

Glacier View Fire Protection District

Agenda

January 8th at 7:00pm

Call to Order – Roll Call

Confirm there are no changes to the Agenda

1. Secretary's Report – **ACTION:**

BOARD APPROVAL – Minutes of November 13th, 2023 – Board Meeting

BOARD APPROVAL – Minutes of December 11th, 2023 - Board Meeting

BOARD APPROVAL – Minutes of December 21st, 2023 – Special Board Meeting

2. Treasurer's Report – **No Report is Available**

3. Chief's Report – Chief Report Included in Board Packet

4. FACA Coordinator Report Included in Board Packet

5. Committee Reports:

a. Apparatus Committee – **(Chief Dan Knox)**

b. FACA Task Force Report – **(Tom Hausfeld)**

c. District Administrator Committee— Current Job Description included in Board Packet.

6. **Unfinished Business:**

7. **New Business:**

8. **BOARD ACTIONS:**

Secretary's Report – November 13th – Board Meeting Minutes

Secretary's Report – December 11th – Board Meeting Minutes

Secretary's Report – December 21st – Special Board Meeting Minutes

During Public Comment there will be three minutes per person. The Board cannot get into a discussion about an item. If the Board feels the item needs to move forward it will then be put on a future agenda. For clarification, a public member speaking will need to identify who they are representing; community member or GVM HOA Board member, etc.

9. **Public Comment:**

10. **Director Comment:**

11. **Adjournment**

Next Scheduled Board Meeting: Monday, February 12, 2024 at 7:00PM

Glacier View Fire Protection District

Secretary's Report

January 8th at 7:00pm

The first Board Meeting of 2024 presents an unusual situation in that we have the Minutes of two meetings and Minutes of one Board Work Session to approve. Complications arose for three reasons. First, the formal meetings and work session coincided with the holiday season during which there was travel and scheduled leave. Second, preparation of the minutes for the November regular meeting encountered some hurdles including a request for additions to the minutes and software issues resulting in the scrambling of the document. Third, we experienced the retirement of the District Administrator, that was announced at the December 11th regular meeting, which resulted in communication delays. The resulting Minutes highlight the three ways in which the GVFPD Board conducts business.

The Board conducts business through Motions and Resolutions. Both Motions and Resolutions are equally valid Board actions.

Motions:

1. Procedural Motions. Procedural motions are those such as accepting the Treasurer's and Chief's reports.
2. Policy Motions. These motions are those that establish guidance for the Board itself, District Administrator, or the volunteer members. An example is adopting the annual budget by a motion (For example, Minutes of December 11, 2023).
3. Delegation Motions. Delegation motions establish committees, etc.

Resolutions:

Resolutions are generally more formal than motions. "Resolutions can be more detailed than motions, which are only recorded in the minutes. Resolutions allow an opportunity to explain/justify the Board's action..." (SDA 2023 Board Member Workshops, III.H, page 7)

In the attached Minutes we have examples of all these types of Board Actions.



DRAFT

Glacier View Fire Protection District

1414 Green Mountain Dr. • Livermore • Colorado • 80536

November 13th at 7:00pm

Meeting was called to order at 7:00 PM

Board of Directors present: President Dave Burk, Vice President Warren Jones, Treasurer David Thompson, Secretary Lee Lamb, and Director Steve Groetke

Fire Department members present: Fire Chief Dan Knox, Assistant Chief's Peter Henderson and Jim Perry, District Administrator Cheryl Franz

FACA Members: Tom Hausfeld, Ted Sammond, Henry Hudson

Public Members: Kathy Hudson, Fred Delano

1. **Secretary's Report** - Report was submitted and made part of the Board Packet. The Secretary's Report was moved to the end of the Agenda.
2. **Treasurer's Report** - Report was submitted and made part of the Board Packet. Treasurer Thompson highlighted Checks Over \$1K: \$1,332 is for the IT Upgrade, Rose Trucking was issued a check for \$12,510 for driveway work at the station, \$1,494.17 was used to purchase 3 iPads and two keyboards for FACA through Best Buy Advantage. 3rd Qtr Payroll Taxes were paid to the US Treasury, \$1,647.94. \$3,322.49 was paid to First Bank for Visa purchases which included EMS Training and the purchase of a Multi Gas **Detector**. **The Treasurer** added that the annual P & L is sitting at 93% on expenses and noted that they are driven by the building repair, IT upgrade, and parking lot work which will be funded by the Money Market Reserve Account and will be reflected in the Net Ordinary Income.

Motion: Vice President Jones moved to accept the Treasurer's Report as presented. President Burk seconded. Call for discussion. No discussion. Motion approved 5-0.

3. **Chief's Report** – Report submitted and made part of the Board Packet. The Chief's oral presentation closely followed the information in the Board Packet.

Topics discussed in the Chief's report included the El Pomar grant which will be reviewed on December 5th. The Chief is getting radios to test in preparation for radio upgrades in 2024. The Chief attended a meeting with an Assistant Chief, the GVM HOA and the Larimer County Office of Emergency Services and reached an agreement on the 2024 slash pile burning with GVFPD assisting if possible.

