

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- September 25, 2024

Agenda Item #4

Agenda Title:

Approval of Agenda

Submitted by:

Ryan Bross, President

Background Information:

N/A

Attachments:

Agenda

Minutes

Report

Resolution

Contract

Map

Letter

Other

Board Action Needed:

A motion to (approve, deny, modify) the Agenda for the September 25, 2024 board meeting.

Ryan Bross Yes No

Brian Tseng Yes No

Mike Lewelling Yes No

Dave Hamrick Yes No

Chris Buser Yes No

ESTES VALLEY FIRE PROTECTION DISTRICT BOARD MEETING

September 25, 2024
Wednesday, 4:30 PM

AGENDA

1. CALL TO ORDER- President Ryan Bross
2. PLEDGE OF ALLEGIANCE- Assistant Chief Capo
3. ROLL CALL- Erika Goetz
4. APPROVAL OF AGENDA
5. CONFLICT OF INTEREST DISCLOSURES
6. PUBLIC COMMENT * Public comment is limited to 5 minutes per person.
7. APPROVAL OF MINUTES: meeting minutes from 8/28/2024
8. Presentations – 2025 Budget Presentation
9. REPORTS
 - a. Chief’s Report
 - b. Volunteer Captain Report
 - c. Treasurers Report
10. OLD BUSINESS
 - a. Strategic Plan (Placeholder no update)
 - b. Internal Fire Chief Recruitment
11. POLICY UPDATES
 - a. #218 Subpoenas & Court Appearances – 2nd Review
 - b. #219 Patient Medical Record Security and Privacy – 2nd Review
 - c. #345 Unmanned Aircraft Systems – 2nd Review
 - d. #221 Social Media & Public Relations – 1st Review
12. NEW BUSINESS
 - a. IGA for Wildland Deployment Resource Sharing
 - b. Appoint a Treasurer
13. BOARD COMMENT

NEXT REGULARLY SCHEDULED MEETING: October 9th and/or October 23rd
14. ADJOURNMENT

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.”

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- September 25, 2024

Agenda Item #7

Agenda Title:

Approval of Minutes

Submitted by:

Dave Hamrick, Secretary

Background Information:

N/A

Attachments:

___ Agenda

X Minutes

___ Report

___ Resolution

___ Contract

___ Map

___ Letter

___ Other

Board Action Needed:

A motion to (approve, deny, modify) the minutes from the 8/28/24 board meeting at the 9/25/24 board meeting.

Ryan Bross Yes No

Brian Tseng Yes No

Mike Lewelling Yes No

Dave Hamrick Yes No

Chris Buser Yes No

RECORD OF PROCEEDINGS

**Meeting Minutes of the Estes Valley Fire Protection District
August 28, 2024 4:30 p.m.
Dannels Fire Station, 901 N. St. Vrain Ave., Estes Park, CO 80517**

Board: Dave Hamrick, Brian Tseng, Ryan Bross, Mike Lewelling, Chris Buser

Staff: Asst. Chief Jon Landkamer; Interim Chief Paul Capo; Chief of Staff Erika Goetz, Marinda Baxter

Also Attending: Captain Rick Spear, Lt. Ron Bruchwalski, Kelly Brenner, Patti Brown,

Absent: Mike Lewelling absent excused

President Ryan Bross called the meeting to order at 4:30 p.m.

Assistant Chief Capo led the Pledge of Allegiance

Erika Goetz performed roll call – Mike Lewelling absent excused

APPROVAL OF AGENDA

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

CONFLICT OF INTEREST

None

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Moved by Ryan Bross and seconded by Dave Hamrick to approve the meeting minutes from the 8/14/24 board meeting as written. Motion carried unanimously.

PRESENTATIONS

None

REPORTS

Chief’s Report –

Administrative Division:

No Family Dinner in September, next one will be October 1st also dept/family photo
October 8th will be meet & greet with Fire Chief candidate’s public from 4-5:30 and volunteers from 6-7:30

Held PIO class earlier today, 31 Attendees

Prevention Division:

- Lt. Shepard and Chief Landkamer were at the Fire Forest film screening at the EVCC last week, participated in a panel discussion - 88 in attendance
- Larimer County needs-based mitigation program – letter from recipient
- Lt. Shepard rewrote the fire restrictions and bans info sheet and made handout for Farmers Market and directing interested property owners to our new web-based form
- WUI Educator position – FR-WRM grant will be posted internally only
- Hosting a Woody Biomass Strategy Committee meeting tomorrow
- Met with BTHWP and Gateway to the Rockies committee looking at future projects for CWDG and/or FR-WRM funding, LFRA possibly to host a WUI coordinator position for the region

Operations Division:

2024 – 508
2023 – 409 99 difference
52 FF’s – 47 vol. 1 FF Taskbook
+8 Aux. = **55 Volunteers**

Training Division:

Currently Engine Company Ops
Academy – 23

RECORD OF PROCEEDINGS

Station & Apparatus:

- Ladder 71 has damage to the base section of the ladder and is out for repairs at Front Range Fire Apparatus, should be back the middle of next week
- HME/Ahrens Fox Type 6 is locked in with an October 25th delivery at this point, pre-payment has been accomplished to receive the discount

Volunteer Captain Report – No report

Treasurer’s Report – Reviewed July 2024 balance sheet(s) including, but not limited to governmental fund and schedule of capital assets, statement of revenues, expenditures, and changes in fund balance for general operations, operating reserve. Moved by Ryan Bross and seconded by Dave Hamrick to approve transactions listed in the Treasurer’s report. Motion carried unanimously.

OLD BUSINESS

Strategic Plan – no update

Internal Fire Chief Recruitment – Chris Buser, Brian Tseng, and Erika Goetz gave an update. They participated in a ZOOM call with Warren on Tuesday. Finalized dates for meet & greet and interviews. Job posting will go live on September 16 and close on September 29th.

POLICY UPDATES

#218 Subpoenas & Court Appearances – 1st Review

#219 Patient Medical Record Security & Privacy – 1st Review

#345 Unmanned Aircraft Systems – 1st Review

All three policies tie together but are also independent of each other. Chief Capo gave an overview starting with policy #345 for the drone program. That policy gave insight into other gaps that needed to be addressed, hence policy #318 & #319. Lt Bruchwalski is heading up the drone program. Questions were asked of him like how many people will be able to fly and what is the training program like? No changes were suggested for any of the three policies.

NEW BUSINESS –

Motion by Dave Hamrick, seconded by Ryan Bross to enter into executive session pursuant to section 24-4-402(4)(a) C.R.S. for purposes of discussion the purchase of property. Motion carried unanimously.

Enter executive session at 5:04pm

Exit executive session at 5:29pm

Re-enter regular session at 5:31pm

President Bross stated that no action was taken in executive session and purchasing property wasn’t something they wanted to enter into before hiring a new chief and having discussions with the new chief about the strategic plan.

Appoint a Treasurer

Vice-President Brian Tseng has been filling in as treasurer since Jon Hodde resigned. Biran would like someone else to take over the treasurer role. Mike Lewelling was not present, and Chris Buser has questions about the role and responsibilities. This item has been tabled until a future meeting.

BOARD COMMENT

Ryan Bross thanked the staff for everything they are doing.

The next board meeting will be on Wednesday, September 25th.

Motion by Chris Buser, seconded by Ryan Bross to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 5:39 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.”

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ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- September 25, 2024

Agenda Item #9-C

Agenda Title:

Approval of Transactions

Submitted by:

Brian Tseng, Vice-President

Background Information:

Financial status report for the EVFPD as provided by the Treasurer.

Attachments:

____ Agenda

____ Minutes

 X Report

____ Resolution

____ Contract

____ Map

____ Letter

____ Other

Board Action Needed:

A motion to approve the transactions as listed on the Treasurer's report provided at the September 25th, 2024 meeting.

