

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- August 28, 2024

Agenda Item #4

Agenda Title:

Approval of Agenda

Submitted by:

Ryan Bross, President

Background Information:

N/A

Attachments:

Agenda

Minutes

Report

Resolution

Contract

Map

Letter

Other

Board Action Needed:

A motion to (approve, deny, modify) the Agenda for the August 28, 2024 board meeting.

Ryan Bross Yes No

Brian Tseng Yes No

Mike Lewelling Yes No

Dave Hamrick Yes No

Chris Buser Yes No

ESTES VALLEY FIRE PROTECTION DISTRICT BOARD MEETING

August 28, 2024
Wednesday, 4:30 PM

AGENDA

1. CALL TO ORDER- President Ryan Bross
2. PLEDGE OF ALLEGIANCE- Assistant Chief Capo
3. ROLL CALL- Erika Goetz
4. APPROVAL OF AGENDA
5. CONFLICT OF INTEREST DISCLOSURES
6. PUBLIC COMMENT * Public comment is limited to 5 minutes per person.
7. APPROVAL OF MINUTES: meeting minutes from 8/14/2024
8. Presentations – None
9. REPORTS
 - a. Chief's Report
 - b. Volunteer Captain Report
 - c. Treasurers Report
10. OLD BUSINESS
 - a. Strategic Plan (Placeholder no update)
 - b. Internal Fire Chief Recruitment
11. POLICY UPDATES
 - a. #218 Subpoenas & Court Appearances – 1st Review
 - b. #219 Patient Medical Record Security and Privacy – 1st Review
 - c. #345 Unmanned Aircraft Systems – 1st Review
12. NEW BUSINESS
 - a. Executive Session pursuant to Section 24-6-402(4)(a) C.R.S. for purposes of discussing the purchase of property.
 - b. Appoint a Treasurer
13. BOARD COMMENT

NEXT REGULARLY SCHEDULED MEETING: September 11th and/or 25th
14. ADJOURNMENT

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.”

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- August 28, 2024

Agenda Item #7

Agenda Title:

Approval of Minutes

Submitted by:

Dave Hamrick, Secretary

Background Information:

N/A

Attachments:

____ Agenda

X Minutes

____ Report

____ Resolution

____ Contract

____ Map

____ Letter

____ Other

Board Action Needed:

A motion to (approve, deny, modify) the minutes from the 8/14/24 board meeting at the 8/28/24 board meeting.

Ryan Bross Yes No

Brian Tseng Yes No

Mike Lewelling Yes No

Dave Hamrick Yes No

Chris Buser Yes No

RECORD OF PROCEEDINGS

Meeting Minutes of the Estes Valley Fire Protection District
August 14, 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, Lt. Stacy Sutherland, Marinda Baxter

Also Attending: Captain Rick Spear, Lt. Ron Bruchwalski, Brian Schaffer, Michael Barnthouse, Kelly Brenner, Ryan Leahy, Gabe Bruyere, Lindsey Sutherland, Patti Brown, Frank Theis

Absent: none

President Ryan Bross called the meeting to order at 4:39 p.m.

Assistant Chief Capo led the Pledge of Allegiance

Erika Goetz performed roll call – all present

APPROVAL OF AGENDA

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

CONFLICT OF INTEREST

None

PUBLIC COMMENT

Kelly Brenner – I would like to ask since last time I was here for a board meeting, it was really hard to hear, and I was right behind you. You particularly right there. So maybe speak up a little bit so I can hear a little better? Thank you. That is all. It was not a really big deal. Just a little louder.

Lt. Ron Bruchwalski - So I don't know what Captain Spear might be bringing to the table. I want to steal his thunder. I've had several people come to me with their disappointment in the board. There's a lot of anger, a lot of anger, slight disappointment. We had a board meeting 2 weeks ago and basically you guys were thrown under the bus. You know how everybody's feeling about what's going on right now and nothing has been said to anybody. It was also brought to me at the family dinner no board members showed up for that. It didn't go over very well. And I also hear rumblings in the town everybody talking about having a recall of the board. I don't know what's involved in that or anything like that, but that's what everybody feels right now.

Frank Thies - I hear things too. I know a lot of people in town, and I haven't heard anything about the board doing any kind of awful job or anything, I think you all want it. Hang in there. There are times when you get a little heat, but more often than not having been on this board early on, you spend these meetings with nobody here just doing your job. So I just want to say thank you.

APPROVAL OF MINUTES

Moved by Ryan Bross and seconded by Brian Tseng to approve the meeting minutes from the 7/31/24 board meeting but double checking the time for entering executive session. Motion carried unanimously. (time for entering executive session was updated to 4:52pm due to typing error)

PRESENTATIONS

None

REPORTS

Chief's Report – deferred to the 8/28 meeting

Volunteer Captain Report – Captain Spear echoed Lt. Bruchwalski's earlier comments that there is disappointment within the membership ranks. Feels that there needs to be effort to rebuild trust and engage with the membership. Volunteers continue to perform and show up and wishes to thank them for their service.

OLD BUSINESS

Strategic Plan – no update

POLICY UPDATES

None.

RECORD OF PROCEEDINGS

NEW BUSINESS –

Review of Fire Chief Job Description

The board discussed the time and effort put into the job description just over a year ago. Consensus was that the board feels like the job description still reflects the chief they wish to hire. No changes were proposed.

Motion by Ryan Bross, seconded by Dave Hamrick to approve the use of the same fire chief job description for this hiring process.

Next Steps for Recruitment of New Fire Chief

Brian Tseng and Chris Buser had a phone conversation with Warren from Prothman about options for the chief search. Under the existing agreement signed with Prothman if the selected candidate did not work out in the first year, Prothman would redo the search at no additional cost. The district would still pay for any expenses incurred in the search such as flying Warren out for the meet & greet and interview assessments, but costs would be minimal. There were two avenues discussed, an external search and an internal only search. Discussion was had about the pros and cons while also acknowledging the feedback by the membership at the last meeting. The consensus was that we should proceed with an internal only search. Brian Tseng was asked to reach out to Warren to get the process started and to see what the next steps are.

BOARD COMMENT

Brian Tseng expressed his thanks to the firefighters for everything they have done with the Alexander Mountain fire, the structure fire, and changes in leadership. He is impressed and in awe. He thanked the firefighters for their feedback and to let them know that the board hears them. Brian is excited to move forward. Ryan Bross seconded those comments.

Chris Buser wanted to thank the leadership team for jumping in during this time of transition.

The next board meeting will be on Wednesday, August 28th.

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

Meeting adjourned at 5:01 p.m.

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."

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- August 28, 2024

Agenda Item #9-C

Agenda Title:

Approval of Transactions

Submitted by:

Brian Tseng, Vice-President

Background Information:

Financial status report for the EVFPD as provided by the Treasurer.

Attachments:

____ Agenda

____ Minutes

X Report

____ Resolution

____ Contract

____ Map

____ Letter

____ Other

Board Action Needed:

A motion to approve the transactions as listed on the Treasurer's report provided at the August 28th, 2024 meeting.

