



BOARD PACKET
GLACIER VIEW FIRE PROTECTION DISTRICT
FEBRUARY 12, 2024



Glacier View Fire Protection District

Agenda

February 12, 2024 at 7:00pm

Call to Order – Roll Call

Call for changes to the Agenda

1. Secretary's Report – Included in Board Packet. **ACTION-BOARD** – Minutes of January 8, 2024 & January 29, 2024 – Board Meetings
2. Treasurer's Report – **NO REPORT**
3. Chief's Report – Included in Board Packet **ACTION-BOARD**
4. FACA Reports – Included in Board Packet
 - a. FACA Coordinator Reports: FACA & FACA Task Force
 - b. Board Member Report Membership questions,
 - c. Board Member Report: FACA member insurance
5. **Committee Reports**
 - a. Apparatus Committee – (Chief Dan Knox) Included in Board Packet
 - b. Administrator Committee – (Chief Dan Knox) Included in Board Packet
 - c. Special Presentation: Curtin Burner Collaboration— (Raina Eshleman)

6. **Unfinished Business:**

7. **New Business:**

8. **Public Comment:**

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.

9. **Directors' Comment:**

10. **Adjournment**

Next Scheduled Board Meeting:
Monday, March 11, 2024 at 7:00 PM— Regular Meeting



DRAFT

Glacier View Fire Protection District

1414 Green Mountain Dr. • Livermore • Colorado • 80536

January 8, 2024 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, and Director Steve Groeteke

Excused absence: Secretary Lamb

Fire Department members present: Fire Chief Dan Knox, Assistant Chief Jim Perry, District Employee Ed Sather.

FACA Members: Ted Sammond, Kathy Hudson, Henry Hudson.

Public members: Jim and Linda Petrie

1. **Secretary's Report** - Report was submitted and made part of the Board Packet.
 - a. Secretary Lamb presented the minutes of the November 13, 2023 regular Board Meeting. Secretary Lamb **Moved** to approve the minutes as presented. Vice President Jones Seconded. Discussion followed including Director Groeteke reading four paragraphs of a statement he had prepared.

Secretary Lamb **Moved** to amend the minutes by inserting the four paragraphs read by Director Groeteke at the beginning of Appendix B of the November 13, 2023 minutes. Vice President Jones seconded. Discussion followed. The Amendment carried.

The Amended motion to approve the November 13, 2023 minutes carried.
 - b. Secretary Lamb presented the minutes of December 11, 2024 regular Board Meeting. Secretary Lamb **Moved** to approve the minutes as presented. President Burk seconded. Discussion followed including the observation that approving the minutes of the November Work Session there was one abstention. Secretary Lamb **Moved** to amend the minutes by changing the approval of the November Work Session to show that there was one abstention. Vice President seconded. No discussion. The Amendment carried.

The Amended Motion to approve the December 11, 2023 minutes carried.
 - c. Secretary Lamb presented the minutes of the December 21, 2023 Special Board Meeting. Secretary Lamb **Moved** to approve the minutes as presented. President Burk seconded. Discussion followed including the need to list "Public Members & Employees" before naming Ed Sather and removing the double listing of President Burk in the motion on page 3. These editorial changes were agreed. Discussion also included the observation that a brief explanation was needed regarding the more detailed than usual summary of the General Discussion.

Vice President Jones **Moved** to amend the Minutes by adding such an explanation after the General Discussion summary and before the Motion. Secretary Lamb seconded. Discussion followed to clarify the language to be inserted.

The Amendment carried.

The Amended motion to approve the minutes of the December 21, 2024 Special Meeting Carried

2. **Treasurer's Report - No Treasurer's Report was available because Treasurer Thompson is recovering from surgery.**

3. **Chief's Report** – Report submitted and made part of the Board Packet. The Chief's oral presentation closely followed the information in the Board Packet.

The Chief summarized the data for District emergency responses in 2023. Included in this summary were: 82 calls responded to, which is a slight reduction over 2022. These included two structure fires, seven wildland fires, and 49 medical calls. The Chief reported that nine members responded to 50% of the calls.

The Chief reported that a grant had been received from the El Pomar Foundation to be used toward the purchase of an ambulance stretcher. The Chief recommended that the Board accept the grant.

President Burk **Moved** to accept the grant from the El Pomar Foundation. Vice President Jones seconded. Discussion followed including the observation that such a stretcher is a very important addition to the capabilities of the Department. The Motion carried.

Secretary Lamb **Moved** to display the "Ideal Fleet" fact sheet as an appendix to these minutes. Vice President Jones seconded. Brief clarifying discussion followed.

(See Appendix A)

The Motion carried.

FACA Coordinator Report - (Tom Hausfeld) Report submitted and made part of the Board Packet. No Presentation was made.

Henry Hudson and Ted Sammond provided an update on the Curtin Burner cooperative effort. That report has been added to the minutes (See Appendix B):

The Board was requested to put Reina Eshleman the Larimer County Sheriff Department on the agenda for February

4. **Committee Reports:**

a. **Budget Committee** – No Report

b. **Apparatus Committee** — Assistant Chief Jim Perry provided an update on the status of the Apparatus Committee deliberations. The Committee recommended that the Board set a Special Meeting for January 29, 2024 at 7pm at which time the representative of Sourcewell LLC can be available to answer questions. Assistant Chief Perry expressed the hope that the Board will be able to make a decision about acquisition as a result of the Special Meeting.

(Committee Reports – continued)

c. District Administrator Committee— Chief Dan Knox provided an update on the first meeting of this committee observing that good information was shared and understanding of the complexities of the District Administrator position was improved. Brief discussion followed in which the District Administrator Job Description was discussed and it was pointed out that building and property maintenance was not mentioned in the Job Description but has been an important part of the District Administrator’s job. Additional discussion included that the Committee’s focus is on a comprehensive review. President Burk sat in on the first meeting of the Committee because of Treasurer Thompson’s illness. The next meeting of the Committee is set for Friday January 19, 2024 at 10:00am.

