



DRAFT

Glacier View Fire Protection District

1414 Green Mountain Dr. • Livermore • Colorado • 80536

December 14th, 2020 at 7:00pm

Meeting was called to order at 7:00 PM via ZOOM

Board of Directors present: President Steve Switzer, Vice President Randy Golden, Secretary Paul Lameiro, Treasurer David Thompson, Director Bill Salmon

Fire Department members present: Fire Chief Warren Jones, District Administrator Franz, FF member Ed Sather

Public members: 2

Confirmation that there are no changes to the agenda

- 1. Secretary's Report:** Report was submitted and made part of the minutes. President Switzer entertained a motion to accept the November Board Meeting Minutes from November 16th, 2020 as presented. Director Salmon accepted the motion and Treasurer Thompson seconded. Call for discussion, no discussion. All in favor, the motion carried.
- 2. Treasurer's Report:** Treasurer Thompson submitted the Treasurer's Report for October. Treasurer Thompson detailed the Checks Over \$1000. President Switzer entertained a motion to accept the Treasurer's Report. Vice President Golden accepted the motion and Secretary Lameiro seconded. Call for discussion, no discussion. All in favor, the motion carried.
- 3. Chief's Report:** Report submitted to Board.
Chief discussed his bullet points as submitted in his report to the Board.

GVFD is in Group B for the Covid -19 vaccinations.

Chief Jones announced that member Bridget Knox is the new EMS Coordinator. Congratulations!

Chief Jones reported that there was discussion at the NW Chiefs meeting about providing resources for members experiencing any behavioral health issues, especially due to the long fire season we had on top of Covid-19. This will be discussed further. Chief Jones will be in contact with NLCERA.

Chief Jones and the Board discussed the Community Wildfire Protection Plan as submitted. Chief Jones will continue to gather information and present it to the Board next month. Secretary Lameiro volunteer to be present during the Chief's next Zoom meeting with a consultant.

(Chief's Report – continued)

Chief Jones shared with the Board the Challenge Coins that He and District Administrator Franz came up with as a way of showing our appreciation to those who helped support GVFD or contributed to the success of GVFD during the year and during the Cameron Peak Fire. Chief will hand out two coins to each FF/EMS member and Board member. One coin is for them and the other can be given out or traded from other departments. The Challenge Coin has the GVFD logo on one side and a fire scene with Cameron Peak Fire worded on the other side. Enjoy!

4. District Administrator Report: Report submitted to Board

District Administrator Franz followed up on her report submitted and announced that the extractor had arrived earlier in the day. The install should be completed before Christmas.

The donations were highlighted, and District Administrator Franz publicly thanked everyone who donated to GVFD.

District Administrator Franz reviewed the Money Market Balances after the December Board Approved 2020 Budget transfers from the Operating Account to the Money Market Account. She reminded the Board that all the public and Board usually see is the Total Balance for the Money Market with no knowledge of the Reserve accounts. Spreadsheets have now been created for each Reserve account the Board, Chief, and Budget Committee have assigned the allocated Money Market funds to be distributed too. The document was presented and shows the balances in each Reserve accounts and are as follows as of 12/10/2020:

Capital Equipment Reserve – 2020 beginning balance was \$86,000. There was a transfer of \$3,000 out of the MM Reserve to pay off the skidsteer with GVM HOA, \$6,825 was used to purchase an IR Camera and we received a full grant amount from Larimer County to cover that purchase. There was also \$68 in accrued interest that was put into the Capital Equipment Reserve, and a \$23,000 2020 annual transfer made, leaving a balance of \$167,800, which includes the required withholding on the GVFD 10-year Capital Equipment Replacement Plan of \$35,822 for the purchase of a Pumper in 2025 and a -\$4,257 for a PPE purchase 5/28/2020 because we did not have a PPE Reserve at the time, so it came out of the Capital Equipment Reserve.

Communications Reserve - \$16,000 balance after the 2020 annual transfer

Building Maintenance Reserve – 2020 beginning balance of \$17,608 with a \$9,524 2020 annual transfer, leaving a balance of \$27,132

Wildland Fire Reserve – 2020 beginning balance of \$41,000

Grants Reserve - \$3,000 balance after 2020 annual transfer

PPE Reserve – Due to the spending to outfit new members and replace old PPE it was decided during the Budget process that the \$60,000 that was in the 2020 Budget under Reserves would be moved to the PPE Operating Expense Line in the Budget. However, the \$4,257 was overlooked and District Administrator Franz will ask the Board to transfer the \$4,257 out of the Operating Account back into the Money Market Account Capital Equipment Reserve to correct that error.

