



Glacier View Fire Protection District

1414 Green Mountain Dr. • Livermore • Colorado • 80536

December 13th, 2021 at 7:00pm

Meeting was called to order at 7:00 PM via in-person and ZOOM

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

Fire Department members present: Chief Dan Knox, Assistant Chief Jim Perry, District Administrator Franz and Warren Jones via Zoom

Public members: 0

Confirmation that there are no changes to the agenda.

The Board moved the Chief Report to the beginning of the meeting.

1. **Chief's Report:** Report submitted to Board.

Chief Knox highlighted his report:

Chief Position - Chief Knox stated that Warren has decided not to return to the department as Fire Chief but would like to stay on as a member in a different role. The membership discussed this at their last business meeting and would like to move forward with Chief Knox continuing as Chief for GVFD. The Board will make their final decision at the next Board Meeting. The membership will follow the Handbook requirements and Chief Knox will proceed with the membership to get a final vote for the Chief selection. Warren will head up a committee to get the membership recommendation and present it to the Board at the January meeting.

Enclosed Trailer – After discussion with the Board, Chief Knox will research selling the enclosed trailer and bring forward a fair market value of the trailer to present to the Board, as well as present how Operations would like to sell it, at the next meeting.

Larimer County Long Term Recovery Group – Chief Knox reviewed a grant opportunity with the Board from the Larimer County Long Term Recovery Group. Since this is paid out 100%, the Board unanimously approved the acceptance of this grant. **President Burk made a motion to accept the grant from the Larimer County Long Term Recovery Group as expressed by Chief Knox. Treasurer Thompson seconded the motion. Call for discussion, no discussion. All in favor. Motion carried.** Chief Knox stated that the grant

(Chief's Report – continued)

would be paid out by the end of the year, and he will get with District Administrator Franz to get everything purchased. Items to be purchased include – 23 new wildland shirts, 10 pairs of WL pants, 2 sawyer chaps, and 10 new lockers. This list will be posted on the website to show the community we are continuing to fulfill the 2018 6B Ballot Issue.

Generator – Chief Knox is continuing to get a more accurate time frame on installation of the new generator, and still looking at the cost of repairing the old generator. Director Salmon suggested renting or leasing a generator in the interim until we get our new generator. Chief Knox will look for short-term or long-term rent/lease options for a generator.

2. **Secretary's Report:** Report was submitted and made part of the minutes. Secretary Cunningham reported that the November Board minutes were acceptable and ready for approval. **President Burk motioned to approve the Board Meeting Minutes from November 8th, 2021, as presented. Secretary Cunningham accepted the motion to approve the minutes. Call for discussion. No further discussion. All in favor, the motion carried.**
3. **Treasurer's Report:** Treasurer Thompson presented the November Treasurer's Report. He highlighted Checks Over \$1K noting \$7,700 was for the lighting project, \$6,284 was spent on the booster radio setup, \$8,700 went toward the 2 swivel chutes, \$1,300 was for EMS supplies to supply Squad 1. Treasurer Thompson reminded the Board that the original purchase of the squad would also include the initial purchase to stock the squad. All future EMS supply purchases will be posted to the EMS Supplies line item. \$9,150 was used for the roof repair from the March snowstorm. \$550 were received in donations for the month of November. Director Salmon questioned how to view the movement of money from the Money Market Account to the Operating Account. There was Board discussion and District Administrator Franz will check with DOLA and SDA on how others perform this task and will also include a Money Market Report each month to show transfers that occur throughout the year that will allow these transfers to be more transparent. **President Burk motioned to accept the Treasurer's Report as presented. Vice President Golden seconded. Call for discussion, no discussion. All in favor, the motion carried.**
4. **District Administrator Report:** Report submitted to Board

FPPA business meeting will be put on the January Agenda.

District Administrator Franz reviewed the transfers as presented in the report. The final 2021 Money Market transfer report will be included in the January District Administrator Report. **President Burk motioned to approve the transfers as presented. Vice President Golden seconded. Call for discussion, no discussion. All in favor. Motioned carried.**

District Administrator Franz went over the Transparency Notice and reviewed the current Board positions status and which ones will be up for election in 2022. The official Call for Nomination is January 23, 2022, but self-nominations can be submitted as early as, January 1, 2022. **President Burk made a motion to accept the Mapping Compliance and Transparency Notice, with the website and Director change, as presented. Vice President Golden accepted the motion. Director Salmon seconded. Call for discussion.** Director Salmon asked District Administrator

(District Administrator Report – continued)

Franz to verify that our mapping with DOLA is correct. **No further discussion. All in favor.**
Motion carried.

5. Committee Reports:

(a) **Handbook Committee** – (Dan Knox, Dave Burk, Bill Salmon, Cheryl Franz) President Burk reported that we have sent copies of the Member Handbook, Board of Director By-Laws, and the Employee Handbook to Legal. We are waiting to hear back. He noted that there was discussion at the Handbook meeting regarding a Volunteer Handbook and recognized that most of the volunteers were fire department members or Board members, therefore, an additional Volunteer Handbook didn't seem to be needed and could be added later. President Burk asked for direction from the Board and stated that the Committee's recommendation was to hold off on the Volunteer Handbook unless something comes up from membership, a logistics program starts, or the Board felt that something should be in place. Treasurer Thompson agreed that when a logistic program starts than a Volunteer Handbook could be developed. Vice President Golden suggested a one-page summary for outside volunteers, mentioning that a large handbook would be overwhelming to a volunteer. Secretary Cunningham agreed with a one-page summary signoff sheet for volunteers. Director Salmon added to the discussion that most volunteer duties would be assigned to a member, and it would be the member who would direct the volunteer and the job that needs to be completed. He feels that we could cover liability, direction, and compliance into a one-page document. Director Salmon thanked the Board for the guidance and direction given on the Volunteer Handbook and stressed that the Handbooks will mimic how we perform our duties and not be a book put on a shelf. President Burk added that District Administrator Franz would be contacting Legal requesting that the handbooks be sent back to GVFPD as they are completed verses all at once. The Board agreed to have the Member Handbook out first, next the Board By-Laws, and the Employee Handbook last.

