

GOLDEN GATE FIRE PROTECTION DISTRICT
BOARD MINUTES
Of
June 17, 2009

The tape 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 7:11 p.m. The meeting was held at Fire Station #2, 7181 Crawford Gulch Road.

ROLL CALL

Board Members present: Barbara Crawford, Amy DeVos, Doug Miller, Mike Czyzewski and recently resigned Board member Steve Green.

Also in attendance: Cathy Kowitz, Administrative Assistant and Kelly Sorvig, Fire Chief.

Community members Bill Marshall, Paul Trost, Robert Thiessen, Sam Wineland, Kerri Crawford and Dot Crawford were in attendance.

PLEDGE OF ALLEGIANCE

Barbara led everyone in the Pledge of Allegiance.

ANNOUNCEMENT AND ACCEPTANCE OF STEVE GREEN'S RESIGNATION

Barbara stated that the Board needs to make a formal acceptance of Steve's resignation. Steve stated that his resignation stands as long as things stay the same. He gave three reasons why he is resigning. Steve stated that he has no problems with anyone on a personal level. He stated that he has a problem with communication, accuracy and reporting of the facts and a concern the Board has shown regarding these two issues. The communication issue has to do with getting no response from Kelly from emails sent to him, the accuracy and reporting has to do with inaccuracies from the attorney and an article in the newsletter he thought was inaccurate. Doug Miller stated that Steve was a good advocate for the citizens of the community and would encourage him to change his mind. Barbara made a motion to accept Steve's resignation and the Board unanimously accepted it.

PRESENTATION AND QUESTIONING OF APPLICANTS FOR BOARD POSITION

The three candidates for the position are Paul Trost, Robert Thiessen and Kerri Crawford. Barbara stated that this position will be held until the next election in May 2010. Each candidate gave a statement of why they want to be on the Board. Paul stated that he has experience having served on the Board before. Robert stated that he has attended most of the Board meetings and stated that he will take the back seat if someone else wants the Board position. Kerri stated that she is interested in doing what she can to contribute to the community.

Amy asked each candidate if they would willing to go along with the Board vote even it didn't go the way they wanted would they be willing to accept and support the majority vote publicly. All three candidates stated they would.

Doug asked Kerri what the number one role of the Board is. She stated it is to support the Chief and the firefighters and make sure they have the equipment and people they need and there is a significant fiduciary responsibility. She also stated she is a technical writer. She stated that her family has been in the community 30 years. Doug asked Paul what the number one challenge of GGFD is and how it relates to the Board in 2009. Paul stated that is the fiduciary responsibility to the taxpayers and the Board needs to have set policy and goals. He sated there has to be a close working relationship with the fire department and strong mutual trust between the Board and the firefighters. Doug asked Robert how he would overcome the challenges that drove Steve Green away. Robert stated that he thinks those challenges are not a great as Steve made them to be. He also stated that you need to stay with the game plan and he thinks things have improved from three years ago.

Mike asked Robert his greatest strength for the position. Robert stated that he is a flatlander and he has been chief executive over many people and had to keep many balls in the air. Mike asked Paul where he sees the District going in the next year. Paul stated that the big challenge is to make sure the trust between the fire department and Board is strong and recruiting of new members. Mike asked Kerri about her experience in community service. Kerri stated that she has been the president of PTA's in most communities she has lived. She stated that in California she received the PTA president state award for her advocacy against hazardous waste dumps near school sites. She also stated that as an engineering consultant she is accustomed to communicating with many types of people. She also stated she can offer patience and we need a generosity of spirit.

Barbara asked the candidates if they have the time to commit in between the Board meetings. Robert stated that he has the time. Paul stated that he would be available. Kerri stated that she is a can do person.

Doug asked the three candidates that if they are not elected for this position would they be interested in the position open next month. All three candidates stated they would.

ROLL CALL VOTE

Barbara asked the Board for a roll call vote. Mike thought representation from the Douglas Mtn. area is important and he voted for Kerri. Doug stated that there are three excellent candidates and thought the representation from the Douglas Mtn. area is important and he voted for Robert. Amy was very impressed with Kerri's credentials and her willingness to serve and voted for Kerri. Barbara stated she was also impressed with the caliber of the three applicants and she stated that she is impressed with Kerri's background and her willingness to help and therefore voted for Kerri. The official count was 3-1 for Kerri.