Ryan Bross Yes No

Brian Tseng Yes No

Mike Lewelling Yes No

Dave Hamrick Yes No

Chris Buser Yes No

Process Date	Vendor	Invoice Number	Payment Method	Amount
8/1/2024	Anaconda Networks, Inc.	8646	BILL EFT	-2892
8/1/2024	CCNC, Inc.	2024-000-146	BILL Check	-100
8/1/2024	CEBT Payments	2024-08	BILL EFT	-11591.8
8/1/2024	Colorado Special District P&LP	4WC-52011-287	BILL Check	-92.67
8/1/2024	Connecting Point	CW142540	BILL EFT	-2538.91
8/1/2024	Encore Uniforms & Apparel	11786	BILL EFT	-1604.3
8/1/2024	Enviropest	2535406	Vendor Direct Vi	-91
8/1/2024	Estes Park Locks LLC	015856	BILL Check	-40
8/1/2024	Kinsco	0018456-0	Vendor Direct Vi	-97
8/1/2024	PT Properties LLC	17	BILL EFT	-4600
8/1/2024	Rise Above Fire	G24-0721	BILL Check	-595.5
8/1/2024	Safeway	668082-071124-0	Vendor Direct Vi	-18.24
8/1/2024	The Supply Cache	329608A	Vendor Direct Vi	-134.83
8/1/2024	Town of Estes Park	7617	BILL Check	-2038.7
8/1/2024	Trailblazer Broadband	00105066	BILL Check	-429.85
8/1/2024	Witmer Public Safety Group Inc.	Multiple	BILL Check	-1609.52
				-28474.3
8/7/2024	AT&T Mobility	287291418343X0	Vendor Direct Vi	-202.72
8/7/2024	Dazzio & Associates, PC	679	BILL EFT	-7500
8/7/2024	Deer Ridge Inc.	504652	BILL Check	-390.99
8/7/2024	Diversified Inspections/Independent Test	INDI84366	Vendor Direct Vi	-2114.11
8/7/2024	Erika A Goetz	Lt. Shepard Cake	BILL EFT	-24.99
8/7/2024	Fire Marshal Services	15-2024 8/24	BILL Check	-2106
8/7/2024	Frontier Communications Corp	Multiple	BILL Check	-432.3
8/7/2024	Park Supply	2407-014043	BILL Check	-15.3
8/7/2024	S-Cargo Truck Caps & Accessories	Multiple	BILL Check	-4719.91
8/7/2024	Streamline	5458EE7A-0033	BILL Check	-249
8/7/2024	TLS Emergency Equipment	080124ESTE	BILL EFT	-206.3
8/7/2024	Town of Estes Park Utilities	Multiple	BILL Check	-896.8
8/7/2024	Vistabeam	1402542	BILL Check	-87.95
8/7/2024	Witmer Public Safety Group Inc.	514911	BILL Check	-158.15
				-19104.5
8/14/2024	Crexendo Business Solutions	190943	Vendor Direct Vi	-225.8
8/14/2024	Dan Hilborn	8/4/2024	BILL Check	-6000
8/14/2024	Dr. Teresa A Richards	Jul-24	BILL EFT	-1542
8/14/2024	L.N. Curtis and Sons	922548	Vendor Direct Vi	-4977.05
8/14/2024	MES Municipal Emergency Services	Multiple	Vendor Direct Vi	-3379.73
8/14/2024	Mountain View Commercial Cleaning	13928	BILL Check	-700
8/14/2024	NAPA Auto Parts	385366	BILL Check	-53.96
8/14/2024	Next Level Auto Wash	398	BILL Check	-93.14
8/14/2024	Pinnacle Consulting Group INC	26624	BILL EFT	-3507.34
8/14/2024	Rick Spear	306835	BILL EFT	-36.3
8/14/2024	Robert Goodrum	112-1175231-743	BILL EFT	-163.33

8/14/2024	Robert Reardon	Eses Valley Fire	BILL Check	-1250
8/14/2024	Smith Sign Studio	Estes Valley Fire	BILL EFT	-1511.4
8/14/2024	Verizon Wireless	9970532066	BILL EFT	-154.95
8/14/2024	Waste Management - Estes Park	1406933-0561-1	Vendor Direct Vi	-156.97
				-23752
8/16/2024	Bank of Colorado - Landkamer	Jul-24	BILL Check	-304.86
8/16/2024	Bank of Colorado-Capo	Jul-24	BILL Check	-1851.16
8/16/2024	Bank of Colorado-Goetz	Jul-24	BILL Check	-2581.83
8/16/2024	CEGR Law	Jul-24	BILL Check	-4002
8/16/2024	Cintas	5224685202	Vendor Direct Vi	-51.99
8/16/2024	Colorado Cotton Mine	6213	BILL EFT	-1852.5
8/16/2024	Dan Hilborn	Multiple	BILL Check	-14000
8/16/2024	Hobert Office Services, Ltd.	5641	BILL EFT	-45
8/16/2024	Knox Company	SO-KA-493001	Vendor Direct Vi	-1148
				-25837.3
8/20/2024	Air-O-Pure Portables	224076	BILL Check	-400
8/20/2024	Christopher Thomas	Q3 wellness	BILL EFT	-60
8/20/2024	Connecting Point	CW142835	BILL EFT	-2597.56
8/20/2024	MASA Global	1906017	Vendor Direct Vi	-658
8/20/2024	Motorola Solutions	8281948251	Vendor Direct Vi	-1006
8/20/2024	PT Properties LLC	18	BILL EFT	-4600
8/20/2024	TCW Risk Management	ESTEVAL-02 8/19	BILL EFT	-683
8/20/2024	Town of Estes Park	Multiple	BILL Check	-8175.84
8/20/2024	Witmer Public Safety Group Inc.	Multiple	BILL Check	-705.2
				-116054



Management Financial Statements

BOARD OF DIRECTORS
ESTES VALLEY FIRE PROTECTION DISTRICT

We have prepared the accompanying management financial statements for the periods ending as of December 31, 2023 and July 31, 2024.

These financial statements are designed for management purposes and are intended for those who are knowledgeable about these matters. We have not audited, reviewed or compiled the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America. Substantially all the disclosures required by accounting principles generally accepted in the United States of America have been omitted. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the financial position and results of operations.

A handwritten signature in black ink that reads "Tracie L. Kaminski". The signature is written in a cursive style.

Pinnacle Consulting Group, Inc.
August 22, 2024

Offices Located in Loveland and Denver

Main office located at 550 W. Eisenhower Blvd., Loveland, CO 80537
(970)669-3611 (303)333-4380
www.PCGI.com

Serving our clients and community through excellent dependable service.

ESTES VALLEY FIRE PROTECTION DISTRICT							
BALANCE SHEET							
December 31, 2023 and July 31, 2024							
		Audited	Unaudited				
		Actual	Actual				
		12/31/2023	7/31/2024				
Assets							
Current Assets							
Cash - Checking	\$	188,453	\$	227,564			
Cash - Savings		447,865		520,206			
Cash - CSAFE		602,836		622,459			
Restricted Cash - Impact Fees		22,086		22,204			
Due from Larimer County		3,652		25,162			
Property Taxes Receivable		1,079,941		37,039			
Prepaid Expense		37,468		-			
Accounts Receivable		32,151		50,198			
Sales Tax Receivable		142,625		-			
Lease Deposit		2,800		2,800			
Total Current Assets	\$	2,559,878	\$	1,507,633			
Total Assets	\$	2,559,878	\$	1,507,632			
Liabilities							
Current Liabilities							
Accounts Payable	\$	31,827	\$	48,325			
Deferred Property Taxes		1,079,941		37,039			
Accrued Payroll Liabilities		29,005		10,359			
Total Current Liabilities	\$	1,140,773	\$	95,723			
Total Liabilities	\$	1,140,773	\$	95,723			
Fund Equity							
Restricted - TABOR Reserve	\$	69,987	\$	69,987			
Restricted - Impact Fees		252,935		277,897			
Committed for LOSAP		2,050		2,050			
Committed for Contracts		65,503		65,503			
Nonspendable		37,468		-			
Unrestricted		991,162		996,473			
Total Fund Equity	\$	1,419,105	\$	1,411,909			
Total Liabilities and Fund Equity	\$	2,559,878	\$	1,507,632			
		=		=			