(Chief's Report – continued)

The parking lot grading, drainage, and hardening project is mostly complete. The culvert will be lengthened at the entrance, some spots will be widened, and grading will be redone.

The Chief discussed COVID as presented in report.

The Chief's Report did not result in a motion and no action was taken by the Board.

A report from the Apparatus Committee was submitted and made a part of the Board Packet. Additional documents were presented at the meeting and will be included in the Board Packet. The documents were discussed, and it was mentioned that the cost of the apparatus would be going up in March/April of 2024. The Board discussed interest rates, lease-purchase verse cash purchase, Prop HH funds, and [the details of funding an Escrow Account with Sourcewell](#). The Apparatus Committee is looking for a decision at the January meeting and will bring back the information requested [by the Board](#). Information requested by the Board include a discount on apparatus if there is a cash purchase, accessibility to the Escrow Account and interest rate, risk if GVFPD pulls out of the apparatus purchase, and a timeline for the Apparatus Committee. It was suggested to set up a [Board Work Session](#) and the Board will contact the Chief with additional comments if needed.

This discussion did not result in a motion and no action was taken by the Board.

4. **District Administrator's Report** – Report submitted and made part of the Board Packet.

The District Administrator's Report was presented as submitted. Highlights included the November Election and Prop HH failure to pass. [The Administrator reported that the generator grant is complete](#). The approved 2024 Proposed Budget was submitted in the packet with the inclusion of asterisk's by the affected line items that coincide with the \$162,655 of additional funding. [which my result from the failure of Proposition HH](#). The District Administrator submitted a report showing grants received over the last three years noting that GVFPD has been awarded approximately \$72K in grant money with GVFPD matching approximately \$32K.

5. **Alliance Report – (Tom Hausfeld)** Report submitted and made part of the Board Packet. Report presented as submitted. In addition, the coordinator presented the equipment box to the Board that FACA will be using during their assessments which included administrative packets, iPads, laser pointers, Home Ignition Zone brochures, introduction pamphlets, a sample report, and a waiver folder. Seven Ambassadors are trained and nine people will be reading assessments. Once the liability waiver form is completed the Ambassadors will move forward with their assessments.

Other highlights included the Community Wildfire Defense Grant and other grant opportunities as presented in the report. Two FACA members will be attending a class in Loveland and will bring a report back to the December meeting.

6. **Committee Reports:**

- a. **Budget Committee – (Fred Delano, Dan Knox, David Thompson, Cheryl Franz, Tom Hausfeld)** Nothing to report

7. **Unfinished Business:**

Attorney Contact – This subject will be moved to December

New Generator – In District Administrator's Report

IT Upgrade – In District Administrator's Report

8. **New Business:**

FACA – Follow up from November 1st Board Work Session with the Attorney and Insurance Agent – President Burk presented a Staff Report as submitted in the Board Packet. Take-aways were highlighted by those who attended, which included the confusion of where The Fire Adapted Community Alliance (FACA) fits in the organization by Legal and insurance agent, the FACA name, and member-emergency/volunteer-non-emergency descriptions. The discussion included a proposal to change, the name of FACA, change FACA's placement within the GVFPD organization with a formal Organizational Chart, combine Member and Non-Emergency Volunteer Handbooks with detailed classifications of a member and membership status, review of our CWPP – Wildfire Risk Reduction efforts and update them, amend the September 2022 FACA Resolution of the Board (Appendix A), and create Administrative Processes to address these discussion items. The Board discussed each of these items in great length. It was suggested that a task force be assigned to prepare recommendations to the Board. The President agreed to add FACA to the Agenda of the March 11th, 2024 Board Meeting.

Further discussion preceded preparation of a motion. The discussion included comments by Director Groeteke that the FACA had already been made a part of the GVFPD organization by the Resolution of September 12, 2022. Director Groeteke distributed a copy of that Resolution (Appendix A). The Resolution established a “program” titled The Fire Adapted Community Alliance, made FACA a Standing Committee of the Board, and described the sources of membership in the FACA committee as coming from “the GVFPD membership, community members representatives of homeowner associations and other organized groups.” Director Groeteke also discussed the Board’s Work Session. Director Groeteke distributed his written summary of the Work Session (Appendix B). The Board discussed the difference between a “member” and other volunteers within the GVFPD. One suggestion was that the Chair of the Budget Committee be recognized as a “member” of the GVFPD covered under the revised handbook(s). Other discussion focused on the breadth of actions to be assigned to the task force and the deadline for receiving the task force’s report. Finally, the discussion included an expectation that a chairman of the FACA task force will be established during the first meeting of the Task Force.

Motion: Vice President Jones moved to establish a short-term task force to make recommendations to the Board no later than March 11, 2024. The recommendations from the task force should address the following: (1) the name and place in the GVFPD organization of the entity now known as the Fire Adaptive Community Alliance (FACA); (2) a resolution of the Member Handbook issue, (3) an amendment to the Board Resolution dated September 12, 2022 to more accurately describe the function of the FACA; (4) actions to tie up various loose ends of the structure and function of the FACA; (5) clarifications to the CWPP “table;” and (6) steps needed to develop administrative processes related to these actions. Further, to serve as members of this task force the Board appoints FACA Coordinator Tom Hausfeld, Chief Dan Knox, President Dave Burk, Director Steve Groeteke, and District Administrator Cheryl Franz. Secretary Lamb seconded.

