



BOARD APPROVED 8/8/2022

## Glacier View Fire Protection District

1414 Green Mountain Dr. • Livermore • Colorado • 80536

July 11th at 7:00pm

Meeting was called to order at 7:00 PM via in-person and ZOOM

Board of Directors present: President Dave Burk, Treasurer David Thompson, Director Steve Groeteke, and Vice President Bill Salmon and Secretary Ron Lindroth via Zoom

Fire Department members present: Fire Chief Dan Knox, Assistant Chief Jim Perry, Member Ed Sather, District Administrator Cheryl Franz

Public members: 5

Confirm no changes made to the Agenda

- 1. Secretary's Report:** Report was submitted and made part of the Board Packet. There was a discussion on the presentation of the Board Minutes and Agenda. Secretary Lindroth suggested rearranging the minutes to reflect Action Items being placed at the end of Board minutes before Public Comment and that the Action Items be separated on the Agenda. President Burk clarified that Secretary Lindroth would like to see separate numbered Agenda items for Board Actions. Vice President Salmon commented that his experience has been that the very last item has been Action items. The discussion stays in the main body, but the Board Actions are at the end for documentation for easy tracking. The Board's recommendation is a separate category in the Agenda for Action Items.

President Burk asked for a decision on the Boards preference. The Board decided that Agenda Action Items discussed would be placed before Public Comment on the Agenda moving forward. District Administrator Franz will verify with SDA on Agenda format and Action Items and if public comment is allowed before a Board Action can take place, especially when it's a financial issue.

Ron noted a clarification of the June minutes on Page 4 (Budget Committee -continued) The sentence in line three will be changed to: The 2021 carryover of \$156,467 includes \$40,000 (Board Policy) on hand to cover the first quarter of business, Tabor – Colorado Law that GVFPD has to have 3% of expenses in Reserves at approximately \$6,000, \$70,000 (Board Approved) for the Capital Equipment Reserve, \$20,000 (Board Approved) for the Contingency Reserve, and a 1.15 Mill Levy, that will be sunseting, part of which goes to the Building Payment and the remainder goes to a Building Reserve for maintenance for approximately \$13,500.

**President Burk made a motion to approve the Board Meeting Minutes from June 13<sup>th</sup>, 2022, as presented. Secretary Lindroth accepted the motion to approve the minutes. President Burk seconded. Call for discussion. No further discussion. All in favor, the motion carried.**

- 2. Treasurer's Report:** Report submitted and made part of the Board Packet. Treasurer Thompson presented the June Treasurer's Report. He reviewed the Annual P & L statement and noted that overall GVFPD is showing 49.9% of expenses. Checks over \$1K include the purchase of fire equipment with CoPro for \$15,803.20 off the Firehouse Sub grant (see District Administrator Franz Report), the purchase of PPE through The Supply Cache for \$3,339.65, and \$1,114.26 was spent on a repair to E1. Treasurer Thompson mentioned a Money Market – CPF Reserve transfer of \$9,732 to the Operating Account for The Ember Alliance – pmt #4. The final payment of \$3,244 will be made once GVFPD receives the final signature page on the CWPP by the Colorado State Forest Service.

Secretary Lindroth asked about budget amendments regarding grant funding received by GVFPD throughout the year. Treasurer Thompson stated that budget amendments should be very rare. The Budget has a specific line item for when GVFPD receives a grant and then it is reflected in the expense line and is an explainable variance. Treasurer Thompson added that funds GVFPD is aware of receiving for the year are budgeted for, but typically grants are unexpected. President Burk added that Budget Amendments send a message that the District didn't do their job during the Budget process. Secretary Lindroth suggested that it becomes a line item for expected grant income.

Vice President Salmon read Section 8.3 of the Board Bylaws and discussed if a Budget Amendment needs to be made for appropriations of District funds that go beyond the annual budget. Treasurer Thompson stated that if we get an unexpected grant, we show it as an income and then it is seen in the expense line item as an offsetting expense. His recommendation is to explain the budget variation and not change the Budget through an amendment every time there is an unexpected amount of income.

