GLACIER VIEW FIRE PROTECTION DISTRICT

BOARD PACKET

NOVEMBER 11, 2024

GLACIER VIEW FIRE PROTECTION DISTRICT
AGENDA
NOVEMBER 11, 2024

Call to Order—Roll Call
Confirm Acceptance of the Agenda
Secretary's Report
- **Action**: Approval of Minutes for October 14, 2024

Treasurer's Report
Chief's Report
- Emergency Volunteers Activity Report for September & October
- **Action**: Accessibility Officer Recommended Policy
- **Action**: Acceptance of Grant from Commonlook license from the Colorado Statewide Internet Portal Authority (SIPA)

CWPP-IT Report
Committee Reports
- Budget Committee

Unfinished Business
- **Action**: Designated Election Official
- **Action**: Remove Letter to Larimer County Sheriff Office from Agenda

New Business
- Strategic Planning Project for 2025

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

Next scheduled Board Meeting: December 9, 2024

Glacier View Fire Protection District
MINUTES
For October 14, 2024

Before the Budget Hearing a public Budget Review was held from 6:00pm until 7:00pm in the lower level of Fire Station #1.

Action President Burk asked if there were any corrections or additions to the Agenda for October 14, 2025, Budget Hearing and Regular Board meeting.
Hearing none, he requested that the agenda be accepted.
Agreed without dissent.

2025 Budget Hearing

President Burk opened the GVFPD 2025 Budget Hearing at 7:00pm.

Board of Directors Members present: President Dave Burk, Vice President Warren Jones, Treasurer David Thompson, Secretary Berton Lee. Lamb.

Board of Directors Members absent: Director Steve Groeteke (excused).

Fire Department Members present: Tom Hausfeld (CWPPIT); Ted Sammond (CWPPIT); Henry Hudson (CWPPIT); Dan Knox (Chief); Amari Victoria (Recording Secretary).

Public Members present: Les Thurman, Linda Petrie, Jim Petrie, Larry Peterson.

Vice President Jones read the following items into the record:

1. The proposed 2025 GVFPD budget was submitted to the Board at the September 16, 2024, budget work session by the budget committee.
2. A public hearing notice was published in the Fort Collins Coloradoan newspaper in accordance with state law. The public hearing notice was also made available to the public via Nextdoor.
3. No challenges or inquiries were submitted when the budget was made available in accordance with the published hearing notice. No other inquiries were received by district email or to district staff prior to this public hearing.

Public Comments were invited, however, there were no public comments.
Board of Directors Comments were invited, however, there were no Directors' comments.

Action GVFPD 2025 Budget Hearing Closure. Vice President Jones moved to close the GVFPD 2025 Budget Hearing. Treasurer Thompson seconded.
Motion carried 4-0.
President Burk closed the 2025 Budget Hearing at 7:03pm.

Regular Board Meeting

The Regular GVFPD Board meeting was called to order by President Burk at 7:03pm

Board of Directors Members present: President Dave Burk, Vice President Warren Jones, Treasurer David Thompson, Secretary Berton Lee. Lamb.
Board of Directors Members absent: Director Steve Groeteke (excused).

Fire Department Members present: Tom Hausfeld (CWPPIT); Ted Sammond (CWPPIT); Henry Hudson (CWPPIT); Dan Knox (Chief); Amari Victoria (Recording Secretary).

Public Members present: Les Thurman, Linda Petrie, Jim Petrie, Larry Peterson.

Secretary's Report
Secretary Lamb asked if there were corrections or additions to the September 16, 2024, Minutes. Vice President Jones offered a correction to the Committee Reports section. The meaning of the acronym "DOLA" was mis-translated as "Department of Legislative Affairs" and should have read "Department of Local Affairs".

Action Secretary Lamb moved to approve the minutes of September 16, 2024, as corrected. President Burk seconded.
Motion carried 4-0.