SWEARING IN OF NEW BOARD MEMBER

Barbara informed everyone that there were there really good candidates. She stated that the Board voted for Kerri Crawford to fill the position on the Board. Barbara swore in Kerri. Kerri is to get the paperwork back to Cathy after it has been notarized.

PUBLIC COMMENT PERIOD

Bill Marshall thought a thank you note should be sent to Joseph and Roberta Trujillo, the owners of the property at the intersection of Robinson Hill Road and Golden Gate Canyon Rd, for cutting the brush which were obstructing the view for drivers. Kelly suggested sending them complementary Pig Roast tickets. The Board unanimously approved the resolution of Pig Roast tickets to the Trujillo's. Amy is to send a thank you note.

REGULAR AGENDA

MINUTES

The minutes of the Regular Board meeting from May 20, 2009 were reviewed and presented as corrected. The minutes were unanimously approved by the Board pending an addition to the minutes requested by Doug Miller. The comment Doug asked for was regarding his stating that he ran before and was the runner-up in the election. Cathy is to make the addition to the minutes.

ADDITIONS OR DELETIONS TO THE AGENDA

Amy stated that Bill Marshal has requested that the Culture and Recruitment report should come after the Chief's report and the item called Special Needs survey, should just state Needs survey,.

Doug asked that the Acquisition and Dispensation policy item be deleted from the agenda for this month.

TREASURER'S REPORT

Monthly Report: Amy Devos gave the Treasurer's Report. The June Treasurer's Report was reviewed and approved by the Board. Approval was given by the Board to pay the bills presented. Doug asked about the miscellaneous item paid (\$3526) and what category it should go under. The item is for the marketing items (shirts, cups and decals). Cathy stated there is currently no category. Barbara stated that the Board approved the purchase the items but that no one knew how much it would cost. Mike suggested putting a category under Board expenses for the marketing item. Barbara stated that we need to find a place in the bud get for this purchase. Doug stated that this is a lot of money and he has a concern. Sam Wineland asked who is getting the shirts. Barbara informed everyone that the Firefighters, Wildland team members, donors, auxiliary members and FAN volunteers who are to help out around the station are getting shirts. The Board decided to take \$1000 of the \$3256 and put it in the category 9400 (clothing). The remaining money (\$2526) will be put in a new recruitment category under Administration. Cathy is to send Kerri a roster of the GGFPD.

CHIEF'S REPORT

Emergency Calls: Kelly stated that the fire department has responded to three calls in the past month, one EMS and two fire/smoke investigation. He stated there was no fire loss for the month.

Membership update: Chief Sorvig stated that there are currently 10 regular members, two probationary members, 6-7 Wildland team members and three new applicants. There are no disciplinary issues and no one is on suspension.

Vehicle status: Chief Sorvig stated that all the trucks are in good shape with the exception of 862 which still needs new tires.

Station status: Station #1 – in process of locating more shelving, the compressor has been placed and is ready to be wired. Kerri volunteered to help paint the inside of Station #1.

Equipment: Polaris has delivered the UTV to Station #1 today.

Training: Chief Sorvig stated that the fire department is going to complete the CPR module this month, AMR ambulance service has come up for hands on to their equipment. He also stated that there will be another pack test, but the date has not been decided yet. Kelly asked the Board about the CPR class for the community. Barbara stated there is no date set for the CPR class, but that Stan is calling everyone who is interested. Kelly stated that upcoming training needs include continuing with FF1 JPR's and hazmat. He stated they are up to date with everyone on Wildland training.

Miscellaneous: The Chief stated that the radios are in good shape. Cathy informed Kelly that Anytime Fitness is still deducting a monthly fee (\$26.95) from the Fire Department checking account. Kelly stated that he has called Anytime Fitness again regarding the charge. Kelly is requesting a \$1000 reimbursement into the Fire department account for the purchase of the tires. The Board unanimously approved putting \$1000 into the Fire Department's account to reimburse the account for the new tires. Cathy is to call Qwest regarding the voice mailbox at Station #2 and how to retrieve the messages.

