

GVFPD BOARD PACKET
PART 1

DECEMBER 9, 2024

GLACIER VIEW FIRE PROTECTION DISTRICT

Agenda
December 9, 2024

Call to Order—Roll Call

Confirm Acceptance of the Agenda

Secretary's Report

- **Action:** Approval of Minutes for November, 2024

Meeting with Attorney

- **Action** 2025 Election Legal Matters & Resolutions

Treasurer's Report

Chief's Report

- Emergency Volunteers Activity Report for September & October
- **Action:** Accessibility Officer Recommended Policy

CWPP-IT Report

Committee Reports

- Budget Committee

Unfinished Business

- Strategic Planning Project for 2025

New Business

- Comparison of Insurance Providers & Policies

Public Comments

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.

Directors' Comments

Adjournment

Next scheduled Board Meeting: January 13, 2024

TREASURER'S REPORT

SEE BOARD PACKET PART 2

BUDGET PACKET

SEE BOARD PACKET PART 3

MINUTES

for

NOVEMBER 11, 2024

The Regular GVFPD Board meeting was called to order by President Burk at 7:00pm

Board of Directors Members present: President Dave Burk, Vice President Warren Jones, Treasurer David Thompson, Secretary Berton Lee Lamb, Director Steve Groeteke.

Fire Department Members present: Dan Knox (Chief), Tom Hausfeld (CWPPIT), Amari Victoria (Recording Secretary).

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

Secretary's Report

Action Secretary Lamb moved to Approve the Minutes for October 14, 2024, as corrected. Treasurer Thompson seconded. Motion carried 5-0.

Treasurer's Report

A detailed Treasurer's Report is included in the November 11, 2024 Board Packet.

Treasurer Thompson summarized the spreadsheet included in the Board Packet and described the process for summarizing the Report for inclusion as a Convenience Copy for the GVFPD website.

Action Secretary Lamb moved to Approve the Treasurer's Report. Director Groeteke seconded.

Discussion: It was noted that although a summary will be posted to the GVFPD website, the full Treasurer's Report will be available for public review upon request of the Administrative Officer.

Motion carried 5-0.

Chief's Report

Chief Dan Knox's report is included in the November 11, 2024, Board Packet.

Operations

Chief Knox reported that there were seven calls, six Emergency Medical Services (EMS) calls and one recovery.

The GVFPD Christmas party will be held on Saturday, January 11, 2024, starting at 5:00pm at the University of Denver (DU) Mountain Campus.

The Firehouse Subs grant, which is pursued/renewed every 3 years, will end in April of 2025. There will be some work involved in renewing this grant.

The Squad 2 vehicle is having some ongoing mechanical issues. It is due for replacement in 2026. However, considering the frequency of issues and cost of repairs, Chief Knox is planning to move its replacement up to Spring of 2025. Once replaced, Squad 2 will temporarily be used for hauling the CWPPIT trailer.

Training

Chief Knox noted his appreciation for Import Auto. They have been providing vehicles for Extrication Training sessions; bringing vehicles to the training, then removing them after the training is completed.

Poudre Canyon Fire Protection District has invited GVFPD to attend their vehicle extrication training session on Saturday, November 16, 2024.

Chief Knox described the advanced training included in the Incident Command System (ICS) training session—designated ICS300.

Chief Knox mentioned that UCHHealth's cooperation with EMS has been much improved since last year.

Facilities

The cover for the generator and propane line at Station 1 is complete. The cost was just over \$2000 (as estimated).

Two new Operations volunteers have joined GVFPD and will take their oath during the January 2025 Board of Directors meeting. The total number of volunteers members is now 19.

Administration

The Administrative Officer reported to Chief Knox about findings regarding insurance comparisons and GVFPD's current insurance carrier. Inquiries from the Board included the value of reviewing the insurance policy and the timing of renewal. (The policy expires in the Spring of 2025. Policy renewal occurs during March/April of 2025.); the value in receiving a comparison of costs from various providers; and setting a policy of comparing policies every 3 years. Further discussion resulted in the idea that the costs of other services (e.g. legal, banking, etc.) should be reviewed on a regular basis.

The administrative report also included an update on transferring emails from .COM to .GOV. It is estimated that the GVFPD business emails could be transitioned easily. Emails on personal servers will need to be moved by the email recipient to the new host. Those emails can then be deleted from personal accounts.

