

**GOLDEN GATE FIRE PROTECTION DISTRICT  
BOARD MINUTES  
Of  
July 21, 2011**

*The recordings of the meeting 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 President Barbara Crawford at 6:00 p.m. The meeting was held at Fire Station #1, 32360 Robinson Hill Road.

**PLEDGE OF ALLEGIANCE**

Barbara led everyone in the Pledge of Allegiance.

**ROLL CALL**

Board Members present: Amy DeVos, Barbara Crawford, Grant Ruesch, Virginia Bray and Dan Wilmot. Also in attendance: Fire Chief Jud Miller and Administrative Assistant Cathy Kowitz. Assistant Chief Aaron Skeen was also in attendance.

Community members Sheila Carlon, Liz Hickman-Heyner and Sam Wineland were in attendance.

**ADDITIONS OR DELETIONS TO THE AGENDA**

Barbara wanted to add a discussion about the Mutual Aid Agreement with Golden and to set the Budget meeting date under unfinished business. The Chief wanted to add a discussion about the Fire Marshall. A discussion about the contract with Polar Gas was added under new business.

**PUBLIC COMMENT PERIOD**

Sheila asked what the status of the IFC. Grant stated that we are going to take time to study and look at the code. He stated there will be transparency and a public comment period before anything is adopted. Sam Wineland asked questions about the by-laws that were adopted in June 2009 and if they were regarding rules and regulations changes, fire department requirements and response to calls. He wanted to see the documentation of where the Board voted on the change regarding a firefighter not being rehired if they did not leave the department in good standing. Barbara stated that they will look at all the policies and make sure they are adequately represented. He also asked about the FFI requirement. Chief Miller stated that it is not being enforced because it is an unrealistic requirement and it is not required by NFPA. He stated that he will continue to highly encourage that FFI be taken by firefighters.

Doug Miller sent questions via email regarding the disposition of vehicles and the awards banquet. Barbara read the response she sent to Doug regarding the decision the Board made at the June Board meeting (attached).

**REGULAR AGENDA MINUTES**

The minutes of the Regular Board meeting from June 23, 2011 were reviewed and presented as corrected. The minutes were approved by the Board (5-0).

## **TREASURER'S REPORT**

**Monthly Report:** Amy DeVos presented the Treasurer's Report. The Board reviewed the financial reports. The July Treasurer's Report was reviewed and was approved by the Board. Approval was given by the Board to pay the bills presented and accept the financial reports as written.

## **CHIEF'S REPORT**

Chief Miller presented his report (attached).

**Emergency Calls:** Chief Miller stated that the fire department has responded to six calls since the last Board meeting; one EMS calls, one fire call and four rescue calls. There was no fire loss for the month.

**Membership update:** The Chief stated that there are ten regular members, five probationary members and one new applicant. He stated that one firefighter has been released for lack of participation.

**Equipment/Facilities maintenance:** The Chief stated that 862 will need new tires before the winter. The stations appear to be in good shape.

**Training:** The Chief would like to conduct an S-215 course (Wildland Urban Interface Tactics) and funding would come from the Wildland grant.

**Misc:** The Chief stated that the bunker jackets are getting names put on them on Friday. The Dept. is now using Contact Wireless as the pager service and the pagers are working well. Golden Fire Dept. has drafted a Mutual Aid Agreement for our review. The Chief would like money put in the Fire Department account to cover expenses for the bunker jackets and the Pig Roast.

The Chief and the Board discussed the Fire Marshall applicant, Ryan Holland, who would like to volunteer as the Fire Marshall for the District. The Chief stated that he thinks that Ryan is very qualified and is all for bringing him on. The Chief also stated that Ryan would not be considered a regular firefighter and would not be held to the same standards as regular firefighters. Barbara stated that she liked him and thought he could help on the IFC review as well as other Fire Marshall duties. The Chief stated that the Fire Marshall's job description will need to be revised. The Board voted (5-0) for the Fire Marshall position to be filled and that the job description be updated within two months of the Fire Marshall's hire.

## **MEGA CISTERN PROJECT UPDATE AND DISCUSSION**

According to Grant, he was able to take out a minimum of \$150,000 of the \$380,000 from the 50,000 gallon cistern project that JeHN Engineering proposed just by going with a gravity fed cistern instead of using pumps. He stated that, upon completion of a new set of drawings and a Plan B cost estimate, we will need to pay the balance of the bill for the drawings to JeHN Engineering and then concentrate on fundraising to put the cistern in.

## **GRANT UPDATE**

Barbara stated that there is still about \$3,000 available in the VFA grant. She also stated that she will start working on the new Fire Mitigation grant which is a 50% match. Barbara stated that she has several interested parties who might want to participate in the grant. According to Barbara, she and Jud have been working with Jefferson County to update our Community Wildfire Protection Plan which was last done in 2003-04 by Anchor Point. According to Jud and Barbara, the updated map should be done very soon.

### **COMMUNICATIONS GRANT UPDATE**

Dan showed the Demo Motorola and Tait radios which the District is to test. He thinks the Motorola is a better radio. He showed the two types of chargers for the radios that the Department is thinking of purchasing. He stated that he recommended purchasing the conditioner charger which charges from the inner contacts of the charger and the battery. He also stated that the rapid chargers are not as good. He stated that the rapid charger is \$49 and the conditioner charger is \$86.

### **COMMUNICATIONS AUTHORITY-EXIT STRATEGY**

Dan gave an update on the Communications Authority. He stated that the District has resigned from the Authority and is no longer a member. Dan spoke to Paul Pettit and gave him a verbal resignation. A written resignation had already been sent by the District. According to Dan, the low-band equipment from the Authority is old, in ill repair and we are not using it. The Board voted (5-0) to donate the low-band portable and mobile radios to the Red Cross since that equipment is no longer of any use to us.

