



**APPROVED 6-13-23**

## **Glacier View Fire Protection District**

1414 Green Mountain Dr. • Livermore • Colorado • 80536

May 8th 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, Director Steve Groeteke, Vice President Bill Salmon, and Ron Lindroth via Zoom

Directors in waiting: Lee Lamb, and Warren Jones via Zoom

Fire Department members present: Chief Dan Knox, District Administrator Cheryl Franz, Captain Chris Serafin, and Ed Sather

Public members: 6

- 1. Recognition of Out Going Board Members** – President Burk recognized Mr. Bill Salmon and Mr. Ron Lindroth for their service to the Board and the community. He expressed his appreciation for the work they have done on the Board during their service. Mr. Lindroth wished the Board all the best and continued safety and well-being for the firefighters. Treasurer Thompson expressed his appreciation to both for their services and acknowledged Mr. Lindroth's efforts while on the Apparatus Committee. Director Groeteke stated that it was great to meet them and learn from them both. He gave them well wishes for the future. Mr. Hudson thanked them for their time and work spent for the fire department.
- 2. Swear-In of Elected Board Members** – Mr. Lee Lamb and Mr. David Thompson were sworn in by President Burk and noted that Mr. Warren Jones will be sworn in at a later date.
- 3. Secretary's Report** - Report was submitted and made part of the Board Packet. Director Groeteke wanted his eleven questions he asked at the April meeting be added to the April minutes. Vice President Salmon wanted to make sure that his statement made to Chief Knox had more language added to it. He recommended that Chief Knox attend FACA meetings and talk with FACA volunteers to discuss the program being moved to under the Fire Chief instead of under the Board, and that it was acceptable to the FACA volunteers. President Burk asked for both Vice President Salmon and Director Groeteke to submit their requests to District Administrator Franz.

The April Board Meeting Minutes will be presented at the June Board Meeting. There was no action taken on the April Board Meeting Minutes. Secretary Lindroth went off of the Zoom Meeting.

4. **Treasurer's Report** - Report was submitted and made part of the Board Packet. Treasurer Thompson highlighted the Monthly P & L, noting the sale of the Skidsteer and that the adjustment was made to the income and depreciation accounts. He reviewed the Checks Over \$1K: \$1,557.60 was for Payroll Taxes, \$13,498 was issued to Tribbett Insurance for our general insurance annual renewal, \$1,822.50 went to Ireland Stapleton for Election consultation, First Bank was issued a check for \$1,046.65 (see First Bank Visa Report), and \$2,700 went to Anderson & Whitney for the Exemption of Audit preparation.

**President Burk entertained a motion to accept the Treasurer's Report as presented. Director Groeteke accepted the motion. President Burk seconded. Call for discussion, no discussion. All in favor. The motion carried.**

Treasurer Thompson reviewed the Capital Equipment Plan and Capital Facilities Plans and stated that both are current and included the sale of the skidsteer and noted that this plan would include moving \$20k, from the annual transfer of \$100k to the Capital Equipment Plan in April, over to the Capital Facilities Plan.

**Preside Burk made a motion to approve the updated Capital Equipment Plan and the Capital Facilities Plan as presented. Director Groeteke accepted the motion. President Burk seconded. Call for discussion, no discussion. All in favor. The motion carried.**

5. **District Administrator Report** – Report submitted and made part of the Board Packet. District Administrator Franz highlighted the Money Markey Reserve accounts since the annual transfer in April, the grant funding awarded to GVFPD from the Larimer County Fire Grant and mentioned that the building repair should start in the next couple of weeks.
6. **Alliance Report** – Report submitted and made part of the Board Packet. Mr. Tom Hausfeld presented the report as submitted by Warren Jones. Mr. Hausfeld asked the Board for a vote to make him the new coordinator for the Alliance (Fire Adapted Community Alliance – FACA).

**President Burk made a motion to approve Tom Hausfeld as the new coordinator for the Alliance. Vice President Salmon accepted the motion. Treasurer Thompson seconded. Call for discussion. No discussion. All in favor, the motion carried.**

7. **Committee Reports:**

a. **Financial Procedures Committee** – (David Thompson, Dan Knox, **Cheryl Franz**, Steve Groeteke, Jenny Rogers) GVFPD Policies and Procedures were submitted to the Board. District Administrator Franz asked for approval.

**President Burk made a motion to approve the Financial Policies & Procedures. Vice President Salmon accepted the motion. Director Groeteke seconded. Call for discussion. The Board unanimously thanked the Committee for all their work. No further discussion. All in favor. The motion carried.**

b. **Handbook Committee** – (**Cheryl Franz**, Bill Salmon, Dan Knox) District Administrator Franz reported that the Non-Emergency Volunteer Handbook will go to Legal for review for any changes or added language. It will be sent on to the Board and presented for approval in June.

**(Committee Reports – continued)**

**c. Budget Committee – (Fred Delano, Dan Knox, David Thompson, Cheryl Franz)** In the absence of Mr. Delano, Treasurer Thompson noted that the Budget Committee will hold their first meeting this week. President Burk asked the Board to think about a cap rate, based on inflation, and any other framework for the Budget Committee, and bring it to the next meeting for discussion.

**d. Apparatus Committee – (Ron Lindroth – Liaison, Dan Knox)** President Burk spoke, as discussed in a meeting with the Chief, that they are still actively looking but are unable to find a pumper at this time.

**8. Unfinished Business:**

**New Generator** – In District Administrator report

**Non-Emergency Handbook** – Presented under Handbook Committee Report

**9. New Business:**

**Insurance out to bid** – This will move forward upon completion of Non-Emergency Volunteer Handbook

**10. Chief's Report** – Report submitted and made part of the Board Packet. The Chief Report was moved to the end of the Board Meeting due to an emergency call. President Burk read, from the Chief's Report, that the Chief would like to thank the board members for their support and for volunteering on the board. He looks forward to working with the new members who are joining the board. No further discussion.

**11. Public Comment** – No public comment

**12. Director Comments –**

Vice President Salmon expressed that it is an honor to serve and be here. He appreciated the peoples involved on the Board, the attendance from the public, and Operations. He thanked District Administrator Franz for her work. He stressed that the key for the Board is to go to work and do the people's work.

Treasurer Thompson thanked Vice President Salmon and Secretary Lindroth for their great contribution while on the Board, and thanked District Administrator Franz for the work on the Financial Policies and Procedures.

Director Groetke thanked Operations. He complimented the FACA group for their commitment, effort, and volunteer work. He thanked District Administrator Franz for her work on the Financial Policies and Procedures and welcomed Mr. Lamb.

President Burk wished Vice President Salmon and Secretary Lindroth good luck in their new endeavors. He thanked the public for attendance and hoped for safety to Operations on their emergency call.

**BOARD ACTIONS TAKEN:**

**Board Meeting Minutes – April 10<sup>th</sup>, 2022 - no motion taken**

**Treasurer’s Report - April 2023 – approved**

**GVFPD – Financial Policies & Procedures - approved**

**Capital Equipment Plan/Capital Facilities Plan – approved**

**New Alliance Coordinator – Tom Hausfeld - approved**

**Adjournment: President Burk entertained a motion to adjourn the meeting at 08:02 PM. Treasurer Thompson accepted the motion. Director Groeteke 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 12<sup>th</sup>, 2023**  
**Board Meeting 7:00PM - in-person - Station 1**