resolution from the board of directors is showing support for the Town of Estes Park 1A sales tax renewal. Motion by Brian Tseng, seconded by Ryan Bross to approve resolution 2024-03 in support of the 1A sales tax renewal. Motion carried unanimously.

### **Update on the Ratification of the 2021 IFC code adoption by Town and County**

Chief Landkamer gave an update on the 2021 IFC ratification. The Town of Estes Park ratified it on 2/27/24 and Larimer County ratified it on 1/20/24. Discussion took place on when it is effective and it was determined to put it into effect immediately.

## **BOARD COMMENT**

President Bross mentioned that Erika Goetz was nominated for the Chambers Women of Impact. Event to be held at the Barrel on 3/7.

President Bross also acknowledged the almost 20 years of service to the district that Mike Richardson provided. Please say thanks to him when you see him.

The next board meeting will be on Wednesday, March 27<sup>th</sup>. The March 13<sup>th</sup> meeting will be cancelled.

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

Meeting adjourned at 5:50 p.m.

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David Hamrick, Secretary

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# ESTES VALLEY FIRE PROTECTION DISTRICT

## Agenda Statement- March 27, 2024

### Agenda Item #9-C

**Agenda Title:**

Approval of Transactions

**Submitted by:**

Brian Tseng, Vice-President

**Background Information:**

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

**Attachments:**

Agenda

Minutes

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 March 27th, 2024 meeting.

**Ryan Bross**                      Yes    No

**Brian Tseng**                      Yes    No

**Vacant**                              Yes    No

**Dave Hamrick**                      Yes    No

**Jon Hodde**                              Yes    No



Process Date	Vendor	Invoice Number	Payment Method	Amount
2/27/2024	Air-O-Pure Portables	217963	BILL Check	-400
2/27/2024	CEBT Payments	2024-03	BILL EFT	-12752.9
2/27/2024	Colorado Div of Fire Prevention & Control	24-71897	BILL Check	-30
2/27/2024	Enviropest	1078762	Vendor Direct Virtu	-91
2/27/2024	Frontier Communications Corp	Multiple	BILL Check	-544.46
2/27/2024	Interstate All Battery Center	1.9069E+12	Vendor Direct Virtu	-240.2
2/27/2024	Pinewood Springs Fire Protection District	240004	BILL Check	-225
2/27/2024	Safeway	725102-012224-0	Vendor Direct Virtu	-748.64
2/27/2024	SKC - West Inc.	0048634-IN	BILL Check	-579
2/27/2024	Town of Estes Park Utilities	Multiple	BILL Check	-1055.15
2/27/2024	Trailblazer Broadband	87113	BILL Check	-429.85
2/27/2024	Witmer Public Safety Group Inc.	Multiple	Vendor Direct Virtu	-152.8
				-17249
3/6/2024	Awards Unlimited	37868	BILL Check	-49.04
3/6/2024	Crexendo Business Solutions	158085	Vendor Direct Virtu	-225.12
3/6/2024	Dr. Teresa A Richards	Feb-24	BILL EFT	-1542
3/6/2024	locality media inc.	1146	BILL EFT	-7850
3/6/2024	Michael Capo	2024 clothing allow	BILL Check	-200
3/6/2024	Mountain View Commercial Cleaning	13748	BILL Check	-700
3/6/2024	Streamline	5458EE7A-0028	BILL Check	-249
3/6/2024	Town of Estes Park	Multiple	BILL Check	-8196.87
3/6/2024	Vistabeam	1362647	BILL Check	-50
				-19062
3/13/2024	Ace Hardware	272748/272833	BILL Check	-69.15
3/13/2024	AlphaGraphics of Northern Colorado	111760	BILL Check	-771.57
3/13/2024	AT&T Mobility	287291418343X0	Vendor Direct Virtu	-202.75
3/13/2024	Bank of Colorado - Landkamer	Feb-24	BILL Check	-2171.41
3/13/2024	Bank of Colorado-Capo	Feb-24	BILL Check	-1961.98
3/13/2024	Bank of Colorado-Goetz	Feb-24	BILL Check	-3748.76
3/13/2024	Cintas	5200431574	Vendor Direct Virtu	-49.36
3/13/2024	Electrical Systems Inc.	17-1268	BILL Check	-390
3/13/2024	Ertl Mechanical Inc	9116	BILL Check	-125
3/13/2024	Estes Park Lumber Company	209939	BILL Check	-79.36
3/13/2024	NAPA Auto Parts	373924	BILL Check	-119.96
3/13/2024	Next Level Auto Wash	293	BILL Check	-58.56
3/13/2024	Pinnacle Consulting Group INC	25874	BILL EFT	-3544.46
3/13/2024	Rocky Mountain Police & Fire Chaplains	2024-Estes Valley	BILL Check	-400
3/13/2024	The Supply Cache	322655A	Vendor Direct Virtu	-229.9
3/13/2024	Verizon Wireless	9958173182	BILL EFT	-81.36
3/13/2024	Waste Management - Estes Park	1400458-0561-5	Vendor Direct Virtu	-158.73
3/13/2024	Witmer Public Safety Group Inc.	INV428230	Vendor Direct Virtu	-60
				-14222.3
3/19/2024	Encore Uniforms & Apparel	11547	BILL EFT	-1032

