



Glacier View Fire Protection District

1414 Green Mountain Dr. • Livermore • Colorado • 80536

April 12th, 2021 at 7:00pm

Meeting was called to order at 7:02 PM via ZOOM

Board of Directors present: President Steve Switzer, Vice President Randy Golden, Treasurer David Thompson, Secretary Gordon Cunningham, Director Bill Salmon

Fire Department members present: Fire Chief Warren Jones, Assistant Chief Jim Perry, Captain Peter Henderson, member Eric Ford, and District Administrator Cheryl Franz

Public members: 1

Confirmation that there are no changes to the agenda

Confirmation of Board Positions are as follows: President – Steve Switzer, Vice President – Randy Golden, Treasurer – David Thompson, Secretary – Gordon Cunningham, Director – Bill Salmon. President Switzer entertained a motion to approve the Board positions as remaining the same with Gordon Cunningham being appointed to the Secretary position. Treasurer Thompson accepted the motion. Vice President Golden seconded. Call for discussion, no discussion. All in favor, the motion carried.

- 1. Secretary's Report:** Report was submitted and made part of the minutes. Secretary Cunningham reported that the March minutes were ready for approval. President Switzer made a motion to approve the Board Meeting Minutes from March 8th, 2021 as presented. Vice President Golden accepted the motion. Director Salmon seconded. Call for discussion, no discussion. All in favor, the motion carried.
- 2. Treasurer's Report:** Treasurer Thompson presented the March Treasurer's Report. He reviewed the P & L Detail, P & L Budget vs. Monthly Actual Budget, and the Budget Overview vs Actual +/- Year-to-Date. He highlighted the donation from PVREA for the Cameron Peak Fire. Treasurer Thompson noted the payments for Fire Station 1 building and GVFD General Insurance and Blanket Sickness/Accident Policies. President Switzer made a motion to accept the Treasurer Report as presented. Vice President Golden accepted the motion. Director Salmon seconded. Call for discussion, no discussion. All in favor, the motion carried.

3. Chief's Report: Report submitted to Board.

Chief discussed his bullet points as submitted in his report to the Board.

Covid-19 Update - Chief Jones reported that there has been a surge in positive Covid testing numbers. He is not sure on the impact of Covid up on the mountain. EMS will continue using the fire station training room for their monthly training. All other trainings are in the bay and members are taking necessary PPE precautions. Chief Jones believes that the vaccinations being given will be effective with the variants that are emerging.

April-July Master Schedule – Submitted in Board Packet

FF Training for the next couple of months will focus on wildland fire and will be headed up by Captain Peter Henderson.

First Quarter Incidents – Chief Jones noted that GVFD is down on calls by a third, but that seems to be the same with the other departments. Treasurer Thompson asked Chief Jones to consider EMR for all members. Chief Jones said that all members are CPR / AED Certified and as part of a member's probationary period they will complete a Basic Ambulance Medical Assist training.

Operations Work Plan – Squad, Type 6, Rescue Tool are on the Capital Replacement Plan. Captain Peter Henderson is continuing to work on selling E502 with the funds going toward purchasing a Type 6. Assistant Chief Dan Knox is researching for a second Squad which would allow GVFD to get medical responders on scene quicker.

All other projects listed on the Chief's report have been budgeted in the 2021 Budget. Chief Jones made a request to the Board and asked at what level of spending would the Board like for staff to bring forward a purchasing request. Treasurer Thompson reminded Chief Jones that there are Capital Replacement Plan Projects and 2021 Budget Projects. He stated that all Capital Replacement Plan projects must be approved by the Board. President Switzer added that if a situation came up that needed immediate attention the Board would call a Special Board Meeting. Chief Jones stated that some of the budgeted project numbers are coming in with a higher cost than expected and will be identified and prioritized during mid-year. Chief Jones stated that Assistant Chief Jim Perry will be taking on the Training Building Project. This project will take estimate work, construction work, architectural work, and possible engineering work. GVFD will also be working with the GVM HOA and ACC Committee for approval on the training building project. This will be a multi-year project. Chief Jones suggested this project be used in conjunction with donation money and donated services. Treasurer Thompson asked Chief Jones to let him know an estimate on this project so he can move forward with pursuing donations.

Snowstorm Response Improvements – Chief Jones stated that the membership suggested that GVFD go back to using chains for our vehicles. GVFD relies on GVM HOA and County to open the roads during these heavy snowstorms. The storm shut GVFD down for 48 hours. Chief Jones noted that they would also look at a V plow for one of the vehicles and will talk about it this Fall.

(Chief's Report – continued)

New Members – Chief Jones will bring on about 2-3 new members.

EMT Training – Chief Jones stated that there will be three members attending EMT class this Fall. Two EMT spots were budgeted, and the officers agreed to support three so there would be more medical staff available for response.

Community Slash Piles – Chief Jones is hoping to burn the GVM HOA piles in the next several days as the weather looks more favorable. Captain Peter Henderson and Chief Jones have been discussing options if burning the slash piles does not take place. This is becoming a more difficult issue every year as there are more restrictions and regulations that GVFD is required to follow with large slash piles.