ESTES VALLEY FIRE PROTECTION DISTRICT						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(b-d)	(e)
	2023	2024	2024	Actual	Budget	%
	Audited	Adopted	Projected	Through	Remaining	Budget
	Actual	Budget	Budget	7/31/2024	7/31/2024	Remaining
Revenues						
Sales Tax - Town of Estes Park	\$ 1,279,907	\$ 1,323,852	\$ 1,323,852	\$ 343,812	\$ 980,040	74%
Property Taxes	783,206	1,079,941	1,179,804	1,145,118	(65,177)	0%
Specific Ownership Tax	56,316	80,996	80,996	38,825	42,170	52%
Grants	650	90,000	90,000	-	90,000	100%
Contributions & Donations	1,028	-	-	-	-	0%
Plan Reviews & Inspections	31,535	40,000	40,000	21,154	18,846	47%
Operational Permits	-	70,000	70,000	-	70,000	100%
Impact Fees	42,975	100,000	100,000	24,961	75,039	75%
Investment Income	37,022	20,000	43,665	21,832	(1,832)	0%
Miscellaneous Revenue	1,036	60,000	60,000	13,503	46,497	77%
Training Division	17,868	25,000	25,000	200	24,800	99%
Capital Lease Proceeds	81,344	-	-	-	-	0%
Total Revenues	\$ 2,332,889	\$ 2,889,788	\$ 3,013,316	\$ 1,609,405	\$ 1,280,383	44%
Expenditures						
Overhead & Administration	\$ 986,200	\$ 1,064,777	\$ 1,065,777	\$ 540,330	\$ 524,447	49%
Operations & Training	458,953	516,186	506,367	236,416	279,770	54%
Support Services	221,507	497,969	497,969	280,740	217,229	44%
Prevention	444,920	419,838	419,838	166,804	253,034	60%
Capital	123,988	50,000	442,310	392,310	(342,310)	0%
Total Operating Expenditures	\$ 2,235,567	\$ 2,548,770	\$ 2,932,260	\$ 1,616,600	\$ 932,170	37%
Revenues over/(under) Expenditures	\$ 97,321	\$ 341,018	\$ 81,055	\$ (7,195)		
Beginning Fund Balance	1,321,784	1,413,555	1,419,105	1,419,105		
Ending Fund Balance	\$ 1,419,105	\$ 1,754,573	\$ 1,500,161	\$ 1,411,910		
Components of Ending Fund Balance						
Restricted - TABOR	\$ 69,987	\$ 86,694	\$ 69,987	\$ 69,987		
Restricted - Impact Fees	252,935	81,328	81,328	277,897		
Committed - LOSAP	2,050	2,050	2,050	2,050		
Committed - Contracts	65,503	65,503	65,503	65,503		
Reserved - Operations	500,000	600,000	600,000	600,000		
Reserved - Capital	37,366	269,530	269,530	37,366		
Non-Spendable	37,468	-	-	-		
Unrestricted	453,796	649,468	411,763	359,107		
	\$ 1,419,105	\$ 1,754,573	\$ 1,500,161	\$ 1,411,910		
					Target Percentage:	42%

ESTES VALLEY FIRE PROTECTION DISTRICT						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL						
	(a)	(b)	(c)	(d)	(b-d)	(e)
	2023	2024	2024	Actual	Budget	%
	Audited	Adopted	Projected	Through	Remaining	Budget
	Actual	Budget	Budget	7/31/2024	7/31/2024	Remaining
Overhead & Administration						
Strategic Planning Implementation	\$ 61,326	\$ 37,500	\$ 37,500	\$ -	\$ 37,500	100%
Grant Reimbursable	-	-	6,000	6,000	(6,000)	0%
Professional Services/Fees	174,433	163,737	163,737	107,929	55,808	34%
Salaries and Benefits	480,435	475,596	475,596	241,650	233,946	49%
Insurance	76,607	103,532	103,532	89,340	14,192	14%
Membership Dues & Subscription	10,197	12,833	12,833	10,109	2,723	21%
Catering/Special Circumstance	12,056	18,650	18,650	12,225	6,425	34%
Utilities	53,144	100,090	100,090	27,431	72,659	73%
Data Processing Equipment	4,583	10,000	10,000	1,079	8,921	89%
Miscellaneous Equipment	2,000	6,000	6,000	887	5,113	85%
Member Benefits	111,420	131,840	131,840	43,680	88,160	67%
Contingencies	-	5,000	-	-	5,000	100%
Total Overhead & Admin Expenditures	\$ 986,200	\$ 1,064,777	\$ 1,065,777	\$ 540,330	\$ 524,447	49%
Operations & Training						
Salaries and Benefits	\$ 392,863	\$ 332,682	\$ 332,682	\$ 194,551	\$ 138,130	42%
Volunteer & Shift Program	-	70,000	70,000	-	70,000	100%
Dispatching & Communications	21,490	24,353	24,353	14,271	10,082	41%
Supplies - Consumables	1,506	3,350	3,350	857	2,493	74%
Catering/Special Circumstances	4,282	5,000	5,000	4,740	260	5%
Firefighter Recruitment	319	850	850	250	600	71%
Member Dues/Subscription	5,774	5,781	5,962	5,962	(181)	0%
Conferences	8,378	16,000	16,000	4,435	11,565	72%
Internal Training	14,423	29,500	29,500	4,970	24,530	83%
External Training	8,420	15,670	15,670	3,533	12,137	77%
Supplies	1,497	3,000	3,000	2,846	154	5%
Contingencies	-	10,000	-	-	10,000	100%
Total Operations & Training Expenditures	\$ 458,953	\$ 516,186	\$ 506,367	\$ 236,416	\$ 279,770	54%
Support Services						
Salaries and Benefits	\$ -	\$ 189,227	\$ 189,227	\$ 110,028	\$ 79,199	42%
Facilities Maintenance	27,911	94,373	94,373	50,855	43,518	46%
Equipment Maintenance	113,825	107,069	107,069	60,251	46,818	44%
Equipment Acquisition	79,770	102,300	102,300	59,607	42,693	42%
Contingencies	-	5,000	5,000	-	5,000	100%
Total Support Services Expenditures	\$ 221,507	\$ 497,969	\$ 497,969	\$ 280,740	\$ 217,229	44%
Prevention						
Salaries and Benefits	\$ 377,883	\$ 327,915	\$ 327,915	\$ 114,075	\$ 213,840	65%
Member Dues/Subscription	3,738	5,550	5,550	3,378	2,173	39%
Education	12,034	13,330	13,330	2,548	10,782	81%
Prevention	50,365	63,042	63,042	46,804	16,238	26%
Contingencies	900	10,000	10,000	-	10,000	100%
Total Prevention Expenditures	\$ 444,920	\$ 419,838	\$ 419,838	\$ 166,804	\$ 253,034	60%
Capital						
Fleet Capital Expense	\$ 81,344	\$ -	\$ 392,310	\$ 392,310	\$ (392,310)	0%
Lease Purchase Repayment	28,000	-	-	-	-	0%
Buildings & Grounds Capital Expense	14,644	50,000	50,000	-	50,000	100%
Total Capital Expenditures	\$ 123,988	\$ 50,000	\$ 442,310	\$ 392,309.89	\$ (342,310)	0%
Total Expenditures	\$ 2,235,567	\$ 2,548,770	\$ 2,932,260	\$ 1,616,600	\$ 932,170	37%