3/19/2024	Estes Valley Watershed Coalition	24068	BILL Check	-14500
3/19/2024	Fire Marshal Services	14-2024 Feb	BILL Check	-2749
3/19/2024	MASA MTS	1783258	Vendor Direct Virtu.	-588
3/19/2024	Nothwest Parkway LLC	14191140	BILL Check	-7
3/19/2024	Rocky Mountain Reserve	875049	BILL EFT	-38.9
				-69448.3



## 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 February 29, 2024.

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.

A handwritten signature in black ink that reads "Tracee L. Kaminski". The signature is written in a cursive, flowing style.

Pinnacle Consulting Group, Inc.  
March 22, 2024

### Offices Located in Loveland and Denver

Main office located at 550 W. Eisenhower Blvd., Loveland, CO 80537  
(970)669-3611 (303)333-4380  
[www.PCGI.com](http://www.PCGI.com)

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<b>ESTES VALLEY FIRE PROTECTION DISTRICT</b>							
<b>BALANCE SHEET</b>							
<b>December 31, 2023 and February 29, 2024</b>							
		<b>Unaudited</b>	<b>Unaudited</b>				
		<b>Actual</b>	<b>Actual</b>				
		<b>12/31/2023</b>	<b>2/29/2024</b>				
<b>Assets</b>							
<b>Current Assets</b>							
Cash - Checking	\$	255,517	\$	217,428			
Cash - Savings		394,596		244,419			
Cash - CSAFE		603,325		608,867			
Restricted Cash - Impact Fees		22,086		22,086			
Due from Larimer County		3,652		332,689			
Property Taxes Receivable		1,079,941		735,885			
Prepaid Expense		84,509		94,871			
Accounts Receivable		32,151		35,451			
Sales Tax Receivable		142,625		-			
Total Current Assets	\$	2,618,402	\$	2,291,696			
<b>Total Assets</b>	<b>\$</b>	<b>2,618,401</b>	<b>\$</b>	<b>2,291,696</b>			
<b>Liabilities</b>							
<b>Current Liabilities</b>							
Accounts Payable	\$	94,584	\$	25,508			
Deferred Property Taxes		1,079,941		735,885			
Accrued Payroll Liabilities		11,969		7,445			
Total Current Liabilities	\$	1,186,494	\$	768,838			
<b>Total Liabilities</b>	<b>\$</b>	<b>1,186,494</b>	<b>\$</b>	<b>768,838</b>			
<b>Fund Equity</b>							
Restricted - TABOR Reserve	\$	67,875	\$	67,875			
Restricted - Impact Fees		252,935		260,240			
Committed for LOSAP		2,050		2,050			
Committed for Contracts		65,503		65,503			
Nonspendable		84,509		94,871			
Unrestricted		959,034		1,032,319			
<b>Total Fund Equity</b>	<b>\$</b>	<b>1,431,907</b>	<b>\$</b>	<b>1,522,859</b>			
<b>Total Liabilities and Fund Equity</b>	<b>\$</b>	<b>2,618,401</b>	<b>\$</b>	<b>2,291,696</b>			
		=		=			