Treasurer's Report
Treasurer Thompson summarized the Treasurer's Report focusing on checks over $1,000 with an explanation of the purpose of the checks. A question was asked about whether the GVFPD spending so far this year was within the budgeted amounts. It was confirmed that the GVFPD was indeed in-budget. The Profit & Loss (P&L) accounting was presented. The full Treasurer's Report is available in the Board Packet for October, 2024.

Action Vice President Jones moved to approve amending the 2025 budget by transferring $1000 from the Operations line item to the Training line item, making the 2025 Training budget $4000. Treasurer Thompson seconded.
Motion carried 4-0.

Chief's Report
Chief Knox requested that the Board approve signing the "Statement of Intent to Participate" letter as a participating jurisdiction in the Larimer County Multi-Jurisdictional Hazard Mitigation Plan (HMP). The Statement of Intent to Participate was part of the Chief's Report included in the October 2024 Board Packet.

Chief Knox mentioned that this letter is used for FEMA grants, covering tasks already completed as well as items in the future.

ACTION Vice President Jones moved to authorize President Burk to sign the Statement of Intent to Participate in the HMP. President Burk seconded.
Motion carried 4-0.

Chief Knox's addressed GVFPD compliance with requirements of the Americans with Disabilities Act (ADA) and Colorado Statutes governing accessibility. He reported that the compliance Procedures had been reviewed and all documents are compliant.
Discussion about accessibility procedures focused on removal of last year's Board Packets from the website. This led to a discussion about Document Retention required under Federal & State laws and GVFPD policies.

Chief Knox also reviewed Facilities updates as presented in the Board Packet, including moving email to the new hosting service from .GMAIL to .GOV; telephone pole parking barriers in the station parking lot; and reflective snow posts; cost for work on Station #1 garage doors is approximately $1500; Station #2 power cable is not operational and repair cost is approximately $1500-$2000; and grading the parking is on-going.

Chief Knox reviewed Operations updates as presented in the Board Packet:

- The Pearl Fire final size (138 acres),
- Some GVFPD resources used for the fire, and no injuries or equipment problems,
- The new stretcher was more expensive than expected, however there was adequate money in the budget,
- Collaboration with Lexipol to locate grant opportunities for a fee of $1000 which includes grant writing assistance, and
- Use of the fuel tank owned by Glacier View Meadows Home Owners Association.

Chief Knox asked for Board approval to dispose of eight old radios and equipment.

Action Vice President Jones moved to declare the old radios and equipment as surplus property with no value and approve appropriate disposal of the radios. President Burk seconded.
Motion carried 4-0.

Chief Knox reported Training updates as presented in the Board Packet. A discussion of training opportunities followed.

CWPPIT

Tom Hausfeld summarized the CWPPIT activities as presented in the Board Packet. Ted Sammond reported on the application for a grant to acquire a tractor and trailer to haul the tractor. It was noted that 29 homeowner wildfire mitigation assessments have been completed to-date.

Discussion included whether or not Mitigation Ambassadors were reimbursed for mileage for their personal vehicles while traveling to perform mitigation. This was confirmed. In further discussion it was noted that the Ambassadors should be using the correct Personal Protection Equipment (PPE) while doing the assessments and mitigation.

Discussion covered the subject of a letter concerning commending Reina Eshleman of the Office of Emergency Management (OEM) on the occasion of her retirement and especially expressing appreciation for Ms. Eshleman and the OEM providing great value to the GVFPD. It is considered highly important that Ms. Eshleman's position be filled.

Action Vice President Jones moved to direct CWPPIT Coordinator Hausfeld and Chief Knox to draft a letter praising the work that has been done by Raina Eshleman, encouraging the Larimer County Sheriff's Office of Emergency Management to fill her position as soon as possible, and authorizing President Burk to sign the letter.
President Burk seconded.
Motion carried 4-0.