- 7. **Unfinished Business:**
No unfinished business.
- 8. **New Business:**
No new business
- 9. **Public Comment** – No public comment
- 10. **Director Comments** –

BOARD ACTIONS TAKEN:

**Secretary’s Report – Minutes of three meetings approved as amended.
Motion approved to accept the grant from El Pomar Foundation.
Special Board Meeting scheduled for January 29, 2024 at 7pm**

Adjournment: President Burk moved to adjourn the meeting at 8:09PM. Treasurer Thompson seconded. Call for discussion, no discussion. All in favor. Meeting adjourned.

Respectfully submitted by

Berton Lee Lamb, Secretary

**APPENDIX A
IDEAL FLEET FACT SHEET**

1. 1 Ambulance – Medicals, MVA's, CO/odor investigations, rescue calls, fires
2. 2 Squad Vehicles – All calls, Incident Command post, QRV, personnel carrier, blocking vehicle
3. 1 Type 1 – Structure and wildland fires, MVA's, vehicle fires, smoke or odor investigation, rescues
4. 2 Fire Tenders – Water support for fires
5. 2 Type 6 – Wildland and structure fires, wildland smoke investigation, vehicle fires, MVA's, rescue calls
6. 1 Light Rescue – Medicals, MVA's, rescue calls, support vehicle, CO/odor investigations
7. 1 Type 7 UTV – Rescue calls, winter operations, wildland fire
8. 1 State Leased Type 4 – Structure and wildland fires, water support, vehicle fires

APPENDIX B

Synopsis of information regarding the Air Curtain Burner (ACB) discussed at the 1-8-24 GVFPD Board Meeting:

On December 5th and 6th Frederic (Ted) Sammond and Henry Hudson attended training for the operation of Air Burners Burn Boss T24 Air Curtain Burner at Loveland Fire (LFRA) Station #7. The training resulted in certification in the operation of the above unit.

Loveland Fire was given the ACB by the Big Thompson Watershed Coalition who had been awarded it through a grant written by Will Davis of the BTWC.

Initially, LFRA proposed renting out the unit with associated crew and equipment for \$5,000 per day, later reduced to \$3,400 per day which considering daily operating hours and material burned was cost prohibitive. Recently, the Larimer County OEM secured a grant for \$18,000 to be used to offset the rental costs of the ACB. In addition, LC OEM has offered to provide staff and a Type 6 if need to fill out the staffing and support requirements needed for rental and proper operation of the ACB. The cost was reduced to \$500 per day with the OEM \$18,000 grant money covering that expense. It is hoped that the GVFPD will join the effort and provide staff and our Type 6 unit.

Operating the unit requires the renter be part of a fire department or the county providing diplomatic immunity from liability. As the proposed operations site is on a GVM HOA slash site on Straw Court, GVM's volunteer liability insurance will cover the CMV volunteers while collecting the slash and feeding the unit and either the GVFPD or Larimer County will be the rental signator.

During certification the presenter stated that the unit has been deployed nationwide for 26 years and has never had a fire escape. The unit can be operated year round except during high winds or while red flag conditions are in effect. The site needs to be scraped clear of all vegetation 50' on all sides of the unit. A small feeder pile is positioned 25' on the upwind side of the unit with the larger pile being 100' upwind from the unit based upon the normal direction of the prevailing winds.

CMV is proposing a community slash collection day on the weekend preceding the event to aid community members lacking the ability to haul their own slash and the Community Mitigation Volunteers (CMV) will undertake on of their road projects prior to the event, both supplying slash to build the "small pile". Presently we are looking at options to move slash from the big pile to the feeder pile.

On the day of the event Glacier Gals will cook a lunch for staff, community members and proposed dignitaries coming to watch the unit in operation. In addition, FAC will have a table set up with materials for home owners regarding mitigation, home hardening and have a sign up for the FAC Ambassador Program all designed to assist residents better prepare for a wildfire.

Henry and I would like to thank Tim and Craig, LFRA and Raina Eshleman and Derek, LC OEM for the training and the opportunity to deploy the ACB here in the GVFPD.

Next Scheduled Meetings:
Monday January 29, 2024, 7pm
Monday, February 12, 2024, 7pm

In-person - Station 1

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DRAFT

Glacier View Fire Protection District

1414 Green Mountain Dr. • Livermore • Colorado • 80536

January 29, 2024 at 7:00pm

Meeting was called to order at 19:00 hours.

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

Fire Department members present: Fire Chief Dan Knox, Assistant Chief James Perry, Assistant Chief Peter Henderson, Casey Johnson, Captain Bridget Knox, Josh Cogswell, Drake Dragon, Lynne Creekmore, Henry Hudson (FACA), Kathy Hudson (FACA), and two unknown.

Public members: David Koster, Glenn McMillan, Will Boehm, Gabriele Boehm. Larry Peterson, Les Thurman, Fred Barlow, Cameron Barlow, Smith Barlow.

Sourcewell Representative: Christian Canavati.

1. **Secretary's Report - No Secretary's Report was presented.**
2. **Treasurer's Report - No Treasurer's Report was presented.**
3. **FACA Coordinator Report - No FACA Report was presented**
4. **Chief's Report** – Report submitted and made part of the Board Packet.
The Chief's oral presentation closely followed the information in the Board Packet. President Burk asked if the Board Members had been able to read the Chief's Staff Report. All agreed that the Report had been read.
The Chief summarized the Staff Report by reviewing the history of the Ten-year Apparatus Replacement Plan. He reviewed the National Fire Protection Association (NFPA) Standards for tenders and pumpers. The Chief outlined the goal of keeping the ISO rating as low as possible for homeowners and described the role that having new apparatus plays in maintaining that rating.
The Chief read the possible recommendations identified by the Apparatus Committee for Board action as described in Attachment B: (1) No action, (2) Continue seeking to acquire used apparatus, (3) Purchase a Type 1 Pumper and a Type 1 Tender.
The Chief described the costs and benefits of each of these options.
He indicated that the Committee recommended that the Board adopt Option 3 to purchase a new pumper and tender.