Details of the Administrative Officer's report are in the Board Packet. The good staff work was commended. Further Board discussion centered on a few portions of the proposed accessibility policy that need further review and re-wording before approval.

Action: Treasurer Thompson moved to accept the grant for the Commonlook license from the Colorado Statewide Internet Authority. Vice President Jones seconded. Discussion included clarification of whether the GVFPD Handbooks will be made accessible under this license.

Motion Carried 5-0.

Action Treasurer Thompson moved to direct Chief Knox to begin a comparison of insurance carriers and report the status of this comparison at the December 9, 2024, Board meeting. Secretary Lamb seconded. Motion carried 5-0.

Action WITHDRAWN President Burk moved approval of the Policy for Electronic Records and Website Document Retention. Secretary Lamb seconded. After discussion, President Burk withdrew his motion and Secretary Lamb withdrew his second.

CWPPIT

Coordinator Hausfeld summarized the report included in the November 11, 2024, Board Packet.

The Board discussion clarified that the CWPPIT Coordinator would contact the Glacier View Meadows (GVM) Homeowners Association (HOA) about use of the air curtain burner. It was noted that the air curtain burner benefits the HOA by eliminating open burning of the HOA's slash pile. Also asked was whether other slash piles could or should be consolidated with the GVM slash pile so that there would be a single location for slash pile burning using the curtain burner. Further clarification was sought regarding advertising for CWPPIT's work because that division of the GVFPD provides mitigation assessments to an area larger than just GVM. It was noted that the Denver University Public Information Officer (PIO) could be utilized for advertising. Discussion included whether the Ambassadors' assessments are as strict as they need to be. The Bronze, Silver and Gold level assessments were explained. The connection between assessments and insurance premiums was discussed. It was pointed out that the Gold level assessment is actually an inspection.

Committee Reports

Budget Committee

No update.

Unfinished Business

Designated Election Official (DEO): Vice President Jones introduced Steve Cummings as a candidate for DEO.

ACTION Director Groeteke moved to appoint Steve Cummings as the GVFPD Designated Election Official. Motion carried 5-0.

New Business

Strategic Planning: Vice President Jones raised the issue of strategic planning for the GVFPD. He noted that if the GVFPD Board of Directors was going to build a strategic plan for the department, the Board should begin as soon as practical. The Board discussed the difference between strategic planning and operational planning. The difference between a 3–5-year plan, and a 5+ year plan was discussed. The Board's discussion considered the benefits of these planning processes. No action was taken.

Public Comments:

Les Thurman, speaking as a District member, mentioned the progress that has been made to make things come together, to make improvements in the GVFPD.

Directors Comments:

Director Groeteke thanked the CWPPIT, and complimented its impact, as well as complimenting Administrative Officer Ashley Johnson for her work. Secretary Lamb appreciated Recording Secretary Victoria, praised CWPPIT mitigation efforts, Chief Knox, and the Administrative Officer. Treasurer Thompson mentioned appreciation for the CWPPIT mitigation volunteer group, as well as Chief Knox, and the Administrative Officer. Vice President applauded the Emergency Division of GVFPD, Recording Secretary Victoria, DEO Cummings and Budget Committee Chair Fred Delano. President Burk commented on the night and day difference in the GVFPD since he became involved, today vs. the past. He stated, "We've come a long way baby!".

Adjournment:

Action Director Groeteke moved to adjourn the regular meeting of the GVFPD Board. Vice President Jones seconded. Motion carried 5-0.

President Burk declared the meeting adjourned at 9:14pm MST.

Respectfully Submitted,

Berton Lee Lamb
Secretary
and Amari Victoria
Recording Secretary

Board Actions

Approved unanimously the Treasurer's Report.
Directed unanimously Chief Knox to begin a comparison of insurance carriers and report the status of this comparison at the December 9, 2024, meeting.
Approved unanimously the SIPA grant received by GVFPD.
Approved unanimously the appointment of Steve Cummings as the GVFPD Designated Election Official (DEO).

CHIEF'S REPORT

DECEMBER 2024

- GVFD ran 8 medical calls in November.

