

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District

June 22, 2026, 4:30 pm

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

Board: Sandra Smith, Scott Dorman, Ryan Leahy, Jon Smith, Jeff Robbins

Absent:

Staff: Chief Warren Jones, Chief Justin Kearney, Division Chief Jon Landkamer, Captain Stacey Sutherland, Logan Lasley, Marinda Baxter, Rebecca Gelsinger, Sara Barden

Also Attending: Dot Dorman, Michael Barnthouse, Diana Ver Der Ploeg, Nathan Meulener, Patti Brown, Rick Spear, Jack & Kathy Kister, Ashley Hernandez-Schlagel, Jefferey Bear, Steven Rodriguez, Katie Stiner, Kevin Nunn, Marianne Baxter, Mark Igel, Dylan Wallace, Nola Greenwald, Peter Bryan, Rob Bruchwalski, Trevor Igel, Don Lombardi, Mike Sweezy, Nicole Friel, Julie Blaker, Randy Repola

Sandra Smith called the regularly scheduled board meeting to order at 4:54 pm.

APPROVAL OF AGENDA

*Moved by Jon Smith and seconded by Ryan Leahy to approve the agenda.
Motion carried unanimously.*

PUBLIC COMMENT

None

APPROVAL OF MINUTES

*Moved by Jeff Robbins and seconded by Scott Dorman to approve the meeting minutes from the June 1 meeting.
Motion carried unanimously.*

ITEMS OF BUSINESS

Financial Matters

2025 Audit

The Audit Committee reported that the Board has received and reviewed the draft 2025 audit, which satisfies current filing requirements. The Audit Committee plans to meet with the auditor in early July to review the audit in detail and will present the final audit to the Board at the July 27, 2025, meeting. No Board action was required at this time.

Treasurer's Report

Steven Rodriguez presented the May financial report. He reported that tax revenue collections were strong during the month, helping to recover much of a prior shortfall, although revenues remained below budget year-to-date. Sales tax revenues continued to exceed budget projections, while non-levy revenues were generally in line with expectations. Expenses remained consistent with budgeted trends, with higher professional fees in May primarily attributable to costs associated with the sales tax ballot measure and ongoing legal expenses. Steven also reported that the Wildland Risk Reduction Fund (1A) has been established as a separate QuickBooks file and financial reporting structure.

Process for Bill Approvals

Ryan Leahy provided an update on ongoing efforts to refine the district's bill payment process during personnel transitions. He explained that discussions have focused on invoice entry and payment dates within the bill payment system to ensure timely processing and avoid delays. Ryan noted that the current approach is intended to allow payments to be released promptly and

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prevent invoices from becoming overdue with vendors. The Board discussed the issue and asked clarifying questions regarding delinquency notices and vendor payments. Ryan reported that no invoices are currently delinquent and that the process is still being evaluated and documented. No Board action was requested or taken.

May Paid Bills

Ryan Leahy reported that he reviewed all bills paid and due, as well as the financial statements received. He stated that the financial records accurately reflect the Fire District's operations and that all expenditures and financial activities appear appropriate.

*Moved by Jeff Robbins and seconded by Jon Smith to approve the transactions listed on the Treasurer's report provided at the June 22, 2026, meeting.
Motion carried unanimously.*

2023 CWDG Larimer County Emergency Services Contract

Sara Barden presented a proposal to begin fuel reduction work under the 2023 Community Wildfire Defense Grant (CWDG) Thunder Mountain Project. The project includes the treatment of 200 acres identified as high wildfire risk in the Community Wildfire Protection Plan. Sara requested authorization to expend \$80,000 from 1A to contract with Larimer County Emergency Services' Phantom Canyon Crew for fuel reduction treatment on 20 acres adjacent to Rocky Mountain National Park and YMCA property.

Sara reported that the project is grant-funded and that expenditures will be reimbursed upon completion of work. The Board was informed that the grant provides \$550,000 in funding, supplemented by a \$175,000 contribution from the Town of Estes Park and an additional \$10,000 contribution from the Estes Valley Watershed Coalition. No treatment work has yet been completed under the 200-acre project.