President Burk asked if there were any questions from the Board regarding the Chief's report. Several questions were discussed including the full cost of the action recommended, how the funding would be managed from the capital reserve account. The Chief described the benefits of using Sourcewell for the purchase. These benefits included that Sourcewell is a government organization which allows the District to use a lease process without putting the acquisition out for bid.

Action:

Vice President Jones **Moved** to approve the recommendations of the Apparatus Committee for the purchase of a new Type 1 Pumper and Type 1 Tender as described in the Staff Report dated 1-25-24 including the specific recommendations in Attachment B of that report. The six recommendations:

1. The additional \$20,000 approved transfer to the Facility Reserve be allocated to the Capital Equipment Reserve Account.
2. Interest earned on the Reserve Account be allocated to the Capital Equipment Account (estimated at \$24,750, \$26,000, and \$32,000 for the next 3 years).
3. The \$100,000 of the increase in revenue from the increased property valuation (projected to be \$120,000) be allocated to the Capital Equipment Reserve Account (received in 2024, transferred in 2025).
4. In 2025 the Contingency Account will max out at \$100,000. Approve the annual transfer of \$20,000 be allocated to the Capital Equipment Reserve Account.
5. Budget Amendment for \$20,000 down payment on apparatus in 2024.
6. Approve replacing the current Capital Equipment Plan with updated proposal that shows the apparatus purchase.

President Burk **seconded the motion.**

A discussion followed including the importance of obtaining equipment with four wheel drive, shorter wheel base, and a shorter turning radius. The specifications were briefly discussed and the observation was expressed that working with Midwest (the apparatus builder) would need to be handled by the Apparatus Committee. Discussion also included description of the build process, chassis and box length. It was observed that the contractual details would need to be reviewed by the District's legal representatives.

The Motion Carried 5-0.

5. **Committee Reports:**

- a. **Budget Committee** - No Report

7. **Unfinished Business:**

No unfinished business.

8. **New Business:**

No new business

9. **Public Comment** -

Budget Committee Chair, Fred DeLano asked if the approved motion is to buy both the pumper and tender. President Burk answered in the affirmative. Mr. DeLano also praised the current and past Boards. He recounted that in 2015 District had very limited resources but developed a strategic plan that has allowed us to take this action. He observed that the property tax revenue would probably remain stable for two years.

Ms Kathy Hudson said that she is very excited by the Board's action because the new trucks are very needed.

Mr. Henry Hudson thanked the Apparatus Committee because the old trucks "need to go!"

Assistant Chief Peter Henderson said that the decision by the Board was a big leap for the Board and District which he appreciated.

Fire Chief Dan Knox expressed appreciation for the work that has been done and described how the District's capital plan had allowed the upgrading of gear such as Personal Protection Equipment (PPE) which has brought the District up to standard.

A member of the public commended the Volunteers for excellent work.

10. Director Comments -

Treasurer Thompson thanked Fred DeLano for working so professionally with the Treasurer and Apparatus Committee in developing the overarching plan and building the recommendation.

Director Groeteke thanked the Apparatus Committee for excellent work.

Secretary Lamb expressed appreciation for the professional and comprehensive work of the Treasurer, Budget Committee, and Apparatus Committee.

Vice President Jones said that he is thankful for all the hard work and glad to be part of this District.

President Burk observed that the mil levy passed in _____ has made a big difference in the capabilities of the District. He lauded the professionalism of the volunteers and Chiefs.

BOARD ACTIONS TAKEN:

Motion approved to accept the recommendations of the Apparatus Committee.

Adjournment: President Burk moved to adjourn the meeting at 19:52 hours. Director Groeteke seconded. All in favor. Meeting adjourned.

Respectfully submitted by

Berton Lee Lamb, Secretary

Next Scheduled Meetings:
Monday February 12, 2024, 7pm
Monday, March 11, 2024, 7pm

In-person - Station 1

To: Glacier View Fire District Board Members

February 2024 Chief Report

- GVFD ran 3 medicals, 2 wildland fires and 1 smoke alarm call in January.
- 2024 Goals / Projects
 - Hose inventory and testing. Set a plan for any needed replacement.
 - Obtain 2 more new members to increase department membership to 20
 - Onboarding and mini-academy for new members
 - Station clean up and equipment inventory
 - Plan upcoming grants for the next 2-3 years for new purchases/projects
 - Send 2-3 members through EMT class, work with DU to hold class at their mtn campus
 - Multi-department trainings such as the table top, annual wildland fire refresher, and a live fire training.
 - GVFPD district evacuation training?
 - Update Capital Equipment/Facilities plans
- Apparatus Committee: I would like to thank the member of the Apparatus Committee, Fred DeLano and our Board of Directors for the hard work put into the project, and thank the Board for approving their recommendations. I believe this will be the building block of our fleet going forward, and it will improve and strengthen our abilities to help the community.
- Grant update:
 - Firehouse Subs – Application is in and we are waiting for decision on the UTV
 - DFPC – Application is in and we are waiting for a decision on the PPE
 - Larimer County grant is due by March 15, we normally receive around \$7000 matching funds. We will decide what to apply for and start the application process this month.
 - El Pomar – We received \$10,000 towards a stretcher, not full funding. I have funds to purchase the stretcher with using their grant. I ask the board to approve receiving the \$10,000 grant to go forward with the stretcher purchase.
- We are receiving a donation of \$500 from PVREA to purchase a High voltage current detector. The cost of the detector is \$480. It is a hand held pole that is used to detect if a down power line has current running through it from a safe distance. This will help keep firefighters safe on MVA's with down power lines, when there are trees fallen on power lines and from high wind

events that knock power lines to the ground. PVREA will be up in February to train our department on the use of it. Thank you to Steven Leenerts for working with PVREA on it.

