

**Meeting Minutes of the Estes Valley Fire Protection District**

**August 9, 2023 4:30 p.m.**

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

**Board:** Jon Hodde, Dave Hamrick, Brian Tseng, Ryan Bross, Marybeth Bruchwalski

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

**Also Attending:** Volunteer Representative Captain Rick Spear, Lieutenant Ron Bruchwalski, Jeffrey Hanrahan with the Trail-Gazette, William Harkins

**Absent:** None

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

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

**Chief Capo led the Pledge of Allegiance**

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

**CONFLICT OF INTEREST**

None

**PUBLIC COMMENT / BOARD COMMENT**

No public comment.

No board comment.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

Moved by Ryan Bross and seconded by Jon Hodde to approve the meeting minutes from the 7/26/2023 board meeting as written. Motion carried unanimously.

**PRESENTATIONS**

None

**REPORTS**

**Volunteer Captain Report –** Captain Rick Spear stated that they had good training last night. Fire Academy is starting this week. The late summer lull has set in as there are a few less people showing up for training and calls. A couple of new members joined the department recently.

The lieutenant process had one applicant. Interviews were held last week, and Kris Harrison was promoted to lieutenant over squad 5 this week. That still leaves one vacancy. Will hold another process in 6 months.

**OLD BUSINESS**

Chief Recruitment Process – Nothing new to report, will discuss the RFP as part of item 12B

**POLICY UPDATES**

None.

**NEW BUSINESS**

**Resolution 2023-09 Fifth Amended IGA with LETA**

LETA received the majority vote needed to move forward. This resolution will show our approval as well as collect signatures. Motion by Dave Hamrick, seconded by Brian Tseng to approve resolution 2023-09 the fifth amended IGA with LETA. Motion carried unanimously.

**Request for Proposal – Executive Search Firm**

The RFP committee provided a proposed RFP to the board for review. Opened the floor for comments and feedback. Chief of Staff Goetz suggested changing the RFP due date to August 25<sup>th</sup> to accommodate an earlier September board meeting. No other changes were suggested. Motion by Jon Hodde, seconded by Ryan Bross to approve the RFP with the due date revised to 8/25. Motion carried. 4- yay, 0-nay, 1 recused from the vote.

## RECORD OF PROCEEDINGS

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Marybeth Bruchwalski reiterated that she will be recusing herself from all discussion and involvement having to do with the process up to and including the hiring of a new fire chief.

The next regularly scheduled board meeting will be on Wednesday, August 23rd at 4:30 pm.  
Early September meeting to be held on Wednesday the 6<sup>th</sup> at 4:30 pm.

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

Meeting adjourned at 4:44 p.m.



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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."*