Ryan Bross Yes No

Brian Tseng Yes No

Mike Lewelling Yes No

Dave Hamrick Yes No

Chris Buser Yes No

Process Date	Vendor	Invoice Number	Payment Method	Amount
8/28/2024	AED Everywhere	28176	BILL Check	-1205.84
8/28/2024	Colorado Div of Fire Prevention & Con	24-76606	BILL Check	-30
8/28/2024	Connor Brewer	2024 Boots	BILL EFT	-200
8/28/2024	Frontier Communications Corp	37240824	BILL Check	-236.09
8/28/2024	High Plains Excavation & Aggregate LL	8284	BILL Check	-600
8/28/2024	Mountain View Commercial Cleaning	13973	BILL Check	-700
8/28/2024	Safeway	808603-073124-0	Vendor Direct Virtu	-100.72
8/28/2024	SKC - West Inc.	0050901-IN	Vendor Direct Virtu	-3159.28
8/28/2024	Town of Estes Park Utilities	Multiple	BILL Check	-972.38
8/28/2024	Trailblazer Broadband	108851	BILL Check	0
8/28/2024	Witmer Public Safety Group Inc.	INV529107	BILL Check	-74.9
				-7279.21
9/5/2024	AT&T Mobility	287291418343X0	Vendor Direct Virtu	-202.72
9/5/2024	CEBT Payments	2024-09	BILL EFT	-13877.8
9/5/2024	Colorado Div of Fire Prevention & Con	24-76724	BILL Check	-30
9/5/2024	Crexendo Business Solutions	197516	Vendor Direct Virtu	-225.8
9/5/2024	Enviropest	2716788	Vendor Direct Virtu	-91
9/5/2024	Estes Park Health EMS	EVFPD 2/24	BILL Check	-331.45
9/5/2024	Fire Marshal Services	2-2024 Aug 2024	BILL Check	-3024
9/5/2024	Frontier Communications Corp	37283748	BILL Check	-239.21
9/5/2024	Kinsco	Multiple	Vendor Direct Virtu	-119.98
9/5/2024	MES Municipal Emergency Services	IN2108422	Vendor Direct Virtu	-21.08
9/5/2024	Milliman	16EVV010824	BILL Check	-2015
9/5/2024	OmniProGear Inc.	105931	BILL Check	-1335.75
9/5/2024	Park Supply	17091/19791	BILL Check	-17.45
9/5/2024	Streamline	5458EE7A-0034	BILL Check	-249
9/5/2024	Superior Trash Company LLC	10162	BILL EFT	-50
9/5/2024	SymbolArts LLC	403818	Vendor Direct Virtu	-773.5
9/5/2024	Terry Babcock	Harbor Freight 202	BILL Check	-12.99
9/5/2024	Vistabeam	1410698	BILL Check	-87.95
9/5/2024	Waste Management - Estes Park	1408541-0561-0	Vendor Direct Virtu	-178.22
				-22882.9
9/10/2024	Dr. Teresa A Richards	August,2024	BILL EFT	-1542
9/10/2024	Estes Park Lumber Company	409881	BILL Check	-125.25
9/10/2024	Frontier Business Products	932029	BILL EFT	-10.39
9/10/2024	John Spear	2024 Wildland bo	BILL EFT	-212.79
9/10/2024	Pinnacle Consulting Group INC	26763	BILL EFT	-3506.7
				-5397.13
9/12/2024	Ace Hardware	279285	BILL Check	-139.49
9/12/2024	NAPA Auto Parts	386316	BILL Check	-83.96
9/12/2024	Next Level Auto Wash	417	BILL Check	-29.3
9/12/2024	Witmer Public Safety Group Inc.	Multiple	BILL Check	-844.77
				-1097.52

9/19/2024 ACES	1036	BILL Check	-3041
9/19/2024 Awards Unlimited	38531	BILL Check	-17
9/19/2024 Bank of Colorado - Landkamer	Aug-24	BILL Check	-797.09
9/19/2024 Bank of Colorado-Capo	Aug-24	BILL Check	-818.49
9/19/2024 Bank of Colorado-Goetz	Aug-24	BILL Check	-2566.82
9/19/2024 Connecting Point	CW143071	BILL EFT	-2581.36
9/19/2024 E-470 Public Highway Authority	2095460533	BILL Check	-13.8
9/19/2024 MASA Global	1928762	Vendor Direct Virtu	-658
9/19/2024 TLS Emergency Equipment	091624ESTE	BILL EFT	-225.05
9/19/2024 Town of Estes Park	7645	BILL Check	-2038.7
9/19/2024 Verizon Wireless	9972929868	BILL EFT	-121.44
			-49535.51



Management Financial Statements

BOARD OF DIRECTORS
ESTES VALLEY FIRE PROTECTION DISTRICT

We have prepared the accompanying management financial statements for the periods ending as of December 31, 2023 and August 31, 2024.

These financial statements are designed for management purposes and are intended for those who are knowledgeable about these matters. We have not audited, reviewed or compiled the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America. Substantially all the disclosures required by accounting principles generally accepted in the United States of America have been omitted. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the financial position and results of operations.

A handwritten signature in black ink that reads "Tracie L. Kaminski". The signature is written in a cursive style.

Pinnacle Consulting Group, Inc.
September 20, 2024

Offices Located in Loveland and Denver

Main office located at 550 W. Eisenhower Blvd., Loveland, CO 80537
(970)669-3611 (303)333-4380
www.PCGI.com

Serving our clients and community through excellent dependable service.

ESTES VALLEY FIRE PROTECTION DISTRICT							
BALANCE SHEET							
December 31, 2023 and August 31, 2024							
		Audited	Unaudited				
		Actual	Actual				
		12/31/2023	8/31/2024				
Assets							
Current Assets							
Cash - Checking	\$	188,453	\$	190,638			
Cash - Savings		447,865		571,330			
Cash - CSAFE		602,836		625,321			
Restricted Cash - Impact Fees		22,086		22,204			
Due from Larimer County		3,652		21,870			
Property Taxes Receivable		1,079,941		22,436			
Prepaid Expense		37,468		-			
Accounts Receivable		32,151		60,994			
Sales Tax Receivable		142,625		177,868			
Lease Deposit		2,800		2,800			
Total Current Assets	\$	2,559,878	\$	1,695,460			
Total Assets	\$	2,559,878	\$	1,695,460			
Liabilities							
Current Liabilities							
Accounts Payable	\$	31,827	\$	23,874			
Deferred Property Taxes		1,079,941		22,436			
Accrued Payroll Liabilities		29,005		8,774			
Total Current Liabilities	\$	1,140,773	\$	55,083			
Total Liabilities	\$	1,140,773	\$	55,083			
Fund Equity							
Restricted - TABOR Reserve	\$	69,987	\$	69,987			
Restricted - Impact Fees		252,935		287,704			
Committed for LOSAP		2,050		2,050			
Committed for Contracts		65,503		65,503			
Nonspendable		37,468		-			
Unrestricted		991,162		1,215,134			
Total Fund Equity	\$	1,419,105	\$	1,640,377			
Total Liabilities and Fund Equity	\$	2,559,878	\$	1,695,460			
		=		=			

ESTES VALLEY FIRE PROTECTION DISTRICT						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(b-d)	(e)
	2023	2024	2024	Actual	Budget	%
	Audited	Adopted	Projected	Through	Remaining	Budget
	Actual	Budget	Budget	8/31/2024	8/31/2024	Remaining
Revenues						
Sales Tax - Town of Estes Park	\$ 1,279,907	\$ 1,323,852	\$ 1,323,852	\$ 682,891	\$ 640,961	48%
Property Taxes	783,206	1,079,941	1,179,804	1,159,721	(79,780)	0%
Specific Ownership Tax	56,316	80,996	80,996	44,935	36,060	45%
Grants	650	90,000	90,000	6,000	84,000	93%
Contributions & Donations	1,028	-	-	-	-	0%
Plan Reviews & Inspections	31,535	40,000	40,000	23,178	16,822	42%
Operational Permits	-	70,000	70,000	-	70,000	100%
Impact Fees	42,975	100,000	100,000	34,769	65,231	65%
Investment Income	37,022	20,000	40,701	27,134	(7,134)	0%
Miscellaneous Revenue	1,036	60,000	60,000	13,503	46,497	77%
Training Division	17,868	25,000	25,000	200	24,800	99%
Capital Lease Proceeds	81,344	-	-	-	-	0%
Total Revenues	\$ 2,332,889	\$ 2,889,788	\$ 3,010,353	\$ 1,992,331	\$ 897,458	31%
Expenditures						
Overhead & Administration	\$ 986,200	\$ 1,064,777	\$ 1,080,551	\$ 596,498	\$ 468,279	44%
Operations & Training	458,953	516,186	506,658	267,807	248,379	48%
Support Services	221,507	497,969	497,969	317,963	180,006	36%
Prevention	444,920	419,838	419,838	184,582	235,256	56%
Capital	123,988	50,000	454,208	404,208	(354,208)	0%
Total Operating Expenditures	\$ 2,235,567	\$ 2,548,770	\$ 2,959,224	\$ 1,771,057	\$ 777,713	31%
Revenues over/(under) Expenditures	\$ 97,321	\$ 341,018	\$ 51,128	\$ 221,273		
Beginning Fund Balance	1,321,784	1,413,555	1,419,105	1,419,105		
Ending Fund Balance	\$ 1,419,105	\$ 1,754,573	\$ 1,470,234	\$ 1,640,378		
Components of Ending Fund Balance						
Restricted - TABOR	\$ 69,987	\$ 86,694	\$ 69,987	\$ 69,987		
Restricted - Impact Fees	252,935	81,328	81,328	287,704		
Committed - LOSAP	2,050	2,050	2,050	2,050		
Committed - Contracts	65,503	65,503	65,503	65,503		
Reserved - Operations	500,000	600,000	600,000	600,000		
Reserved - Capital	37,366	269,530	269,530	269,530		
Non-Spendable	37,468	-	-	-		
Unrestricted	453,796	649,468	381,836	345,603		
	\$ 1,419,105	\$ 1,754,573	\$ 1,470,234	\$ 1,640,378		
					Target Percentage:	33%

