

Cheryl Franz
District Administrator Report
March 2023
Agenda Item 4

a. Administrative -

Usual work product such as prepare Board Meeting Agendas & Minutes, phones, e-mails and correspondences, post/code/pay/mail/copy/file bills, make monthly bank deposits, prepare donation letters and insurance letters, reconcile Quick Books for GVFD Operating Account and Money Market Account. Created General Journal entry to remove the -77.84 on the Balance Sheet for the Building Loan as per Alan with Anderson Whitney.

Filings and postings:

- GVFPD Map Compliance Accepted by DOLA
- FPPA – Start retirement documents for past member Andrea Niswender
- Annual Renewal paid for Special District Association - \$471.04 – This is based on our reported budgeted operating expenses for the year and we are given a 25% discount if dues are paid before the end of June.

Views on GVFPD website for February: 4,290

FOR DISCUSSION AND/OR APPROVAL:

a. BOARD APPROVAL: Cancellation of Election – The 2023 Board of Director Election is canceled due to there were not more candidates for directors than open offices to be filled. The 2023 Board of Directors are elected by acclamation and are as follows. The two 4-year terms will be filled by David Thompson and Warren Jones. The one 2-year term will be filled by Lee Lamb. See **RESOLUTION 2023-03-01** attached.

b. BOARD APPROVAL: Application for Exemption From Audit. Annually we send our financials off to our Certified Public for exemption from audit. We have received the packet and a resolution will need to be read in order to send it to the State Auditor March 31. I will need three Board members to sign off on the audit packet, and Treasurer Thompson to sign the Resolution. See **RESOLUTION 2023-03-02** and audit packet attached.

c. BOARD APPROVAL: Release of Liability Waiver – Last month the Board asked that I speak to Legal regarding a release of liability for volunteers. They worked up a Release of Liability Waiver that can be changed to fit the need for volunteers and the different activities, trainings or workshops that they may attend that release them from GVFPD. The one attached was signed by the three Alliance volunteers that attended a February workshop. See attached for approval.

BOARD INFORMATION

- a. BOARD OF DIRECTOR ELECTION –** As stated before, the 2023 Board of Director Election has been canceled. The Notice of Cancellation is attached and will be published and posted as required by DOLA. Each candidate was sent a Cancellation of Election and notified that they were

elected by acclamation because there were not more candidates for director than open offices to be filled.

- b. **PRICE INCREASES** – I am just making the Board aware that both Quick Books and Streamline have increased their pricing. QuickBooks will go to \$549 annually, up from \$500, and Streamline will go to \$63 per month, up from \$50 per month starting in July.
- c. **Grants –**
- **State Homeland Security Grant (SHSG) – Generator** – I have not heard from Nicole this month. I did get an updated quote on the generator, and it looks like it is still running at the same price, approximately \$29,400, which GVFPD will be paying 20%. The last time I spoke with Nicole, she asked me if I could get at least one more quote on the security fencing and I am working on that now.
 - **CO DFPC Grant** – This was a collaborative effort by Chief Knox, member Andy Brown, and me. I compiled all the documentation from them and pulled the required financial information and submitted the application on February 23rd. This grant has no matching funds required.
 - **LC Office of Emergency Management (OEM) Community Mitigation Grant Program** – Last month a letter of support was sent to the Community Mitigation Volunteers for their mitigation grant with LC OEM and was approved by the Board. It was also noted that more support letters might be needed before the application deadline. Red Feather Highlands Mitigation Committee requested a Letter of Support. Chief Knox signed the letter. The Letter of Support is submitted in the Board Packet under the Alliance Report.
 - **LC Fire Grant** – Chief Knox will be presenting this grant for your approval. This application deadline for this grant is March 15th.
- d. **Poudre Valley COOP** - In September of 2022 GVFPD entered into a propane contract with Poudre Valley COOP and prepaid 4000 gallons at \$8,760. We have spent \$2,738.86 to date, with a remaining balance of \$6,021.14 to be used the remainder of the year. I will keep this in my report and update as I get statements. This remains unchanged as of February 28th.
- e. **Ongoing Projects –**
- **Outside/Indoor Lighting** – I made the final payment on the lighting project of \$5,411.84.
 - **Building Damage** – The final building structure repair estimates came in at \$16,469. I will be sent a check for \$14,226.00 after our deduction of \$1,000. The contractor has us on his schedule for the end of April.
- f. **Correspondence/Donations** – A check in the amount of \$7,800.84 was received from the Larimer County Treasury for the January 2023 tax period.

Respectfully Submitted,
Cheryl Franz - District Administrator


NOTICE OF CANCELLATION
AND
CERTIFIED STATEMENT OF RESULTS

§1-13.5-513(6), 32-1-104, 1-11-103(3) C.R.S.

NOTICE IS HEREBY GIVEN by the Glacier View Fire Protection District, Larimer County, Colorado, that at the close of business on the sixty-third day before the election, there were not more candidates for director than offices to be filled, including candidates filing affidavits of intent to be write-in candidates; therefore, the election to be held on May 2, 2023 is hereby canceled pursuant to section 1-13.5-513(6) C.R.S.

The following candidates are hereby declared elected:

<u>David Thompson</u> (Name)	<u>4</u> (4 year term)	until May, 2027
<u>Warren Jones</u> (Name)	<u>4</u> (4 year term)	until May, 2027
<u>Lee Lamb</u> (Name)	<u>2</u> (2 year term)	until May, 2025


(Signature of the Designated Election Official)
Cheryl Franz
(DEO's Printed Name)

Contact Person for the District: Cheryl Franz
Telephone Number of the District: 970-493-3353
Address of the District: 1414 Green Mountain Dr
District Email:
gvfdoffice1@gmail.com

RESOLUTION 2023 03-02

APPLICATION FOR EXEMPTION FROM AUDIT
(Pursuant to Section 2901-604, C.R.S.)

