

GLACIER VIEW FIRE PROTECTION DISTRICT

BOARD PACKET

OCTOBER 14, 2024

GLACIER VIEW FIRE PROTECTION DISTRICT

Agenda—Public Hearing & Regular Meeting

October 14, 2024

Call to Order—Roll Call

Confirm Acceptance of the Agenda

Open Public Hearing on Budget

Open Public Hearing on the Budget

1. The budget was introduced to the board by the budget committee at a work session on September 14.
2. The public hearing notice was published in the Fort Collins Coloradoan in accordance with state law.
3. Questions or challenges received during the public review period.

Secretary's Report

- Approval of Minutes for September 16, 2024

Treasurer's Report

Budget Approval

- Action: Approval of budget

Chief's Report

- Emergency Volunteers Activity Report for September & October
- Action: Accessibility Officer Recommendations
- Action: Intent to Participate in Larimer County Hazard
 - Mitigation Plan

CWPPIT Coordinator Report

- Non-emergency Volunteer Activity Report

Committee Reports

- Budget Committee

Unfinished Business

- Designated Election Official Update

New Business

During Public Comment there will be three minutes per person. The Board cannot get into a discussion about an item. If the Board feels an item needs to move forward it will then be put on a future agenda. For clarification, a public member speaking will need identify who they represent, such as community member or GVM HOA Board member.

Public Comments

Directors' Comments

Adjournment

Next scheduled Board Meeting: November 11, 2024 (Veterans' Day)

Glacier View Fire Protection District

MINUTES

for

September 16, 2024

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

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

Fire Department Members present: Tom Hausfeld (CWPPIT Coordinator), Amari Victoria (Recording Secretary), Henry Hudson (CWPPIT) and Jim Perry (Assistant Chief).

Public Members present: Elisabeth Menning, Linda Petrie, Jim Petrie, Les Thurman, 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

Secretary Lamb introduced the volunteer Recording Secretary, Amari Victoria.

Action Secretary Lamb moved to approve the minutes of August 12, 2024. Vice President Jones seconded.

Motion carried 5-0

Treasurer's Report

Treasurer Thompson Summarized the Treasurer's Report focusing on checks over \$1,000 with an explanation of the purpose of the checks. Discussion included accessibility of the Treasurer's Report and related cost to support accessibility, and it was described that other Fire Protection Districts use only a summary when published online.

Action Vice President moved to accept the Treasurer's Report and that the summaries of the reports should be posted on the GVFPD website with full copies of the monthly report available from the Office Administrator upon request. President Burk seconded.

Discussion focused on how the Treasurer's Report would be made accessible. There was further discussion as to how accessible details of the report would be provided to public. The Treasurer indicated that the spreadsheet portion of the report would be provided to those who make a request. Further discussion focused on CORA and Colorado state requirements for provision of requested documents to the requestor. Accessible documents must provided within three business

days the request. Further discussion involved the service being used to check accessibility of documents. That contractor is called Streamline.

Motion carried 5-0.

Action The Treasurer noted the need for an individual member of the Board to serve as signatory for the District's U.S. Bank account. Director Groeteke volunteered.

President Burk moved to appoint Director Groeteke for this position. Secretary Lamb seconded.

Motion carried 5-0

Chief's Report

Chief's Report as included in the Board Packet. But the report itself would be available for presentation at the October meeting, along with the September report.

CWPPIT

Tom Hausfeld summarized the CWPPIT activities as presented in the Board Packet. He noted that the slash trailer is on-site and has been painted with the District's decals, mitigation efforts are moving forward, 27 homeowner wildfire mitigation assessments have been completed, and nine "ambassadors" have been trained.. He also reported on the application for a grant to acquire a tractor and trailer to haul the tractor. This would be a matching grant but volunteer hours are more than enough to meet the matching requirement. He praised the Ambassadors for good work and said that they hope to achieve 50 assessments in 2025.