Warren's Job – Chief Jones has a contracting job in El Paso County starting next week. He will be gone Sunday night through Thursday night for six months. He has discussed this with the membership and officers. He stated that most of the trainings are on Saturday so he will be back for them. He reassured the Board that there would no impact to the organization. Treasurer Thompson ask who his stand in would be. Chief Jones will not designate one person for acting Chief and feels that he will be available to do what he normally does while away. President Switzer added that Chief Jones and he discussed the job and felt that this would be good for him. President Switzer was encouraged by the leadership team and was comfortable with Chief Jones being away and felt this would provide for a good learning experience for the membership.

4. District Administrator Report: Report submitted to Board

District Administrator Franz highlighted the two grants that have been submitted and the CREATE Grant that is in the works.

District Administrator Franz and Treasurer Thompson reviewed documentation for the Un-designation and Designated donations from the Cameron Peak Fire. After review, just before the Board meeting, the document was revised and will be updated and sent out to the Board as Obligated and Unobligated Donations. District Administrator Franz will transfer a total of \$42,388.40 into an Obligated Donations Reserve and continue to track specific obligated donations within the Reserve Account. Of the \$42,388.40, \$9,448.40 of the Cameron Peak Fire is Unobligated. The remaining \$32,940 is for the CWPP and will be paid out as per the stated contract with The Ember Alliance.

5. Committee Reports:

(a) Website Committee – IT Committee (Steve Switzer, Randy Golden, Cheryl Franz) In District Administrator Report - Streamline is waiting for Weebly to release our glacierviewfiredept.com domain then Streamline can embed glacierviewfire.gov as the domain name. The new website is up, and District Administrator Franz encouraged feedback and ideas to move forward with complying the website.

(Committee Reports – continued)

- (b) Handbook Committee** – (President Switzer, Randy Golden, Cheryl Franz) In District Administrator Report – In District Administrator Report
- (c) Patronage Committee** - (David Thompson) Treasurer Thompson added that he would like to see others help out on the Patronage Committee.
- (d) Budget Committee** – (Dave Burk, Fred Delano, David Thompson, Cheryl Franz, Warren Jones) Dave Burk would like to schedule the first Budget meeting and asked the Board to decide tonight the process and procedure for the Budget Committee. President Switzer asked the Board to review the bullet points prior to the meeting and opened discussion on the bullet points.

1. Board to establish a spending cap of 3% across the entire proposed budget, including the funding matters in (2) below.
2. Board has previously established spending priorities for capital items by approving the Ten-Year Capital Improvement Plan. These are to be adhered to tightly.
3. Board to continue, as well, to be closely guided over-all by the spending priorities reflected in 6B approval.
4. Board to establish deadline for budget submission – The week before the August meeting.
5. Board to establish budget submission process consisting of one-page written request per item, to Board and Committee for ease in current budget year planning and carry over requests not funded in the prior budget year.
6. Board to have Budget Committee begin in April the week after the hard adoption of these points as may be adjusted and finalized at the April 12, 2021 Board meeting.
7. Board to have one Department member on the Committee, which Chief Jones will designate, to be added by the first Budget Committee meeting after the April 12, 2021 board meeting, or as soon as practicable given department processes.
8. Board to have Chief or his designee submit all priorities and lesser requests by no later than May 15, 2021, maybe five, by budget category, that are not otherwise established by the above referenced Ten Year Capital Improvement Plan and 6B guidance. No further priorities should be submitted after the foregoing date, so that discussions and proposals are not being adjusted on a rolling basis, which in turn causes timeline adherence issues.

Treasurer Thompson thought they were good points, no further discussion. Director Salmon stated that the points were on track. Vice President Golden agreed with the points. Secretary Cunningham stated that this would give us a starting point as the Budget Committee proceeds. Chief Jones will be engaging the officers in the budget process on April 24th, and he will bring the request from the officers forward to the Budget Committee. They will be focusing on the 6B issues of Training, PPE, and Equipment.

(Committee Reports - Budget Committee – continued)

President Switzer discussed the possibility of questions/survey for the public and putting it on the website and adding a cutoff date for submission to the Budget Committee. This would allow the public to be involved and give GVFD feedback on the money spent by the fire department. Director Salmon will get with Dave Burk and District Administrator Franz to put forth a survey of questions, post to the website and contact all HOA's to broadcast district wide.

President Switzer motioned to incorporate the eight points and results of the survey that will direct the Budget Committee to move forward in making the 2022 Budget. Director Salmon accepted the motion. Secretary Cunningham seconded. Call for further discussion, no discussion. All in favor. The motion carried.

(e) Firewise Committee – (Doug Bond, Eric Ford, Dave Burk, Cheryl Franz) Eric stated that there are 16 vendors signed up for the Firewise event. Orville's will provide pulled chicken and pulled pork. Flyers are getting ready to be hung. Smokey the Bear costume has been reserved. Lifeline helicopter is scheduled. Eric, Doug, and other members will be visiting the schools and promoting the event. The committee is looking for donations for the drawing that will be held at the Firewise event. They are also planning some kid activities.