A RESOLUTION APPROVING AN APPLICATION FOR EXEMPTION FROM AUDIT FOR FISCAL YEAR 2022 FOR THE GLACIER VIEW FIRE PROTECTION DISTRICT, STATE OF COLORADO.

WHEREAS, the Board of Directors of the Glacier View Fire Protection District wishes to claim exemption from the audit requirements of Section 29-1-603, C.R.S.; and

WHEREAS, Section 29-1-604, C.R.S. states that any local government where neither revenues nor expenditures exceed five hundred thousand dollars may, with the approval of the state auditor, be exempt from the provision of Section 29-1-603, C.R.S.; and

WHEREAS, neither revenues nor expenditures for the Glacier View Fire Protection District exceeded \$750,000 for fiscal year 2022; and

WHEREAS, an application for exemption from audit for the Glacier View Fire Protection District has been prepared by Anderson & Whitney, PC a professional corporation of certified public accountants with knowledge of government accounting; and

WHEREAS, said application from audit has been completed in accordance with regulations issued by the state auditor.

NOW THEREFORE, be it resolved by the Board of Directors of the Glacier View Fire Protection District that the application for exemption from audit for the Glacier View Fire Protection District for the fiscal year ended December 31, 2022, has been reviewed and is hereby approved by a majority of the Board of Directors of the Glacier View Fire Protection District; and that this resolution shall be attached to, and shall become a part of the application for exemption from audit of the Glacier View Fire Protection District for the fiscal year ended December 31, 2022.

The undersigned hereby certifies that he/she is the duly elected and qualified Board of Director and the custodian of the books and records and seal of Glacier View Fire Protection District, a Special District, duly formed pursuant to the laws of the state of Colorado and that the foregoing is a true record of a resolution duly adopted at a meeting of the Glacier View Fire Protection Board of Directors and that said meeting was held in accordance with state law and the Bylaws of the above-named Special District on March 13th, 2023 and that said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, I have executed my name as Glacier View Fire Protection District Board of Director Treasurer and have hereunto affixed the corporate seal of the above-named Special District this, 13th day of March 2023.



David Thompson - GVFPD Board of Director - Treasurer



Glacier View Fire Protection District

Release of Liability Form

Name: _____
Address: _____
Phone Number: _____

I am a member of the Fire Adapted Community Alliance (FACA), through the Glacier View Fire Protection District ("District"). I have voluntarily requested to participate in training provided by Fire Adapted Colorado ("Training"). Such training is not provided by, or in any way related to, the District. Because such Training provides value to the District and the community it serves, the District has agreed to pay for the cost of this Training. By signing this Agreement, I acknowledge that my participation in this Training is completely voluntary, that such Training may involve inherently dangerous activities, and I am solely responsible for any injury or damages arising from such Training, as outlined herein.

NOTICE OF INHERENTLY DANGEROUS ACTIVITY

COMMUNITY FIRE SUPPORT TRAINING INVOLVES INHERENTLY DANGEROUS ACTIVITIES THAT CAN RESULT IN EXPOSURE TO HAZARDOUS SITUATIONS AND MAY RESULT IN SEVERE PERMANENT INJURY TO SELF OR PROPERTY, OR DEATH.

ASSUMPTION OF RISK: I, individually and on behalf of my family members, heirs or assigns, having read and thoroughly understood the above NOTICE OF INHERENTLY DANGEROUS ACTIVITY, acknowledge that participating in such Training is an inherently dangerous activity that can result in severe permanent injury or death, and knowingly assume any and all risks associated with or arising such Training.

RELEASE OF LIABILITY: I, individually and on behalf of my family members, heirs and assigns, release, waive and discharge the District and its officers, directors, employees, volunteers, agents and representatives from any and all liability, causes of action under any theory of law or equity, claims and demands, damages, costs, expenses and compensation, arising from or relating to any or damages to person or property incurred as a result of negligence of an officer, director, employee, volunteer, agent or representative of the District I understand the District's insurance does not cover any aspect of the Training and I expressly assume all responsibility for securing appropriate insurance coverage.

INDEMNIFICATION: I agree to indemnify, defend, and hold harmless the District and its officers, directors, employees, volunteers, agents and representatives from and against any loss, liability, damage, claim, cost or expense (including reasonable attorneys' fees, costs and expenses) of any kind or nature whatsoever resulting from my participation in the Training.

GOVERNMENTAL IMMUNITY: Nothing herein limit the privileges and protections afforded the District and its officers, directors, employees, volunteers, agents, and representatives under federal and state statutory or common law, including but not limited to the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*

ADDITIONAL TERMS: Colorado law governs this document. This document states the entire agreement between the District and me, and there are no other oral or written agreements between the parties that are related to the Training. This document may only be amended by another document signed by the District and me. If any provision is held invalid or unenforceable, all other provisions shall continue in full force and effect. This document shall inure to the benefit of the District and be binding on me, and my legal representatives, heirs, and assigns. This document shall not confer rights on any person or entity who has not signed this document. In any dispute, the prevailing party shall be awarded its/his/her reasonable attorneys' fees, costs and expenses, including any attorneys' fees, costs and expenses incurred in collecting upon any judgment, order or award. This document may be signed in several counterparts and by facsimile or electronic pdf, each of which shall constitute an original and all of which shall constitute one and the same instrument.

I have read this *Release of Liability Form* and understand what this document means. By signing my name below, I hereby voluntarily accept the terms stated in this form.

Signature

Date: _____

Print Name

DOB: _____

DEO Election Report

My job as the DEO is to take GVFPD through the election process of both Director Elections and General Election. This job entails the process of meeting deadlines, filing notices and publications as per State Statutes.

The process for a Board of Direct Election is as follows:

This process starts at the beginning of the year when Self-Nomination Forms can be accepted as of January 1, however it begins with an official Call For Nomination which has to be published between the dates of January 23rd and February 16th. The Call for Nomination for GVFPD was published in the January 23rd copy of the North Forty New. It was posted on the GVFPD website on January 22nd. During that time a candidate had until February 24th to send in a completed Self-Nomination Form. A candidate must be a property owner in the District, and a registered voter in the State of Colorado. There are no qualifications for Board members to run for Board positions.