Call for further discussion. No discussion. Motion approved 5-0.

Grant Policy – Staff Report submitted in the Board Packet. Board discussion followed on the pros and cons of a Grant Policy. It is suggested that there should be a Grant Policy, but more detail is needed. No action was taken.

2024 Goals/Needs by Department – The was a proposal that each department head and Board members present their 2024 goals or needs in February 2024, outlining projects, support needs, and budget needs. No action was taken.

9. **Secretary's Report – Motion:** President Burk moved to approve the Secretary's Report as presented. Treasurer Thompson seconded. Call for further discussion. No further discussion. All in favor. Motion approved 4-1.

10. **Public Comment** – No Public Comment

11. **Director Comments** –

Treasurer Thompson apologized for being unable to make the past Work Session and was glad to see all the groundwork that was covered.

Director Groeteke thanked Operations and all the FACA volunteers for everything they do.

Vice President Jones thanked everyone who does the work in the organization. He is glad that the Board is on the road to making FACA work within the organization and would like to talk about Staff Reports at a future date.

Secretary Lamb suggested that any report given to the Board that needs Board Approval should be stated in the report.

BOARD ACTIONS TAKEN:

Secretary's Report – Board Meeting Minutes – November 13th, 2023 - approved

Treasurer's Report – November 2023 – approved

Short Term Task Force - approved

Adjournment: President Burk moved to adjourn the meeting at 09:18PM. Director Groeteke seconded. Call for discussion, no discussion. All in favor. Meeting adjourned.

Respectfully submitted

Berton Lee Lamb - Secretary
Cheryl Franz – Recording Secretary

APPENDIX A

**RESOLUTION NUMBER
2022-09-02**

GLACIER VIEW FIRE PROTECTION DISTRICT

**RESOLUTION TO ESTABLISH THE FIRE ADAPTED COMMUNITY ALLIANCE PROGRAM
TO IMPLEMENT THE COMMUNITY WILDFIRE PROTECTION PLAN**

A RESOLUTION establishing the Fire Adapted Community Alliance Program to reduce wildfire risk to the residents, visitors and property owners of the District.

WHEREAS, the Glacier View Fire Protection District is located within the identified high risk Wildland Urban Interface area as designated by the Larimer County Hazard Mitigation Plan, and

WHEREAS, the Glacier View Fire Protection District and its residents have suffered significant losses due to wildfires, and

WHEREAS, the Glacier View Fire Protection District has produced a Community Wildfire Protection Plan which has been approved by the Board and the Colorado State Forest Service.

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

1: Establish a wildfire risk reduction program titled The Fire Adapted Community Alliance including maintaining designation as a Firewise Community, and

2: Locate the new Fire Adapted Community Alliance under the Board with a designated Board liaison, and

3: Establish a standing Fire Adapted Community Alliance committee with members from the GVFPD membership, community members, representatives of homeowner associations and other organized groups within the district to plan and implement actions focusing on prevention, safety & evacuation, resident mitigation, partnerships & community engagement, and landscape treatment.

4: Appoint, on recommendation of the Fire Adapted Alliance Committee a Fire Adapted Community Coordinator, and

5: Amend the District Handbook and Budget to reflect this new program, committee, coordinator.

ADOPTED this 12th day of September, 2022, by the Board of the Glacier View Fire Protection District.


DIRECTOR

DIRECTOR


DIRECTOR

APPENDIX B

Suggestions from Director Groeteke Related to 11/1/23 Work Session Regarding FACA Activities-Liability and Insurance

1. Background:

The Board passed Resolution 2022-09-02 (it may have been changes to 2022-09-12) on September 12, 2022, establishing FACA and placing it in the organization chart of the GVFPD as reporting directly to the Board. That being the same as the Emergency Response department and the District Administrator.

Board By-law 3.3(h.) states, "Once the Board has voted on an issue, individual Directors shall not take any actions that would create barriers or otherwise impede the District's ability to implement the Board's decision."

There have been numerous attempts to impede that decision. And now the Chairman is suggesting another vote to change the implementation of the original "decision."

2. Attorney's and Insurance Agent's Concerns at the Work Session:

The attorney was troubled by the name of FACA. From a legal standpoint the word "alliance" has a meaning or connotation of a separate legal entity. That can be easily changed with a new name for FACA. The word Alliance along with the wording of the description of "members" in paragraph (3.) of the Resolution, turns out to be a poor choice of words as to what FACA really is. Please look at the Resolution paragraph 3.

The only true members of FACA are those volunteers of residents and/or property owners in our District. The Resolution should be amended to place a period after the word "membership" in paragraph 3. and then insert the words (FACA will be working in cooperation with other...) etc.

