

## RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District  
January 10<sup>th</sup>, 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, Marybeth Bruchwalski

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

**Also Attending:** Lt. Ron Bruchwalski; Brian Schaffer, Joan Hooper

**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 Capó led the Pledge of Allegiance**

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

### CONFLICT OF INTEREST

None

### PUBLIC COMMENT / BOARD COMMENT

No public comment.

Brian Tseng introduced Joan Hooper, she is representing the League of Women Voters.

Brian Tseng will work on the Wednesday meeting schedule with the Chiefs.

Ryan Bross announced that there will be a public meeting on 1A at Town Hall on 1/17 and a Town Board meeting on 1/23.

### APPROVAL OF AGENDA

Moved by Jon Hodde and seconded by Brian Tseng to approve the agenda as written. Motion carried unanimously.

### APPROVAL OF MINUTES

Moved by Ryan Bross and seconded by Marybeth Bruchwalski to approve the meeting minutes from the 11/22/2023 board meetings as written. Motion carried unanimously.

### PRESENTATIONS

None

### REPORTS

**Fire Chief Report** – The 2023 Annual Report will be given at the 1/24 meeting so not much to report tonight.

Just a couple things to report. We ended the 2023 year with 665 calls, up from 642 in 2022.

Year to date we are at 26 calls and at this time in 2022 were at 10 calls.

The sale of T73 to The VFD of Big Elk was completed on Saturday. They were very happy to receive T73.

The 2024 training calendar is complete, and courses have been put up on Eventbrite.

**Volunteer Captain Report** – No report this meeting; Chief Capó mentioned that the Lieutenant process has been opened to fill the vacancy in squad 3 with a due date of 1/24.

### OLD BUSINESS

**Chief Recruitment Process-** Next week is the week! The meet & greet notice has been sent to both papers, will be on Facebook tomorrow, and the EP Chamber will include it in their email blast on Friday. Chief Goetz received the interview packet information from Prothman and will work with Marinda on assembling everything for the Wednesday interviews.

### POLICY UPDATES

Chief Paul Capó presented policy #242 Fire Chaplaincy to the board. Chief Capó and Chaplain Brian Schaffer talked about how this came to be. We have had a chaplain in the department for years, but no policy or job description to define the role. This was a first review, and it will be on the agenda for approval at the next board meeting.

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### NEW BUSINESS

Resolution 2024-01 to Adopt the 2024 Budget and Appropriation of Funds Div. Chief Jon Landkamer did a review of the 2024 proposed budget with the board. No substantial changes since it was last presented. Motion by Brian Tseng, seconded by Ryan Bross to approve resolution 2024-01 to adopt the 2024 budget and appropriation of funds. Motion carried unanimously.

Resolution 2024-02 to Set Mill Levies Div. Chief Jon Landkamer presented this resolution to the board to set mill levy at 2.069. Motion by Marybeth Bruchwalski, seconded by Brian Tseng to approve resolution 2024-02 to set mill levy at 2.069. Motion carried unanimously.

Approval of 2024 Notice of Regular Meeting Dates & Times A lot of discussion took place among board members to try to avoid conflict with other commitments. In the end the consensus was to leave the meeting date and times the same. Motion by Marybeth Bruchwalski, seconded by Jon Hodde to approve the 2024 meeting dates and times as the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at 4:30pm. Motion carried unanimously.

Amend Resolution 2023-10 Adopting 2021 International Fire Code Div. Chief Jon Landkamer presented this to the board with changes from the previous version based on feedback from Larimer County. Chief Landkamer reviewed the changes with the board. Motion by Brian Tseng, seconded by Marybeth Bruchwalski to approve the amended resolution 2023-10 to adopt the 2021 International Fire Code. Motion carried unanimously.

The next board meeting will be on Wednesday, January 24th at 4:30 pm.

Motion by Marybeth Bruchwalski, seconded by Brian Tseng to adjourn the meeting. Motion carried unanimously.  
Meeting adjourned at 5:24 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."*