

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

August 31, 2026, 4:30 pm

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

Board: Sandra Smith, Scott Dorman, Ryan Leahy, Jon Smith, Jeff Robbins

Absent:

Staff: Chief Kevin Nunn, Division Chief Justin Kearney, Division Chief Jon Landkamer,
Marinda Baxter, Rebecca Gelsinger, Sara Barden, Stacey Sutherland

Also Attending: Dot Dorman, Diana Ver Der Ploeg, Nathan Meulener, Patti Brown, Steve Welchert,
Ashley Hernandez-Schlagel, Ben Archer-Clowes, Marianne Baxter, Ron Bruchwalski, Megan
iphone, Randy Repola

Sandra Smith called the regularly scheduled board meeting to order at 4:30 pm.

APPROVAL OF AGENDA

Moved by Jon Smith and seconded by Jeff Robbins to approve the agenda.

Motion carried unanimously.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

*Moved by Ryan Leahy and seconded by Scott Dorman to approve the meeting minutes from the July
27, 2026, meeting.*

Motion carried unanimously.

ITEMS OF BUSINESS

7. Financial Matters

Treasurer's Report

Ben Archer Clowes presented the July 2026 financial report. He reported that the \$158,000 previously approved for transfer from the Impact Fee Fund had been moved and will be reflected on the August balance sheet. The financial reporting has been updated to include separate balance sheets and income statements for both the General Fund and the Wildland Risk Reduction Fund, as requested by the Board. Property tax revenue for July was higher than budgeted. Year-to-date property tax revenue remains approximately \$56,000 below budget; however, August collections are also trending above budget. The variance is primarily attributed to the timing of tax collections and distributions. Managerial expenses were over budget for the month in the areas of finance/audit and legal expenses. The finance and audit variance was attributed to the timing of audit invoices and is expected to be within budget for the year. Legal expenses remain consistent with year-to-date expenditures.

July Paid Bills

Ryan Leahy reported on the July paid bills, and no concerns were raised.

*Moved by Jeff Robbins and seconded by Jon Smith to approve the transactions listed on the
Treasurer's report provided at the August 31, 2026, meeting.*

**Discussion/Action re: Resolution 2026-09 Delegating authority to the Budget Committee to
address general financial matters**

The Board discussed Resolution 2026-09, which clarifies and expands the Budget Committee's authority to address general financial matters in addition to matters specifically related to the

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annual budget. It was noted that the current bylaws may narrowly define the committee's role based on its designation as the Budget Committee. The Board determined that a resolution was an appropriate and efficient method to delegate additional financial responsibilities to the committee. Legal counsel advised that a resolution, rather than a bylaw amendment, was an appropriate means of establishing this authority.

*Moved by Ryan Leahy and seconded by Jon Smith to adopt Resolution 2026-09, Resolution delegating authority to the Budget Committee to address general financial matters
Motion carried unanimously.*

Discussion/Action re: Resolution 2026-08 Designating Authorized Bank Signatories

Chief Nunn explained that, as part of the District's ongoing review of its financial processes and transition of command, the Budget Committee identified the need to update the District's authorized bank signatories.

The Board reviewed proposed corrections and modifications to the resolution, including:

- In Paragraph 2, replacing Jon Smith with John Landkamer as a previously authorized individual.
- In Paragraph 2, replacing the named individuals Kevin Nunn, Sandra Smith, and Ryan Leahy with the positions of EVFPD Fire Chief, EVFPD Board President, and EVFPD Board Treasurer, respectively, so that the authorization will remain in effect when individuals serving in those positions change.
- In Paragraph 5, replacing "Executive Director" with "Board President" to accurately reflect the District's organizational structure.
- In Paragraph 6, replacing Jon Smith with John Landkamer to accurately reflect prior authorized signatory information.

*Moved by Ryan Leahy and seconded by Jon Smith to adopt Resolution 2026-08, designating authorized bank signatories, with the modifications stated into the record
Motion carried unanimously.*

Discussion/Action re: Increasing the overall limit on staff-issued credit cards to \$50,000 from \$30,000 to enable day-to-day expenditures and add Treasurer, Fire Chief, and Administration as authorized users

The Board discussed increasing the aggregate limit on staff-issued credit cards from \$30,000 to \$50,000 to provide greater flexibility for day-to-day District expenditures. Chief Nunn explained that the District currently has five staff-issued credit cards and proposed increasing the limit to \$10,000 per card. The Board discussed adjusting individual card limits as needed. It was noted that the Fire Chief can modify card limits online in real time when circumstances require temporary additional spending capacity, such as group travel or conventions. The Board also discussed the need to maintain compliance with the District's purchasing policy and noted that credit card expenditures are reviewed monthly and paid in full. The five authorized cardholders were identified as the Fire Chief, Division Chief Landkamer, Division Chief Kearney, Rebecca Gelsinger, and Marinda Baxter.

