

GOLDEN GATE FIRE PROTECTION DISTRICT  
BOARD MINUTES  
Of  
July 15, 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 7:02 p.m. The meeting was held at Fire Station #1, 23260 Robinson Hill Road.

**ROLL CALL**

Board Members present: Barbara Crawford, Amy DeVos, Doug Miller, and Kerri Crawford.

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

Community members Paul Trost, Robert Thiessen and Steve Green were in attendance.

Guest in attendance: Clay Brown, Scott and Jared from DOLA.

**PLEDGE OF ALLEGIANCE**

Barbara led everyone in the Pledge of Allegiance.

**PRESENTATION AND QUESTIONING OF APPLICANTS FOR BOARD POSITION**

The two candidates for the position are Paul Trost and Robert Thiessen. Barbara stated that these candidates were at the last meeting and were questioned that night. Barbara asked the candidates if they had anything they wanted to ask the Board and they had no questions. The Board had no questions to ask the candidates.

**ROLL CALL VOTE**

Barbara asked the Board for a roll call vote. Amy, Doug, Barbara and Kerri voted for Robert Thiessen. Barbara stated that the two candidates were excellent. The official count was 4-0 for Robert. She stated that Robert will serve until May 2010 when an election will be held for a four year term.

**SWEARING IN OF NEW BOARD MEMBER**

Barbara swore in Robert. Cathy is to notarize the paperwork and send it in to the state.

**PRESENTATION ON THE BUDGET BY CLAY BROWN AND ASSOCIATES FROM DOLA**

Clay Brown stated that he has been helping the District with budgeting issues and that he, Scott and Jared are here tonight to answer budgeting questions. Scott gave an overview of a budget, which is considered a roadmap for the District to follow. Clay stated that accounts the District has are different than the budget. Clay stated there is a process to follow when making a budget.

Kerri asked what an appropriation was. An appropriation is a resolution that you pass after you have adopted a budget that allows you to spend the money. When money is moved from one fund to another there are steps that need to be followed. A contingency fund is for unforeseen circumstances during the year and by law the reserve fund in a budget cannot be spent that year. According to Scott, the 5 ½% statutory property tax revenue limitation was supposedly voted out by the District in a past election. The District is to research and look for documents regarding this vote by the District so see if we are exempt. Any federal money (grants) is exempt from Tabor laws but state grants are not. Debrucing (taking some limitations of Tabor away from your District by a vote in the District). According to Clay, the Tabor law has complicated life for small Districts. The debt limitation states that the District cannot increase the debt of the District without prior vote from the residents of the District. Tabor also limits property tax revenue for Districts. Clay stated it is very important to set yearly goals and prioritize them.

### **PUBLIC COMMENT PERIOD**

There was no public comment.

### **REGULAR AGENDA**

#### **MINUTES**

The minutes of the Regular Board meeting from June 17, 2009 were reviewed and presented as corrected. The minutes were unanimously approved by the Board. Barbara thinks the minutes are too specific and need to be shortened. She would like to use the guidelines from SDA and would like the Board to look into how we want the minutes to look. Kerri made a motion to have a Board member reevaluate how much detail we want in the meeting minutes. The Board unanimously approved the motion. The minutes from the May meeting were presented with the requested corrections and were signed.

### **ADDITIONS OR DELETIONS TO THE AGENDA**

Doug asked that the Culture report and Acquisition and Dispensation policy items 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. Doug recommended paying out the full amount from the Fuels Reduction grant (\$20,000) and then the donation checks can be written back to the District. Barbara submitted an invoice for (\$280.00) the remainder of the shirts that were made for the Fire Department. Approval was given by the Board to pay the bills presented.