Action Vice President Jones moved to accept the \$500 micro grant from Larimer County Office of Emergency Management (OEM) for Firewise. President Burk seconded.

Motion carried 5-0

Committee Reports

There was discussion about the importance of using the full name of agencies and organizations. For example, Special District Association is SDA and Colorado Department of Legislative Affairs is DOLA.

Special District Association Report was presented by Director Groeteke and Vice President Jones because they attended the SDA conference. The focus of this presentation was on the status and future of property tax revenue. Although it is unknown what will happen in the long-term, the current residential assessment rate is not expected to change this year and there might be a slight decrease in 2025. We need to wait to see how recent legislation affects the District's income.

The Budget Committee Report was presented by Fred DeLano, Chair. He summarized the information provided at the September 16, 2025 Work Session of the Board and expressed optimism that the draft budget will be satisfactory.

Unfinished Business

Designated Election Official Report Vice President Jones updated the Board on the status of the search for a Designated Election Official (DEO). This position has been advertised. It is anticipated in the 2025 that there will be up to three open positions on the Board. He discussed the opportunity to waive the term limit requirement for Board members. The history of term limit elections for Board members was discussed. He also commented that the work of the DEO seems “doable” unless there is a contested or general election. The procedure for filling an open seat on the Board was discussed. Such an opening would occur in the event that no-one stands for election or someone resigns. In some cases the County Commissioners could fill a Special District Board position.

New Business

SDA Annual Conference and Briefing Report Dir. Groeteke described the SDA Co-op Insurance Pool, where SDA insurance of all types could be purchased at better rates than commercially available. The co-op is for all SDAs, not only fire special districts. Pres. Burk suggested that a committee would be needed to look into the pool. Director Groeteke described the Colorado Trust (a liquid asset trust), where SDA investment rates are greater than 5% for money market accounts. Director Groeteke described a breakout session on CORA, addressing transparency for incoming board members. Also described was a Morgan-Stanley breakout session on how Artificial Intelligence (AI) impacts the business world. An estimate of 800,000 more intelligent robotics might be in place in 20 years. Vice President Jones mentioned the importance of being part of networks, SDA, etc. He mentioned that GVFPD participation in SDA networks was ‘ok’, but not with DOLA, which can provide grants and free legal help. Vice President Jones described the Communication breakout session, where Streamline was mentioned. Key points of the session included Crisis and Reputation Management, the importance of Cooperation Across “Resources”, Unstable Revenue and Staying Current. A comment was made concerning how keeping up with all this change may become too much for volunteers to handle. A paid fire chief might be required.

Pearl Fire Jim Perry (Assistant Fire Chief) arrived, having come directly from the Pearl Fire, and provided some details about the fire:

- Estimated at 160 acres.
- Resources include 2 VLATS, helicopters, a FireHawk, and many personnel.
- Assistant Chief Henderson is at the fire.
- Looks to be a long fire.
- Evacuations include all of Crystal Lake, but not all of Red Feather Lakes.
- Pearl Fire is NOT a threat to GVM.
- Fire direction is Northeast.
- A lot of resources are currently being provided.

Pres. Burk mentioned that the level of service and timing by the county and state were much improved.

Public Comments:

The Board was thanked for the trailer for CWPPIT. A question was raised about how AI is expected to affect security. It was mentioned that AI is at the door of the fire protection industry. It was noted that cyber security training is available. In response to a request District volunteers were requested to ask the Fire Chief for copies of the Board Packet in advance of the meetings. The Board Packet availability and posting on the District's website was explained.

Directors Comments:

Director Groeteke praised the budget committee, fire chief, and CWPPIT.

Vice president Jones complemented the CWPPIT's assessment report and procedures.

Secretary Lamb acknowledged to good work of the CWPPIT and Especially noted the excellent work of the budget committee.

Treasurer Thompson

President Burk remarked that the Board needs to think about strategic planning.

Adjournment

Action President Burk moved to adjourn the September 16, 2024 meeting of the Board

Dir. Groeteke seconded

Motion carried 5-0.

