

Glacier View Fire Protection District Board Packet

June 10, 2024

Glacier View Fire Protection District Agenda

June 10th at 7:00pm

Call to Order – Roll Call

Confirm there are no changes to the Agenda

1. Secretary's Report – ACTION: Approve as presented
BOARD APPROVAL – Minutes of May 13, 2024 Board Meeting Included in Board Packet
2. Treasurer's Report – ACTION: Approve as presented
 - (a) Balance Sheet – As May 2024
 - (b) P&L – Detail May 2024
 - (c) Checks Over \$1000 – May 2024
 - (d) GVFD Visa – May 2024
 - (e) Donations – May 2024
 - (f) P&L - Budget vs. Monthly Actual Budget – May 2024
 - (g) P&L – Budget Overview vs. Actual +/- Year-to-Date – May 2024
 - (h) Money Market Transfers
 - (i) Review of District Credit Cards--Treasurer's report in Board Packet
3. Chief's Report – Chief Report Included in Board Packet
 - (a) Permanent Hire of Administrative Officer
 - (b) Emergency Volunteers Activity Report
4. CWPPIT Report Included in Board Packet
 - (a) Non-emergency Volunteer Activity Report
5. Committee Reports:
 - (a) Apparatus Committee – (Chief Dan Knox) Included in Board Packet
 - (b) 2025 Budget Committee
6. Unfinished Business:
 - (a) Letter to Sourcewell
7. New Business:

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

8. Public Comment:

9. Directors' Comment:

10. Adjournment

Next Scheduled Board Meeting: Monday, July 8, 2024, at 7:00PM

Minutes

June 10, 2024

Meeting was called to order by President Burk at 7:00pm

Board of Directors present: President Burk, Vice President Jones, Treasurer Thompson, Secretary Lamb, and Director Groeteke.

Fire Department Members present: Jim Perry (Assistant Chief), Tom Hausfeld (CWPPIT Coordinator), Kathy Hudson (CWPPIT), and Henry Hudson (CWPPIT), Ted Sammond (CWPPIT), Dave Koster (CWPPIT) .

Public Members present: Fred Delano (Budget Committee), Linda Petrie (CMV), and Jim Petrie (CMV).

Action President requested that the Agenda be accepted as presented in the Board Packet. Agreed without dissent.

1. Secretary's Report

Action Secretary Lamb moved to accept the minutes of April 8, 2024, as presented in the Board Packet* President Burk seconded. Correction on page 5 of the April 8, 2024, minutes to add Vice President Jones to the Budget Committee. Correction made without dissent. Discussion arose regarding the spreadsheet that had been requested from Sourcewell in two earlier Board Meetings but which had not yet been presented to the Board (See Minutes of March 11, 2024 and April 8, 2024).
Motion Carried 5-0.

2. Treasurer's Report

Action Treasurer Thompson distributed and discussed a detailed report that was added to the Board Packet for May 13, 2024*. President Burk moved to accept the Treasurer's Report. Vice President Jones seconded. Treasurer Thompson described the process for recording the transfer of funds from the District's money market account to the operating account from which funds in the amount of \$450,000 were paid into a Certificate of Deposit to compensate Midwest for expense of building two trucks.

Treasurer Thompson also presented an analysis comparing income from property tax revenue in 2024 with 2023. He indicated that so far income has increased by over \$100,000 compared with last year which probably reflected increased property valuations. Revenue transfers to the Capital Account will appear in next month's report. Although the total income is 217% over what was expected, the Treasurer advised that he would not yet suggest relying on that income because the State of Colorado is working on revisions to property tax allocations. A question about District credit cards was raised because the Temporary Administrative Officer is not able to obtain a credit card.

Motion carried 5-0

Action President Burk requested that the Treasurer review the credit cards held by the District and make a presentation to the Board at the June 10, 2024, regular Board meeting reflecting the status of the currently held credit cards and recommending needed actions. President Burk asked that this topic be added to the June 10, 2024, Board Meeting Agenda. This request was accepted without dissent. Secretary Lamb moved to approve this request. Vice President Jones seconded.