ESTES VALLEY FIRE PROTECTION DISTRICT						
BALANCE SHEET						
December 31, 2023 and July 31, 2024						
VOLUNTEER FIRE PENSION TRUST						
		Audited	Unaudited			
		Actual	Actual			
		12/31/2023	7/31/2024			
Assets						
Current Assets						
Cash - Checking	\$	17,628	\$	94,527		
Investments		1,636,936		1,543,221		
Prepaid Expense		13,174		13,174		
Total Current Assets	\$	1,667,738	\$	1,650,921		
Total Assets	\$	1,667,738	\$	1,650,921		
Liabilities						
Current Liabilities			\$	-	\$	-
Total Current Liabilities	\$	-	\$	-		
Total Liabilities	\$	-	\$	-		
Fund Equity						
Held in Trust for Pension	\$	1,667,738	\$	1,650,921		
Total Fund Equity	\$	1,667,738	\$	1,650,921		
Total Liabilities and Fund Equity	\$	1,667,738	\$	1,650,921		
		=		=		

ESTES VALLEY FIRE PROTECTION DISTRICT						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS						
VOLUNTEER FIRE PENSION TRUST						
	(a)	(b)	(c)	(d)	(b-d)	(e)
	2023	2024	2024	Actual	Budget	%
	Audited	Adopted	Projected	Through	Remaining	Budget
	Actual	Budget	Budget	7/31/2024	7/31/2024	Remaining
Revenues						
Investment Income (loss)	\$ 137,167	\$ 90,000	\$ 167,672	\$ 97,809	\$ (7,809)	0%
EVFPD Contribution	54,000	54,000	54,000	-	54,000	100%
State Participation Contribution	48,600	48,605	48,605	-	48,605	100%
Total Revenues	\$ 239,767	\$ 192,605	\$ 270,277	\$ 97,809	\$ 94,796	49%
Expenditures						
Actuarial Study	\$ 10,000	\$ 1,200	\$ -	\$ -	\$ 1,200	100%
Audit	-	2,500	2,500	-	2,500	100%
Investment Fees	12,156	5,000	32,245	18,809	(13,809)	0%
Miscellaneous	-	5,000	-	-	5,000	100%
Retiree benefit Payments	155,015	163,500	163,500	95,816	67,684	41%
Retiree Death Benefit	-	900	100	-	900	100%
Contingency	-	2,700	-	-	2,700	100%
Total Operating Expenditures	\$ 177,170	\$ 180,800	\$ 198,345	\$ 114,626	\$ 66,174	37%
Revenues over/(under) Expenditures	\$ 62,596	\$ 11,805	\$ 71,933	\$ (16,817)		
Beginning Fund Balance	1,605,142	1,603,708	1,667,738	1,667,738		
Ending Fund Balance	\$ 1,667,738	\$ 1,615,513	\$ 1,739,671	\$ 1,650,921		

**Estes Valley Fire Protection District
Sales Tax Reconciliation
2024**

	Current Year			Prior Year		
	2024 Sales Tax Revenue	% of Total Sales Tax Received		2023 Sales Tax Revenue	% of Total Sales Tax Received	
		Monthly	Y-T-D		Monthly	Y-T-D
January	\$ 56,277.13	4.25%	4.25%	\$ 61,726.77	4.82%	4.82%
February	52,004.82	3.93%	8.18%	56,886.83	4.44%	9.27%
March	67,683.28	5.11%	13.29%	79,912.14	6.24%	15.51%
April	69,544.72	5.25%	18.55%	64,936.48	5.07%	20.58%
May	98,301.77	7.43%	25.97%	106,542.24	8.32%	28.91%
June		0.00%	25.97%	153,758.71	12.01%	40.92%
July		0.00%	25.97%	185,468.50	14.49%	55.41%
August		0.00%	25.97%	153,417.25	11.99%	67.40%
September		0.00%	25.97%	157,405.78	12.30%	79.70%
October		0.00%	25.97%	117,227.74	9.16%	88.86%
November		0.00%	25.97%	70,240.17	5.49%	94.34%
December		0.00%	25.97%	72,384.79	5.66%	100.00%
	\$ 343,811.72	25.97%	25.97%	\$ 1,279,907.40	100.00%	100.00%

Sales Tax Budgeted	Sales Tax Collected	% Collected to Amount Budgeted
--------------------	---------------------	--------------------------------

Sales Tax

General Fund \$ 1,323,852.00 \$ 343,811.72 25.97%

**Estes Valley Fire Protection District
Property Taxes Reconciliation
2024**

Operating Mill	2.069	100.00%
Total Mill	2.069	100.00%

Current Year										
	Property Taxes		Fire District Impact Fees	Specific Ownership Tax	Interest	Treasurer's Fees	Net Amount Received	% of Total Current Property Taxes Received to Taxes Levied		
	Current	Delinquent						Monthly	Y-T-D	
January	\$ 9,716.71	\$ 304.56	\$ 795.76	\$ 5,770.31	\$ -	\$ (200.48)	\$ 16,386.86	0.93%	0.93%	
February	334,057.14	(22.45)	-	5,335.69	(0.19)	(6,681.33)	332,688.86	30.93%	31.86%	
March	146,024.73	(14.56)	-	5,838.51	12.61	(2,920.68)	148,940.61	13.52%	45.38%	
April	239,815.06	99,862.90	-	5,396.26	16.36	(6,797.11)	338,293.47	31.45%	76.83%	
May	73,680.25	1.46	1,591.52	5,450.67	245.43	(1,479.06)	79,490.27	6.82%	83.66%	
June	222,640.73	(81.07)	-	5,100.63	228.00	(4,456.31)	223,431.98	20.61%	104.26%	
July	19,131.57	0.64	-	5,933.14	489.76	(392.67)	25,162.44	1.77%	106.04%	
August	-	-	-	-	-	-	-	0.00%	106.04%	
September	-	-	-	-	-	-	-	0.00%	106.04%	
October	-	-	-	-	-	-	-	0.00%	106.04%	
November	-	-	-	-	-	-	-	0.00%	106.04%	
December	-	-	-	-	-	-	-	0.00%	106.04%	
	\$ 1,045,066.19	\$ 100,051.48	\$ 2,387.28	\$ 38,825.21	\$ 991.97	\$ (22,927.64)	\$ 1,164,394.49	106.04%	106.04%	



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

STANDARD OPERATING POLICY	
Subject: Subpoenas and Court Appearances-DRAFT	Number: 218
Category: Administration	Effective Date:
Subcategory:	Latest Revision Date:
Approved By: Board of Directors	Latest Reviewed Date:

PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for receiving, processing and responding to subpoenas to appear or to produce records or evidence. It will allow the District to cover any related work absences and keep the District informed about relevant legal matters.

POLICY

District members will respond appropriately to all subpoenas and any other court ordered appearances.

RECEIPT OF SUBPOENAS

Only district members authorized to receive a subpoena on behalf of the District or any of its members may do so.

Subpoenas for records should be directed to the Custodian of Records or authorized designee for processing.

Subpoenas of Record

The Chief of Staff and any authorized designees should receive training in proper intake and processing of subpoenas. Members not designated by the Chief of Staff and properly trained are not authorized to accept subpoenas for district records.

Subpoenas for records shall be date-stamped and logged.

The Chief of Staff or the authorized designee will only produce the requested records as provided in this policy and the Patient Medical Record Security and Privacy Policy.

If the Chief of Staff determines that a subpoena involves a request for a confidential record or relates to pending litigation against the District or District, the request should be promptly brought to the attention of the legal counsel for the district.

