

GOLDEN GATE FIRE PROTECTION DISTRICT  
BOARD MINUTES  
Of  
January 21, 2009

*The tape recordings of these meeting minutes are to be used by the recording clerk for reference purposes only in creating these minutes and are not kept as a permanent record.*

The Board meeting was called to order by Board at 7:10 p.m. The meeting was held at Fire Station #1, 32360 Robinson Hill Road.

**ROLL CALL**

Board Members present: Barbara Crawford, Amy DeVos, Steve Green and Mike Czyzewski. Jerry Hans had an excused absence and was not in attendance

Also in attendance: Kelly Sorvig, Fire Chief and Cathy Kowitz, Administrative Assistant. Three community members, Doug Miller, Robert Thiessen and Bill Marshall, were in attendance.

**PLEDGE OF ALLEGIANCE**

Robert Thiessen led everyone in the pledge of allegiance.

**PUBLIC COMMENT PERIOD**

Robert Thiessen asked if the cistern at Station #2 has been filled and if the cistern at Centennial Cone has been filled. Kelly stated that some water has been put into the cistern at Station #2. He also stated that the fire department has not put any water into the cistern at Centennial Cone and asked about a plan for filling this cistern. Barbara asked Kelly if he wants the Board to get someone to fill the cistern and Kelly said yes. Mike is to follow up with the contacts Barbara has to have the cistern filled.

**REGULAR AGENDA  
MINUTES**

The minutes of the Regular Board meeting from December 17, 2008 were reviewed and presented as corrected. The minutes were unanimously approved by the Board.

**ADDITIONS OR DELETIONS TO THE AGENDA**

Mike has information on the air compressor which he will discuss during Grants. Barbara had two additional topics to discuss. The first: a procedure for communication between the Board and the community and the second: a procedure for implementing District permits. These topics were not able to be discussed at last months meeting. Kelly wants to make sure that everyone is on the same page regarding burn and driveway permits and who is to sign off on them.

Barbara stated that the she thinks the ideal way is that one Board member is a voice for the Board when the public has a question. Steve stated that the Board should all be on the same page before giving an answer. Mike stated that the Board members are all equal and any member can

speak for the Board, but make sure that all Board members are aware of the question before an answer is given. The Board also stated that an individual could come to a Board meeting to present their question to the full Board.

Barbara would like Kelly to help clarify the communication chain of command when a firefighter has a question. She stated that it is easy to get in trouble with the conflict of chain-of-command. Barbara stated that when a firefighter has a question for the Board how is that dialogue to be handled. Barbara would like to know how Kelly wants the Board to deal with questions directed to the Board. Kelly stated that he has tried to suggest that contact with the Board should go through the chain-of-command (through Kelly). He stated that the issue should be forwarded or make sure that everyone sees it and is aware of the issue/topic. Kelly also stated that if it has anything to do with the Department, he should be aware of it.

Steve stated that the three documents: 1) the Driveway Survey and Inspection, 2) the Fire District Advisory Letter and 3) the Approval of Burn Permits and the procedures for each need to be processed in a timely manner. Steve also emphasized the need for a backup system to be in place in case the documents and procedures are not being completed in a timely manner. The backup system could involve a board member (as has been done in the past), a firefighter, or another designated person. Steve emphasized that the Board has a fiduciary duty to all District members to insure that undue delays are avoided in processing the above documents and procedures and all residents are treated in a fair equitable manner. Steve also expressed frustration with delays and the current process of communicating with the Chief.

It was agreed by the Board and the Chief that an applicant for any of the above three documents and procedures will be contacted within two weeks of receipt by the District..

Barbara asked Kelly to outline the procedure for driveway and burn permits. Kelly stated that his concern with the process is that permits have gone through the system and Kelly doesn't know about the permit. He stated that he thinks it is the Chief's responsibility to have the permits approved. Barbara asked how Kelly can be informed about new applications so that the permits get gone and people do not get frustrated. According to Kelly, the burn permit application needs to be gotten from the website and is submitted with payment to the Admin officer. Kelly is then informed of the application and processes it and signs off on it and is then given back/mailed to the applicant. The application is then taken to the Jefferson County Dept. of Health for signature by the applicant and Jefferson County also issues a permit. Barbara stated that a policy needs to be written regarding burn and driveway permits. Kelly stated the policy on the bottom of the permit needs to be followed. Barbara is writing down guidelines to be put in a District policy for burn permit applications. She is to send the guidelines for the permit to the Board for review.