Administration/facilities

- The new email addresses are ready for use. Ashley sent out the log in instructions on December 5, 2024. To transfer emails to the new email accounts, it will be best to forward them to the new email accounts and then organize them there. This removes the need to provide us or the IT company with access to your personal email accounts.
- Updated GVFD website with current fire restrictions and worked with Sue to continue improving the CWPP sections.
- Finalized the Policy and Report Regarding Website Retention Policy.
- Downloaded CommonLook Programs to accept the SIPA grant. The license is good until April, not a full year like we originally thought.
- Attended trainings and meetings to learn CommonLook Office and CommonLook PDF.
- Gathered all pertinent information for the Mill Levy Certifications and Budget Packet.
- Processed all invoices and payments in a timely manner.
- Application for State Match for FPPA Contribution was approved and we received \$5,310.
- Assisted with DEO paperwork and attended training and meetings.

Operations

- The GVFPD Christmas party will be held at the DU Mountain Campus on January 11th at 5pm. We hope to see all of you there.
- The Officers are reviewing our accomplishments and non-completed projects for 2024, and we are planning projects that we would like to complete in 2025. We will present a 2024 review and 2025 plan to the board in January.
- Grants- We received over \$45,000 in grants in 2024. This included the purchase of a trailer for fire mitigation, a new stretcher for the ambulance, 6 full sets of bunker gear and 50% match to send 3 members to EMT class which will be refunded in 2025. We are looking at larger grant opportunities going forward along with the grants we already apply for each year. We are currently working on the AFG grant for 50% match on the exhaust system for the bays.
- The State has finished with the air curtain burner at the GVM slash pile, and are moving it out. It has been a great learning experience for us and the DFPC, and we look forward to having them come back next year to burn slash piles. We will talk to the GVM HOA about opening slash hauling from other residences outside of GVM, in the GVFPD district, in order to better serve the district residents. DU may also be another resource who would be willing to participate.

- We are continuing to work on numbering and entering our equipment into an inventory spreadsheet to keep track of it. I plan to have everything inventoried by the end of year.
- Training – Planning our training schedule for 2025 and we are looking for outside training opportunities. There is the Wildland Fire Academy in January in Colorado Springs, and the Colorado State Fire College at PFA in Ft Collins in June. Captain Leenerts and Asst Chief Perry are working on setting up live fire training opportunities at Evans Fire again and Loveland Fire Authority to use their training facility. We will send EMT's to EMSAC again if they are available. We would like to give members the opportunity to go to more outside training and bring back what they learned to increase our level of training and preparedness in order to better serve our community.
- I am meeting with DU Monday, Dec 9th about the emergency services/evacuation equipment station that they are building, and will update you at the board meeting.
- We have investigated the cost to replace Squad 2, and believe we can do it for \$35,000. This will give us the opportunity to apply for a 50% grant match through the Colorado State EMTS funding grant program for a new vehicle, or we can purchase a used squad for that price. I am also looking into a possibility of a 100% grant, but I don't believe we qualify for it. As I am looking into the funding opportunities, I would like to meet with Treasurer Thompson to determine our options to replace it.
- Our EMT students will be headed to Boise, Idaho from December 18 - 22 to complete their testing to become EMT's, and they should be able to start running calls as EMT's in late January or early February after they receive their NREMT certification and State licenses. We would like to wish them luck and thank them for their hard work to become EMT's. This will bring the department up to 8 EMT's.

Respectfully submitted,

Dan Knox – GVFPD Chief

Accessibility Officer Report on Website Content

December 2024

Research Regarding the Applicable Governing Statutes and Manuals Pertaining to Records Retention and Posting Requirements

I have consulted with Ann Terry with the Special Districts Association (SDA) and attended the Streamline training. I was told the board has full discretion because there is no policy regarding what board documents must be on the website or the duration of their retention. I researched the Colorado Revised Statutes to find all applicable guidance and requirements pertaining to the subject. Then consulted with an employee from Colorado State Archives to confirm I had found all applicable statutes and schedules in the Colorado Retention Manual (listed below) and was interpreting them correctly. My research confirmed their guidance, and below I have summarized what is required and the statutes that give boards the discretion to make their own decisions on this topic.

Colorado Revised Statutes Government-State Electronic Transactions (§ 24-71.3-117)
Colorado Revised Statutes Colorado Sunshine Law Part 4. Open Meetings Law (§ 24-6-402)
Colorado Revised Statutes Special Districts (§§ 32-1-104.5 and 32-1-1001)
Colorado Retention Manual Schedule 8 Governing Body Records
State of Colorado House Bill 21-1110

Required

Per Colorado Revised Statute (C.R.S. § 24-6-402), at minimum a notice of the time and place of all regular or special meetings must be posted online on a publicly accessible website no less than twenty-four hours prior to the meeting. The notice should include specific agenda information if available and free to access. The notices should be searchable by type of meeting, date of meeting, time of meeting, agenda contents, and any other category deemed appropriate by the local public body and shall consider linking the notices to any appropriate social media accounts of the local body. Per C.R.S. §32-1-104.5 Special Districts must post on their website, the date, time, and location of scheduled regular meetings for the current fiscal year by January 30th.