The Insurance Agent's concern was that he had been told FACA volunteers were not GVFPD "members." He never once referenced the wording of the Resolution. If we amend the Resolution, and then have the FACA volunteers be interviewed, have background checks (if we we feel necessary) and have them be sworn-in (as the emergency volunteers are), then there is absolutely no reason they would not be considered "members" of the GVFPD for insurance coverage.

3. Regarding a member HandBook, the Attorney did not understand why we felt we even needed a separate HandBook. Perhaps two could just be combined into one..

4. I would hope we could now put this dispute behind us, that has been on-going for over 13 months throwing up roadblocks to hamper the efforts of our devoted FACA volunteers to implement our CWPP that we paid over \$34,000 to have created and signed onto with the Larimer County Sheriff and the Colorado State Forest Service. It is long past due that we show our respect and appreciation to the FACA volunteers and treat them as the true MEMBERS of the GVFPD, as they should have been for the last 13 to 14 months

NEXT SCHEDULED MEETING - December 11th, 2023, 7PM
In-person - Station 1



DRAFT

Glacier View Fire Protection District

1414 Green Mountain Dr. • Livermore • Colorado • 80536

December 11th at 7:00pm

Meeting was called to order at 7:00 PM

Board of Directors present: President Dave Burk, Vice President Warren Jones, Treasurer David Thompson, and Director Steve Groeteke

Excused absence: Secretary Lamb

Fire Department members present: Fire Chief Dan Knox, Assistant Chief Jim Perry, District Administrator Cheryl Franz, Captain Chris Serafin

FACA Members:

Public members: Jim and Linda Petrie

1. **Secretary's Report** - Report was submitted and made part of the Board Packet. An email was read from Secretary Lamb regarding the November 13th Board Minutes. Board discussion followed. The November 13th Board minutes will be postponed until the January Board Meeting.

President Burk moved to approve the November 1st Work Session Minutes with the amendment of attendance correction. Director Groeteke seconded. Call for discussion. Board discussion followed with a suggestion of keeping the recording from the November 1st Work Session until the FACA Task Force has completed their project. **Vice President Jones moved to amend the first motion and include to not destroy the November 1st Work Session recording until the FACA Task Force has completed their project. Director Groeteke seconded. Call for discussion. No further discussion. Amended Motion approved 3-1.**

Vice President Jones moved to table the November 13th Board Meeting Minutes until the January Board Meeting. Treasurer Thompson seconded. Call for discussion. No further discussion. All in favor. Motion approved. 4-0

2. **Treasurer's Report** - Report was submitted and made part of the Board Packet. Treasurer Thompson highlighted Checks Over \$1K: \$1, 13.50 was the Legal prep work for the November 1st Work Session. \$2,955.94 was issued to First Bank Visa with \$1163 used for EMS Training and \$1,191 used for Appreciation gifts for Christmas.

Vice President Jones moved to accept the Treasurer's Report as presented. President Burk seconded. Call for discussion. No discussion. All in favor. Motion approved 4-0.

3. **Chief's Report** – Report submitted and made part of the Board Packet. The Chief's oral presentation closely followed the information in the Board Packet.

Topics discussed in the Chief's report included grant updates, Tabletop Fire Incident Training in February, burn trailer training, membership update, and ESO Training.

The Chief's Report did not result in a motion and no action was taken by the Board.

A report from the Apparatus Committee given by Chief Knox included the locked-in price for an Escrow Account with Sourcewell, being able to have GVFPD money returned from Escrow if GVFPD does not purchase an apparatus, Escrow is readily available if needed, and the interest accumulated throughout the process. The Apparatus Committee asked for a Work Session. A Work Session was set for January 8th at 6PM prior to the regular Board Meeting. The Apparatus Committee will appear under Committee Reports in January. Board discussion followed on grant options and the Chief's work with LCSO on EMS Training.

This Apparatus Committee's discussion did not result in a motion and no action was taken by the Board.

4. **District Administrator's Report** – Report submitted and made part of the Board Packet. The District Administrator's Report was presented as submitted. There were no discussion items.

President Burk moved to approve the Map Compliance letter as presented. Treasurer Thompson seconded. Call for discussion. No discussion. All in favor. Motion approved. 4-0.

President Burk moved to approve the 2024 Transparency Notice as presented. Vice President Jones seconded. Call for discussion. No discussion. All in favor. Motion carried. 4-0.

District Administrator Franz read her letter of resignation to the Board and thanked President Burk, Treasurer Thompson, Secretary Lamb, Chief Dan Knox, Assistant Chief Henderson, Captain Bridget Knox, members Art and Andy, and Eric Ford, Ed Sather, Fred Delano, Jim and Linda Petrie, and Kathy Hudson for their continued support as the District Administrator. She expressed her appreciation to the public and all the work they do to contribute to the department.

5. **Alliance Report** – (Tom Hausfeld) Report submitted and made part of the Board Packet. It was mentioned that Glacier Gals made a donation of \$2K to FACA.