- 4 new probationary members started in January. We hope to have 2 more join in the next few months. I will have them attend the March Board Meeting to get sworn in.
- Radios – We have tested mobile radios and received feedback from other agencies. We plan to order Kenwood's mid-March in order to receive \$1100 off per radio before the discount is over. This will allow us to purchase 23 radios to replace the old ones at a cost of \$1725 per radio. We will keep a few Motorolas as extra back-ups. The Larimer County Radio group is aware and ready to program the radios upon delivery.
- We had a firefighter sustain a knee injury during our ice rescue training on Saturday, January 24th. He was guiding Rescue 3 as it backed down a road as the backing spotter. He took a step back, tripped on a rock and fell. He sustained a fairly bad knee injury that will require surgery and rehab. We reported it to insurance as workman's comp and are working through the process to cover him for the injury. We will look into any changes that can be made in our SOG's and training to prevent this in the future.

Respectfully submitted,

Dan Knox – GVFD Chief

Glacier View Fire Protection District
Fire Adapted Community Alliance (FACA)
February Monthly Report to the GVFPD Board

January 29, 2024

The Volunteer Task Force held its third meeting on January 10, 2024. Steve Groeteke, Dave Burk, Dan Knox, and Tom Hausfeld were present. Questions from the first meeting were discussed, and resolved. Suggested edits to the Volunteer Non-Emergency Handbook were presented to the members, and were modified to reach consensus. A fourth meeting was held on January 24, 2024. Steve Groeteke, Dave Burk, Dan Knox, and Tom Hausfeld were present. A draft of the revised Member Handbook, incorporating the edits of the previous meeting, were reviewed and modified to reach consensus. One Member Handbook will contain items applicable to Emergency and Non-Emergency Members, as identified. This handbook, as well as a report of Task Force recommendations, will be provided at the March Board meeting for approval, when completed.

FACA will further investigate how to use the Fire Chief Zoom account for FACA meetings.

The Community Mitigation Volunteer Committee will be recommended to be part of FACA by the Volunteer Task Force. CMV is working 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). An Air Curtain Burner is a large dumpster size piece of equipment that will be hauled to a Glacier View slash pile site. A continuous flow of air keeps sparks and ash from escaping the ACB, allowing slash burning in conditions that would be prohibitive for open slash burning. This event is tentatively planned for the last weekend in April, with a bad weather date the following weekend. Matching grant funds in the FACA 2024 budget would be used to cover any expenses not fully covered by grant money.

Tom Hausfeld
FACA Coordinator

Director Report

For
February 12, 2024 GVFPD Board Meeting

Needs Statement

Based on events of the last 17 months there have been several improper actions by one or more Board members including more than one illegal meeting not disclosed to the public, along with inappropriate actions by the Administrator and the Fire Chief not respecting a Board decision. This not allowed the Board to function per the State's direction and in compliance with our own Bylaws.

Background

Following the passing of the Resolution creating FACA (the CWPP implementation department of GVFPD) on September 12, 2022 there has been continued lack of support at the very least and/or outright obstruction to support and assist the FACA volunteers in carrying out their very important work. The first indication was on January 16, 2023. Then on March 18, 2023 there is evidence of improper action following the election of directors. Again on March 30th, the Administrator states as a "matter of fact" that FACA is going to be under the Chief. Then on April 10th (just ten days later) the Chief includes in his report a request that FACA should be under him. The Chief's opinion was NOT requested by the "Board" prior to that April 10th meeting.

Likewise, the Chief's opinion was not solicited by the "Board" prior to the Board's Special meeting of December 21, 2023. And yet he and Vice-president Jones appeared to have come to the meeting with a decision already formulated to move the District Administrator under the Chief. The minutes reflect that, "Chief Knox indicated that he supported the option of placing the District Administrator under the supervision of the Chief." And yet nowhere in the preceding minutes was such an option even recorded?? Additionally, that meeting was for the "Board" to address (not the Chief) the issue of replacing the previous Administrator who had resigned. At that point in the meeting and for the balance of the meeting Board members did not even have a copy of the prior District Administrator's job description in front of them to review?? But an "option" that had not been discussed by the "Board" was already being supported by the Chief and the Vice-president Warren, how could that be??

The first sentence in the SDA Board Member Manual reads as follows:

"The Board is the general governing body of the District, which oversees all aspects of the District and carries out the business of the District in public meetings."

On page 3 of the SDA Board Member Manual is paragraph “I” Bylaws, Rules and Regulations, and Policies. The first two sentences of that paragraph read as follows:

“The Board of Directors may adopt bylaws to govern other aspects of Board membership, and rules and regulations that are not in conflict with state law. Bylaws can be helpful in maintaining order and providing a framework for the Board’s actions.”

The Board seems to want to delegate or more appropriately relegate its responsibilities to an Administrator or Chief rather than being the “. . . governing body of the District, which oversees all aspects of the District. . . .”

A Board member or members have violated the Board Bylaws more specifically, Bylaws, 3.2, 3.3 h. and 4.4. In particular the Board Chairman and possibly one or more others.