*Moved by Ryan Leahy and seconded by Jeff Robbins to approve increasing the overall limit on staff-issued credit cards to \$50,000 from \$30,000 to enable day-to-day expenditures and add the Fire Chief, the two Division Chiefs and Administrative staff members Marinda Baxter and Rebecca Gelsinger as authorized users
Motion carried unanimously.*

Following approval of the increase in the staff-issued credit card limit, Ben Archer Clowes requested clarification on designating an individual to administer and manage the District's credit card accounts, including the ability to adjust individual card limits. Sandi Smith clarified that the previous motion addressed cardholders and spending limits but did not designate an individual to administer the credit card program. The Board then considered a separate motion to designate Fire Chief Kevin Nunn as the administrative manager for the District's credit cards, with authority to manage credit card usage and individual card limits.

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Moved by Jon Smith and seconded by Ryan Leahy to approve establishing that Chief Nunn be the administrative manager for credit card usage and limits.

Motion carried unanimously.

Discussion/Action re: Review changes made to Policy 171

The Board reviewed proposed changes to Policy 171 regarding the District's invoice and bill payment procedures. Chief Nunn explained that the revisions were developed after reviewing the existing process and are intended to create a more streamlined system for entering, reviewing, approving, and paying invoices. Under the revised process, administrative staff will enter invoices, which will then be reviewed by the District's accounting/financial services provider before being forwarded to the Fire Chief for approval. The Treasurer will provide final approval, with payment processed following final approval. The Board also discussed provisions regarding the confidentiality of detailed invoices. Administrative staff and individuals other than the Fire Chief, Board President, or Board Treasurer will not review detailed invoices from attorneys or other confidential service providers, including human resources providers. Confidential invoices will be separated into a summary document showing the total amount and detailed supporting documentation.

Moved by Ryan Leahy and seconded by Jon Smith to approve the changes made to Policy 171

Motion carried unanimously.

Election Update

Chief Nunn provided an update on the District's preparations for the November 2026 ballot initiative. Rebecca and Chief have been working to ensure the election process is accurate, organized, and compliant with applicable requirements.

Discussion/Action re: Resolution 2026-07 amended resolution calling for a November 3, 2026 special election on the question of levying a sales tax and appointing a designated election official

Ashley Hernandez-Schlagel explained that Resolution 2026-07 amends the previously approved resolution authorizing the District to proceed with the sales tax election and establishes the proposed ballot language. The District has designated Kara Winters, Paralegal, as the Designated Election Official, and the required Intergovernmental Agreement (IGA) with Larimer County has been submitted within the required deadline.

Moved by Jeff Robbins and seconded by Jon Smith to adopt Resolution 2026-07, amended resolution calling for a November 3, 2026 special election on the question of levying a sales tax and appointing a designated election official

Motion carried unanimously.

REPORTS

Community Risk Reduction Division

Prevention Division:

- WFRR, has completed 103 home assessments & 10 neighborhood assessments YTD.
- EVWC and ELSA had another very successful pinecone and pine needle drop off with two roll-offs of pinecone and pine needles and ELSA collecting bags of noxious weeds filling their roll-off.
- Another reminder of our next pine needle & pinecone drop-off that will be on
 - September 19 (9:00am – noon) located at Stanley Park by the pickleball courts
- WFRR Education Specialist Ellis Thompson has started and is in her second week.
- Captain Sutherland is working on plan review experience with plan reviewer Whitney, providing comments for multiple projects, and getting started on more Stanley hotel projects. All new construction projects are going through Stacey for permit issuance and record keeping.
- Captain Sutherland attended a Fire Marshals training to get updated on the 2027 IFC code in preparation for new fire code adoptions.

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- Captain Sutherland is continuing inspections as needed, mostly on new construction and special events. We have an event every weekend from now until the middle of October. This weekend is the Labor Day Arts and Crafts show, followed by Scott's Fest the weekend after.
- Captain Sutherland has been training our new inspector Jael on reviewing and issuing permits for special events with tents and continuing food truck inspections.
- Jael Morgan has started a project to update all business occupancies for organizing annual inspections.
- Sara is working on closing out the 2025 COSWAP Grant project on Prospect Mountain/Curry Drive with LCCC. Crews have completed about 3.64 acres.
- Sara has obtained a signed contract for the Thunder Mountain Contract from all parties and is working on obtaining COIs for insurance, once all necessary documents are received work can begin.
- Sara has helped with onboarding Ellis as she has stepped into her new role.
- Ellis's onboarding is focusing on delivering HIZ assessments, area and mitigation project awareness, and making introductions with partner agencies and Neighborhood Ambassadors.
- DC Landkamer has been working with the Town of Estes Park and Larimer County on the cooperative agreements for implementation of the WFRC with the FD clarifying roles in implementation and enforcement of the WFRC. They are now final and signed by all agencies.
- DC Landkamer has finalized some items on the Larimer County HMP.
- DC Landkamer is working on grant management for the 2022 FR-WRM.
- DC Landkamer, Sara, and Ellis continue to attend partner meetings when possible, including CWDG, BTWHP, NCFC, FACO, EVWC, Larimer County Woody Biomass Stakeholders, and TOEP Water Master Plan.