Further discussion included whether the public would be welcome at the slash pile burn using the air curtain burner. This was confirmed. A question was raised asking if the iPads used by CWPPIT were in the GVFPD inventory. The iPads have not yet been accessioned into the GVFPD inventory. There was discussion about the history of the iPads, including from what entity they were obtained, the fact that CWPPIT was previously part of the GVM HOA, and the necessity of including them in the GVFPD equipment inventory.

A question was asked where tractor would be kept by the GVFPD; Chief Knox replied that it would be kept indoors at Station #2.

Committee Reports

Fred DeLano, Chair of the Budget Committee, thanked the GVFPD Board of Directors for the monetary support of the Committee members attendance at the recent conference. Chair DeLano and the Committee were thanked for their efforts.

Unfinished Business

Designated Election Official Report. Vice President Jones updated the Board on the status of the search for a Designated Election Official (DEO). Chief Knox will be speaking with a potential candidate to fill the position.

New Business

No new business was presented.

Public Comments:

Ted Sammond, speaking as a GVM HOA member, thanked Assistant Chief Henderson (Wildfire) for their support. He also mentioned that due to the trees (North side of Gate 6), that traffic visibility when turning North (left) was obstructed, creating a dangerous situation.
Chief Knox, speaking as a GVFPD member, mentioned the Halloween Trunk or Treat event to be held at Station #1 on Saturday, October 26, 2024, at 7pm.

Directors Comments:

Vice President Jones commented that the Board should do Strategic Planning, including future Board of Director changes, to affect a smooth transition. He also mentioned that he was impressed with the work going on, including risk reduction, CWPPIT, whom he thanked, good GVFPD emergency service, as well as the Budget Committee.

Treasurer Thompson expressed his appreciation for Fred DeLano's work, as well as the Pearl Fire firefighters.

Secretary Lamb expressed his appreciation for Recording Secretary Amari Victoria, the Budget Committee, and acknowledged the positive changes in the GVFPD during his tenure on the Board.

President Burk expressed his appreciation for everyone's contributions.

Adjournment

Action Treasurer Thompson moved to adjourn the October 14, 2024, meeting of the GVFPD Board of Directors. Vice President Jones seconded.
Motion carried 4-0.
President Burk adjourned the meeting at 8:09pm.

Respectfully Submitted,

Berton Lee Lamb
Secretary
and Amari Victoria
Recording Secretary

Board Actions

- Added $1,000 from the Operations line item to the Training line item in the 2025 budget.

- Approved signing the Statement of Intent to Participate in the HMP.
- Approved classifying old radios and associated equipment as surplus, and disposal of same.
- Directed the Chief and CWPPIT Coordinator to draft a letter to the Larimer County Sheriff's Office of Emergency Management and authorized President Burk to sign the letter.

TREASURER'S REPORT

Treasurer Thompson provided the Treasurer's Report including the Balance Sheet the Annual Profit & Loss Statement to date for October 31, 2024. The reports provided were reviewed.

Highlights from the Balance Sheet October 31, 2024

Operating Account Balance $137,274.98

Money Market Account Balance $452,777.77

Total Assets $1,409,495.21

Highlights from the Annual Profit & Loss Statement October 31, 2024

Total Available Income $200,737.72

Total Expenses $268,107.39

Net Other Income $11,799.38

Net Income ($55,570.29)

CHIEF'S REPORT

Administration and Operations

- GVFD ran seven calls in October. Six medicals and one search for a lost hunter.