Motion carried 5-0.

3. Chief's Report

Assistant Chief James Perry summarized the Chief's report as presented in the Board Packet.*

Assistant Chief Perry introduced the Fire & Police Pension Association (FPPA) affiliation form and resolution formally associating the District with the FPPA.

Action President Burk read the Affiliation Agreement resolution aloud. Vice President Jones moved to approve the resolution as read and direct the Chief and Temporary Administrative Officer to execute the form dated May 13, 2024. President Burk seconded. There was discussion about how the FPPA works. The contributions from the District and emergency volunteers was explained. Also explained was the need for the GVFPD Board to serve as the FPPA Board and hold an annual meeting. It was suggested that a date for the annual FPPA Board meeting be added to the GVFPD Board meeting on June 10, 2024.

Motion carried 5-0

4. Community Wildfire Protection—Implementation Team (CWPPIT) Report

CWPPIT Coordinator Tom Hausfeld summarized the CWPPIT report as presented in the Board Packet. Coordinator Hausfeld reported that Michael Ferguson (legal counsel) reviewed and approved the draft Handbook. Based on earlier Board action, approval by

legal counsel constituted Board approval of the Handbook. Board members offered congratulations to the Coordinator and volunteers for a successful process. President Burk recommended that the Administrative Officer keep the original Member Handbook stored in the locked storage room.

This recommendation was agreed without dissent.

Coordinator Hausfeld continued his report by describing the success of the curtain burner demonstration. He pointed out that the Wildfire Conference is set for October, 2024, and that the CWPPIT is collaborating on a curtain burner presentation at that conference. An Emergency Evacuation Drill has been scheduled by the Larimer County Office of Emergency Management (OEM)

Coordinator Hausfeld reported that a grant of \$8,500 had been received from the OEM. It was confirmed with the OEM that the CWPPIT could accept the grant with GVFPD Board approval. The grant is a reimbursement process for the purpose of acquiring a trailer for the transfer of slash to the curtain burner and other mitigation uses.

Action President Burk moved to approve the grant from Larimer County OEM in the amount of \$8,500. Vice President Jones seconded.

Discussion clarified that funds were in the budget to cover purchase of the trailer and that the trailer would be stored in GVFPD Station 2. The CWPPIT Coordinator has consulted with the Chief regarding the purchase procedure and storage arrangement. Motion Carried 5-0

5. Committee Reports

Apparatus Committee: Assistant Chief James Perry summarized the status of the Apparatus Committee as presented in the Chief's Report in the Board Packet.

Administrator Committee: The Administrator Committee consists of the Chief, GVFPD Treasurer, and GVFPD Secretary. Secretary Lamb moved that the Chief be directed to hire a permanent Administrative Officer at a starting rate of \$20-\$22/hour for 18 hours per week using the Job Description of the current temporary position as a model. Further, in no more than six months after completing the hiring, the Chief should hold a performance review with the person in the position, consider needed changes to the Job Description and report recommendations to the GVFPD board. President Burk seconded. Discussion included a description of the decision-making process used by the Committee, budgetary considerations, and expanding tasks of the Administrative Officer. Motion Carried 5-0.

Discussion followed including a clarification that the District's generator is not shared with Glacier View Meadows homeowners' association. Additional discussion reflected in the Directors' Comments focused on Sourcewell.

Public Comments:
None

Directors Comments:

Treasurer Thompson—expressed his appreciation for the District’s volunteers.

Secretary Lamb—Thanked the District’s volunteers. He also expressed concern about the lack of a response from Sourcewell because the Board had expected to receive a “spreadsheet” to explain the escrow account.

Board members wanted to know the status of that spreadsheet (see minutes of April 8, 2024).

Director Groetke-- thanked the mitigation volunteers and the Operations division of the District for excellent work.

