MINUTES

For December 9, 2024

The Regular GVFPD Board meeting was called to order by Vice President Jones at 7:00pm

Board of Directors Members present: Vice President Warren Jones, Treasurer David Thompson, Secretary Berton Lee Lamb, Director Steve Groeteke.

Excused: President David Burk

Fire Department Members present: Dan Knox (Chief), Tom Hausfeld (CWPP IT), Amari Victoria (Recording Secretary), Ted Sammond (CWPP IT), Henry Hudson (CWPP IT), Dave Koster (CWPP IT)

Public Members present: Elisabeth Menning, Les Thurman, Fred Delano (Chair, Budget Committee), Michelle Ferguson (Attorney with Ireland Stapleton Pryor & Pascoe, P.C.) via Zoom.

Action: Agenda—Secretary Lamb moved to approve the Agenda for December 9, 2024 as presented. Treasurer Thompson seconded.
Motion carried 4-0.

Attorney Question & Answer: Attorney Michelle Ferguson responded to a series of questions related to elections, property tax, and term limits.

Details from the conversation with Attorney Ferguson:

Vice President Jones welcomed and introduced Attorney Michelle Ferguson, who attended via Zoom Workplace. Vice President Jones introduced attending Board of Directors members. Vice President Jones mentioned that Steve Cummings had been approved at the November Board of Directors meeting as GVFPD's new Director of Elections Officer (DEO) and that Elections Resolutions were due to be submitted at the January 13, 2025 meeting.

Vice President Jones began the discussion by reiterating the three questions which the Board believed needed to be resolved by this discussion:
(1) Should a Term Limitation vote be included with the upcoming 2025 Board of Directors members election?
(2) Should the Revenue Limitation be removed?
(3) Should attorney assistance be contracted?

Attorney Ferguson first chose to provide an answer to the Revenue Limitation question.
She mentioned that the property tax revenue limit will be capped in 2026.
GVFPD is allowed to request voters to remove the cap.
GVFPD is allowed to put the question to remove the cap to a vote as early as May 2025, however, it must be a mail-in ballot election.

As a mail-in ballot election may be prohibitively costly, the vote could be submitted to the county for the November 2025 elections.
The vote for cap removal may only be held in odd number years, e.g. 2025, 2027.
Two questions were asked:
Vice President Jones asked what the cap was currently. Attorney Ferguson replied that the cap is set at 5.25%, however, it can carry over to the next year, yielding 10.5%.
Director Groeteke asked if the revenue supersedes levies. Attorney Ferguson replied that it does not, however it cannot exceed 10.5% over two years.
Director Groeteke commented that the effect on GVFPD may be minimal.
Treasurer Thompson commented that he did not believe that there will be a large impact on GVFPD.

Attorney Ferguson suggested that GVFPD could consider a sales tax.

There was much discussion among the Board members:
(1) Comment that the election may be delayed until November.
(2) Question: Would more increases in property taxes occur in 3 years, considering the jump in 2023-2024? Would this be a valuation jump?
(3) Question: Would the 2025 GVFPD budgeted amount of $5,000 be enough for a polling place election; Attorney Ferguson felt it would be enough for a polling place vote, but not enough for a mail-in ballot election.
(4) Comment that GVFPD should not use a revenue cap.

Attorney Ferguson then provided an answer to the Term Limitation question.
(5) Comment: GVFPD currently has term limits in place. Attorney Ferguson mentioned that a Term Limitation election could be done as a polling place election. A polling place election would be less expensive if Term Limitation is on the ballot along with Director elections. If the election were to be cancelled, it would be cancelled for both items.
(6) Question: what are other (fire) districts doing? A Board discussion followed, with input from Chief Knox.

Attorney Ferguson provided input on the legal assistance GVFPD may require for the upcoming election.
(7) Attorney Ferguson responded that if the election were a polling place election minimal assistance would be required and suggested that GVFPD contract on an as-needed basis.
(8) Question concerning the reading of Resolutions into the Minutes. Because the Resolutions presented at this Board meeting are rather lengthy, is it required that the entire Resolution must be read into the Minutes? Attorney Ferguson answered that merely the title need be read in, as long as it provided a clear understanding of the subject of the Resolution.

Secretary's Report

Secretary Lamb commented that the Board packet was in three parts. The Treasurer's Report will not be posted to the website as included in the Board Packet because the spreadsheets are not Americans with Disabilities Act (ADA) compliant. District Administrator Johnson is responsible for summarizing the Treasurer's Report and ensuring that it is completely ADA compliant before

a convenience copy summary is loaded on the website. The full text of the Treasurer's Report for each Board meeting is available upon request of the Administrative Officer.

