

Meeting Minutes of the Estes Valley Fire Protection District

May 24, 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: Administrative Assistant Marinda Baxter, Chief Wolf, Div. Chief Paul Capo, Div. Chief Jon Landkamer

Also Attending: Volunteer Representative Captain Spear, Lieutenant Ron Bruchwalski, Bill Ellis, Paul Rekos, Jill Allington, Rachel Barkworth, and Catherine Spainhour via ZOOM.

Absent: None

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

President Jonathan Hodde called the meeting to order at 4:30 p.m.

Chief Wolf led the Pledge of Allegiance

Administrative Assistant Baxter performed roll call – All present

CONFLICT OF INTEREST

None

PUBLIC COMMENT / BOARD COMMENT

No public comment.

Board comment – Ryan Bross thanked those who organized the Appreciation Dinner.

APPROVAL OF AGENDA

Moved by Dave Hamrick and seconded by Brian Tseng to approve the agenda. Motion carried unanimously.

APPROVAL OF MINUTES

Moved by Ryan Bross and seconded by Brian Tseng to approve the meeting minutes from the 5/17/2023 board meeting as written. Motion carried unanimously.

PRESENTATIONS

None

REPORTS

Fire Chief Report –

Administrative Division:

- Documented current and expected projects in the Transition Document
- Completed additional documentation on projects such as the 2024 budget, code adoptions, and impact fees
- Had one-on-one meetings with all Division Chiefs to review document and provide as much info as possible

Prevention Division:

- Ravi Davis and Middle School STEM team won first place for their work on importance of wildfire codes, presented at Town Board last night, talked about their work supporting SB23-166
- The Town adopted the 2021 suite of codes on Tuesday May 23
- The Town did elect to keep residential sprinklers in the International Residential Code
- The County permits the extension of that requirement District wide, to be included in the 2021 IFC adoption

Training Division:

- Wrapped up ropes month

Operations Division:

- Significant MVC this week, good turnout and response led to best outcome for patients
- County completing work on Prospect Radio Tower June 7

Station & Apparatus:

- Nothing to report

RECORD OF PROCEEDINGS

Volunteer Captain Report – Captain Rick Spear also acknowledged the importance of the Appreciation Dinner to thank family & friends that support the volunteers. Captain Spear recognized the excellent response by volunteers on the major MVC incident earlier this week. Squad 3 family dinner is coming up on Tuesday, June 6th.

Treasurer’s Report – Treasurer Brian Tseng reviewed the April 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. It was noted that some of the “Actual” column headings were dated with the wrong month. The data is correct. Moved by Ryan Bross and seconded by Dave Hamrick to accept transactions as listed in the Treasurer’s report. Motion carried unanimously.

OLD BUSINESS

None. Strategic Planning and Board Committees are on hold until next month when we see the impact of new business.

POLICY UPDATES

None.

NEW BUSINESS

Board Officer Election – Moved by Brian Tseng and seconded by Dave Hamrick to elect Ryan Bross as President. Motion carried unanimously. Moved by Marybeth Bruchwalski and seconded by Ryan Bross to elect Brian Tseng as Vice President. Motion carried unanimously. Moved by Dave Hamrick and seconded by Jon Hodde to elect Marybeth Bruchwalski as Treasurer. Motion carried unanimously. Moved by Jon Hodde and seconded by Ryan Bross to re-elect Dave Hamrick as Secretary. Motion carried unanimously.

Change to Bank Account Signers – Motion by Ryan Bross and seconded by Dave Hamrick to approve Jon Landkamer as a signer on district bank accounts in place of Chief Wolf. Marybeth Bruchwalski, as newly elected Treasurer, will also be added as a signer. Motion carried unanimously.

Discussion for Interim Management – Discussed and agreed not to hire interim Chief. Ryan Bross will coordinate with our Chief of Staff Erika Goetz to finalize the job description and determine the recruitment process, including firm options. In the meantime, duties will be divided between the Division Chiefs. An emergency declaration of responsibilities is to be assigned to Chief Capo, with the assistance of Chief Landkamer when needed. This should be added to the agenda and voted on at a future meeting. Tuesday morning meetings should continue with Chief Capo, Chief Landkamer, and a rotation between one board member. These meetings will now take place on Wednesdays at 10:00 a.m., prior to board meetings.

Town ballot issue 1A was mentioned. We need to maintain a good working relationship with the TOEP. Direction and feedback will be needed from the fire district.

Senate Bill 303 (adjustment of assessment rates) – Chief Wolf explained the CO State Fire Chiefs negotiated to not oppose the bill. Instead, on the next major bill, they will explore expanded revenue stream options through sales and lodging taxes. This could offer our district a different type of revenue support.


Marybeth Bruchwalski requested job descriptions for administrative positions.

Chief’s Remarks – Chief Wolf thanked the district for the opportunity to serve this community for the last seven years. He is proud of the team’s accomplishment and hopes the fire district can continue to look forward and do what’s best for the community. The board thanked him for his service.

The next regularly scheduled board meeting will be on Wednesday, June 14th at 4:30 pm.

Motion moved by Ryan Bross to adjourn the meeting. Seconded by Jon Hodde. Motion carried unanimously.

Meeting adjourned at 5:20 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.”