

# RECORD OF PROCEEDINGS

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## **Meeting Minutes of the Estes Valley Fire Protection District**

**December 2, 2009 5:00 p.m.**

**Dannels Fire Station, 901 N. St. Vrain Ave., Estes Park, CO 80517**

**Board:** President Sue Doylen, Vice President Frank Theis, Treasurer Bud Duryea, Bob Cheney, Jack Rumley

**Staff:** Chief Scott Dorman, Recording Secretary Bowser, Captain Rosenquist

**Also Attending:** Attorney Dick Lyons, Donny Steckline, Sean Houlihan

**Absent:** None

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

**President Sue Doylen called the meeting to order at 5:20 p.m.**

### **PUBLIC COMMENT**

None

### **APPROVAL OF AGENDA**

Moved by Bud Duryea, seconded by Jack Rumley to approve agenda as written. Motion carried unanimously.

### **APPROVAL OF MINUTES**

Moved by Jack Rumley, seconded by Bud Duryea to approve minutes as written. Motion carried unanimously.

### **OLD BUSINESS**

Chief Dorman reviewed cost vs. benefit analysis comparing Town of Estes Park accounting services vs. private services for the Estes Valley Fire Protection District. Board Members, Chief Dorman and Attorney Lyons further discussed accounting options as well as the Town Lease Agreement for the Dannels Fire Station.

Board Member Rumley noted the Town Lease Agreement did not include the Fire Department Training Area. Board Members requested Attorney Lyons to notify Town Attorney Greg White to revise the agreement or provide an additional agreement to include the FD Training Area.

### **NEW BUSINESS**

Chief Dorman reviewed 2010 Budget in detail, including line item changes/adjustments, revenues, expenses, reserves, contingency funds and assessor collection fees.

Board Members discussed the Estes Park Police Department dispatching agreement and estimated service charges. Chief Dorman to continue to work with Commander Rose to obtain further information regarding dispatch services and pricing as requested by the Board Members.

Board Member Theis noted difference in revenue amount on budget line item, therefore figures will be adjusted by \$65,000 to reach total revenue and expense cost of \$1,169,821 in place of \$1,104,821 as was listed on Resolutions to Adopt the Budget and Appropriate Sums of Money.

President Sue Doylen opened Public Hearing for purposes of receiving public comment on the 2010 Budget.

Donny Steckline requested clarification on ambulance dispatching contracting. Chief Dorman confirmed the EPMC Ambulance Department would be required to pay for the same dispatch services as the Fire Department. If both parties are involved in response to a medical call, both Ambulance and FD would be charged for dispatch services.

Donny Steckline requested clarification in regards to firefighter call reimbursement from the volunteer budget. President Sue Doylen confirmed reimbursement would continue to come from the volunteer budget, but stated the Board would be willing to consider alternate options at future meetings. President Doylen further stated any firefighter questions may be brought before the Fire Chief and the Fire Chief would act as a conduit to the Board.

President Sue Doylen closed Public Hearing, no Board Member comments on 2010 Budget.

## RECORD OF PROCEEDINGS

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Moved by Bud Duryea, seconded by Jack Rumley, to approve Resolution to Adopt the Budget with the 65,000.00 changes as noted. Motion carried unanimously.

Moved by Bud Duryea, seconded by Frank Theis, to approve Resolution to Appropriate Sums of Money with the 65,000.00 changes as noted. Motion carried unanimously.

Moved by Bud Duryea, seconded by Jack Rumley, to approve Resolution to set Mill Levies for Larimer County. Motion carried unanimously.

Attorney Lyons reviewed transfer of volunteer firefighters from the Town to the District as the interim agreement with the Town of Estes Park expires 12/31/09. The Estes Valley Fire Protection District will be responsible for volunteer firefighters beginning 1/1/2010.

Moved by Frank Theis, seconded by Bud Duryea, to approve Resolution to transfer Volunteer Firefighters from Town to District. Motion carried unanimously.

Moved by Bud Duryea, seconded by Frank Theis, to accept the Service Plan Agreements with the Town of Estes Park (Fleet Maintenance, Human Resources, IT: phones computers network, Dispatch, Accounting and Snow Removal) pending negotiation of these agreements. Motion carried unanimously.

Board Members, Attorney Lyons and Chief Dorman reviewed the Special District Association application and cost to join the organization. Attorney Lyons recommended joining, stating the SDA is helpful in providing many benefits such as compliance updates, information on current issues, workshops and annual convention opportunities.

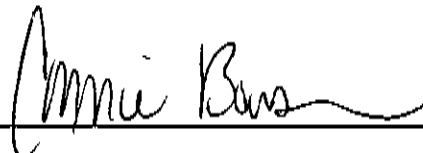
Moved by Frank Theis, seconded by Jack Rumley, to join the Special District Association. Motion carried unanimously.

Chief Dorman and Board Members reviewed the Communication Network Agreement. Chief Dorman explained the Federal Government (unfunded mandate) is requiring all public safety agencies to transfer/connect to the 800 MHZ narrow band radio system by 2011. Chief Dorman informed the Board Members of the radio costs, channel/frequency availability to the Fire Department, and stated the Fire Department will continue to seek grants for appropriation of additional radios.

Moved by Bob Cheney, seconded by Jack Rumley, to approve the Northern Colorado Regional Communication Network Intergovernmental Agreement. Motion carried unanimously.

Board Members discussed possible meeting dates for 2010, including Pension Board meetings. Board agreed to set dates at next scheduled Board meeting on Thursday, December 17, 2009 at 7 p.m.

Meeting adjourned at 6:55 p.m.



