

GLACIER VIEW FIRE PROTECTION DISTRICT

BOARD PACKET

REGULAR MEETING

SEPTEMBER 16, 2024

# AGENDA

Call to Order—Roll Call  
Confirm Acceptance of the Agenda

Secretary's Report  
Approval of Minutes for June 10, 2024  
Recording Secretary Update

Treasurer's Report

Chief's Report  
Emergency Volunteers Activity Report  
Accessibility Officer Report  
Apparatus Update

CWPPIT Coordinator Report  
Non-emergency Volunteer Activity Report

Committee Reports  
Budget Committee  
SDA Briefing

Unfinished Business  
Designated Election Official Update

New Business  
SDA Annual Conference and Briefing Report  
Special Meeting—Budget Hearing Resolution

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: October 7, 2024

# Glacier View Fire Protection District

## MINUTES

for

AUGUST 12, 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: Peter Henderson (Assistant Chief) Tom Hausfeld (CWPPIT Coordinator), Henry Hudson (CWPPIT)

Public Members present: Les Thurman, Larry Peterson and Fred DeLano.

**Action** Vice President Jones requested that the Agenda be accepted. **Agreed without dissent.**

### Secretary's Report

**Action** Secretary Lamb moved to accept the Minutes of July 8, 2024 as amended by adding discussion about approval of the District's Organizational Chart and its placement in the Members' Handbook.

Director Groeteke seconded.

**Motion** Carried 4-0

Secretary Lamb reported that a Recording Secretary has not yet been appointed. Discussion followed about the role of the Recording Secretary.

### Treasurer's Report

Treasurer Thompson reported on the financial status of the District including the transfer of \$150,000 from the Capital Reserve Account to the Operations account, fee for EMT training was paid, and needed apparatus repairs were paid. The Treasurer summarized the annual P&L statement and discussed the challenges of making the accounting spreadsheets "accessible." The report of checks exceeding \$1,000, the status of banking arrangements, and progress on seeking a higher interest rate on the District's money market accounts were discussed.

**Action** Director Groeteke moved to approve the Treasurer's Report. Vice President Jones seconded.

**Motion** Carried 4-0.

Treasurer Thompson reviewed the proposed modification of financial procedures which had been Tabled during the July 8, 2024 Board meeting. This proposed policy is in the Board Packet.

**Action** Treasurer Thompson moved to approve the modified financial procedures. Vice President Jones seconded.

Discussion clarified the proposed procedures including the Treasurer's ability to make changes, conformity with the Capital Plan, and clarification of bank fee structures as applied to the District's accounts

**Motion** Carried 4-0.

### Chief's Report

Assistant Chief Henderson summarized the Chief's Report as included in the Board Packet.

Assistant Chief Henderson described his experience in working 11 days on the Alexander Mountain Fire. He described the terrain, roads, access, and mitigation situation as being similar to Glacier View; especially filings 9, 10, & 11. One of the similarities was the single evacuation road. He emphasized the importance of property owner mitigation especially in "hardening" structures ((e.g. securing roof vents) because mitigation and hardening were obviously beneficial in the case of the Alexander Mountain Fire. The work of CWPPIT volunteers was singled out as very important. Discussion explored and clarified these observations. No action.

An Accessibility Proposal was introduced as presented in the Board Packet. The Administrative Officer—serving as Accessibility Officer—presented the proposal requesting Board approval. Including an accessibility policy on the District website is required by Colorado statute.

**Action** Secretary Lamb moved to approve the Accessibility Policy. Director Groeteke seconded.

Discussion clarified necessity for Board approval and placement on the website.

**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. Discussion followed regarding storage of the trailer at Station 2, cleaning Station 2, and electrical service at Station 2. Further discussion focused on the work of CWPPIT volunteer members in assisting residents with mitigation efforts. No action.

### Budget Committee Report

Committee Chair Delano described efforts to certify the expected revenue for 2025. He described that while revenue is \$50,000 above this year's budget there remains a question of whether or not this level of revenue will be distributed to the District in 2025. The Committee is expecting a decrease of 5% which Chair Delano said was within the committee's planning margins with the current budget being conservative with regard to revenue expectations.

Chair Delano discussed the status of the propane contract and indicated that price is set at \$2.00/gallon now and contract discussions will begin soon.

He said that the Budget Committee will be prepared to make a presentation at the Board's Work Session on September 16, 2024.

Chair Delano recommended that a presentation on the Special District Association's (SDA) briefing be set on the agenda for September 16, 2024.

Action Setting the SDA report for the September 16, 2024 agenda was approved without dissent.

### Vice President's Report

Vice President Jones reported that the search for a volunteer Designated Election Official (DEO) is continuing. He described the procedures and history of DEOs in surrounding Districts, indicating that it is very rare to have a contested election for Board members.

