



Glacier View Fire Protection District

1414 Green Mountain Dr. • Livermore • Colorado • 80536

June 14th, 2021 at 7:00pm

Meeting was called to order at 7:01 PM via in-person and ZOOM

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

Excused absence: President Steve Switzer

Fire Department members present: Fire Chief Warren Jones, Assistant Chief Dan Knox, Assistant Chief Jim Perry, Assistant Chief Peter Henderson, members Steven Leenerts and Chris Sarafin, and District Administrator Cheryl Franz

Public members: 2

Confirmation that there are no changes to the agenda

GVFD fire department members Peter Henderson and Jim Perry were sworn in as Assistant Chiefs. Member Steven Leenerts was sworn in as a new Captain. Chief Jones recognized Lynn Creekmore as a new Captain, and she will be sworn in at a later date. Steven Leenerts will be working with Assistant Chief Dan Knox on operations and rescue. Lynn Creekmore will be working with both Assistant Chiefs Jim Perry and Peter Henderson on wildfire and training.

- 1. Secretary's Report:** Report was submitted and made part of the minutes. Secretary Cunningham reported that the May minutes from the regularly scheduled Board Meeting and the Special Board Meeting were ready for approval. Vice President Golden made a motion to approve the Board Meeting Minutes from May 10th, 2021, and Special Meeting Minutes from May 17th as presented. Director Salmon accepted the motion. Secretary Cunningham seconded. Call for discussion, no discussion. All in favor, the motion carried.
- 2. Treasurer's Report:** Treasurer Thompson presented the May Treasurer's Report. He reviewed the Budget Overview vs Actual +/- Year-to-Date. He highlighted the Checks Over \$1K. \$1,884 was spent on legal expenses with Ireland Stapleton for the Handbook update and CWPP Contract review and \$1,565 went to Poudre Valley Air for repair work from the snow damage. GVFD received \$100 in donations and the total was added to the Donations Year-to-Date Report by District Administrator Franz. Vice President Golden made a motion to accept the Treasurer's Report as presented. Director Salmon accepted the motion. Vice President Golden 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 via Zoom as submitted in his report to the Board.

Covid-19 Update - Chief Jones reported that the Covid situation in Larimer County is doing very well. GVFD will continue to follow necessary precautions during medical calls

CWPP – CWPP will be addressed in the Committee Report

Promotion – GVFD members Steven Leenerts and Lynn Creekmore were recognized as new Captains.

Pop Up Covid Vaccine Clinic – The Larimer County Health Department is making one more push to get vaccines out. GVFD will be hosting a vaccine clinic on Friday, June 25th in the afternoon. Chief Jones will be at the station to assist with the vaccines.

4. District Administrator Report: Report submitted to Board

District Administrator Franz wanted to make a public record to thank member Andy Brown for his countless hours of work on preparing grants for GVFD. GVFD was awarded the Larimer County Fire Grant to purchase an additional Multi Gas Detector and two swivel dump valves for Tender 1 & 2. The CREATE Grant awarded GVFD funding for three of its members to attend EMT Class in August. This funding will be awarded upon completion and passing of the NREMT testing in 2022. District Administrator Franz commented that there has been no response from the CL Fires Grant for acceptance of a \$500 Firewise grant letter that was sent in.

District Administrator Franz discussed that the Newsletter will be delayed and put together at a later date. The Website/IT Information will drop off of the Agenda.

District Administrator Franz discussed the lighting situation in the bay and presented a Board Approval Form to spend \$8,134.86 to upgrade the lighting. The money spent will come out of the Building Maintenance Reserve which has a balance of \$15,360. Director Salmon suggested getting another bid. Vice President Golden suggested allocating the fund, have District Administrator Franz get a second quote and decide, and based on any other options, moving forward with the lighting project. Vice President Golden motioned to authorize the spending of \$8,134.86 from the Building Maintenance Reserve for new lighting in the bay. District Administrator Franz will get another bid and use her discretion in selecting the best quote for GVFD, not to exceed \$8,134.86. Director Salmon accepted the motion. Treasurer Thompson seconded. No further discussion. All in favor, motion carried.