President Burk Adjourned the meeting at 8:35pm.

Respectfully Submitted,

Berton Lee Lamb

Secretary

and Amari Victoria

Recording Secretary

Board Actions

- Summaries of Treasurer’s Report to be posted to the GVFPD website with process for citizen access to the full report.
- Director Groetke appointed as signatory to the U.S. Bank accounts
- Accepted \$500 grant from Larimer County OEM

TREASURER’S REPORT

Treasurer Thompson provided the Treasurer’s Report including the Balance Sheet the Annual Profit & Loss Statement to date for September 30, 2024. The reports provided were reviewed.

Highlights from the Balance Sheet September 30, 2024

Operating Account Balance \$154,575.31

Money Market Account Balance \$451,767.03

Total Assets \$1,425,784.80

Highlights from the Annual Profit & Loss Statement September 30, 2024

Total Available Income \$195,732.44

Total Expenses \$248,712.17

Net Other Income \$10,788.64

Net Income (\$42,191.09)

CHIEF’S REPORT

Action Requested: Approval of Letter

LETTER OF INTENT TO PARTICIPATE

October 3, 2024

Lori Hodges

Larimer County

4872 Endeavor Dr, Suite 150

Johnstown CO 80534

Re: “Statement of Intent to Participate” as a participating jurisdiction in the Larimer County Multi-Jurisdictional Hazard Mitigation Plan (HMP)

In accordance with the Federal Emergency Management Agency’s (FEMA) Local Hazard Mitigation Plan (HMP) requirements, under 44 CFR §201.6, which specifically identify criteria that allow for multi-jurisdictional mitigation plans, the Glacier View Fire Protection District is submitting this letter of intent to confirm that Glacier View Fire Protection District has agreed to participate in the Larimer County Multi-Jurisdictional Hazard Mitigation Planning effort.

Further, as a condition to participating in the mitigation planning, Glacier View Fire Protection District agrees to meet the requirements for mitigation plans identified in 44 CFR §201.6 and to provide such cooperation as is necessary and in a timely manner to Larimer County to complete the plan in conformance with FEMA requirements.

Glacier View Fire Protection District understands that it must engage in the following planning process, as more fully described in FEMA’s Local Mitigation Planning Handbook dated April 2023 including, but not limited to:

- Identification of hazards unique to the jurisdiction;
- The conduct of a vulnerability analysis and an identification of risks, where they differ from the general planning area;
- The formulation of mitigation goals responsive to public input and development of mitigation actions complementary to those goals. A range of actions must be identified specific for each jurisdiction;
- Demonstration that there has been proactively offered an opportunity for participation in the planning process by all community stakeholders (examples of participation include relevant involvement in any planning process, attending meetings, contributing research, data, or other information, commenting on drafts of the plan, etc.);
- Documentation of an effective process to maintain and implement the plan;
- Formal adoption of the Multi-Jurisdictional Hazard Mitigation Plan by the jurisdiction’s governing body (each jurisdiction must officially adopt the plan).
- Therefore, with a full understanding of the obligations incurred by an agreement between the Lead Jurisdiction and the Participating Jurisdiction, I Dave Burk GVFPD Board President, commit Glacier View Fire Protection District to the Larimer County Multi-Jurisdictional Hazard Mitigation Planning effort.

Executed this 3rd day of October, 2024.

Dave Burk, GVFPD Board President

Action Requested: Approval of Accessibility Policy proposed by Administrative Officer

(carry over from September)

Proposed Policy

Update on Remediation and Archiving of PDF documents

- I have remediated all meeting agendas and minutes back to January 2024 (29 documents). Everything posted after July 1, 2024, is currently ADA accessible.
- I have archived all of 2023 meeting agendas, minutes, and board packets to determine if anyone is looking at last year's documents (52 documents).
- Lessons learned over the last month.
- Adobe Pro does not have the capacity to make spreadsheets compliant with the WCAG 2.1 AA standards as required by Colorado House Bill 21-1110. We would need to purchase an additional program such as CommonLook to make the spreadsheets meet WCAG 2.1 AA standards.
- Adobe Pro currently costs \$239.88 per year. CommonLook would cost an additional \$900 per year.
- Streamline recommends we keep only current documents available on our website.