By February 27th all forms are to be verified by the DEO and a decision is made as to whether there will be an election. Part of the DEO's job is notify candidates of incomplete forms, but it is NOT the responsibility of the DEO to show favoritism to a candidate in helping to resolve the incomplete form. All candidates' signatures must be witnessed by a registered voter in the District. Rubber stamps or notary witnesses outside of the District are NOT allowed.

If no election will be taking place, all candidates will receive a Notice of Cancellation letter. The GVFPD Board will cancel the election through a resolution and the required publishing and filings are made to DOLA before the election date of May 2, 2023. If there is an election the election process will move forward.

The candidates will be sworn in at the May Board meeting. The DEO will file the Oath of Office, Self-Nomination Forms, and Bond to DOLA for approval. The new Board members will sit on the Board at the June Board meeting.

Respectfully submitted,

Cheryl Franz - DEO

To: GVFD Board of Directors
Fr: Warren Jones, FACA Coordinator
Date: March 14, 2023
Re: Fire Adapted Community Alliance monthly report

Community Wildfire Defense Grant: We have not heard anything on our grant application. We hope to hear something by late spring.

2023 Larimer OEM Community Mitigation Grant: This local mitigation grant opened in early January. We sent information to HOAs and posted it on our website. We know of two organizations that have submitted applications. The two letters of support authorized by the board in February are attached.

Conference and Training: Three FACA members attended a workshop in Boulder sponsored by Fire Adapted Colorado on ambassador programs. Information gained at this workshop is reflected in the preliminary ambassador program design described later.

Nine FACA members will be attending the Colorado Wildfire Conference in Fort Collins in April. Because this is a local conference and there are no travel, lodging and meal costs we can send a greater number of people than if it was in another part of the state. Chief Knox and Captain Serafin will also be attending.

FACA members who are not emergency response members have or will be submitting the liability forms provided by the district prior to training.

Firewise: Our Firewise event is in the preliminary planning stage. We are working now to identify a date that will satisfy a number of stakeholders. We have had early contact with other fire districts in the area and are considering including them to make this a regional event.

Grants: There are two small grants available for the development and implementation of an ambassador program. Information on both is attached.

The first is the *Fire Adapted Colorado Opportunity Fund*. This grant provides up to \$3,000 for materials and supplies, professional and consultant services, publications and printing, equipment rental, training and education, limited travel, and staff time. There is no local match required. Applications are due by March 17, 2023. A draft application is attached related to the preliminary design of an ambassador program.

The second is *International Association of Fire Chiefs Kickstart Grant Program for Mitigation Action Plans*. This grant is intended to assist organizations implement mitigation plans developed as part of a student's successful completion of the Community Wildfire Mitigation Best Practices course. I completed this course last fall making us eligible for this grant. It provides up to \$2,500 to support implementation of this plan. A 1-to-1 match is required in cash or in-kind is required. Applications are due June 30, 2023. We anticipate applying for this grant for costs related to an ambassador program later in the spring.

Ambassador program preliminary design: Assistant coordinator Tom Hausfeld is heading up the development of our ambassador program. An ambassador program can take many forms starting with property owner visits by an ambassador team using the CSFS Home Ignition Zone, to assisting home

owners draft and implement defensible space and home hardening plans. We are focusing on the lower-level program based on a Phase II mitigation plan developed last fall for the RFH subdivision. We will develop this program as a pilot to be used first in RFH and then applied across the district. This plan is attached. Pages 4 and 5 plan describe the ambassador program and costs.

Northern Colorado Fireshed Collaborative (NCFC): NCFE is a regional organization that coordinates large scale mitigation projects across the NE front range and central mountains. An important function of this organization is coordinating among agencies for cross-jurisdiction mitigation projects. Another function is prioritizing funding from multiple sources for large-scale projects. We have been participating in this organization informally and will be asked to become a formal member in the future. The NCFC charter is attached.



GLACIER VIEW FIRE PROTECTION DISTRICT

February 15, 2023

RE: Larimer County OEM Community Mitigation Grant Program

To Whom It May Concern,

The Glacier View Fire Protection District (GVFPD) is pleased to support the Red Feather Highlands Mitigation Committee application to the Larimer County Office of Emergency Management (OEM) Community Mitigation Grant Program. This application will assist this community-based organization remove slash from homeowner mitigation projects from the most at risk properties in the Red Feather Highland subdivision. The Red Feather Highland subdivision is identified in the Glacier View Community Wildfire Protection Plan as an extreme risk area.

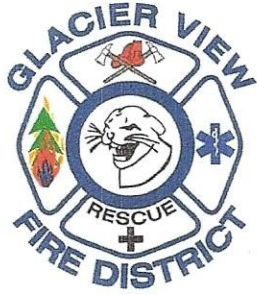
Thank you for your consideration.

Dan Knox – GVFPD Fire Chief

A handwritten signature in black ink, appearing to read "Dan Knox", is written over a faint, larger version of the same signature.

1414 Green Mountain Drive
Livermore, CO 80536

Office 970.493.3353
glacierviewfire.gov



GLACIER VIEW FIRE PROTECTION DISTRICT

February 14, 2023

RE: Larimer County Office of Emergency Management (OEM) Community Mitigation Grant Program

To Whom It May Concern,

The Glacier View Fire Protection District (GVFPD) is pleased to support the Community Mitigation Specialist Volunteers (CMSV) application to the Larimer County OEM Community Mitigation Grant Program. This application will assist this new community-based volunteer organization purchase equipment for wildfire risk reduction mitigation work within the Glacier View Fire Protection District.

