

MINUTES for March 11, 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), Ashley Johnson (acting Administrative Officer), Tom Hausfeld (CWPP-IT Coordinator), Kathy Hudson (CWPP-IT), and Henry Hudson (CWPP-IT).

Public Members present: Les Thurman, Linda Petrie, and Jim Petrie.

Sourcewell Representative (via Zoom): Christian Canavati

Action President requested that the discussion of the contract for Lease/Purchase of Type 1 apparatus be moved to the agenda as the first item of business. Agreed without dissent.

Presentation & Discussion 1. Apparatus lease/purchase contract and contract.

Chief Knox summarized the repayment schedule, escrow account documents and lease/purchase contract as had been presented in the Board Packet*. A discussion followed which included questions from

Board Members and responses from Chief Knox and Christian Canavati. Questions from the Board included attempts to more clearly understand why the underwriters had requested that the initial transfer of funds had increased to \$450k, how interest on the CD being calculated, the amortization schedule; why the funds in the CD were not referred to as being held in escrow; how it was possible to account for more than \$100k at 4% interest over such a short period of time; how does the escrow account work; etc.? Chief Knox observed that it was important to sign the lease/purchase contract as soon as possible. As part of the discussion there was a request that Sourcewell provide a more detailed spreadsheet of how the escrow account operates, including deposits to, withdrawals from, and interest earned. Mr. Canavati indicated that he would provide that information within 24 hours.

Action President Burk moved that Board set a Special Meeting for Monday, March 18, 2024 to be held in Station 1. Treasurer Thompson seconded. No discussion.
Motion Carried 5-0

2. Secretary's Report:

Action Secretary Lamb moved to accept the minutes of February 12, 2024 as presented in the Board Packet* Vice President Jones seconded. Discussion followed. The discussion centered around two questions: First, how much detail should be included in the Minutes? Second, can an individual Board Member direct the Secretary to include documents, verbatim or detailed discussion in the Minutes?
Motion Carried 4-1.

3. Treasurer's Report

No report. Treasurer's Report expected for the April 8, 2024 regular Board Meeting. No discussion.

4a. Chief's Report Chief Knox Summarized the Chief's report as presented in the Board Packet*. This included plans for the Firewise event scheduled for June 15, 2024, the status of purchase and activation of 23 radios for the Emergency Response Division, and the request to sign a Mutual Aid Agreement with the Colorado Division of Fire Prevention and Control (DFPC) in the Department of Public Safety.

Action President Burk moved to authorize the Fire Chief to sign the Mutual Aid Agreement with the DFPC.

Director Groeteke seconded. No Discussion.

Motion Carried 5-0.

4b. Administrative Officer Committee Report Chief Knox reported the committee recommendation that the Administrative Officer be placed under the supervision of the Fire Chief.

Action President Burk moved to place the Administrative Officer under the supervision of the Fire Chief.

Treasurer Thompson seconded.

Motion Carried 4-1.

5. FACA Coordinator's Report FACA Coordinator Tom Hausfeld summarized the report as presented in the Board Packet*. No discussion.

5a. FACA Task Force Report FACA Coordinator Tom Hausfeld summarized the report as presented in the Board Packet*. This presentation included a description a recommendation by the Task Force to change the name of the Alliance to Community Wildfire Protection Plan - Implementation Team (CWPP-IT), describing the CWPP-IT as being composed of four committees, and placing the CWPP-IT in the Glacier View Fire Protection District under the supervision of the Fire Chief.

Action President Burk moved to approve the name change from Fire Adapted Community Alliance to "Community Wildfire Protection Plan - Implementation Team" (CWPP-IT).

Vice President Jones seconded. No discussion.

Motion Carried 5-0.

Action President Burk moved to give preliminary approval to the newly drafted Member Handbook.

Treasurer Thompson seconded. No discussion.

Motion Carried 5-0.

Action President Burk moved members of the CWPP-IT are non-emergency responder members of the GVFPD.

