

# GLACIER VIEW FIRE PROTECTION DISTRICT BOARD PACKET

JULY 8, 2024

## AGENDA

July 8, 2024

Call to Order—Roll Call

Confirm Acceptance of the Agenda

- A. Secretary's Report
  - 1. Approval of Minutes for June 10, 2024
  - 2. Recording Secretary.
- B. Treasurer's Report
  - 1. Approval of the Treasurer's Report
    - a. Balance sheet
    - b. P&L detail
    - c. Checks over \$1,000
    - d. GVFPD Visa expenditures
    - e. Donations received
    - f. P&L-Budget vs. Monthly actual expenditures
    - g. P&L-Budget overview vs actual year-to-date
    - h. Money Market transfers
    - i. Review of District Credit Cards
- C. Chief's Report
  - 1. Emergency Volunteers Activity Report
  - 2. Accessibility Officer
- D. CWPPIT Coordinator's Report
  - 1. Non-emergency Volunteer Activity Report
- E. Committee Reports
  - 1. Apparatus
  - 2. Budget Committee
- F. Unfinished Business
  - 1. Status of Letter to Sourcewell
  - 2. Revised Organizational Chart
- G. New Business
  - 1. Website accessibility policy

2. Website policy on public interest announcements
3. Designated Election Official.

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.

- H. Public Comments
- I. Directors' Comments
- J. Adjournment

Next scheduled Board Meeting: August 12, 2024

## MINUTES

For June 10, 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,

Excused Absence: Director Groeteke.

Fire Department Members present: Dan Knox (Chief), Tom Hausfeld (CWPPIT Coordinator), Kathy Hudson (CWPPIT), Ted Smmonds (CWPPIT) and Henry Hudson (CWPPIT).

Public Members present: Linda Petrie, and Jim Petrie.

**Action** President requested that the Agenda be accepted as presented in the Board Packet. Agreed without dissent.

1. Secretary's Report

**Action** Secretary Lamb moved to accept the Minutes of May 8, 2024 as presented. Vice President Jones seconded.

Motion Carried 4-0

Secretary Lamb raised the need for an Accessibility Officer and Designated Election Official. General discussion followed. These positions will be added to the July, 2024, GVFPD Board Agenda.

2. Treasurer's Report

Treasurer Thompson distributed a detailed report that was added to the Board Packet for June 10, 2024\*. Treasurer Thompson reported that \$450,000 had been moved from the GVFPD money market account into the Midwest CD to cover the initial expenses in building the two trucks. He also indicated that there is a great need to increase the Capital Reserve to achieve goals. The Budget Committee is examining the 10 year facilities plan and may recommend changes. The Treasurer also reported on the credit cards currently held by members of the GVFPD. The Treasurer proposed that the credit card currently in the name of Cheryl Franz be canceled, a new card be instated for the Administrative Officer (AO) and the AO be named as the authorized to manage the accounts.

**Action** Treasurer Thompson moved that the Treasurer be appointed to be the Authorized Representative of the District for credit card accounts at 1st Bank. President Burk seconded.  
Motion carried 4-0.

**Action** Treasurer Thompson moved to increase the credit card held by the Chief to a limit of \$5,000, increase the credit card held by the Administrative Officer to a limit of \$5,000, designate the Administrative Officer as the GVFPD's Authorized Representative, and delete the credit card held in the name of the previous District Administrator. President Burk seconded.  
Motion carried 4-0

**Action** Treasurer Thompson moved to approve the Treasurer's Report as presented and to change the Agenda for the June 10, 2024 meeting to show 2024 as the year of items in the Treasurer's Report. Vice President Jones seconded.  
Motion Carried 4-0

### 3. Chief's Report

Chief Knox reported that Ashley Johnson has been hired at the permanent Administrative Officer (AO). He summarized the Chief's Report which was included in the Board Packet\*. He indicated that he was working with the AO to build a "vendor list" so that the vendors commonly used by the GVFPD are available in the office. The Chief also described the CenturyLink phone bill and actions taken to reduce that monthly statement by about \$100/month. The Chief and AO are investigating the option of switching the GVFPD's Internet service from CenturyLink to Starlink.

4. 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.

## 5. Committee Reports

The Budget Committee Report was presented by Vice President Jones. He asked for Board Members to indicate their priorities for future planning. The resulting list included: Training, Safety, Interest earnings on accounts, Training facility in cooperation with other Districts, Funding for apparatus purchase, Increase in pension, CWPPIT stipend expense per call, Vehicle allowance or stipend per call for Chief, Cooperation with other Districts over a long term.

Sourcewell Letter: The draft letter to Sourcewell was presented as included in the Board Packet\*. Discussion followed.