5. Committee Reports:

- (a) **Handbook Committee** – (President Switzer, Randy Golden, **Cheryl Franz**) Submitted in District Administrator Report. President Switzer asked for Board discussion on moving the Handbook forward to a vote. District Administrator Franz stated that it was sent to legal for updates. The draft was forwarded to Chief Jones and the Board for review. Chief Jones stated that he had sent the Handbook with comments to the Officers for review. District Administrator will resend a copy of the Handbook to the Officers and Board for another review. Chief Jones will forward comments from the Officer's to District Administrator Franz. This will be reviewed by the Board and possibly ready for a vote in July.
- (b) **Patronage Committee** - (**David Thompson**, Gordon Cunningham) Treasurer Thompson is trying to get a couple of lists together of items under \$5K to start seeking donations companies in town. He has updated the 10yr Capital Replacement Plan using a 3% escalation. Treasurer Thompson and Secretary Cunningham will use the lists and Capital Equipment Replacement Plan to encourage donation. Chief Jones stated he has a list of items under \$5K started and will ask Dan to finalize this list and have it to the Board by the end of the month. Assistant Chief Peter Henderson stated that they could get a prioritized list in the next couple of weeks. The list will provide specific brand, model, and price of item.
- (c) **Budget Committee** – (**Dave Burk**, Fred Delano, David Thompson, Cheryl Franz, Warren Jones) Dave Burk thanked the Budget Committee for all their work. Dave shared the accomplishments of the Budget Committee. The Budget Committee has received the budget requests from the District Administrator and Operations. Dave stated that both are under the 3% increase cap. The Administration Budget requests were reviewed by the committee, the budget came in at 2.3%. Operations budget request will be reviewed at the next meeting. Dave stated that the Operations member present at the last meeting was sent with questions for Operations to review for clarification on budget line items. There were no issues with the amount of budget requested as the amount was under last year's budget. The Budget Committee reviewed the Capital Equipment Replacement Plan. The committee developed committee guidelines and a Budget Request Form to submit to the Board for a purchasing request. The Budget Committee will be bringing a preliminary proposed 2022 Budget for the Board to review and give direction to the Budget Committee at the July Board meeting. The preliminary proposal will show projected income for 2022 as GVFD does not receive the Larimer County Assessment figures until late August. The document will also include 2021 projected income and expenses for the remainder of the year.

Dave brought forward to the Board budgetary items that are on the horizon for 2023-2025 for the Board to be aware of. They include: CWPP Implementation – will there be a budgetary impact for 2022 or pushed to 2023? CWPP/Firewise program status/organization – Is CWPP going to be under Firewise, is Firewise going to be under CWPP? How will it be organized? What would the Budget line item look like? Currently there is a Budget line item for Firewise but not CWPP. Slash Pile/mitigation program – The slash pile is GVM HOA program. GVFD has assisted in burning the piles in the past. What form of mitigation would the Board want to take and what role would GVFD play? How would GVFD work with the GVM HOA? Etc. Election (mill levy sunset – 1.15 mills) -The 1.15 mill levy is designated to the building loan which will expire in 2023. If GVFD would like to keep the 1.15 mill they