This new organization represents the essence of the Community Wildfire Protection Plan adopted by the district and approved by the Colorado State Forest Service in 2022 by empowering a community organization to address the wildfire threat in communities within the district. CMSV is currently working directly with the Glacier View Meadows Homeowners Association on many details of evacuation roadway mitigation. They are also working with property owners in Glacier View Meadows to reduce vegetation density for defensible space. The equipment purchased will be used in all areas of the district where CMSV operates including continuing mitigation projects in Red Feather Highlands that begun last year with a Larimer County OEM Community Mitigation Grant.

Thank you for your consideration.

Chief Dan Knox – GVFPD Fire Chief

1414 Green Mountain Drive
Livermore, CO 80536

Office 970.493.3353
glacierviewfire.gov



FIRE ADAPTED COLORADO

OPPORTUNITY FUND AWARD ANNOUNCEMENT

This opportunity is only available to active Fire Adapted Colorado members.

Fire Adapted Colorado (FACO), thanks to a variety of funding sources, is offering our Wildfire Resilience Opportunity Fund Awards to spur member projects, fill critical gaps, and accomplish projects that benefit beyond a specific landscape.

INSTRUCTIONS, TIMELINE AND ELIGIBILITY:

- **Application due March 17, 2023.**
- Complete the entire [Application and Reporting](#). FACO grant administrators may request a follow up call with you.
- Awardees will be announced by the end of March.
- Projects must be completed and funds expended by either Sept. 1 or Nov. 17, 2023.
- Organizations that receive an opportunity fund award will be required to complete brief financial and narrative reporting (including photos) within two weeks of the agreed upon timeline above.
- Only active Fire Adapted Colorado members are eligible to apply.
- FACO members who are federal employees are not eligible as an employee.

PRIORITY APPLICANTS:

- Prior Opportunity Fund Awardees are eligible to apply, but priority will be given to members who have not yet received awards.
- Mitigation work and/or capacity building projects.
- Projects that can show how these funds fill a critical gap or need or are supporting a crucial partnership.
- Outreach or partnership projects prioritizing an audience you have not traditionally engaged.

SPENDING REQUIREMENTS:

Thanks to a variety of funding sources, including private funding, the spending requirements will look slightly different depending on the award. This will be made transparent and be agreed upon in an award letter if your project is chosen.

*If you have any questions about the application, process or awards, please email or
Steve Orr at steve@fireadaptedcolorado.org or 720-339-4213.*



FIRE ADAPTED COLORADO OPPORTUNITY FUND AWARD ANNOUNCEMENT

The form application is in sections, but you can [Review all application form questions](#) before inputting your responses in the live form.

Application Form Link: [Opportunity Fund](#)

Additional details:

- Funding disbursement will be determined with awardees upon selection. FACO may either directly pay for approved costs associated with selected projects, will reimburse for pre-approved project costs, or in rare cases, may provide a cash advance. Payment arrangements will be determined on a case-by-case basis and made clear in the award letter.
- Funding Range: Minimum \$500 - Maximum \$3,000
- Contractors (if used) will be required to submit an I-9. They will be reimbursed post-receipt of an invoice detailing services performed and conforming to the contract. An estimate that demonstrates staying within project scope might be required.
- Reimbursements will require appropriate documentation, including ITEMIZED receipts.

Examples of ALLOWABLE expenses:

- Materials and supplies
- Professional and consultant services
- Publication and printing directly related to project
- Rental of equipment
- Training and education
- Limited travel
- Staff time

Examples of UNALLOWABLE expenses:

- Insufficient documentation (missing receipts, receipts that do not identify items purchased) will make reimbursement unallowable.
- Alcoholic beverages, fundraising, or lobbying
- Compensation that is above and beyond what is considered reasonable for the actual services rendered
- Entertainment costs, gift cards, and promotional items such as swag (pens, magnets, etc)

If you have any questions about the application, process or awards, please email or Steve

Orr at [Steve.Orr@colorado.gov](#) or 720-339-4213.

Submit Form

FACO Member Opportunity Fund Application

Opportunity Funds may be applied for by active Fire Adapted Colorado (FACO) members.

Application due March 17, 2023

INSTRUCTIONS and TIMELINE:

- Please review award announcement and complete the entire application.
- Applications will be reviewed and awards granted by March 31, 2023.
- Projects must be completed and funds expended by August 15, 2023.
- Organizations that receive an opportunity fund award will be required to complete brief financial and narrative reporting (including photos) by September 15, 2023 or December 1, 2023, dependent on award agreement.

ELIGIBILITY REQUIREMENTS:

- Active member of Fire Adapted Colorado.
- FAC Net Affiliates who are not FACO member and FACO members who are federal employees are not eligible.

I am currently an active FACO member

Yes

Name

(First and last name)

Tom Hausfeld

Pronouns (optional)

He/Him

Organization

Glacier View Fire Protection District FACA

Email

Phone number

Location (City/Town, State)

Livermore, CO

Please submit your project ideas below.

PRIORITY APPLICANTS:

- Prior Opportunity Fund Awardees are eligible to apply, but priority will be given to members who have not yet received awards.
- Projects that provide a product or service that is valuable to other wildfire resilience professionals beyond your organization.
- Projects that can show how these funds fill a critical gap or need or are supporting a crucial partnership.
- Mitigation work and/or capacity building projects.
- Outreach or partnership projects prioritizing an audience you have not traditionally engaged.

Project Summary

Please provide a brief summary of the proposed project/program/opportunity including any expected short-term or long-term objectives. Please identify what GAP or NEED this opportunity fund will help fill or strategic partnership this will help support.

GVFPD through their Fire Adapted Community Alliance (FACA) is planning to begin a Fire Mitigation Ambassador Program. Three members were sent to the recent FACO Ambassador Training Program in Boulder. We would like Ambassadors to have iPads in the field that they could use to take pictures of a site, and quickly generate an inspection report. Local agencies would be surveyed as to what software is available to generate these reports, and it would be procured.

We would also like to send two Ambassadors to the ASiP training in Castle Rock in May 2023. This would be a "train the trainer" exercise. Lodging and transportation are estimated.

Amount of funds requested (\$)

(\$500 - \$3,000 available)

2900

What would the funds be used for?