The district may be entitled to recoup reasonable costs incurred in production of business records in response to a subpoena. The Chief of Staff should provide a statement reflecting the assessment of these reasonable costs and require payment at the time the subpoenaed records are delivered.

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

Civil Subpoenas Including Depositions or Notices to Appear

Upon receipt of a civil subpoena, the Chief of Staff or other person authorized to receive a subpoena shall date-stamp and log the subpoena.

The Chief of Staff or any other person authorized to receive a subpoena shall ensure timely delivery of the subpoena to the identified member, noting on the log the date and time it was accepted. The receiving member should acknowledge receipt by signing and dating the log.

No subpoena for a member of this district as a witness in a civil action should be accepted unless it is accompanied by the required fee for each day the member's appearance is required pursuant to the subpoena.

Members who are deposed should request a copy of the transcript.

On-Call Subpoenas

Upon receipt of a subpoena and after contacting the issuing attorney, a member may make arrangements with the issuing attorney to be placed in an on-call status.

The subpoenaed member shall promptly notify his/her supervisor of the subpoena and any on-call status and make arrangements regarding any potential scheduling conflicts, potential overtime compensation or other follow-up required to coordinate on-call appearance status.

Criminal Subpoenas

Upon receipt of a criminal subpoena related to district business, the member shall promptly notify the Captain of his/her appearance and contact legal counsel if he/she has any questions.

Civil Subpoenas Unrelated to Official District Business

Members properly served with valid subpoenas for civil matters unrelated to their district duties shall comply with the requirements of the subpoena. Members are not entitled to compensation from the District for any such appearance or deposition and arrangements for time off should be coordinated with their supervisor.

Employees subpoenaed to testify about non work-related matters shall be permitted to take time off to testify but are not entitled to receive wages. Employees may use vacation, personal leave or compensatory time off for the time they will be away from work.



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

RESPONSIBILITIES

Members

Members subpoenaed to appear for any district-related reason or who are subpoenaed to produce records or evidence shall:

- a. Document the date, time and manner of receipt.
- b. Promptly contact the Chief of Staff and provide a copy of the subpoena and/or summons and complaint.
- c. Make arrangements through the Chief of Staff to obtain any related reports or information.
- d. Notify their supervisor of the subpoena.

Employees who are subpoenaed to testify about district-related matters shall receive their normal wages. Any witness fees provided to an on-duty employee shall be promptly transmitted to the District. Members shall coordinate any scheduled appearances with their Lieutenant to ensure the efficient use of staffing to minimize the payment of overtime.

Members appearing in court or appearing for court-related functions such as depositions shall appear in uniform or business attire.

Any questions regarding this policy or its requirements shall be promptly directed to a supervisor or district legal counsel.

TESTIFYING AGAINST THE INTEREST OF THE DISTRICT

Any member who has been subpoenaed to testify, has agreed to testify or who anticipates testifying or providing information on behalf of, or at the request of, any party other than the state; any city, county or any of their officers; or agents or employees in which any of those entities or persons are parties to the litigation, will promptly notify his/her supervisor. The supervisor shall notify the Fire Chief, prosecuting attorney in a criminal case and the district's legal counsel, as may be indicated by the case.

This requirement includes:

- a. Providing testimony or information for the defense in any criminal trial or proceeding.
- b. Providing testimony or information for the plaintiff in a civil proceeding against any city, county or its officers, agents or employees.
- c. Providing testimony or information on behalf of, or at the request of, any party other than any District official in any administrative proceeding, including, but not limited to, personnel and/or disciplinary matters.
- d. No member will be retaliated against for testifying in any matter.

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

RECEIPT AND PROCESSING OF A SUMMONS

Upon receipt of a summons in a matter related to district business, the member shall document the date, time and manner of receipt and promptly notify his/her supervisor and contact legal counsel for the District.



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

STANDARD OPERATING POLICY	
Subject: Patient Medical Record Security and Privacy - DRAFT	Number: 219
Category: Administration	Effective Date:
Subcategory:	Latest Revision Date:
Approved By: Board of Directors	Latest Reviewed Date:

PURPOSE AND SCOPE

The purpose of this policy is to establish appropriate administrative, technical and physical safeguards for patient medical records and to provide reasonable safeguards against prohibited uses and disclosures of protected health information (PHI) in accordance with federal and state law, to include the following:

- Health Insurance Portability and Accountability Act (HIPAA) (42 USC § 201 et seq.)
- State law on medical record confidentiality (CRS § 25-1-1201 et seq.)

DEFINITIONS

Definitions related to this policy include:

Health information - Any information, whether oral or recorded in any form or medium, that is created or received by the District and relates to a person’s past, present or future physical or mental health or condition, or past, present or future payment for the provision of health care to a person (45 CFR 160.103).

Individually identifiable health information - Health information, including demographic information, created or received by the District that relates to an individual’s past, present or future physical or mental health or condition, the provision of health care to the individual, or the past, present or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual (45 CFR 160.103).

Limited data set - PHI that excludes the following direct identifiers of an individual or of relatives, employers or household members of the individual (45 CFR 164.514(e)):

- Names
- Postal address information, other than town or city, state and zip code
- Telephone or fax numbers
- Email addresses
- Social Security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate or license numbers
- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full-face photographic images and/or any comparable images

Patient medical records - District records or data containing any information identifying a patient.

Protected Health Information (PHI) - Individually identifiable health information that is created or received by the District. Information is protected whether it is in writing, in an electronic form or communicated orally (45 CFR 160.103).

Protected Personal Information (PPI) - Information that includes, but is not limited to, PHI, pictures or other forms of voice or image recording, patient address, telephone numbers, Social Security number, date of birth, age or any other information that could be reasonably used to uniquely identify the patient or that could result in identity theft if released for unauthorized purposes or to unauthorized personnel.

POLICY

It is the policy of the District to reasonably safeguard PHI and comply with HIPAA and the implementing regulations through the use of policy and procedures, system access security and passwords and limited physical access to hard copy files (45 CFR 164.530(c)).

RESPONSIBILITIES

Members shall protect the security, confidentiality and privacy of all patient medical records in their custody at all times.

Possessing, releasing or distributing PPI, including for unauthorized purposes, is prohibited and may violate HIPAA and/or other applicable laws. Members who have not received district training on the proper handling of these records shall not access patient medical records.

Members with occupational access to patient medical records shall be trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy and shall reasonably ensure that no unauthorized person shall have access to PHI without the valid authorization of the patient, except as provided by law (45 CFR 164.530(b); 45 CFR 164.512).

The Fire Chief shall designate the Chief of Staff who is responsible for all matters relating to the privacy of patient medical information, including PHI. The Chief of Staff shall (45 CFR 164.530):

- a. Identify who may have access to PPI and PHI.
- b. Resolve complaints under HIPAA.
- c. Mitigate, to the extent practicable, any harmful effects known to the District regarding any use or disclosure of PHI in violation of this policy or the HIPAA regulations.
- d. Ensure members are trained in the proper handling of PHI in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Training Policy.

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

- e. Ensure technical and physical safeguards are implemented to maintain security and confidentiality of PHI and to allow access to PHI only to those persons or software programs that have been granted access rights.
- f. Develop and maintain a privacy policy regarding patient privacy and the collection of personally identifiable information in compliance with the provisions in CRS § 24-72-502. The policy shall be posted on the district website.

PROCEDURE

Records containing PHI or PPI, including Patient Care Reports (PCRs), shall be kept out of view unless the report is being completed during an incident, during input of information into the National Fire Incident Reporting System (NFIRS) or during processing or review at Estes Valley Fire Protection District facilities by authorized personnel (45 CFR 164.530(c)).