**Action** Vice President Jones moved to approve the letter as written. Treasurer Thompson seconded.

Motion carried 4-0

Public Comments:

No comments

Directors Comments:

Treasurer Thompson said that he appreciated the effort involved and the successful conclusion of the Member Handbook.

Secretary Lamb thanked the members for their efforts and indicated that the revised Organizational Chart prepared by the Chief has been added to the official Member Handbook which is kept in the locked GVFPD storeroom. He distributed a copy of the Organizational Chart and said that approval of the Organizational Chart would be included in the July, 2024, GVFPD Board Agenda.

Vice President Jones said that he was sorry to have missed the Firewise event and praised the District's volunteers as doing very well. He was thankful for the CWDT award but urged patience as decisions are made on distribution of the funds. Vice President Jones expressed hope for future coordination with surrounding Districts. President Burk Praised the Firewise event. He thanked the volunteers for their excellent planning and management and observed the importance of continuing with public education.

Adjournment

Treasurer Thompson moved to adjourn. Vice President Jones seconded.

Motion Carried 4-0

President Burk declared the meeting adjourned at 8:24pm.

## Board Actions

- Increase credit card limits, add Treasurer & Administrative Officer as District representatives for banking.
- Add approval of the revised GVFPD organizational chart to the July, 2024 meeting.
- Approved letter to Sourcewell.

Respectfully submitted

Berton Lee Lamb Secretary

## Secretary's Report

July 8, 2024

### *Recording Secretary*

Accurately recording the minutes of Board meetings and helping the Secretary fully participate in Board discussions are both important. To facilitate achieving both of these goals, it is suggested that the Secretary seek a volunteer to be a Recording Secretary to help keep notes during Board meetings. It is also suggested that the Recording Secretary become familiar with the GVFPD filing and document storage procedures so that there is back-up support.

Draft Motion: "Approve the draft job description for Recording Secretary (RC), establish a volunteer Recording Secretary position under the Administrative Officer. Direct the Secretary in coordination with the Administrative Officer to advertise for a volunteer to fill the RC position and select a volunteer to fill the position."

### *GLACIER VIEW FIRE PROTECTION DISTRICT*

#### *Recording Secretary*

Volunteer

Job Description

**Purpose:**

The Recording Secretary (RC) takes notes during GVFPD Board Meetings and coordinates with the Secretary in the preparation of Minutes of those meetings. The Recording Secretary is familiar with the record-keeping system of the GVFPD office.

**Qualifications:**

Must be a minimum of 18 years of age  
Must have a valid CO Driver's License  
Must pass a District background check

Must have a High School Diploma or GED equivalent

The RC cannot have been convicted of any felony or any misdemeanor involving moral turpitude under the laws of the State of Colorado or any other jurisdiction

It is preferred that the RC is a resident of the GVFPD. However the RC may be a resident of surrounding areas.

The RC must have a good work ethic as evidenced by being dependable, self-motivated, and able to conduct themselves in a professional manor. Good recording and handwriting skills and ability to use Microsoft Word software are important.

**Scope:**

The RC is responsible for compliance with the GVFPD Member Handbook. The RC is a non-emergency volunteer of the GVFPD and the position is shown under the Administrative Officer on the GVFPD organizational chart.

The expected monthly volunteer time is five to 10 hours.

**Job Summary:**

The RC will be familiar with the approved minutes of GVFPD Board Meetings from January 2024 to present and able to prepare notes in a similar format Word file.

**Duties:**

The RC coordinates with the GVFPD Secretary to prepare notes of the actions taken by the GVFPD Board and presents those notes to the Secretary in a timely manner.

The RC maintains familiarity with GVFPD office filing and record-keeping practices so that the RC can assist the Secretary.

**Supervision:**

The RC is appointed by the Secretary of the GVFPD. Performance reviews are conducted by the Administrative Officer. The Secretary directs the work of the RC and provides feedback to the Administrative Officer for performance reviews.

## TREASURER'S REPORT

NOTE: We are not able to make spreadsheets compliant with laws requiring accessibility of website documents at this time. We will find a way to make spreadsheets compliant before publishing to our website. Spreadsheets from this meeting can be requested from the Administrative Officer Ashley Johnson.

# CHIEF'S REPORT

JUNE 8, 2024

*EMERGENCY VOLUNTEER ACTIVITY REPORT ACCESSIBILITY OFFICER (HB21-1110)*

*Community Wildfire Protection Plan Implementation Team Monthly Report to the GVFPD Board*

July 3, 2024

The Mitigation Volunteers have enjoyed using their new trailer to haul slash to GVM slash piles. They have heard concerns about filing up the slash piles, and are looking for a letter of support from the GVM HOA Board to continue their work. The reimbursement request for the trailer has been submitted to the Larimer County OEM. A request to reimburse Henry Hudson for a ball hitch he purchased to haul the trailer with his own truck has been approved. The plan is for the trailer to be stored indoors at Fire Station #2.