Proposed Next Steps

- I recommend we limit posting meeting agendas, minutes, and board packets to the current year and one full year prior.
- I recommend we delete the electronic copies of the meeting agendas, minutes, and board packets from 2020-2022 (150 documents). We delete 2023 documents when we reach January 2025. Permanent hard copies will continue to be available upon request.
- This will ensure we meet 100% compliance with the accessibility requirements of our website for July 1, 2025.
- I recommend we present the Treasurers Report in a written summary describing key points from our financial statements. Hard copies of the Balance Sheet, Profit & Loss Overview vs. Actual +/- Year to Date and Checks over \$1000 dollars will be provided to the board members but not included online in the board packets. I will also go back and include written summaries of our financial statements in place of the spreadsheets as I remediate all board packets from 2024.
- I recommend we remove past Newsletters from our website as they are not ADA accessible. We are looking into whether the next Newsletter can be produced to be ADA accessible.
- I recommend that we pay Streamline's contractor Allyant to remediate our PDFs for the upcoming 2025 Budget. We upload our document to our Streamline website and request remediation. They charge \$7/page and add the cost to our next month's Streamline bill. They post the remediated copy directly to our website.

October 2024 Chief Report

Overview: GVFD ran 6 calls in September. 4 medicals and 1 Illegal fire and 1 wildland fire (Mutual Aid to CLFD).

Administration/facilities

- We would like ask the board to sign the Larimer County Hazard Mitigation plan letter of intent. It is not a new action, we sent an identical letter back in 2021. This is for the FEMA Grant that was received through Larimer County so we can be apart of the funding from it.
- ADA update – The website has been updated to be ADA compliant, and we have developed a board packet to put up on the website that is ADA compliant. We will need to have an outside company convert our budget to be ADA compliant in order to post it. This will cost \$7 per page. We would like to remove the past board meetings/agendas that are prior to 2022 and just keep 2 years of board meeting information on the website going forward.
- Parking lot – One of our members, Steven Leenerts, had extra telephone poles that he cut up and brought over to use as parking space barriers. We have placed them and will use rebar to secure them in place. We are installing reflective posts where needed to get ready for the winter and for snow plowing.
- We have received a quote to fix the electricity at Station 2 of approximately \$1500-\$2000 to repair the line going from the power pole to the station. We will need to repair it in order to install the water tank system next year. We are also looking at cost to fix the garage doors there since we are now storing the fire mitigation trailer in Station 2.

Operations

- Pearl Fire update – The Pearl fire burned 138 acres and is out. We sent 2 engines and 2 tenders for initial attack the first day and had 1 engine and 1 tender help on the second day.
- We received the new stretcher, and it has been placed in service in the Ambulance after training members on how to use it.
- I will update on the HOA fuel tank situation, waiting to find out if it is fixed as of writing the report.
- Grants- We are working with Lexipol to get help with finding and writing grants. There is a charge for the service, but it could save us money in the long run and help us find more grants to apply for going forward. The cost for this service is \$1000 per year. We can also have them help write the grants if needed, cost varies depending on what we have them do. We submitted for the reimbursement for the DFPC bunker gear grant. We did not receive the Firehouse Subs grant, but will continue to apply.
- We have 8 old radios that were used by the Logistics group years ago that don't work anymore, and do not have the radio channels that we use. I would like to dispose of them.