(District Administrator Report – continued)

District Administrator Franz asked for Board Approval for the 2020 Transfers as submitted in the report. The Board discussed each entry to get a better understanding of the Money Market Reserve accounts.

The first transfer for Board Approval is the Capital Equipment Reserve: District Administrator Franz asked to transfer \$30,000 from Wildland Reserve to Capital Equipment Reserve as Chief Jones suggested that GVFD should only keep approximately \$10,000 in the Wildland Fire Reserve. The next transfer was from the Communication Reserve to the Capital Equipment Reserve. This was suggested during the 2021 Budget Process so that it would support the GVFD 10-year Capital Replacement Plan calculations. The last transfer in the Capital Equipment Reserve would be from the Operating Account to the Money Market Account for \$4,257 to reimburse the Capital Equipment Reserve from spending the money on the PPE in May of 2020 as discussed above. **This would leave an ending balance in the Capital Equipment Reserve of \$208,057.**

The next transfer for Board Approval is for the Building Maintenance Reserve: District Administrator Franz asked to transfer \$11,772 from the Money Market Account to the Operating Account. This is for expenses incurred in 2020 to GVFD Station 1 for building maintenance. She noted that each year money that goes into the Building Maintenance Reserve is from the taxes generated by the 1.15 Mil Levy minus the payment on the GVFD Station 1 building. It is required for GVFD to hold the money difference in a Reserve and only use it for the maintenance of the GVFD building. **This would leave an ending balance of \$15,360 in the Building Maintenance Reserve.**

The last transfer for Board Approval is for the Wildland Fire Reserve: District Administrator Franz stated that during the Cameron Peak Fire GVFD had incurred an expense of \$1,124 for a roll-off dumpster for the community to use after the fire, as well as the rental of three porta-lets. **This would leave an ending balance of \$9,876 in the Wildland Fire Reserve.**

Treasurer Thompson agreed with what was presented. Chief Jones discussed increasing the Wildland Fire Reserve. This will be brought up during the next Budget process. President Switzer entertained a motion to approval the 2020 transfers as listed and discussed by the Board. Director Salmon accepted the motion and Vice President Golden seconded. Call for further discussion. No further discussion. All in favor, the motion carried.

District Administrator Franz stated that starting in 2021, any time money is used from a Money Market Reserve account it would be reported during a monthly Board meeting. The spreadsheets will be available in the office for anyone to review and documentation will be added, as necessary, to make it as transparent as possible to the public.

5. Committee Reports:

(a) Website Committee – IT Committee (Steve Switzer, Paul Lameiro, Randy Golden, Cheryl Franz) District Administrator Franz stated that she is continuing to work with Streamline on updating the new website, and she is still waiting on the acceptance of the .gov domain name.

(Committee Report's – continued)

(b) Patronage Committee - (David Thompson, Paul Lameiro) No update to report.

6. **Unfinished Business:** President Switzer presented to the Board a summary of the employee evaluations and recommended both a merit and a performance increase. The Board unanimously agreed and thanked both employees for their work over the past few years. President Switzer stressed the importance of an annual review moving forward. The evaluations will be in each employee's file.
7. **New Business:** The Board discussed time and designation for 2021 Monthly Board Meetings. The Board meetings will be changed to the second Monday of each month starting in January. The meetings will still be through Zoom until further notice. President Switzer entertained a motion to approve the 2021 Transparency Notice as presented. Director Salmon accepted the motion and Secretary Lameiro seconded. Call for discussion. No further discussion. All in favor, the motion carried.
8. **Public Comment:** Jim & Linda Petrie thanked President Switzer for his leadership on the Board and for what he has accomplished over the past year.

9. **Directors Comments:**

Vice President Golden thanked everyone for the work that has been done in and around the department.

Treasurer Thompson thanked Fred Delano and District Administrator Franz for the work on the Budget and getting the Reserves lined out in the Money Market Account.

Director Salmon expressed his appreciation for the hard work and thanked Chief Jones for his work performance as the Fire Chief for GVFD.

Secretary Lameiro shared his appreciation for everyone and the work that they perform.

Secretary Switzer stressed his appreciation for everyone on every level.

Adjournment: President Switzer entertained a motion to adjourn the meeting. Treasurer Thompson accepted the motion to adjourn the meeting. Director Salmon seconded. Meeting adjourned. Meeting was adjourned at 8:30 PM.

Respectfully submitted by

Cheryl Franz
District Administrator

Next Scheduled Board Meeting: Monday, January 11th, 2021