(District Administrator Report – Continued)

must take it to the voters in the 2022 general election. If GVFD does not want to keep the 1.15 mills than there would need to be a budgeted amount set aside each year for Building Maintenance starting in 2023 of around \$10,000. Strategic Plan (2023) – This is a new item that will take some work and the Board will need to decide how GVFD will handle a Strategic Plan for the department. Retirement benefit increase – Chief Jones stated that there is talk regarding an increase in the members retirement benefit package. The Board will need to look into this as more information is brought forward. There will be a cost associated with an increase to the retirement fund. Survey(s) – A committee met and put together a survey for the community that ties to the Budget, CWPP, and other topics. The Board would need to decide how much they would want to branch out into the various areas and there would be a cost associated to some of the topics. Director Salmon shared the survey questionnaire draft with the Board. Vice President Golden asked if the committee was going to make any recommendations to the Board. Dave stated that it was not in the Budget Committees per view and not in this year’s budget, but if the Board would like the committee to move forward on gathering information they would. Director Salmon thought that a work session would be best at some point. Chief Jones suggested moving forward on the 1.15 Mill Levy sunset. The Board discussed the 2022 election of the 1.15 Mill Levy and will put this on the July Agenda. District Administrator Franz will send the Budget Committee Review list to the Board.

(e) Firewise Committee – (Doug Bond, Eric Ford, Dave Burk, Cheryl Franz) District Administrator Franz stated that everything is moving forward for the Firewise event. Doug and Eric have been picking up donations and making their final preparations with the vendors. They are working on getting membership help for setup and take down at the event. Flyers will be updated, and a social media blast will go out next week. The next Firewise meeting is Tuesday.

(f) CWPP Committee – (Warren Jones, Peter Henderson, Bill Salmon, Randy Golden) Chief Jones stated that the CWPP is moving forward. He talked with Corrina and Daniel from The Ember Alliance last week and they came up with a list of data they will be complying. They are working diligently on the GVFD CWPP. Peter and he have put together a list of items that The Ember Alliance is needing from GVFD, and they will be working on a contact list. The Core Team will be meeting in the next week or two.

6. Unfinished Business: No additional comments in unfinished business.

7. New Business:

Fire Chief Selection – Chief Jones apologized to the Board for thinking he could do both Fire Chief jobs at the same time. He has talked with the Officers, and it was decided that he would step aside as Fire Chief at the end of the month, but not step down as the Fire Chief. Assistant Chief Dan Knox will assume the responsibility as Acting Fire Chief until the end of Chief Jones’s job. Chief Jones stated that currently the three assistant chiefs are doing the bulk of the work on the Operations side. Chief Jones stated that Dan and he will make the transition at the end of the month and mentioned that he would like to stay on the department and help in any way that he can. After Chief Jones’s job is complete there will be discussion on his integration back into the Fire Chief position. Chief Jones asked the Assistant Chief’s if he had stated everything correctly, the three agreed. Vice President Golden asked to confirm the timeline of stepping

(Fire Chief Selection – continued)

aside as Fire Chief and his plan for afterwards. Chief Jones stated that his contracted job is for four more months but will probably be there until the end of the year and will be working with Dan to transfer over his duties at GVFD. He stated that Dan would be getting the chief1 emails when he turns everything over. Chief Jones' intent is to come back as the GVFD Fire Chief when his contracted job is complete. Director Salmon questioned the process being used and stated that it does not relate to the current Handbook. He suggested, that since we are redoing the Handbook, reconstructing language that would make the Fire Chief process work would be valuable for the Handbook and would allow GVFD to do what Chief Jones was suggesting. Director Salmon stated that currently the Acting Fire Chief part does not allow Chief Jones to make decisions on returning as the GVFD Fire Chief, it is a Board decision for that level of transition. Vice President Golden agreed with Director Salmon. Chief Jones stated that the Handbook talks about the vacancy of the Fire Chief position and in this case, there is no vacancy unless the Board wants to move in that direction. Chief Jones said he would be stepping aside not stepping down and vacating the Fire Chief position. Director Salmon's understanding is that Chief Jones is the Fire Chief, Dan Knox would be the Acting Fire Chief for a period and would have all the power and authority to act on his own in the Fire Chief position. Treasurer Thompson wanted confirmation that for Dan to do the job he would have to have the authority to do the job 100%, and Chief Jones would have to back away from the job without being in the background telling him what to do. Vice President Golden stated he wants to make sure they stay within the Handbook. Chief Jones will be appointing Dan Knox to Fire Chief in writing to the Board. Director Salmon added that he would like to see something in the Handbook regarding the Fire Chief being allowed to appoint an Acting Chief in the event of the Fire Chief's absence from the department for a length of time. Vice President Golden suggested taking this Fire Chief Selection process to Ireland Stapleton to make sure the Board is proceeding in the correct manner. Director Salmon suggested not to because the Handbook says that both the Chief and Assistant Chief serve at the pleasure of the Board, and with what the Chief and Assistant Chief's have set up, it is within the Board's per view to do what has been recommendation. Director Salmon added that after the transition, and letting the Board know that Dan was the Fire Chief, Chief Jones is still the Chief but has appointed Dan Knox as the Actin Chief. Vice President Golden questioned Chief Jones as to how the transfer process would happen, how he would officially give Assistant Chief Dan Knox the Fire Chief position, and will it be in writing. Chief Jones stated that he will make it happen. Secretary Cunningham agreed with a statement in writing from Chief Jones that Dan will take over as Fire Chief during his absence and give a timeline as to when Chief Jones would come back to the Fire Chief position.

