



APPROVED 8-14-2023

Glacier View Fire Protection District

1414 Green Mountain Dr. • Livermore • Colorado • 80536

July 17th at 7:00pm

Meeting was called to order at 7:00 PM

Board of Directors present: President Dave Burk, Vice President Warren Jones, Treasurer David Thompson, Secretary Lee Lamb, and Director Steve Groetke

Fire Department members present: Fire Chief Dan Knox, Assistant Chief Jim Perry, District Administrator Cheryl Franz

Public members: 6

1. Board Bylaws – Added Agenda Item

The Board discussed Board Bylaws Article 3:13 d “Employee or Active Retiree Elected to Director Position.” The discussion addressed the definition of “active retiree.” Without a motion, it was agreed that a more formal definition of an “active retiree” will be brought to the next meeting for further discussion.

2. Secretary’s Report - Report was submitted and made part of the Board Packet.

The Secretary’s Report was discussed at length, and a procedure was described. The procedure of the monthly Board minutes will be as follows and is based on the guidance from Legal:

- Recording Secretary will produce a first draft of the meeting minutes off a recording.
- The minutes will be sent to the Board for review with a set deadline for the Directors’ responses.
- Any comments will be reviewed by the Board Secretary and Recording Secretary for a second Draft by listening to the recording. Adjustments will be made for more accurate or explanatory minutes if needed.
- A Second Draft will be presented in the next month Board Packet and ready for discussion, amendment, and approval.
- Amendments to the minutes should be in writing so that the Secretary can create an accurate.
- Directors who wish to attach comments or observations to the minutes should do so in writing.
- Director’s names will be recorded with these attachments. Attachments to the minutes must be approved by the Board.
- The Board Secretary will sign the approved minutes which then become official.
- If Board Meeting is recorded, and after approval of the minutes, the recording will be immediately destroyed, Board Bylaws Section 4:8, b.

(Secretary's Report – continued)

Board discussion followed. A Minutes Policy was not adopted at this time. Also discussed was further development of a GVFPD Policies and Procedures "book." This subject will be part of the Secretary's Report at the next Board meeting.

Secretary Lamb moved to approve the Board Meeting Minutes from June 12thth, 2023, as presented. President Burk seconded. Call for discussion, no discussion. All in favor. Motion approved 5-0.

- 3. Treasurer's Report** - Report was submitted and made part of the Board Packet. Treasurer Thompson highlighted the Monthly P & L, line 521 reflected the cost of the building repair, lines 676/691 were for tire replacements on R3 and E501. Expense line for the Year-to-Date is running at 46%. Checks Over \$1K: Checks for \$1,042 and \$15,294 were for the building repair, \$5,054.93 was issued to Pomp's Tire Service for the tire replacement on E501 and R3, and \$2,295.70 to FirstBank for various credit card purchases, with \$1,157 being used for the Firewise event. The donations totaled \$1,546.

Board discussion followed. The Budget Overview was discussed for better understanding.

Vice President Jones moved to accept the Treasurer's Report as presented. President Burk seconded. Call for further discussion, no further discussion. All in favor. Motion approved 5-0.

Treasurer Thompson moved to approve \$49,400, for the sale of the Skidsteer, from the Operating Account to the MM Account – Capital Equipment Plan Reserve. President Burk seconded. Call for discussion. No discussion. All in favor. Motion approved 5-0.

- 4. Chief's Report** – Report submitted and made part of the Board Packet. Board discussion followed. It was noted that the last fire outlook will put GVFPD back into a normal weather pattern, and with all the past rain, the grass is tall which will put us in a more vulnerable position this fall. Operations has been working on getting more members red carded and all apparatus are going through its annual maintenance and ready to go if needed.

A Board Work Session with the Apparatus Committee was suggested for Monday, August 14th at 6pm prior to the regular Board Meeting. Sourcewell will be presenting their funding options for purchasing apparatus. Board discussion followed. Operations will provide an apparatus overview and future vision for the fire department. This will be an educational meeting and no action will be taken. (Board Bylaws Article 4.2 Study Session Work Session; CRS Section 24-6-402[7])

President Burk moved to approve the Larimer County Grant award as presented by the Fire Chief. Treasurer Thompson seconded. Call for discussion. No discussion. All in favor. Motion approved 5-0.

(Chief's Report – continued)

Vice President Jones moved to approve the list of Surplus Property, and the disposal of the property as provided by the Fire Chief in accordance with the GVFPD Surplus Property Policy. President Burk seconded. Call for discussion. No discussion. All in favor. Motion approved 5-0.

President Burk moved to approve the Work Session as presented. Treasurer Thompson seconded. Call for further discussion. No further discussion. All in favor. Motion approved 5 0.