Administration/facilities

- Closed out the DFPC Grant for bunker gear and received payment
- Completed 3rd Quarter Tax Filings for Payroll with Federal and State
- Processed 3rd Quarter FF Reimbursement Checks
- Assisted with purchasing by Assistant Chiefs and Operations for supplies and materials for building lean to over generator/propane regulator
- Applied for and was awarded Colorado Statewide Internet Portal Authority Grant for a free CommonLook license to remediate PDF documents
- Researched and wrote report regarding the applicable governing statutes and manuals pertaining to records retention and posting requirements
- Assisted with the Budget Approval Process for public notice and availability of our budget
- Assisted with researching Election records
- Planning GVFPD Christmas party

Operations

- The GVFPD Christmas party will be held at the DU Mountain Campus on January 11th at 5pm. I will email out the details soon and will need a head count for food. We hope to see all of you there.
- We hosted the Halloween Trunk or treat for the community members in October. I am working on dates for a community CPR/choking class in November or December. There is a lot of interest from the community for that training.
- Grants- We originally were told that we would have to wait 2 years before reapplying for the Firehouse Subs grant, but it is actually 3 years. We will reapply next spring when our 3 year waiting time is up. We can start the application process for the Station exhaust grant on November 12, so we will begin working on it next week. It will pay 50% of the exhaust system if we receive it.
- We have been having mechanical issues with Squad 2, and I think it is near the end of it's emergency response life. It is a 2006 Chevy Silverado 2500 and has been used hard in the past. I would like to look at options to replace it next spring, which is earlier than what we have planned in our Capital Replacement plan. I believe we can move projects around to facilitate replacing it with a used vehicle, like we did with Squad 1. I will investigate possible options and if we can afford to replace it next year, and report back to the Board next month.
- We are continuing to work on numbering and entering our equipment into an inventory spreadsheet to keep track of it. I plan to have everything inventoried by the end of year.

- Training – We held our vehicle extrication training in October and got to practice on crashed cars. A big thank you goes out to Import Auto and Towing, who provides us with the vehicles every year for free. We have been invited to a vehicle extrication training from Poudre Canyon FD on Nov 16, which we hope to have members attend. Joint trainings are always a great benefit for us and our partner departments. Assistant Chief Perry attended the ICS 300 class in Johnstown at the beginning of November. EMS training is going well with UC Health, and has improved from the issues that we had last year.
- The cover for the generator and propane line regulator entering the building has been built and cost us approximately $2000, which was covered under the facilities budget. This should prevent snow from breaking the propane regulator or generator going forward.
- We have 2 new people who have joined the department and started onboarding last week. This will increase our membership number up to 19. I will have the 5 new members who joined throughout 2024 attend the January board meeting for their oath, since we have not done that yet this year.
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Respectfully submitted,
Dan Knox – GVFD Chief

Administrative Officer Report for November

Update on the Colorado Special Districts Pool
I found records where Vanessa Fournier, Cheryl Franz, and Diane Nelson compared our current insurance policy with Tribbett Insurance agency against a similar policy from the Colorado Special Districts Pool in April of 2018. In May, 2018 their Chief's report completed their review and continued their policy with Tribbett Insurance Agency.
If we would like to receive a current quote from Colorado Special District Pool, we will need to complete an application and property spreadsheet and provide a copy of the district's budget and 5 years of loss runs. The application process will take some time.

Update on new Email Addresses
I contact Chad Shields of Rocky Mountain Computer Solutions and requested 10 new email addresses on October 23. He was unable to get them activated before he left for vacation out of the country. He will not return until November 15, so I do not expect the email address to be active until late November.
I also inquired about the best way to transition to the new email system. For whole email accounts such as gvfdoffice1 and gvfdchief 1, we will download all emails from the accounts and upload them into the new email accounts. The entire email box downloads at once and then we will have organize them into folders.

For personal emails, it will be best to forward important emails to the new email accounts and then organize them there. This removes the need to provide us/Chad Shields with access to your personal email accounts.