Board members discussed project costs, reimbursement procedures, project timelines, and remaining treatment acreage. It is noted that the project would be completed with the allocated funds. Jon and Sara explained that the initial 20 acres require hand-thinning and pile-building due to terrain limitations, while the remaining 180 acres are expected to be completed through a competitive bid process using mechanical treatment methods. Sara anticipates issuing a request for proposals by the end of June, with work on the remaining acreage potentially beginning in August. The grant completion deadline is July 30, 2029.

*Moved by Scott Dorman and seconded by Jon Smith to approve the 2023 CWDG Larimer County Emergency Services Contract
Motion carried unanimously.*

Recommendation of the Fire Chief from the Search Committee

Sandi presented the Fire Chief Search Committee recommendation for the appointment of the district's next Fire Chief. The Board was informed that the recruitment process included four finalist candidates and multiple interview panels composed of Board members, search committee members, community representatives, partner agencies, and stakeholders. Panel recommendations were reviewed by the search committee with assistance from the district's consultant.

Following a review of candidate qualifications, interview results, panel feedback, and reference checks, the Search Committee recommended appointing Kevin Nunn as Fire Chief. The committee cited Mr. Nunn's prior experience as a fire chief, wildfire mitigation and management expertise, experience with public funding initiatives, strategic planning background, leadership abilities, partnership-building skills, and strong professional references as key factors supporting the recommendation.

Board members discussed the recruitment process, the qualifications of the finalists, and the strengths identified in Mr. Nunn's candidacy. Board members expressed appreciation for the extensive community and stakeholder participation throughout the selection process and affirmed their commitment to supporting the successful onboarding of the new Fire Chief.

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Moved by Scott Dorman and seconded by Jeff Robbins to approve the recommendation of the Fire Chief from the Search Committee
Motion carried unanimously.

Appointment of the Chief Contract Negotiation Committee

The Board discussed forming a committee to negotiate an employment contract with the selected Fire Chief candidate, contingent upon the candidate's acceptance of the position. Following the discussion, the Board agreed to appoint a Fire Chief Contract Negotiation Committee consisting of John Smith and Sandra Smith.

Moved by Jeff Robbins and seconded by Ryan Leahy to the appointment of the chief contract negotiations.

Sandi Smith & Jon Smith did not vote

Motion carried.

Executive Session

Moved by Scott Dorman and seconded by Ryan Leahy to enter into executive session pursuant to C.R.S. 24-6-402(4)(b) for the purpose of receiving legal advice from the District's legal counsel related to the Fire Chief hiring process and Executive Session pursuant C.R.S. 24-6-402(4)(b) and 4(e) for the purpose of receiving legal advice from the District's legal counsel related to the Fire Chief hiring process and for purposes of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations and instructing negotiators related to a Fire Chief contract.

Motion carried unanimously

REPORTS

Community Risk Reduction Division

Prevention Division:

- Wildland Fire Risk Reduction Educator, Lasley, has completed 66 home assessments & 9 neighborhood assessments YTD.
- Another reminder of our first pine needle & pinecone drop-off that will be on
 - o July 18 (9:00 am – noon), located at the fairgrounds by the tennis courts
- Captain Sutherland is working on plan review experience with plan reviewer Whitney, providing comments for multiple projects, and getting started on more Stanley hotel projects. All new construction projects are going through Stacey for permit issuance and record keeping.
- Captain Sutherland is continuing inspections as needed, mostly on new construction and special events, annual inspections for the Expedition Lodge and Cheley camp.
- Captain Sutherland is reviewing and issuing permits for special events with tents and continuing food truck inspections.
- Sara is working on getting the 2025 COSWAP Grant project going, which is starting today on Prospect Mountain/Curry Drive with LCCC crews working for the 8-week project.
- Sara is preparing to release an RFP for hiring contractors for the CWDG Thunder Mountain Project.
- Sara is working on finalizing agreements between all parties to get the CWDG Thunder Mountain project started. Working with the Larimer County Sheriff's Department/Emergency Services to get work done on the CWDG project along the boundary with RMNP.
- DC Landkamer and Captain Sutherland will be attending the Town Board Meeting on Tuesday, June 23rd, as they are expected to adopt the WFRC by resolution. They will also be considering adopting a cooperative agreement with the FD, clarifying roles in implementation and enforcement of the WFRC.
- DC Landkamer is working on grant management for the 2022 FR-WRM
- DC Landkamer and Chief Jones will be meeting with Town leadership on Wednesday
- DC Landkamer continues to attend partner meetings when possible, including CWDG, BTWHP, NCFC, FACO, EVWC, Larimer County Woody Biomass Stakeholders, and TOEP Water Master Plan.
- Larimer County will be hosting a 50-year commemoration of the Big Thompson Flood on July 31, 2026. I will keep the district notified of this event so we can attend.

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Operations & Training Division

Training:

- Upcoming training includes Helicopter LZ training, Membership meeting, Ladders, Forcible entry and Search and rescue. Wildland scenario this week
- The new recruitment: Recruitment meeting, no one showed up. However, we have received a few new applications that Captain Thomas will be working on.
- The next big thing for training is Fire Academy, which starts next month. Preparations for the training ground will be underway this month.
- Engineering Academy started, 6 members in the class (52 hours)

Operations:

- Planning for the July 4th Incident Action Plan (IAP) is underway. Staff are working with representatives from Police and EMS to finalize operational details. We are also coordinating with our mutual aid partners to secure additional apparatus coverage within town for the event.
- AFG grant has been submitted; Requested \$400,000 for SCBA replacement on all apparatus including some spare bottles and masks
- Captain and Lieutenant promotional interviews. We have interviewed 3 Lieutenant candidates, one more Lieutenant and 2 captain interviews scheduled for the 25th
- Apparatus maintenance issues that came out of the Preventive maintenance are being scheduled each week
- Thanks to Marinda, Rebecca and Auxiliary for support in the Fire Chief process. A lot of people to coordinate and documents.

Chief's Report

Chief Jones reported on the high level of operational activity occurring during the summer season, including training programs, volunteer recruitment, Fire Academy preparations, community risk reduction efforts, and wildfire mitigation projects. He commended staff, volunteers, and auxiliary personnel for their contributions and noted that these efforts enhance service delivery to the community. Chief Jones also discussed the importance of planning for a smooth leadership transition following the selection of a new Fire Chief. He emphasized the value of a formal transition process to ensure organizational continuity and support the successful onboarding of the incoming chief. He expressed appreciation for the extensive participation by District personnel, Board members, and community stakeholders in the Fire Chief recruitment process, noting that the level of involvement demonstrated the organization's strength and commitment.

UNFINISHED OR OLD BUSINESS -- None

NEW BUSINESS -- None

ANNOUNCEMENTS

The next (special) board meeting is scheduled for Monday, June 29, 2026, at 4:30 pm.

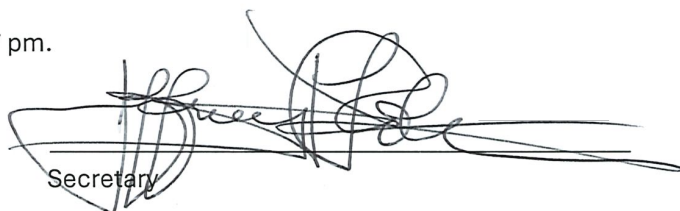
The next regular board meeting is scheduled for Monday, July 27, 2026, at 4:30 pm.

ADJOURNMENT

Moved by Ryan Leahy and seconded by Jon Smith to adjourn the meeting.

Motion carried unanimously.

The meeting adjourned at 6:37 pm.



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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“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.”