ESTES VALLEY FIRE PROTECTION DISTRICT						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL						
	(a)	(b)	(c)	(d)	(b-d)	(e)
	2023	2024	2024	Actual	Budget	%
	Audited	Adopted	Projected	Through	Remaining	Budget
	Actual	Budget	Budget	8/31/2024	8/31/2024	Remaining
Overhead & Administration						
Strategic Planning Implementation	\$ 61,326	\$ 37,500	\$ 37,500	\$ -	\$ 37,500	100%
Grant Reimbursable	-	-	20,000	20,000	(20,000)	0%
Professional Services/Fees	174,433	163,737	163,737	118,951	44,786	27%
Salaries and Benefits	480,435	475,596	475,596	265,449	210,147	44%
Insurance	76,607	103,532	103,532	90,639	12,893	12%
Membership Dues & Subscription	10,197	12,833	12,833	10,358	2,474	19%
Catering/Special Circumstance	12,056	18,650	18,650	12,758	5,892	32%
Utilities	53,144	100,090	100,090	31,045	69,044	69%
Data Processing Equipment	4,583	10,000	10,000	1,079	8,921	89%
Miscellaneous Equipment	2,000	6,000	6,000	887	5,113	85%
Member Benefits	111,420	131,840	131,840	44,558	87,282	66%
Contingencies	-	5,000	774	774	4,227	85%
Total Overhead & Admin Expenditures	\$ 986,200	\$ 1,064,777	\$ 1,080,551	\$ 596,498	\$ 468,279	44%
Operations & Training						
Salaries and Benefits	\$ 392,863	\$ 332,682	\$ 332,682	\$ 221,444	\$ 111,238	33%
Volunteer & Shift Program	-	70,000	70,000	-	70,000	100%
Dispatching & Communications	21,490	24,353	24,353	16,310	8,043	33%
Supplies - Consumables	1,506	3,350	3,350	857	2,493	74%
Catering/Special Circumstances	4,282	5,000	5,000	4,948	52	1%
Firefighter Recruitment	319	850	850	250	600	71%
Member Dues/Subscription	5,774	5,781	5,962	5,962	(181)	0%
Conferences	8,378	16,000	16,000	4,435	11,565	72%
Internal Training	14,423	29,500	29,500	8,073	21,427	73%
External Training	8,420	15,670	15,670	2,236	13,434	86%
Supplies	1,497	3,000	3,292	3,292	(292)	0%
Contingencies	-	10,000	-	-	10,000	100%
Total Operations & Training Expenditures	\$ 458,953	\$ 516,186	\$ 506,658	\$ 267,807	\$ 248,379	48%
Support Services						
Salaries and Benefits	\$ -	\$ 189,227	\$ 189,227	\$ 124,601	\$ 64,626	34%
Facilities Maintenance	27,911	94,373	94,373	59,426	34,947	37%
Equipment Maintenance	113,825	107,069	107,069	67,791	39,278	37%
Equipment Acquisition	79,770	102,300	102,300	66,144	36,156	35%
Contingencies	-	5,000	5,000	-	5,000	100%
Total Support Services Expenditures	\$ 221,507	\$ 497,969	\$ 497,969	\$ 317,963	\$ 180,006	36%
Prevention						
Salaries and Benefits	\$ 377,883	\$ 327,915	\$ 327,915	\$ 131,588	\$ 196,327	60%
Member Dues/Subscription	3,738	5,550	5,550	3,378	2,173	39%
Education	12,034	13,330	13,330	2,813	10,517	79%
Prevention	50,365	63,042	63,042	46,804	16,238	26%
Contingencies	900	10,000	10,000	-	10,000	100%
Total Prevention Expenditures	\$ 444,920	\$ 419,838	\$ 419,838	\$ 184,582	\$ 235,256	56%
Capital						
Fleet Capital Expense	\$ 81,344	\$ -	\$ 404,208	\$ 404,208	\$ (404,208)	0%
Lease Purchase Repayment	28,000	-	-	-	-	0%
Buildings & Grounds Capital Expense	14,644	50,000	50,000	-	50,000	100%
Total Capital Expenditures	\$ 123,988	\$ 50,000	\$ 454,208	\$ 404,208	\$ (354,208)	0%
Total Expenditures	\$ 2,235,567	\$ 2,548,770	\$ 2,959,224	\$ 1,771,057	\$ 777,712	31%

ESTES VALLEY FIRE PROTECTION DISTRICT							
BALANCE SHEET							
December 31, 2023 and August 31, 2024							
VOLUNTEER FIRE PENSION TRUST							
		Audited	Unaudited				
		Actual	Actual				
		12/31/2023	8/31/2024				
Assets							
Current Assets							
Cash - Checking	\$	17,628	\$	83,845			
Investments		1,636,936		1,562,101			
Prepaid Expense		13,174		13,174			
Total Current Assets	\$	1,667,738	\$	1,659,119			
Total Assets	\$	1,667,738	\$	1,659,119			
Liabilities							
Current Liabilities			\$	-	\$	-	
Total Current Liabilities	\$	-	\$	-			
Total Liabilities	\$	-	\$	-			
Fund Equity							
Held in Trust for Pension	\$	1,667,738	\$	1,659,119			
Total Fund Equity	\$	1,667,738	\$	1,659,119			
Total Liabilities and Fund Equity	\$	1,667,738	\$	1,659,119			
		=		=			

ESTES VALLEY FIRE PROTECTION DISTRICT						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS						
VOLUNTEER FIRE PENSION TRUST						
	(a)	(b)	(c)	(d)	(b-d)	(e)
	2023	2024	2024	Actual	Budget	%
	Audited	Adopted	Projected	Through	Remaining	Budget
	Actual	Budget	Budget	8/31/2024	8/31/2024	Remaining
Revenues						
Investment Income (loss)	\$ 137,167	\$ 90,000	\$ 175,041	\$ 116,694	\$ (26,694)	0%
EVFPD Contribution	54,000	54,000	54,000	-	54,000	100%
State Participation Contribution	48,600	48,605	48,605	-	48,605	100%
Total Revenues	\$ 239,767	\$ 192,605	\$ 277,646	\$ 116,694	\$ 75,911	39%
Expenditures						
Actuarial Study	\$ 10,000	\$ 1,200	\$ -	\$ -	\$ 1,200	100%
Audit	-	2,500	2,500	-	2,500	100%
Investment Fees	12,156	5,000	28,214	18,809	(13,809)	0%
Miscellaneous	-	5,000	-	-	5,000	100%
Retiree benefit Payments	155,015	163,500	163,500	106,503	56,997	35%
Retiree Death Benefit	-	900	100	-	900	100%
Contingency	-	2,700	-	-	2,700	100%
Total Operating Expenditures	\$ 177,170	\$ 180,800	\$ 194,314	\$ 125,313	\$ 55,487	31%
Revenues over/(under) Expenditures	\$ 62,596	\$ 11,805	\$ 83,331	\$ (8,619)		
Beginning Fund Balance	1,605,142	1,603,708	1,667,738	1,667,738		
Ending Fund Balance	\$ 1,667,738	\$ 1,615,513	\$ 1,751,069	\$ 1,659,119		

**Estes Valley Fire Protection District
Sales Tax Reconciliation
2024**

	Current Year			Prior Year		
	2024 Sales Tax Revenue	% of Total Sales Tax Received		2023 Sales Tax Revenue	% of Total Sales Tax Received	
		Monthly	Y-T-D		Monthly	Y-T-D
January	\$ 56,277.13	4.25%	4.25%	\$ 61,726.77	4.82%	4.82%
February	52,004.82	3.93%	8.18%	56,886.83	4.44%	9.27%
March	67,683.28	5.11%	13.29%	79,912.14	6.24%	15.51%
April	69,544.72	5.25%	18.55%	64,936.48	5.07%	20.58%
May	98,301.77	7.43%	25.97%	106,542.24	8.32%	28.91%
June	161,211.54	12.18%	38.15%	153,758.71	12.01%	40.92%
July	177,868.04	13.44%	51.58%	185,468.50	14.49%	55.41%
August		0.00%	51.58%	153,417.25	11.99%	67.40%
September		0.00%	51.58%	157,405.78	12.30%	79.70%
October		0.00%	51.58%	117,227.74	9.16%	88.86%
November		0.00%	51.58%	70,240.17	5.49%	94.34%
December		0.00%	51.58%	72,384.79	5.66%	100.00%
	\$ 682,891.30	51.58%	51.58%	\$ 1,279,907.40	100.00%	100.00%

Sales Tax Budgeted	Sales Tax Collected	% Collected to Amount Budgeted
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Sales Tax

General Fund \$ 1,323,852.00 \$ 682,891.30 51.58%

**Estes Valley Fire Protection District
Property Taxes Reconciliation
2024**

Operating Mill	2.069	100.00%
Total Mill	2.069	100.00%

Current Year										
	Property Taxes		Fire District Impact Fees	Specific Ownership Tax	Interest	Treasurer's Fees	Net Amount Received	% of Total Current Property Taxes Received to Taxes Levied		
	Current	Delinquent						Monthly	Y-T-D	
January	\$ 9,716.71	\$ 304.56	\$ 795.76	\$ 5,770.31	\$ -	\$ (200.48)	\$ 16,386.86	0.93%	0.93%	
February	334,057.14	(22.45)	-	5,335.69	(0.19)	(6,681.33)	332,688.86	30.93%	31.86%	
March	146,024.73	(14.56)	-	5,838.51	12.61	(2,920.68)	148,940.61	13.52%	45.38%	
April	239,815.06	99,862.90	-	5,396.26	16.36	(6,797.11)	338,293.47	31.45%	76.83%	
May	73,680.25	1.46	1,591.52	5,450.67	245.43	(1,479.06)	79,490.27	6.82%	83.66%	
June	222,640.73	(81.07)	-	5,100.63	228.00	(4,456.31)	223,431.98	20.61%	104.26%	
July	19,131.57	0.64	-	5,933.14	489.76	(392.67)	25,162.44	1.77%	106.04%	
August	14,602.86	-	919.24	6,109.86	540.52	(302.80)	21,869.68	1.35%	107.39%	
September	-	-	-	-	-	-	-	0.00%	107.39%	
October	-	-	-	-	-	-	-	0.00%	107.39%	
November	-	-	-	-	-	-	-	0.00%	107.39%	
December	-	-	-	-	-	-	-	0.00%	107.39%	
	\$ 1,059,669.05	\$ 100,051.48	\$ 3,306.52	\$ 44,935.07	\$ 1,532.49	\$ (23,230.44)	\$ 1,186,264.17	107.39%	107.39%	

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- September 25, 2024

Agenda Item #11-a

Agenda Title:

#218 Subpoenas & Court
Appearances

Submitted by:

Ryan Bross, President

Background Information:

Addition of policy #218

Attachments:

Agenda

Minutes

Report

Resolution

Contract

Map

Letter

Other

Board Action Needed:

A motion to (approve, deny, or modify) policy #218 subpoenas & court appearances at the September 25, 2024 board meeting.