Kelly stated that he is reviewing the grading permits for El Dorado Estates from Jefferson County. He will also be doing a driveway inspection on Crawford Gulch Road. Kelly stated that an insurance company is about to cancel coverage for a home on Douglas Mtn. Drive because their driveway does not meet county standards. He stated that he needs to write a letter stating the fire department has access to the home since it is so close to the road. Kelly asked about how to deal with a development that we have already done a driveway inspection on when there will be individual properties going in. He asked if we should charge each homeowner for a driveway inspection. Doug stated that since the letter for the development is already on file at Jefferson County, each homeowner should be able to use the letter. Doug indicated that someone from the District could go to each new homeowner in the development, meet them, give them a photocopy of the driveway inspection and give them information about the District and possible recruitment.

CULTURE AND RECRUITMENT

Bill Marshall stated that we need to get caught doing good things. He wanted to thank the Board members who showed up at the Fire Fair. Bill stated that it is important for the Board to set the culture so that others in the community see it. Bill handed out a draft of where we stand in the Goal 250. He stated that we are up to 30 FAN volunteers. He also informed everyone that the

Douglas Mtn. Neighborhood Assn. has adopted Station #1. He stated we need more grant writers and we need to find an emergency evacuation manager so a plan can be set up. Doug asked how the Board gets informed on what is being done by FAN volunteers. Barbara stated that there is to be a lead director from the Board, for each group, who is to give a report at the Board meetings.

Kelly brought up an issue based on comments from department members regarding the terminology of labeling “first responder”. He stated that firefighters have been trained as First Responders as opposed to those who are on scene first being called first responders. Kelly asked if this is a problem for anyone. Barbara stated that for grants and Homeland Security, first responder is considered a generic term for those first on the scene. Mike suggested changing the name used in the newsletter to Emergency Response personnel to make it more generic. Everyone agreed to the change. Kelly also asked if we have spoken to the property owner about the mitigation being done on Station #2. Barbara stated that she has a call into the property owner, but the portion of the property for the mitigation belongs to the District.

GRANT UPDATE

Barbara informed everyone that we haven’t done anything with this year’s Gaming Grant (\$11,450 to spend until Dec. 2009). The Fuels Reduction Grant is doing very well and several more homeowners have come on board. She stated that there is another \$20,000 available for fuels reduction. Doug mentioned offering a community based program where we would chip slash material that people have cut and use the grant to be reimbursed. He stated it would reduce the number of burn permits. Barbara stated that you have to follow the rules of the grant and doing this may not meet the rules. Barbara suggested to Doug that he do a write up of the program that he would like to do as part of the grant, to present the info and see if it would qualify. Barbara would like to thank the anonymous person for doing the work at the station and donating the money back as part of the grant. Barbara has information on another grant which is for a new station and it is a 100% funded grant. She stated that Jan Snyder is working on the grant and would like information from Board members to help strengthen our position for the grant. Barbara also stated that the grant is due by July 12th. Barbara stated that a committee needs to be formed to look at what needs to be done at Station #1 (renovation/demolition).

COMMITTEE REPORTS

Acquisition and dispensation policy

This item was tabled until next month.

Performance review procedure discussion and approval

Barbara asked the Board about any changes they may have to the procedures she had emailed to them. Doug stated that it is a good rough draft. Doug would like to spend more time looking at the procedures. Doug and Amy stated that they would work on the job performance review procedures. Doug stated that the goal is to have procedures in place for future Fire Chiefs and Administrative Assistants. Barbara stated that they would discuss this again at the July meeting.

Membership and training policies

Barbara presented handouts to the Board of the policies that she and Kelly have been working on. The Board reviewed the handouts. Barbara stated that the Board needs to agree and sign off on the policies so that they can be put in the policy book. The Board

members are to review the proposed policies so that they can be approved at next months Board meeting. Kelly is to write a policy for steps to termination in the fire department and present it to the Board at next months meeting. Kelly presented the questions asked of candidates for the fire department to the Board. The Board discussed what types of questions are acceptable for potential candidates.

Long Range Planning

Barbara presented handouts to the Board with pictures of the trucks so everyone knows what trucks are being discussed.

Kelly stated that they would like to take the pump and the skid pack off of 852, which is a two wheel drive vehicle, so they can be put on a new four door four wheel drive chassis. Kelly also stated that the problem with a new vehicle is that it would have to be outside at Station #1.

Barbara read a letter the District received from ISO regarding the rating of the District. The letter states that before ISO implements the rating change (from a 9 to a 10); ISO would like to know if we would like to develop a plan to retain Class 9 rating. Kelly stated that we could make a plan, but it may be hard to achieve. Barbara is to write the letter to ISO stating we want to make a plan and Kelly is to write the plan.