Director Groeteke made a clarification on the Bylaws and stated that what the Bylaw prevents is that the money the District budgets, GVFPD isn't spending over what was budgeted to spend without approval. He stated that grants coming in are covering additional expenditures that weren't budgeted, and GVFPD isn't covering expenditures that were coming from the original budgeted funds. He doesn't feel grants apply to the budget as they are unknown and GVFPD is not increasing their original annual budgeted expenses. The Board ByLaw is referencing specific expenditures and is not tied to grants coming in to cover budgeted expenditures.

This will be put on the August agenda. District Administrator Franz will bring information from SDA, Legal, or the GVFPD Auditor.

**President Burk entertained a motion to accept the Treasurer's Report as presented. Director Groeteke accepted the motion. Vice President Salmon seconded. Call for discussion, no further discussion. All in favor, the motion carried.**

- 3. Chief's Report:** Chief Knox highlighted his report as presented.

Chief Knox stated that Firewise donations were \$740 which included money from purchasing tickets for the donation drawing, a donation from Glacier Gals, and food donation money. They saw new faces from the community and had a few people interested in volunteering with the fire department. He thanked the Board Members who came to the event.

**(Chief's Report – continued)**

Chief Knox added that there has been a paging system upgrade and all departments have been updated. GVFPD responders will now be dispatched as the initial 911 call comes in which will allow for a faster response.

Chief Knox will review the GVFPD Surplus Property Policy and will be preparing a Station Surplus Property list for Board action next month. He will review the GVFPD Surplus Property Policy.

President Burk asked Chief Knox for a detailed plan and documentation on what the Support Group will be doing, how many people, budget needs, does our insurance cover the activity, and a handbook that will specify how the Support Group will operate. This plan should include the CWPP group. Chief Knox will bring this forward at the August Board Meeting. Vice President Salmon agreed to having a handbook before the group can be implemented. Secretary Lindroth suggested a Fire Auxiliary Group for CWPP.

**4. District Administrator Report:** Report submitted and made part of the Board Packet

The Board discussed the FAMLI Plan for budgeting and opting in or out of the plan. The GVFPD employees have discussed this and have chosen to opt out. It was suggested that the Board opt out and that if the employees chose to opt in individually than the Board would support the employee(s) administratively. District Administrator Franz will be working with SDA on the opt out document and resolution to submit to FAMLI.

**ACTION ITEMS:**

**Handbook/Board ByLaws:** This will be put back on the August Agenda as a Action Item for discussion.

**General Election Letter of Intent:** The Letter of Intent is the first process that needs to take place for GVFPD to be involved in the November General Election. District Administrator Franz developed a letter with LC Elections Office and had it reviewed by Legal. Letter of Intent is made part of the Board Packet. **President Burk entertained a motion to approve the Letter of Intent as presented and for District Administrator Franz and Treasurer Thompson to complete and send out to Larimer County. Secretary Lindroth accepted the motion. Vice President Salmon seconded. Call for discussion, no discussion. All in favor. Motion carried.**

**5. Committee Reports:**

**(a) CWPP Committee - (Warren Jones, Peter Henderson, Bill Salmon, Randy Golden, Casey Johnson)** Report submitted and made part of the Board Packet.

A Workshop will be held Monday, August 1, 7pm. In addition, the Board was asked how they would like to see the Implementation Committee for CWPP. Vice President Salmon stated that a workshop would be essential to share ideas and come up with how to put this committee together that would best represent the District. He is hopeful for more representation from community members and HOA's from each subdivision to help implement CWPP. The CWPP Core Team will work on an agenda.

**(Committee Report's – continued)**

**(b) Sunset Election Committee – (Cheryl Franz, David Thompson, Dan Knox) (Campaign Committee – Randy Golden, Henry Hudson, Kathy Hudson) Report submitted to the Board**

District Administer Franz is getting with Legal to determine the 1999 Ballot of the sunsetting 1.15 Mill Levy. President Burk suggested the 1.15 Mill Levy stay with the Building Maintenance until the sunset and at the November General Election, if the new Ballot issue is passed, the 1.15 Mill Levy will change to reflect the Ballot Issue presented.

Treasurer Thompson stated that the Sunset Committee will function with the Campaign Committee until the Campaign Committee holds its public meetings on the Ballot Issue. Vice President Salmon mentioned the Survey and the publics response to the GVFPD spending as a guide to the 1.15 Mill Levy and how the money should be used.

The Committee will plan a workshop for the Board in September for an overview of the Ballot Issue for the November General Election which will be showing our ballot issue history and how the new funding will be allocated.

