



**APPROVED 6/13/22**

## **Glacier View Fire Protection District**

1414 Green Mountain Dr. • Livermore • Colorado • 80536

May 9th 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, Secretary Gordon Cunningham, Director Bill Salmon

Fire Department members present: Assistant Chief Jim Perry, Assistant Chief Peter Henderson  
Assistant Chief Warren Jones, District Administrator Cheryl Franz, Member Ed Sather

Public members: 6

Confirm no changes made to the Agenda

- 1. 2022 Board of Directors Election** – Treasurer Thompson swore in Dave Burk as a newly elected Board member for the term 2022-2025. President Burk swore in Steve Groeteke as a newly elected Board member for the term 2022-2025 and Bill Salmon who was elected from an appointed position with the term ending 2023.

Ron Lindroth joined the meeting via Zoom to introduce himself and answer questions from the Board. He was a candidate for the open Board position. Ron is currently a Fire Chief in Montana and will make his home down in Red Feather Highlands in June. He will then be in Colorado for six months and traveling for six months. Red Feather Highlands will be his primary residence and is a registered voter in Colorado. Ron has been in the fire service for 47 years and a fire chief for 12 years. He will be able to attend meetings via Zoom. Director Salmon had no questions or concerns about his qualifications. Secretary Cunningham noted that he has heard all positive reviews and had no questions. Treasurer Thompson agreed with the Board on Ron's status. President Burk entertained that the Board move forward on appointing Ron to the Board with the caveat that if something from SDA or the Statues would preclude him that the Board would then postpone it and possibly handle it a different way if needed. All Board members agreed. Ron will be sworn in before the next Board Meeting. President Burk thanked Ron for his willingness to serve the community again.

- 2. Secretary's Report:** Report was submitted and made part of the Board Packet. Secretary Cunningham reported that the April Board minutes were acceptable and ready for approval. **President Burk made a motion to approve the Board Meeting Minutes from April 11<sup>th</sup>, 2022, as presented. Director Salmon accepted the motion to approve the minutes. Treasurer Thompson seconded. Call for discussion. No further discussion. All in favor, the motion carried.**

- 3. Treasurer's Report:** Report submitted and made part of the Board Packet. Treasurer Thompson presented the April Treasurer's Report. He stated that the P & L showed that we have received over half of our income for the year through taxes from Larimer County and explained that we get most of our money at the beginning of the year rather than later. He noted that the CWPP expense will show a high percentage as the funds come out of the Cameron Peak Fire Donations to pay for the unbudgeted CWPP in the Firewise expense line. He mentioned that the training is at 6.2% and is low for the year. He also mentioned that Vehicles Expense is at 12% spending for the year but can change in an instant due to unexpected vehicle maintenance. Assistant Chief Perry noted that the annual vehicle maintenance is beginning and E1 is currently being worked on. Checks over \$1K include the third payment to Ember Alliance for \$9,732, \$2,500 to Anderson & Whitney for Exemption of Audit, Quarter 1 Payroll taxes were \$1,431.46, and FirstBank Visa had items totaling \$1,678.38. Treasurer Thompson acknowledged a \$300 individual donation. District Administrator stated that the remaining balance due Ember Alliance for the CWPP is \$3,244 upon approval of the plan. **President Burk entertained a motion to accept the Treasurer's Report as presented. Director Salmon accepted the motion. Secretary Cunningham seconded. Call for discussion, no discussion. All in favor, the motion carried.**
- 4. Chief's Report:** Assistant Chief Perry sat in for Chief Knox. Director Salmon questioned if Assistant Chief Perry knew what the status of NLCERA was. Assistant Chief Perry stated that today UC Health is going to be providing on-line training via Career Cert until September. The members will need to log on. This week will be a two-hour recorded lecture that the members will need to watch in order to get their CE credits. He also mentioned that any hands-on skills training is on hold at this time. Director Salmon noted that Chief Knox mentioned on his report that there was a staffing issue at NLCERA. Assistant Chief Perry stated that UC Health just took over Greeley and they are shifting people over to Greeley which is causing staffing issues as far as getting trainers up here to all departments. He stated that Joel Funk from Livermore Fire Department has contacted NLCERA and voiced his concerns. President Burk asked what some of the concerns were because Chief Knox stated that we would check with the NLCERA contract to see if what UC Health is doing is acceptable. Assistant Chief Perry stated that the contract does state that UC HEALTH will provide training for us but doesn't specifically say in-person or not and that by providing the on-line course they are probably fulfilling their part of the contract, and hands-on training will be done in-house. President Burk asked what members are required to have as far as training; hands-on, virtual or recorded, or video to meet the CE requirements, or does the State or someone else require a certain amount to be hands-on. Assistant Chief Perry recalled that the NREMT recertification does require a certain amount of hands-on skill training over a two-year period and believes that the hands-on skills can be made up over the two-year cycle for renewal. Assistant Chief Henderson gave a heads up to the Board that UC Health, in his opinion, is now over extended and they are starting to drop the ball and let the outlying fire protection districts fall by the wayside because they are getting more funding and other revenues from their major contracts down on the front range. He feels that the Board and the District need to be proactive and ask all the questions necessary to do our due diligence and make sure we are providing the services we are promising our constituents. He stated that there could be a time in the near future that UC Health may not be able to provide those services to us. He doesn't see any operational loss in ambulance service, but this would be for just for administrative or training assistance. Assistant Chief Henderson stated that we as a collective, and working with the other surrounding agencies, need to ask serious questions about what NLCERA is doing and why, and what the ramification of those decisions are. Director Salmon stated going to NLCERA.com and go to the EMS Contract, Amendment 7, Section 9, it will give you what you need, it is medical director driven, and will guide you in the questions to ask.