ESTES VALLEY FIRE PROTECTION DISTRICT						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(b-d)	(e)
	2023	2024	2024	Actual	Budget	%
	Unaudited	Adopted	Projected	Through	Remaining	Budget
	Actual	Budget	Budget	2/29/2024	2/29/2024	Remaining
<b>Revenues</b>						
Sales Tax - Town of Estes Park	\$ 1,279,907	\$ 1,323,852	\$ 1,323,852	\$ -	\$ 1,323,852	100%
Property Taxes	780,889	1,079,941	1,079,941	344,056	735,885	68%
Specific Ownership Tax	56,316	80,996	80,996	11,106	69,890	86%
Grants	650	90,000	90,000	-	90,000	100%
Contributions & Donations	1,028	-	-	-	-	0%
Plan Reviews & Inspections	34,803	40,000	40,000	3,542	36,458	91%
Operational Permits	-	70,000	70,000	-	70,000	100%
Impact Fees	52,708	100,000	100,000	7,305	92,695	93%
Investment Income	32,264	20,000	20,000	5,643	14,357	72%
Miscellaneous Revenue	6,082	60,000	60,000	10,055	49,945	83%
Training Division	17,868	25,000	25,000	-	25,000	100%
<b>Total Revenues</b>	<b>\$ 2,262,516</b>	<b>\$ 2,889,788</b>	<b>\$ 2,889,788</b>	<b>\$ 381,706</b>	<b>\$ 2,508,082</b>	<b>87%</b>
<b>Expenditures</b>						
Overhead & Administration	\$ 1,023,801	\$ 1,064,777	\$ 1,064,777	\$ 140,978	\$ 923,799	87%
Operations & Training	639,980	516,186	516,186	87,274	428,912	83%
Support Services	374,166	497,969	497,969	28,805	469,164	94%
Prevention	99,803	419,838	419,838	33,696	386,141	92%
Capital	14,644	50,000	50,000	-	50,000	100%
<b>Total Operating Expenditures</b>	<b>\$ 2,152,393</b>	<b>\$ 2,548,770</b>	<b>\$ 2,548,770</b>	<b>\$ 290,754</b>	<b>\$ 2,258,016</b>	<b>89%</b>
<b>Revenues over/(under) Expenditures</b>	<b>\$ 110,123</b>	<b>\$ 341,018</b>	<b>\$ 341,019</b>	<b>\$ 90,952</b>		
<b>Beginning Fund Balance</b>	<b>1,321,784</b>	<b>1,413,555</b>	<b>1,431,907</b>	<b>1,431,907</b>		
<b>Ending Fund Balance</b>	<b>\$ 1,431,907</b>	<b>\$ 1,754,573</b>	<b>\$ 1,772,926</b>	<b>\$ 1,522,859</b>		
<b>Components of Ending Fund Balance</b>						
Restricted - TABOR	\$ 67,875	\$ 86,694	\$ 67,875	\$ 67,875		
Restricted - Impact Fees	252,935	81,328	81,328	260,240		
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	37,366		
Non-Spendable	115,370	-	-	94,871		
Unrestricted	390,807	649,468	686,639	394,953		
	<b>\$ 1,431,907</b>	<b>\$ 1,754,573</b>	<b>\$ 1,772,926</b>	<b>\$ 1,522,859</b>		
					<b>Target Percentage:</b>	<b>83%</b>