Ryan Bross Yes No

Brian Tseng Yes No

Mike Lewelling Yes No

Dave Hamrick Yes No

Chris Buser Yes No



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

STANDARD OPERATING POLICY	
Subject: Subpoenas and Court Appearances-DRAFT	Number: 218
Category: Administration	Effective Date:
Subcategory:	Latest Revision Date:
Approved By: Board of Directors	Latest Reviewed Date:

PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for receiving, processing and responding to subpoenas to appear or to produce records or evidence. It will allow the District to cover any related work absences and keep the District informed about relevant legal matters.

POLICY

District members will respond appropriately to all subpoenas and any other court ordered appearances.

RECEIPT OF SUBPOENAS

Only district members authorized to receive a subpoena on behalf of the District or any of its members may do so.

Subpoenas for records should be directed to the Custodian of Records or authorized designee for processing.

Subpoenas of Record

The Chief of Staff and any authorized designees should receive training in proper intake and processing of subpoenas. Members not designated by the Chief of Staff and properly trained are not authorized to accept subpoenas for district records.

Subpoenas for records shall be date-stamped and logged.

The Chief of Staff or the authorized designee will only produce the requested records as provided in this policy and the Patient Medical Record Security and Privacy Policy.

If the Chief of Staff determines that a subpoena involves a request for a confidential record or relates to pending litigation against the District or District, the request should be promptly brought to the attention of the legal counsel for the district.

The district may be entitled to recoup reasonable costs incurred in production of business records in response to a subpoena. The Chief of Staff should provide a statement reflecting the assessment of these reasonable costs and require payment at the time the subpoenaed records are delivered.

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ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

Civil Subpoenas Including Depositions or Notices to Appear

Upon receipt of a civil subpoena, the Chief of Staff or other person authorized to receive a subpoena shall date-stamp and log the subpoena.

The Chief of Staff or any other person authorized to receive a subpoena shall ensure timely delivery of the subpoena to the identified member, noting on the log the date and time it was accepted. The receiving member should acknowledge receipt by signing and dating the log.

No subpoena for a member of this district as a witness in a civil action should be accepted unless it is accompanied by the required fee for each day the member's appearance is required pursuant to the subpoena.

Members who are deposed should request a copy of the transcript.

On-Call Subpoenas

Upon receipt of a subpoena and after contacting the issuing attorney, a member may make arrangements with the issuing attorney to be placed in an on-call status.

The subpoenaed member shall promptly notify his/her supervisor of the subpoena and any on-call status and make arrangements regarding any potential scheduling conflicts, potential overtime compensation or other follow-up required to coordinate on-call appearance status.

Criminal Subpoenas

Upon receipt of a criminal subpoena related to district business, the member shall promptly notify the Captain of his/her appearance and contact legal counsel if he/she has any questions.

Civil Subpoenas Unrelated to Official District Business

Members properly served with valid subpoenas for civil matters unrelated to their district duties shall comply with the requirements of the subpoena. Members are not entitled to compensation from the District for any such appearance or deposition and arrangements for time off should be coordinated with their supervisor.

Employees subpoenaed to testify about non work-related matters shall be permitted to take time off to testify but are not entitled to receive wages. Employees may use vacation, personal leave or compensatory time off for the time they will be away from work.



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

RESPONSIBILITIES

Members

Members subpoenaed to appear for any district-related reason or who are subpoenaed to produce records or evidence shall:

- a. Document the date, time and manner of receipt.
- b. Promptly contact the Chief of Staff and provide a copy of the subpoena and/or summons and complaint.
- c. Make arrangements through the Chief of Staff to obtain any related reports or information.
- d. Notify their supervisor of the subpoena.

Employees who are subpoenaed to testify about district-related matters shall receive their normal wages. Any witness fees provided to an on-duty employee shall be promptly transmitted to the District. Members shall coordinate any scheduled appearances with their Lieutenant to ensure the efficient use of staffing to minimize the payment of overtime.

Members appearing in court or appearing for court-related functions such as depositions shall appear in uniform or business attire.

Any questions regarding this policy or its requirements shall be promptly directed to a supervisor or district legal counsel.

TESTIFYING AGAINST THE INTEREST OF THE DISTRICT

Any member who has been subpoenaed to testify, has agreed to testify or who anticipates testifying or providing information on behalf of, or at the request of, any party other than the state; any city, county or any of their officers; or agents or employees in which any of those entities or persons are parties to the litigation, will promptly notify his/her supervisor. The supervisor shall notify the Fire Chief, prosecuting attorney in a criminal case and the district's legal counsel, as may be indicated by the case.

This requirement includes:

- a. Providing testimony or information for the defense in any criminal trial or proceeding.
- b. Providing testimony or information for the plaintiff in a civil proceeding against any city, county or its officers, agents or employees.
- c. Providing testimony or information on behalf of, or at the request of, any party other than any District official in any administrative proceeding, including, but not limited to, personnel and/or disciplinary matters.
- d. No member will be retaliated against for testifying in any matter.

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ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

RECEIPT AND PROCESSING OF A SUMMONS

Upon receipt of a summons in a matter related to district business, the member shall document the date, time and manner of receipt and promptly notify his/her supervisor and contact legal counsel for the District.

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- September 25, 2024

Agenda Item #11-b

Agenda Title:

#219 Patient Medical Records
Security and Privacy

Submitted by:

Ryan Bross, President

Background Information:

Addition of policy #219

Attachments:

Agenda

Minutes

Report

Resolution

Contract

Map

Letter

Other

Board Action Needed:

A motion to (approve, deny, or modify) policy #219 patient medical record security and privacy at the September 25, 2024 board meeting.

Ryan Bross Yes No

Brian Tseng Yes No

Mike Lewelling Yes No

Dave Hamrick Yes No

Chris Buser Yes No



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

STANDARD OPERATING POLICY	
Subject: Patient Medical Record Security and Privacy - DRAFT	Number: 219
Category: Administration	Effective Date:
Subcategory:	Latest Revision Date:
Approved By: Board of Directors	Latest Reviewed Date:

PURPOSE AND SCOPE

The purpose of this policy is to establish appropriate administrative, technical and physical safeguards for patient medical records and to provide reasonable safeguards against prohibited uses and disclosures of protected health information (PHI) in accordance with federal and state law, to include the following:

- Health Insurance Portability and Accountability Act (HIPAA) (42 USC § 201 et seq.)
- State law on medical record confidentiality (CRS § 25-1-1201 et seq.)

DEFINITIONS

Definitions related to this policy include:

Health information - Any information, whether oral or recorded in any form or medium, that is created or received by the District and relates to a person's past, present or future physical or mental health or condition, or past, present or future payment for the provision of health care to a person (45 CFR 160.103).

Individually identifiable health information - Health information, including demographic information, created or received by the District that relates to an individual's past, present or future physical or mental health or condition, the provision of health care to the individual, or the past, present or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual (45 CFR 160.103).

Limited data set - PHI that excludes the following direct identifiers of an individual or of relatives, employers or household members of the individual (45 CFR 164.514(e)):

- Names
- Postal address information, other than town or city, state and zip code
- Telephone or fax numbers
- Email addresses
- Social Security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate or license numbers
- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers

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PREVENT PREPARE PERFORM

- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full-face photographic images and/or any comparable images

Patient medical records - District records or data containing any information identifying a patient.

Protected Health Information (PHI) - Individually identifiable health information that is created or received by the District. Information is protected whether it is in writing, in an electronic form or communicated orally (45 CFR 160.103).

Protected Personal Information (PPI) - Information that includes, but is not limited to, PHI, pictures or other forms of voice or image recording, patient address, telephone numbers, Social Security number, date of birth, age or any other information that could be reasonably used to uniquely identify the patient or that could result in identity theft if released for unauthorized purposes or to unauthorized personnel.

POLICY

It is the policy of the District to reasonably safeguard PHI and comply with HIPAA and the implementing regulations through the use of policy and procedures, system access security and passwords and limited physical access to hard copy files (45 CFR 164.530(c)).

RESPONSIBILITIES

Members shall protect the security, confidentiality and privacy of all patient medical records in their custody at all times.

Possessing, releasing or distributing PPI, including for unauthorized purposes, is prohibited and may violate HIPAA and/or other applicable laws. Members who have not received district training on the proper handling of these records shall not access patient medical records.

Members with occupational access to patient medical records shall be trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy and shall reasonably ensure that no unauthorized person shall have access to PHI without the valid authorization of the patient, except as provided by law (45 CFR 164.530(b); 45 CFR 164.512).

The Fire Chief shall designate the Chief of Staff who is responsible for all matters relating to the privacy of patient medical information, including PHI. The Chief of Staff shall (45 CFR 164.530):

- a. Identify who may have access to PPI and PHI.
- b. Resolve complaints under HIPAA.
- c. Mitigate, to the extent practicable, any harmful effects known to the District regarding any use or disclosure of PHI in violation of this policy or the HIPAA regulations.
- d. Ensure members are trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy.

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PREVENT PREPARE PERFORM

- e. Ensure technical and physical safeguards are implemented to maintain security and confidentiality of PHI and to allow access to PHI only to those persons or software programs that have been granted access rights.
- f. Develop and maintain a privacy policy regarding patient privacy and the collection of personally identifiable information in compliance with the provisions in CRS § 24-72-502. The policy shall be posted on the district website.