These actions have resulted not only in strife within the Board, but also the resignation of the Administrator and the obstruction of the FACA (CWPP implementation). It has been 17 months since the Board passed the resolution creating FACA and now we are still debating what its name should be, who it should report to, and we have are no closer to having those volunteers insured so they can be about the work of implementing the CWPP. All issues that should have **and could have been resolved had they had the full support and cooperation of the Chairman, the Administrator and the Chief.**

Options:

1. The Board discusses the attached list of questions that were presented at last month’s meeting, which the Chairman refused to address unless they were first on an agenda. Following a discussion of the answers to those questions, the Board needs to decide if it will follow the State of Colorado’s charge as the Board being the “. . . governing body of the District, which oversees all aspects of the District” Likewise, will all Board members agree to be in compliance with all of the Board’s bylaws going forward?
2. The Board continues to “relegate” its responsibilities and Board members be allowed to violate the Board bylaws.

Recommendation

Option 1. The District needs to function as the State intended where all aspects of the District are overseen by a five member Board and not delegate its responsibilities to neither a paid employee nor a Chief, which the District has had 8 different ones in the last 10 years. Additionally, without saying all Board members need to comply with the Board bylaws to have a functioning and harmonious Board.

Fiscal Impact

None, but there be more agreement in financial decision making.

Attachments

The questions I presented at last month's meeting that were refused to be addressed.

Submitted by Director Groetke

Attachment

To Director's Report for GVFPD Board Meeting 2/12/24

Submitted by Director Groetke

As a follow up to those additions to the November 13, 2023 minutes, I raise a Request for Information (aka Point of Information).

This situation is at the heart of the very problem we have been having with the support of FACA and the implementation of our CWPP for the last 15 months. As long as it could be thrown up that we were "afraid of our shadow" to allow FACA volunteers to do any mitigation work, home assessments, etc. because of insurance and liability issues, then we could impede their progress and prevent them from implementing the CWPP. (At least until we get FACA under the Chief where our Chairman wants it.) I believe one of our Chairman's comments was "you better pump the brakes before conducting any home assessments, what if someone would step in a hole???"

The questions pertaining to the Request for Information are as follows:

1. Who decided the FACA volunteers were not GVFPD "members" qualifying them to be insured and having liability protection under the Governmental Immunity Act?
2. In addition, I have never received an answer as to why our Administrator was telling me a year ago on January 16, 2023 and again on March 30, 2023, that FACA was going to be under the Chief and therefore a decision made by a vote of the Board was going to be rescinded?
3. Likewise, how was it, that on April 10, (just 10 days following our Administrator's statements) our Chief requested the Board consider rescinding the Resolution adopted in September, and place FACA under him. He had expressed no problems with the FACA volunteers and he had shown no personal interest in its activities or even attended their meetings; and when the Resolution was passed, he nor any other operations officer wanted to manage the program. Additionally, the Board had not even requested his opinion at that time, so why was he providing it?
4. In summary who is in charge of this District, our Administrator and a volunteer emergency responder, or a five member elected Board of Directors?

I believe our Chairman is behind much of this and is guilty of numerous Bylaw violations causing the strife and developing division in our "District's" volunteers and the obstruction of the services we should be providing for the public.

Director Report
For
February 12, 2024 GVFPD Board Meeting

Needs Statement

The Board passed the Resolution establishing FACA (CWPP Implementation department) on September 12, 2022. To date the Board has still not provided for those volunteers to be insured and considered “members” of the GVFPD, which would also provide them with Governmental immunity. Being “members” was the only reason given by the insurance agent at the Special Board meeting on November 1, 2023, that he could not insure those volunteers. This needs to be resolved for the CWPP volunteers to be allowed to perform their work. Seventeen months is long past due for something that should have been done in 30 days or less.

Background

The prior Administrator failed to obtain insurance coverage for the CWPP volunteers following the passage of the Resolution on September 12, 2022 and the prior Handbook committee ignored clarifying that the CWPP volunteers were considered “members” the same as Operations volunteers. The Resolution placed the CWPP department at the same level in the GVFPD as the Chief and Operations. It should have been obvious that they would be considered “members” and qualify for insurance coverage the same as Operations. It wasn’t until the minutes for the November 1st meeting were published and it was discovered that FACA members (CWPP volunteers) were only reported as “Public Members” attending the meeting. That confirmed the obstruction by the Administrator to obtain insurance for FACA, and the later discovery that the Handbook committee had not made the proper revisions to treat the FACA volunteers as GVFPD “members.” As such FACA members had to form a group of volunteers they call CMV, in order to perform CWPP activities that the Board would not let them do.

Options

1. The Board pass a motion confirming that the CWPP implementation volunteers have been GVFPD “members” ever since September 12, 2022. Followed by a motion appointing a Board member to contact the insurance agent to obtain coverage for those volunteers.
2. Do nothing and continue to obstruct the CWPP from performing their necessary work.

Recommendation

Option 1. Pass the necessary motions to move forward with obtaining the proper insurance coverage for the dedicated CWPP implementation volunteers. Thus, putting an end to the 17 months of unnecessary delay. They have numerous GVFPD residents (tax payers) waiting to have home assessments completed that have been requested months ago.

Fiscal Impact

The cost of the insurance coverage that should have been in the budget for the last 17 months.

Attachments

None

Submitted by Director Groeteke

District Administrator Committee Staff Report

Date 1/31/24

Submitted by DA Committee

Needs Statement

Examine the organization structure of the GVFPD and suggest changes. Fill the resulting lead position due to resignation of District Administrator (DA) in December.

Background

Our current DA resigned from the position in December. A Committee was formed in order to research and make recommendations to the board concerning the office organization and Administrator position.

Options

1. Keep DA job description the same as it has been and have the board start the application process for a new DA.
2. Outsource the office management jobs to the appropriate outside contractors.
3. Update the office management job descriptions into multiple positions, and structure the positions under the Chief, instead of the board.

