

# RECORD OF PROCEEDINGS

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## Meeting Minutes of the Estes Valley Fire Protection District

July 12, 2023 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, Marybeth Bruchwalski

**Staff:** Chief Paul Capo, Div. Chief Jon Landkamer, Chief of Staff Erika Goetz

**Also Attending:** Volunteer Representative Captain Rick Spear, Lieutenant Ron Bruchwalski, Jeffrey Hanrahan with the Trail-Gazette

**Absent:** Jon Hodde absent excused

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** – Jon Hodde absent excused

### CONFLICT OF INTEREST

None

### PUBLIC COMMENT / BOARD COMMENT

No public comment.

President Bross encouraged the board to attend the family dinner and fireworks show this Saturday.

### APPROVAL OF AGENDA

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

### APPROVAL OF MINUTES

Moved by Brian Tseng and seconded by Ryan Bross to approve the meeting minutes from the 6/28/2023 board meeting as written. Motion carried unanimously.

### PRESENTATIONS

None

### REPORTS

**Fire Chief Report –**

#### **Administrative Division:**

- Next Family Dinner is this Saturday the 15<sup>th</sup> for the fireworks
- September 12-14 SDA Conference in Keystone; 4 people interested, will be registered soon
- Inquiry into pavers at the base of the statue outside
- Updated 2022 Audit almost ready to resend to the Board
- 5 people registered to attend the State Chiefs Conf in Keystone in October

#### **Prevention Division:**

- Wesley presented to Carriage Hills POA on July 11<sup>th</sup>
- The hiring of the Town Grant Specialist is in process, and a decision will be announced shortly.
- Stacey is in the process of testing for her ICC Inspector I exam.
- Chief Landkamer met with Larimer County addressing staff and discussed what could be accomplished during their pause in renaming of duplicate street names.

#### **Operations Division:**

- Meeting 0700 Loveland for Statewide Mutual aid
- Met with Travis, Chip, VEP
- Tac 3
- July 15 IAP, PD EMS Cooking Board & PD Aux
- 302 Call to date 7/12/23 – 300

#### **Training Division:**

- Extinguisher Training Upper Thompson San Dis
- Academy
- FE coming up
- LFRA, GH EVFPD Wildland Drill – USFS Property Dunraven Glad Trailhead July 22 Sat 8-5

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## Station & Apparatus:

- Annual pump testing will happen on Monday, July 17<sup>th</sup>

**Volunteer Captain Report** – Captain Rick Spear stated that the captains have started the lieutenant process. Applications are due July 21<sup>st</sup> with the assessment taking place on August 5<sup>th</sup>. There are two positions open.

A volunteer membership meeting was held last night with a good turnout. Items discussed included the volunteer checking account and the pension board representation.

## OLD BUSINESS

Strategic Planning – no updates

Board Committees -no updates

Chief Recruitment Process – A committee is being assembled to review the updated fire chief job description. Chief Capo, Chief Landkamer, and Chief of Staff Goetz worked to put together a preliminary draft. The committee so far is made up of Ryan Bross, Brian Tseng, Erika Goetz, and Captain Spear is to recruit two volunteer members for a total of 5 members. Discussion of using a recruiting firm was brought up.

## POLICY UPDATES

None.

## NEW BUSINESS

**Executive Session – Section 24-6-402(4)(f) C.R.S. for purposes of discussing a personnel matter regarding Chief Capo, Chief Landkamer, and Chief of Staff Goetz**

Motion by Marybeth Bruchwalski, seconded by Biran Tseng to enter into executive session pursuant to section 24-6-402(4)(f) C.R.S. for purposes of discussing a personnel matter regarding Chief Capo, Chief Landkamer, and Chief of Staff Goetz. Motion carried unanimously.

Entered executive session at 5:12pm

Motion by Brian Tseng, seconded by Dave Hamrick to resume regular meeting. Motion carried unanimously.

Regular meeting resumed at 5:22pm

**Interim Compensation for the Three Chiefs** – Motion by Marybeth Bruchwalski and seconded by Brian Tseng to approve interim compensation of \$1000/month per Chief until a new fire chief is hired. Motion carried unanimously.

The next regularly scheduled board meeting will be on Wednesday, July 26th at 4:30 pm.

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

Meeting adjourned at 5:25 p.m.



David Hamrick, 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."*