Facilities

- The AC unit for upstairs has failed and DC Landkamer is working on a potential replacement to identify cost.

Operations & Training Division

Training

- Fire academy week 5 students are all engaged and learning a lot each week
- Finishing up hose operations; fire ground scenarios will start off September; next month we will be doing extrication training
- Working on a Leadership Academy 5-7 week leadership training. Inside and outside instructors

Operations

- Pump testing all engines passed testing; minor things that need to continue to be replaced IGA for Pinewood, Allenspark, and Frederick Firestone coming at the next meeting for review and approval
- Updated response polygons and run cards are active with dispatch
- Radio programming edits to channels; working with our radio contact to make the channels easier to access

Calls

- MVA on Fall River, turned into a car fire with the fuel tank failing 6000 gals of water used to cool and extinguish
- Lightning strike in Glen Haven
- Moose Mountain fire, 5 Estes personnel on that fire. Worked with BCSO fire management, Forest Service, and LCSO Phantom Canyon crew

Volunteers

Call numbers:

- Calls run Jul of 2025: 115
- Calls run Jul of 2026: 150 approx. +30%

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- Calls run Aug 2025: 118
- Calls run Aug 1-30 of 2026: 93 approx. -21%
- Calls run YTD 2025: 570
- Calls run YTD 2026: 672 approx. +18%

Update on smoke alarms from aux members:

- 32 homes over 3 months
- 206 alarms installed
- \$200 in donations
- Placing another article in the paper to see if there is still a need

Chief's Report

Chief Nunn reported responding to the Glen Haven single-tree lightning strike incident and monitoring radio traffic during the Pinewood Springs incident. He noted that crews performed well and that these incidents provided additional opportunities to evaluate communications and operational readiness. Chief Nunn discussed continued development of wildland capabilities and his intent to work with Chief Kearney on initiating task books for personnel pursuing additional wildland qualifications. Chief Nunn also highlighted that the District experienced three instances during the past month in which emergency calls overlapped. He noted that these occurrences demonstrate the significant demands placed on the volunteer workforce and the importance of maintaining sufficient personnel and response capacity when multiple incidents occur simultaneously. Chief Nunn reported attending the opening of the new Larimer County Operations Center and noted the facility provides significant regional emergency management capabilities. Chief Nunn provided an update on his community outreach efforts, including participation in Coffee and Tea with the Estes Park Police Department, an update presented to the Town Board, attendance at a Trustee Talk, and ongoing truck checks and area familiarization. He emphasized his goal of being visible and engaged in the community beyond emergency responses. Chief Nunn reported submitting a Chevron grant application seeking approximately \$30,000 in funding for replacement swift-water and ice-rescue equipment. He has been working with volunteers to identify priority equipment needs should the grant be awarded. Upcoming community outreach activities include participation at the Farmers Market with the fire apparatus to provide fire prevention and safety information. Chief Nunn also reported plans to participate in the September 11 stair climb.

UNFINISHED OR OLD BUSINESS – The Board revisited the District's criteria and decision-making process for implementing fire restrictions.

NEW BUSINESS -- None

ANNOUNCEMENTS

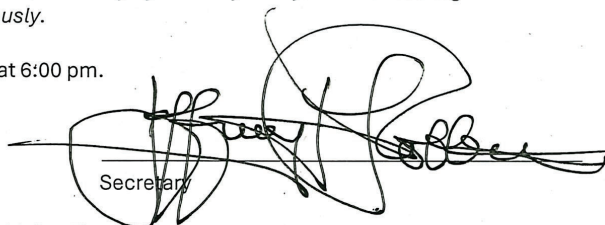
The next regular board meeting is scheduled for Monday, September 28, 2026, at 4:30 pm.

ADJOURNMENT

Moved by Jon Smith and seconded by Ryan Leahy to adjourn the meeting.

Motion carried unanimously.

The meeting adjourned at 6:00 pm.



Secretary

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

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