

GLACIER VIEW FIRE PROTECTION DISTRICT

BOARD PACKET

May 13, 2024

GLACIER VIEW FIRE PROTECTION DISTRICT

Agenda

May 13, 2024 at 7:00pm

Call to Order—Roll Call

Confirm there are no changes to the Agenda

Secretary's Report

- ACTION: Approve as presented
- BOARD APPROVAL – Minutes of April 8, 2024 Board Meeting Included in Board Packet

Treasurer's Report

- ACTION: Approve as presented
- BOARD APPROVAL – Treasurer's Report

Chief's Report

- Approval of Volunteer Plan Pension Authorization Form
- Approval of Volunteer Plan Affiliation Agreement for FFPA

CWPPIT Coordinator Report

- Non-emergency Volunteer Activity Report

Committee Reports

- Monthly Update – (Chief Dan Knox)
- Apparatus Committee – (Chief Dan Knox)
- Administration Committee - (Chief Dan Knox)

Unfinished Business

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 an 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 represent, such as community member or GVM HOA Board member.

Public Comments

Directors' Comments

Adjournment

Next scheduled Board Meeting: September 16, 2024 at 7:00pm

Board Work Session: September 16, 2024 at 6:00pm

Next Scheduled Board Meeting: Monday, June 10, 2024 at 7:00pm

Glacier View Fire Protection District

MINUTES

for

April 8, 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, Director Groeteke.

Fire Department Members present: Dan Knox (Chief), Jim Perry (Assistant Chief), Tom Hausfeld (CWPPIT Coordinator), Kathy Hudson (CWPP-IT), and Henry Hudson (CWPP-IT).

Public Members present: Les Thurman, Linda Petrie, Jim Petrie, and Fred DeLano.

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

Secretary's Report

Action Secretary Lamb moved to accept the minutes of March 11 and March 18, 2024 as presented in the Board Packet* No second. Correction on page 3 of the March 11, 2024 minutes to change the second from Secretary to Treasurer. Correction made without dissent.

Motion Carried 5-0

Treasurer's Report

Treasurer Thompson distributed a detail report that was added to the Board Packet for April 8, 2024. Treasurer Thompson reported that he is making progress in working with Ashley Johnson (Temporary Administrative Officer) in bringing accounting procedures up to date, although some bills remain behind in payment.

Action Vice President Jones moved to accept the Treasurer's Report. Secretary Lamb seconded

Motion Carried 5-0.

Chief's Report

Chief Knox summarized the Chief's report as presented in the Board Packet.* Chief Knox reported that he is changing the format of the Chief's report to make it more standardized. The report included response to thirteen calls and an update on the little fire at Station 1. That fire was caused by a cracked propane radiator due to snow falling off the roof of the station. A citizen notified the

District of the fire, which was extinguished. The building was examined for damage and none was found. The propane provider also checked and replaced the regulator. In the future the Chief will explore options to mitigate the issue by finding ways to protect the regulator and generator from snowfall issues.

Action Chief Knox reported that the District received a grant from the Division of Fire Prevention and Control (DFPC) for personal protection equipment (PPE). The grant is for \$7,000. The District will pay for the PPE and the DFPC will reimburse 100% of the cost.

Vice President Jones moved to approve receipt of the grant. President Burk seconded.

Discussion included queries about how the funds would be managed within the accounting system, moving funds from one accounting category to another to cover the expense, and the time lapse between expending the funds and receiving the reimbursement. The Chief responded that the process requires three to four months and we may need to move money into the PPE account to cover that period of time.

Motion Carried 5-0

Chief Knox reported that three or four people want to become certified EMTs and that he is working on a grant proposal to pay 50% of the cost of training. The grant to cover operation of the Curtain Burner at the end of April, 2024 is under way to be set up at GVM Gate 3. The District has acquired a new printer for the office and has ended the agreement with Hewlett-Packard (HP) for monthly payments for printer ink because the District is not using ink at a rate to justify the expenditure.

Paperwork has been sent to Anderson-Whitney for the audit. It was also reported that the Chief is working with the Larimer County Office of Emergency Management (OEM) on planning for an evacuation drill during the summer of 2024, which may be scheduled for early August. OEM would pay for the test evacuation which would be held in the Livermore Community Hall.

Action Insurance Premiums: The annual premium is due in May, 2024. Chief Knox asked if any change in the policy is needed. Discussion followed this request including questions about the impact of adding non-emergency members to the District?

It was noted that the District needs an annual review of the insurance in February or March of each year.

President Burk moved to authorize the Chief to move forward with the annual renewal of the insurance policy. Vice President Jones seconded. Motion carried 5-0

Chief Knox reported that the annual Easter Egg Hunt was successful with more than 100 people in attendance. The result was a donation of \$670 to the District. The plan is to repeat this activity next year.

Action Disposal of old PPE: See the Board Packet*

President Burk moved to authorize the Chief to dispose of the old PPE. Treasurer Thompson seconded.

