

**Meeting Minutes of the Estes Valley Fire Protection District  
June 28, 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 Lieutenant Ron Bruchwalski, Steve Dazzio

**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 Capo led the Pledge of Allegiance**

**Erika 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 Jon Hodde and seconded by Brian Tseng to approve the agenda with the addition of item 12C- discussion of Fire Chief Job Description and committee process. Motion carried unanimously.

**APPROVAL OF MINUTES**

Moved by Brian Tseng and seconded by Marybeth Bruchwalski to approve the meeting minutes from the 6/14/2023 board meeting as written. Motion carried unanimously.

**PRESENTATIONS**

Steve Dazzio of Dazzio & Associates, PC presented the draft 2022audit to the board. It was noted that the audit was unremarkable. The MD&A was not completed in time for this draft but is expected to be completed prior to the 13<sup>th</sup> of July. A new draft will be forwarded to the board at that time. The pension fund will need a budget amendment completed and will be added to the July board meeting agenda. The 2024 pension budget should be updated considering the true amount for retiree benefit payments and investment fees.

**REPORTS**

**Fire Chief Report –**

**Administrative Division:**

- Next Family Dinner is 4<sup>th</sup> of July (Board on deck to grill!)
- Apparatus will be in the Rooftop Rodeo Parade on July 6<sup>th</sup>
- September 12-14 SDA Conference in Keystone

**Prevention Division:**

- EVFPD has joined Fire Adapted Colorado (FACO) and are utilizing their resources in wildland fire mitigation best practices and networking
- Homeowner and HOA wildland inspections are picking up momentum for Wesley
- Special event season has begun, and Stacey has been busy approving and inspecting
- Sutherland and Landkamer to attend State Chiefs conference in October, Fire Marshal track
- Goetz and Landkamer are participating in interview panel for the Town's Grant Writer limited term position, 5 qualified candidates

**Operations Division:**

- Meeting 0700 Loveland for Statewide Mutual aid
- Meeting with Travis Tomorrow
- July 4 IAP, PD EMS Cooking Board & PD Aux
- 262 Call to date 6/28/23 – 273 (**last year 11 calls behind**)
- 2 weeks ago Calls 223 last year 241 (Attributed to EP Health cancelling us) -**18 calls behind**

# RECORD OF PROCEEDINGS

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## Training Division:

- Finished up w/ Swiftwater
- Sat Advanced WTGB Ground Ladder Class

Unconventional Ground Ladders & Street-Smart FE

## Station & Apparatus:

- Mako air compressor was moved to the training shed, electrician in process of wiring
- Type 6 truck committee met yesterday, and Front Range Fire brought up their Skeeter Type 5 demo for evaluation

## Misc.:

- Landkamer participated in the Sergeant interview process for the Estes Park Police Department

**Volunteer Captain Report** – Lieutenant Ron Bruchwalski filled in for the captains at this meeting. The membership is happy to have radios. Thank you to everyone who made that happen.

**Treasurer's Report** – Treasurer Marybeth Bruchwalski reviewed the May 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. Moved by Brian Tseng and seconded by Jon Hodde to accept transactions as listed in the Treasurer's report. Motion carried unanimously.

## OLD BUSINESS

Strategic Planning – no updates  
Board Committees -no updates

## POLICY UPDATES

None.

## NEW BUSINESS

**Amended IGA for the Establishment of LETA** – Jackson County has requested to join LETA. The proposed Fifth Amended IGA must be approved by ¾ of the IGA's 30 signatories and then, if approved, signed by your agency. Motion by Dave Hamrick and seconded by Brian Tseng to approve the amended LETA IGA. Motion carried unanimously.

**Approve the 2022 Audit** – Motion by Ryan Bross and seconded by Jon Hodde to table this approval until requested edits have been made to the audit. Motion carried unanimously.

**Discussion of Fire Chief Job Description and Committee** – Discussion took place on next steps. It was decided that Chief Capo, Chief Landkamer, and Chief Goetz would provide a first draft of the chief job description and present it to the board on July 12<sup>th</sup>. At that time a committee would be formed for an external recruitment process. The committee would further refine the job description and set a proposed timeline for the process.

The next regularly scheduled board meeting will be on Wednesday, July 12th at 4:30 pm.

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

Meeting adjourned at 5:36 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."*