### **TREASURER'S REPORT**

**Monthly Report:** Amy Devos gave the Treasurer's Report. The January Treasurer's Report was reviewed and approved by the Board. Amy has the financial statement from the CPA for review. Amy stated that the fee for the audit was \$3200. She also has an agreement to be signed stating that the District will continue to use Jack Salewski. Amy stated that she discussed the time frame for having the audit completed before December and Mr. Salewski agreed. He stated

that he could start working on the audit in May and he also gave Amy the list of items he will need for the audit.

Amy informed the Board that Wells Fargo has ordered the identification cards for the District. Barbara stated that the Board needs to discuss having one card be a debit card. Amy spoke to DOLA and sent them a copy of the audit. DOLA stated that they will be sending the matching distribution in February. Amy stated that she would like to use Flat Irons Bank for the CD right now. Approval was given by the Board to pay the bills presented.

### **CHIEF'S REPORT**

**Emergency Calls:** Chief Sorvig gave the chief's report. The Chief stated that the fire department has responded to three calls, two EMS and one auto incident since the last Board meeting. He stated there was no fire loss for the month.

**Membership update:** Chief Sorvig stated that there are currently 12 active members and four new applicants. Kyle Wineland was voted in as a full member at the last department meeting. He stated that two members will be turning in their gear soon.

**Vehicle status:** Chief Sorvig stated that all the trucks are up and running.

**Station status:** Stations 1 and 2 are in good shape. The new locks at Station 2 are working great.

**Equipment:** Radios and pagers are working well.

**Training:** Chief Sorvig stated that the fire department will be doing SCBA training and Kyle has done firefighter training at Red Rocks. Wildland training will be needed by some firefighters. Barbara is to help Kelly find wildland training classes. Pack test is planned for February.

**Miscellaneous:** Chief Sorvig stated that there is an opening on the Jefferson County 911 Emergency Telephone Service Authority Board. He also stated that if anyone is interested being nominated it needs to be done by the end of January. Kelly has sent the bank account information to Jerry for the 2009 Budget. He also stated there he will be contacting United Power about putting identifying markers on the utility lines by the Grange because of the Flight for Life helicopters that land there. Kelly also stated that the firefighters have made copies of their driver's license and insurance and they completed the SOP's and expectations paperwork for their files. Kelly was also given paperwork from Lee Melcer regarding the reimbursement for his eye glasses.

Kelly asked about needing connectors to put on several cisterns in the district. Steve is to get the information for Kelly about the connectors.

Kelly stated he is trying to find someone for Assistant Chief. Kelly stated that right now he asks Dave Binkley or Gerrit Verschuur to be in charge when he is out of District. Doug Miller stated that he would contact United Power about the identifying markers on the power lines.

### **STATUS OF GRANTS**

Barbara informed the Board that she got all the equipment ordered for the gaming grant. She also informed everyone that the District has gotten a check for \$5,677.06 which is the matching funds for the gaming grant. Barbara stated that she has the contract for the new Gaming Grant. Barbara stated that there are no other grants in progress.

Mike provided information from two proposals that he has for an air compressor. According to Mike, the cost that he has found from Rocky Mtn. Industrial Equipment was \$30,700. He also found a company in Englewood (Municipal Emergency Services), who quoted \$29,000. Mike and Kelly are to decide which proposal to go with.

### **OLD BUSINESS**

#### **SPECIAL NEEDS SURVEY**

Bill Marshall provided a copy of the Needs survey to everyone and reviewed his findings and how it was developed. He stated that in his findings, there are a lot of little things that can be done to recruit volunteers. According to Mr. Marshall, this survey is to a part of the Board Planning meeting in March. Mr. Marshall stated that he asked participants in the survey to brainstorm for ideas with the goal of making this District the benchmark in the Rock Mountain region. He stated that he organized the survey into six basic categories. Mr. Marshall also stated the District can do what they want with the information he obtained. According to Mr. Marshall, the District needs to put signs up to identify the boundaries of the Fire District. The survey also has a possible organization structure of the District. Barbara stated that we should come up with our Mission Statement and Vision at the Planning meeting.

