



MINUTES  
for  
May 13, 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, and Director Groeteke.

**Fire Department Members present:** Jim Perry (Assistant Chief), Tom Hausfeld (CWPPIT Coordinator), Kathy Hudson (CWPPIT), and Henry Hudson (CWPPIT), Ted Sammond (CWPPIT), Dave Koster (CWPPIT) .

**Public Members present:** Fred Delano (Budget Committee), Linda Petrie (CMV), and Jim Petrie (CMV).

**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 April 8, 2024, as presented in the Board Packet\* President Burk seconded. Correction on page 5 of the April 8, 2024, minutes to add Vice President Jones to the Budget Committee. Correction made without dissent. Discussion arose regarding the spreadsheet that had been requested from Sourcewell in two

earlier Board Meetings but which had not yet been presented to the Board (See Minutes of March 11, 2024 and April 8, 2024).

Motion Carried 5-0.

## 2. Treasurer's Report

**Action** Treasurer Thompson distributed and discussed a detailed report that was added to the Board Packet for May 13, 2024\*. President Burk moved to accept the Treasurer's Report. Vice President Jones seconded. Treasurer Thompson described the process for recording the transfer of funds from the District's money market account to the operating account from which funds in the amount of \$450,000 were paid into a Certificate of Deposit to compensate Midwest for expense of building two trucks. Treasurer Thompson also presented an analysis comparing income from property tax revenue in 2024 with 2023. He indicated that so far income has increased by over \$100,000 compared with last year which probably reflected increased property valuations. Revenue transfers to the Capital Account will appear in next month's report. Although the total income is 217% over what was expected, the Treasurer advised that he would not yet suggest relying on that income because the State of Colorado is working on revisions to property tax allocations. A question about District credit cards was raised because the Temporary Administrative Officer is not able to obtain a credit card.

Motion carried 5-0

**Action** President Burk requested that the Treasurer review the credit cards held by the District and make a presentation to the Board at the June 10, 2024, regular Board meeting reflecting the status of the currently held credit cards and recommending needed actions. President Burk asked that this topic be added to the June 10, 2024, Board Meeting Agenda. This request was accepted without dissent. Secretary Lamb moved to approve this request. Vice President Jones seconded.

Motion carried 5-0.

## 3. Chief's Report

Assistant Chief James Perry summarized the Chief's report as presented in the Board Packet.\*

Assistant Chief Perry introduced the Fire & Police Pension Association (FPPA) affiliation form and resolution formally associating the District with the FPPA.

**Action** President Burk read the Affiliation Agreement resolution aloud. Vice President Jones moved to approve the resolution as read and direct the Chief and Temporary Administrative Officer to execute the form dated May 13, 2024. President Burk seconded. There was discussion about how the FPPA works. The contributions from the District and emergency volunteers was explained. Also explained was the need for the GVFPD Board to serve as the FPPA Board and hold an annual meeting. It was suggested that a date for the annual FPPA Board meeting be added to the GVFPD Board meeting on June 10, 2024.

Motion carried 5-0

#### 4. Community Wildfire Protection—Implementation Team (CWPPIT) Report

CWPPIT Coordinator Tom Hausfeld summarized the CWPPIT report as presented in the Board Packet. Coordinator Hausfeld reported that Michael Ferguson (legal counsel) reviewed and approved the draft Handbook. Based on earlier Board action, approval by legal counsel constituted Board approval of the Handbook. Board members offered congratulations to the Coordinator and volunteers for a successful process.

President Burk recommended that the Administrative Officer keep the original Member Handbook stored in the locked storage room. This recommendation was agreed without dissent.

Coordinator Hausfeld continued his report by describing the success of the curtain burner demonstration. He pointed out that the Wildfire Conference is set for October, 2024, and that the CWPPIT is collaborating on a curtain burner presentation at that conference. An Emergency Evacuation Drill has been scheduled by the Larimer County Office of Emergency Management (OEM)

Coordinator Hausfeld reported that a grant of \$8,500 had been received from the OEM. It was confirmed with the OEM that the CWPPIT could accept the grant with GVFPD Board approval. The grant is a reimbursement process for the purpose of acquiring a trailer for the transfer of slash to the curtain burner and other mitigation uses.

**Action** President Burk moved to approve the grant from Larimer County OEM in the amount of \$8,500. Vice President Jones seconded. Discussion clarified that funds were in the budget to cover purchase of the

trailer and that the trailer would be stored in GVFPD Station 2. The CWPPIT Coordinator has consulted with the Chief regarding the purchase procedure and storage arrangement.

Motion Carried 5-0

#### **5. Committee Reports**

**Apparatus Committee:** Assistant Chief James Perry summarized the status of the Apparatus Committee as presented in the Chief's Report in the Board Packet.

**Administrator Committee:** The Administrator Committee consists of the Chief, GVFPD Treasurer, and GVFPD Secretary. Secretary Lamb moved that the Chief be directed to hire a permanent Administrative Officer at a starting rate of \$20-\$22/hour for 18 hours per week using the Job Description of the current temporary position as a model. Further, in no more than six months after completing the hiring, the Chief should hold a performance review with the person in the position, consider needed changes to the Job Description and report recommendations to the GVFPD board. President Burk seconded. Discussion included a description of the decision-making process used by the Committee, budgetary considerations, and expanding tasks of the Administrative Officer.

Motion Carried 5-0.

Discussion followed including a clarification that the District's generator is not shared with Glacier View Meadows homeowners' association. Additional discussion reflected in the Directors' Comments focused on Sourcewell.

**Public Comments:**  
None

**Directors Comments:**

Treasurer Thompson—expressed his appreciation for the District's volunteers.

Secretary Lamb— Thanked the District’s volunteers. He also expressed concern about the lack of a response from Sourcewell because the Board had expected to receive a “spreadsheet” to explain the escrow account. Board members wanted to know the status of that spreadsheet (see minutes of April 8, 2024).

Director Groeteke-- thanked the mitigation volunteers and the Operations division of the District for excellent work.

Vice President Jones— was very appreciative of the work of the Operations division and the adding of new members. He indicated that County Commissioner Shaddock would be holding a fire meeting on May 22, 2024. He also suggested that the SDA Conference scheduled for June 14, 2024, be added to the Board’s regular meeting agenda for June, 10, 2024.

President Burk— observed that it might be helpful for the Board to send a letter to Sourcewell regarding the Board’s frustration with Sourcewell. He suggested that approval of such a letter could be included in the agenda for the Board’s regular meeting June 10, 2024. The Chief, Secretary, and President could work to prepare the draft letter. Treasurer Thompson indicated that he would provide background information for the letter.

#### Adjournment

Treasurer Thompson moved to adjourn.

Vice President Jones seconded.

Motion Carried 5-0

President Burk declared the meeting adjourned at 20:20 hours.

Respectfully submitted



Berton Lee Lamb, Secretary

## **Board Actions**

- **Acceptance of OEM grant**
- **Status of District Credit Cards added to June Agenda**
- **Affiliation Agreement with FPPA approved.**
- **Draft letter to Sourcewell included in June Agenda**
- **Member handbook placed in locked storage room.**

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\* Link to the Board Packet for May 13, 2024:

**[https://www.glacierviewfire.gov/files/8a08431c5/  
Board+Packet+for+May+13%2C+2024+-+Updated++.pdf](https://www.glacierviewfire.gov/files/8a08431c5/Board+Packet+for+May+13%2C+2024+-+Updated++.pdf)**