PROCEDURE

Records containing PHI or PPI, including Patient Care Reports (PCRs), shall be kept out of view unless the report is being completed during an incident, during input of information into the National Fire Incident Reporting System (NFIRS) or during processing or review at Estes Valley Fire Protection District facilities by authorized personnel (45 CFR 164.530(c)).

SECURITY

All patient records containing PHI or PPI shall be kept secure at all times whether the record is in written, verbal, electronic or any other visual or audible format (45 CFR 164.306(a)).

Documents provided by a patient or caregiver will receive the same level of confidentiality and security as district records during the time district personnel retain possession of the documents.

No patient record, including documents and electronic images containing PHI, shall be visible to the public.

ELECTRONIC PHI SECURITY

All computer workstations and servers within the District shall require appropriate security measures, such as user identification and login passwords, to access electronic documents, including electronic PHI (45 CFR 164.308(a)(5)).

Members with access to electronic data shall lock their workstations when left unattended and shall shut down their workstations when leaving for the day to prevent unauthorized access to electronic PHI (45 CFR 164.310; 45 CFR 164.312).

Remote access to district computer workstations requires that appropriate security measures be provided for access to PHI (45 CFR 164.312).

PHI may be transmitted electronically, provided the transmission occurs through a secure process that and the recipient is authorized to receive the information. Electronic transmission consists of email, file transfer protocol, Internet web posting and any configurable data stream. End-to-end authentication is accomplished when the electronic referral does not leave a secure network environment and the recipient is known, or when encryption and authentication measures are used between sender and recipient, thus verifying full receipt by the recipient. Any electronic PHI

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traveling outside a secure network environment, via the Internet, requires encryption and authentication measures (45 CFR 164.312(e)).

HARD COPIES

Hard copies of PCRs shall be kept in a secured area when unattended by authorized personnel. An area of the District is considered unattended when members are physically outside of the area and unable to maintain record security. This includes, but is not limited to, breaks, lunch or meetings outside the District.

Hard copies of PCRs should be stored in a locked area whenever practicable for ease of record retention and retrieval.

Patient records shall not be removed from the District without express authorization from the Chief of Staff

PHI RECORD REQUESTS

The following procedures apply to PHI record requests:

- a. Requests and subpoenas for copies of patient records shall be processed by the Chief of Staff.
- b. The Chief of Staff or the authorized designee shall not release records containing PHI without a properly completed authorization to release medical records that is signed by the patient or legal representative of the patient.
 1. Verification that the person completing the authorization is the patient or the legal representative of the patient shall be made with government-issued identification and documentation (45 CFR 164.508(c)).
- c. Unless the request for records is from the patient or the parent of a minor patient, PHI shall be redacted from the record. A photocopy of the record shall be distributed to the requestor.
- d. Requests for records via a valid subpoena do not require that PHI be redacted.
- e. Fulfilled records requests shall be placed in a sealed envelope for release to the requestor.
- f. A full copy of the valid subpoena or authorization to release medical records form shall be maintained in the file with the PCR.

PROHIBITED DISCLOSURES OF PHI AND PPI

The District shall not use or disclose PHI or PPI without authorization. Prohibited disclosures include any form of communication, except as permitted in this policy, including, but not limited to (45 CFR 160.103):

- a. PHI or PPI contained in email or other forms of written communication.
- b. Sharing of PHI or PPI on any website, blog or other form of social or public media.
- c. Verbal discussions.
- d. The use of any imaging device capable of capturing and storing still or moving images, such as digital or other cameras, video cameras, cellular telephones with picture-taking or video-

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recording capability or any other device with picture-taking or video-recording capability while engaged in patient care, while at the scene of a medical emergency or hospital, or at any time when such use could reasonably be expected to result in the inappropriate capture of PHI or PPI.

PERMITTED DISCLOSURES OF PHI AND PPI

The Chief of Staff may release records containing PHI or PPI without authorization from the patient under any of the following circumstances:

- a. For the district's use to carry out treatment, payment or health care operations (45 CFR 164.506).
- b. Where the PHI is requested pursuant to a valid subpoena or court order (45 CFR 164.512(e)).
- c. Where the PHI is part of a limited data set (45 CFR 164.514(e)).
- d. Where the PHI is used for public health activities authorized by law, including when the information is necessary to report child abuse or neglect (45 CFR 164.512(b)).
- e. Where the PHI is disclosed to a government authority because the person is believed to be a victim of abuse, neglect or domestic violence (45 CFR 164.512(c)).
- f. To law enforcement as provided in this policy (45 CFR 164.512(f)).
- g. Where the District believes that disclosure of the information is necessary to avert a serious threat to the health or safety of a person or the public (45 CFR 164.512(j)).
- h. Where the PHI is required for worker's compensation purposes (45 CFR 164.512(l)).

REQUIRED DISCLOSURES

The District must disclose PHI when:

- a. The PHI is requested by and provided to the individual to whom the PHI belongs (45 CFR 164.502(a)(2)).
- b. The information is required by the U.S. Secretary of Health and Human Services to investigate compliance with HIPAA (45 CFR 164.502(a)(2)).

SUBPOENAS

Records containing PHI or PPI will be disclosed only if one of the following is present (45 CFR 164.512(e)(1)):

- a. A court order or subpoena signed (or stamped) by a judge that requires no additional assurances or notification to the individual whose records are requested
- b. A subpoena or discovery order signed by an attorney which requires additional proof of service that written notification has been given to the individual whose records are requested. In such

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a case, the subpoena or discovery order must be accompanied by a declaration by the requesting party showing that reasonable efforts have been made to ensure that notice has been provided to the individual whose records are being requested, or that there is a qualified protective order. No records relating to the person named in the notice will be produced until the time to respond to the notice has lapsed and no objections to the production of the materials requested have been made. If written notification to the individual is not provided, the declaration must establish all of the following:

1. The requesting party has made a good faith effort to provide written notice to the individual.
2. The notice includes sufficient information about the litigation or proceeding for which the PHI is requested to allow the individual to raise an objection.
3. The time for the individual to raise objections to the court or tribunal has elapsed.
4. No objections were filed or all objections have been resolved.
5. In lieu of a declaration, records may be released if there is a court order or a stipulation by the parties to the litigation that both:
 - a. Prohibits the parties from using or disclosing the PHI for any purpose other than the litigation or proceeding for which such information was requested.
 - b. Requires the return to the District or destruction of the PHI (including all copies made) at the end of the litigation or proceeding.

RELEASE OF PHI TO LAW ENFORCEMENT

The release of PHI to a law enforcement agency is permitted under the following circumstances:

- a. In response to a law enforcement officer who completes the district's release of PHI to law enforcement form and requires the PHI (45 CFR 164.512(f)(1)):
 1. To report certain types of wounds or other physical injuries.
 2. In compliance with a court order or court-ordered warrant, subpoena or summons, a grand jury subpoena or an administrative request.
- b. In response to a law enforcement officer who completes the district's release of PHI to law enforcement form for the purpose of identifying or locating a suspect, fugitive, material witness or missing person. In such a case, the District may only disclose the following PHI (45 CFR 164.512(f)):
 1. Name and address
 2. Date and place of birth
 3. Social Security number
 4. ABO blood type and Rh factor
 5. The character and extent of injuries
 6. Date and time of treatment
 7. Date and time of death, if applicable
 8. A description of distinguishing physical characteristics

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INDIVIDUAL RIGHT

The Chief of Staff is responsible for ensuring the District complies with all of the following rights of patients:

- a. The right to request restrictions on certain uses and disclosures of PHI (45 CFR 164.522(a))
- b. The right to receive their PHI confidentially (45 CFR 164.522(b))
- c. The right to inspect and copy their PHI (45 CFR 164.524)
- d. The right to request amendments to their PHI (45 CFR 164.526)
- e. The right to receive an account of disclosures of PHI (45 CFR 164.528)

PHI AMENDMENT REQUESTS

Patients have the right to review their PHI records and, if necessary, to request that amendments be made. A patient must make a request in writing to have his/her medical record amended. Included in the request must be the patient's account of the incident and what specific amendment is being requested (45 CFR 164.526(b)(1)).

The Chief of Staff has the authority to deny the request for amendment where the PHI (45 CFR 164.526(a)(2)):

- a. Was not created by the District.
- b. Is not part of the designated record.
- c. Is not available for inspection by the requestor pursuant to 45 CFR 164.524.
- d. Is accurate and complete.

Within 60 days of receipt of the request for amendment, the Chief of Staff must provide the basis for denial in writing or, in the case that the request is approved, provide notice of approval (45 CFR 164.526(b)(2)).

The time for response may be extended for up to 30 days with a written statement to the requestor identifying the reasons for the delay and the date by which the action will be completed (45 CFR 164.526(b)(2)).

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- September 25, 2024

Agenda Item #11-c

Agenda Title:

#345 Unmanned Aircraft Systems

Submitted by:

Ryan Bross, President

Background Information:

Addition of policy #345

Attachments:

Agenda

Minutes

Report

Resolution

Contract

Map

Letter

Other

Board Action Needed:

A motion to (approve, deny, or modify) policy #345 unmanned aircraft systems at the September 25, 2024 board meeting.

Ryan Bross Yes No

Brian Tseng Yes No

Mike Lewelling Yes No

Dave Hamrick Yes No

Chris Buser Yes No



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

STANDARD OPERATING POLICY	
Subject: Unmanned Aircraft Systems (Drone)	Number: 345
Category: Operations	Effective Date: 00/00/0000
Subcategory:	Latest Revision Date:
Approved By: Board of Directors	Latest Reviewed Date:

Purpose of this Policy

This policy is to provide guidance to the personnel of the Estes Valley Fire Protection District (EVFPD) in the use of department Unmanned Aircraft Systems (UAS)

Definitions

Above Ground Level (AGL): AGL is the altitude expressed in the actual number of feet measured above the ground.