Be as specific as possible about how funds will be allocated (i.e. staff time, materials, contractor, etc).

3 x 3 iPads @\$500 =	\$1500
Software.	400
2 x ASiP Trans, Lodge	1000

Total	\$2900
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Match

Summarize anticipated cash or in-kind match for your proposed project including amount and source. Match is not required, but may be expected to be tracked for certain projects.

GVFPD would purchase similar iPads in the future as the number of Ambassadors increases. Ambassadors would be unpaid volunteers.

Partners and Supporters

Identify any partners or cooperators and define their roles in this project.

GVFPD - Funding, resources

Coalition for the Poudre River Watershed (CPRW) - Assign fire mitigation work scope

Community Mitigation Volunteers (CMV) - Volunteers that mitigate properties within GVFPD

Strategic Value and Beneficiaries

Please briefly describe how this project/program/opportunity will help you increase community resilience, mitigate wildfire risk, or increase capacity. How will this funding have an impact beyond the life of the proposal? Who will this project primarily benefit/support?

This project will provide kickoff money to train Ambassadors, and provide them the tools to communicate with property owners as to their fire mitigation strategy. This should provide actionable lists that will lead to better fire mitigation within GVFPD, and reduced wildfire risk.

SPENDING REQUIREMENTS:

- Funding disbursement will be determined with awardees after selection. FACO will either directly pay for approved costs associated with selected projects, or will reimburse for pre-approved project costs. Payment options will be determined on a case-by-case basis.
- Funding limits: \$500 minimum - \$3,000 maximum
- Expenditures for reimbursement and any match must be made between the dates of a signed award letter and the agreed upon award completion date.

Examples of ALLOWABLE expenses include:

- Materials and supplies
- Professional and consultant services
- Publication and printing directly related to project
- Rental of real property and equipment
- Training and education

UNALLOWABLE expenses:

- Insufficient documentation (missing receipts, receipts that do not identify items purchased, not following the process for spending authorization) will make reimbursement unallowable.
- Advertising and public relations that are beyond the scope of the specific project
- Alcoholic beverages, fundraising, or lobbying
- Capital expenditures over \$500

- Compensation that is above and beyond what is considered reasonable for the actual services rendered
- Entertainment costs, gift cards, and promotional items such as swag (pens, magnets, etc)

Which grant completion date(s) will work with your anticipated project timeline? Timelines may not be available for all projects, but if selected, we will work closely with applicants to match project timelines with our various funding sources. All reporting will be due within two weeks of the final expenditure dates.

September 1, 2023

Other:
Required

Payments can be made one of three ways depending on project details. Please select which method(s) which you believe will work best for your project (this is not binding).

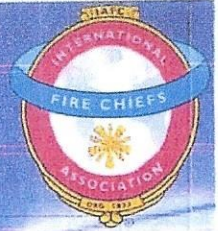
Direct pay for goods or services

Do you understand and accept that there will be some minimal financial and narrative reporting at project close associated with this award?

I have read the above agreements, timeline, and reporting requirement and understand that I need to abide by spending guidelines.

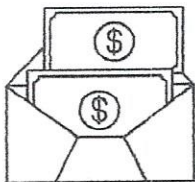
I agree

KICKSTART GRANT PROGRAM MITIGATION ACTION PLAN



Coalitions & Collaboratives, Inc. (COCO) and the International Association of Fire Chiefs (IAFC), are excited to announce a partnership to help fire organizations turn their ideas into reality. At the conclusion of each Community Wildfire Mitigation Best Practices training, facilitated virtually by COCO, students develop a Mitigation Action Plan as their capstone project.

These projects aim to initiate new mitigation programs or change existing ones. This grant provides financial support for students to put action to these plans. Grants will take the form of micro-awards (up to \$2,500) to support the implementation of a student's Mitigation Action Plan. Funding provided based on COCO's discretion and on when the completed application is received.



Up to \$2,500



Apply here!



1-to-1 match required in cash or in-kind

Wendie Warner | wendie@cusp.ws | 719-960-6866

co-co.org | iafc.org

Scholarships are provided through International Association of Fire Chiefs and Coalitions & Collaboratives, Inc.

Certificate of Completion

THIS IS TO CERTIFY THAT

Warren Jones

Has successfully completed the

Community Wildfire Mitigation Best Practices Training

N9073, Mitigation Best Practices



Jonathan Bruno, CEO
COALITIONS & COLLABORATIVES, INC.

November 23, 2022

Completion Date



COCO

COALITIONS &
COLLABORATIVES, INC.



Mitigation Best Practices

Fall 2022

Mitigation Action Plan

Glacier View Mitigation Demonstration Project

Red Feather Highlands Phase II

Warren D. Jones

Glacier View Fire Protection District

November 23, 2022

Glacier View Mitigation Demonstration Project
Red Feather Highlands Phase II

Introduction

This paper describes the planning for and proposed execution of Phase II of the Red Feather Highlands (RFH) wildfire risk reduction project. This is a direct outgrowth of the Glacier View Fire Protection District Community Wildfire Protection Plan (CWPP) developed in 2021-2022. It will be the first subdivision-wide project in the district intended to demonstrate the effectiveness of fuel treatments, specifically defensible space. It builds on work already completed by the RFH community and has an estimated total cost of \$79,200 to \$100,000. It will be a pilot project for a more comprehensive program to be implemented across the entire fire district in the future.

The Glacier View CWPP was approved by the GVFPD Board of Directors and the Colorado State Forest Service in the summer of 2022. The Ember Alliance was the consultant and primary author. It includes an extensive risk assessment, much supporting information and recommendations for implementation. A separate document, the Executive Summary and Implementation Plan describes 28 specific recommendations. The operative recommendation for this project is under the category of Linked Defensible Space and Fuel Treatments. This recommendation states "Focus initial efforts on mitigating fire risk in CWPP plan units with extreme fire risk (Lady Moon, Red Feather Highlands, North Rim and Glacier View Meadows 2)," (The Ember Alliance, 2022).