Rescue Tool – Officer Steven Leenerts reviewed with the Board the information from the Board Packet along with his recommendation. The Board discussed the warranty from each company offered. The Board thanked Steven for all his work on the rescue tool for GVFD. Vice President Golden motioned to purchase the Amkus Rescue Tools for up to \$20,000 which would include shipping. Director Salmon seconded. Call for discussion. No discussion. All in favor, motion carried.

8. Public Comment:

Fred Delano used the Rescue Tool as an example of what the Budget Committee looks at when GVFD purchases something that has a life expectancy. He stated that this is how the Budget Committee puts together the Capital Replacement Plan for replacing the Rescue Tool or other equipment items and then budgets specific items in preparation for the Budget.

Fred also recommends going to election on the sunset 1.15 Mill Levy. He reminded the Board that Keeping the current Mill Levy will allow GVFD to continue with the Building Maintenance Reserve. Having the Mill Levi go away reduces GVFD income and money will have to be reallocated to fund the Building Maintenance Reserve leaving a line item with reduced funding.

The Board discussed the 10-year Capital Equipment Replacement Plan and how it is funded.

Dave Burk discussed some Budget findings on the Communication Reserve and the Portable Radio funding in the Capital Equipment Replacement Plan and recommended putting the reserve money into just the Capital Equipment Replacement Plan. Dave stated that it will be up to the Board to decide the how much money to put into the Capital Equipment Replacement Plan each year as items get purchased or the GVFD needs change, etc. This will be brought to the Board at the next meeting.

9. Directors Comments:

Treasurer Thompson expressed his appreciation to the staff and the leadership for the work they are providing. He wanted them to know that what they do for the department does not go unnoticed.

Secretary Cunningham congratulated the members on their promotions. He thanked Steven for the work on the Rescue Tool. He thanked Dave for his comments and thanked District Administrator for her time she puts in.

Director Salmon congratulated the members for their promotions and thanked the Fire Chief and Assistant Chiefs for doing their due diligence for how to overcome the Fire Chief situation. He has high confidence in what is being done for the good of the department. Director Salmon expressed is appreciation for the community involve of Fred and Dave.

Vice President Golden shared that he was glad Chief Jones is stepping aside and not stepping down and thanked him for staying with GVFD. He thanked all the members for volunteering their time to do their jobs within the fire department. He expressed his appreciation to the Budget Committee.

Adjournment: Vice President Golden entertained a motion to adjourn the meeting. Director Salmon accepted the motion. Treasurer Thompson seconded. Meeting adjourned at 8:45PM.

Respectfully submitted by
Cheryl Franz
District Administrator

Next Scheduled Board Meeting: Monday, July 12th, 2021
The Board meeting WILL BE in-person.