



Glacier View Fire Protection District

1414 Green Mountain Dr. • Livermore • Colorado • 80536

November 16th, 2020 at 7:00pm

Meeting was called to order at 7:00 PM via ZOOM

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

Fire Department members present: Fire Chief Warren Jones, FF member Doug Bond, District Administrator Franz

Public members: 3

Confirmation that there are no changes to the agenda

- 1. Secretary's Report:** Report was submitted and made part of the minutes. President Switzer entertained a motion to accept the September/October Combined Board Meeting Minutes from October 8th, 2020 as presented. Treasurer Thompson accepted the motion and Secretary Lameiro seconded. Vice President Golden abstained because he was absent. Call for discussion, no discussion. All in favor, the motion carried.
- 2. Treasurer's Report:** Treasurer Thompson submitted the Treasurer's Report for October. Treasurer Thompson detailed the Checks Over \$1000. He noted the current amount of donations received from the Cameron Peak Fire. President Switzer entertained a motion to accept the Treasurer's Report. Vice President Golden accepted the motion and Secretary Lameiro seconded. Call for discussion, no discussion. All in favor, the motion carried.
- 3. Chief's Report:** Report submitted to Board.

Chief Jones reviewed his Community Wildfire Protection Plan. He asked for input from the Board on how small or large they would like to see this project develop and what direction to proceed with this project. Chief Jones stated that on the small scale the project would be determined by Chief Jones, one person from the Sherriff's office, and a member of the State Forest Service. On a large scale would be for the Board to solicit the community members to form a Community Wildfire Advisory Committee or Planning Committee with a member of the Board on the Committee, the Chief, and a few FF/EMS members, Sherriff's Office, State Forest Service, and representatives from each District HOA community. The Community Wildfire Protection Plan would provide policy guidance not only for now, but also for the future in wildfire prevention and protection.

(Chief's Report – continued)

President Switzer asked Chief Jones to give an example of the outcome of the Community Wildfire Protection Plan on a small-scale vs large-scale. Chief Jones stated that on a small scale they would review other plans that are already in place, as well the Larimer County plan, and pick through those parts of each that would pertain to GVFD and package it together. Large scale would be to hire a consultant to do a risk assessment in various areas. There would be a larger planning team consisting of HOA members and other required folks. They would meet a couple times a month and do some analysis work, public hearings, surveys, etc. Chief Jones stressed that it would take the cooperation of all District HOA's.

President Switzer stated that this process would allow more experience and knowledge, and provide a better outcome, and makes a record of process for the plan.

Treasurer Thompson encouraged incorporating all District HOA's so everyone is involved. He agreed that this is the time for people to become involved since the recent Cameron Peak Fire. He would like to see this be a comprehensive plan that covers the entire District.

Salmon stated his support of bringing all the stake holders together because they can provide a lot of information, there would be solid documentation, and possible grant funding. He believes this could be done in an organized and professional manner.

Paul suggested including insurance companies based on possibility past research.

Randy suggested to go for the larger scale plan and move forward with an outline of a Community Wildfire Protection Plan.

The Board is on the same page and bring it to the Board in December.

Chief continued and discussed his bullet points as submitted to the Board.

4. District Administrator Report: Report submitted to Board

District Administrator Franz presented the 2020 Bank transfers from the GVFD Operating Account to the Money Market Account as follows:

\$23,000 from Operating Account to Capital Equipment Reserve
\$ 3,000 from Operating Account to Grants Reserve
\$16,000 from Operating Account to Communications Reserve
\$ 9,524 from Operating Account to Building Debt Reserve

Treasurer Thompson verified that these are prior approvals during the 2020 Budget process and are inline with the 2020 Budget for the end of the year.

(District Administrator Report – continued)

President Switzer entertained a motion to transfer the stated amounts from the GVFD Operating Account to the Money Market Accounts. Vice President Golden accepted the motion and Treasurer Thompson seconded. Call for discussion, no discussion. All in favor, motion carried.

District Administrator expressed her gratitude for the non-monetary donations that people provided, PRICELESS! See list in District Administrator Report. She also reviewed information regarding the snowplowing bids and recommendation of said contractor to the Board. No further discussion was made.

District Administrator Franz will bring forward the Money Market Account with a detailed and itemized account of each allocated Reserve at the next month's Board Meeting.

Fred Delano shared the 2021 Budget details to the Board for Approval: He stated that District Administrator Franz and he went line by line on 2020 Budget actual expenses to date and projected an additional cash carryover in the checking account going into 2021 by about \$10,000. He mentioned that, on the 2020 Budget income side, there were unexpected donations and GVFD is unlikely to expect the same amount of donations in the 2021 Budget.