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 nine trained Ambassadors. We have requests for 35 GVFPD Wildfire Assessments. 16 have already been completed. Ambassadors will continue to contact property owners to schedule and complete the requested assessments. Sue Hewitt is working with Jennifer Rivas of the Pinewood Springs Fire Protection District in Lyons on how to use Streamline software to improve our website. She will be coordinating with Chief Knox and Administrator Ashley Johnson to make this happen. Some Firewise raffle prizes have not yet been picked up. Diana Reeves will contact winners once again.

Another meeting with Camille Millard of the Larimer County Office of Emergency Management was held to discuss an Emergency Evacuation Drill. Such a drill will use the LETA Emergency Notification Network to alert property owners at the start of a pre-announced drill. Only a portion of GVFPD property owners would be notified at this first Emergency Evacuation Drill, as a first trial. They would be asked to grab (or pack quickly) a go bag, and leave immediately for an evacuation site. The Livermore Community Hall will be used for this evacuation site. A date of Saturday, August 10, 2024 has been confirmed.

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 Glacier View Meadows.

He would not charge a fee. His ask would just be that GVFPD arranges the venue, organizes the event, and recruits attendees. Tom Hausfeld has talked to DU about screening the film at their Mountain Campus. They are interested, and are looking for a date.

Tom Hausfeld CWPPIT Coordinator  
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## COMMITTEE REPORTS

JUNE 8, 2024

### *APPARATUS COMMITTEE BUDGET COMMITTEE*

None

### *BUDGET COMMITTEE REPORT- July 8, 2024*

Fred DeLano, David Thompson, Ashley Johnson, Warren Jones  
The Budget Committee met July 3, 2024. Chief Dan Knox was absent due to illness.

The Budgeting process was reviewed. Expected 2024 Revenue, as set by law is right on target with 80% received. Expenses are on target with no exceptions noted for 2024. Each 2025 Budget expense category was reviewed as projected. Expense categories requiring additional input are

1. #528 Election Expense
2. #533 Building Capital (Exhaust System & Station 2 Water Storage)
3. #540 Communications
4. #601 Fire Fighting Supplies & Wildland Fire Expense
5. #710 Alliance

A Work-in-Progress Draft copy of the 2025 Budget is provided for the Boards review. Ashley provided the current bank balances for the Operating account as of July 3, 2024 of \$294,000. Projected Operating Balance year-end is \$306,254.

**BOARD ACTION:** Approve transfer of \$150,000 from Operations to Capital Equipment Reserve Account. (Increase Interest Earnings. At least \$100,000 required for Apparatus Payment)

The proposed 2024 Budget Calendar or 2025 Budget, Board Approval:

NOTE: We are not able to make spreadsheets compliant with laws requiring accessibility of website documents at this time. We will find a way to make spreadsheets compliant before publishing to our website. The proposed 2024 Budget Calendar or 2025 Budget is available upon request from the GVFD Administrative Officer.

- August 12 Board meeting Preliminary 2025 Budget numbers.
- September 9 GVFPD Board Meeting 7:00 p.m. review Preliminary Proposed budget.
- August 25 County Assessor certification of new Valuations to GVFPD
- September 9 Board Workshop on Preliminary Proposed 2025 Budget 6:00 p.m.
- October 14 GVFPD Board Meeting Budget Committee submit Proposed 2025 Budget
- November 11 Public "Notice of Budget"
- December Certification of Mil Levy, File 2025 Budget with DOLA.