Beyond Visual Line of Sight (BVLOS): The operation of UAV's (Unmanned Aircraft Vehicles) at distances outside the Visual Line of Sight (VLOS).

Certificate of Authorization (COA): Issued by the FAA and grants permission to fly within specific boundaries and parameters.

Deployment: A mission conducted by the UAS crew, regardless of it being within or outside of EVFPD jurisdictional boundaries.

Digital Multimedia Evidence (DME): Digital recordings of images, sounds and associated data.

Mean Sea Level (MSL): Altitude expressed in feet above sea level.

Notice to Airmen (NOTAM): A NOTAM is time critical information concerning the establishment, condition, or change in any component in the National Airspace System (NAS).

Remote Pilot in Command (RPIC): A person who holds a remote pilot certificate with a UAS rating and has the final authority and responsibility for the operation and safety of a UAS operation conducted under Part 107 and/or COA. The RPIC is solely responsible for the input of commands/piloting during flight operations. Pilots are authorized to evaluate and accept or decline any mission or portion thereof due to safety concerns.

Temporary Flight Restriction (TFR): Defines an area restricted to air travel due to a hazardous condition, special event, or a general warning for the entire FAA airspace.

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Unmanned Aircraft System (UAS): Consists of an unmanned aircraft weighing less than 55lbs, as well as all the associated systems and equipment.

Unmanned Aircraft System Crewmember: A Pilot-in-Command, Visual Observer, or other persons assigned UAS duties for the purpose of the flight.

Visual Line of Sight: Visual contact between RPIC or VO and a UAS sufficient to maintain safe operational control of the aircraft, known location, and be able to scan the airspace in which it is operating to see and avoid other aircraft or objects aloft or on the ground.

Visual Observer: A person assigned to assist with the safe operation of the UAS, who shall alert the RPIC of any conditions (obstructions, terrain, structures, air traffic, weather, etc.) that may affect the safety of the flight.

GUIDELINE:

Required PPE:

- UAV/UAS Operator High Visibility Vest
- Air Comm Radio (When operating in Class B, C, D and E airspace)

Response Level:

- Emergent unless otherwise directed by Incident Command
- UAS Operator should use their discretion depending on the urgency of the call

Communications:

- Fire Tactical Channel (EFTAC1, EFTAC2 or EFTAC3)
- As assigned per Incident Command/Dispatch

UAS REMOTE PILOT CERTIFICATION

The EVFPD and its personnel assigned to UAS operations shall adhere to Title 14 of the Code of Federal Regulations, Section 107.12 (14 C.F.R. § 107.12).

EVFPD UAS will only be operated by trained, certified and FAA part 107 licensed pilots who are members of the department. These members will successfully complete the following requirements:

- Pass the Unmanned Aircraft General (UAG) – CFR Part 107 Remote Pilot Knowledge Exam

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- Be issued an FAA Remote Pilot 107 certificate with a small UAS rating authorized to operate UAS platforms of less than 55 lbs.
- Complete EVFPD UAS Training Program

Initial training and recurrent UAS training will be managed by the EVFPD UAS Program Manager.

AUTHORIZED DEPARTMENTAL USE of UAS

- 5.1 UAS (Drones) can be requested for a wide variety of emergency and non-emergency support functions which include but are not limited to the following:
 - A. Aerial recon during fires and emergencies to provide IC with information on overall incident operations and deployments as well as forecasting conditions. This is done through the use of streaming live video, pictures, and if available, IR/FLIR
 - B. Hazardous Materials re-con to assist in recognition and identification as well as assess the effectiveness of control and containment techniques of material(s) involved in a spill. Assist in environmental impact and assessments.
 - C. Search and Rescue operations to locate lost or missing persons
 - D. Technical Rescue operations to provide IC overview of scene as well as identify location of lost or injured victims.
 - E. Water Rescue to locate victims in distress and to provide aerial recon for flood operations and forecasting.
 - F. Utilizing UAS for damage assessments after storms and natural disasters.
 - G. Fire investigation provides topographical images of the fire scene to assist in determining the cause and origin of fires.
 - H. Public service and community events for safety and security and public relations as needed.
- 5.2 UAS/Drone can and should be requested anytime the IC feels that it would enhance situational awareness and assist in the safe handling and management of the emergency or event.
- 5.3 UAS use and deployment should not steal from limited resources and prevent responders from completing their primary objectives, nor should it serve as a distraction to managing the scene, rather it should be another tool in the IC toolbox.



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PROHIBITED UAS USES

Prohibited uses may include, but not limited to the following:

General Surveillance: Monitor members of the public or provide surveillance for law enforcement purposes.

Lending Equipment: The UAS will NOT be lent to any other department or agency. However, if dispatched or properly requested, the UAS, operated by EVFPD UAS team members, can be utilized in accordance with the provisions of the Department UAS Policy and if applicable, the COA, to assist Automatic Aid and/or Mutual Aid partners.

Exceeding Aircraft Limitations: The UAS shall not be used in a manner contrary to the manufacturer's guidelines or specifications.

Personal business: The UAS shall not be used for any personal business. The use of a personal UAS for a deployment or training is also prohibited.

High Risk Missions: UAS will not be flown for any mission during which the RPIC determines the risk of flying outweighs the benefit to the mission. Risks may include hazards to individuals or property, possible collision hazards, and/or loss of control of the UAS.

No Fly Zones/No Drone Zones: If the EVFPD determines it is necessary to operate UAS in a No-Fly Zone/No Drone Zone, FAA or other appropriate authorization shall be obtained prior to UAS deployment. The EVFPD will actively pursue a waiver and/or a Certificate of Authorization from the FAA to grant special permission to operate within the various classes of Controlled airspace in the requested operating area.

Flying After Dark: EVFPD will not operate UAS after dark or before sunrise without FAA authorization and part 107 as well as the required equipment.

Height Restrictions: Per the FAA, UAS shall not fly more than 400 feet above the ground, but may fly higher if the UAV remains within 400 feet of a building or other structure.

Aerial Drops: The UAS shall not be used to spray, drop, or carry any chemicals or hazardous materials, nor carry any weapons of any type or category.

Manned Aircraft in Operating Area: UAS flights are prohibited when any aircraft are in the area, unless coordinated flight training has occurred with that agency.

Beyond Visual Line of Sight: All BVLOS missions are prohibited. The UAV must be kept within VLOS. Alternatively, if First Person View or similar technology is used, a visual observer must always keep the UAV within unaided sight (for example, no binoculars).



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However, the RPIC must keep the UAV close enough to be able to see it if something unexpected happens. BVLOS operations may be approved once a FAA COA and BVLOS waiver have been attained and the RPIC has been thoroughly trained and approved for these operations by the Program Manager.

TRANSPARENCY

To promote transparency about departmental UAS activities within the National Airspace System (NAS), the EVFPD, without revealing information that could reasonably be expected to be kept private, and while protecting any personally identifiable information, shall:

1. Make information about the Department's UAS Program available via the EVFPD homepage and/or the department's Public Information Officer.
2. The EVFPD will make available to the public, on an annual basis, a general summary of the department's UAS operations, to include brief descriptions of types or categories of missions flown and, if applicable, the number of times the Department provided UAS support to mutual aid partners. This will be accomplished through the submission of the annual EVFPD Annual Report that's presented to the Board of Commissioners at the end of the calendar year and shall be available to the public via a Public Records Request.
3. **PUBLIC RECORDS:** Notwithstanding any provisions of this policy regarding confidentiality, or protected rights, all documents related to the Department UAS Program may be subject to disclosure by laws related to open public records requests.

UAS Teams

EVFPD UAS Teams consist of a pilot (RPIC) and a visual observer (VO) when possible. A visual observer is highly recommended for night flights. The team concept is established to train for and respond to each authorized UAS mission. Each UAS Team will ideally operate with two (2) members of the Department (pilot-in-command and visual observer) when staffing allows. Each member will be assigned a specific role prior to the flight. Additional team members may be needed for complex missions.

PILOT QUALIFICATIONS

Pilots in the UAS Program must have one (1) year of service with the EVFPD (or at the discretion of the Fire Chief). Pilots on the team will be selected by a process approved by EVFPD Administration. Once selected, pilots must acquire and maintain a valid FAA Part 107 Remote Pilot/UAS Certificate before serving as RPIC of any departmental aircraft.



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SUSPENSION and/or REMOVAL

Pilots may be suspended or removed from the program for any the following:

1. Failing to maintain a valid Remote Pilot/UAS Certificate.
2. Failing to comply with policy, laws, or case law applicable to UAS operation.
3. Reckless or unsafe maneuvers or operation of the aircraft.
4. Other disciplinary actions taken by Fire Administration

TRAINING

All pilots must maintain proficiency as a RPIC as determined by this SOG. Each pilot must perform at least 3 day and 3-night training flights or UAS deployments every 90 days to maintain proficiency with each aircraft utilized by the team and any related equipment. Each person must take a recurrent course within 24 months from the month the Initial Aeronautical Knowledge Test was passed.

EQUIPMENT

UAS Pilots, during departmental UAS deployments, will only use aircraft platforms and equipment approved by the Operations Chief.

DEPLOYMENTS

Approval from the Battalion Chief or a Chief Officer is needed prior to UAS deployments. UAS operations will be in accordance with FAA regulations, FAA Certificates of Authorization (COA), and any FAA waivers. This can include but is not limited to proper notification to, and monitoring of, Air Traffic Control if operations are within controlled air space.