Needs Survey

Bill provided a handout to the Board of maintenance needs at Stations #1 and #2. He stated that he is going to get dollar amounts for the repair costs of the items and present it to the Board. Bill has requested \$2000 for grading at the back of Station #2 to prevent water coming into the building. Bill stated that we also need to get an electrician to get things done at the stations. The Board decided to wait until next month to discuss and approve this item. The Board reviewed the budget for available money to be used for repairs. Barbara is to show the electrician the work that needs to be done and get a bid from him. Bill showed everyone lettering that could be used for signs to identify the stations. The Board stated that this project is on hold until money can be found.

UNFINISHED BUSINESS

UPDATE ON COMMUNICATIONS AUTHORITY

Barbara, Robert and Kerri attended a meeting with Paul Pettit with the Communications Authority. Barbara stated that we don't have enough information about the Authority. She also stated they got good information from Paul. Barbara stated she got a copy of our license which is listed as Jefferson County Communications Authority. She stated that her concern is that if they decide to get rid of the license for Jefferson County will they be getting rid of our license. Kerri has said that she will work on getting information from the Authority. Barbara stated that Raule Nemer, the attorney for the Communications Authority, has been able to get the fee down to \$50/month from \$500/month. Barbara stated that we should continue to move forward to get the repeater moved to Mt. Thorodin. She also stated that Robert, Robert's son Andy, and Kerri are to help work on this. Robert stated that based on information he has gotten, low band radio is history and one day we won't have it so we will have to come up with another plan for the future.

REVIEW AND POSSIBLE APPROVAL OF BY-LAWS

Barbara stated that she made the changes requested to the By-Laws. The Board voted to accept and approve the By-Laws (4-0). Four of the five Board members were present for the vote. Barbara passed out a copy of the By-Laws to be signed by each Board member.

UPDATE ON SAFETY VESTS

Kelly stated that he found the vests but they are out of stock. He will order them when they are in stock.

UPDATE ON REPAIRS AT STATIONS 1 AND 2

This item was discussed above under the Needs Survey.

UPDATE ON COMPRESSOR

Kelly discussed this under the Chiefs Report.

UPDATE ON FIRE FAIR AND PROGRESS TOWARDS EUV/FR

Barbara provided a handout with the results of the Fire Fair to the Board and stated that the fair made a profit and there were donations for the UTV (handout attached). Amy stated that we have received \$12,000 in donations towards the UTV. Barbara stated that we need to pay for the UTV within 30 days of receiving the vehicle. Mike stated that the trailer and the unit totaled \$18,700. The skid unit is an additional cost.

NEW BUSINESS

PROPOSAL TO APPOINT COMMITTEE TO REVIEW TABOR LAWS/ADVANTAGE OF DE-BRUCING

Barbara stated that if we want to research the advantages of de-Brucing (the Tabor Amendment) before the next election, we need to start the research now. Barbara stated that by de-Brucing, funds can be become available that are not available now in a budget year. Barbara is to start the research and contact Clay. She stated she will email what she finds to the Board.

PURCHASE OF UPDATED MAPS OF DISTRICT

Barbara proposed getting updated maps of the District from Jefferson County and put them at each station. Doug asked if we would use it or is it just to put up to show our territory. Kelly stated the maps would be useful tools for training and orientation. Barbara is to check on the maps and see how much they cost.

WAYS TO INCREASE COMMUNICATION BETWEEN NEW GROUPS AND THE BOARD

This item was not discussed due to time constraints.

RESIGNATION OF MIKE CZYZEWSKI

Mike formally turned in his resignation to the Board effective today. The Board unanimously accepted Mike's resignation.

OTHER MATTERS

Doug stated that he has been getting the emails from the District Web site and all the emails so far have been spam.

UPCOMING DATES

A list of upcoming dates:

- June 30th - Deadline for auditor to submit audit
- July 31st - Submit audit to State Auditor
- July 15th - Regular Board meeting – St #1
- August 18th - Regular Board meeting – St. #2
- August 25th - Assessors certify actual tax values

ADJOURNMENT:

The meeting was adjourned at 11:40 pm.

Respectfully submitted:

Amy Devos, Secretary

Board Member