5. **District Administrator Report** – Report submitted and made part of the Board Packet. Board discussion followed. It was suggested that an Emergency Credit Card be issued in the Treasurers name and reviewed by the Board annually. The question of which Director or member was authorized to contact Legal was discussed. No motion was taken regarding attorney contact. The Board-Attorney contact past policy will be researched by the District Administrator. Additional information will be brought forward at the next Board Meeting.

President Burk moved to approve the \$5,000 emergency credit card being under the Treasurer's name and kept in the office locked up. The emergency Credit Card to be available for emergencies exceeding the combined Fire Chief's and District Administrator's purchase amount. Vice President Jones seconded. Call for further discussion. No further discussion. Motion approved 5-0.

6. **Alliance Report** – (Tom Hausfeld) Report submitted and made part of the Board Packet. There was discussion about the Ambassador Program. There was no motion, but FACA will bring a report to the Board on the overview of the Ambassador Program.

7. **Committee Reports:**

- b. **Handbook Committee** – (Cheryl Franz, Dan Knox) The Non-Emergency Volunteer Handbook is with Legal for review.

- c. **Budget Committee** – (Fred Delano, Dan Knox, David Thompson, Cheryl Franz) Fred submitted the Budget Report to the Board. The Budget Report was presented as submitted. Board discussion followed on Volunteer FF Recognition. 2024 Board Training recommendation will follow the Budget Process.

Director Groeteke moved to increase the per-call expense reimbursement for all volunteer firefighters to \$32 per-call as recommended on the report. Vice President Jones seconded. Board discussion followed. Discussion included the observation that GVFPD is in line with two other departments on the mountain at \$25 per-call. Questions were asked of the Budget Committee Chair regarding clarification of the budget process. The Fire Chief indicated that he will discuss further with the Budget Committee. Secretary Lamb motioned to table the discussion until August 14th. Treasurer Thompson seconded. The motion by Director Groeteke was withdrawn with approval by the second. The President ruled that the Motion to Table was moot. No further discussion. No action taken.

8. Unfinished Business:

New Generator – In District Administrator report

Non-Emergency Handbook – Handbook is with Legal

IT Upgrade – In District Administrator Report

9. New Business:

Attorney Contact – Information will be brought to the July meeting

Volunteer FF Recognition – See Budget Committee Report

Board Training – See Budget Committee Report

An additional discussion was brought forward regarding Board training. There was a discussion about having Legal attend a Bork Work Session for additional Board Training. No action was taken.

10. Public Comment – Mr. Delano thanked the Board for their support on the Budget Committee and appreciated the good discussion.

11. Director Comments –

Treasurer Thompson appreciated the Board's interaction and understands that it is ok to agree and disagree. He stressed the importance of the Board working together, not as an individual.

Vice President Jones commented that the SDA Workshop was very helpful. He was able to reaffirm what he knew and picked up a few new points. He is concerned with Proposition HH and the effect it might have on GVFPD. He continued by suggesting the Board consider the GVFPD service plan, the Fire Police & Pension Association documents, and potential conflict of interest. He thanked the Operation members, FACA, Kathy Hudson, and the District Administrator for the work on Firewise and felt it was well attended.

Director Groetke thanked the Budget Committee and the work they have started, Secretary Lamb for the work on the Secretary's Report, the Firewise Committee for their work, FACA and their volunteers, and Operations for their response to calls.

Secretary Lamb stated that Firewise was great and wanted to recognize all those who helped organized it. He felt Firewise was a great opportunity to network with other people. He added that our Operations people are very special and shared a nice comment towards District Administrator Franz from Ann Terry, SDA Director, and thanked her.

President Burk thanked the public for attending and applauded everyone for Firewise noting that GVFPD has been participating in this event for around 7 years and added that it is a great opportunity for the community to gather information all in one place. He thanked Operations for going out on calls, FACA, the District Administrator, and all the committees for their work.

BOARD ACTIONS TAKEN:

Secretary's Report – June 12th, 2023 – approved

Treasurer's Report – June 2023 – approved

Money Transfer – Sale of Skidsteer from OP to MM – Approved

Larimer County Grant funding – approved

Surplus Property Disposal – approved

Board Work Session – Apparatus – approved

Emergency Credit Card – approved

Attorney Contact – no motion taken

Per-Call Reimbursement increase – no action taken

Adjournment: President Burk moved to adjourn the meeting at 9:23 PM. Treasurer Thompson accepted the motion. Vice President Jones seconded. Call for any further discussion, no discussion. All in favor. Meeting adjourned.

Respectfully submitted by

Berton Lee Lamb - Secretary

Cheryl Franz – Recording Secretary

Next Scheduled Meetings: Monday, August 14th, 2023
Work Session – 6:00PM and
Board Meeting 7:00PM – in-person – Station 1