Amy reported on the reappropriation of funds that she and Doug worked on. She stated that they found funds to cover the repairs at both stations and the t-shirts. They recommended taking money (\$7,000) out of the cistern fund (\$10,000) and the money was put it into building repairs/maintenance (\$3,000), clothing (\$2,000) and recruiting (\$2,000). They also recommended moving \$4,550 from the medical equipment fund and moving it into building repairs/maintenance, which would then have a total of \$7550. The Board unanimously approved the reappropriation of capital funds to the repairs funds and the recruiting fund. The Board unanimously approved the moving of money from the Medical Equipment fund into the Building Repairs fund. Kelly asked what is to become of the money in the CD account. The money will

become a part of the general fund when there is an item it will be budgeted for. Cathy is to look to see what purchases are included under the Other Capital Purchases fund.

Barbara stated that part of the electrical work for the two stations would be done on Friday. The work would include replacing the timer on the light, installing a motion detector and new cover and padlock for the diesel switch at Station #2. The work at Station #1 would include hooking up the air compressor and lights with motion detectors outside the bays. The Board unanimously approved a NTE of \$2,000 for the electrical work. Barbara stated that Randy still has to complete the downspout work and the snow stop at Station #1. The Board unanimously approved the work at Station #1 with a NTE of \$500.

### **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, three pending recruits for new members and two new applicants. Two members have officially resigned (Ric and Wendy Wendlandt). There are no disciplinary issues and no one is on suspension.

**Vehicle status:** Chief Sorvig stated that the new tires have been put on 862.

**Station status:** Station #1 – The FD is considering walling over the back area upstairs for storage process. Kelly asked about the cistern at St. #2 and Doug stated that he has contacted Doug Primmer.

**Equipment:** The UTV is at St. #1 and it is being broken in. The FD would like to get a Tough Shed to store the UTV.

**Training:** Chief Sorvig stated that two members are in limbo with FF 1 recertification. Kelly stated that all the firefighters need hazmat training. .

**Miscellaneous:** The stripes on the back of the trucks have not been done yet. Kelly is still working on getting vests for the firefighters. Barbara has set up a credit with Hill Petroleum for diesel service.

### **CULTURE AND RECRUITMENT**

This item was deleted from the agenda and not discussed.

### **GRANT UPDATE**

Barbara informed everyone that the grant for the new station has been tabled. According to Barbara, the Colorado State Forest Service Fire Division is giving fire shelters out and she and Kelly are working on getting some for the Department. Barbara stated that she doesn't want to lose the Gaming Grant funds so project needs need to be found for using the grant money. Robert stated that he has gotten no response from Radio Shack regarding their grant.

### **COMMITTEE REPORTS**

#### **Acquisition and dispensation policy**

This item was tabled until next month.

#### **Membership and training policies**

This item was tabled and was not discussed.

**Communications Authority**

Kerri stated that she; Robert, Andy (Robert’s son) and Paul Pettit have met twice and now have a general direction and are trying to define what the Districts needs are.

**UNFINISHED BUSINESS**

**APPOINTMENT OF BUDGET COMMITTEE**

Barbara stated that she would like Doug to be the budget officer and have Kelly and Amy work with him on the budget.

**APPOINTMENT OF PERFORMANCE REVIEW COMMITTEE**

Barbara stated that we need a committee for reviews. The committee is to consist of Doug, Barbara with Kelly to be a part of the committee for Cathy’s review.

**DATE FOR LEADERSHIP MEETING**

Barbara asked the Board members to check their calendars for a date for the meeting.

**NEW BUSINESS**

**RECOGNITION AND COMPLIANCE WITH SENATE BILL 09-87**

Barbara stated that this new bill requires Special Districts to do more things to be in compliance with transparency issues. She stated that most of the things the bill requires we already do. She stated that one item we need to do is every January we have to send a new map to the county with the District boundaries clearly marked. She also stated that the posting of the agenda has to be 72 hours before the meeting.

**UPCOMING DATES**

A list of upcoming dates:

- August 18<sup>th</sup> - Pension Board meeting & Regular Board meeting – St. #2
- August 25<sup>th</sup> - Assessors certify actual tax values
- Sept 16<sup>th</sup> – Regular Board meeting – St. #1
- Sept. 26 - Pig Roast

**ADJOURNMENT:**

The meeting was adjourned at 10:03 pm.

Respectfully submitted:

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Amy Devos, Secretary

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Board Member