Fred stated that after receiving the 2020 Larimer County Valuation of Taxes, the 2021 Budget was corrected to reflect the decrease of approximately \$900 in tax revenue for the District.

Fred stated that Administrative Salaries line item was adjusted and reduced to reflect the current payroll with allowance for a possible increase.

The 2020 Communication Expense was adjusted by \$2200 to reflect the Chief's radio installation and the 2021 Communication Expense was reduced to \$11,800.

Fred added that the 2021 Budget Building Maintenance Expense has an increase of \$10,000 which is designated to the Station #2 Training facility. The rest of the money is for supplies and additional items that are not directly associated with Building Maintenance. He reminded the Board that the Building Reserve Account is the difference between the money we receive from the mil levy and what our mortgage loan payment is costing us. The difference is required by DOLA to be put in a Building Maintenance Reserve to be used only for building maintenance. This money is not included in Operations.

Firewise Expense is \$6000 and is allocated for the Community Wildland Fire Plan and the Community Firewise Event.

Fred reminded the Board that they approved \$20,000 to start a Contingency Reserve and this money will be set aside for unexpected emergencies.

Fred concluded that as the 2021 Projected Budget sits now there will be an approximately \$114,000 cash carryover from the 2020 Budget which includes the Contingency Reserve. Treasurer Thompson discussed the Contingency Reserve and reminded the Board that this fund would be added to each year as the Board sees fit until a level is reached that the Board is comfortable with. This would be a cushion for a three to six-month cash flow if needed.

(District Administrator Report – continued)

President Switzer made a motion to approve the 2021 Proposed Budget as presented. Secretary Lameiro accepted the motion and Vice President Golden seconded. Call for further discussion, no discussion. All in favor, motion carried.

Fred thanked the Board for helping in the development of the 2021 Budget.

President Switzer read the following Resolutions with corrections made by District Administrator Franz:

Resolution to Adopt 2021 Budget

Budget Resolution to Set Mill Levies

Resolution to Appropriate Sums of Money for Year 2021

5. Committee Reports:

(a) Website Committee – IT Committee (Steve Switzer, Paul Lameiro, Randy Golden, Cheryl Franz) President Switzer discussed the letter and documentation put together for the glacierviewfire.gov domain name. Comments for the IT Committee and Website Committee were made during the District Administrator Report. No further discussion.

(b) Patronage Committee - (David Thompson, Paul Lameiro) Treasurer Thompson stated the Patronage Committee is on hold due not being able to have personal contact with potential donors. Secretary Lameiro stated he would check into setting up Zoom meetings with potential donors to meet “face-to-face”.

6. Unfinished Business: No unfinished business

7. New Business: President Switzer commented about performing employee evaluations/review. Director Salmon and President Switzer will put together a review for District Administrator Franz and Ed Sather. They will bring back to the Board with recommendations at the December Board Meeting for Board approval.

8. Public Comment: FF Member Doug Bond stated that the meeting was highly informative and thanked the Board for everything they do for the members. President Switzer thanked Doug for attending the meeting.

9. Directors Comments:

Vice President thanked everyone who worked on the 2021 Budget and is very appreciative of the work.

Treasurer Thompson expressed from the Boards position the efforts that were put forward by the firefighters who worked on the Cameron Peak Fire. They did an excellent job!

(Directors Comments – continued)

Director Salmon expressed that it is an honor to be on the GVFD Board. He stated that this is one of the most well lead departments. He appreciates everyone hard work and the contribution that everyone brings to this department. He also thanked the Chief for being too capacity with the volunteer membership and recognizes the training that the Chief has put them through, and that the volunteers are ready for the task at hand. He believes that GVFD is in a good position and he looks forward to sustaining this in the next year.

Secretary Lameiro shared his appreciation for all who worked on the 2021 Budget and all the volunteers who worked on the fire. He is grateful for everyone and their contribution.

Secretary Switzer echoed everyone’s comments. He shared his ride with Chief Jones during the Cameron Peak Fire.

Adjournment: President Switzer entertained a motion to adjourn the meeting. Treasurer Thompson accepted the motion to adjourn the meeting. Director Salmon seconded. Meeting adjourned. Meeting was adjourned at 9:00 PM.

Respectfully submitted by

Cheryl Franz
District Administrator

Next Scheduled Board Meeting: Monday, December 14th, 2020