

GLACIER VIEW FIRE PROTECTION DISTRICT

BOARD PACKET

August 12, 2024

GLACIER VIEW FIRE PROTECTION DISTRICT

Agenda

August 12, 2024

Call to Order—Roll Call

Confirm Acceptance of the Agenda

Secretary's Report

- Approval of Minutes for July 8, 2024
- Recording Secretary Update Report

Treasurer's Report

- Report
- Proposed Change in Banking Procedures

Chief's Report

- Emergency Volunteers Activity Report
- Accessibility Officer Recommended Policy

CWPPIT Coordinator Report

- Non-emergency Volunteer Activity Report

Committee Reports

- Apparatus
- Budget Committee

Unfinished Business

- Vice President's Report: Update on Designated Election Official
- Sourcewell letter update

New Business

Public Hearing on the Budget

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: September 16, 2024 at 7:00pm

Board Work Session: September 16, 2024 at 6:00pm

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.

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 Groteke 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

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.

TREASURER'S REPORT

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

Highlights from the Balance Sheet July 31, 2024

Operating Account Balance-\$293,595.68

Money Market Account Balance- \$356,208.73

Total Assets-\$1,476,772.87

Highlights from the Annual Profit & Loss Statement July 31, 2024

Total Available Income -\$260,366.20

Total Expenses -\$90,171.76

Net Other Income -\$9,450.34

Net Income-\$100,168.10

PROPOSAL TO MODIFY GVFPD'S FINANCIAL PROCEDURES

July 8, 2024

The Board has expressed interest in optimizing Glacier View Fire Protection District's (GVFPD) investment accounts by researching financial institutions to see if rates and services can be improved.

Therefore, I propose the following policy change to our financial procedures:

Policy Proposal for the Treasurer to:

- Evaluate every five years the efficacy of GVFPD's bank relating to rates and other services and make recommendations to the Board for proposed changes, if any.
- Allow the Treasurer to optimize the structure of account to maximize return to the GVFPD. This may include negotiating with the financial institutions and executing short term accessible without penalty instruments, e.g., six month or longer CDs, without having to return to the Board for approval.

CHIEF'S REPORT

To: Glacier View Fire District Board Members

August 2024 Chief Report

- GVFD ran 13 calls in July. 7 medicals, 2 MVAs, 1 smoke reports, 1 mutual aid, 1 wildfire and 1 Public Service

Administration/facilities

- Starlink is installed and running, working on correcting Century Link billing still.
- Registered members for EMT and SDA training and lodging.
- Assisting Board Member Lamb with finding a Recording Secretary.
- Working with Board Member Jones on the DEO project
- Working on the ADA Compliance.
- Other daily administrative duties.

Operations

- All apparatus has gone in for annual maintenance except Rescue 3. It is scheduled for mid Aug.
- Tender 1 needs the fuel injectors rebuilt, the fuel pump was rebuilt 2 years ago. We will take it in for repair in September, and it will be out of service for 2 weeks while the injectors are rebuilt. E302 will be used in its place during the rebuild, and we can ask to use Livermore's reserve structure engine if needed. Cost will be approximately \$3000.
- Apparatus update –. Everything is still on track. We are working creating a list of what we can move from E1 and T1 to the new apparatus, and what we will need to buy.

- Grants- Firehouse grant has been applied for the UTV. We are starting the process for applying for grants for the Exhaust system and station 2 water tank system to be installed next year.
- The National Forest has enacted Stage 2 Fire restrictions and Larimer County has enacted fire restrictions as of July 31. We have posted the info on social media and have copies of the regulations to hand out to community members. We will continue to monitor and update as fire restrictions are enacted or change.
- The new radios are in, we are currently getting them inventoried and placing them in service. Larimer County has added a second Fire Channel (LCFire2) for use now, we will have them come up and program it into the apparatus radios this month when they come tune them. They don't charge us that.
- We are working on creating a new and accurate inventory list. We have purchased numbered inventory stickers for GVFPD property/equipment. This will assist us with updating the depreciation list. We are targeting completion by November.

Respectfully submitted,

Dan Knox – GVFD Chief

ACCESSIBILITY OFFICER'S PROPOSAL

Accessibility Officer Request for Board Approval

We currently have 208 files on our website that are not ADA accessible and 10 documents that are ADA accessible. Everything posted after July 1, 2024 is currently ADA accessible.

To begin the process of becoming ADA Compliant I recommend we take the following actions

- We simplify our Agendas, Meeting Minutes, and Board Packets to ease the transition and learning curve of how to make these documents ADA compliant. I recommend developing document formats that are easily made ADA accessible.
- We avoid using colored fonts, and highlighted sections. Adobe recommends using black fonts for maximum color contrast.
- We remove lines or other decorative items from our documents and spreadsheets.
- We simplify the Treasurers Reports to the Balance Sheet and Profit & Loss Overview vs. Actual +/- Year to Date.
- We remove all budget codes for each line item. For example: 401 Property Taxes would be listed as Property Taxes.
- We present Budget Packets that are limited to the proposed budget values for 2025 instead of the entire budget worksheet.
- We do not include any PDF documents from outside sources in our Board Packets because we cannot guarantee they are ADA accessible.
- We systematically tackle the files on our website that are not ADA compliant.
- We temporarily archive all PDFs of our Agendas, Meeting Minutes, and Board Packets before January 2024. They will still be available on the website with an option to request a copy that is ADA accessible, but no longer counts against as not accessible.

- We should delete old files that are not available on the website. For instance, I have deleted a draft of an agenda that has been replaced with a final agenda. I will seek guidance on what to do with documents pertaining to our past elections that are no longer posted like old nominations forms.
- We focus on making Agendas and Meeting Minutes accessible first before starting on the Board Packets.
- We evaluate the need to keep documents posted online that are greater than 3 years old, by reviewing the content page views by streamline or other analytics over the next six months.

CWPPIT COORDINATOR'S REPORT

Glacier View Fire Protection District

Community Wildfire Protection Plan Implementation Team

CWPP IT August Monthly Report to the GVFPD Board

August 7, 2024

The Mitigation Volunteers have moved their new trailer to Fire House #2. License registration and insurance paperwork is stored with the trailer. License plates and stickers have been installed. The reimbursement request for the funds used to purchase the trailer has been submitted to the Larimer County OEM, but payment has been delayed due to the recent fires in Larimer County.

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. 21 have already been completed. Ambassadors will continue to contact property owners to schedule and complete the requested assessments.

Poudre Canyon FPD has contracted with Crystal Lakes FPD to present a Chain Saw Safety Class Wednesday, August 21st, from 7:00-8:30 pm, or 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.

Sue Hewitt is working with Ashley Johnson on how to use Streamline software to improve our website. They will be coordinating with Chief Knox to make this happen.

The Emergency Evacuation Drill with the Larimer County Office of Emergency Management scheduled for Saturday, August 10 was cancelled, since many of the participants are busy with the Alexander Mountain Fire. It will be rescheduled for another time.

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. There was a tentative date set, but DU is requesting a surprising \$100 rental fee that needs to be addressed.

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