

Glacier View Fire Protection District

MINUTES for July 8, 2024

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

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

Excused Absence: President Burk.

Fire Department Members present: Dan Knox (Chief), Tom Hausfeld (CWPPIT Coordinator), Chris Sarafin, and Ted Sammonds (CWPPIT).

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

Action Vice President Jones requested that the Agenda be accepted as amended by adding Treasurer reporting procedures and accessibility to the Treasurer's Report. Agreed without dissent.

Secretary's Report

Action Secretary Lamb moved to accept the Minutes of May 8, 2024 as amended by adding Chris Sarafin (Member) to the attendance list and correcting the acronym CWDG under Directors' Comments.

Vice President Jones seconded.

Motion Carried 4-0

Action Secretary Lamb moved to approve the draft job description for Recording Secretary (RS), establish a voluntary Recording Secretary position under the Administrative Officer. Direct the Secretary, in coordination with the Administrative Officer to advertise for a volunteer to fill the RS position and select a volunteer to fill the position."

Director Groeteke seconded.

Discussion generally supported the idea of a RS but centered around the difference between the former District Administrator who also served as RS and the new Administrative Officer, supervised by the Chief. The role of the new RS volunteer position was discussed. The discussion also included clarification of where approval of the District's organizational chart is reflected in the Minutes and that the chart has been added to the Members' Handbook, Motion Carried 4-0.

Treasurer's Report

Treasurer Thompson described the detailed Treasurer's Report as presented in the Board Packet. The Treasurer reported on the status of property tax income, Comparison between 2024 budget and current income and expenses, and grant status at point #714 which is expected to be 100% reimbursable.

Action Director Groeteke moved to approve the Treasurer's Report. Secretary Lamb seconded Motion Carried 4-0.

Treasurer Thompson described the planned change in financial procedures reporting and explained a proposed policy change. Discussion included which items from the Treasurer's Report are necessary for the Board meeting and which spreadsheets are essential for the Treasurer's record keeping and analysis. The goal is to have a report for the Board that is machine readable in compliance with the current laws. It was suggested that one of the reports needed by the Board at each meeting is a list of checks that exceed \$1,000

Action Secretary Lamb moved to table the subject until the August, 2024 meeting of the Board. Vice President Jones seconded. Motion Carried 4-0.

Chief's Report

Chief Knox summarized the monthly report on activities of emergency volunteers as distributed to the Board. The Chief's report will be included in the official Board Packet published on the GVFPD website.

Chief Knox reported on the status of the grant to pay 50% of the cost for EMT training and the plan to have all training completed by the end of 2024. The Chief requested that the Board accept the grant of \$4,500.

Action Director Groeteke moved to accept the grant. Secretary Lamb seconded. Motion Carried 4-0

Action Secretary Lamb moved to add Accessibility Officer to the Job Description of the Administrative Officer. Vice President Jones seconded. Motion Carried 4-0.

Community Wildfire Protection Plan-Implementation Team Report (CWPPIT)

Coordinator Tom Hausfeld summarized the Coordinator's Report as presented in the Board Packet. He reported that the trailer has been purchased. He praised the good negotiating skills of Henry Hudson. The trailer will be stored at Station 2 and the GVFPD logo will be displayed on the trailer. Firewise: Eighteen vendors attended this year's event. The Office of Emergency Management was a big help. The Evacuation Drill is scheduled for August 10, 2024.

Committee Reports

The Budget Committee Report was presented by Fred DeLano, Chair. He thanked the President and Vice-President for valuable input to the Committee's deliberations. Chairman DeLano reported that 80% of expected property tax income had been received with an additional 20% expected in 2025. Thus, income is on track with the budget. However, future income is less predictable because of expected changes in legislation. It is expected that roughly \$300,000 will be carried over into 2025.

Action Secretary Lamb moved to approve transfer of \$150,000 from operations to the Capital Equipment Reserve account. Director Groeteke seconded.

Discussion included the estimate that an additional \$100,000 will be needed for apparatus payments.

Motion carried 4-0

Action Secretary Lamb moved to change the regular monthly meeting of the Board to September 16, 2024, preceded by a Board Work Session. The times to be 6:30pm for the Work Session and 7:00pm for the regular Board meeting. Further to set a Public Hearing on the budget for the Agenda of the August, 2024 Board Meeting. Director Groeteke seconded.

Discussion clarified that the Work Session on September 16, 2024 would be devoted to budget considerations.

Motion carried 4-0

Unfinished Business

Sourcewell letter update: Treasurer Thompson provided an update on the status of the Sourcewell letter indicating that a meeting had been held on July 2, 2024 with a representative from Sourcewell. The Sourcewell representative clarified that Sourcewell had been contracted by NCL to "handle the process." A "Thank you" email from Sourcewell has been received. Further information is expected.

Action This subject was requested to be added to the agenda for the August, 2024 Board meeting. Agreed without dissent.

Action Treasurer Thompson moved to approve the revised Organization Chart as proposed by the Chief. Vice-President Jones seconded.

Motion carried 4-0

Action Vice-President Jones moved that only announcements related to District business activity be included in on the GVFPD website. Director Groeteke seconded.

Motion carried 4-0.

Action Secretary Lamb moved to accept the Job Description of the Designated Election Official. Vice-President Jones seconded.

Discussion followed clarifying the role of the DEO, place in the District organization, reporting responsibilities, and timing of posting this position. Discussion also reflected on the expected complexities of the DEO's job and the comparison with past practices. Motion carried 3-0 with one abstention.

Action Secretary Lamb moved to authorize the Vice-President to open a search for a volunteer Designated Election Official (DEO) and to present the selected candidate to the GVFPD Board for approval no later than September 16, 2024. The DEO shall report monthly at regular meetings of the GVFPD Board. The DEO serves under the approved Job Description and the organizational chart of the District.

Motion carried 4-0

Public Comments:

The Department was complimented for cooperation for the support given to the July 4th activities in Red Feather Lakes. "It was very refreshing."

Directors Comments:

Treasurer Thompson said that he appreciated the work done by Budget Committee chair Fred DeLano.

Secretary Lamb thanked the Emergency Response volunteer and CWPPIT members as well as the work of the Budget Committee.

Director Groeteke praised Operations, mitigation volunteers, with special thanks to Chief Knox. Vice President Jones recognized that we are working in a changing atmosphere. He reported that the Special District Association advised to be prepared for more change. The CWPPIT is doing well and spending long hours on mitigation activities. He appreciated that the Board Packet included suggested motions.

Adjournment

Treasurer Thompson moved to adjourn.

Director Groeteke seconded.

Motion Carried 4-0

Vice-President Jones declared the meeting adjourned at 8:14pm

Respectfully Submitted,



Berton Lee Lamb
Secretary

Minutes approved as corrected, August 12, 2024

Board Actions

Approved Job Description for Recording Secretary

Tabled the change in Financial Procedures Tabled until August, 2024.

Accepted the grant for EMT training.

Added Accessibility Officer to the job description of Administrative Officer

Approved transfer of \$150,000 from operations to the Capital Equipment Reserve account.

Changed regular September Board Meeting to September 16, 2024, preceded by a Board Work Session. The times to be 6:30pm for the Work Session and 7:00pm for the regular Board meeting.

Set a Public Hearing on the budget for the Agenda of the August, 2024 Board Meeting.

Approved the revised District Organization Chart.

Established a policy that only public interest announcements may be posted in the GVFPD website that are relative to District business activity and that only announcements related to District business activity be included on the GVFPD website.

Approved the Job Description of the Designated Election Official and directed the Vice President to open a search for a volunteer Designated Election Official.