

**Meeting Minutes of the Estes Valley Fire Protection District
January 19, 2022 5:30 p.m.
Dannels Fire Station, 901 N. St. Vrain Ave., Estes Park, CO 80517**

Board: Mike Richardson, Ed Ford, Jon Hodde, Larry Leaming, Dave Hamrick

Staff: Fire Chief Wolf, Board Recording Secretary Goetz, Div. Chief Paul Capo, Lt. Christopher Thomas, Inspector Raina Eshleman, Inspector Sandy Garber

Also Attending: Asst. Chief Jon Landkamer in person; Ryan Bross, via ZOOM

Absent: none

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

Due to the COVID-19 precautions this meeting was held in person for the board and via ZOOM for the public.

Mike Richardson called the meeting to order at 5:30 p.m.

Chief Wolf led the Pledge of Allegiance

Secretary 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 Ed Ford, seconded by Dave Hamrick to approve the agenda as presented. Motion carried unanimously.

APPROVAL OF MINUTES

Moved by Dave Hamrick, seconded by Larry Leaming to approve the 1/12/2022 work session meeting minutes as written. Motion carried unanimously.

Presentations:

The 2021 annual report was presented via PowerPoint to the board by the division heads. This year end report will be on the district website tomorrow.

Chief Wolf also presented a strategic plan document that had a few updates since we looked at it last week. Discussion took place and everyone was pleased with the progress so far.

REPORTS

Fire Chief Report –

Administrative Division:

- Upcoming Events
 - Awards Banquet Friday February 11th
- Other
 - Website
 - New ADA compliant website
 - New Member Portal
 - Opportunities for Board information to membership
 - Election
 - Self-nominations submitted between 1/1 and 2/25
 - Election (if needed) Tuesday May 3
- Division Chief of Support Services
 - One candidate
 - Offer letter sent
 - Expected start date in mid March

Prevention Division:

- Working with Town Community Development
 - Improving processes for remodels of commercial spaces
- Community Wildfire Protection Plan
 - Continued progress with additional modeling for home-to-home transmission

Training Division:

- Weekly Training
 - Wrapping up EMS month, led by FF Hofsess and LT Harris
 - Starting Dual track training
- Hosting Ice Rescue Trainer course

Operations Division:

- Calls Stats
 - Will start in February
- Significant Incidents
 - Pine Meadow structure fire, 2nd alarm
 - The board voiced that they would like to add a discussion about hydrants to a future meeting

Volunteer Assistant Fire Chief Report –

- Nothing new to report since last week
- The board would like to see the volunteer membership represented at the board meetings. Discussion took place of having a volunteer officer attend

Treasurer's Report- Jon Hodde reviewed the December 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 Dave Hamrick, seconded by Ed Ford to accept paid bills. Motion carried unanimously.

OLD BUSINESS

Strategic Planning:

Updates were given as part of the annual report

NEW BUSINESS

Audit Engagement Letter

Chief Wolf presented the audit letter from Dazzio & Associates. This service was put out to bid last year.

Motion by Ed Ford, seconded by Jon Hodde to approve and sign the audit letter to utilize Dazzio for the 2021 audit. Motion carried unanimously.

Schedule of Division Updates

Chief Wolf presented to the board a monthly schedule for the divisions to present at the board meetings throughout the year. This will be a way of maintaining communications and giving updates on the progress of goals set by the strategic plan.

Motion by Larry Learning, seconded by Dave Hamrick to accept the proposed schedule as presented. Motion carried unanimously.

Executive Session

Motion by Jon Hodde, seconded by Larry Learning to go into an executive session pursuant to Section 24-6-402(4)(f) C.R.S. for purposes of discussing a personnel matter regarding Chief Wolf. Motion carried unanimously. Entered executive session at 7:39 p.m.

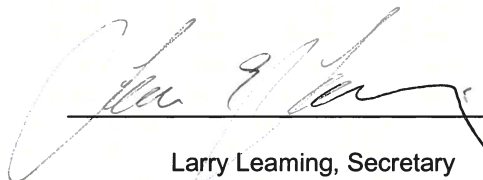
Exited executive session at 8:19 p.m.

Approval of incentive bonus for 2021/Merit increase for 2022 for Chief Wolf

Motion by Jon Hodde, seconded by Ed Ford to issue a \$10,000 bonus for 2021 and increase Chief Wolf's base salary to \$135,200 for 2022. Motion carried unanimously.

The next regularly scheduled board meeting on Wednesday February 23, 2022 at 5:30pm.

Meeting adjourned at 8:22 pm.



Larry Learning, 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."