## UNFINISHED BUSINESS

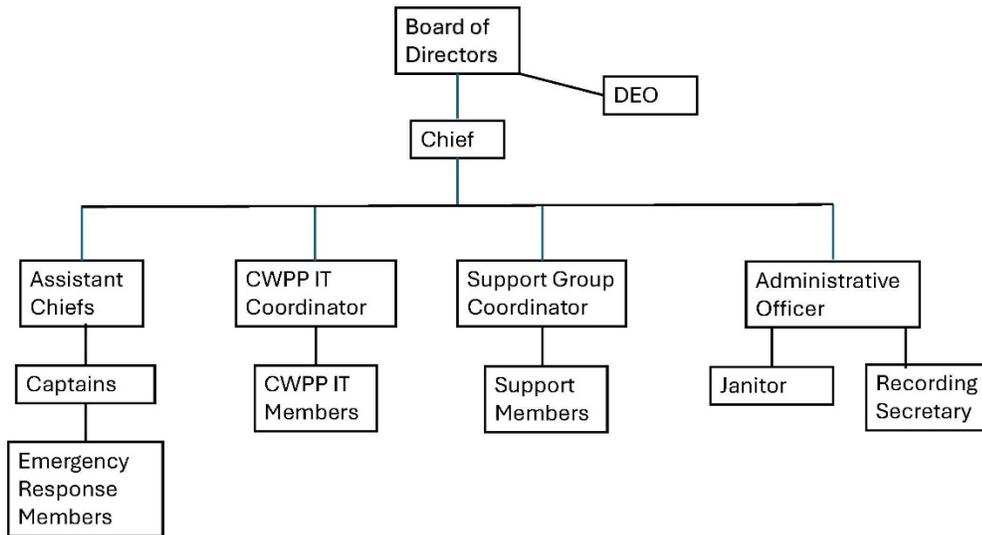
### *STATUS OF THE SOURCEWELL LETTER*

### *REVISED ORGANIZATIONAL CHART*

This organizational chart has been approved by the Chief and included as the last page of the Handbook subject to approval by the Board.

**Draft Motion:** "Amend the revised organizational chart to show the Recording Secretary under the Administrative Officer, approve the amended organizational chart, and direct the Secretary to include the approved chart as the last page of the Handbook."

**Glacier View Fire Protection District Organizational Chart**



## NEW BUSINESS

### *WEBSITE ACCESSIBILITY POLICY*

Special Districts are now required to publish a Website Accessibility Policy online.  
**Draft Motion:** “Direct the Administrative Officer/Accessibility Officer to prepare a draft Accessibility Policy for Board approval no later than August 12, 2024.”

### *WEBSITE POLICY ON PUBLIC SERVICE ANNOUNCEMENTS*

The GVFPD office has received requests to publish on our public service announcements on the GVFPD website. Such announcements might include a blurb from the Glacier View Meadows Homeowners Association, or a non-governmental organization such as the Lions Club.

**Draft Motion:** “Direct the Secretary in coordination with the Administrative Officer to draft a public service announcements policy for Board approval no later than August 12, 2024.”

## *DESIGNATED ELECTION OFFICIAL*

GVFPD has an election cycle coming up in the first quarter of 2025. Time is required to find a suitable Designated Election Official (DEO) and allow that person to become familiar with the rules and regulations which must be followed. The DEO works directly for the Board.

**Draft Motion:** "Authorize the Vice President to open a search for a volunteer Designated Election Official and to present the selected candidate to the GVFPD Board for approval no later than September 9, 2024. The position of Designated Election Official shall report monthly at regular meetings of the GVFPD Board. The Designated Election Official serves under the approved Job Description and the organizational chart of the District."

### *Glacier View Fire Protection District Designated Election Official*

#### *Contractor or Volunteer*

#### Job Description

##### **Purpose:**

The Designated Election Official (DEO) supervises election duties [2023 Election Manual, 1-13.5-103. Definitions (2)].

##### **Qualifications:**

Must be a minimum of 18 years of age  
Must have a valid CO Driver's License  
Must pass a District background check

Must have a High School Diploma or GED equivalent

The DEO cannot have been convicted of any felony or any misdemeanor involving moral turpitude under the laws of the State of Colorado or any other jurisdiction  
It is preferred that the DEO is a resident of the GVFPD because residence in the District will ensure familiarity with surrounding agencies. However the DEO may be a resident of surrounding areas.

The DEO must have a good work ethic as evidenced by being dependable, self-motivated, and able to conduct themselves in a professional manor. Good communication skills are important.

##### **Scope:**

The DEO is appointed by the Board of the GVFPD. The DEO is responsible for compliance with the laws governing the conduct of Special District Elections.

##### **Job Summary:**

The DEO will be familiar with Colorado State Statutes especially the Local Government

##### **Election Code:**

1-13.5-108. Powers of designated election official:

(1) Except as otherwise provided in this article, the DEO shall render all interpretations and

shall make all initial decisions as to controversies or other matters arising in the operation of this article.

(2) All powers and authority granted to the DEO by this article may be exercised by a deputy DEO in the absence of the designated election official or in the event the designated election official is unable to perform the duties.

**Duties:**

Elections of Board of Directors and Special Elections

- a. Prepare for Election process of either Board of Directors election or November General Election, or Special Elections
- b. Work with SDA in following Special District Election for Board of Directors as referenced in the SDA Board Member Manual,
- c. Maintain and verify Fire District addresses as distributed by Larimer County, and
- d. Prepare, Maintain, and File all appropriate documentation regarding all aspects of the election process as established by Larimer County, DOLA, and SDA for GVFPD.