

# RECORD OF PROCEEDINGS

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## Meeting Minutes of the Estes Valley Fire Protection District

October 26, 2022 5:30 p.m.

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

**Board:** Jon Hodde, Larry Leaming, Dave Hamrick, Brian Tseng, Ryan Bross

**Staff:** Board Recording Secretary Goetz, Chief Wolf, Div. Chief Landkamer, Div. Chief Capo, Inspector Eshleman

**Also Attending: Captain Rick Spear**

**Absent:** Larry Leaming absent excused, Dave Hamrick absent excused

The following minutes reflect the order of the agenda and not necessarily the chronological sequence of the meeting.

**President Jon Hodde called the meeting to order at 5:30 p.m.**

**Chief Wolf led the Pledge of Allegiance**

**Secretary Goetz performed roll call** – Larry Leaming absent excused, Dave Hamrick absent excused

### CONFLICT OF INTEREST

None

### PUBLIC COMMENT / BOARD COMMENT

No public comment

The board would like to congratulate Chief Paul Capo on being named Fire Instructor of the Year.

### APPROVAL OF AGENDA

Moved by Ryan Bross, seconded by Brian Tseng to approve the agenda as written. Motion carried unanimously.

### APPROVAL OF MINUTES

Moved by Brian Tseng, seconded by Ryan Bross to approve the 9/28/2022 meeting minutes as written. Motion carried unanimously.

**Presentations:** Division Chief Jon Landkamer presented updates from the Prevention and Support Services Division via a handout and a PowerPoint presentation. With the completion of the CWPP earlier this year and vacancies within the division, priorities and focuses have been re-evaluated. Chief Landkamer reviewed the Wildland Program and the Fire Code Application Program with the board. Statistics were shared with the board for progress made towards WUI inspections, HOA presentation, and Short-Term Rental inspections. Updates from Support Services included the replacement of the cascade, adding a 3<sup>rd</sup> bedroom upstairs, and that E723 & T72 are in service.

### REPORTS

#### Fire Chief Report –

##### **Administrative Division:**

- Upcoming Events
  - Family Dinners
    - October 30 – Open House
    - November 1 – Squad 4
    - November 15 (Thanksgiving Potluck)
    - December 13 (Holiday Party)
  - Colorado State Fire Chiefs – Fire Leadership Conference
    - Recap
    - 6 members – 4 staff and 2 volunteers
    - Chief Capo recognition
    - Good discussion and engagement
    - Celebration of many good things in Estes

##### **Prevention Division:**

- Wildfire
  - Community Wildfire Defense Grant
  - Forest Restoration & Wildfire Risk Mitigation

**Training Division:**

- Weekly Training
- Fire Academy
  - Graduation 1600 on November 18th
- Other Training
- Misc

**Operations Division:**

- At 542 calls YTD – 543 calls 10/26/2022 (even)
- Notable Incidents
  - Mutual Aid wildfire to Glen Haven
  - Grass fire on Elm Rd

**Station & Apparatus:**

Provided in service training on new apparatus

**Volunteer Captain Report –**

Captain Spear said that with the end of the year nearing they are focusing on making sure the volunteers are meeting minimum standards. The internal survey data will be reviewed by the volunteers at a meeting on 11/22. Everyone is looking forward to the open house this Sunday. It provides another activity to gather as a fire family and experience camaraderie as a group.

**Treasurer's Report-** Brian Tseng reviewed the September balance sheet(s) including, but not limited to: governmental funds and schedule of capital assets, statement of revenues, expenditures, and changes in fund balance for general operations, operating reserve, Tabor and capital reserve were also provided. Sales tax projections were discussed.

Moved by Ryan Bross, seconded by Jon Hodde to accept paid bills. Motion carried unanimously.

**OLD BUSINESS**

**Strategic Planning:**

- Internal Survey
  - Close tonight, preliminary results November 2, presented November 9
- External Survey
  - Finalizing draft, to printers this week, out next week
  - Preliminary results December 7, presented December 14
- Architectural Work
  - OZ nearing completion on cost estimation work
  - Presentation to Board November 9<sup>th</sup>
  - Lead on potential site, seeking direction
    - Initiate due diligence work
    - Rate / interest research
    - Written agreement
    - Wait until after surveys

**POLICY UPDATES**

**Second Review and Approval of Policy #108 Emergency Declaration Procedures Policy**

No updates or changes since the last presentation. Motion by Brian Tseng, seconded by Ryan Bross to approve policy #108 Emergency Declaration Procedures Policy.

**Second Review and Approval of Policy #231 Wellness Incentive Policy**

No updates or changes since the last presentation. Motion by Brian Tseng, seconded by Ryan Bross to approve the changes to policy #231 Wellness Incentive Policy.

**Second Review and Approval of Policy #232 Cell Phone Incentive Policy**

No updates or changes since the last presentation. Motion by Ryan Bross, seconded by Brian Tseng to approve the changes to policy #232 Cell Phone Incentive Policy.

**Second Review and Approval of Policy #301 Active Membership Policy**

No updates or changes since the last presentation. Motion by Brian Tseng, seconded by Ryan Bross to approve the changes to policy #301 Active Membership Policy.

**First Review of Policy #282 Pay Philosophy**

Chief Wolf presented updates to policy #282 showing a change from a merit-based system to a step-based system.

# RECORD OF PROCEEDINGS

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## **First Review of Policy #180 Employee Payroll, Salary Ranges, and Pension Policy**

Chief Wolf presented updates to the payroll policy to align with the proposed change to policy #282. Updated salaries were based on data collected from job postings, other fire agencies, and Employers Council data.

## **NEW BUSINESS**

### **FAMLI Program**

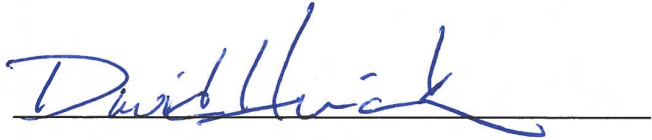
Chief of Staff Goetz presented an administrative recommendation to opt-out of the FAMLI program at this time based on conversations, trainings, and talking with other agencies. She is recommending that this is revisited again next year. The board agrees that a resolution to opt-out can be drafted, but we can wait until the late November or December meeting to approve it.

### **Budget Presentation**

Chief Wolf stated that there have been no significant changes since the last presentation. Currently we are fine tuning numbers as renewals come in for things like property & liability and workers compensation.

The next regularly scheduled board meeting will be on Wednesday November 9th, 2022 at 5:30 pm.

Meeting adjourned at 6:52 pm.

A handwritten signature in blue ink, reading "David Hamrick", is written over a horizontal line.

David Hamrick, Secretary

*The Mission of the Estes Valley Fire Protection District is to provide the citizens of and visitors to the Estes Valley with superior fire prevention, fire protection and emergency services in a safe and efficient manner."*

*"The Mission of the Board of Directors of the Estes Valley Fire Protection District is to establish policy, goals, strategies and financial leadership that are the foundation for the long-term sustainability of the District."*