Assistant Chief Jones stated that this is a bigger issue and that he has been in close contact with other chiefs who deal with UC Health and stated UC Health is requiring all new EMT's to do an additional two-week residency program and there is no known impact to that. Treasurer Thompson asked if it was just our district or all the surrounding District's that need to get involved in this effort. Assistant Jones stated that there was talk among the surrounding chiefs to form a training authority and noted that it would be a big job. Assistant Chief Perry mentioned that it would be beneficial for all departments to express their thoughts and that this topic comes up at the NW Chiefs bimonthly meetings. President Burk mentioned that there should be a compliance officer and a medical director of the contract that would be making sure that the training is being handled correctly and they would understand that if either party falls out of contract, they should do their due diligence to make sure the program meets all the State's requirement in keeping everyone certified. He suggested that if Operations needs help beyond what Chief Knox wants to do let the Board know and they can develop a letter from the Board to go along with that or other Board's to make sure we all stay in compliance.

Treasurer Thompson noted that the Capital Replacement Plan has been pushed back according to the Chief's Report and expressed that it is important that he gets the Operations proposed changes by June 1 to prepare and check for the viability of it for the June Board meeting. Assistant Chief Perry said he would get with Chief Knox and mentioned that Officers still need to get together and discuss how they would like to lay out a new 10-year Capital Replacement Plan and present the proposal. He was thinking they would submit the proposal next month and the Board could proceed from there. Treasurer Thompson stated that we are and will continue to work on the current 10-year Capital Replacement Plan for the remainder of 2022 and does not want GVFPD in the position to have financially negative years. He added that money has been set aside annually through the Reserves for the pumper.

Treasurer Thompson asked about the radios in personal vehicles and how many additional sets GVFPD owns. Assistant Chief Perry noted that there are three extra sets right now that would be able to go into the personal vehicles. Treasurer Thompson asked what it would cost to install. Assistant Chief Perry will check on current pricing for installation and the Officers are still deciding who wants a radio in their vehicle. He mentioned that these radios are also available as back up radios should we need to replace one on an apparatus.

The Board asked that the generator report only be a monthly update on the grant. Director Salmon suggested testing the generators to make sure the system setup operates correctly.

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

District Administrator Franz discussed the meetings with Tanya from Ireland Stapleton on the Member Handbook and stressed the necessity for an SOG on patient handling and patient health report confidentiality. Assistant Chief Henderson felt that it would be appropriate to use the UC Health patient confidentiality SOG and revise it to fit GVFPD. In his experience all departments run with the same language. He stated that he could provide one for the department for reference. President Burk asked for clarification that a statement of the patient confidentiality will be in the handbook referencing to an SOG. District Administrator Franz confirmed and that we needed backup for the statement in an SOG from Operations. President Burk mentioned that it is the Handbook Committees recommendation to move forward for approval of the Handbooks and Bylaws. These will be finalized and given out in the next month

to the members, employees, and Board members. President Burk thanked the Handbook Committee, Director Salmon, District Administrator Franz, and Ireland Stapleton.

**President Burk entertained a motion for a provisional approval of the two Handbooks and Bylaws, and that upon a final review in the next month make a final approval. Secretary Cunningham accepted the motion. Treasurer Thompson seconded. Call for discussion, no further discussion. All in favor. Motion carried.** District Administrator Franz added that once the Board has made the final approval Legal will put together the Table of Content. Chief Knox will verify the SOG's.

