

MINUTES
for
April 8, 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: Dan Knox (Chief), Jim Perry (Assistant Chief), Tom Hausfeld (CWPP-IT Coordinator), Kathy Hudson (CWPP-IT), and Henry Hudson (CWPP-IT).

Public Members present: Les Thurman, Fred Delano, 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 March 11 and March 18, 2024 as presented in the Board Packet* No second. Correction on page 3 of the March 11, 2024 minutes to change the second from Secretary to Treasurer. Correction made without dissent.

Motion Carried 5-0.

3. Treasurer's Report

Action Treasurer Thompson distributed a detailed report which was added to the Board Packet for April 8, 2024* Treasurer Thompson reported that he is making progress in working with Ashley Johnson (temporary Administrative Officer) in bring accounting procedures up to date, although some bills remain behind in payment.

Vice President Jones moved to accept the Treasurer's Report. Secretary Lamb seconded.

Motion carried 5-0

4. Chief's Report

Chief Knox Summarized the Chief's report as presented in the Board Packet.* Chief Know reported that he is changing the format of the Chief's report to make it more standardized. The report included response to thirteen calls and a an update on the little fire at Station 1. That fire was caused by a cracked propane radiator due to snow falling off the roof of the station. A citizen notified the District of the fire which was extinguished. The building was examined for damage and none was found. The propane provider also checked and replaced the regulator. In the future the Chief will explore options to mitigate the issue by finding ways to protect the regulator and generator from snowfall issues.

Action Chief Know reported that the District received a grant from the Division of Fire Prevention and Control (DFPC) for personal protection equipment (PPE). The grant is for \$7,000. The District will pay for the PPE and the DFPC will reimburse 100% of the cost.

Vice President Jones moved to approve receipt of the grant. President Burk seconded.

Discussion included queries about how the funds would be managed within the accounting system, moving funds from one accounting category to another to cover the expense, and the time lapse between expending the funds and receiving the reimbursement. The Chief responded that the process requires three to four months and we may need to move money into the PPE account to cover that period of time.

Motion carried 5-0

Chief Knox reported that three or four people want to become certified EMTs and that he is working on a grant proposal to pay 50% of the cost of training. The grant to over operation of the Curtain Burner at the end of April, 2024 is under way to be set up at GVM Gate 3. The District has acquired a new printer for the office and has ended the agreement with Hewlitt-Packard (HP) for monthly payments for printer ink because the District is not using ink at a rate to justify the expenditure.

Paperwork has been sent to Anderson-Whitney for the audit. It was also reported that the Chief is working with the Larimer County Office of Emergency Management (OEM) on planning for an evacuation drill during the summer of 2024 which may be scheduled for early August. OEM would pay for the test evacuation which would be held in the Livermore Community Hall.

Action Insurance Premiums: The annual premium is due in May, 2024. Chief Knox asked if any change in the policy is needed. Discussion followed this request including questions about the impact of adding non-emergency members to the District?

It was noted that the Districts needs tn annual review of the insurance in February or March of each year.

President Burk moved to authorize the Chief to move forward with the annual renewal of the insurance policy. Vice President Jones seconded.

Motion carried 5-0

Chief Know reported that the annual Easter Egg Hunt was successful with more than 100 people in attendance. The result was a donation of \$670 to the District. The plan is to repeat this activity next year.

Action Disposal of old PPE: See the Board Packet*

President Burk moved to authorize the Chief to dispose of the old PPE.

Treasurer Thompson seconded.

Motion carried 5-0

The temporary Administrative Officer Committee will meet in April and will present its recommendations to the Board at the regular meeting on May 13, 2024. It was noted that it is important for the temporary Administrative Officer to be set up so that she can review banking documents. President Burk asked the Chief and Treasurer to make the appropriate arrangements.