Action Secretary Lamb moved to Approve the Minutes for December 9, 2024 as presented in the Board Packet. Treasurer Thompson seconded. No discussion. Motion carried 4-0.

Treasurer's Report

A detailed Treasurer's Report is included in the December 9, 2024 Board Packet, Part 2.

Treasurer Thompson summarized the report in the Board Packet and indicated that a Convenience Copy of the Treasurer's Report would be posted to the GVFPD website. In discussion it was noted that a few lines in the 2025 Budget which refer to what is now called the CWPP IT. These categories do not match the current organization of the GFVPD. Treasurer Thompson indicated that these will be updated.

Action Director Groeteke moved to approve the Treasurer's Report as presented. Secretary Lamb seconded. No discussion.
Motion Carried 4-0.

Action: Vice President Jones moved that before submission of budget documents all information in the documents related to the Community Wildfire Protection Plan Implementation Team (CWPPIT) must be updated so that the CWPPIT is correctly referenced. Director Groeteke seconded. Discussion clarified that the motion referred to the categories in the budget spreadsheet.
Motion carried 4-0

Chief's Report

Chief Dan Knox's detailed report is included in the December 9, 2024, Board Packet.

Action: Vice President Jones moved to approve the Policy for Electronic Records and Website Document Retention as written. Treasurer Thompson seconded. The policy was discussed.
Motion Carried 4-0 (See Appendix A)

Chief Knox reviewed the report included in the Board Packet. Discussion included status of the transition to .gov email accounts, transfer of emails from personal to .gov accounts, legal services regarding building spaces on the University of Denver (DU) mountain campus, use of acronyms in official reports, alternative sites for a future new fire station, and application for and acceptance of grants.

Resolutions

The title and summary of the budget resolution was read aloud.
Action: Director Groeteke moved to adopt the Budget for 2025 subject to correcting the title of the resolution to read 2025. Treasurer Thompson seconded. No discussion.

Motion carried 4-0 (See Appendix B)

The title and summary of the Mill Levy Resolution was read aloud.
Action: Director Groeteke moved to approve the Mill Levy Resolution. Treasurer Thompson seconded. No discussion.
Motion carried 4-0 (See Appendix C)

The title and summary of the appropriation resolution was read aloud.
Action: Treasurer Thompson moved to appropriate funds as presented in the budget for 2025. Secretary Lamb seconded. No discussion. (**Motion** carried 4-0. (See Appendix D

CWPPIT

Coordinator Hausfeld summarized the report included in the December 9, 2024, Board Packet. Discussion included coordination with the Colorado Department of Public Safety (CDPS) regarding efficiencies in use of the curtain burner.

Committee Reports

Budget Committee
Committee Chair Fred Delano summarized the end-of-year Budget Report included in the December 9, 2024 Board Packet. Discussion included Chair Delano reporting that the GVFPD 2025 revenue was certified in the previous week.

Unfinished Business

Informal decision regarding the topic of Strategic Planning for GVFPD. This will be included in the January, 2025 Board of Directors meeting agenda.

New Business

There was no New Business as part of the agenda for this Board meeting.

Public Comments

Speaking as a GVFPD citizen Elisabeth Menning mentioned that the GVFPD organization is not listed as a charity in the NextDoor neighborhood app's Marketplace. If listed, it would allow people to donate their payments for items in the Marketplace to GVFPD. After a short discussion about adding GVFPD to NextDoor, as well as other similar app's marketplaces, President Burk asked Elisabeth to talk to the Administrative Officer.
Speaking as a GVFPD citizen, Les Thurman inquired whether any of the eight total calls GVFPD made in the prior month were fire calls, rather than emergency medical calls.
Fred Delano, speaking as a GVFPD member, reported on CWPP IT's attempt to get an action by the Glacier View Meadows (GVM) HOA concerning conducting mitigation one road asements.

Henry Hudson and Tom Hausfeld represented CWPP IT at the November GVM HOA Board meeting. They reported that the GVM HOA did act. A motion to allow CWPP IT to mitigate to the limit of road easements passed, with one abstention.

Directors Comments:

Treasurer Thompson mentioned appreciation for Fred Delano and the budget committee and the work which was completed.
Secretary Lamb agreed with Treasurer Thompson.
Director Groeteke echoed Treasurer Thompson's comments, as well as complimenting Mr. Delano's thoughts about transitioning to a new Budget Committee Chairperson in the coming year.
Vice President Jones thanked the Board for indulging in the election discussion during the meeting.

