

**GOLDEN GATE FIRE PROTECTION DISTRICT
BOARD MINUTES
Of
September 13, 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 5:04 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. .

Community member Steve Green was in attendance.

PUBLIC COMMENT PERIOD

Steve Green asked about issues he has: the appointment of the new Fire Marshal, what his job will be and will his job be to enforce the IFC, does the IFC review group include any citizens, he had only noticed the Community Wildfire Protection Plan posted on the website today and had comments, he was requesting to review the bank statements for legal fees paid, he questioned why the question posed by resident Liz Heyner regarding the \$7,000 invoice to Ireland/Stapleton from the July meeting was not included in the July minutes.

Barbara stated that there was an e-letter sent out (Steve was on the e-letter list) with the notice about the Community Wildfire Protection Plan and she did not know there was a time limit for comments. Barbara also stated that the information is to be in the newsletter going out. The Chief stated that the Plan is finalized. Barbara stated that regarding the Fire Marshal, the Board and the Chief interviewed him. Barbara also stated that the interview was during a Fire Department Business meeting. Barbara stated that normally the Board does not interview Dept. member applicants nor do they note ion the Chief's choice of officers. The Chief stated that Ryan Holland approached him about a position with GGFD as a volunteer in the position of Fire Marshal. Chief Miller asked the Board to meet with and interview Ryan since the position of Fire Marshal has been contentious to the community in the past. Barbara stated that this position is a normal office position which has been an open position to fill and has been posted as open on our web site and, as in all membership and officer appointment decisions, doesn't require a public meeting. The Chief stated that he will enforce any code the District has adopted.

Regarding the committee to review the IFC, Barbara stated that it has not started back up again, and she will let Ryan, as an experienced Fire Marshal, guide the District in this. She stated that she will let Ryan know that there is a recommendation for citizens to be on the committee.

Barbara stated that it was an oversight that the legal fee question asked by Liz Heyner in July was not in the minutes. Barbara stated that these fees were for startup of the LOSAP, legal

documents and guidance to close the pension plan, and finalizing the truck lease/purchase agreement. Regarding Steve looking at the bank statements to review legal fees, Grant stated that the answers to his questions will be discussed later in the meeting under the budget review. If he still wishes to review the records, he can then talk to Cathy about the process to view public records.

REGULAR AGENDA

MINUTES

The minutes of the Regular Board meeting from August 18, 2011 were reviewed and presented as corrected. The minutes were approved as written by the Board (5-0). The Special Board meeting minutes from September 1, 2011 were reviewed and presented as corrected. The minutes were approved as written by the Board (5-0).

ADDITIONS OR DELETIONS TO THE AGENDA

Barbara asked that the Insurance renewal discussion be added under new business and a discussion about the inaccurate report on GGFPD in the Jeffco City and Mountain Views magazine.

TREASURER'S REPORT

Monthly Report: Amy DeVos presented the Treasurer's Report. The Board reviewed the financial reports. The August Treasurer's Report was reviewed and was approved by the Board. Approval was given by the Board to pay the bills presented, except the VFIS bill which will be reviewed later in the meeting, and accept the financial reports as written. In the future, Cathy is to send the check detail report to the Board the Thursday prior to the Board meeting for their review.

CHIEF'S REPORT

Chief Miller presented his report (attached).

Emergency Calls: Chief Miller stated that the fire department has responded to six calls, plus one fire standby for USA Pro Cycling Challenge, since the last Board meeting; 1 EMS calls, 1 fire call and 4 rescue calls. There was no fire loss for the month.

Membership update: The Chief stated that there are ten regular members, seven probationary members and one new applicant.

Equipment/Facilities maintenance: The Chief stated that the EUV trailer will need three new tires ASAP because the tires are the incorrect load range. There was nothing to report on the stations.

Training: The Chief stated that the S-215 course (Wildland Urban Interface Tactics) will need to be pursued out of district.

Misc: The Chief stated that the Fleet Service Agreement with COG is complete and trucks will be going down on a rotating annual schedule starting immediately. Dan stated that the purchase order has been submitted for the radios from the Communications grant. He stated that we will be invoiced for our match from the Communications grant. The Chief stated he needs to follow-up on the mutual aid agreement with Golden. The Chief also stated things are ready for the Pig Roast. Barbara stated that the owner of Maverick's Barbeque is donating 50 pounds of tri-tip for sandwiches towards the pig roast. Barbara is to work on getting ID cards/photos for the new members done at the Awards banquet.