SECURITY

All patient records containing PHI or PPI shall be kept secure at all times whether the record is in written, verbal, electronic or any other visual or audible format (45 CFR 164.306(a)).

Documents provided by a patient or caregiver will receive the same level of confidentiality and security as district records during the time district personnel retain possession of the documents.

No patient record, including documents and electronic images containing PHI, shall be visible to the public.

ELECTRONIC PHI SECURITY

All computer workstations and servers within the District shall require appropriate security measures, such as user identification and login passwords, to access electronic documents, including electronic PHI (45 CFR 164.308(a)(5)).

Members with access to electronic data shall lock their workstations when left unattended and shall shut down their workstations when leaving for the day to prevent unauthorized access to electronic PHI (45 CFR 164.310; 45 CFR 164.312).

Remote access to district computer workstations requires that appropriate security measures be provided for access to PHI (45 CFR 164.312).

PHI may be transmitted electronically, provided the transmission occurs through a secure process that and the recipient is authorized to receive the information. Electronic transmission consists of email, file transfer protocol, Internet web posting and any configurable data stream. End-to-end authentication is accomplished when the electronic referral does not leave a secure network environment and the recipient is known, or when encryption and authentication measures are used between sender and recipient, thus verifying full receipt by the recipient. Any electronic PHI



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

traveling outside a secure network environment, via the Internet, requires encryption and authentication measures (45 CFR 164.312(e)).

HARD COPIES

Hard copies of PCRs shall be kept in a secured area when unattended by authorized personnel. An area of the District is considered unattended when members are physically outside of the area and unable to maintain record security. This includes, but is not limited to, breaks, lunch or meetings outside the District.

Hard copies of PCRs should be stored in a locked area whenever practicable for ease of record retention and retrieval.

Patient records shall not be removed from the District without express authorization from the Chief of Staff

PHI RECORD REQUESTS

The following procedures apply to PHI record requests:

- a. Requests and subpoenas for copies of patient records shall be processed by the Chief of Staff.
- b. The Chief of Staff or the authorized designee shall not release records containing PHI without a properly completed authorization to release medical records that is signed by the patient or legal representative of the patient.
 1. Verification that the person completing the authorization is the patient or the legal representative of the patient shall be made with government-issued identification and documentation (45 CFR 164.508(c)).
- c. Unless the request for records is from the patient or the parent of a minor patient, PHI shall be redacted from the record. A photocopy of the record shall be distributed to the requestor.
- d. Requests for records via a valid subpoena do not require that PHI be redacted.
- e. Fulfilled records requests shall be placed in a sealed envelope for release to the requestor.
- f. A full copy of the valid subpoena or authorization to release medical records form shall be maintained in the file with the PCR.

PROHIBITED DISCLOSURES OF PHI AND PPI

The District shall not use or disclose PHI or PPI without authorization. Prohibited disclosures include any form of communication, except as permitted in this policy, including, but not limited to (45 CFR 160.103):

- a. PHI or PPI contained in email or other forms of written communication.
- b. Sharing of PHI or PPI on any website, blog or other form of social or public media.
- c. Verbal discussions.
- d. The use of any imaging device capable of capturing and storing still or moving images, such as digital or other cameras, video cameras, cellular telephones with picture-taking or video-

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

recording capability or any other device with picture-taking or video-recording capability while engaged in patient care, while at the scene of a medical emergency or hospital, or at any time when such use could reasonably be expected to result in the inappropriate capture of PHI or PPI.

PERMITTED DISCLOSURES OF PHI AND PPI

The Chief of Staff may release records containing PHI or PPI without authorization from the patient under any of the following circumstances:

- a. For the district's use to carry out treatment, payment or health care operations (45 CFR 164.506).
- b. Where the PHI is requested pursuant to a valid subpoena or court order (45 CFR 164.512(e)).
- c. Where the PHI is part of a limited data set (45 CFR 164.514(e)).
- d. Where the PHI is used for public health activities authorized by law, including when the information is necessary to report child abuse or neglect (45 CFR 164.512(b)).
- e. Where the PHI is disclosed to a government authority because the person is believed to be a victim of abuse, neglect or domestic violence (45 CFR 164.512(c)).
- f. To law enforcement as provided in this policy (45 CFR 164.512(f)).
- g. Where the District believes that disclosure of the information is necessary to avert a serious threat to the health or safety of a person or the public (45 CFR 164.512(j)).
- h. Where the PHI is required for worker's compensation purposes (45 CFR 164.512(l)).

REQUIRED DISCLOSURES

The District must disclose PHI when:

- a. The PHI is requested by and provided to the individual to whom the PHI belongs (45 CFR 164.502(a)(2)).
- b. The information is required by the U.S. Secretary of Health and Human Services to investigate compliance with HIPAA (45 CFR 164.502(a)(2)).

SUBPOENAS

Records containing PHI or PPI will be disclosed only if one of the following is present (45 CFR 164.512(e)(1)):

- a. A court order or subpoena signed (or stamped) by a judge that requires no additional assurances or notification to the individual whose records are requested
- b. A subpoena or discovery order signed by an attorney which requires additional proof of service that written notification has been given to the individual whose records are requested. In such

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

a case, the subpoena or discovery order must be accompanied by a declaration by the requesting party showing that reasonable efforts have been made to ensure that notice has been provided to the individual whose records are being requested, or that there is a qualified protective order. No records relating to the person named in the notice will be produced until the time to respond to the notice has lapsed and no objections to the production of the materials requested have been made. If written notification to the individual is not provided, the declaration must establish all of the following:

1. The requesting party has made a good faith effort to provide written notice to the individual.
2. The notice includes sufficient information about the litigation or proceeding for which the PHI is requested to allow the individual to raise an objection.
3. The time for the individual to raise objections to the court or tribunal has elapsed.
4. No objections were filed or all objections have been resolved.
5. In lieu of a declaration, records may be released if there is a court order or a stipulation by the parties to the litigation that both:
 - a. Prohibits the parties from using or disclosing the PHI for any purpose other than the litigation or proceeding for which such information was requested.
 - b. Requires the return to the District or destruction of the PHI (including all copies made) at the end of the litigation or proceeding.

RELEASE OF PHI TO LAW ENFORCEMENT

The release of PHI to a law enforcement agency is permitted under the following circumstances:

- a. In response to a law enforcement officer who completes the district's release of PHI to law enforcement form and requires the PHI (45 CFR 164.512(f)(1)):
 1. To report certain types of wounds or other physical injuries.
 2. In compliance with a court order or court-ordered warrant, subpoena or summons, a grand jury subpoena or an administrative request.
- b. In response to a law enforcement officer who completes the district's release of PHI to law enforcement form for the purpose of identifying or locating a suspect, fugitive, material witness or missing person. In such a case, the District may only disclose the following PHI (45 CFR 164.512(f)):
 1. Name and address
 2. Date and place of birth
 3. Social Security number
 4. ABO blood type and Rh factor
 5. The character and extent of injuries
 6. Date and time of treatment
 7. Date and time of death, if applicable
 8. A description of distinguishing physical characteristics

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

INDIVIDUAL RIGHT

The Chief of Staff is responsible for ensuring the District complies with all of the following rights of patients:

- a. The right to request restrictions on certain uses and disclosures of PHI (45 CFR 164.522(a))
- b. The right to receive their PHI confidentially (45 CFR 164.522(b))
- c. The right to inspect and copy their PHI (45 CFR 164.524)
- d. The right to request amendments to their PHI (45 CFR 164.526)
- e. The right to receive an account of disclosures of PHI (45 CFR 164.528)

PHI AMENDMENT REQUESTS

Patients have the right to review their PHI records and, if necessary, to request that amendments be made. A patient must make a request in writing to have his/her medical record amended. Included in the request must be the patient's account of the incident and what specific amendment is being requested (45 CFR 164.526(b)(1)).