Per C.R.S. § 24-6-402 minutes of any meeting of a special district where formal actions occur shall be taken and promptly recorded, and such records shall be open to public inspection.

Per. C.R.S. §§ 24-6-402 and 32-1-104.5 the requirements for posting items to our website for our elections audit and budget are clearly defined. The results of our elections, audit and budget must be open to public inspection and posted on our website.

C.R.S. § 24-6-402 also clearly states that electronic mail between elected officials with discussion, debate, or exchange of ideas, either generally or specifically, related to the essence of any public policy proposition, specific proposal, or any other matter being considered by the governing entity shall be open to public inspection.

Discretion

The statutes do not mandate specific requirements regarding the duration for which meeting agendas or minutes must be maintained on the website.

Per C.R.S. §32-1-1001 the Special District may authorize the use of electronic records and electronic signatures and adopt rules, standards, policies, and procedures for their use pursuant to article 71.3 of title 24, C.R.S. C.R.S §24-71.3-117 gives the Special District the general power to determine the extent to which it will create and retain electronic records and electronic signatures.

Recommended Board Actions

Agendas, Minutes & Packets: The policy of the Board should be that agendas, meeting minutes, and board packets that are posted to the web are defined as “convenience copies” made available to the public.

Convenience Copies: The policy of the Board should be that convenience copies be retained for one year in conformance with Colorado Retention Manual Schedule 8 Governing Body Records which says that copies created for convenience should be retained for one year. The convenience copy can be edited as needed to meet the accessibility requirements of Colorado House Bill 21-1110.

Electronic Signatures: The policy of the Board should be that electronic signatures may be used for the Secretary’s certification of approved meeting minutes of the Glacier View Fire Protection District Board meetings. This policy allows an electronic signature of the Secretary to certify that the minutes have been approved by the Board.

Board Packets: The Board should be in compliance with Colorado Retention Manual Schedule 8. Governing Body Records. Board Packets fall into the category of Routine Supporting Documentation Submitted at Meetings. These documents have a retention period of one year plus the current year after a meeting. This requires that a summary description is included in the approved minutes. This allows the Board to summarize as needed for the convenience copy posted on the District’s website,

Treasurer’s Report: The policy of the Board regarding the Treasurer’s Report and reference documents—that are not ADA compliant—should be that they are summarized on the website and a full version of these documents is retained and available to the public upon request.

Elections: The policy of the Board should be that the District adapt reporting of election results, audit and budget notices in a format that meets the accessibility requirements of Colorado House Bill 21-1110. Furthermore, where possible, when using documents from sources such as Larimer County or the State of Colorado, the policy of the Board should be to request ADA compliant versions from outside government entities.

Email: The policy of the Board should be to retain all electronic mail containing discussion, debate, or exchange of ideas—either generally or specifically—between two board members, related to the essence of any public policy proposition, specific proposal, or any other matter being considered by the Board of the Glacier View Fire Protection District. Furthermore, electronic emails shall be forwarded to the official GVFPD email accounts for each board position to allow for open and public inspection.

Recommendation

Policy for Electronic Records and Website Document Retention

The official records of meetings including agenda, minutes and board packets will be the original hard copies stored in the Minutes binder, organized by year. Official records of the meeting minutes will be accepted with an electronic signature from the Secretary of the Board. These records will be open for public inspection at the Glacier View Fire Station #1 during office hours of the Administrative Officer or by appointment.

Website versions of the agenda, meeting minutes, and board packets will be considered convenience copies. The Board may modify the convenience copies as needed to meet WCAG 2.1AA standards and the convenience copies will be available online for one year plus the current year.

Notice of the time and place for all regular or special meetings will be the agenda posted on *glacierviewfire.gov* website no less than twenty-four hours prior to holding the meeting.

The Treasurer's Report in the official board packet will have hard copies of the Balance Sheet, Profit & Loss Overview vs. Actual +/- Year to Date and Checks over \$1000 dollars, but will not be included in the convenience copies. Instead, the Treasurer's report in the convenience copy will be a written summary describing key points from the financial statements.