October's Accomplishments

- Closed out the DFPC Grant for bunker gear and received payment
- Completed 3rd Quarter Tax Filings for Payroll with Federal and State
- Processed 3rd Quarter FF Reimbursement Checks
- Assisted with end of year purchasing by Assistant Chiefs and Operations for supplies and materials for building lean to over generator
- Applied for and was awarded Colorado Statewide Internet Portal Authority Grant for a free CommonLook license to remediate PDF documents
- Researched and wrote report regarding the applicable governing statutes and manuals pertaining to records retention and posting requirements
- Assisted with the Budget Approval Process for public notice and availability of our budget
- Assisted with researching Election records
- Processed all invoices and payments in a timely manner

Accessibility Officer Report on Website Content
& Policy Recommendation

Research Regarding the Applicable Governing Statutes and Manuals Pertaining to Records Retention and Posting Requirements

I have consulted with Ann Terry with the Special Districts Association (SDA) and attended the Streamline training. I was told the board has full discretion because there is no policy regarding what board documents must be on the website or the duration of their retention. I researched the Colorado Revised Statutes to find all applicable guidance and requirements pertaining to the subject. Then consulted with an employee from Colorado State Archives to confirm I had found all applicable statues and schedules in the Colorado Retention Manual (listed below) and was interpreting them correctly. My research confirmed their guidance, and below I have summarized what is required and the statues that give boards the discretion to make their own decisions on this topic.

Colorado Revised Statutes Government-State Electronic Transactions (§ 24-71.3-117)
Colorado Revised Statutes Colorado Sunshine Law Part 4. Open Meetings Law (§ 24-6-402)
Colorado Revised Statutes Special Districts (§§ 32-1-104.5 and 32-1-1001)
Colorado Retention Manual Schedule 8 Governing Body Records
State of Colorado House Bill 21-1110

Required

Per Colorado Revised Statute (C.R.S. § 24-6-402), at minimum a notice of the time and place of all regular or special meetings must be posted online on a publicly accessible website no less than twenty-four hours prior to the meeting. The notice should include specific agenda

information if available and free to access. The notices should be searchable by type of meeting, date of meeting, time of meeting, agenda contents, and any other category deemed appropriate by the local public body and shall consider linking the notices to any appropriate social media accounts of the local body. Per C.R.S. §32-1-104.5 Special Districts must post on their website, the date, time, and location of scheduled regular meetings for the current fiscal year by January 30th.

Per C.R.S. § 24-6-402 minutes of any meeting of a special district where formal actions occur shall be taken and promptly recorded, and such records shall be open to public inspection.

Per. C.R.S. §§ 24-6-402 and 32-1-104.5 the requirements for posting items to our website for our elections audit and budget are clearly defined. The results of our elections, audit and budget must be open to public inspection and posted on our website.

C.R.S. § 24-6-402 also clearly states that electronic mail between elected official with discussion, debate, or exchange of ideas, either generally or specifically, related to the essence of any public policy proposition, specific proposal, or any other matter being considered by the governing entity shall be open to public inspection.

Discretion

The statutes do not mandate specific requirements regarding the duration for which meeting agendas or minutes must be maintained on the website.

Per C.R.S. §32-1-1001 the Special District may authorize the use of electronic records and electronic signatures and adopt rules, standards, policies, and procedures for their use pursuant to article 71.3 of title 24, C.R.S. C.R.S §24-71.3-117 gives the Special District the general power to determine the extent to which it will create and retain electronic records and electronic signatures.

Recommended Board Actions

Agendas, Minutes & Packets: The policy of the Board should be that agendas, meeting minutes, and board packets that are posted to the web are defined as "convenience copies" made available to the public.

Convenience Copies: The policy of the Board should be that convenience copies be retained for one year in conformance with Colorado Retention Manual Schedule 8 Governing Body Records which says that copies created for convenience should be retained for one year. The convenience copy can be edited as needed to meet the accessibility requirements of Colorado House Bill 21-1110.

Electronic Signatures: The policy of the Board should be that electronic signatures may be used for the Secretary's certification of approved meeting minutes of the Glacier View Fire Protection

District Board meetings. This policy allows an electronic signature of the Secretary to certify that the minutes have been approved by the Board.