(b) **Patronage Committee** - (David Thompson, Gordon Cunningham) No new report given.

(c) **CWPP Committee** - (Warren Jones, Peter Henderson, Bill Salmon, Randy Golden) Warren noted that the Core Team met last week, and everything was coming along nicely. The Ember Alliance has completed their risk assessment and have some good data. He added that the last group of stake holders will meet in January to help make decisions on priorities and major projects. They will then be able to present the information to the Board and start the public engagement in March. Warren mentioned that evacuations will be a touchy subject for the District because they are managed by the Sherriff's department. GVFPD would be more likely involved in the improvement of accessibility for evacuations. Vice President Golden added that evacuations were the main theme of the last meeting and how to present it to the communities. He mentioned that the presentation of the evacuations is to say that if everyone left at once this is what it would look like and would advise a strategic plan upon evacuation notices in addition to mitigation at pinch points. Director Salmon added that The Ember Alliance took the Core Teams input from the District on different items to tweak and stated that they are really doing good work. President Burk discussed a \$72 charge to GVFPD for lunch at the last CWPP meeting, noting that there wasn't money in CWPP to pay for it and since this was an Ember Alliance meeting that they

(Committee Reports – continued)

should have paid for the lunch. Warren stated that he made the decision because the only time the meeting could be held was over the lunch period. Treasurer Thompson and District Administrator Franz will post in appropriate Budget line.

- (d) Sunset Election Committee – (Fred Delano, David Thompson, Gordon Cunningham, Dan Knox, Cheryl Franz)** The next meeting will be held after the first of the year.

6. Unfinished Business:

SURVEY MONKEY QUESTIONNAIRE – President Burk offered a workshop to the Board from the Survey Monkey Committee if needed to go through the Survey Monkey Questionnaire in depth. Director Salmon wanted to give the Board an opportunity to ask questions. He noted that 55 people responded to the questionnaire and he broke down each question with comments noted in the packet. He feels that each survey going forward will be made more specific and a lot of information has been gathered from this one. The questions were targeted at the fire department, the Board, strategic initiatives, Mill Levy, and strategic expenditures, which will help moving forward. The survey has been closed. Director Salmon added that the committee talked about putting an open questionnaire link on our website. He also noted that the Ember Alliance has the CWPP responses to help guide some issues. Vice President Golden was glad to see that most of the responses came from people who have lived in the District for more than five years. He noted that he was not surprised by the results. Director Salmon saw how apparent it was that the respondents have the backs of the Board and the District to make the right decisions for the fire department. It was clear to him that the GVFPD priorities line up with the report from the questionnaire. Treasurer Thompson noted that 76% of the respondents were in support of keeping the Sunset 1.15 Mill Levy which will help with the November 2022 Election. The Committee will focus on understanding the opposition to the Mill Levy and move forward towards a positive election result. President Burk stressed that these questions would help the Patronage Committee, Ops, Budget Committee, and CWPP. The Board thanked Director Salmon for working on this questionnaire. The Board would support a workshop later to gather more information. District Administrator Franz will work on getting the survey posted on the website.

Generator - Discussed in the Chief's Report

7. New Business: No new business

8. Public Comment:

Assistant Chief Jim Perry commented on the questionnaire and noted that there is still confusion with people associating GVFPD with GVM. He also mentioned that people would like to be contacted via their phone during an incident yet sometimes the power might be out, and communication could be a problem.

9. Directors Comments:

Vice President Golden shared a congratulation to District Administrator Franz for completing her EMT class. He expressed his gratitude to Assistant Chief Perry for the membership and all that they give to the department.

(Director Comments – continued)

Treasurer Thompson shared his concern with the 2022 Director election as there will be three open position to fill and asked the Board to come up with a succession plan.

Secretary Cunningham congratulated all the members who passed the EMT class and recognized the amount of work that was done. He expressed his appreciation for the work on the survey and was happy with the information. Secretary Cunningham thanked the Board for their leadership and the members for the work that they do for the community and stated that they should be proud.

Director Salmon shared his appreciation to the members who are out running calls. He appreciates the initiative and innovativeness from the command team and the Chief to get the list together for the \$12k donation. He thanked the Board for supporting the Chief and team. He noted that there are a lot of moving parts and pieces in the department with a lot of substance and a lot of good work being done and appreciates the “can do” attitude.

President Burk thanked the EMT’s for their commitment to the class. He thanked those who put on the Christmas party as it was a great event. He commented on the new lighting and repaired heaters and thanked everyone for the gifts. He shared his appreciation for the Board working together on issues and for their hard work.

Adjournment: President Burk made a motion to adjourn the meeting at 08:48 PM. Director Salmon accepted the motion to adjourn the meeting. Treasurer Thompson seconded. Call for any further discussion, no discussion. All in favor. Meeting adjourned.

Respectfully submitted by
Cheryl Franz
District Administrator

Next Scheduled Board Meeting: Monday, January 10th, 2022
The Board meeting WILL BE in-person.