Phase I of this project was completed in the summer of 2022. It was organized and implemented by the RFH Maintenance Association and a new subcommittee for wildfire mitigation. It removed 222 cubic yards of slash to a community slash pile in Crystal Lakes from .5 miles of evacuation roads and 33 property owner lots. Primary evacuation roads were regraded and, in some areas, widened. Most labor

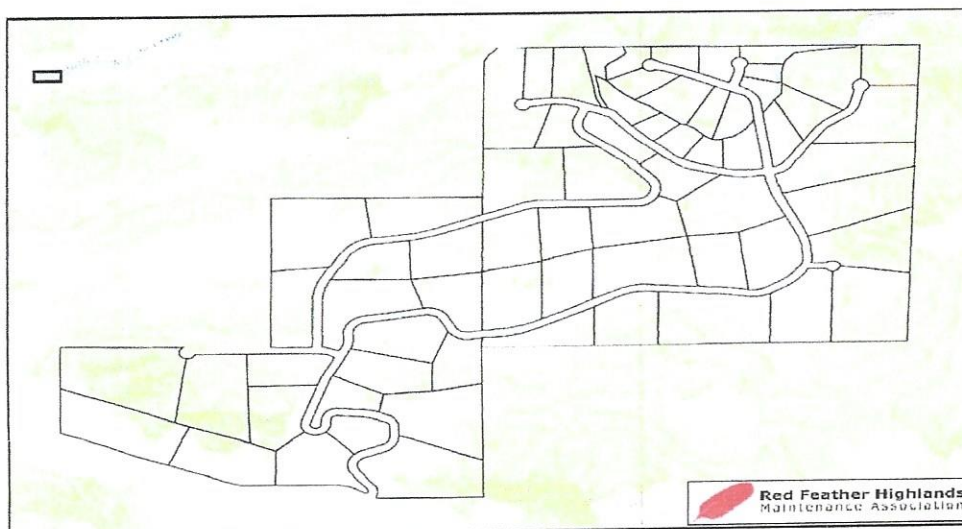
Mitigation Action Plan

was donated by community volunteers (estimated 500 hours of volunteer labor) although actual slash hauling and road grading was provided by a local contractor. Phase I was funded by a Larimer County Community-Led Mitigation Grant of \$5,645 and a one-time increase in road maintenance fees of \$110 per property. Phase I included mailing all property owners The CSFS Home Ignition Zone (HIZ) publication (Hausfeld, 2022).

Project Description

Phase II will provide (1) home defensible space and hardening assessments and information and (2) defensible space fuel treatments to high-risk properties in the RFL subdivision. The actual defensible space fuel treatments will be determined by risk to individual structures and the community in general using risk criteria in the CWPP.

RFH is a rural single-family subdivision in Northwest Larimer County, Colorado. It covers 270 acres and includes 68 residential lots and two miles of private access roads. There are 50 existing homes and numerous outbuildings. As shown on the map below, RFH is served by a single point of access from Larimer County Road 74E, known as the Red Feather Lakes Road. This access road is uphill from the county road and has sharp curves (improved in Phase I). The entire subdivision is located in the extreme risk category of the CWPP (The Ember Alliance, 2022).



Project Initiatives

The initiatives below describe the three primary steps in executing Phase II. They are influenced by the plans for implementation of the CWPP in general and funded by GVFPD, a pending federal Community Wildfire Defense Grant (CWDG) and possibly other small grants. The CWDG application is part of a larger program titled the Larimer County Fire Defense Project to support CWPP implementation in Glacier View, Glen Haven and Estes Valley fire districts in Larimer County. The applicant is the National Forest Foundation. If the CWDG is awarded, implementation beyond the development of an ambassador program will start in the second half of 2023. It is important to note that this project is not totally dependent on the CWDG. If it is not awarded it may be possible to accomplish the objectives completely with volunteer labor, GVFPD funding, and smaller grants, although on a longer timeline.

1. Property assessments

This initiative will include making a home hardening and defensible space assessment available to all property owners. This will build on the provision of the CSFS Home Ignition Zone publication in Phase I (Colorado State Forest Service, 2021). The ambassador program, including property assessment, will be developed in early 2023 by the GVFPD Fire Adapted Community Alliance (FACA). Personnel resources for the ambassador program will be volunteers from the FACA with technical assistance from the Coalition for the Poudre River Watershed (CPRW). Current program development steps will include.

- Selection of ambassador/property assessment team members
- Team member training (Fire Adapted Colorado Ambassador training February 2023, 2023 Colorado Wildfire Conference, Larimer County, CPRW).
- Development of administrative support system including scheduling, forms, computer equipment, legal review and record keeping.

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2. Funding

This project will be funded from two sources, (1) funds provided by the GVFPD and small grants to develop the ambassador and property assessment program and the (2) CWDG for actual fuel treatments. The 2023 GVFPD budget includes \$20,500 for implementation of the CWPP (Glacier View Fire Protection District, 2022).

Develop Ambassador Program

Ambassador program	Estimated Cost
Ambassador team training	\$4,000
Computer, printer and field tablet	\$5,000
Legal	\$1,000
Ambassador Program Total	\$10,000