### Sourcewell

The status of correspondence with Sourcewell was described as no further developments. The apparatus purchase is proceeding. The Sourcewell correspondence was discussed. The Treasurer recommended that there was no benefit to the District to pursue this correspondence. **No action.**

### Public Hearing

Vice President described the requirements for setting a Public Hearing on the District's budget. Colorado statutes establishes rules regarding scheduling and conducting Public Hearings. One of those rules is the requirement for the Board to pass a resolution setting the Hearing date and purpose. The plan is to set the Public Hearing for September or October, 2024. No action

### Public Comments

No comments

### Directors' Comments

Treasurer Thompson said that he very much appreciated the presentation by Assistant Chief Henderson and the work of the Budget Committee.

Secretary Lamb indicated that he thought highly of the Chief's report, work of the CWPPIT, and Budget Committee.

Director Groetke observed that the high quality of the work done by the emergency operations part of the District and the work of the CWPPIT was appreciated. He also singled out the work of the Budget Committee for praise.

Vice President Jones hoped that we could take advantage of the Cedar Park Tour (Alexander Mountain Fire) that might be scheduled. It would be an advantage to actually see the situation that Assistant Chief Henderson described. He also praised the District's emergency operations.

He remarked that the possible changes in statutes and regulations present the District with uncertainty as it plans for the future.

Adjournment

**Action** Director Groeteke moved to adjourn. Treasurer Thompson seconded.

**Motion** carried 4-0

Vice President Jones adjourned the meeting at 8:24pm

**Board Actions**

Modified Financial Procedures

Accessibility Policy

SDA Financial Briefing Report Set for September Agenda

SDA Conference Report Set for September Agenda

**TREASURER'S REPORT**

Treasurer Thompson provided the Treasurer's Report including the Balance Sheet the Annual Profit & Loss Statement to date for August 31, 2024. The reports provided were reviewed.

**Highlights from the Balance Sheet August 31, 2024**

Operating Account Balance \$293,595.68

Money Market Account Balance \$356,208.73

Total Assets \$1,469,246.87

**Highlights from the Annual Profit & Loss Statement August 31, 2024**

Total Available Income \$278,317.41

Total Expenses \$194,457.48

Net Other Income \$10,159.17

Net Income 94,019.10

## CHIEF'S REPORT

### *ACCESSIBILITY OFFICER'S REPORT AND REQUEST FOR APPROVAL*

#### 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 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.

## CWPPIT REPORT

Glacier View Fire Protection District

Community Wildfire Protection Plan Implementation Team

CWPP IT August Monthly Report to the GVFPD Board

September 11, 2024

The Mitigation Volunteers have installed decals with the GVFPD logo and name on the side of the new dump trailer. Also, we have magnetic signs with the logo that we can put on our vehicles when doing assessments. Thanks to Chief Knox for helping make both of these happen. We have also received the reimbursement from Larimer County OEM for the price of the trailer. We asked the GVM HOA for an official letter of support in case of homeowner issues. We should see action at October 16th HOA meeting. They are currently working on Bald Mountain and Manhead Roads.

There will be a 2025 budget request for \$500 for tool maintenance and repair for the Mitigation Volunteers.

The Mitigation Volunteers will apply 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 might have to put up the funds up front, and be reimbursed as we collect hours. 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. We are investigating the details of the grant.

Planned use of the big Air Curtain Burner is tentatively scheduled for early October.

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 CWPP IT has completed 26 Wildfire Assessments! Our 2024 goal was to complete 25. We have nine trained Ambassadors, with another expressing interest. We have requests for 25 more Assessments, after the successful recruiting by the Triage Training Team. Ambassadors will continue to contact property owners to schedule and complete the requested assessments.

We received a \$500 grant check from Larimer County OEM for a Micro Grant in support of our Firewise event.

Poudre Canyon FPD has contracted with Crystal Lakes FPD to present a Chain Saw Safety Class Saturday, September 14th, from 10:00-11:30 am, at the Poudre Canyon Firehouse #2 on Hwy 14 west of Rustic. Registration information is on Next Door.



Evan Barrientos, a filmmaker in Fort Collins, just 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 CWPP Team expressed interest in screening that film in the Glacier View Fire Protection District. The film will be shown in the DU Kennedy Mountain Campus Dining Hall at 7:00 pm Thursday, October 24. CWPP IT will help to advertise this showing on Nextdoor.

Four CWPP Ambassadors will attend the Colorado Wildfire Conference in Snowmass, CO on October 1-4, 2024. Ted Sammond, Henry Hudson, Tom Hausfeld, along with Raina Eshleman of the Larimer County Sheriff's Office will also present a paper on GVFPD CWPP activities.

Tom Hausfeld

CWPP IT Coordinator