MUTUAL AID REQUESTS

Requests for UAS operations by Automatic Mutual Aid agencies (Glen Haven FD, LFRA, Allenspark FD, Pinewood Springs FD and Big Elk FD) require the approval of the on-duty Battalion Chief or a Chief Officer. Any requests from other agencies require permission from the Operations Chief or Fire Chief.

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OPERATIONS

1. The RPIC is directly responsible for and is the final authority over the operation of the UAS. RPICs have absolute authority to reject a UAS deployment based on weather, aircraft limitations, physical condition, etc.
2. Due to the nature of fire department UAS deployments, the minimum crew on fire department UAS deployments will be a pilot and a VO when possible. It is preferable the VO is a UAS pilot; however, the RPIC may designate a VO who is not a pilot. It is the responsibility of the RPIC to brief the VO prior to any UAS operation. Requests for drone deployments made to assist police operations/investigations or search and rescue events may not necessitate the use of a VO.
3. The VO will assist the pilot in maintaining visual awareness of the airspace and advise the pilot of any imminent hazards including other aircraft, terrain, power lines, trees, structures, and/or adverse weather conditions. The VO shall handle radio communications between the UAS team and ground units/dispatch.
4. The following will be completed for every flight, but are not limited to the items or order listed:
 - i. Preflight inspection and resolution of any noted deficiencies.
 - ii. Weather briefing.
 - iii. Identification of a landing/take-off zone.
 - iv. Crew briefing and assignments.
 - v. Post flight inspection and associated duties (equipment stowage, battery charging, etc.).
 - vi. Required documentation (Pilot logbooks, airframe logbooks, evidence processing, etc.).
5. When feasible, a public notification should be conducted to advise the public of the fact that:
 - i. A fire department UAS is in operation.
 - ii. The general location of the UAS operation.
 - iii. The purpose of the UAS deployment (i.e., missing person, fire, hazardous materials response, Special Response situation, etc.).
 - iv. Other safety information for the public at large.
 - v. Such notifications may be made through EVFPD Dispatch as well as EVFPD PIO/Social Media and should not delay the UAS deployment but be used in conjunction with the deployment.
6. Accidents involving a UAS will be reported in accordance with FAA requirements and department policy. In the event of an accident-causing bodily injury, the aircraft crew will be responsible for providing first aid, scene security, and notification to the Battalion Chief. Form 213 will be completed. It is the responsibility of the RPIC for the documentation of the incident.



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DATA COLLECTION AND STORAGE

In order to safeguard privacy of citizens, collection of DME and any recorded data taken during a fire department dispatched incident and intended to be maintained for investigation, shall be handled in accordance with EVFPD policies, procedures, and protocols. In the event that DME could be considered evidence in any criminal investigation, said DME shall be relinquished to the proper authorities, such as the Estes Park Police Department or the Larimer County Sheriff.

AUDITING

An authorized supervisor or administrator shall audit flight documentation at regular intervals if required by COA. The results of the audit will be documented. Any changes to the flight time counter will be documented.

RESPONSIBILITIES

- All EVFPD members shall be responsible for knowledge of this SOG.
- The Operations Chief/Program Manager shall be responsible for the selection and training of approved operators.
- The Operations Chief shall ensure compliance with all data collection and storage

Reference:

Form 213 Accident Injury Reporting



ESTES VALLEY FIRE PROTECTION DISTRICT

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STANDARD OPERATING POLICY	
Subject: Social Media and Public Relations	Number: 221
Category: Administrative	Effective Date: 06/26/2019
Subcategory:	Latest Revision Date: 07/22/2020
Approved By: Board of Directors	Latest Reviewed Date:

Background

The district is a public safety agency whose purpose is saving lives and preventing loss from fire and injuries in the community. To maintain public trust and confidence, it is vital for the district and its members to maintain a professional, credible, and trustworthy reputation of integrity and adherence to organizational values.

Speech that impairs or impedes the performance of the fire district, undermines discipline and harmony among co-workers or negatively affects the public perception of the district may be sanctioned.

As a basic constitutional concept of law, a public employee may comment on a matter of public concern. The district's computer equipment shall be used for district business and purposes in a professional and businesslike manner. Airing personal workplace grievances does not raise a matter of public concern.

The district understands that members may maintain or contribute to social media and/or engage in posts outside of their paid or volunteer positions with the district and may periodically engage in posts containing information about their district positions or district activities on social media. Members engaging in such activities are required to exercise good judgment and comply with this SOP and the Member Handbook.

Purpose of this Policy

This Policy is intended to minimize the risk of propagation of slanderous or unprofessional content that could impair the public's trust in the District or lead to legal claims. It is not intended to restrict communications protected by state or federal law. While personal off-duty use of social media is generally not of concern to the District, employees and volunteers are reminded to use common sense when using social media to express ideas related to the District, its personnel, or the member's position with the District. The District's [EEO/Anti-Harassment Policy](#) extends to social media.



ESTES VALLEY FIRE PROTECTION DISTRICT

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Policy

Definitions

- **Social Media:** Social media is any content created by individuals using accessible Internet technologies. Examples include, but are not limited to: Facebook, X, YouTube, blogs, internet forums, TikTok, Pinterest, Instagram, etc.

Official District Social Media

- **Purpose**
 - District use of social media is intended to broaden the reach of communication and engagement with the community, disseminating administrative, prevention and emergency information.
- **Uses:**
 - District official social media sites will be used for the following:
 - Deliver public information, customer service and information to District residents, members and visitors.
 - Support District mission, vision and values.
 - Communicate directly to the public, especially during emergencies.
 - Increase transparency and efficiency.
 - **Posting Criteria:** Information posted on District social media sites must be posted and/or approved by the Fire Chief or their designee and must meet the following criteria:
 - **Relevant:** Information that helps community members and pertains to their daily lives.
 - **Timely:** Information about deadlines, upcoming events, news or related to current events.
 - **Actionable:** Information to register for or attend an activity.
 - **Factual:** Information that is verifiable and accurate.
 - **Educational?**
 - **Control of Comments:** Comments posted on District social media sites by community members will be monitored and approved by the Fire Chief or their designee prior to appearing on publicly accessible portions of the site, when possible. Posts/comments on the District's official social media sites containing any of the following inappropriate forms of content shall not be permitted and are subject to removal:
 - Posts/comments not related to the original topic, including random or unintelligible comments;
 - Posts that are not factual or accurate;
 - Posts that do not promote civil discussion;
 - Profane, obscene, or pornographic content and/or language;
 - Content that promotes, fosters or perpetuates discrimination;
 - Content related to or that could compromise an ongoing investigation;
 - Any personal identifying information of any person not approved by that person;
 - Legally defamatory material;
 - Threats to any person or organization;
 - Posts/comments in any official capacity in support or opposition of any political campaigns or ballot;
 - Solicitation or advertising for personal business purposes;

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- Conduct in violation of any federal, state, or local laws, or support of any illegal activity;
- Conduct in violation of any District policy, procedure or directives;
- Information that could compromise the safety or security of the public or public systems;
- Content that violates a legal ownership interest, such as a copyright or trademark;
 - Personal, sensitive or confidential information of any kind as determined by the Fire Chief or their designee.

Member Use of Social Media

- General
 - Traditional and social media have the capability to reach large audiences. By way of example, traditional media includes television, radio, newspapers, magazines, etc. Social media includes sites such as X, Facebook, YouTube, Vimeo, TikTok, etc.
 - The District takes no position on a member's decision to start, maintain, or participate in a blog, forum, or other social media site or activity while off-duty. However, certain guidelines do apply to a member's participation in social media. Member use of social media is allowed for social or professional networking purposes during personal time. However, members are encouraged to exercise sound judgment and discretion in contributing to social media sites where information is available to numerous users.
- No Reasonable Expectation of Privacy
 - Members have no reasonable expectation of privacy in any communications while on duty or in any District property per the District's Member Handbook. Any communications conducted by members while on duty or on District property may be subject to monitoring and/or disclosure under the Colorado Public (Open) Records Act pursuant to C.R.S. § 24-72-203.
- District Representation
 - Members are prohibited from representing any opinion or statement as the policy or view of the District or its affiliates.
 - No member is permitted to release information on behalf of the District without the express permission of the Fire Chief or designee.
 - Members' social media posts, including comments to social media posts, shall not be stated in such a way as to cause a reasonable person to believe that the members officially represents the District, and must be stated as the personal opinion of the posting party.
- On-Duty Use of Social Media
 - On-duty access of social media will be limited unless being used to facilitate District related duties. Members will limit personal social media activities to the hours after 17:00 hours (5:00 pm) and before 07:00 hours (7:00 am).
 - Under no circumstances will personal use of social media interfere with any job related duties.
 - All on-duty use of social media is subject to the provisions set forth in this document, the District' Member's Handbook, and District SOPs and Policies, as well as any other applicable local, state or federal laws, District policies or regulations.
 - At no time will District computers be used for personal social media activities.

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Off-Duty Use of Social Media

- A member's conduct may reflect on the District regardless of whether the member is on-duty or off-duty at the time. Public service members are held to a higher standard than the general populace and are expected to conduct themselves accordingly; as such, social media participation related to the District or its personnel, while off-duty, is subject to the same provisions as outlined for on-duty social media use.
 - Social media content should not be considered anonymous when posted in a publicly accessible location. Posts can be traced and linked back to a member's employment.
 - All social media participation regarding the District or its personnel should be conducted with professionalism and in keeping with the District's mission, vision and values.
- **Prohibited Information:** Members are prohibited from posting, sharing, or in any way disseminating the following information about or related to the District or its personnel: - Confidential information regarding the District, or persons relying upon District services (e.g., posting a photo taken in the course of official duties);
 - Information about items in litigation or about claims that are under investigation or which have been appropriately brought to the attention of the command officer;
 - Defamatory comments about Board members, District employees, citizens using District services, or volunteers, including comments that are vulgar, obscene, threatening, intimidating, harassing or discriminatory; and
 - Comments or discriminatory references about District personnel that would violate District Policy if made in the workplace (e.g. comments that violate the anti-harassment policy).