ESTES VALLEY FIRE PROTECTION DISTRICT						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL						
	(a)	(b)	(c)	(d)	(b-d)	(e)
	2023	2024	2024	Actual	Budget	%
	Unaudited	Adopted	Projected	Through	Remaining	Budget
	Actual	Budget	Budget	2/29/2024	2/29/2024	Remaining
<b>Overhead &amp; Administration</b>						
Strategic Planning Implementation	\$ 46,947	\$ 37,500	\$ 37,500	\$ -	\$ 37,500	100%
Professional Services/Fees	175,438	163,737	163,737	34,779	128,958	79%
Salaries and Benefits	476,393	475,596	475,596	43,567	432,028	91%
Insurance	76,134	103,532	103,532	962	102,570	99%
Membership Dues & Subscription	10,197	12,833	12,833	3,120	9,713	76%
Catering/Special Circumstance	12,056	18,650	18,650	4,709	13,941	75%
Utilities	95,805	100,090	100,090	16,110	83,980	84%
Data Processing Equipment	4,583	10,000	10,000	736	9,264	93%
Miscellaneous Equipment	2,000	6,000	6,000	630	5,370	90%
Member Benefits	124,248	131,840	131,840	36,366	95,474	72%
Contingencies	-	5,000	5,000	-	5,000	100%
Total Overhead & Admin Expenditures	\$ 1,023,801	\$ 1,064,777	\$ 1,064,777	\$ 140,978	\$ 923,799	87%
<b>Operations &amp; Training</b>						
Salaries and Benefits	\$ 392,371	\$ 332,682	\$ 332,682	\$ 55,549	\$ 277,133	83%
Volunteer & Shift Program	150,969	70,000	70,000	24,819	45,181	65%
Dispatching & Communications	79,755	24,353	24,353	2,931	21,422	88%
Supplies - Consumables	1,506	3,350	3,350	456	2,894	86%
Catering/Special Circumstances	4,282	5,000	5,000	450	4,550	91%
Firefighter Recruitment	319	850	850	4	846	100%
Member Dues/Subscription	-	5,781	5,781	-	5,781	100%
Conferences	-	16,000	16,000	-	16,000	100%
Internal Training	-	29,500	29,500	-	29,500	100%
External Training	9,280	15,670	15,670	1,994	13,676	87%
Supplies	1,497	3,000	3,000	1,070	1,930	64%
Contingencies	-	10,000	10,000	-	10,000	100%
Total Operations & Training Expenditures	\$ 639,980	\$ 516,186	\$ 516,186	\$ 87,274	\$ 428,911	83%
<b>Support Services</b>						
Salaries and Benefits	\$ 345,590	\$ 189,227	\$ 189,227	\$ 28,561	\$ 160,666	85%
Facilities Maintenance	5,774	94,373	94,373	-	94,373	100%
Equipment Maintenance	8,378	107,069	107,069	-	107,069	100%
Equipment Acquisition	14,423	102,300	102,300	245	102,055	100%
Contingencies	-	5,000	5,000	-	5,000	100%
Total Support Services Expenditures	\$ 374,166	\$ 497,969	\$ 497,969	\$ 28,805	\$ 469,164	94%
<b>Prevention</b>						
Salaries and Benefits	\$ 32,766	\$ 327,915	\$ 327,915	\$ 32,953	\$ 294,962	90%
Member Dues/Subscription	4,912	5,550	5,550	150	5,400	97%
Education	10,859	13,330	13,330	289	13,041	98%
Prevention	50,365	63,042	63,042	304	62,738	100%
Contingencies	900	10,000	10,000	-	10,000	100%
Total Prevention Expenditures	\$ 99,803	\$ 419,838	\$ 419,838	\$ 33,696	\$ 386,141	92%
<b>Capital</b>						
Fleet Capital Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Buildings & Grounds Capital Expense	14,644	50,000	50,000	-	50,000	100%
Total Capital Expenditures	\$ 14,644	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	100%
<b>Total Expenditures</b>	<b>\$ 2,152,393</b>	<b>\$ 2,548,770</b>	<b>\$ 2,548,770</b>	<b>\$ 290,754</b>	<b>\$ 2,258,016</b>	<b>89%</b>