**(c) Budget Committee – (Dave Burk, Dan Knox, David Thompson, Cheryl Franz, Fred Delano, Ops member)**

The Budget Committee addressed the Operations Reserve definition in the Statement of Budget Assumptions to the Board. Currently the Contingency Fund is for emergencies and the Operations Reserve was for a revenue gap of the 1<sup>st</sup> quarter of the Operating Budget until April. The Budget Committee wanted clarification from the Board on how they would like it stated for the 2023 Budget. VP Salmon asked for a comparison of the CPI from 3% and 8.5% in the Budget and Reserve allocation. Currently 70K is in allocated to the Capital Equipment Reserve and \$20K is allocated for the Contingency Reserve and right now the Contingency Reserve is at \$40K. The Budget Committee recommended capping the Contingency Reserve at \$100K and if used would be refunded and maintained at \$100K. All other moneys would go to the Capital Equipment Reserve. The Capital Replacement Reserve is funded by Mill Levy revenue and any additional funds for future expenditure plans. The Board would have to give direction on the funding.

The Board was asked to think about the funding date for GVFPD Reserves. Generally, we fund the Reserves in December at the end of our fiscal year. It was suggested to fund the Reserves in April 1 as it gets GVFPD through the first quarter of expenses.

The Budget Committee set a deadline for Administration/Operations Budget submittal for July 7<sup>th</sup>. These will be reviewed at the next Budget Meeting on the July 14<sup>th</sup> and the Budget Committee will bring recommendations at the August Board Meeting. The revised 10-year Capital Equipment Replacement Plan will also be reviewed with the Board.

**(d) Financial Procedures – This will be on the August Agenda. This Committee will be involved in putting together financial procedures over and above what is within the ByLaws or Handbooks and put into each book or a separate HB. It will look at GVFPD levels of authority, purchasing, levels of overlap of coverage, oversight, etc. There was a suggestion for SOP's that lined out each financial authorities that would allow flexibility on a year-to-year bases if needed.**

**6. Unfinished Business:**

- a. Generator is in the District Administrator Report.
- b. NLCERA – Submitted in Chief Report.

Chief Knox added that he will reach out to Joel Funk with Livermore Fire Department and include PFA in the letter being sent to UC Health and to see if PFA can assist in EMS training.

**7. New Business:** No new business was discussed.

**8. Public Comment:**

Mr. Hudson – He shared comments regarding the CWPP Summary and wanted to know how GVFPD was going to get the things done that are suggested in the Summary. He suggested the GVM HOA and GVFPD work together on completing mitigation projects especially those roads that are top priority. He would like the Board to be more vocal with the community and encourage community involvement. He also showed concern about the slash piles and the responsibility by GVFPD and the GVM HOA.

Mr. Petrie – He thought Firewise went pretty well. He suggested that next year there could be Fire Extinguisher training during the event.

**9. Directors Comments:**

Secretary Lindroth thanked everyone for a great meeting and helping him understand GVFPD better.

Vice President Salmon shared his appreciation for everyone helping in the various project areas. He enjoyed the public comments and stated it shows the need for the CWPP Workshop moving forward and what that should look like. He thanked Dan and the Ops team for all the work they do and their response to calls.

Director Groeteke addressed Mr. Hudson and asked that he express their concerns to the GVM HOA. He agreed that there should be communication between the GVM HOA and suggested that the CWPP Workshop will be a good step moving forward. He stated that it will take a lot of effort from everyone. He expressed his appreciation for Ops.

Treasurer Thompson noted his appreciation to the new members of the Board.

President Burk agreed with all Board comments and added that if any Board Member has a question to contact him at any time. He suggested workshops if needed to move GVFPD forward in continuing to support Operations. He showed his appreciation to the public for coming and thanked everyone for their hard work.

**Adjournment:** President Burk made a motion to adjourn the meeting at 09:20 PM. Treasurer Thompson accepted the motion. President Burk seconded. Call for any further discussion, no discussion. All in favor. Meeting adjourned.

Respectfully submitted by  
Cheryl Franz  
District Administrator

**Next Scheduled Meetings: Monday, August 8<sup>th</sup>, 2022**  
**Board Meeting 7:00PM - in-person - Station 1**

DRAFT