The Chief of Staff has the authority to deny the request for amendment where the PHI (45 CFR 164.526(a)(2)):

- a. Was not created by the District.
- b. Is not part of the designated record.
- c. Is not available for inspection by the requestor pursuant to 45 CFR 164.524.
- d. Is accurate and complete.

Within 60 days of receipt of the request for amendment, the Chief of Staff must provide the basis for denial in writing or, in the case that the request is approved, provide notice of approval (45 CFR 164.526(b)(2)).

The time for response may be extended for up to 30 days with a written statement to the requestor identifying the reasons for the delay and the date by which the action will be completed (45 CFR 164.526(b)(2)).



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

STANDARD OPERATING POLICY	
Subject: Unmanned Aircraft Systems (Drone)	Number: 345
Category: Operations	Effective Date: 00/00/0000
Subcategory:	Latest Revision Date:
Approved By: Board of Directors	Latest Reviewed Date:

Purpose of this Policy

This policy is to provide guidance to the personnel of the Estes Valley Fire Protection District (EVFPD) in the use of department Unmanned Aircraft Systems (UAS)

Definitions

Above Ground Level (AGL): AGL is the altitude expressed in the actual number of feet measured above the ground.

Beyond Visual Line of Sight (BVLOS): The operation of UAV's (Unmanned Aircraft Vehicles) at distances outside the Visual Line of Sight (VLOS).

Certificate of Authorization (COA): Issued by the FAA and grants permission to fly within specific boundaries and parameters.

Deployment: A mission conducted by the UAS crew, regardless of it being within or outside of EVFPD jurisdictional boundaries.

Digital Multimedia Evidence (DME): Digital recordings of images, sounds and associated data.

Mean Sea Level (MSL): Altitude expressed in feet above sea level.

Notice to Airmen (NOTAM): A NOTAM is time critical information concerning the establishment, condition, or change in any component in the National Airspace System (NAS).

Remote Pilot in Command (RPIC): A person who holds a remote pilot certificate with a UAS rating and has the final authority and responsibility for the operation and safety of a UAS operation conducted under Part 107 and/or COA. The RPIC is solely responsible for the input of commands/piloting during flight operations. Pilots are authorized to evaluate and accept or decline any mission or portion thereof due to safety concerns.

Temporary Flight Restriction (TFR): Defines an area restricted to air travel due to a hazardous condition, special event, or a general warning for the entire FAA airspace.

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

Unmanned Aircraft System (UAS): Consists of an unmanned aircraft weighing less than 55lbs, as well as all the associated systems and equipment.

Unmanned Aircraft System Crewmember: A Pilot-in-Command, Visual Observer, or other persons assigned UAS duties for the purpose of the flight.

Visual Line of Sight: Visual contact between RPIC or VO and a UAS sufficient to maintain safe operational control of the aircraft, known location, and be able to scan the airspace in which it is operating to see and avoid other aircraft or objects aloft or on the ground.

Visual Observer: A person assigned to assist with the safe operation of the UAS, who shall alert the RPIC of any conditions (obstructions, terrain, structures, air traffic, weather, etc.) that may affect the safety of the flight.

GUIDELINE:

Required PPE:

- UAV/UAS Operator High Visibility Vest
- Air Comm Radio (When operating in Class B, C, D and E airspace)

Response Level:

- Emergent unless otherwise directed by Incident Command
- UAS Operator should use their discretion depending on the urgency of the call

Communications:

- Fire Tactical Channel (EFTAC1, EFTAC2 or EFTAC3)
- As assigned per Incident Command/Dispatch

UAS REMOTE PILOT CERTIFICATION

The EVFPD and its personnel assigned to UAS operations shall adhere to Title 14 of the Code of Federal Regulations, Section 107.12 (14 C.F.R. § 107.12).

EVFPD UAS will only be operated by trained, certified and FAA part 107 licensed pilots who are members of the department. These members will successfully complete the following requirements:

- Pass the Unmanned Aircraft General (UAG) – CFR Part 107 Remote Pilot Knowledge Exam

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

- Be issued an FAA Remote Pilot 107 certificate with a small UAS rating authorized to operate UAS platforms of less than 55 lbs.
- Complete EVFPD UAS Training Program

Initial training and recurrent UAS training will be managed by the EVFPD UAS Program Manager.

AUTHORIZED DEPARTMENTAL USE of UAS

- 5.1 UAS (Drones) can be requested for a wide variety of emergency and non-emergency support functions which include but are not limited to the following:
 - A. Aerial recon during fires and emergencies to provide IC with information on overall incident operations and deployments as well as forecasting conditions. This is done through the use of streaming live video, pictures, and if available, IR/FLIR
 - B. Hazardous Materials re-con to assist in recognition and identification as well as assess the effectiveness of control and containment techniques of material(s) involved in a spill. Assist in environmental impact and assessments.
 - C. Search and Rescue operations to locate lost or missing persons
 - D. Technical Rescue operations to provide IC overview of scene as well as identify location of lost or injured victims.
 - E. Water Rescue to locate victims in distress and to provide aerial recon for flood operations and forecasting.
 - F. Utilizing UAS for damage assessments after storms and natural disasters.
 - G. Fire investigation provides topographical images of the fire scene to assist in determining the cause and origin of fires.
 - H. Public service and community events for safety and security and public relations as needed.
- 5.2 UAS/Drone can and should be requested anytime the IC feels that it would enhance situational awareness and assist in the safe handling and management of the emergency or event.
- 5.3 UAS use and deployment should not steal from limited resources and prevent responders from completing their primary objectives, nor should it serve as a distraction to managing the scene, rather it should be another tool in the IC toolbox.



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

PROHIBITED UAS USES

Prohibited uses may include, but not limited to the following:

General Surveillance: Monitor members of the public or provide surveillance for law enforcement purposes.

Lending Equipment: The UAS will NOT be lent to any other department or agency. However, if dispatched or properly requested, the UAS, operated by EVFPD UAS team members, can be utilized in accordance with the provisions of the Department UAS Policy and if applicable, the COA, to assist Automatic Aid and/or Mutual Aid partners.

Exceeding Aircraft Limitations: The UAS shall not be used in a manner contrary to the manufacturer's guidelines or specifications.

Personal business: The UAS shall not be used for any personal business. The use of a personal UAS for a deployment or training is also prohibited.

High Risk Missions: UAS will not be flown for any mission during which the RPIC determines the risk of flying outweighs the benefit to the mission. Risks may include hazards to individuals or property, possible collision hazards, and/or loss of control of the UAS.

No Fly Zones/No Drone Zones: If the EVFPD determines it is necessary to operate UAS in a No-Fly Zone/No Drone Zone, FAA or other appropriate authorization shall be obtained prior to UAS deployment. The EVFPD will actively pursue a waiver and/or a Certificate of Authorization from the FAA to grant special permission to operate within the various classes of Controlled airspace in the requested operating area.

Flying After Dark: EVFPD will not operate UAS after dark or before sunrise without FAA authorization and part 107 as well as the required equipment.

Height Restrictions: Per the FAA, UAS shall not fly more than 400 feet above the ground, but may fly higher if the UAV remains within 400 feet of a building or other structure.

Aerial Drops: The UAS shall not be used to spray, drop, or carry any chemicals or hazardous materials, nor carry any weapons of any type or category.