Convenience copies of the agenda, meeting minutes, and board packets will be available for the current year plus one year prior. Convenience copies will be removed annually at the start of the year. For example, in January of 2025, all convenience copies from 2023 will be removed from the website. Convenience copies from 2024 will remain available on the website until January 2026.

Website posting of the information pertaining to the election and audit and budget will be in conformance with the requirements outlined by the Sunshine Law (C.R.S § 24-6-402) and Special Districts Act (§§ 32-1-104.5 and 32-1-1001).

Electronic mail between two board members containing discussion, debate, or exchange of ideas, either generally or specifically, related to the essence of any public policy proposition, specific proposal, or any other matter being considered by the governing entity between board members will be forwarded to the official GVFPD email account for each board position to allow for open and public inspection and continuity between elected officials. Electronic mail between three board members would constitute a meeting and the Glacier View Fire Protection District can not conduct a meeting in email format to ensure adequate public inspection and notice pursuant to the Open Meetings Law (§ 24-6-402).

It is the goal of the Board to reach a Site Accessibility Score of 100, as calculated by Streamline, by July 2025.

Recommended Motion

Move to approve the Policy for Electronic Records and Website Document Retention as written.

CWPPIT REPORT

Glacier View Fire Protection District
Community Wildfire Protection Plan Implementation Team
CWPP IT December Monthly Report to the GVFPD Board

December 10, 2024 (Updated post December 9 Board Meeting)

The big Air Curtain Burner was delivered by CDPS to the slash pile at the intersection of Green Mountain Drive and Mt Parnassus on October 16. Burning began on October 22. It took eleven (11) burn days to complete the pile. No complaints have been heard from property owners about the burn, and John Sanfilippo, head of the CDPS Air Curtain Burner Team, seems pleased with the results. Some small piles remain, because the slash has been mixed with dirt and previous ash after all the scooping on the slash pile. John Sanfilippo is investigating tools to better separate slash and dirt. This slash will be burned at a later time with an open air burn.

CMV are currently working on Montcalm and Mt Blanc Roads. Their operations will be limited to days when there is not snow on the ground.

The Mitigation Volunteers applied for a FRWRM Grant to purchase a tractor to haul slash for removal. The grant application has been received.

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. A full team meeting was held with LC OEM, CPRW, and the four districts on November 7 to begin discussions on how to implement the grant. Another meeting is scheduled for January 16 at 1:00 at the Innosphere.

The CWPP IT has now completed 37 Wildfire Assessments, 6 more than last month. 21 more are pending. Assessments cannot be performed with snow on the ground, so progress through the winter will be limited. 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. Five new ambassador candidates have expressed interest in joining. The Board is requested to help recruit new Ambassadors. A new training class is planned for January 2025.

Reimbursement from Fire Adapted Colorado for our 3 iPads and supporting equipment was received.

Tom Hausfeld shared his experience and the guidelines he has learned about fire evacuations with the Fire Adapted Colorado (FACO) training class the evening of November 14.

Our status as a Firewise Community has been renewed for 2025. We are once again a Firewise Community.

Tom Hausfeld
CWPP IT Coordinator

BUDGET COMMITTEE REPORT
DECEMBER 2024
SEE BOARD PACKET PART 3

Glacier View Fire Protection District
BUDGET COMMITTEE REPORT
GVFPD Board Meeting Dec 9, 2024

Chair Fred DeLano, Chief Dan Knox, Treasurer David Thompson,
Administrative Officer Ashley Johnson, Vice President Warren Jones

The Budget Committee met September 12, 2024 to finalize the proposed GVFPD Budget for 2025. The 2025 Proposed Budget is developed based on NEEDS ASSESSMENT. Appreciation to the Budget Committee for their dedicated input.

A completed FINAL 2025 budget is presented to the December 9, 2024 Board Meeting

Documents

1. FINAL 2025 Budget

Certification of Valuation by Larimer County Assessor for GVFPD received November 22, 2024.

Mil Levy Revenue increased by \$11.00. No change in 2025 Budget from previous Approved Budget.

Fire Chief Dan and District Administrator Ashley provided input for the December 2024 Revenue, Administrative and Operations Expenditures.
Projected Operations Account carryforward is \$134,442, with excess funds of \$250,000 transferred to a Money Market account at USBank.

The 2025 Budget results in an Operations Account carry forward of \$147,609, with \$215,500 transferred to the Capital Account.