6. **Committee Reports:**

- a. **Budget Committee** – (Fred Delano, Dan Knox, David Thompson, Cheryl Franz, Tom Hausfeld) There were no changes to the Budget as presented and approved at the November Board Meeting, and asterisks were placed in line items where the original LC Tax Valuation would affect. Treasurer Thompson noted that the expense portion does not reflect any amount of the projected tax valuation. Board discussion followed that included delaying the Budget Adoption until January, and for the Board to consider a temporary Mill Levy reduction. The discussion of the temporary Mill Levy reduction will be on the January Agenda.

(Committee Reports – continued)

President Burk moved to approve and adopt the GVFPD 2024 Proposed Budget, and the 2024 Budget Packet as presented. Treasurer Thompson seconded. Call for discussion. There was further discussion on the change of submittal dates. No further discussion. Motion approved 3-1.

President Burk read Resolution to Adopt Budget for 2024. **President Burk moved to approve Resolution to Adopt Budget for 2024, with the date correction. Treasurer Thompson seconded. Call for discussion. No discussion. All in favor. Motion approved. 4-0.**

President Burk read Resolution to set Mill Levies. **President Burk Moved to approve Resolution to Set Mill Levies. Treasurer Thompson seconded. Call for discussion. No discussion. All in favor. Motion approved. 4-0.**

President Burk read Resolution to Appropriate Sums of Money for Budget Year 2024. **President Burk moved to approve Resolution to Appropriate Sums of Money for Budget Year 2024. Call for discussion. No discussion. All in favor. Motion approved. 4-0.**

7. Unfinished Business:

IT Upgrade – See District Administrator’s Report

8. New Business:

No new business

- 9. Public Comment** – Chief Knox thanked District Administrator Franz for all the work she has done for the department and is happy that she will stay on as a member of the department.

10. Director Comments –

Treasurer Thompson thanked District Administrator Franz for her work.

Director Groeteke thanked everyone for all the work that has gone into the Budget to get it approved. He thanked District Administrator Franz for her years of work and wished her the best of luck moving forward. Operations was thanked and FACA’s work was recognized.

Vice President Jones thanked District Administrator Franz for her service over the years. Fred Delano was thanked for being the driver on the Budget Committee over the past several years.

President Burk thanked District Administrator Franz for everything she has done as a past Board Member, Member, and District Administrator for the District.

The Board will set up a Special Board Meeting to discuss the District Administrator – Open Position.

BOARD ACTIONS TAKEN:

Secretary's Report – Board/Attorney/FACA Work Session Minutes – November 1st - approved

Secretary's Report – Board Meeting Minutes – November 13th, 2023 – tabled

Treasurer's Report – November 2023 – approved

Mapping Compliance – approved

2024 Transparency Notice – approved

GVFPD 2024 Proposed Budget and the 2024 Budget Packet - approved

Resolution to Adopt Budget for 2024 - approved

Resolution to Set Mill Levies

Resolution to Appropriate Sums of Money for Budget Year 2024

Adjournment: President Burk moved to adjourn the meeting at 8:09PM. Treasurer Thompson seconded. Call for discussion, no discussion. All in favor. Meeting adjourned.

Respectfully submitted by

Cheryl Franz – Recording Secretary

Next Scheduled Meetings: Monday, January 8th, 2023, 7PM

In-person – Station 1



DRAFT

Glacier View Fire Protection District

1414 Green Mountain Dr. • Livermore • Colorado • 80536

Special Meeting

December 21, 2023 – 10:00am

GVFPD Special Meeting was called to order at 10:00 AM by President Burk.

Board of Directors present: President Dave Burk, Vice President Warren Jones, Secretary Lee Lamb, Treasurer David Thompson and Director Steve Groeteke

Members present: Chief Dan Knox (via Zoom), District Administrator Cheryl Franz

Public Members: Ed Sather

Summary: The purpose of the Special Meeting was to develop an understanding of the role, duties, supervision and place in the organizational structure of the District Administrator for the Glacier View Fire Protection District (GVFPD) and to determine required actions.

General Discussion: To initiate the discussion President Burk observed that the reason the current District Administrator has submitted her resignation is because of the obstructive remarks directed at the District Administrator in several meetings. President Burk also remarked that the current Administrator has special experience and knowledge that will be difficult to duplicate in a new Administrator. He reported that upon hearing of the pending resignation discussions with the current Administrator had been undertaken in the hope of contracting with the current Administrator for a transition period for the month of January, 2024 but that those discussions were ended without result.

Treasurer Thompson remarked that the month of January will have many deadlines that need to be met. President Burk noted that the Treasurer and Secretary will need to step up to fill roles in the absence of a District Administrator.

Chief Knox joined the conversation to report that he had considered the benefits of hiring a new Administrator “in-house” versus contracting with a company. The Chief offered the opinion that it would be better to keep the position in-house because hiring a person from the community would promote support from citizens of the District and help with efficiency resulting from an Administrator from the community who would

(General Discussion Continued)

have knowledge of the District. Finally, Chief Knox indicated that he supported the option of placing the District Administrator under the supervision of the Chief.

Vice President Jones indicated that he favors placing the District Administrator under the supervision of the Chief. President Burk recounted the history of the development of the District Administrator position in terms of the range of duties performed by the Chief. He observed that placing the District Administrator under the Chief would be more straightforward for the organization. However, he also noted that the status of the GVFPD is now more complicated than in the past. The District is operating at a higher level than in the past.

