

**Meeting Minutes of the Estes Valley Fire Protection District  
August 25, 2021 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

**Also Attending:** Ryan Bross via ZOOM

**Absent:** Larry Leaming-absent excused

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 – Larry Leaming-absent excused**

**CONFLICT OF INTEREST**

None

**PUBLIC COMMENT / BOARD COMMENT**

No public comment.

President Richardson acknowledged a letter he received informing him that Chief Wolf received the Chief Fire Officer designation from the Center for Public Safety Excellence. The letter was passed around for the other board members to read.

**APPROVAL OF AGENDA**

Moved by Ed Ford, seconded by Jon Hodde to approve the agenda as presented. Motion carried unanimously.

**APPROVAL OF MINUTES**

Moved by Jon Hodde, seconded by Dave Hamrick to approve the 7/28/2021 meeting minutes as written. Motion carried unanimously.

**Presentations:** None

**REPORTS**

**Fire Chief Report –**

**Administrative Division:**

- Upcoming Events
  - Family dinners first Tuesday of month, cooked by Squads
    - Tuesday 9/7, 10/5, 11/2
  - Department photos at September dinner
  - Spousal Appreciation rescheduled for Friday, October 8<sup>th</sup>
- Other
  - SDA September 14-16
    - District receiving 2021 Collaboration Award
    - Awards Luncheon Tuesday September 14
  - CORE testing Saturday 10/2 – signup at Station

**Prevention Division:**

- Hiring
  - New inspectors started last week.
  - Sandy
    - Managing inspection program for high-risk occupancies
    - Operational permits
    - Knox boxes
  - Raina
    - Vacation rentals
    - Wildfire education
    - CRR Volunteers / WUI Inspections
- Ready, Set, Go! Grant Program
  - Progress update emailed

- CWPP
  - Had interviews and completed surveys for The Ember Alliance
  - Goal of completion summer 2022

**Training Division:**

- Weekly Training
  - August – Search & Rescue
  - Added Aerial rope rigging to fully utilize Ladder 71
- External Classes (Hosting/Instructing)
  - Chief Capo attended FDIC on scholarship from CFTOA
  - Chief Wolf invited to speak at SDA conference
  - Chief Wolf presenting at State Chiefs Leadership Conference
- Academy
  - Week 3 of Fire Academy with 22 students
- Notable Training Accomplishments – new Training Lt & Vol Coordinator
  - Advanced members through 27 driver task books.
  - Onboarded 9 new members (7 made it to academy- 4 interior, 3 exterior)
  - Worked on individual needs with 11 different members
  - Was lead instructor for FF2 for our largest class to date with 14 students
  - Organized a written and JPR test for FF2
  - Facilitated a hazmat JPR prep and test day
  - Conducted a hazmat refresh/quiz date prior to testing date
  - Became a proctor
  - Construction of a new prop at training for cutting windows into doors.
- Fire Commission Subcommittee on Training & Certifications
  - Wolf & Capo participating

**Operations Division:**

- Calls Stats
  - 08/25/2021: 420
  - 08/25/2020: 331 (+27%)
  - 08/25/2019: 417 (+1%)
- Recruitment (CH72 to cover)
  - Success of having new Volunteer Coordinator position to support new members
- Notable Incidents
  - SARs on Rams Horn and Lily
  - Wildfire above Muggins Gulch
- Fire Commission Subcommittee on Deployment of Fire Based Resources
  - Wolf participating

**Station & Apparatus:**

- Station 1
  - AC replacement project scheduled to be completed (budgeted project)
- Apparatus
  - E71 had recall work completed on transmission
  - L71 getting outrigger issue completed next week
- Equipment
  - New gas monitor training tomorrow, in service next week

**Volunteer Assistant Fire Chief Report –**

No report, but provided update for Strategic Planning

**Treasurer's Report-** Jon Hodde reviewed the July 2021 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 Ed Ford, seconded by Dave Hamrick to accept paid bills. Motion carried unanimously.

**OLD BUSINESS**

**Strategic Planning:**

- From Chief Landkamer:
  - The mix of volunteer members and officers, as well as a Board member and the Chief, has been successful so far in good conversation about the future of the organization.
  - We started off with breaking down the organization in four fundamental categories/key outcomes that align with the District.
  - We are working through the strategic policy statements and have had some really good input from the committee.
  - In this last meeting, the Mission of the District came up, and we are now looking to see if we can freshen up the Mission and bring that back to the Board for approval and consensus.
  - Stay tuned for our first draft that will ultimately come to the Board and also the membership for more input, conversation, and direction.

**NEW BUSINESS**

**Second Review of Update to Financial Policy**

Chief Wolf presented the second review of the update to the financial policy to add a salary range for a high school intern. No changes since last meeting. Motion by Jon Hodde, seconded by Ed Ford to approve the addition of a salary range for a high school intern to the financial policy. Motion carried unanimously.

**First Review of policy 302 – Physical Fitness and Wellness Policy**

Chief Wolf presented to the board a modification of policy 302 for year 2021 to waive the medical assessment requirement. CSU has not been able to do onsite CORE testing due to COVID.

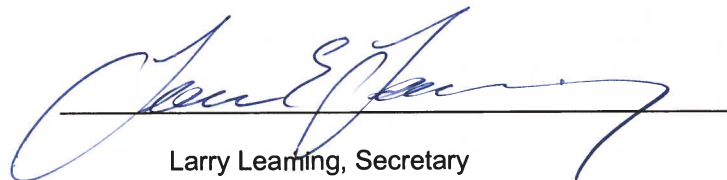
**Purchase of Staff 76**

Chief Wolf asked the board for approval to purchase Staff 76 in 2021 in an amount not to exceed \$35,000. It was already in the 2022 budget. Three bids were received from Ford, Chevy, and Toyota. Chevy came in the lowest. The not to exceed \$35,000 includes the truck, topper, graphics, and tools. Discussion took place on adding lights to the prevention vehicles in case they are needed for traffic control. Lights to be added to the prevention trucks as time allows. Motion by Ed Ford, seconded by Dave Hamrick to approve the purchase of Staff 76 not to exceed \$35,000 in 2021. Motion carried unanimously.

The next regularly scheduled board meeting will be Wednesday September 29th, 2021 at 5:30 p.m.

Pension Board meeting to be scheduled for 5:00 p.m. on September 29th, 2021.

Meeting adjourned at 6:01 pm.



Larry Learning, Secretary

LL/eg

*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."*