Recommendations

1. Option 3. Update the job descriptions into multiple positions and move the structure of the positions under the Chief's supervision.
2. Authorize the Fire Chief to hire a temporary Administrative Officer to help keep GVFPD operations and board needs functioning. Set the hourly compensation for the temporary AO at \$20-25 NTE 18 hours per week. Allow the temporary AO to apply for the permanent AO position. Instruct the Committee to work on job description updates/changes.

3. Instruct the Fire Chief to work with the Committee to develop salary ranges for the three jobs and recommend to the Board at the March, 2024 meeting.

Fiscal Impact

Based on an analysis of the current job description of the DA position, the committee feels that the current DA job description cannot be performed by 1 person under the current hours provided. Either we need to provide more hours to an AO, or split up the responsibilities to include other employees under the AO. Either way, there will be a need for an increase in hours and cost. We do not have a firm estimated cost yet.

Comments

Please see attachments for recommended job descriptions to split up the workload for the AO.

Glacier View Fire Protection District

Administrative Officer

Job Description

Purpose:

The Administrative Officer performs a variety of administrative duties for the Glacier View Fire Protection District (GVFPD). The duties are to oversee administration and compliance requirements associated with GVFPD being designated a Special District and to supervise the work of the Bookkeeper, Secretary and Janitor.

Qualifications:

Must be a minimum of 18 years of age
Must have a valid CO Driver's License
Must pass a District background check
Must have a High School Diploma or GED equivalent

The Administrative Officer cannot have been convicted of any felony or any misdemeanor involving moral turpitude under the laws of the State of Colorado or any other jurisdiction.

It is preferred that the Administrative Officer is a resident of the Fire District because residency will ensure familiarity with surrounding agencies. However, residence in surrounding areas may be considered.

The Administrative Officer must have a good work ethic as evidenced by being dependable, self-motivated, and able to conduct themselves in a professional manor. Good communication skills are important when assisting visitors who enter the GVFPD premises.

Scope and Supervision:

The Administrative Officer is hired by the Volunteer Fire Chief (Fire Chief) of the District. This position is supervised by the Fire Chief. The work week and scheduled hours of the Administrative Officer are assigned by the Fire Chief. The Administrative Officer supports the Fire Chief in general administration.

The Administrative Officer is responsible for following the GVFPD's Employee Handbook, including compliance with administrative systems, procedures and policies, monitoring revenue and expenditures, and compliance with Colorado State Statutes associated with Department of Local Affairs (DOLA), Colorado Open Records Act (CORA), Larimer County, and Special District Association (SDA) rules and regulations.

The Administrative Officer supervises the Bookkeeper, Secretary, and Janitor. **Responsibilities:** The following is a general list of the major duties and responsibilities of the Administrative Officer position and is not meant to be all-inclusive. Other duties and responsibilities may be assigned by the Fire Chief.

1. Insurance Monitoring -

- a. Place coverage on Fire Vehicles, Volunteer Members, Board of Directors, and Employees as required,
- b. Monitor and Manage Worker's Compensation coverage,
- c. Monitor, Report and Submit Annual FPPA information for Emergency Response Members as verified by the Fire Chief including the annual GVFPD contribution payment, and
- d. Review insurance policies for errors and omissions in coverage and on an annual basis for appropriate amounts of coverage.

2. Grant Monitoring -

- a. Collaborate with the Fire Chief in conducting research to identify grant opportunities,
- b. Prepare and Monitor grants awarded to GVFPD and submit a record documenting grant awards to the Fire Chief on a monthly basis,
- c. Direct the Bookkeeper in preparing financial documents for grant revenues and expenses, tracking invoices, filing reimbursement documents, and depositing and balancing grant funding,
- d. Submit Reimbursement Requests and draft Thank You letters as a final procedure when grants are awarded, and
- e. Ensure that public access to appropriate grant-related documents is maintained as required.

3. Correspondence/Communication -

- a. Provide excellent customer service to the general public,
- b. Ensure that the Secretary answers emails, telephone calls, and written correspondence in a timely manner,
- c. Ensure that the Secretary maintains the GVFPD website and other social media outlets, as directed by the Fire Chief, in a timely and appropriate manner, and
- d. Prepare ISO letters to insurance companies requesting information for home insurance coverage.

4. Agreements/Contracts -

- a. Manage financial agreements on behalf of GVFPD,
- b. Assist the Fire Chief in preparing Mutual Aid Agreements, Inter-Agency Agreements, and Inter-Governmental Agreements as necessary,
- c. Maintain memberships with Colorado State Fire Chiefs and the Special District Association (SDA) as approved by the Board of Directors or Fire Chief, and
- d. Coordinate travel/hotel/payment arrangements for Emergency Response Members, Board of Directors, Non-emergency Response Members, and Staff attending fire fighter and emergency management services (FF/EMS) trainings, conferences, classes, or workshops for GVFPD as directed by the Fire Chief or designee.

5. Budget-

Supervise the Bookkeeper to ensure that:

- a. Coordination with the Treasurer of the Board and Fire Chief is maintained
- b. Public Hearing Notices, as required by the Department of Local Affairs (DOLA), are posted for the budget review process, and
- c. The annual Budget Resolutions and Budget Packet are prepared for approval by the Board of Directors.

Knowledge/Skills/ Abilities:

- Ability to work collaboratively with co-workers and others,
- Ability to understand and follow oral and written instructions,
- Ability to communicate effectively both orally and in writing and provide professional customer service for the GVFPD whether greeting a visitors or engaging in a phone conversations,
- Ability to establish and maintain effective working relationships with volunteers, employees, and outside volunteers to the GVFPD,
- Ability to accept and complete work requests that are within the Administrative Officer's experience, training and skillset in a timely manner,
- Ability to record information accurately, and
- Ability to use computers and office software, such as QuickBooks, Microsoft Office, and Zoom.