RECRUITMENT

Dan would like for the Board to think about other volunteer members we should be recruiting other than firefighters, such as a financial controller.

GRANT UPDATE

Barbara stated that she had nothing to add on grants. Dan also stated that he had nothing to add regarding the Communications grant.

OLD BUSINESS

BUDGET COMMITTEE UPDATE (Plan for 2012 Budget Prep, Assessment of 2011 budgets vs. 2012, Pinnacle's role on GGFPD financials)

Dan gave a presentation in which he reviewed the 2011 Budget. He showed a spreadsheet of the 2011 budget (a copy he is working from). He stated that he, Grant and the Chief met and went over the 2011 budget. Dan stated that any line item we had budget for but have not spent and there is no known spending to be done, this budgeted amount can be reallocated to an account that is over budget. The Board went through the budget and made tentative adjustments to line items in budgeted expense accounts where extra money can be found. According to Dan, the budget committee is trying to get a better handle on actual expenditure timing and revenue timing. Dan stated that he believes we can end the year under budget without going into the reserve account. Dan also stated that we are making changes in what we are planning to do for the next four months so that we end the year as close to budget as possible. Tentative changes from the revenue side included: removing the \$63,000 for the Communications grant since the money for the grant is not coming to us, reducing the donation line from \$15,000 to \$10,000 and transfers from the unreserved capital fund of \$49,000 of which we have spent \$26,000. Grant stated that the point in doing this is to see if the 2011 Budget is working. Grant also stated that we are not discrediting the current budget. The Board approved (5-0) giving the Chief permission to buy the appropriate tires for the truck and the trailer. Grant stated that property tax income is running ten percent below 2010 numbers. Dan stated that the next step is to get a revised spending plan for the remainder of 2011 that can be approved by the Board. Dan and Grant are to meet with Pinnacle Consulting to make sure we are all on the same page and to talk about their role. According to Barbara, the 2012 Budget needs to be approved by November 15 and turned into the state in December.

UPDATE ON TRUCK SALE

Chief Miller stated that truck 852 has been sold. He stated that the check for \$3,175 has been received from Mike Cappello for the truck. The Chief also stated that he is working on getting the title for the vehicle so the sale can be completed.

CONTINUED REVIEW AND REVISION OF RULES AND REGULATIONS

The discussion of this topic was postponed until the Special meeting which was set for Wednesday, October 19 at St. 1 at 6 pm. This is the only topic to be discussed at the Special Board meeting.

NEW BUSINESS

INSURANCE RENEWAL

Barbara stated that the insurance went up one dollar from last year and the coverage is the same as last year. Barbara also stated that Jerry Ward with VFIS is to come to the October Board meeting to review coverage. Barbara asked the Board to authorize her and Virginia to sign the

insurance renewal with Jerry Ward at The SDA conference. The Board gave Barbara and Virginia the authorization (5-0) to sign the renewal packet from the insurance company. The Board also approved paying the invoice to VFIS (5-0) for the insurance renewal.

INACCURATE REPORT IN CITY AND MOUNTAIN VIEWS MAGAZINE

Barbara stated that the magazine printed that our annual budget is \$599,565. Barbara has spoken to the editor with the magazine and gave her the correct budget number. They are to print a retraction and include the correct information for GGFPD in the next issue.

MISCELLANEOUS

The Board agreed to have a Special meeting to complete the Rules and Regulations on Wednesday, October 19 at 6 pm at St. #1. Dan would like information on departmental structure for the Fire Department.

UPCOMING DATES

A list of upcoming dates:

- Sept. 17, 2011 – Pig Roast at Grange, 5 pm
- Oct. 19, 2011 - Special Board meeting St. #1 6 pm
- Oct. 20, 2011 - Regular Board meeting St. #2 6 pm
- Nov. 17, 2011 - Regular Board meeting St. #1 6 pm

ADJOURNMENT

The Board meeting was adjourned at 7:55.

Respectfully submitted:

Amy DeVos, Secretary

Board Member

ACTIONS TAKEN BY BOARD AT MEETING

The Board approved (5-0) giving the Chief permission to purchase tires for the truck and the trailer.

The Board approved (5-0) to give Virginia and Barbara permission to sign the renewal contract for insurance

The Board approved (5-0) paying the VFIS invoice for the insurance renewal.