Treasurer Thompson asked for the cost to repair the garage bay door. District Administrator Franz stated that the cost would be around \$4,100 to fix two sections of the door and are looking at four months before the repair will be made. The door is operational.

## 6. Committee Reports:

**(a) Patronage Committee - (David Thompson, Gordon Cunningham)** Nothing new to report Treasurer Thompson asked that the Patronage Committee be pulled from the agenda for now as all items have been purchased through grants during 2021 and 2022. President Burk added that Chief Knox mentioned fundraising would possibly fall under the Support Group

**(b) CWPP Committee - (Warren Jones, Peter Henderson, Bill Salmon, Randy Golden, Casey Johnson)** Report submitted to the Board.

In addition to the report Assistant Chief Jones thanked Kathy Hudson and Barb Curtis for the food provided at the Saturday Fire Training. It was very much appreciated!

Treasurer Thompson commented on the implementation team and mentioned that GVFPD has been in contact with our insurance agent about doing mitigation recommendations to the public and noted that if this is done through GVFPD, and a fire were to come through the District, that GVFPD is not covered for the mitigation recommendations that have been given out to the community. Assistant Chief Jones and Henderson said that they would be making recommendations as a fire adaptive community program and that GVFPD will not be liable for any issues and the team would be giving out only recommendations that will give a community member a chance at saving their property. Treasurer Thompson asked how we would indemnify ourselves against that. Assistant Chief Henderson and Jones stated that they would have a form and will check off list and a paragraph that states these are recommendations based on the hazard zone program from Colorado State Forest Service and that these are recommendations only and will include a place where the homeowner can sign. Assistant Chief Henderson added that this will be a legal document to give to homeowners. President Burk added that we will send the document to Legal and our insurance for review before it is finalized.

Assistant Chief Jones asked the Board to authorize Chief Knox, Assistant Chief Henderson, and himself to work directly with the HOAs to develop options and considerations for a slash pile mitigation plan and the option to potentially financially contribute as part of a solution. President Burk stated that it is not an issue to work with the HOAs, but financially GVFPD is in a budget year, and nothing is budgeted for that. If there is an option to contribute financially than money would have to be found within the budget and brought to the Board,

and suggested, that in the 2023 budget process, create a budgeted line item that would support the recommendation. Director Salmon asked if there was any additional donation money. District Administrator Franz confirmed that there was. President Burk expressed his concern that this is not an exigent circumstance, it falls outside of GVFPD's normal budget process, and we would have to amend the budget and he does not recommend this action unless it is an exigent circumstance but is open for options and proposals. Treasurer Thompson added that it would be late for this year but suggested bringing something forward for 2023. Assistant Chief Jones will work with the team and bring a proposed budget request to the 2023 Budget Committee. Secretary Cunningham made a suggestion to get everyone of the stakeholders together monetarily to see what that would look like for the mitigation process.

- (c) **Sunset Election Committee – (Cheryl Franz, David Thompson, Gordon Cunningham, Dan Knox)** District Administrator Franz stated that the committee is waiting on a change in what was originally presented by Operations. Assistant Chief Perry confirmed that they were working on it. Treasurer Thompson asked for a June 1 deadline.
- (d) **Budget Committee – (Dave Burk, Dan Knox, David Thompson, Cheryl Franz, Fred Delano, Ops member)** President Burk mentioned that the committee has met twice and will meet every other Thursday, next meeting is May 19<sup>th</sup>. The committee presented the budget guidelines for the Board to review with adjustments. Director Salmon questioned the 3% cap as it was suggested last month in tying the cap to inflation. Treasurer Thompson mentioned that after discussion in the Budget Committee the consensus was to leave the cap at 3% with the exception of fuel (15% increase) and insurance (24% increase) but is open for discussion. The reasoning was explained that not all of the budgeted amounts were spent on budget line items in 2021. Treasurer Thompson stated that the Budget Committee attempted to use the CPI and other sources, which focuses on the nation as a whole, but felt like, from looking at a small department, the numbers don't always apply. He noted that as of now Operations is under budget for 2022 and, last year, when setting a 3% cap for the 2022 budget Operations came in at 2.7%. He stated again that the 3% was adequate for the 2023 budget cycle with the two exceptions of fuel and insurance. President Burk stated that this is the Budget Committee's recommendation but is up for discussion from the Board and noted that this was the same amount of cap as last year. Director Salmon stated that he was comfortable with the suggested cap but, since he has no idea about the year ahead, that there should be an out clause or trigger point where the 3% cap wouldn't apply. President Burk suggested that the Board could have the caveat of the cap being reviewed as needed. He mentioned that the Budget Committee will keep the Board updated as the budget process moves forward and explained that every month down the road the budget will be refined as the committee will know what has been spent in 2022. President Burk stated that at anytime the Board feels uncomfortable or if Ops comes in with a high than 3% figure in the budget process that can't be avoided then the cap can be adjusted. He reminded the Board that this is just a guideline for the Budget Committee to follow. Director Salmon brought forward that IAFC (International Association of Fire Chief's) recommendation was an 8.5% increase based off CPI and SS. Treasurer Thompson noted that the budget numbers should be justifiable.