Working Conditions:

The Administrative Officer position is exposed to various office environments and may experience periods of high stress while emergency responders enter and exit the Fire Station during emergency incidents.

The Administrative Officer needs the physical flexibility and ability to stand, sit, reach overhead, and stoop repeatedly during the workday.

The Administrative Officer may be exposed to the occasional smell of smoke, smell of exhaust, and loud noises. A hectic environment may occur because the GVFPD office is located within the Fire Station which is used by emergency responders.

Glacier View Fire Protection District

SECRETARY

Job Description

Purpose:

The Secretary performs a variety of administrative duties for the Glacier View Fire Protection District (GVFPD). The duties assigned assist the Administrative Officer with the administration, public relations and compliance requirements associated with GVFPD as a Special District. The Secretary is supervised by the Administrative Officer.

Qualifications:

Must be a minimum of 18 years of age
Must have a valid CO Driver's License
Must pass a District background check
Must have a High School Diploma or GED equivalent

The Secretary cannot have been convicted of any felony or any misdemeanor involving moral turpitude under the laws of the State of Colorado or any other jurisdiction.

It is preferred that the Secretary is a resident of the GVFPD because residence in the District will ensure familiarity with surrounding agencies. However the Secretary may be a resident of surrounding areas.

The Secretary must have a good work ethic as evidenced by being dependable, self-motivated, and able to conduct themselves in a professional manor. Good communication skills are important when assisting visitors who enter the GVFPD premises.

Scope:

The Secretary is hired by GVFPD Volunteer Fire Chief (Fire Chief). The Secretary is responsible for following the Employee Handbook; compliance with administrative systems, procedures and policies; and providing professional customer service on behalf of the GVFPD. This position is supervised by the Administrative Officer. The work week and scheduled hours are assigned by the Administrative Officer.

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Job Summary:

The Secretary will be familiar with Colorado State Statutes associated with Department of Local Affairs (DOLA), Colorado Open Records Act (CORA), Larimer County, and Special District Association (SDA) rules and regulations.

Responsibilities:

The following is a general list of major duties and responsibilities for the Secretary position and is not meant to be all-inclusive. Other duties and responsibilities may be assigned by the Administrative Officer.

1. Records Management - Under supervision of the Administrative Officer:

- a. Compliance with DOLA, Larimer County, SDA, and Fire and Police Pension Association (FPPA),
- b. Compliance with State Archives Records Retention, General Records Storage,
- c. General record retention for the GVFPD in accordance with specified method,
- d. Document research in accordance with CORA guidelines and District Policies and Procedures,
- e. Maintain annual compliance with Mapping requirements and Transparency Notice, and
- f. Maintain and update appropriate sections of the Handbook.

5. Board Meetings and Website - Under supervision of the Administrative Officer:

- a. In collaboration with the Board Secretary, prepare and post the agenda for Board meetings to the GVFPD website; prepare the monthly Board Packet for review of the Board President and Secretary prior to each Board meeting; post the final Board Packet to the GVFPD website after each meeting; and post the signed minutes to the GVFPD website after each meeting.
- b. In collaboration with the Board Secretary, attend Board Meetings and take notes on the proceedings and Board actions; prepare monthly Board Meeting Minutes in draft form and complete the draft minutes for inclusion in the Monthly Board Packet.
- c. Make necessary publication and postings for Board Meetings, Special Board Meetings, Workshops, or Executive Sessions in appropriate locations, following SDA guidelines and current laws.

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- d. Maintain the GVFPD website by posting monthly Board Packets, meeting agendas, final signed minutes, and other required postings.
- e. Maintain attendance record of Board Meetings including Board Members, Staff members and others.

6. Correspondence/Communication - Under supervision of the Administrative Officer:

- a. Prepare the GVFPD Newsletter and distribute the Newsletter on an established schedule,
- b. Maintain a record of all telephone calls and emails, and
- c. Support and interact with the general public and GVFPD volunteers.

Knowledge/Skills/ Abilities:

- Ability to work closely and collaboratively with others,
- Ability to understand and follow oral and written instructions,
- Ability to communicate effectively both orally and in writing and provide professional customer service for the GVFPD whether greeting a visitor or engaging in a phone conversation,
- Ability to establish and maintain effective working relationships with other employees, Emergency Response Members, Board members, and outside volunteers to the GVFPD,
- Ability to accept and complete work requests accurately and in a timely manner when those requests are within the experience, training and skillset of the Secretary, and
- Ability to use computers and office software, including Microsoft Office, website software, Zoom, and other applicable software. Familiarity with QuickBooks may be required.

Working Conditions:

The Secretary position is exposed to various office environments including periods of high stress while emergency responders enter and exit the Fire Station during emergency incidents.

The Secretary will need the physical flexibility and ability to stand, sit, reach overhead, and stoop repeatedly during the workday.

Occasional exposure to the smell of smoke, smell of exhaust, loud noises, and a hectic environment may occur because the GVFPD offices are located within the Fire Station.

Glacier View Fire Protection District

Bookkeeper

Job Description

Purpose:

The Bookkeeper performs a variety of administrative duties for the Glacier View Fire Protection District (GVFPD). The duties are to assist the Administrative Officer with the administration, public relations and compliance requirements associated with GVFPD as a Special District. The Bookkeeper is supervised by the Administrative Officer.

Qualifications:

Must be a minimum of 18 years of age
Must have a valid CO Driver's License
Must pass a District background check
Must have a High School Diploma or GED equivalent

The Bookkeeper cannot have been convicted of any felony or any misdemeanor involving moral turpitude under the laws of the State of Colorado or any other jurisdiction.

It is preferred that the Bookkeeper is a resident of the GVFPD because residence in the District will ensure familiarity with surrounding agencies. However the Bookkeeper may be a resident of surrounding areas.