Chief Knox reported that Sourcewell is ready to transfer funds to the escrow account for the lease/purchase of the Type 1 Pumper and Type 1 Tender. The Chief, Treasurer and President will meet to facilitate this transfer. There is a for the first pre-build meeting with Midwest. The Board should be aware that there are 94 trucks ahead of us and that the expected delivery has been extended by a month to 21 months culminating in 2026.

Discussion followed including a clarification that the District's generator is not shared with Glacier View Meadows homeowners' association.

Additional discussion focused on Sourcewell: It was explained that the Board had expected to receive a "spreadsheet" to explain the escrow account. Board members wanted to know the status of that spreadsheet.

The Chief, Treasurer, and President indicated that they will work with Sourcewell to receive this document.

5. Community Wildfire Protection Plan-Implementation Team Report (CWPP-IT)

Coordinator Tom Hausfeld read a report which was added to the Board Packet for April 8, 2024*.

Action The report focused on legal counsel's review of the Draft Member Handbook. In that review legal counsel suggested four clarifications and Coordinator Hausfeld read suggested text in response to each suggestion. Vice President Jones moved to approve revision to the Member Handbook subject to approval of legal counsel. Secretary Lamb seconded.

Discussion followed including the importance of sending the Board a copy of legal counsel's suggestions, proposed changes, and the final Handbook.

Motion carried 5-0

Coordinator Hausfeld reported on the status of the Community M... Volunteers (CMV) work with the Larimer County Sheriff's Office, the CWPP-IT Budget, and the CMV receipt of a grant of \$500, plans for a brochure, and receipt of a donation from Glacier Gals for mitigation work. Discussion included clarification about how these grant and donation funds would be reflected in the District's accounting system. See the Board Packet*.

6. Committee Reports

It was noted that the work of the Budget Committee usually starts in April and that the Committee meets to develop the annual budget recommendation to the Board from April to December.

Discussion included that the usual composition of the Budget Committee is the Chief, Treasurer, and President plus additional members as suggested by the Committee Chair. Vice President Warren Jones volunteered to serve on the Committee. Fred Delano volunteered to serve as Chair of the 2024-2025 Budget Committee.

Agreed without dissent.

Public Comments:

The issue of the need for CWPP-IT to have funding to pay for expenses. It was noted that the CMV received a grant of \$8,500. The question was raised if the District could advance funds to CMV for expenses. This led to a Board discussion about the relationship between the CMV and the reorganization of the District to include the CWPP-IT. No action was taken on this issue.

Directors Comments:

Vice President observed that he was excited about four new members of the District and the CWPP-IT being part of the District. He said that “good stuff is happening” in the District, including the lease/purchase of the new trucks and work with the temporary Administrative Officer.

Director Groeteke expressed appreciation for the work of the mitigation volunteers and for the Operations division of the District.

Secretary Lamb—No Comment

Treasurer Thompson Underscored his appreciation for the District’s emergency volunteers.

President Burk said that he appreciated citizen attendance at Board meetings and noted that sometimes in the past no citizens had attended. But he expressed the opinion that exciting things are happening in the District. He observed that having the public present is very important!

Adjournment

Treasurer Thompson moved to adjourn.

President Burk seconded.

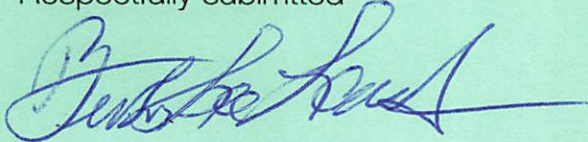
Motion Carried 5-0

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

Board Actions

- **Acceptance of Colorado DFPC grant**
- **Authorization of Insurance Coverage for 2025**
- **Approved disposal of old PPE**
- **Approval of revised Handbook subject to Legal Counsel review**
- **Establishment of the Budget Committee for 2024-2025**

Respectfully submitted



Berton Lee Lamb, Secretary

* Link to the Board Packet for April 8, 2024:

<https://www.glacierviewfire.gov/files/9b5453498/Board+Packet+April+8%2C+2024--Revised.pdf>