Board Packets: The Board should be in compliance with Colorado Retention Manual Schedule 8. Governing Body Records. Board Packets fall into the category of Routine Supporting Documentation Submitted at Meetings. These documents have a retention period of one year plus the current year after a meeting. This requires that a summary description is included in the approved minutes. This allows the Board to summarize as needed for the convenience copy posted on the District's website,

Treasurer's Report: The policy of the Board regarding the Treasurer's Report and reference documents—that are not ADA compliant—should be that they are summarized on the website and a full version of these documents is retained and available to the public upon request. Elections: The policy of the Board should be that the District adapt reporting of election results, audit and budget notices in a format that meets the accessibility requirements of Colorado House Bill 21-1110. Furthermore, where possible, when using documents from sources such as Larimer County or the State of Colorado, the policy of the Board should be to request ADA compliant versions from outside government entities.

Email: The policy of the Board should be to retain all electronic mail containing discussion, debate, or exchange of ideas—either generally or specifically—between board members, related to the essence of any public policy proposition, specific proposal, or any other matter being considered by the Board of the Glacier view Fire Protection District. Furthermore, electronic emails shall be forwarded to the new outlook email accounts for each board member to allow for open and public inspection.

<u>Policy Recommendation</u>

Policy for Electronic Records and Website Document Retention

The official records of meetings including agenda, minutes and board packets will be the original hard copies stored in the Minutes binder, organized by year. Official records of the meeting minutes will be accepted with an electronic signature from the Secretary of the Board. These records will be open for public inspection at the Glacier View Fire Station #1 during office hours of the Administrative Officer or by appointment.

Website versions of the agenda, meeting minutes, and board packets will be considered convenience copies. The Board may modify the convenience copies as needed to meet WCAG 2.1AA standards and the convenience copies will be available online for one year plus the current year.

Notice of the time and place for all regular or special meetings will be the agenda posted on glacierviewfire.gov no less than twenty-four hours prior to holding the meeting.

The Treasurer's Report in the official board packet will have hard copies of the Balance Sheet, Profit & Loss Overview vs. Actual +/- Year to Date and Checks over $1000 dollars, but will not be included in the convenience copies. Instead, the Treasurer's report in the convenience copy will be a written summary describing key points from the financial statements.

Convenience copies of the agenda, meeting minutes, and board packets older than one year plus the current year, will be removed from the glacierviewfire.gov website.
Website posting of the information pertaining to the election and audit and budget will be in conformance with the requirements outlined by the Sunshine Law (C.R.S § 24-6-402) and Special Districts Act (§§ 32-1-104.5 and 32-1-1001).

Electronic mail containing discussion, debate, or exchange of ideas, either generally or specifically, related to the essence of any public policy proposition, specific proposal, or any other matter being considered by the governing entity between board members will be forwarded to the new outlook email accounts for each board member to allow for open and public inspection and continuity between elected officials.
It is the goal of the Board to reach a Site Accessibility Score of 100, as calculated by Streamline, by July 2025.

Recommended Motion
Move to approve the Policy for Electronic Records and Website Document Retention as written.

Acceptance of Grant from Commonlook license from the Colorado Statewide Internet Portal Authority (SIPA)

The application for the Commonlook license from the Colorado Statewide Internet Portal Authority (SIPA) was approved. The grant provides the license to use Commonlook free of charge for 365 days. The Administrative Officer needs to use the license to install the program within 45 days or we lose the opportunity.

Recommended Motion

Move to accept the grant for Commomlook license from the Colorado Statewide Internet Portal Authority.

CWPP-IT REPORT

November 7, 2024

The big Air Curtain Burner was delivered by CDPS to the slash pile at the intersection of Green Mountain Drive and Mt Parnassus on October 16. Burning began on October 22. Today, November 7, will be burn day #8. 10 days of burning were estimated to complete the pile. No complaints have been heard from property owners, and John Sanfilippo, head of the CDPS Air Curtain Burner Team, seems pleased with the progress. All three Larimer County Commissioners visited the site on two different days. Commissioners Jody Shadduck-McNally and Kristin Stephens have been re-elected. They, and Commissioner John Kefalas have all shown great support for fire mitigation and home hardening efforts in Larimer County.