Motion carried 5-0

The temporary Administrative Officer Committee will meet in April and will present its recommendations to the Board at the regular meeting on May 13, 2024. It was noted that it is important for the temporary Administrative Officer to be set up so that she can review banking documents. President Burk asked the Chief and Treasurer to make the appropriate arrangements.

Chief Knox reported that Sourcewell is ready to transfer funds to the escrow account for the lease/purchase of the Type 1 Pumper and Type 1 Tender. The Chief, Treasurer and President will meet to facilitate this transfer. There is a for the first pre-build meeting with Midwest. The Board should be aware that there are 94 trucks ahead of us and that the expected delivery has been extended by a month to 21 months culminating in 2026.

Discussion followed including a clarification that the District's generator is not shared with Glacier View Meadows homeowners' association.

Additional discussion focused on Sourcewell: It was explained that the Board had expected to receive a "spreadsheet" to explain the escrow account. Board members wanted to know the status of that spreadsheet. The Chief, Treasurer, and President indicated that they will work with Sourcewell to receive this document.

Community Wildfire Protection Plan-Implementation Team Report (CWPPIT)

Coordinator Tom Hausfeld read a report which was added to the Board Packet for April 8, 2024*.

Action The report focused on legal counsel's review of the Draft Member Handbook. In that review legal counsel suggested four clarifications and Coordinator Hausfeld read the suggested text in response to each suggestion.

Vice President Jones moved to approve revision to the Member Handbook subject to approval of legal counsel. Secretary Lamb seconded.

Discussion followed including the importance of sending the Board a copy of legal counsel's suggestions, proposed changes, and the final Member Handbook.

Motion carried 5-0

Coordinator Hausfeld reported on the status of the Community Mitigation Volunteers (CMV) work with the Larimer County Sheriff's Office, the CWPP-IT Budget, and the CMV receipt of a grant of \$500, plans for a brochure, and receipt of a donation from Glacier Gals for mitigation work. Discussion included clarification about how these grant and donation funds would be reflected in the District's accounting system. See the Board Packet*.

Committee Reports

It was noted that the work of the Budget Committee usually starts in April and that the Committee meets to develop the annual budget recommendation to the Board from April to December.

Discussion included that the usual composition of the Budget Committee is the Chief, Treasurer, and President plus additional members as suggested by the Committee Chair. Fred Delano volunteered to serve as Chair of the 2024-2025 Budget Committee.

Agreed without dissent.

Public Comments:

The issue of the need for CWPP-IT to have funding to pay for expenses. It was noted that the CMV received a grant of \$8,500. The question was raised if the District could advance funds to CMV for expenses. This led to a Board discussion about the relationship between the CMV and the reorganization of the District to include the CWPP-IT. No action was taken on this issue.

Directors Comments:

Vice President observed that he was excited about four new members of the District and the CWPP-IT being part of the District. He said that “good stuff is happening” in the District, including the lease/purchase of the new trucks and work with the temporary Administrative Officer.

Director Groeteke expressed appreciation for the work of the mitigation volunteers and for the Operations division of the District.

Secretary Lamb—No Comment

Treasurer Thompson Underscored his appreciation for the District’s emergency volunteers.

President Burk said that he appreciated citizen attendance at Board meetings and noted that sometimes in the past no citizens had attended. But he expressed the opinion that exciting things are happening in the District. He observed that having the public present is very important!

Adjournment

Action Treasurer Thompson moved to adjourn. President Burk seconded.

Motion Carried 5-0

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

Board Actions

- **Acceptance of Colorado DFPC grant**
- **Authorization of Insurance Coverage for 2025**
- **Approved disposal of old PPE**
- **Approval of revised Handbook subject to Legal Counsel review**
- **Establishment of the Budget Committee for 2024-2025**

TREASURER'S REPORT

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

Highlights from the Balance Sheet April 30, 2024

Operating Account Balance-\$411,759.59

Money Market Account Balance- \$92,305.00

Total Assets-\$1,331,033.05

Highlights from the Annual Profit & Loss Statement April 30, 2024

Total Available Income -\$267,696.05

Total Expenses -\$61,372.16

Net Other Income -\$8,063.89

Net Income-\$214,387.78

CHIEF'S REPORT

To: Glacier View Fire District Board Members

May 2024 Chief Report

- GVFD ran 6 calls in April. 5 medicals and 1 CO alarm

Administration/facilities

- We are caught up with the outstanding issues and invoices from the beginning of the year.
- The IT person will be meeting with us on May 16 to finish up the internet upgrades.
- Rose Trucking will finish the parking lot improvements in May.

Operations

- We are holding our annual Wildland Fire Refresher training on May 10 and 11. We will train with Livermore FD at the DU Mountain Campus on May 12 for our field day. Training with our neighbor districts helps us and them when we work together on mutual aid fires. We would like to thank Livermore FD for training with us and the DU mountain Campus for hosting us.
- We had several medical calls during the snow storm in early March. Our members did a great job running the calls, they did really good with getting people out from their houses to the ambulance through the snow using the Squads and UTV's.
- Tom Hausfeld, Jim Perry and I will work with Camille from the Larimer County Office of Emergency Management on the Evacuation Drill hosted by GVFD and Larimer County OEM. We have set a tentative date of August 10th for the drill.

