

**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 1<sup>st</sup> also dept/family photo  
October 8<sup>th</sup> 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

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## 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 25<sup>th</sup> 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 29<sup>th</sup>.

## POLICY UPDATES

**#218 Subpoenas & Court Appearances – 1<sup>st</sup> Review**

**#219 Patient Medical Record Security & Privacy – 1<sup>st</sup> Review**

**#345 Unmanned Aircraft Systems – 1<sup>st</sup> 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. Brian 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.



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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."*