#### **CHAIR OF THE AUXILIARY, NATALIE MOZER TO ADDRESS BOARD**

Natalie Mozer informed the Board that she didn't know how difficult this position would be when she took it over. She stated that the auxiliary needs to do something and be involved with things including the Pig Roast. Her ideas are to help with fires by providing food or anything needed, help with the Pig Roast and help with the Fire Fair. She also stated that maybe the auxiliary could come up with something else to get the community together to become pro fire department. Ms. Mozer is to put a short informational article in the next newsletter about the auxiliary. Barbara suggested that the Auxiliary be discussed at the March planning meeting. Kelly informed Natalie that Gerrit is the point man for the Pig Roast and he may have ideas for the auxiliary.

#### **Tabled from December Meeting**

#### **DISCUSS FLEET MAINTENANCE BIDS**

Barbara presented the two bids received from Max Fire and Front Range Fire Apparatus and stated the Board needs to decide on one of them. She stated the bids quotes are very close. Steve stated that he thought MaxFire gave more detail in their bid. A motion was made to accept the MaxFire bid. The Board unanimously approved accepting Max Fire's bid as written. Steve is to contact MaxFire and let them know their bid was accepted.

#### **DEFINE PROCEDURE FOR DRIVEWAY AND BURN PERMITS**

This topic was discussed in additions/deletions to agenda.

#### **REQUIREMENTS TO BECOME MEMBER OF CESA**

Barbara stated that CESA is the special group which will give the District a discount on our workers comp claims by becoming a member. She stated we need to identify and have a Safety Officer in the Department for CESA. Kelly stated that Aaron Skeen is the Safety Officer. Barbara stated she will continue to work on getting everything done for CESA.

## **NEW BUSINESS**

### **RESOLUTION TO SET BOARD MEETING DATES AND POSTING FOR 2009**

Barbara stated that the Board needs to set a resolution to set Board meeting dates so it can be posted. Barbara made a resolution to set the 24 hour notice of the agenda at Station #1 for 2009. She also stated that the Board of Directors will post schedule of regular Board meetings at Station #1, Station #2, at the Golden Gate Grange Hall, with Jefferson County and on the Districts website. The Board unanimously approved the resolution.

### **RECORDS MANAGEMENT PLAN**

Barbara brought up the issue of when to discard of tapes after a Board meeting. She stated that the Board has been advised to make a resolution stating what the Board will do with the tapes after the minutes have been approved. She also stated that the District's attorney sent a sample resolution to use. The Board unanimously approved discarding the tapes after the minutes have been approved. The Board also approved recycling/discarding of the tapes. Barbara stated that the law states that minutes from executive sessions are to be kept for 90 days and then destroyed. The Board approved destroying of the tapes from Executive sessions after 90 days.

### **ISO SURVEY**

Barbara wanted to make sure the District addresses the survey and that it gets done. Kelly is to contact the person about the survey and let them know there are no changes in the District. The Board filled out most of the form during the meeting.

### **FIRE FAIR PLANNING**

Barbara stated that we need to decide if we are going to have a Fire Fair or put it off for a year. Barbara also stated that we have to do an education project yearly. Steve stated that doing the fair puts a good foot forward for the District. He also stated that the auxiliary could help with the fair. The Board decided on Saturday, May 9<sup>th</sup> as the date of the fair. Bill Marshall suggested serving food and making the fair a fundraiser. Barbara is to send out information about the fair to the Board.

### **DISCUSSION OF AWARDS BANQUET FOR 2009**

Barbara asked if the Board would like to do the same thing as last year because she will need to make the arrangements and reserve the facility soon. The Board set the date for Saturday, December 12, 2009 at the Victorian House at Heritage Square for the dinner and replacing the show with music. Barbara is to reserve the facility for the banquet. Music for the event is to be checked in to by Mike and Barbara.

### **SET DATE FOR LONG-RANGE PLANNING MEETING**

Barbara stated that the Board needs to set the date for the meeting with Clay Brown. The Board set the date for Thursday, March 5, 2009.

**UPCOMING DATES**

A list of upcoming dates:

- February 18<sup>th</sup> - Pension Board meeting and Regular Board meeting – St. #2
- March 18<sup>th</sup> - Regular Board meeting – St. #1

**ADJOURNMENT:**

The meeting was adjourned at 10::20 pm.

Respectfully submitted:

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Amy Devos, Secretary

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Board Member