

# RECORD OF PROCEEDINGS

## Meeting Minutes of the Estes Valley Fire Protection District Board Retreat

October 22, 2017 9:00 a.m.

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

**Board:** President Doug Klink, Vice President Mike Kearney, Treasurer Dave Coleson, Mike Richardson, Ed Ford

**Staff:** Chief David Wolf, Board Recording Secretary Goetz

**Also Attending:** Captain Rick Spear

**Absent:** none

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

**President Doug Klink called the meeting to order at 9:02 a.m.**

**Chief Wolf led the Pledge of Allegiance**

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

### CONFLICT OF INTEREST

none

### PUBLIC COMMENT / BOARD COMMENT

No public comment

No board comment

### APPROVAL OF AGENDA

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

### Strategic Planning/Long Term & Short Term Goals

Chief Wolf presented a power point highlighting the departments historic call volume, growth of the Estes Valley, seasonality of calls, call response, revenue, and expenses.

Chief Wolf went over what the department has already done to reduce expenses such as renegotiating vendor contracts, prioritizing projects, reducing maintenance costs, and starting an in-house fire academy. Simultaneously we have also increased operational readiness with an improved training program, improved mutual aid, and improved dispatch times. We have completed 2 new capital projects with the completed training site and purchase of a new type 1 engine that will replace 2 aging engines.

Estes Valley Fire is facing issues that many volunteer organizations are facing; increasing call volume, increased expenses, shortage of volunteers, current volunteers are aging, aging apparatus, and an increased demand for services.

Chief Wolf then presented some possible solutions for the board to consider in meeting these challenges. Ways to increase retention, increase recruitment, increased staffing, volunteer residency program were all discussed.

Challenges in our prevention division include completing plan reviews, completing annual inspections, and WUI education. Building plan review fees, sprinkler/alarm plan review fees, impact fees, staffing, and a seasonal fuels mitigation crew were discussed.

Chief Wolf presented an option for possibly pursuing accreditation and consolidation of departments.

Chief Wolf then presented possible funding options including; bonds, mill levy, lodging tax, impact fees, and plan review fees.

After much discussion the Board came to a consensus that they would like more information on the volunteer residency program and look into adding training as a revenue stream.

The Board would like to wait on a fuels mitigation crew. The Board also feels that accreditation and consolidation are not needed now and put that on the back burner.

The Board asked Chief Wolf to draft a policy for plan review fees, permit fees and impact fees to be reviewed at the 10/25/17 meeting, voting on at the 11/29 meeting for implementation on 1/1/18.

Chief Wolf was also asked to draft a document of the departments long term strategic plan and inspection policy for the Prevention Division employees identifying metrics. There was consensus to hire for a Senior Inspector III to do plan reviews and hire an Inspector 1 for annual inspections.

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Based on the items identified during the strategic planning part of the meeting, the proposed 2018 budget was updated. The Board identified radio cost as an item to look into for possible alternative companies/brands to keep costs down. The Board thanked Chief Wolf for how he is handling bunker gear as that change resulted in a cost savings while still keeping our volunteers safe. Chief Wolf is still looking into possibly doing some employee sharing with other special districts for IT and vehicle maintenance as a way to save money while keeping services local.

Chief Wolf presented a proposed change to 8.14 Active Volunteer Requirements. The proposed change would change the requirements for the support group of firefighters from having to meet quarterly response and training requirements to annual. Support firefighters would need to respond to 5% of dispatched calls annually and complete 54 hours of training a year. The board took this change under advisement. The change will be up for a vote at the 10/25/17 meeting.

The next regularly scheduled board meeting will be October 25th, 2017 at 6 p.m. at Dannels Fire Station.

Meeting adjourned at 2:00 p.m.



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Ed Ford, Secretary of the Board

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*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."*