Vice President Jones seconded. No discussion.

Motion Carried 5-0.

Action President Burk moved to approve an organizational change that the CWPP-IT Coordinator report directly to the Fire Chief.

Secretary Lamb seconded.

Discussion: Director Groeteke presented his thoughts on the history of the development of the CWPPIT. He thanked Tom Hausfeld for his good work.

Motion Carried 4-1.

Action President Burk moved to approve the recommendation that the CWPP-IT Coordinator provide a monthly report to the GVFPD Board Meeting. Director Groeteke seconded.

Motion Carried 4-1.

Action President Burk moved the recommendation that the CWPP-IT Coordinator attend the monthly Officer's Meeting.

Vice President Jones seconded.

Motion Carried 5-0.

Action Director Groeteke moved that the CWPP-IT Ambassadors can begin wildfire risk property assessments upon receipt of the approved Member Handbook and completion of the Standard Operating Guidelines (SOG).

Vice President Jones seconded.

Motion Carried 5-0.

Action President Burk moved to send the preliminarily approved Member Handbook for legal and insurance provider approval.

Director Groeteke seconded.

Motion Carried 5-0.

Action Following approval of the motion to send the Member Handbook to legal counsel and insurance provider there was discussion regarding who should transmit the Handbook. In the course of the discussion President Burk directed the Fire Chief, in consultation with the President, to immediately transmit the Handbook.

Agreed without dissent.

6. Audit Exemption Resolution and Engagement Letter Vice President Jones presented the Engagement Letter as included in the Board Packet*. Vice President Jones read the audit exemption resolution as presented in the Board Packet*.

Action President Jones moved to adopt the Resolution as read and direct the Treasurer to transmit the Resolution.

Treasurer Thompson seconded. No discussion.

Resolution Carried 5-0.

7. Letter of Support for Community Mitigation Volunteers (CMV) grant proposal.

Action Vice President Jones moved to authorize the Fire Chief to send a letter of support similar to the letter sent last year for the CMV grant proposal.

President Burk seconded. No discussion.

Motion Carried 5-0.

Public Comments: None

Directors Comments:

Treasurer Thompson—No Comment

Director Groeteke—No Comment

Vice President Jones—Thanked the FACA Task Force and Fire Chief. The Vice President observed that there had been a major discussion in this meeting because of the change in the organization of the District including improvements to the services provided to citizens of the District; personnel changes including the former FACA, and a more integrated fire service in the organization. Also noted was the need for Board training on legal requirements and procedures.

Secretary Lamb—No Comment

President Burk—No Comment

Adjournment

Treasurer Thompson moved to adjourn.

President Burk seconded.


Motion Carried 5-0

President Burk declared the meeting adjourned at 9:28pm

Board Actions

- **Special Meeting for March 18, 2024**
- **Authorization to sign the Mutual Aid Agreement with DFPC**
- **GVFPD Administrative Officer placed under supervision of Fire Chief**
- **Name changed from FACA to CWPP-IT**
- **Preliminary approval of newly drafted Member Handbook**
- **Members of the CWPP-IT are non-emergency responder members of the GVFPD.**
- **CWPP-IT Coordinator reports directly to the Fire Chief**
- **CWPP-IT attends the monthly Officers' Meetings**
- **CWPP-IT Ambassadors can begin wildfire risk property assessments upon receipt of the approved Member Handbook and completion of the Standard Operating Guidelines**
- **The preliminarily approved Member Handbook must be immediately sent for review to legal counsel and insurance provider**
- **Audit Exemption Resolution adopted**
- **Letter of support for CMV approved**

Respectfully
Submitted



Berton Lee Lamb
Secretary

Next Regular Board Meeting: May 13, 2024

***Link to the Board Packet for March 11, 2024:**
<https://www.glacierviewfire.gov/files/064725bff/Board+Packet+for+March+11%2C+2024.pdf>