The Bookkeeper must have a good work ethic as evidenced by being dependable, self-motivated, and able to conduct themselves in a professional manor. Good communication skills are important when assisting visitors who enter the GVFPD premises.

Scope:

The Bookkeeper is hired by GVFPD Volunteer Fire Chief (Fire Chief). The Bookkeeper is responsible for following the Employee Handbook; compliance with administrative systems, procedures and policies; and occasionally providing professional customer service on behalf of the GVFPD. This position is supervised by the Administrative Officer. The work week and scheduled hours are assigned by the Administrative Officer.

Job Summary:

The Bookkeeper will be familiar with Colorado State Statutes associated with Department of Local Affairs (DOLA), Colorado Open Records Act (CORA), Larimer County, and Special District Association (SDA) rules and regulations.

The following is a general list of major duties and responsibilities for the Bookkeeper position and is not meant to be all-inclusive. Other duties and responsibilities may be assigned by the Administrative Officer.

1. Records Management -
 - a. Knowledge of grant monitoring procedures, and
 - b. In collaboration with the Board Treasurer, prepare monthly financial reports for presentation at meetings of the Board.

2. Agreements/Contracts -
 - a. Assist the Administrative Officer in managing financial agreements on behalf of GVFPD, and
 - b. Maintain awareness of procedures for managing agreements and contracts.

3. Accounts Payable/Accounts Receivable
 - a. Prepare, maintain a record and issue quarterly reimbursement payments (checks) to Emergency Response Members as submitted by the Fire Chief or designee,
 - c. Conduct Payment, Coding, Posting, and Filing of GVFPD bills and other indebtedness as as directed by the Administrative Officer,
 - d. Deposit and Track funds going into or out of GVFPD Operating Account or Money Market Account as directed by the Administrative Officer.
 - e. Reconcile monthly Operating Account and Money Markey Account,
 - f. Prepare the Annual Financial Audit Packet to be submitted to GVFPD Accountant for filing of Audit Exemption through the State Auditor,
 - g. Manage all appropriate fillings for employment documentation, Board of Director documentation, and employee files as necessary,
 - h. Monitor, Maintain, and Purchase Fire Station supplies and office supplies as Directed by the Administrative Officer, and
 - i. Assist Fire Chief or designee with acquiring fire fighting and emergency management (FF/EMS) supplies as needed.

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4. Budget—

- a. Prepare and Monitor the annual budget with assistance from Board Treasurer and Fire Chief,
- b. Establish a Public Hearing Notice as required by DOLA for the Budget Review process,
- c. In collaboration with the Board Treasurer prepare Annual Budget Resolutions and Budget Packet for presentation to the Board, and
- d. Work with and Assist the Board Treasurer in reviewing the Treasurer's Report each month.

5. Knowledge/Skills/ Abilities:

- Ability to work closely and cohesively with others,
- Ability to understand and follow oral and written instructions,
- Ability to communicate effectively both orally and in writing and provide professional customer service for the Fire District whether greeting a visitor or engaging in a phone conversation,
- Ability to establish and maintain effective working relationships with other employees, Volunteer members, Board members, and outside volunteers to the GVFPD,
- Ability to accept and complete work requests that are within experience, training and skillset of the Bookkeeper in a timely manner,
- Ability to record information accurately, and
- Ability to use computers and office software, including QuickBooks and Microsoft Office and other applicable software. The Bookkeeper is able to maintain familiarity with Zoom software.

6. Working Conditions:

The Bookkeeper position is exposed to various office environments and may experience periods of high stress while emergency responders enter and exit the Fire Station during emergency incidents.

The Bookkeeper will need the physical flexibility and ability to repeatedly stand, sit, reach overhead and stoop during the workday.

Occasional exposure to the smell of smoke, smell of exhaust, loud noises, and a hectic environment may occur because the GVFPD office is located within the Fire Station.

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Glacier View Fire Protection District

Designated Election Official

Contractor or Volunteer

Job Description

Purpose:

The Designated Election Official (DEO) supervises election duties [2023 Election Manual, 1-13.5-103. Definitions (2)].

Qualifications:

- Must be a minimum of 18 years of age
- Must have a valid CO Driver's License
- Must pass a District background check
- Must have a High School Diploma or GED equivalent

The DEO cannot have been convicted of any felony or any misdemeanor involving moral turpitude under the laws of the State of Colorado or any other jurisdiction

It is preferred that the DEO is a resident of the GVFPD because residence in the District will ensure familiarity with surrounding agencies. However the DEO may be a resident of surrounding areas.

The DEO must have a good work ethic as evidenced by being dependable, self-motivated, and able to conduct themselves in a professional manner. Good communication skills are important.

Scope:

The DEO is appointed by the Board of the GVFPD. The DEO is responsible for compliance with the laws governing the conduct of Special District Elections.

Job Summary:

The DEO will be familiar with Colorado State Statutes especially the Local Government Election Code:

1-13.5-108. Powers of designated election official:

- (1) Except as otherwise provided in this article, the DEO shall render all interpretations and shall make all initial decisions as to controversies or other matters arising in the operation of this article.
- (2) All powers and authority granted to the DEO by this article may be exercised by a deputy DEO in the absence of the designated election official or in the event the designated election official is unable to perform the duties.

Duties:

Elections of Board of Directors and Special Elections

- a. Prepare for Election process of either Board of Directors election or November General Election, or Special Elections
- b. Work with SDA in following Special District Election for Board of Directors as referenced in the SDA Board Member Manual,
- c. Maintain and verify Fire District addresses as distributed by Larimer County, and
- d. Prepare, Maintain, and File all appropriate documentation regarding all aspects of the election process as established by Larimer County, DOLA, and SDA for GVFPD.