Defensible Space Fuel Treatments

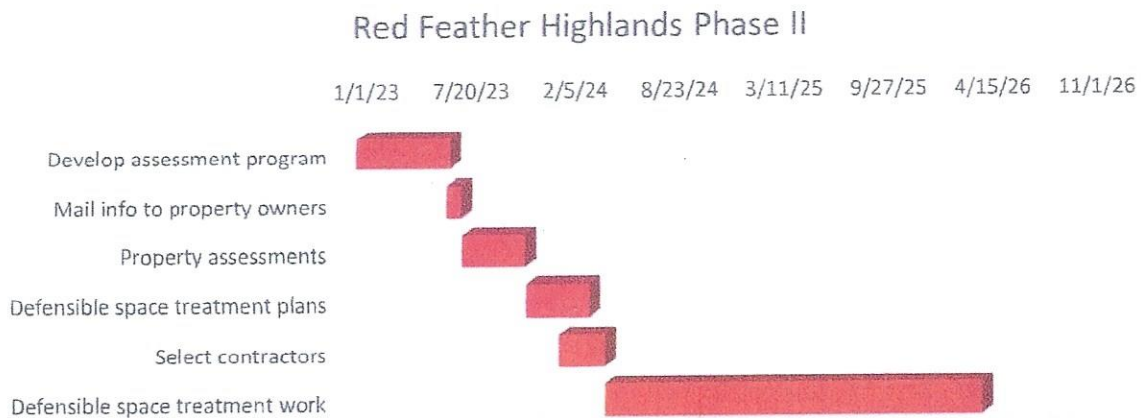
Initial information gained during Phase I indicates that 16-20 properties will participate and will require significant mitigation. According to a personal interview with RFH association personal, the average cost of mitigation is estimated at \$4,000 per property. It is also estimated that it will cost an average of \$200 per property to draft a treatment plan and a total of \$2,000 for project management costs.

Fuel Treatments	Estimated cost
Fuel treatments (contractor and property owner)	\$64,000-\$80,000
Treatment plans (FACA and CPRW)	\$3,200-\$8,000
Project management (CPRW)	\$2,000
Total Fuel Treatments	\$69,200-\$90,000

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3. Execution

Execution of this project will be over three years if the CWDG is awarded. As shown below the ambassador program will be developed in the first half of 2023 followed by property assessments in the second half. Between the development of the ambassador program and property assessment, all property owners will be mailed and emailed project information and will be briefed in person at the RFH maintenance association annual meeting in June. Actual fuel treatments will begin in 2024 and conclude in the first half of 2026. The development of the ambassador program will be accomplished by members of the GVFPD FACA with technical assistance from CPRW. Property assessments and defensible space treatment plans will also be developed by the FACA with assistance of CPRW. Fuel treatments will be by private contractors or property owners depending on the treatment plans. If the CWDG is awarded and CPRW staff can be added quickly, the development process could be quicker. If the CWDG is not awarded the timeline will be extended to use more volunteer labor and smaller grants.



Conclusion

This project will continue significant wildfire risk reduction by community volunteers in RFH supported by a small Larimer County grant and a one-time increase in association maintenance fees. It leverages

Mitigation Action Plan

local funds provided by GVFPD to begin implementation of the CWPP and and if awarded, from the federal Community Wildfire Defense Grant and possibly other small grants. It will provide measurable risk reduction in the RFH community. It will also serve as a pilot program that will inform risk reduction efforts going forward across the district. Finally, it will demonstrate the importance of collaboration among the stakeholders that will be critical to reducing wildfire risk within GVFPD and across the northwest Larimer County region.

Mitigation Action Plan

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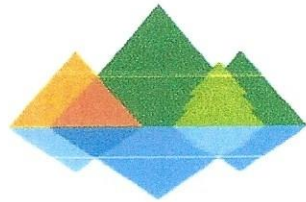
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[+Community+Wildfire+Protection+Plan+-+FINAL+6-2022.pdf](#)



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NCFC CHARTER: TLDR VERSION

Revised Charter Outline

Introduction (issues, setting, vision/mission, goals)

Structures and Protocols (Steering and standing committee responsibilities, objectives, membership, meetings, and decision rules; outlines new fund and investment committee)

Active Member Responsibilities & Conduct

Meeting Documentation, Media Interaction, Charter Revision Process

Appendix A: NCFC Fund Guidelines and Principles

- Fuels/Forest Health Projects
- Collaborative Capacity

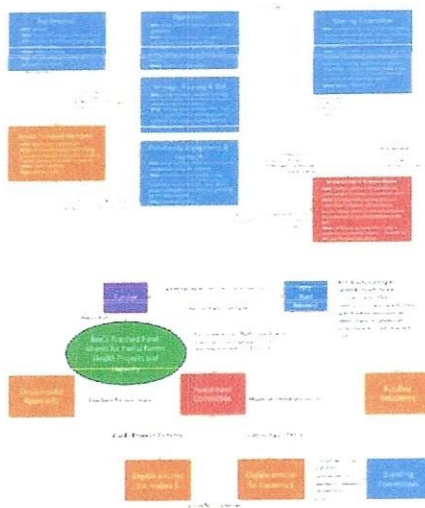
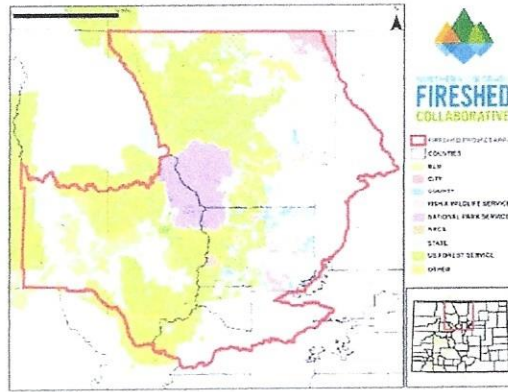
Appendix B: Stages of Readiness