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Connie Bowser, Recording Secretary

**RESOLUTION TO ADOPT BUDGET**  
2009 - 1

**A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING BUDGET FOR THE ESTES VALLEY FIRE PROTECTION DISTRICT FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2010 AND ENDING ON THE LAST DAY OF DECEMBER 2010.**

**WHEREAS**, the Estes Valley Fire Protection District submitted a proposed budget to the governing body on, for its consideration;

**WHEREAS**, upon due and proper notice, published in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on December 2, 2009 and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and,

**WHEREAS**, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budgets remain in balance, as required by law;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ESTES VALLEY FIRE PROTECTION DISTRICT:**

Section 1. That estimated expenditures for each fund are as follows:

<b>GENERAL FUND</b>	\$1,169,821
<b>CAPITAL PROJECTS FUND</b>	\$0
<b>DEBT SERVICE FUND</b>	\$0

Section 2. That estimated revenues for each fund are as follows:

**General Fund**

From unappropriated surpluses	\$0
From sources other than general property tax	\$579,080
From the general property tax levy	\$590,741
<b>TOTAL</b>	<b>\$ 1,169,821</b>

**Capital Projects Fund**

From unappropriated surpluses	\$0
From sources other than general property tax	\$0
From the general property tax levy	\$0
<b>TOTAL</b>	<b>\$0</b>

**Debt Service Fund**

From unappropriated surpluses	\$0
From transfers from the General Fund	\$0
From sources other than general property tax	\$0
From the general property tax levy	\$0
<b>TOTAL</b>	<b>\$0</b>

Section 3. That the Budget which was submitted, amended, and herein summarized by fund, is hereby approved and adopted as the Budget of the District and made a part of the public records of the District.

ADOPTED: DECEMBER 2, 2009

**ESTES VALLEY FIRE PROTECTION DISTRICT**

By *Susan L. Doegen*  
President

ATTEST:

*Annui Bous*  
Secretary

(Seal)





**RESOLUTION TO SET MILL LEVIES**  
2009 - 3

**A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2010 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE ESTES VALLEY FIRE PROTECTION DISTRICT, FOR THE 2010 BUDGET YEAR.**

**WHEREAS**, on December 2, 2009, the Board of Directors of the Estes Valley Fire Protection District adopted the District's annual budget in accordance with the Local Government Budget Law;

**WHEREAS**, the amount of money necessary to balance the District's budget for the General Fund and Capital Projects Fund is \$590,741;

**WHEREAS**, the amount of money necessary to balance the budget for the District's budget for the Debt Service Fund is \$0; and,

**WHEREAS**, the valuation for assessment for the District as recently certified by the County Assessor(s) is \$302,944,160;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ESTES VALLEY FIRE PROTECTION DISTRICT:**

Section 1. That, for the purpose of meeting all general operating expenses of the District during the District's 2010 budget year, there is hereby levied a tax of 1.95 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the previous year (tax year).

Section 2. That for the purpose of meeting all the District's debt service payments during the 2010 budget year, there is hereby levied a tax of 0 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the previous year (tax year).

Section 3. That the District's Secretary is hereby authorized and directed to certify to the County Commissioners of Larimer County, Colorado, the mill levies for the District as hereinabove determined and set, and to execute such form or forms as may be required by the County Commissioners for such purposes; provided, however, that in the event that the final notice of assessed valuation will cause an adjustment to such mill levy in order to raise the amounts stated to balance the District's budget, the District's Budget Officer is authorized to make such adjustment based upon the final assessed valuations received from the County Assessor. In no event shall such adjustments result in any unauthorized non-voter approved increase in the mill levy.

ADOPTED: December 2, 2009

**ESTES VALLEY FIRE PROTECTION DISTRICT**

By *Susan L. Dayer*  
President

ATTEST:

*Amie Bouse*  
Secretary

(SEAL)



RESOLUTION NO. 2009-4

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ESTES VALLEY FIRE PROTECTION DISTRICT'S BOARD OF DIRECTORS REGARDING VOLUNTEER FIREFIGHTERS

WHEREAS the Estes Valley Fire Protection District (herein, "District") was formed as a Title 32 special district by court decree dated November 17, 2009; and

WHEREAS pursuant to its approved Service Plan and the Transitional Intergovernmental Agreement between the Town of Estes Park and the District, the District shall assume operational responses to all fires and emergencies effective at 12:01 AM on January 1, 2010; and

WHEREAS until such time as the District assumes the full operations of the Town's current Fire Department, all of the volunteer fire fighters are volunteers of the Town for all legal purposes; and

WHEREAS it is the intent of the District's Board of Directors and the expectation of such volunteers that there shall not be any lapse of coverage for purposes of liability, workers' compensation or other applicable insurance coverage, and that the said volunteers shall automatically become District volunteers for all legal purposes, including the application of the Colorado Governmental Immunity Act; and

NOW, THEREFORE, BE IT RESOLVED BY THE DISTRICT'S BOARD OF DIRECTORS THAT:

1. As of 12:01AM on January 1, 2010, all such volunteer firefighters who are on the official rolls of the Town's Fire Department as of such date and time shall be automatically transferred to the Estes Valley Fire Protection District for all purposes, legal and operational.
2. The District's President or Vice President, and its administrative staff, are hereby directed and authorized to take all actions, including the execution of all necessary documents and instruments, including insurance applications, to carry out and effect the purposes and intent of this Resolution.
3. This Resolution shall be effective immediately upon passage and shall not be rescinded except by further affirmative action of this Board.

DATED: DECEMBER 2, 2009

ESTES VALLEY FIRE PROTECTION DISTRICT

By: Susan L. Deegan  
President

ATTEST  
Michelle B...  
Secretary

(SEAL)