Vice President Jones—was very appreciative of the work of the Operations division and the adding of new members. He indicated that County Commissioner Shaddock would be holding a fire meeting on May 22, 2024. He also suggested that the SDA Conference scheduled for June 14, 2024, be added to the Board’s regular meeting agenda for June, 10, 2024. President Burk—observed that it might be helpful for the Board to send a letter to Sourcewell regarding the Board’s frustration with Sourcewell. He suggested that approval of such a letter could be included in the agenda for the Board’s regular meeting June 10, 2024. The Chief, Secretary, and President could work to prepare the draft letter. Treasurer Thompson indicated that he would provide background information for the letter.

Adjournment

Treasurer Thompson moved to adjourn. Vice President Jones seconded.
Motion Carried 5-0

President Burk declared the meeting adjourned at 20:20 hours. Respectfully submitted

Berton Lee Lamb, Secretary

Board Actions

- Acceptance of OEM grant
- Status of District Credit Cards added to June Agenda
- Affiliation Agreement with FPPA approved.
- Draft letter to Sourcewell included in June Agenda
- Member handbook placed in locked storage room.

Treasurer’s Report

June 10, 2024

The following spreadsheets have been removed from the online Treasurer’s Report because they are not currently ADA accessible.

- Balance Sheet May 31, 2024
- Monthly P&L for May 2024
- Annual P&L for May 2024
- P&L Detail for May 2024
- Checks over \$1000 for May 2024
- 1st Bank Visa for May 2024
- Donation for May 2024

These reports are available upon request from the Administrative Officer Ashley Johnson.

Chief's Report

June 10, 2024

To: Glacier View Fire District Board Members

June 2024 Chief Report

- GVFD ran 9 calls in May. 5 medicals, 1 wildland fire, 1 MVA, 1 smoke report and 1 CO alarm Administration/facilities
- Submitted FPPA Volunteer Plan Affiliation Agreement.
- Started a Vendor List for firefighters to reference when looking to purchase supplies or schedule repairs.
- Canceled unused Century link phone line and T-line for a savings of \$118/month.
- Tested our GVFPD Board Packet materials for ADA accessibility compliance and made recommendations to improve readability.
- Once Locates are made at the station, we will complete the parking lot.

Operations

- Treasurer Thompson and I have met to work on updating the Capital and Facility replacement plans. We are getting a good start and will
- We replaced tires on Engine 502 and Tender 2. We are now up to date on tires for apparatus except Engine 1 and Tender 1, which we will hold off since we are replacing them. Cost was approx. \$7500 total for both, which we budgeted for in 2024.
- Evacuation Drill will be held August 10th. LC Office of Emergency Management (OEM) and GVFPD will send out invitations to residents in the more critical areas of our district to sign up to participate. We hope to have 150-200 participants. A LETA evacuation (drill) notification will go out to those residents who have signed up on August 10th to evacuate to the Livermore Community Hall due to a mock wildfire scenario. Once the residents have evacuated and arrived at the Community Hall, vendors and emergency personnel will be there to discuss the drill and assist residents with questions and advice for when they have to evacuate.
- Apparatus update – None

- Grants- The CREATE grant for EMT certification has been turned in and we should receive results in early July. We have 4 members who would like to become EMTs, and the grant would allow us to send all 4 this year. Total cost per person is approximately \$3000, of which the grant will reimburse us \$1150 per person. This is an online course, then the member has to go to Boise, Idaho for 5 days to complete the testing and clinical rides. This option is cheaper by \$700 per student compared to attending at a Local Community College, and it allows more members to attend due to the flexible schedule.
- We purchased the dump trailer for CWPP IT, and are working on turning in the paperwork to Larimer County for the \$8500 reimbursement. CWPP have already been using it, and it is working well. We have a spot at GVFD Station 2 to store it in, and we will get “Glacier View Fire Protection District” stickers on it in June. Thank you to Henry Hudson for finding the trailer and getting it for us, he put a lot of work into it.
- Chief credit card increase. I would like to increase the Chief Credit Card to \$5000, I will present at the Board meeting.
- An Administrator has been hired, please welcome Ashley Johnson to the department. She has been working as the temp Admin for the past few months, and will continue into the permanent position. We had 4 applicants and 2 more people that were interested, so I am really happy with the interest from the community and the interviews.
- Firewise is Saturday, June 8th. I will have an update.