Appendix C: Confidentiality

Appendix D: Ground Rules

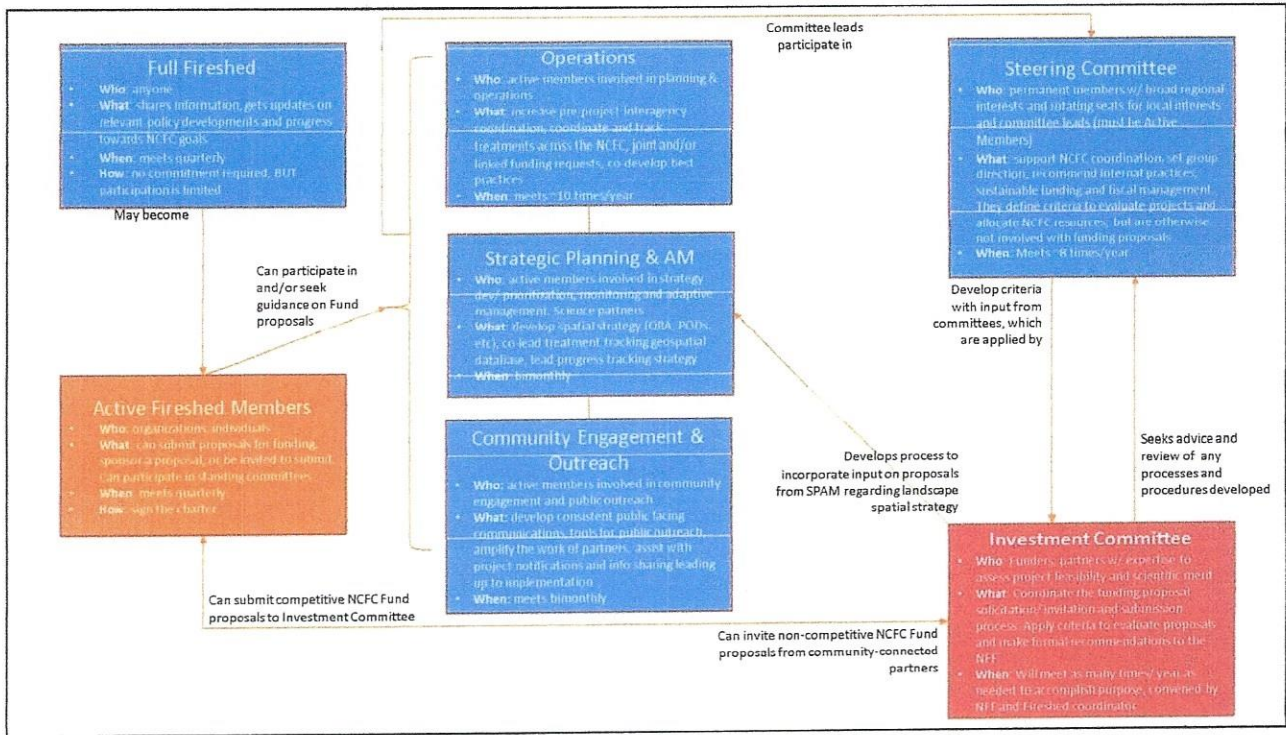
1. Introduction

- The Issue
- Setting
- Vision, Mission, & Goals



2. Structures & Protocols

- Committee responsibilities, objectives, membership, meetings, and decision rules
- Outlines new Fund and Investment Committee
- NCFC Stakeholders
- Committee interactions



NCFC Fund & Investment Committee

- Central place for NFF to aggregate and leverage funding sources, not limited to funding sources from the ARP
- Investment Committee will be convened by Fund Core Team (NFF's Northern Colorado Project coordinator and the NCFC coordinator)
- Investment Committee will guide the allocation of BIL funds and other ARP resources. Likewise, the guidelines recommended in Appendix A are for the allocation of those sources.
- Fund Core team will also support coordination of other funding sources (in partnership with the Ops committee)

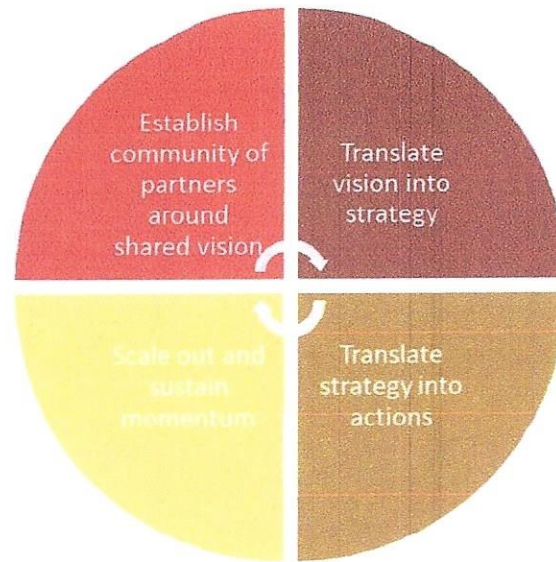
Sections 4-6

- Meeting Documentation
 - Notes for all committees can be found in our shared Box drive in the Meetings and Agendas folder
- Media Interaction
 - No individual organization can speak on behalf of all the stakeholders. Let the coordinator, CE&O, or steering committee know if you are speaking to the media about the NCFC. We encourage active members to use the NCFC's shared talking points in Box, which the CEO&O committee updates periodically: <https://cfri.box.com/s/xgth2gpcmb3ikzsviz1fn3uOf1tsnry>
- Charter amendment - Once finalized, this will be uploaded to the website and revisited (at least) annually

Appendix A: Northern Colorado Fireshed Fund Purpose & Guiding Principles

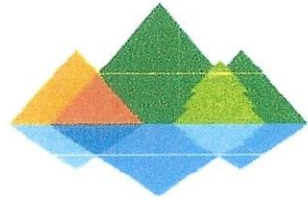
- Fuels and Forest Health Projects
 - Strategic Location
 - Landscape-level resilience to wildfire
 - Facilitating cohesive and robust prescribed fire and forestry operations spanning different land ownerships, jurisdictions, and fuel types
 - Increasing social consent for conducting forestry and prescribed fire work by supporting engagement with communities
 - Anchoring strategic, landscape-level collaborative planning and adaptive management efforts in science
 - Achievability/ feasibility
- Collaborative Capacity
 - Community-connected partners

Appendix B: Stages of Readiness



Next Steps

- Last call for feedback on main body of document, send by 9/22
- Will incorporate by next Steering Committee meeting, 9/26
- Will share relevant changes/ updates via newsletter, then circulate for signatures, upload to website
- Appendices will remain draft until we have more input from NFF coordinator and Investment Committee
- NFF coordinator position will begin this fall -> Investment Committee -> refinements to Appendices A-C



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NCFC CHARTER: QUESTIONS?