Manned Aircraft in Operating Area: UAS flights are prohibited when any aircraft are in the area, unless coordinated flight training has occurred with that agency.

Beyond Visual Line of Sight: All BVLOS missions are prohibited. The UAV must be kept within VLOS. Alternatively, if First Person View or similar technology is used, a visual observer must always keep the UAV within unaided sight (for example, no binoculars).



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

However, the RPIC must keep the UAV close enough to be able to see it if something unexpected happens. BVLOS operations may be approved once a FAA COA and BVLOS waiver have been attained and the RPIC has been thoroughly trained and approved for these operations by the Program Manager.

TRANSPARENCY

To promote transparency about departmental UAS activities within the National Airspace System (NAS), the EVFPD, without revealing information that could reasonably be expected to be kept private, and while protecting any personally identifiable information, shall:

1. Make information about the Department's UAS Program available via the EVFPD homepage and/or the department's Public Information Officer.
2. The EVFPD will make available to the public, on an annual basis, a general summary of the department's UAS operations, to include brief descriptions of types or categories of missions flown and, if applicable, the number of times the Department provided UAS support to mutual aid partners. This will be accomplished through the submission of the annual EVFPD Annual Report that's presented to the Board of Commissioners at the end of the calendar year and shall be available to the public via a Public Records Request.
3. **PUBLIC RECORDS:** Notwithstanding any provisions of this policy regarding confidentiality, or protected rights, all documents related to the Department UAS Program may be subject to disclosure by laws related to open public records requests.

UAS Teams

EVFPD UAS Teams consist of a pilot (RPIC) and a visual observer (VO) when possible. A visual observer is highly recommended for night flights. The team concept is established to train for and respond to each authorized UAS mission. Each UAS Team will ideally operate with two (2) members of the Department (pilot-in-command and visual observer) when staffing allows. Each member will be assigned a specific role prior to the flight. Additional team members may be needed for complex missions.

PILOT QUALIFICATIONS

Pilots in the UAS Program must have one (1) year of service with the EVFPD (or at the discretion of the Fire Chief). Pilots on the team will be selected by a process approved by EVFPD Administration. Once selected, pilots must acquire and maintain a valid FAA Part 107 Remote Pilot/UAS Certificate before serving as RPIC of any departmental aircraft.



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

SUSPENSION and/or REMOVAL

Pilots may be suspended or removed from the program for any the following:

1. Failing to maintain a valid Remote Pilot/UAS Certificate.
2. Failing to comply with policy, laws, or case law applicable to UAS operation.
3. Reckless or unsafe maneuvers or operation of the aircraft.
4. Other disciplinary actions taken by Fire Administration

TRAINING

All pilots must maintain proficiency as a RPIC as determined by this SOG. Each pilot must perform at least 3 day and 3-night training flights or UAS deployments every 90 days to maintain proficiency with each aircraft utilized by the team and any related equipment. Each person must take a recurrent course within 24 months from the month the Initial Aeronautical Knowledge Test was passed.

EQUIPMENT

UAS Pilots, during departmental UAS deployments, will only use aircraft platforms and equipment approved by the Operations Chief.

DEPLOYMENTS

Approval from the Battalion Chief or a Chief Officer is needed prior to UAS deployments. UAS operations will be in accordance with FAA regulations, FAA Certificates of Authorization (COA), and any FAA waivers. This can include but is not limited to proper notification to, and monitoring of, Air Traffic Control if operations are within controlled air space.

MUTUAL AID REQUESTS

Requests for UAS operations by Automatic Mutual Aid agencies (Glen Haven FD, LFRA, Allenspark FD, Pinewood Springs FD and Big Elk FD) require the approval of the on-duty Battalion Chief or a Chief Officer. Any requests from other agencies require permission from the Operations Chief or Fire Chief.

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

OPERATIONS

1. The RPIC is directly responsible for and is the final authority over the operation of the UAS. RPICs have absolute authority to reject a UAS deployment based on weather, aircraft limitations, physical condition, etc.
2. Due to the nature of fire department UAS deployments, the minimum crew on fire department UAS deployments will be a pilot and a VO when possible. It is preferable the VO is a UAS pilot; however, the RPIC may designate a VO who is not a pilot. It is the responsibility of the RPIC to brief the VO prior to any UAS operation. Requests for drone deployments made to assist police operations/investigations or search and rescue events may not necessitate the use of a VO.
3. The VO will assist the pilot in maintaining visual awareness of the airspace and advise the pilot of any imminent hazards including other aircraft, terrain, power lines, trees, structures, and/or adverse weather conditions. The VO shall handle radio communications between the UAS team and ground units/dispatch.
4. The following will be completed for every flight, but are not limited to the items or order listed:
 - i. Preflight inspection and resolution of any noted deficiencies.
 - ii. Weather briefing.
 - iii. Identification of a landing/take-off zone.
 - iv. Crew briefing and assignments.
 - v. Post flight inspection and associated duties (equipment stowage, battery charging, etc.).
 - vi. Required documentation (Pilot logbooks, airframe logbooks, evidence processing, etc.).
5. When feasible, a public notification should be conducted to advise the public of the fact that:
 - i. A fire department UAS is in operation.
 - ii. The general location of the UAS operation.
 - iii. The purpose of the UAS deployment (i.e., missing person, fire, hazardous materials response, Special Response situation, etc.).
 - iv. Other safety information for the public at large.
 - v. Such notifications may be made through EVFPD Dispatch as well as EVFPD PIO/Social Media and should not delay the UAS deployment but be used in conjunction with the deployment.
6. Accidents involving a UAS will be reported in accordance with FAA requirements and department policy. In the event of an accident-causing bodily injury, the aircraft crew will be responsible for providing first aid, scene security, and notification to the Battalion Chief. Form 213 will be completed. It is the responsibility of the RPIC for the documentation of the incident.



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

DATA COLLECTION AND STORAGE

In order to safeguard privacy of citizens, collection of DME and any recorded data taken during a fire department dispatched incident and intended to be maintained for investigation, shall be handled in accordance with EVFPD policies, procedures, and protocols. In the event that DME could be considered evidence in any criminal investigation, said DME shall be relinquished to the proper authorities, such as the Estes Park Police Department or the Larimer County Sheriff.

AUDITING

An authorized supervisor or administrator shall audit flight documentation at regular intervals if required by COA. The results of the audit will be documented. Any changes to the flight time counter will be documented.

RESPONSIBILITIES

- All EVFPD members shall be responsible for knowledge of this SOG.
- The Operations Chief/Program Manager shall be responsible for the selection and training of approved operators.
- The Operations Chief shall ensure compliance with all data collection and storage

Reference:

Form 213 Accident Injury Reporting

EXECUTIVE SESSION 8/28/2024

MOTION:

**“I move that we go into an executive session pursuant to
“Section 24-6-402(4)(a) C.R.S. for purposes of discussing
the purchase of property.”**

ESTES VALLEY FIRE PROTECTION DISTRICT

Agenda Statement- August 28, 2024

Agenda Item #12-b

Agenda Title:

Appoint a Treasurer

Submitted by:

Ryan Bross, President

Background Information:

Vice-President Brian Tseng has been filling in since Marybeth Bruchwalski resigned.

Attachments:

Agenda

Minutes

Report

Resolution

Contract

Map

Letter

Other

Board Action Needed:

A motion to appoint _____ as Treasurer at the August 28, 2024 board meeting.

Ryan Bross Yes No

Brian Tseng Yes No

Mike Lewelling Yes No

Dave Hamrick Yes No

Chris Buser Yes No