Respectfully submitted,
Dan Knox – GVFD Chief

CWPPIT Coordinator Report

June 10, 2024

Glacier View Fire Protection District
Community Wildfire Protection Plan Implementation Team CWPP IT June Monthly
Report to the GVFPD Board
June 5, 2024

The Mitigation Volunteers have received a \$8500 grant from the Larimer County Office of Emergency Management to purchase a trailer to haul slash, and other fire mitigation hand tools. They were able to negotiate the purchase of a list price \$14,000 dump trailer for the \$8500 amount of the grant. They even were able to get a spare tire included as part of the deal! They used the CWPP IT budgeted \$10,000 matching grant funds to purchase the trailer, and will replace these matching grant funds when Larimer County OEM reimburses them. The reimbursement request has already been submitted. The trailer has already been put to use. The plan is for it to be stored indoors at Fire Station #2.

Last fall we applied for the Community Wildfire Defense Grant (CWDG). We joined forces with the Larimer County Office of Emergency Management (LC OEM), the Coalition for the Poudre River Watershed (CPRW), Crystal Lake Fire Protection District, Poudre Canyon FPD, and Cherokee Meadow HOA. We did not include the Red Feather Lakes FPD because their CWPP had expired. A current CWPP was a requirement for the grant application. RFLFPD received a ~\$110,000 grant through the CWDG to renew their CWPP.

Our team of applicants was awarded \$9,696,438! The abstract of the application of the project is listed below.

Red Feather Lakes Area Wildfire Defense Project To implement wildfire mitigation treatments in open space, along roadways and on private properties; education on home ignition zone concepts and mitigation work to establish or improve defensible space; improvements to evacuation routes, plans and procedures; enhancing of community capacity of dealing with post-treatment woody biomass; improvement to community wildfire preparedness and building of social capital to improve community resilience.

This application was written to support specifically the work that we do for the GVFPD CWPP Implementation Team. It is a five year grant. We will meet with our grant partners to determine the next steps to use this grant money to make our community more safe from wildfires.

The CWPP IT Ambassadors now have nine trained Ambassadors. We have requests for 29 GVFPD Wildfire Assessments. Nine have already been completed. Ambassadors will continue to contact property owners to schedule and complete the requested assessments.

Sue Hewitt is working with Jennifer Rivas of the Pinewood Springs Fire Protection District in Lyons on how to use Streamline software to improve our website. She will be coordinating with Chief Knox and the future Administrator to make this happen. Paul Burek, Firewise Chair, reports there will be approximately 20+ vendors/groups representing fire prevention and emergency service organizations for the Firewise Event on June 8th (10am - 2pm). We are working with Fire Chief Dan Knox on some details regarding fire house use and facilities as well as available personnel. CWPP IT members helped prepare the firehouse for the event. GVFD will demo some fire equipment/vehicles, Lifeline will demo their helicopter between 11am - 1pm, PVREA will have their electrical demo on site, and GVM Glacier Gals will provide food and drink. As always, kids games are being planned, and a raffle of donations is planned. We expect a bigger turn-out this year as we placed a notice in the North 40 News and with the local radio station in Red Feather Lakes.

Another meeting with Camille Millard of the Larimer County Office of Emergency Management was held to discuss an Emergency Evacuation Drill. Such a drill will use the LETA Emergency Notification Network to alert property owners at the start of a pre-announced drill. Only a portion of GVFPD property owners would be notified at this first

Emergency Evacuation Drill, as a first trial. They would be asked to grab (or pack quickly) a go bag, and leave immediately for an evacuation site. The Livermore Community Hall will be used for this evacuation site. A revised date of Saturday, August 10, 2024 has been confirmed.

