



Glacier View Fire Protection District

1414 Green Mountain Dr. • Livermore • Colorado • 80536

Special Meeting

December 21, 2023 – 10:00am

GVFPD Special Meeting was called to order at 10:00 AM by President Burk.

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

Members present: Chief Dan Knox (via Zoom), District Administrator Cheryl Franz

Public Members/Employees: Ed Sather

Summary: The purpose of the Special Meeting was to develop an understanding of the role, duties, supervision and place in the organizational structure of the District Administrator for the Glacier View Fire Protection District (GVFPD) and to determine required actions.

General Discussion: To initiate the discussion President Burk observed that the reason the current District Administrator has submitted her resignation is because of the obstructive remarks directed at the District Administrator in several meetings. President Burk also remarked that the current Administrator has special experience and knowledge that will be difficult to duplicate in a new Administrator. He reported that upon hearing of the pending resignation discussions with the current Administrator had been undertaken in the hope of contracting with the current Administrator for a transition period for the month of January, 2024 but that those discussions were ended without result.

Treasurer Thompson remarked that the month of January will have many deadlines that need to be met. President Burk noted that the Treasurer and Secretary will need to step up to fill roles in the absence of a District Administrator.

Chief Knox joined the conversation to report that he had considered the benefits of hiring a new Administrator “in-house” versus contracting with a company. The Chief offered the opinion that it would be better to keep the position in-house because hiring a person from the community would promote support from citizens of the District and help with efficiency resulting from an Administrator from the community who would have knowledge of the District. Finally, Chief Knox indicated that he supported the option of placing the District Administrator under the supervision of the Chief.

Vice President Jones indicated that he favors placing the District Administrator under the supervision of the Chief. President Burk recounted the history of the development
GVFPD 12-21-2023

of the District Administrator position in terms of the range of duties performed by the Chief. He observed that placing the District Administrator under the Chief would be more straightforward for the organization. However, he also noted that the status of the GVFPD is now more complicated than in the past. The District is operating at a higher level than in the past.

The discussion then turned to observations by individual Board members regarding the history of the GVFPD, interactions and cooperations with other nearby Districts, and the difference between cooperation on operations versus cooperation among the Boards on policies and areas of shared concern. "Ops get along but Boards often don't." Treasurer Thompson observed that "looking at the Administrator's position from scratch" would be beneficial. Vice President Jones suggested that we now have an opportunity to restructure the Administrator's position as well as the overall organization of the District. He suggested, maybe, some support people could do more tasks but this would need to be looked at in light of the fact that operations members have important duties and seem to work so well together. He suggested that Chief Knox might contact other Chiefs.

President Burk directed the discussion toward the steps that need to be taken now to make sure that the needed actions are performed, deadlines are met, and services are provided. Specifically identified were tasks performed by Finance, Treasurer (including bookkeeping), and Secretary. Secretary Lamb identified tasks such as creating the monthly Agenda, preparing the Minutes of meetings, keeping records, correspondence, and preparing the monthly Board Packet. Vice President Jones wondered if the Chief could give a report at the January 8, 2024 meeting and observed that the transition will probably require at least three months. Director Groeteke suggested that the best way forward was to start with an examination of the Position Description of the District Administrator. This examination should consider the questions, Why should the Chief supervise the Administrator? Why should the Board supervise the Administrator? What are the options for contracting?

The Board considered short-term approaches to filling the role performed by the Administrator. Support for a comprehensive review of District organization was supported by Vice president Jones and Treasurer Thompson. Treasurer Thompson pointed out that there is a special relationship between the Treasurer and Administrator that needs to be maintained in a new organizational structure. Director Groeteke observed that a history of having eight Chiefs over 10 years is a problem that might be resolved by defining clearer administrative roles.

Secretary's Note: *The general discussion above is more detailed than is normal for our minutes for two reasons: First, the subject of this special meeting was very important because it concerned the resignation of the District Administrator and possible restructuring of the GVFPD organization. Second, other than one employee there were no citizens present to observe this important discussion.*

Motion: President Burk moved to establish an ad hoc committee for the purpose of examining all aspects of the District Administrator's position. Secretary Lamb seconded. No further discussion. Motion carried 5-0.

After the motion the Board appointed Chief Dan Knox, Treasurer David Thompson, and Secretary Lee Lamb to serve on the ad hoc committee.

Board Comments: Each member of the Board expressed gratitude for District Administrator Cheryl Franz's years of service and thanked Chief Dan Know for his work.

Public Comments: Ed Sather commented that the Board is in a very difficult situation because of the resignation of the District Administrator. The transition will be difficult and complex.

President Burk moved to adjourn the meeting at 11:25 AM. Vice President Warren Jones seconded. All in favor. The meeting was adjourned.

Respectfully submitted,



Secretary - Berton Lee Lamb

1-15-2024