Photographs/Cameras

The District may photograph employees, volunteers, or Board members and use such photographs for District purposes, including on the District website and social media sites. Any photographs of District members taken for these purposes are the property of the District. Personnel and Board members are not entitled to compensation or further notice regarding the District use of photographs consistent with this Policy.

Unless specifically authorized by the Fire Chief for District purposes, personal camera use and audio or video recordings (including cell phone cameras) is strictly prohibited on District premises and while on duty, and any photographs, audio, or video taken on duty on or District premises are the sole property of the District, and may not be posted to social media by a member without the permission of the Fire Chief or their designee.

Grounds for Discipline

All public social media activities and activities which occur on District premises or on District sites may be monitored and are subject to the rules and provisions set forth in the District's Member Handbook, this Policy and any other applicable District policies.

Failure to fully comply with regulations or violations of any part of this Policy may result in disciplinary action in accordance with the District Member's Handbook, up to and including termination.

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References

- District Member's Handbook
- [EEO/Anti-Harassment Policy](#)

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- September 25, 2024

Agenda Item #12-a

Agenda Title:

IGA for Wildland Deployment
Resource Sharing

Submitted by:

Ryan Bross, President

Background Information:

IGA

Attachments:

Agenda

Minutes

Report

Resolution

Contract

Map

Letter

Other

Board Action Needed:

A motion to (approve, deny, or modify) IGA for wildland deployment resource sharing at the September 25, 2024 board meeting.

Ryan Bross Yes No

Brian Tseng Yes No

Mike Lewelling Yes No

Dave Hamrick Yes No

Chris Buser Yes No

**SECOND AMENDMENT TO
INTERGOVERNMENTAL AGREEMENT
FOR WILDLAND DEPLOYMENT RESOURCE SHARING**

This Second Amendment to Intergovernmental Agreement for Wildland Deployment Resource Sharing ("**Second Amendment**") is entered into by and among the City of Greeley; Loveland Fire Rescue Authority; Poudre Fire Authority; Frederick-Firestone Fire Protection District; Berthoud Fire Protection District; Front Range Fire Protection District; Platte Valley Fire Protection District; Estes Valley Fire Protection District; Mountain View Fire Protection District; Platteville-Gilcrest Fire Protection District; Wellington Fire Protection District; and Windsor-Severance Fire Protection District (collectively, the "**Current Contracting Members**") and the following new contracting members (collectively, the "**New Contracting Members**"):

- a. Evans Fire Protection District;
- b. Lyons Fire Protection District; and
- c. Boulder Rural Fire Protection District.

The Current Contracting Members and the New Contracting Members are referred to individually as a "**Party**" or collectively as the "**Parties**".

RECITALS

WHEREAS, the Current Contracting Members previously entered into that certain Intergovernmental Agreement for Wildland Deployment Resource Sharing, as amended by the First Amendment to Intergovernmental Agreement for Wildland Deployment Resource Sharing (together, the "**Agreement**"), for the purpose of assisting one another in providing the personnel necessary to fully staff the Deployment crews required to respond to orders for Deployment for Wildland Firefighting. A copy of the Agreement is attached as Attachment 1;

WHEREAS, the New Contracting Members, which maintain and operate fire departments and are qualified to provide Wildland Firefighting services, including participating in Deployments, desire to be added as parties to the Agreement, and the Current Contracting Members also desire to add the New Contracting Members as parties to the Agreement; and

WHEREAS, in furtherance of the foregoing, the Parties desire to amend the Agreement to add the New Contracting Members and as otherwise provided herein.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained in the Agreement and this **Second** Amendment, the Parties agree as follows:

AGREEMENT

1. **Definitions.** Except as expressly defined in this **Second** Amendment, all terms shall have the meaning set forth in the Agreement.
2. **New Contracting Members Added to the Agreement.** The New Contracting Members are hereby added as parties to the Agreement for all purposes thereunder. The Agreement

and this Second Amendment shall become effective as to a New Contracting Member on the last date that the New Contracting Member and all of the Current Contracting Members sign this Second Amendment.

3. **Revised Sections of the Agreement.**

a. The following new Subsection (f.5) is added to Section 6:

(f.5) Dispute Resolution. In the event of any dispute or claim arising under or related to this Agreement, the Parties shall use their best efforts to settle such dispute or claim through good faith negotiations with each other. If such dispute or claim is not settled through negotiations within thirty (30) days after the earliest date on which one Party notifies another Party in writing of its desire to attempt to resolve such dispute or claim through negotiations, then the Parties agree to attempt in good faith to settle such dispute or claim by mediation conducted by the Judicial Arbitrator Group ("JAG") of Denver, Colorado or, if JAG is no longer in existence, or if the Parties agree otherwise, then under the auspices of a recognized, established mediation service within the State of Colorado. Such mediation shall be conducted within sixty (60) days following either Party's written request therefore. The Parties shall share the cost of such mediation equally. If such a dispute or claim is not settled through mediation, then either Party may initiate a civil action in the District Court for Boulder, Larimer, or Weld County, Colorado.

IN WITNESS WHEREOF, the Parties have executed this ~~Agreement~~ Second Amendment.

[SIGNATURE PAGES IMMEDIATELY FOLLOW]

CITY OF GREELEY, a home rule municipality of
the State of Colorado

By: John Gates, Mayor

Date: _____

ATTEST:

By: Heidi Leatherwood, City Clerk

LOVELAND FIRE RESCUE AUTHORITY,
a political subdivision of the State of Colorado

By: _____
Tim Sendelbach, Fire Chief

Date: _____

ATTEST:

By: Kristen Cummings, Secretary

POUDRE FIRE AUTHORITY,
a public entity of the State of Colorado

By: _____
Derek Bergsten, Fire Chief

Date: _____

ATTEST:

By: Kristen Howard, Secretary

FREDERICK-FIRESTONE FIRE PROTECTION
DISTRICT, a political subdivision of the State of
Colorado

By: _____
Jeremy Young, Fire Chief

Date: _____

ATTEST:

By: Doug Prunk, Assistant Chief

BERTHOUD FIRE PROTECTION DISTRICT,
a political subdivision of the State of Colorado

By: _____
Stephen Charles, Fire Chief

Date: _____

ATTEST:

By: Jill Wilson, Chief of Staff

FRONT RANGE FIRE PROTECTION DISTRICT,
a political subdivision of the State of Colorado

By: _____
Michael West, Fire Chief

Date: _____

ATTEST:

By: Christine Champlin, Director of
Administrative Services

PLATTE-VALLEY FIRE PROTECTION
DISTRICT, a political subdivision of the State of
Colorado

By: _____
James Klug, Fire Chief

Date: _____

ATTEST:

By: Stephanie Cooke, Director of Administration

ESTES VALLEY FIRE PROTECTION
DISTRICT, a political subdivision of the State of
Colorado

By: Ryan Bross, Board President

Date: _____

ATTEST:

By: Dave Hamrick, Board Secretary

MOUNTAIN VIEW FIRE PROTECTION
DISTRICT, a political subdivision of the State of
Colorado

By: Dave Beebe, Fire Chief

Date: _____

ATTEST:

By: Sterling Folden, Deputy Chief

PLATTEVILLE-GILCREST FIRE PROTECTION
DISTRICT, a political subdivision of the State of
Colorado

By: Dan Durkee, Fire Chief

Date: _____

ATTEST:

By: Andrew Wazny, Assistant Chief

WELLINGTON FIRE PROTECTION DISTRICT,
a political subdivision of the State of Colorado

By: David Cropp, Acting Fire Chief

Date: _____

ATTEST:

By: _____

WINDSOR-SEVERANCE FIRE PROTECTION
DISTRICT, a political subdivision of the State of
Colorado

By: Chris Angermuller, Fire Chief

Date: _____

ATTEST:

By: Darren Jaques, Operations Chief

EVANS FIRE PROTECTION DISTRICT, a
political subdivision of the State of Colorado

By: Joe DeSalvo, Fire Chief

Date: _____

Address: 2100 37th Street, Evans, CO 80620

ATTEST:

By: Sharon Bowles, Business Manager

LYONS FIRE PROTECTION DISTRICT, a
political subdivision of the State of Colorado

By: Rob Stumpf, Fire Chief

Date: _____

Address: 251 Broadway St., Lyons, CO 80540

ATTEST:

By: Steve Pischke, Assistant Chief

BOULDER RURAL FIRE PROTECTION
DISTRICT, a political subdivision of the State of
Colorado

By: Greg Schwab, Fire Chief

Date: _____

Address: 6230 Lookout Road, Boulder, CO 80301

ATTEST:

By: Sarah Normandin, Office Manager

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- September 25, 2024

Agenda Item #12-b

Agenda Title:

Appoint a Treasurer

Submitted by:

Ryan Bross, President

Background Information:

Vice-President Brian Tseng has been filling in since Jon Hodde resigned.

Attachments:

___ Agenda

___ Minutes

___ Report

___ Resolution

___ Contract

___ Map

___ Letter

X Other

Board Action Needed:

A motion to appoint _____ as Treasurer at the September 25, 2024 board meeting.

Ryan Bross Yes No

Brian Tseng Yes No

Mike Lewelling Yes No

Dave Hamrick Yes No

Chris Buser Yes No