The discussion then turned to observations by individual Board members regarding the history of the GVFPD, interactions and cooperations with other nearby Districts, and the difference between cooperation on operations versus cooperation among the Boards on policies and areas of shared concern. "Ops get along but Boards often don't." Treasurer Thompson observed that "looking at the Administrator's position from scratch" would be beneficial. Vice President Jones suggested that we now have an opportunity to restructure the Administrator's position as well as the overall organization of the District. He suggested, maybe, some support people could do more tasks but this would need to be looked at in light of the fact that operations members have important duties and seem to work so well together. He suggested that Chief Knox might contact other Chiefs.

President Burk directed the discussion toward the steps that need to be taken now to make sure that the needed actions are performed, deadlines are met, and services are provided. Specifically identified were tasks performed by Finance, Treasurer (including bookkeeping), and Secretary. Secretary Lamb identified tasks such as creating the monthly Agenda, preparing the Minutes of meetings, keeping records, correspondence, and preparing the monthly Board Packet. Vice President Jones wondered if the Chief could give a report at the January 8, 2024 meeting and observed that the transition will probably require at least three months. Director Groeteke suggested that the best way forward was to start with an examination of the Position Description of the District Administrator. This examination should consider the questions, Why should the Chief supervise the Administrator? Why should the Board supervise the Administrator? What are the options for contracting?

The Board considered short-term approaches to filling the role performed by the Administrator. Support for a comprehensive review of District organization was supported by Vice president Jones and Treasurer Thompson. Treasurer Thompson pointed out that there is a special relationship between the Treasurer and Administrator that needs to be maintained in a new organizational structure. Director Groeteke observed that a history of having eight Chiefs over 10 years is a problem that might be resolved by defining clearer administrative roles.

Motion: President Burk moved to establish an ad hoc committee for the purpose of examining all aspects of the District Administrator's position. Secretary Lamb seconded. No further discussion. Motion carried 5-0.

After the motion the Board appointed Chief Dan Knox, Treasurer David Thompson, and Secretary Lee Lamb to serve on the ad hoc committee.

Board Comments: Each member of the Board expressed gratitude for District Administrator Cheryl Franz's years of service and thanked Chief Dan Know for his work.

Public Comments: Ed Sather commented that the Board is in a very difficult situation because of the resignation of the District Administrator. The transition will be difficult and complex.

President Burk moved to adjourn the meeting at 11:25 AM. Vice President Warren Jones seconded. All in favor. The meeting was adjourned.

Respectfully submitted,

Secretary - Berton Lee Lamb

CHIEF'S REPORT

January 2024 Chief Report

- GVFD ran 5 medicals and 1 Carbon Monoxide alarm call in December.
- GVFD ran 82 calls in 2023, which was down from 99 calls the previous year. We ran 2 structure fires (both as mutual aid), 2 vehicle fires, 7 wildland fires, 6 MVA's, 2 smoke/odor investigations, 4 smoke/CO or other alarm calls, 4 authorized/controlled burns, 49 medicals, and 6 other type calls. We had 9 members make over 50% of calls, and we averaged 7 members per call.
- Apparatus Committee: Will give an update.
- Grant update: We have been notified that we received the money for a stretcher for the ambulance from the El Pomar grant. It is 100% paid, and is for approximately \$22,000. I would like to ask the board to accept the grant. I am waiting to hear from them on the details of how we receive the grant money and purchase the stretcher. The Firehouse subs grant opens Jan 11, so we will get our application in for the UTV that day. Thank you to Andy and Cheryl for their work on both grants. Lynn Creekmore and I are working on the DFPC grant for PPE – specifically to request bunker gear that will need replaced in 2025.
- We have been working on the Apparatus Fleet for the district, which we would like to achieve over the next 10-15 years. I have attached that for you, and it includes the type of calls each apparatus responds to. There is a lot of crossover in call types per apparatus, as different apparatus will be 1st, 2nd, and 3rd due depending on the call type and available staffing.
- Steven Leenerts, our training coordinator, has accepted our offer to move from coordinator to Training Captain. I will have him attend an upcoming Board meeting to swear in.
- 1 new probationary member started on Thursday, and 1 more will start later this month.
- DA proposal – see attachment
- We are working on our goals for 2024, and will present that in the February Board meeting.
- Some achievements made in 2023: Stretcher for the ambulance on a grant, generator has been installed, parking lot improvement, IT improvement, station clean up, we are in date and in compliance with all of our PPE, move to ESO, pile burn plan between the GVMHOA and LCES, apparatus/equip maintenance, a hose reel installed on E502 for wildland fires, upgraded tools and wildland hose, and members attended multiple outside trainings such as: 4 EMT's attended EMSAC, 2 members attended a wildland chainsaw class, 8 members attended live fire training with Evans FD, 2 members attended the DFPC FF training.