Adjournment:

Action Treasurer Thompson moved to adjourn the regular meeting of the GVFPD Board. Director Groeteke seconded. **Motion** carried 4-0.

Vice President Jones declared the meeting adjourned at 9:20 pm MST.

Respectfully Submitted,

Berton Lee Lamb
Secretary
and Amari Victoria
Recording Secretary

Board Actions

Approved unanimously President Dave Burk's absence as an Excused absence.
Approved unanimously the Monday, November 11, 2024, minutes.
Approved unanimously the Treasurer's Report.
Approved unanimously the update of all Resolution documents related to CWPP IT, referring to the categories in the budget spreadsheet.
Approved unanimously the Policy for Electronic Records and Website Document Retention.
Approved unanimously the Resolution to Adopt the 2025 Budget, subject to the title correction changing '2024' to '2025'.
Approved unanimously the Resolution to Set Mill Levies.
Approved unanimously the Resolution to Appropriate Sums of Money for Budget Year 2025.

NEXT BOARD MEETING FEBRUARY 9, 2025

APPENDIX A

Glacier View Fire Protection District
Policy for Electronic Records and Website Document Retention

The official records of meetings including agenda, minutes and board packets will be the original hard copies stored in the Minutes binder, organized by year. Official records of the meeting minutes will be accepted with an electronic signature from the Secretary of the Board. These records will be open for public inspection at the Glacier View Fire Station #1 during office hours of the Administrative Officer or by appointment.
Website versions of the agenda, meeting minutes, and board packets will be considered convenience copies. The Board may modify the convenience copies as needed to meet WCAG 2.1AA standards and the convenience copies will be available online for one year plus the current year.
Notice of the time and place for all regular or special meetings will be the agenda posted on glacierviewfire.gov website no less than twenty-four hours prior to holding the meeting.
The Treasurer's Report in the official board packet will have hard copies of the Balance Sheet, Profit & Loss Overview vs. Actual +/- Year to Date and Checks over $1000 dollars, but will not be included in the convenience copies. Instead, the Treasurer's report in the convenience copy will be a written summary describing key points from the financial statements.
Convenience copies of the agenda, meeting minutes, and board packets will be available for the current year plus one year prior. Convenience copies will be removed annually at the start of the year. For example, in January of 2025, all convenience copies from 2023 will be removed from the website. Convenience copies from 2024 will remain available on the website until January 2026.
Website posting of the information pertaining to the election and audit and budget will be in conformance with the requirements outlined by the Sunshine Law (C.R.S § 24-6-402) and Special Districts Act (§§ 32-1-104.5 and 32-1-1001).
Electronic mail between two board members containing discussion, debate, or exchange of ideas, either generally or specifically, related to the essence of any public policy proposition, specific proposal, or any other matter being considered by the governing entity between board members will be forwarded to the official GVFPD email account for each board position to allow for open and public inspection and continuity between elected officials. Electronic mail between three board members would

constitute a meeting and the Glacier View Fire Protection District can not conduct a meeting in email format to ensure adequate public inspection and notice pursuant to the Open Meetings Law (§ 24-6-402).
It is the goal of the Board to reach a Site Accessibility Score of 100, as calculated by Streamline, by July 2025.

APPENDIX B

RESOLUTION TO ADOPT BUDGET FOR 2025

(PURSUANT TO 29-1-108, CRS)

A RESOLUTION summarizing expenditures and revenues for each fund and adopting a budget for the GLACIER VIEW FIRE PROTECTION DISTRICT, Larimer County, Colorado for the calendar year beginning on the first day of January 2025 and ending on the last day of December 2025.

Whereas, the Board of Directors of the GLACIER VIEW FIRE PROTECTION DISTRICT has appointed Ashley Johnson, Administrative Officer, to prepare and submit a proposed budget to said governing body at the proper time, and

Whereas, upon due and proper notice, published and posted in accordance with the law, said budget hearing was held on October 14th, 2024 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 have also been added to the revenues so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GLACIER VIEW FIRE PROTECTION DISTRICT, LARIMER COUNTY, COLORADO:

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

General Fund:	$273,000.
Fixed Liabilities Fund:	$7,400.
TOTAL EXPENDITURES:	$280,400.

APPROPRIATED RESERVES:

Reserve for Tabor:	$8,190.
Operating Reserves:	$147,609.
Capital Equipment Reserve:	$150,000.
Capital Facilities Reserve:	$45,500.
Contingency Reserve:	$20,000.

TOTAL EXPENDITURES AND RESERVES: $371,299.