President Switzer thanked the Committee for the hard work they are putting into Firewise.

(f) CWPP Committee – (Warren Jones, Peter Henderson, Bill Salmon, Randy Golden) Chief Jones wanted to confirm the Core Team – The Board deemed Bill Salmon and Randy Golden will be the Board Representatives.

Chief Jones advised the Board that since the last conversation with the Forest Stewards Guild (FSG), they have had a change in the organization and have spun off from the FSG a new organization that would focus on just wildfire projects and the services that they will provide. That part of the organization is now called The Ember Alliance. The name change was discussed quite a bit and The Ember Alliance assured the Core Team that these are the same people from the same organization doing the same work but reorganized so that they can focus solely on CWPP, prescribed burns, and wildland fire work. Chief Jones would like to amend the Board motions made in March to reflect The Ember Alliance. Vice President Golden stated that this is a better formatted program with The Ember Alliance than with Forest Stewards Guild and would fit GVFD's needs better. Vice President Golden made a motion to amend the March motion to reflect The Ember Alliance from the Forest Stewards Guild. Director Salmon seconded. Call for discussion. Treasurer Thompson stated he went through the contract and noticed discrepancies with the names of the two agencies and wanted to make sure that Legal will clean up the contract. President Switzer suggested that once the contract comes back from Legal, he will look at any inconsistencies before formally signing the contract. Bill Salmon and the Core Team will also be going through the contract again. Chief Jones asked if the contract would have to come back to the Board for approval. President Switzer confirmed to Chief Jones that the Board has approved the CWPP and once Legal has signed off on the contract he and the rest of the Board will thoroughly go through it and the contract will not need to come back to the Board for any additional approval. Chief Jones asked if there would be an expectation that this contract needs to come back for all the Board members to look at or just to the Core Team and signatory, President Switzer? President Switzer is comfortable with the Core Team reading over the contract, but he will

(Committee Reports – CWPP – continued)

also be ready to read over the contract as soon as he gets a copy from Legal. Treasurer Thompson would like to see the final contract for review before it is signed. No further discussion. All in favor, motion carried.

The motions will read as:

Motion 1 - Move to authorize the President to sign a contract acceptable to the District's attorney with The Ember Alliance to produce a Community Wildfire Protection Plan in accordance with Proposal 1 presented to the Board on February 8th, 2021 in the amount of \$36,440.

Motion 2 – Motion to appropriate undesignated donations from the Cameron Peak Fire to the production of the Community Wildfire Protection Plan by The Ember Alliance for \$32,940 and apply the designated \$3,500 in the 2021 Budget to fund this contract for the full amount of \$36,440.

Director Salmon commented that Chief Jones will be the point of contact. Any comments, thoughts, or questions should be directed to him so he can communicate to The Ember Alliance.

Captain Peter Henderson rest assured the Board that The Ember Alliance will do a fantastic job. They are known by all in the wildland fire community, and he expects nothing but professionalism and cooperation with what the GVFD CWPP will entail. Peter stated that if GVFD is not getting the product we need then it will be addressed and discussed with The Ember Alliance.

6. Unfinished Business:

- 7. New Business:** Propane switch – District Administrator Franz recommended changing supplies as Poudre Valley COOP offers a Fall fixed pricing and that would be beneficial when we need additional propane during the winter months. President Switzer asked to check on set up and inspection fees. District Administrator Franz will contact PV COOP and give the Board any additional information.

8. Public Comment:

Captain Peter Henderson thanked the Board for their continued patience for the wildfire program including the slash piles and the CWPP. He also stated that the Chief's contract is a great opportunity and supports it. Peter encouraged the Board to have trust in the senior officers. GVFD has a great membership, and they will continue to perform their duties for GVFD.

Dave Burk, speaking as a community member at large, shared his appreciation for what the Board and membership is doing. He looks forward to in person meetings.

9. Directors Comments:

Vice President Golden thanked Chief Jones, the officers and membership for their dedication and service, and feels GVFD is in a good position.

Director Salmon recognized everyone for their great work. He thanked Chief Jones for his work on the CWPP and the membership. He appreciates all the hard work from the officers and membership team.

Treasurer Thompson thanked the Chief and leadership. He stated that he has a lot of confidence in the whole team.

President Switzer echoed in agreement with what all the Board members said. He is glad to be involved with this organization. He stressed that it is nice to see everyone pulling in the same direction.

President Switzer stated that the May Board Meeting will be an in-person meeting at the fire station.

Adjournment: President Switzer entertained a motion to adjourn the meeting. Treasurer Thompson accepted the motion. Vice President Golden seconded. Meeting adjourned at 8:32PM.

Respectfully submitted by

Cheryl Franz
District Administrator

Next Scheduled Board Meeting: Monday, May 10th, 2021
The Board meeting WILL BE in-person.