Respectfully submitted,

Dan Knox – GVFD Chief

GVFPD Ideal Fleet

1. 1 Ambulance – Medicals, MVA's, CO/odor investigations, rescue calls, fires
2. 2 Squad Vehicles – All calls, Incident Command post, QRV, personnel carrier, blocking vehicle
3. 1 Type 1 – Structure and wildland fires, MVA's, vehicle fires, smoke or odor investigation, rescues
4. 2 Fire Tenders – Water support for fires
5. 2 Type 6 – Wildland and structure fires, wildland smoke investigation, vehicle fires, MVA's, rescue calls
6. 1 Light Rescue – Medicals, MVA's, rescue calls, support vehicle, CO/odor investigations
7. 1 Type 7 UTV – Rescue calls, winter operations, wildland fire
8. 1 State Leased Type 4 – Structure and wildland fires, water support, vehicle fires

FIRE ADAPTED COMMUNITY ALLIANCE REPORT

Glacier View Fire Protection District
January Monthly Report to the GVFPD Board

January 3, 2024

The Glacier View Fire Protection District is once again designated a Firewise Community. An updated application was submitted and approved by the Firewise Organization. The updated application built on the base information supplied in past years, and added the work completed by the communities within the District in the past year. This included the fire mitigation activities of the Community Mitigation Volunteers, Red Feather Highlands, the University of Denver, and CPRW in the W.O.L.F. Sanctuary. Our Firewise event in June demonstrated our community outreach and education efforts. The formation of the Ambassador Program with the help of the Larimer County Sheriff's office indicated the growth of our program. The Firewise Community Certificate will be made available to GVFPD property owners through the website.

FACA has had trouble in the past trying to use the Zoom accounts of the Chief or the Administrator. The Zoom security system sends out emails to allow access to those accounts, which makes using them for FACA meetings problematic. FACA requests the Board allow the FACA coordinator purchase a Zoom account for the FACA organization.

FACA members would like to thank Chief Knox for inviting us to the GVFPD Christmas party. It was nice to celebrate the Holidays, and get to know our fellow members.

Tom Hausfeld
FACA Coordinator

FIRE ADAPTIVE COMMUNITY ALLIANCE TASK FORCE REPORT

The Volunteer Task Force held its second meeting on December 20, 2023. Steve Groeteke, Dave Burk, Cheryl Franz, Dan Knox, and Tom Hausfeld were present. Questions from the first meeting were discussed, and resolved. Suggested edits to the Volunteer Non-Emergency Handbook were presented to the members, for consideration at the third meeting scheduled for January 10, 2024. A report of Task Force recommendations will be provided to the Board when completed.

Glacier View Fire Protection District

District Administrator

Job Description

Purpose:

The District Administrator performs a variety of administrative duties to the Glacier View Fire Protection District (GVFPD). The duties assigned are to assist the Glacier View Fire Protection District Board of Directors with the administration and compliance requirements associated with GVFPD being designated a Special District.

Qualifications:

Must be a minimum of 18 years of age

Must have a valid CO Driver's License

Must pass a District background check

Must have a High School Diploma or GED equivalent

Cannot have been convicted of any felony or any misdemeanor involving moral turpitude under the laws of the State of Colorado or any other jurisdiction

Preferred to be a resident of the Fire District, to ensure familiarity with surrounding agencies, however surrounding areas could be considered.

He/she must have a good work ethic, dependable, self-motivated, and able to conduct themselves in a professional manner. Good communication skills are important when assisting visitors who enter the fire department premises.

Scope:

The District Administrator is hired by GVFPD Board of Directors. He/she is responsible for following the Employee Handbook, but not limited to, compliance of administrative systems, procedures and policies, monitoring revenue and expenditures, and providing professional customer service to the Fire District. This position collaborates and works closely with the Volunteer Fire Chief on a regular basis. The work week and scheduled hours is based on a schedule agreed to by the Board of Directors.

Job Summary:

The District Administrator will provide service to the Board of Directors for general administrative duties and compliance with Colorado State Statutes associated with Department of Local Affairs (DOLA), Colorado Open Records Act (CORA), Larimer County, and Special District Association (SDA) rule and regulations. The District Administrator will research and make recommendations regarding Grant opportunities for the Fire District in conjunction with the Fire Chief.

Responsibilities:

The following is a general list of major duties and responsibilities for the District Administrator position and is not meant to be all-inclusive. Other duties and responsibilities may be assigned.

1. Records Management -

- a. Compliance with DOLA, Larimer County, SDA, and Fire and Police Pension Association (FPPA)
- b. Compliance with State Archives Records Retention, General Records Storage
- c. General record retention for the Fire District in accordance to specified method
- d. Document research in accordance with CORA guidelines and District Policies and Procedures
- e. Maintain annual compliance with Mapping requirements and Transparency Notice
- f. Maintain and update appropriate sections of the Handbook as necessary upon Board Approval

2. Insurance Monitoring -

- a. Place coverage on Fire Vehicles, Volunteer Members, Board of Directors, and Employees as required
- b. Monitor and Manage Worker's Compensation coverage
- c. Monitor and Manage Bonding of Board of Directors and employees as required
- d. Monitor, Report and Submit Annual FPPA information for Volunteer Members as verified by Volunteer Fire Chief including Annual GVFPD contribution payment
- e. Review for errors and omissions in coverage and on an annual basis for appropriate amounts of coverage