### **OLD BUSINESS**

#### **MUTUAL AID WITH GOLDEN FIRE DEPARTMENT**

The Chief stated that there are minor changes and clarifications that need to be made to the mutual aid agreement. He will bring the updated agreement to the next Board meeting to be signed.

#### **FLEET SERVICE DISCUSSION**

Chief Miller stated that there are minor changes, including a start date and a place for Board signatures, to the agreement. The Board approved (5-0) to move forward with the agreement with the City of Golden. The Chief stated that there was no contract in place with MaxFire and that he sent them a letter regarding a change in service.

#### **NEWSLETTER PLAN**

The Board agreed to send out a newsletter in August. The Board agreed to send out an e-letter blast reminder for the Pig Roast. The deadline for newsletter articles is August 4th.

#### **INSURANCE RENEWAL QUESTIONS**

The Board voted (5-0) to keep full coverage on all vehicles since the cost to keep coverage on the two vehicles to be sold would save less than \$200/year.

#### **BUDGET COMMITTEE APPOINTMENTS/BUDGET MEETING**

The Board agreed to have a Special meeting/Study Session to discuss the budget on Thursday August 4th at 4 pm at St. #1. The Board also agreed to assign budget committee members at the Special meeting.

### **NEW BUSINESS**

#### **REVISION OF DEPARTMENTAL RULES AND REGS**

Chief Miller stated that he has gone through the 2007 Department Rules and Regs. He stated that the entire document needs to be reviewed and revised. The Board indicated that the document may be revised in sections. The Chief also stated that a special meeting may be needed to review the Rules and Regs. According to Chief Miller, FFI is currently required and he would like to drop this requirement because the department would lose half of its membership if the Department requires FFI. Chief Miller also stated that he would like to drop HazMat

Awareness as a requirement. According to Chief Miller, he will still strongly recommend FFI to the membership. The Board voted (5-0) to approve dropping FFI and HazMat Awareness as requirements and add CPR as a requirement and retain Wildland Fire and First Responder as requirements within the first two years of being on the department, effective tonight.

The Chief stated that he would like us to go through the paperwork in the office and determine what is old and new and what can be thrown away. He would like the District have a way to save all documents so they would be permanently accessible to everyone. This topic is to be placed on the agenda for the August Board meeting.

### **EMERGENCY LIGHTS FOR CHIEF'S VEHICLE**

Barbara stated that the Chief has put emergency lights on his personal truck as part of his job. The cost was approximately \$800, which the Chief has paid for. The Board decided to they want to repay the Chief for the lights. They stated they will discuss repayment to the Chief when they have a budget plan and can make a recommendation.

### **POLAR GAS CONTRACT**

Grant and Virginia are to call other companies to compare their rates to Polar Gas before signing a contract with Polar Gas.

### **PENSION BOARD MOVING FORWARD**

Amy stated that we still need to have a Pension Board with two firefighter representatives. She also stated that a new rule stated that Pension Board members can either be active or retired firefighters. She stated that according to state pension rules, the Pension Board representatives are to change every two years. Gerrit Verschuur and Dave Binkley are the representatives and have been for six years. Amy stated that we need to have two new members appointed for the next meeting in August. Barbara recommended that Dave and Gerrit remain the reps. for the August meeting and bring their replacements so they can begin teaching them about the role of being on the Pension Board.

### **PIG ROAST**

The Pig Roast is scheduled for Saturday September 17 at 5 pm at the Grange. Jayne Ruesch and Natalie Mozer have agreed to work again this year on getting donations and helping with the food. The Chief stated that the firefighters are starting to work on the Pig Roast.

### **RECOGNITION BANQUET**

The amount in the budget for the banquet is \$1020. The Board agreed to accept Natalie Mozer's offer to have the recognition banquet at her home. The event would not be a dinner, but would be a cocktail type event. Natalie estimated the food and drink would cost about \$800. The Board is to look for a caterer for the event. The tentative date is Saturday, December 3<sup>rd</sup>, 2011.

### **FIRE DEPARTMENTS OF JEFFERSON COUNTY EXHIBIT**

Barbara informed everyone that the Lakewood Heritage Museum is doing an exhibit of volunteer fire departments in Jefferson County and GGFD is going to be part of the exhibit. The exhibit opens August 2<sup>nd</sup> with a reception August 5<sup>th</sup> from 5 to 8 pm.

### **MISC**

Virginia stated that she has tried to contact the Golden Chamber of Commerce about having the fire department put one of its vehicles in the parade. The Chief stated that if Virginia can get us

in the parade, we will be there with a vehicle.

### **UPCOMING DATES**

A list of upcoming dates:

August 4, 2011 – Special Board meeting 4 pm St. #1

August 18, 2011 - Pension Board meeting and Regular Board meeting 6 pm, St. #2

Sept. 15, 2011 - Regular Board meeting St. #1 6 pm

Sept. 17, 2011 – Pig Roast at Grange, 5 pm

### **ADJOURNMENT**

The meeting was adjourned at 10:25 p.m.

Respectfully submitted:

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Amy DeVos, Secretary

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Board Member

### **ACTIONS TAKEN BY BOARD AT MEETING**

Board approved (5-0) to offer the District Fire Marshall position to Ryan Holland

Board approved (5-0) keeping full insurance coverage on all vehicles

Board voted (5-0) to donate the low band portable and mobile radios to the Red Cross

Board agreed (5-0) to have the Recognition Banquet at Natalie Mozer's home

Board voted (5-0) to change the minimum requirements for membership to WL, FR, and CPR.

Board agreed to move forward with the fleet service agreement with Golden.