Tom Hausfeld
CWPP IT Coordinator

Board Packet originally included a copy of the Red Feather Lakes Area Wildfire Defense Project, Community Wildfire Defense Grant (CWDG) June 2024 Update. The document is available upon request from the GVFD Administrative Officer Ashley Johnson but is not included in the Board Packets online because we cannot guarantee it is ADA accessible.

Budget Committee Report

June 10, 2024

Glacier View Fire Protection District
BUDGET COMMITTEE REPORT
Fred DeLano, Dan Knox, David Thompson, Ashley Johnson, Warren Jones

The Budget Committee met May 29, 2024. The Budgeting process was reviewed. "The Fire Chief and the District Administrator are responsible for preparing, managing, and reporting on the District's annual budget, in compliance with Title 29, Article 1, C.S.S. and direction of the (GVFPD) Board."

The Budgeting Procedure will be as follows:

1. All budget categories will be NEEDS ASSESSMENT BASED.
2. In general, Prior Year Expenditures and Current Year Budgeted Expenditures will be reviewed.
3. Inflation adjustments will be assessed for inflation impacted expenditures.
4. GVFPD Board Policies relating to spending caps and inflation caps will be reviewed.

The expected 2024 Revenue, as set by law, was reviewed. The current to-date financials were reviewed. Property tax (10.5 mil) is projected to be \$119,659 above 2023 actual with 75% received. Expenses are on target with no exceptions noted.

Ashley provided the current bank balances for the Money Market of \$244,602 and the Operating account of \$315,589. Projected Net Revenue June-December is a negative (\$25,715) District Administrator Ashley Johnson noted cost savings of approximately

\$2,000 by auditing CenturyLink Bill. Ashley also noted a year-date MM interest of \$8,361.

A major discussion was led by Treasurer David Thompson and Chief Dan Knox relative to the required cash flow in the Capital Reserve Account to meet contractual obligations for the two new fire trucks. Vice President Warren Jones discussed the operational bank balance in excess of \$300,000 and projected carryover of \$290,000 and proposed transferring an additional \$150,000 to \$175,000 to the Capital Account. Current interest rate is 2.5% below \$500,000. Warren also proposed 5-year projected annual budgets. The committee solicits input from the board on 2025 budget issues they would like the committee to consider.

The Capital Account cash flow is not attached to the online posting of the Board Packet because it is not currently ADA accessible. You can request a copy from the GVFD District Administrator Ashley Johnson.

The proposed 2024 Budget Calendar for 2025 Budget, Board Approval:

- August 12 Board meeting Preliminary 2025 Budget numbers.
- August 25 County Assessor certification of new Valuations to GVFPD
- September 9 Board Workshop on Preliminary Proposed 2025 Budget 6:00 p.m.
- September 9 GVFPD Board Meeting 7:00 p.m. review Preliminary Proposed budget.
- October 14 GVFPD Board Meeting Budget Committee submit Proposed 2025 Budget
- November 11 Public "Notice of Budget"
- December Certification of Mil Levy, File 2025 Budget with DOLA.

The next meeting is scheduled for late June. All meetings will be coordinated with the Fire Chief and District Administrator.

Draft Letter to Sourcewell

June 10, 2024

Dr. Chad Coauette
SourceWell
202 12th Street NE
P.O. Box 219
Staples, MN 56479

Dear Dr. Coauette,

We are a very small rural volunteer fire agency located in Livermore, Colorado. We have been working with your firm to lease purchase just over one million dollars worth of fire apparatus. Although we have completed the lease purchase and transferred funds to the appropriate account, the process has not been satisfactory.

We have been frustrated on several occasions when asking for clarification of the financial terms. Our treasurer asked many times for a spreadsheet laying out the costs and your firm was completely unresponsive.

Looking to the future we are unlikely to use your firm again and will not be recommending your firm if asked for a recommendation by other agencies.

If you have any questions or need clarification, please contact our District.

Sincerely yours,

Glacier View Fire Protection District Board of Directors