<b>ESTES VALLEY FIRE PROTECTION DISTRICT</b>						
<b>BALANCE SHEET</b>						
<b>December 31, 2023 and February 29, 2024</b>						
<b>VOLUNTEER FIRE PENSION TRUST</b>						
	<b>Unaudited</b>	<b>Unaudited</b>				
	<b>Actual</b>	<b>Actual</b>				
	<b>12/31/2023</b>	<b>2/29/2024</b>				
<b>Assets</b>						
<b>Current Assets</b>						
Cash - Checking	\$ 4,707	\$ 179,042				
Investments	1,585,828	1,388,940				
Prepaid Expense	13,174	13,174				
Total Current Assets	\$ 1,603,709	\$ 1,581,155				
<b>Total Assets</b>	<b>\$ 1,603,709</b>	<b>\$ 1,581,155</b>				
<b>Liabilities</b>						
<b>Current Liabilities</b>						
Total Current Liabilities	\$ -	\$ -				
<b>Total Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>				
<b>Fund Equity</b>						
Held in Trust for Pension	\$ 1,603,709	\$ 1,581,155				
<b>Total Fund Equity</b>	<b>\$ 1,603,709</b>	<b>\$ 1,581,155</b>				
<b>Total Liabilities and Fund Equity</b>	<b>\$ 1,603,709</b>	<b>\$ 1,581,155</b>				
	=	=				

<b>ESTES VALLEY FIRE PROTECTION DISTRICT</b>						
<b>STATEMENT OF REVENUES &amp; EXPENDITURES WITH BUDGETS</b>						
<b>VOLUNTEER FIRE PENSION TRUST</b>						
	(a)	(b)	(c)	(d)	(b-d)	(e)
	2023	2024	2023	Actual	Budget	%
	Unaudited	Adopted	Projected	Through	Remaining	Budget
	Actual	Budget	Budget	2/29/2024	2/29/2024	Remaining
<b>Revenues</b>						
Investment Income (loss)	\$ 64,028	\$ 90,000	\$ 7,826	\$ 7,826	\$ 82,174	91%
EVFPD Contribution	54,000	54,000	54,000	-	54,000	100%
State Participation Contribution	48,600	48,605	-	-	48,605	100%
<b>Total Revenues</b>	<b>\$ 166,628</b>	<b>\$ 192,605</b>	<b>\$ 61,826</b>	<b>\$ 7,826</b>	<b>\$ 184,779</b>	<b>96%</b>
<b>Expenditures</b>						
Actuarial Study	\$ 10,000	\$ 1,200	\$ -	\$ -	\$ 1,200	100%
Audit	-	2,500	-	-	2,500	100%
Investment Fees	3,047	5,000	3,132	3,132	1,868	37%
Miscellaneous	-	5,000	-	-	5,000	100%
Retiree benefit Payments	155,014	163,500	163,500	27,248	136,253	83%
Retiree Death Benefit	-	900	100	-	900	100%
Contingency	-	2,700	-	-	2,700	100%
<b>Total Operating Expenditures</b>	<b>\$ 168,061</b>	<b>\$ 180,800</b>	<b>\$ 166,732</b>	<b>\$ 30,380</b>	<b>\$ 150,420</b>	<b>83%</b>
<b>Revenues over/(under) Expenditures</b>	<b>\$ (1,433)</b>	<b>\$ 11,805</b>	<b>\$ (104,906)</b>	<b>\$ (22,553)</b>		
<b>Beginning Fund Balance</b>	<b>1,605,142</b>	<b>1,603,708</b>	<b>1,603,709</b>	<b>1,603,709</b>		
<b>Ending Fund Balance</b>	<b>\$ 1,603,709</b>	<b>\$ 1,615,513</b>	<b>\$ 1,498,803</b>	<b>\$ 1,581,155</b>		



**Estes Valley Fire Protection District  
Sales Tax Reconciliation  
2023**

	Current Year			Prior Year		
	2023 Sales Tax Revenue	% of Total Sales Tax Received		2022 Sales Tax Revenue	% of Total Sales Tax Received	
		Monthly	Y-T-D		Monthly	Y-T-D
January	\$ 61,726.77	4.58%	4.58%	\$ 59,592.33	4.70%	4.70%
February	56,886.83	4.22%	8.80%	61,072.55	4.82%	9.52%
March	79,912.14	5.93%	14.72%	76,725.31	6.05%	15.57%
April	64,936.48	4.82%	19.54%	68,763.87	5.42%	21.00%
May	106,542.24	7.90%	27.44%	99,336.93	7.84%	28.83%
June	153,758.71	11.40%	38.85%	148,491.49	11.71%	40.55%
July	185,468.50	13.76%	52.60%	178,060.96	14.05%	54.59%
August	153,417.25	11.38%	63.98%	157,180.24	12.40%	66.99%
September	157,405.78	11.67%	75.66%	158,111.66	12.47%	79.47%
October	117,227.74	8.69%	84.35%	120,433.02	9.50%	88.97%
November	70,240.17	5.21%	89.56%	69,224.82	5.46%	94.43%
December	72,384.79	5.37%	94.93%	70,640.15	5.57%	100.00%
	<b>\$ 1,279,907.40</b>	<b>94.93%</b>	<b>94.93%</b>	<b>\$ 1,267,633.33</b>	<b>100.00%</b>	<b>100.00%</b>