Section 2. That the estimated Revenues for above funds are as follows:

General Property Tax:	$483,768.
Other Revenue:	$25,299.
Beginning Cash Balance:	$134,442.
TOTAL REVENUES:	$643,509.

Section 3. That the annual budget as submitted, amended, and hereby summarized by fund, is hereby approved and adopted by the GLACIER VIEW FIRE PROTECTION DISTRICT for the year stated above.

Section 4. That the annual budget hereby approved and adopted shall be signed by the appropriate Directors of the Board and made a part of the public records of the District.

ADOPTED THIS 9th DAY of DECEMBER 2024.

_____ Attest: _____

President GVFPD Board of Director

APPENDIX C

RESOLUTION TO SET MILL LEVIES
(PURSUANT TO 39-5-128 & 39-1-111, CRS)

A RESOLUTION levying the general property taxes for the year 2025 to help defray the costs of government for the GLACIER VIEW FIRE PROTECTION DISTRICT, Larimer County, Colorado for the 2025 budget year.

Whereas, the Board of Directors of the GLACIER VIEW FIRE PROTECTION DISTRICT has adopted the annual budget in accordance with the Local Government Budget Law, on December 9th, 2024, and

Whereas, the amount of money necessary to balance the budget for general operating expenses is $273,000 and

Whereas, the amount of money necessary to balance the budget for bonds and interest is none, and

Whereas, amount of money necessary to balance the budget for capital expenditures is none, and

Whereas, amount of money necessary to balance the budget for contractual obligations is none, and

Whereas, the 2024 valuation for assessment for the GLACIER VIEW FIRE PROTECTION DISTRICT is $39,808,343.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GLACIER VIEW FIRE PROTECTION DISTRICT, LARIMER COUNTY, COLORADO:

Section 1. That for the purpose of meeting all general operating expenses during the 2025 budget year there is hereby a tax of 10.50 mills upon each dollar of the total valuation for assessment of all taxable property for the District for the year 2024.

Section 2. That for the purpose of meeting all contractual obligations and interest expenses during the 2025 budget year there is hereby a tax of 1.15 mills upon each dollar of the total valuation for assessment of all taxable property for the District for the year 2024.

Section 3. That for the purpose of meeting all the Division of Local Affairs approved capital expenditures during the 2025 budget year there is hereby a tax of no mills upon each dollar of the total valuation for assessment of all taxable property for the District for the year 2024.

Section 4. That the Treasurer of the GLACIER VIEW FIRE PROTECTION DISTRICT is hereby authorized and directed to immediately certify to the Board of County Commissioners of Larimer County, Colorado, the mill levies for the GLACIER VIEW FIRE PROTECTION DISTRICT as herein determined and set.

ADOPTED THIS 9th Day of December, 2024

_____
President

Attest: _____
GVFPD – Board of Director

Seal

APPENDIX D

RESOLUTION TO APPROPRIATE SUMS OF MONEY FOR BUDGET YEAR 2025

A RESOLUTION appropriating sums of money to the various funds and spending agencies, in the amount and purpose as set forth below, for the GLACIER VIEW FIRE PROTECTION DISTRICT, Larimer County, Colorado for the calendar year beginning on the first day of January 2025 and ending on the last day of December 2025.

Whereas, the Board of Directors of the GLACIER VIEW FIRE PROTECTION DISTRICT has adopted the annual budget in accordance with the Local Government Budget Law, on December 9th, 2024, and

Whereas, the GLACIER VIEW FIRE PROTECTION DISTRICT has made provisions therein for revenue in an amount equal to or greater than the proposed expenditures as set forth in such budget, and

Whereas, it is not only required by law, but also necessary to appropriate the revenues in the budget to and for the purposed described below, thereby establishing a limit on expenditures for the operations of the GLACIER VIEW FIRE PROTECTION DISTRICT.

Whereas, whatever increases may have been made in the expenditures, like increases have also been added to the revenues so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GLACIER VIEW FIRE PROTECTION DISTRICT, LARIMER COUNTY, COLORADO:

Section 1. That the following sums are hereby appropriated from the revenue of each fund, for the purposes stated:

General Fund:	$273,000.
Fixed Liabilities Fund:	$7,400.
Reserve for Tabor:	$8,190.
Operating Reserves:	$147,609.
Capital Equipment Reserve:	$150,000.
Capital Facilities Reserve:	$45,500.
Contingency Reserve:	$20,000.

TOTAL EXPENDITURES AND RESERVES: $371,299.

ADOPTED THIS 9th DAY of DECEMBER 2024.

_____
President

Attest: _____
GVFPD – Board of Director

Seal