- We are working on getting our equipment inventory numbers and entering them into an inventory spreadsheet to better keep track of them. I plan to have everything inventoried by end of year, and update our depreciation sheet.
- Training – We are getting members recertified in BLS CPR this month as many of them are due by end of October. I also have started the BLS certification with Ashley and the new members. Normally the BLS training costs around \$65/person, but I am an AHA trainer and can do it for \$20/person. We are scheduling to bring cars in for extrication training, which we get donated for our training.
- The cover for the generator and propane line entering the building has been designed and material has been ordered. It will be installed prior to the end of October and will cost around \$2000. Luckily, we have people on the department who do this for a living, and a group of our members are going to come down for a work day to build it, saving us a few thousand dollars on the project.
- We have 3 people who are interested in joining the department, and we expect to be onboarding them by early November. This will increase our membership number up to 20.

Respectfully submitted, Dan Knox – GVFD Chief

COMMUNITY WILDFIRE PROTECTION PROGRAM IMPLEMENTATION TEAM REPORT

October 10, 2024

The Mitigation Volunteers have received an official letter of support from the GVM HOA in case of homeowner issues. Another letter of support has been received from the Larimer County Sheriff Department (LSCO) Wildfire Protection Program. Community Mitigation volunteers (CMV) are currently working on Bald Mountain and Manhead Roads.

The Mitigation Volunteers applied for a FRWRM Grant to purchase a tractor to haul slash for removal. The grant requires a 50% match, but the match can be from volunteer hours over a four-year period. We will not have to put up the funds up front, we can accumulate volunteer hours over the next four years to be our contribution. We anticipate the tractor costing \$35,000 to \$45,000 depending on which we choose and up to an additional \$10,000 if we get a trailer to haul the tractor to sites away from GVFD Station 2, assuming that is where we would store it.

Planned use of the big Air Curtain Burner is scheduled for the end of the week of October 14 or early the following week. The uncertainty is due to the current dry conditions. It will take about 10 days to burn the slash pile near the intersection of Green Mountain Drive and Mt Parnassus. No GVFPD or GVM HOA funds are needed for this activity. The Larimer County Commissioners, and representatives of local fire districts will be invited to observe.

Our team of applicants was awarded \$9,696,438 for the Community Wildfire Defense Grant (CWDG). The draft of the grant contract is still being worked. The Coalition of the Poudre River Watershed, the appointed manager of the grant, urges patience as we move forward.

The Community Wildfire Protection Plan Implementation Team CWPPIT has now completed 29 Wildfire Assessments, 3 more than last month. Ambassadors will continue to contact property owners to schedule and complete the requested assessments. Property owners that have had assessments will be recruited to be Wildfire Ambassadors. A new training class is planned for January 2025.

Reimbursement from Fire Adapted Colorado for our 3 iPads and supporting equipment will be submitted by October 15, 2024.

Evan Barrientos, a filmmaker in Fort Collins, finished a film about how the Pingree Hill prescribed burn and forest restoration at Drala Mountain Center helped firefighters stop a portion of the Cameron Peak Fire from moving towards Glacier View Meadows. The film will be shown in the Denver University (DU) Kennedy Mountain Campus Dining Hall at 7:00 pm Thursday, October 24. CWPP IT will help to advertise this showing on Nextdoor. A presentation of GVFPD CWPPIT activities will follow.

Four CWPPIT Ambassadors attended the Colorado Wildfire Conference in Snowmass, CO on October 1-4, 2024. Ted Sammond, Tom Hausfeld, Raina Eshleman of the LSCO presented a paper on GVFPD CWPPIT activities. It was well received. A copy of the presentation will be stored on the GVFPD website. Thank you to the GVFPD for providing the funding for this educational experience.

Sadly, Raina Eshleman of the LSCO Wildfire Protection Program has announced she is leaving her position for another opportunity. She has been instrumental in providing our Wildfire Ambassadors with the software for our iPads, and the training of our Ambassadors to use it. She has promised to continue to support us on her own time, if necessary, until a replacement is hired. CWPPIT will draft a letter to the LCSO expressing our thanks for Raina's support and stating the need for the now open position to be filled.

Tom Hausfeld
CWPP IT Coordinator