Sales Tax Budgeted	Sales Tax Collected	% Collected to Amount Budgeted
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**Sales Tax**

General Fund                      \$ 1,348,297.00    \$ 1,279,907.40                      94.93%

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

Operating Mill	2.069	100.00%
<b>Total Mill</b>	<b>2.069</b>	<b>100.00%</b>

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	-	-	-	-	-	-	-	0.00%	31.86%
April	-	-	-	-	-	-	-	0.00%	31.86%
May	-	-	-	-	-	-	-	0.00%	31.86%
June	-	-	-	-	-	-	-	0.00%	31.86%
July	-	-	-	-	-	-	-	0.00%	31.86%
August	-	-	-	-	-	-	-	0.00%	31.86%
September	-	-	-	-	-	-	-	0.00%	31.86%
October	-	-	-	-	-	-	-	0.00%	31.86%
November	-	-	-	-	-	-	-	0.00%	31.86%
December	-	-	-	-	-	-	-	0.00%	31.86%
	<b>\$ 343,773.85</b>	<b>\$ 282.11</b>	<b>\$ 795.76</b>	<b>\$ 11,106.00</b>	<b>\$ (0.19)</b>	<b>\$ (6,881.81)</b>	<b>\$ 349,075.72</b>	<b>31.86%</b>	<b>31.86%</b>

# ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- March 27, 2024

## Agenda Item #12-a

**Agenda Title:**

Letter of Interest to Fill  
Board Vacancy

**Submitted by:**

Ryan Bross, President

**Background Information:**

N/A

**Attachments:**

\_\_\_ Agenda

\_\_\_ Minutes

\_\_\_ Report

\_\_\_ Resolution

\_\_\_ Contract

\_\_\_ Map

\_\_\_ Letter

X  Other

**Board Action Needed:**

A motion to accept the letter of interest from \_\_\_\_\_ to fill the vacancy on the board at the 3/27/24 board meeting.

**Ryan Bross**                      Yes    No

**Brian Tseng**                      Yes    No

**Vacant**                              Yes    No

**Dave Hamrick**                      Yes    No

**Jon Hodde**                              Yes    No

To: Estes Valley Fire Protection District Board  
From: Mike Lewelling  
mikelewelling@gmail.com/970-232-5326  
Subject Interim Position on Fire Board

I am writing to express my interest in filling a potential interim vacant position on the Fire Board. It has recently been brought to my attention there may be a vacant seat on the Board and that the position needs to be filled as an interim position until the next elections. I feel like I could make a positive influence on the Board as well as fill my civic duty and give back to the community I have called home for 18 years.

I moved to the Estes Valley to become the Fire Management Officer of Rocky Mountain National Park from which I recently retired. I was with the National Park Service for 31 years with a specialty in wildland fire management. I worked directly with the past two EVFPD Chiefs in creating plans to help protect our community from wildfires. I created fuels treatment plans for the Estes Valley/NPS interface and these fuels treatments have been instrumental in the defense of our community in the East Troublesome and Fern Lake fires. This gives me a unique experience and skill set to understand the challenges the Estes Valley faces with wildland fire risk.

In full transparency, my experience focuses on wildland fire, fuels management and running a wildland fire program, I was never a structural firefighter. However, I believe my experience would be value added to your already experienced Board.

If you see me as a potential good fit on your Board, please let me know and I would be happy to talk about next steps.

Thank you,

Mike Lewelling