- Apparatus update – All paperwork has been completed and the CD’s are in place. We will now wait until we have to approve payment for the Chassis in approximately 16 months, which will put us at December 2025 or January 2026 delivery.
- Grants- PPE has been ordered for the DFPC grant (\$18,000). We will be reimbursed upon delivery and payment. Still waiting on the Larimer County grant award. We did not get the Firehouse grant for the UTV, so we will reapply at the next opening in a couple of months.
- Larimer County has informed us that they will approve the trailer grant for the CMV to go to GVFD, so we don’t need to worry about any issues with CMV getting the trailer, then transferring it to GVFD. Tom Hausfeld has more information on it. We would like to ask the board to accept the grant for the trailer.

Respectfully submitted,

Dan Knox – GVFD Chief

Volunteer Plan Affiliation Agreement

Original Board Packet included a copy of the Fire & Police Pension Association of Colorado Volunteer Plan Affiliation Agreement and the associated Exhibit A and the Volunteer Plan Pension Authorization Form. They are not our documents and are not ADA compliant. You may request a copies from the Administrative Officer.

DA Committee Report

April 28, 2024

Submitted by the DA Committee

Needs Statement

Replace Administrative Officer on a permanent basis.

Options

1. Continue with the temporary Administrator for a few more months.
2. Hire a permanent Administrator.

Recommendation

Option 2. We believe that we should hire a permanent Administrator for the position at a starting rate of \$20-22/hour for 18 hours per week. In 4-6 months, the Chief will hold a review with the person in the position and discuss the workload, then we can discuss whether we need more help going forward. Due to the current 2024 budget, we think this is the best, fiscally responsible option, and then we can budget accordingly for 2025.

Fiscal Impact

No change from the 2024 budget.

Comments

CWPPIT COORDINATOR'S REPORT

Glacier View Fire Protection District

Community Wildfire Protection Plan Implementation Team CWPP IT May Monthly Report to the GVFPD Board

May 1, 2024

Michelle Ferguson approved the last edits Tom Hausfeld contributed to the GVFPD Member Handbook. Per the April GVFPD Board Meeting, this allows the CWPP Implementation Team to become GVFPD Members. The Mitigation Volunteers will become another Committee within CWPP IT, reporting to its Chairman, Henry Hudson. Henry will report to the CWPP IT Coordinator, Tom Hausfeld. This closes the activity of the Volunteer Task Force.

The Mitigation Volunteers worked with the Larimer County Sheriff's Office, Larimer County Office of Emergency Management, Loveland Fire Department, and Big Thompson Watershed to make use of their Air Curtain Burner (ACB). This event was planned for April 26 and 27, Friday the 26th being a training day, and Saturday the 27th a public display date. Friday was a great success, with an estimated 120 cubic yards of slash being burned. Over a dozen volunteers were trained in Air Curtain Burner operation. We were supported with the presence of Raina Eshleman, Derek Rosenquist, and their Intern Heidi of Larimer County Sheriff's Office, and a three person fire suppression crew with a Type 6 from Larimer County Wildland Fire. The Saturday public demonstration had to be cancelled because of the snowstorm.

Congratulations to Henry Hudson and Ted Sammond who planned and executed this successful event. Thanks to Fred and Shirley DeLano for providing pizza, and Kathy Hudson for the cookies! Thanks to Dave Burk and Steve Groetke for supporting the team at the event. Poudre Canyon personnel and CPRW also visited the operation, promoting inter organization cooperation.

The Mitigation Volunteers now want to plan a similar event in the fall with an even larger Air Curtain Burner. This larger burner could burn more slash faster, and would be the appropriate size for the GVM slash piles. The Mitigation Volunteers will continue to remove and trim up trees along evacuation routes this summer.

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 plan to use the CWPP IT budgeted \$10,000 matching grant funds to purchase the trailer, and then replace these matching grant funds when Larimer County OEM reimburses them.

The CWPP IT Ambassadors now have nine trained Ambassadors. We have requests for 24 GVFPD Wildfire Assessments. Ambassadors will now begin to contact these property owners to schedule and complete assessments.

Sue Hewitt created a trifold brochure to describe the CWPP IT Ambassador Program. This brochure will be used to educate property owners on the Ambassador Program, and for recruitment.

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. GVFD will demo some fire equipment/ vehicles, Lifeline will demo their helicopter between 11am - 1pm, PVREA will have their electrical demo trailer 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 plan on placing 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 will be held to discuss a Emergency Evacuation Drill. Such a drill would 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. It is proposed that the Livermore Community Hall would be used for this evacuation site. A tentative date of Saturday, August 3, 2024 has been discussed.

Tom Hausfeld
CWPP IT Coordinator

Glacier View Fire Protection District Member Handbook

Effective: April 28,2024

Original Board Packet contained a copy of the Glacier View Fire Protection District Member Handbook. A copy of the handbook can be requested from the Administrative Officer.