



APPROVED by Board 2/13/23

Glacier View Fire Protection District

1414 Green Mountain Dr. • Livermore • Colorado • 80536

January 9th 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, and Vice President Bill Salmon and Secretary Ron Lindroth via Zoom

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

Public members: 3

Changes made to the Agenda: Chief's Report was moved to first on the Agenda.

- 1. Chief's Report:** Chief Knox presented his report as submitted to the Board. He highlighted the upcoming grant opportunities through the State Department of Fire Prevention and Control that are being pursued by Operations.
- 2. Secretary's Report:** Report was submitted and made part of the Board Packet. **President Burk made a motion to approve the December 19th Board Meeting Minutes. Vice President Salmon accepted the motion. President Burk seconded. Call for discussion. No discussion. All in favor, the motion carried.**
- 3. Treasurer's Report:** Report was submitted and made part of the Board Packet. Treasurer Thompson highlighted the checks over \$1K, \$3,271.47 was used for purchasing materials for the lighting from Roberts Electric. \$4,265.33 was the amount paid to Larimer County Clerk/Recorder for the November 2022 Election, Mountain View Fire installed a hose reel on 502 and repaired a telescoping light for \$2,459.33, GVFPD issued a check for \$1,250 to DU for the member appreciation Christmas dinner, and FirstBank Visa totaled \$2,398.23, which \$510 went to the annual QB Payroll subscription, \$537.74 was for purchasing EMS tablets, \$683.88 was spent on member appreciation gifts, and \$495.95 was spent on two pairs of binoculars, along with other misc. items.

Treasurer Thompson presented the Budget Overview and highlighted the following:

INCOME: 422 – Equipment Grant – Firehouse Subs Grant, LC Fire Grant, and 450 - included a CREATE Grant for EMT training in the amount of \$3,450.

EXPENSES: 519 – CWPP Expense was funded by Cameron Peak Fire donations, 637 – GVFPD signed a one-year contract for propane with Poudre Valley COOP and paid up front for the year 2023 in the amount of \$8,760, 607 – reflects purchases of PPE off the LC Fire Grant, and noted that training was half spent in 2022. Under vehicles, 668 – install pump valve, 669 – replaced fuel injector pump, 692 – install hose reel and telescopic light, and 698 - Equipment Expense Purchase – extrication purchase from Firehouse Sub Grant.

(Treasurer's Report – continued)

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

4. District Administrator Report: Report submitted and made part of the Board Packet

District Administrator Franz highlighted the 2022 Money Market Reserve totals: Capital Equipment Reserve - \$270,691, Contingency Reserve - \$40,000, Building Maintenance Reserve - \$17,960, Wildland Reserve - \$9,876, Cameron Peak Fire Donation - \$9,377. The 2022 ending Money Market Balance is \$347,904. See Board Packet for detail.

District Administrator Franz stated that the lighting project has been completed except for the installation of the timer on the outside lights. She is waiting on one more quote for the damage on the building from the steel company and noted that the electrician has pulled all electric off the wall that needs repaired.

District Administrator Franz reviewed the upcoming Board of Director Election in May. President Burk read the Resolution Calling For A Polling Place Election. Noted changes for paragraph two were changing even-numbered years to odd-numbered years and changing the date to reflect May 2, 2023 as the election date.

President Burk entertained a motion to approve the Resolution Calling For A Polling Place Election as presented with the changes. Vice President Salmon accepted the motion. Treasurer Thompson seconded. Call for discussion, no discussion. All in favor. The motion carried.

President Burk read the Resolution Appointing a Designated Election Official and Authorizing Designated Election Official to Cancel Election.

President Burk entertained a motion to approve the Resolution Appointing A Designated Election Official And Authorizing Designated Election Official to Cancel Election. Treasurer Thompson accepted the motion. President Burk seconded. Call for discussion, no discussion. All in favor. The motion carried.

5. Committee Reports:

(a) **Financial Procedures Committee** – (David Thompson, Dan Knox, Cheryl Franz, Steve Groeteke, Jenny Rogers) District Administrator Franz stated that the procedures are still in process and presented a document for recommendations from the committee.