3. Grant Monitoring -

- a. Collaborate Grant research with Volunteer Fire Chief
- b. Submit, Prepare, and Monitor grants awarded to GVFPD including preparing all financial documents for grant revenues and expenses, tracking invoices, filing reimbursement documents, and depositing and balancing grant funding
- c. Submit Reimbursement Request and draft Thank You as a final procedure for awarded Grants

4. Elections - Board of Directors and Special Elections

- a. Prepare for Election process of either Board of Directors election or November General Election
- b. Work with SDA in following Special District Election for Board of Directors as referenced in the SDA Board Member Manual
- c. Maintain and verify Fire District addresses as distributed by Larimer County
- d. Prepare, Maintain, and File all appropriate documentation regarding all aspects of the election process as established by Larimer County, DOLA, and SDA for GVFPD

5. Board Meetings -

- a. Prepare and Post Agenda
- b. Prepare Board packet for Board review prior to each Board meeting
- c. Attend Board Meetings and prepare monthly Board Meeting Minutes in Draft form and present to Board for final approval
- d. Prepare monthly financial reports for Board Approval
- e. Make necessary publication/postings for Board Meetings, Special Board Meetings, Workshops, or Executive Sessions in appropriate locations, following SDA guidelines and current laws
- f. Maintain GVFPD website with current Board Packet and other postings
- g. Maintain attendance records of Board Meetings for Board Members, Staff members and others as required
- h. Maintain appropriate public access to appropriate final documents as required

6. Correspondence/Communication -

- a. Provide excellent customer service to general public
- b. Answer emails, telephone calls, and written correspondence
- c. Prepare GVFPD Newsletter and distribute as requested by the Board of Directors
- d. Monitor and Maintain the District website and other social media locations as Board deems appropriate
- e. Prepare Donation Letters to those donating money or other items to GVFPD
- f. Prepare ISO letters to insurance companies requesting information for home insurance coverage

7. Agreements/Contracts -

- a. Manage financial agreements on behalf of GVFPD
- b. Assist Fire Chief with Mutual Aid Agreements, Inter-Agency Agreements, and Inter Governmental Agreements as necessary
- c. Maintain memberships with Colorado State Fire Chiefs and SDA as approved by the Board of Directors or Volunteer Fire Chief

8. Accounts Payable/Accounts Receivable/HR -

- a. Prepare Payroll, Benefit Administration, Reporting, Taxes, and Employment Documentation management for Employees of GVFPD, including quarterly filings and posting through GVFPD accounting system to the Internal Revenue Service.
- b. Prepare and Maintain quarterly reimbursement checks to Volunteer Members as submitted by Fire Chief or designee
- c. Payment, Coding, Posting, and Filing of GVFPD bills and other indebtedness as necessary and approved by Board of Directors and/or Fire Chief or designee
- d. Deposit and Track funds going into or out of GVFPD Operating Account or Money Market Account
- e. Reconcile monthly Operating Account and Money Markey Account
- f. Prepare Annual Financial Audit Packet to be submitted to GVFPD Accountant for filing of Audit Exemption through the State Auditor
- g. Manage all appropriate filings for employment documentation, Board of Director documentation, and employee files as necessary
- h. Coordinate travel/hotel/payment arrangements for Volunteer Members, Board of Directors, and Administrator attending FF/EMS trainings, conferences, classes, or workshops for GVFPD as approved by the Board of Directors or Fire Chief or designee
- i. Monitor, Maintain, and Purchase Fire Station supplies and office supplies as necessary
- j. Assist Fire Chief or designee with FF/EMS supplies as needed and approved by the Fire Chief or designee

9. Budget-

- a. Prepare and Monitor annual budget with assistance from Board Treasurer and Fire Chief
- b. Establish a Public Hearing Notice as required by DOLA for Budget Review process
- c. Prepare Annual Budget Resolutions and Budget packet for Board of Director Budget Approval
- d. Work and Assist Board Treasurer on monthly basis reviewing Treasurer Report

Knowledge/Skills/Abilities:

- Ability to work closely and cohesively with others
- Ability to understand and follow oral and written instructions
- Ability to communicate effectively both orally and in writing and provide professional customer service for the Fire District whether greeting a visitor or engaging in a phone conversation
- Ability to establish and maintain effective working relationships with other employees, Volunteer members, Board members, and outside volunteers to the Glacier View Fire Protection District

- Ability to accept and complete work requests that are within experience, training and skillset in a timely manner, and the ability to record information accurately
- Ability to use computers and office software, including QuickBooks, Microsoft Office, Zoom, and other applicable software

Working Conditions:

The District Administrator position is exposed to various office environments and may be exposed to periods of high stress while emergency responders enter/exit the Fire Station during emergency incidents

The District Administrator will need the physical flexibility and ability to stand, sit, and stoop during the workday repeatedly.

Occasional exposure to the smell of smoke, smell of exhaust, loud noises, and a hectic environment may occur due to the location of the office being within the Fire Station for Emergency Responders.