Community Mitigation Volunteers (CMV) are currently working on Montcalm and Mt Blanc Roads. Their operations will be limited to days when there is not snow on the ground.

The Community Mitigation Volunteers applied for a FRWRM Grant to purchase a tractor to haul slash for removal. The grant application has been received.

Our team of applicants was awarded $9,696,438 for the Community Wildfire Defense Grant (CWDG). The draft of the grant contract is still being worked. A presentation was made by Larimer County Office of Emergency Management (OEM) and CPRW at the Fireforest movie presentation at University of Denver (DU) October 24. It was well attended by Glacier View fire Protection District (GVFPD) residents. The presentation outlined the organization structure of the grant team. A zoom meeting was held on October 29 with representatives of Poudre Canyon, Crystal Lakes, Cherokee Meadows, and Tom Hausfeld from GVFPD to get to know each other, our districts, and our goals for this grant. A full team meeting was held with Larimer County OEM, CPRW, and the four districts on November 7 to begin discussions on how to implement the grant.

The CWPP IT has now completed 31 Wildfire Assessments, 2 more than last month; 27 more are pending. Assessments cannot be performed with snow on the ground, so progress through the winter will be limited. Wildfire Ambassadors will continue to contact property owners to schedule and complete the requested assessments. Property owners that have had assessments will be recruited to be Wildfire Ambassadors. Two new Wildfire Ambassador candidates have expressed interest in joining. The Board is requested to help recruit new Wildfire Ambassadors. A new training class is planned for January 2025.

Reimbursement from Fire Adapted Colorado for our 3 iPads and supporting equipment was submitted on October 13, 2024. No updates on when the reimbursement will be received.

Tom Hausfeld will share his experience and the guidelines he has learned about fire evacuations with the Fire Adapted Colorado (FACO) training class the evening of November 14.

Tom Hausfeld will submit the information to NFPA to continue our status as a Firewise Community. The deadline is November 22, 2024.

Derek Rosenquist of the Larimer County Sheriff Department attended our November 5 CWPP IT Monthly meeting at the firehouse. He is the acting Wildfire Protection Program Coordinator until a replacement for Raina Eshleman has been hired. He said it might take 5 months for a replacement since a comprehensive background check is required for a Sheriff's Department hire. Discussions were held with the Larimer County Commissioners on the need for Raina's position to be filled quickly. A letter expressing this need is no longer required. Derek has scheduled a Gold Level Assessment for a GVFPD property owner, demonstrating his commitment for support.

Tom Hausfeld
CWPP IT Coordinator

UNFINISHED BUSINESS

Designated Election Official Update

To: GVFPD Board of Directors
Fr: Warren Jones, Vice-President
Re: Approval of Designated Election Official and other items related to 2025 election
Date: November 11, 2024

Summary

Based on Board direction I have been recruiting a new Designated Election Official (DEO) for our upcoming election in 2025. I have also been researching the election process and began preliminary planning for a 2025 election for at least the open director positions.
This briefing includes one action item and a request for input on election issues for 2025.

Designated Election Official (DEO)

I'm pleased to report that Steve Cummings has agreed to serve as our DEO. He was an election judge in our 2014 polling place election. He was recommended by President Dave Burk. If appointed, Steve will be included in the election resolution and assume management of our 2025 election process based on input from the board discussed below.

Recommended action: *Motion to appoint Steve Cummings as our DEO.*

Legal staff consultation

Chief Knox, Administrative Officer Johnson, Steve Cummings and I met via videoconference on October 24 with our legal staff. A follow-up summary of this meeting is attached. Unless the board directs otherwise, we will rely on our legal staff for the legal work required for the election and some administrative functions. Our primary attorney, Michelle Furguson, indicated that legal advice wouldn't be needed for discussion at our November meeting. Tanya Mundy is also part of the legal team, and we've worked with her before. If we feel the need for their consultation with the full board, Michele or Tanya will attend our December meeting via videoconference.