President Burk entertained a motion to raise the Fire Chief credit card limit to \$2K as presented. Director Groeteke accepted the motion. Vice President Salmon seconded. Call for discussion, no discussion. All in favor. The motion carried.

The Board discussed the grant approval for 100% funding and the language was restated as discussed: The Fire Chief is looking for clarification on grant approvals for 100% non-matching grants. The recommendation is that the Fire Chief does not need to bring forward a grant application to the Board for the 100% non-matching grants. The rest of the recommendation is as stated on the document. It was noted that the Fire Chief can apply for a grant, but the Board of Directors must accept the grant due to their fiduciary responsibility.

(Financial Procedure Committee – continued)

President Burk entertained a motion to accept the recommendation as discussed with the changes. Vice President Salmon accepted the motion. Treasurer Thompson seconded. Call for discussion, no further discussion. All in favor, the motion carried.

(b) Handbook Committee – (Cheryl Franz, Dave Burk, Bill Salmon, Dan Knox)

District Administrator Franz stated that the Handbook Committee met to review the Non-Emergency Support Member Handbook. After discussion it was decided to have Chief Knox review the Handbook with the Officers and downsize it before the handbook comes back for further review.

(c) Alliance Committee – (Warren Jones – coordinator) The committee will start their meetings again in January. Assistant Chief Jones stated that he has sent grant information on mitigation to all the HOA's in the fire district. District Administrator Franz will post the information on the website for any individuals or groups that are interested in applying.

6. Unfinished Business:

- a. **Generator** - Submitted in the District Administrator Report
- b. **Non-Emergency Handbook** – Report made by District Administrator Franz as a committee report

7. New Business:

No new business

8. Public Comment:

No public comment

9. Directors Comments:

Secretary Lindroth gave an apparatus update. He stated that he received a report on Engine 1 from Mountain View Fire. The brakes are being worked on for approximately \$2,500, they are replacing the pump packing for approximately \$1,000, and are rebuilding a discharge valve for approximately \$500. The tires have aged out and recommends replacement on Engine 1 and for the rest of the apparatus to have the tires checked. The committee has looked into State Pricing and the tires for Engine 1 will be approximately \$4,400. He added that the engine should last GVFPD another 3-5 years, noting that it is 28 years old. The committee discussed their priorities for apparatus with the Pumper being first followed by the Tender. They discussed DU and the possibility of receiving some funding from them. This discussion will be put on the February Agenda.

Vice President Salmon shared his appreciation to the detail in putting everything together for the meeting, and thanked all the committees for their work. He wished a Happy New Year to everyone! He thanked the public for coming and thanked all the Operation members.

Treasurer Thompson emphasized how well the department did in 2022 and mentioned that he was able to get the starting numbers for the Capital Equipment Plan for 2023 and said Happy New Year to everyone!

(Director's Comments – continued)

Director Groetke agreed with what everyone said and apologized for his absence at the last meeting. He thanked the public for showing up and the District Administrator work that was done, and thanked Operations. He is looking forward to the New Year.

President Burk stated that he is glad to see that we stayed at our average 100 FF/EMS calls for the year. He expressed his appreciation for the work that has been done on the committees and the forward thinking and related it back to how far we have come as a fire department. He mentioned that even though we struggle with big ticket items we are in better financial shape than we have ever been, and we can now have discussions on purchasing items. He complimented Mr. Delano, District Administrator Franz, and Treasurer Thompson for their hard work. He stated that it was a great year and would like to see the momentum continue in 2023.

BOARD ACTIONS TAKEN:

Board Meeting Minutes – December 19th, 2022 – approved

Treasurer's Report – December 2022 – approved

Resolution Calling For A Polling Place Election - approved with changes

Resolution Appointing A Designated Election Official And Authorizing Designated Election Official to Cancel Election – approved

Credit Card Limit Change for Fire Chief – approved

Financial Procedure for 100% non-matching Grant - approved

Adjournment: President Burk entertained a motion to adjourn the meeting at 07:55 PM.

Treasurer Thompson accepted the motion. Secretary Lindroth seconded. Call for any further discussion, no discussion. All in favor. Meeting adjourned.

Respectfully submitted by
Cheryl Franz
District Administrator

Next Scheduled Meetings: Monday, February 13th, 2023
Board Meeting 7:00PM – in-person – Station 1