**(Budget Committee – continued)**

Director Salmon suggested a review of the cap that would allow for an adjustment in the cap if needed for appropriate operations. President Burk agreed and stated that at every budget meeting this will be considered and will also be in line with the District's property tax valuation that is distributed in August. Any adjustment will be presented to the Board. President Burk asked if the Board would rather have a range for the Budget Committee and Operations. and added that this would not include the fuel and insurance because it would skew other things due to them having such a big increase and that is why they were pulled from the guidelines. Director Salmon had a suggestion of 6% - 8% for Operations. President Burk explained that the Budget Committee acts conservatively when projecting revenue and is cautious when projecting expenditures. He asked again if the Board would like to see a range on the cap. Treasurer Thompson suggested 3% with exceptions and if Operations comes back with the justification, then it will be brought to the Board, but doesn't agree with putting in a range because it will cause the budget to stay on the high end of the range. Director Salmon suggested increasing budget reserves in case money is needed. Treasurer Thompson mentioned that GVFPD currently puts \$20K a year into a Reserve for uncertainties. President Burk asked for the Boards decision based on the recommendation presented. After further discussion the Board agreed to 3% as a guideline, which can be adaptable, and the Budget Committee will each month. Fred will present a 3% and a 5.5% budget for comparison. The Board agreed with the Budget Form for each programs manager (PPE, EMS, Wildland Fire, Training, etc) in Operations to complete for the budget process.

**(e) Firewise Committee** – (Warren Jones, Ted Sammond, Diana Reeves, Kathy Hudson, Henry Hudson) Comments are in CWPP report.

7. **Unfinished Business:** Generator update will be in the District Administrator report moving forward.
8. **New Business:** No new business
9. **Public Comment:**  
Mr. Hudson is concerned about the GVM HOA being left to manage the slash piles and feels that GVFPD should assist monetarily to the solution with the HOA. President Burk noted that Chief Knox and Operations are tasked with this concern through Firewise and CWPP and will bring this back to the Board at a future meeting.

Assistant Chief Henderson thanked Gordon and Randy for their time on the Board. He expressed the importance of everyone in the room helping out with what was presented. He asked for patience and due diligence, creativity, and hard work as all of this discussion moves forward in the District.

**10. Directors Comments:**

Treasurer Thompson expressed his appreciation to Gordon and Bill for their service on the Board, thanked Dave for his leadership and continuation, and thanked Bill for his continued service to the Board. Gordon and Randy were presented with gifts from the Board.

**(Directors Comments – continued)**

Director Salmon expressed his appreciation to the Board and noted the energy in Operations and the leadership from Chief Knox. He acknowledged the work from District Administrator Franz and CWPP. He stated that it was an honor to serve on the Board.

Secretary Cunningham stated that in his year and a half it has been a learning experience and it has been a great pleasure working with everyone. He stated that he has learned a ton and it takes everyone from the Board to Operations to work together and have more involvement. He sees great success in the future of GVFPD moving forward.

President Burk thanked Gordon and Randy for their service. He appreciates what everyone does for this organization from the members too support and stated that the members are what this department is all about and everyone else is support to and for them. All of our roles are to get the members what they need and help them do the dangerous and necessary jobs that they do as volunteers for GVFPD. He thanked the members for attending. President Burk welcomed Steve Groeteke to the Board.

**Adjournment: President Burk made a motion to adjourn the meeting at 08:50 PM. Treasurer Thompson accepted the motion. Secretary Cunningham seconded. Call for any further discussion, no discussion. All in favor. Meeting adjourned.**

Respectfully submitted by  
Cheryl Franz  
District Administrator

**Next Scheduled Meetings: Monday, June 13<sup>th</sup>, 2022**  
**Board Meeting 7:00PM – in-person – Station 1**