Election process

The election process for open director positions, and possibly other issues, includes two phases. The first is the resolution, nomination and possible cancelation for a director's election. Our legal counsel indicates that the best time for the resolution would be at our January meeting. This would be followed by the nomination announcement, review of nominations and if necessary, cancelation of the election. Information in our files shows that we have not had a director's election since at least 2008 so the chances of canceling the election seem high. This decision will be made by our DEO on March 7th.

The second is conducting the election if not canceled. There are several steps here leading up to, during and after the election on May 6th. These include preparing for the election, conducting the election (including election judges and other staff), printing ballots and other election materials, and certification of the results. A major task is managing the voter lists and absentee ballots. If we choose a mail ballot mailing and receiving ballots would be required.

Input needed from the board

Below are three items that require board input before preparing the election resolution and other related documents. There may be others that I'm not aware of.

Directors term limitation: In 2020 we asked the electors to waive the two-term director's limit. It failed by a vote of 160 for and 272 against. There are two primary reasons for such a waiver. The first is the difficulty of finding people to serve as directors. There have been instances in the past where we have not had enough candidates to fill open positions. The second is the loss of institutional knowledge of board members.

Revenue limitation waiver: The recent legislative actions terminated current local waivers to the property tax revenue limitations of TABOR. This requires districts with such a wavier to again ask their electors for this waiver. We had his waiver for many years. Our legal counsel indicates that many districts are pursuing this waiver as soon as possible. Because this is a TABOR issue any election asking for this waiver must use a mail ballot.

Type of election: There are two types of elections available for the May election, polling place or mail. The main advantage of a mail election is higher voter participation. The main advantage of a polling place is the lower cost. While we don't know what the actual cost of a polling place election would be, our legal counsel indicated the funds we have budgeted in 2025 ($5,000 in legal and $5,000 in election) should be sufficient. The largest cost for a mail ballot is producing and mailing the ballots. In discussions with our legal staff and presentations at the recent SDA conference it appears that a polling place election would best fit our needs, unless we have other issues other than open director positions.

Summary of meeting with legal staff, October 24, 2024
From Tanya Munday at Ireland Stapleton
I did not catch the names of everyone on the phone, so I would appreciate it if you would forward this to those you think need to hear it. (Steve and Ashley for sure!)

I cc'ed Crystal, since she was the amazing paralegal, I mentioned who will have the Self-Nomination form ADA ready by Jan 1. I had forgotten you'd met her at SDA, when we were talking!

To confirm things we talked about:

1. We will create a chart of who has been elected, who has been appointed, which seats are up, and which are running for 2 year, and which are running for 4 year. This is my priority and I should have it to you by end of next week.
2. We will draft a Resolution (setting DEO, authorizing DEO to cancel election, and (and possibly adding language about term limit question).
3. We will prepare the Call for Nominations to be published and an ADA compliant version for your website.
4. We will provide an ADA compliant Self-Nomination form.
5. The Board will likely address these at the December or January meeting.
6. We will continue to update the Board on dates, timelines, and instructions as we move forward.

At the December meeting the Board should discuss and have directions on:

1. Polling place vs. Mail
2. Who will be the DEO and the Deputy DEO. (they can be appointed by motion, but they will also be formally appointed in the Resolution).
3. If you want to hold a Term Limit question. We can craft the resolution to permit the board to decide on the term limit question after the March 7 deadline for candidates.

Moving forward.

I will be sending out more detailed information as we move forward, including specific instructions on how to post the Call for Nominations, what to do with Self-Nomination forms, how to cancel the election or how to start the process for a contested election. "stay tuned".

Thanks, and I look forward to working with you!

Tanya

Action: Letter to Larimer County Sheriff Office

NEW BUSINESS

Strategic Planning Project for 2025