

# RECORD OF PROCEEDINGS

## Meeting Minutes of the Estes Valley Fire Protection District

June 24, 2020 5:30 p.m.

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

**Board:** Dave Coleson, Mike Richardson, Ed Ford, Jon Hodde, Larry Leaming

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

**Also Attending:**

**Absent: none**

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

Due to the COVID-19 precautions this meeting was held in person for the board and by phone call in using the Zoom platform for the public

**Ed Ford called the meeting to order at 5:30 p.m.**

**Chief Wolf led the Pledge of Allegiance**

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

### CONFLICT OF INTEREST

None

### PUBLIC COMMENT / BOARD COMMENT

No public comment.

No board comment.

### APPROVAL OF AGENDA

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

### APPROVAL OF MINUTES

Moved by Dave Coleson, seconded by Mike Richardson to approve the 5/27/2020 meeting minutes as written. Motion carried unanimously.

**Presentations:** none

### REPORTS

#### Fire Chief Report –

##### **Administrative Division:**

- Upcoming Events
  - Fireworks, Saturday July 4 (CANCELLED)
    - Will have shift crews full weekend (minimum of four Fri 1800 to Mon 0800)
  - Spousal Appreciation (POSTPONED – TBD)
  - Family Dinner, August 7?
  - SDA, Wednesday Sept 23 to Friday Sept 25
    - Now virtual sessions
    - With reduced hotel budget, can afford to register all five Board members
- Grants
  - Larimer County Behavioral Health 2021 application in progress
    - Increased funding available
- Other
  - Policy Manual
    - All posted on [www.estesvalleyfire.org/policies](http://www.estesvalleyfire.org/policies)
    - Wednesday 5/27: first review by Board
    - Wednesday 6/24: second review by Board/approval
  - Member Support Fund (thanks to Hoddes for idea)
    - One member supported in Q2
    - Additional funds for future support
    - Will put out applications July 1 for Q3

**Prevention Division:**

- Ready, Set, Go! Grant Program
  - Building coalitions
- Public Education
  - Planned video program
- Inspection Program
  - Few hotels remaining, inspections progressing
  - Correcting issues around Station 71
- Fee Collection
  - Caught up

**Training Division:**

- Weekly Training
  - Completing swiftwater training
  - Additional engineer training throughout the month
  - July on Engine Company Operations, leading up to Live Fire
- External Classes (Hosting/Instructing)
  - July 10 Ground Ladder training (sold out)
  - July 18 Can Confidence training (internal only)
  - Fire Academy
    - 21 Exterior, 19 Interior
    - Plan for classroom at Station 71 bays, modified scheduled
    - Delay of Firefighter II to spring
- Notable Training Accomplishments

**Operations Division:**

- Calls Stats
  - 06/24/2020: 197 (-26%)
  - 06/24/2019: 268
- Recruitment
  - New members all issued gear and able to respond to calls
  - CPAT update
- Notable Incidents
  - Highway 34 MVC
  - Lake Estes Incident
  - Swiftwater Highway 66
- Residency Program
  - Spencer Pedigo making significant progress on multiple projects
- Other
  - CheckIt application
  - MacGregor/Wonderview closure
  - Elkhorn walking mall closure
  - Boat agreement with Rec District

**Station & Apparatus:**

- Station 1
  - Updated re-engagement plan
  - Station transfer to be completed at July Town Board meeting
- Apparatus
  - L71 flowmeter fixed
  - T72 equipment ordered (hard suction and siphon)
  - Boats
    - Large boat, motor, fuel, filled and in service
    - Small boat, waiting on correct hose from Napa
    - Task books being generated
    - Dispatch has ability to call Marina regarding use of boat
    - IGA with Rec District to get key for Patrol boat, with support from Tom

**Treasurer's Report-** Jon Hodde reviewed the May 2020 balance sheet(s) including, but not limited to: governmental funds and schedule of capital assets, statement of revenues, expenditures, and changes in fund balance for general operations, operating reserve, Tabor and capital reserve were also provided. Sales tax projections were discussed. Moved by Larry Leaming, seconded by Mike Richardson to accept paid bills. Motion carried unanimously.

# RECORD OF PROCEEDINGS

---

## **OLD BUSINESS**

### **Extension of Disaster Declaration**

While we are operating under a disaster declaration the board needs to formally extend the order at each board meeting.

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

## **NEW BUSINESS**

### **Review of Proposed Update to Personnel Policy Manual**

Second review of the updated personnel policy manual took place. The board reviewed and discussed questions pertaining to the meal allowance, social media policy, member conduct policy, fire arms policy, health examinations, insurance benefits, and the chief job description. Some edits were made and so the personnel policy manual will be brought to the board on 7/22/20 for approval. The board also discussed the authority of the board policy and received clarification on Title 32.

Office Manager Erika Goetz informed the board that she would be sending the draft 2019 audit out tomorrow on 6/25 for review prior to the 7/22 meeting. The board requested to see if the auditor would attend the 7/22 meeting to present the audit and answer questions.

The next regularly scheduled board meeting will be Wednesday July 22nd, 2020 at 5:30 p.m. at Dannels Fire Station.

Meeting adjourned at 6:42p.m.



---

Dave Coleson, Secretary of the Board

DC/eg

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

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