



# GOLDEN GATE

## Fire Protection District

P.O. Box 843  
Golden, CO 80402-0483  
(303) 279-3538  
[www.goldengatefire.org](http://www.goldengatefire.org)

## Golden Gate Fire Protection District Meeting Minutes

20 February 2020

### 1. Preliminary

- 1.1. Location: Golden Gate Fire Station #2, 7181 Crawford Gulch Rd, Golden, CO.
- 1.2. Call to order: Mr. Patton called to order the regular meeting of the GGFPD Board at 7:00 PM
- 1.3. Welcome audience.
- 1.4. Pledge of allegiance
- 1.5. Roll call indicated a quorum was present with Mr. Patton, Ms. Carlon, Dr. Kinnard, Mr. Trost, and Mr. Agar. Chief DiFeo was present.
- 1.6. Additions and deletions to the Agenda: plan to flex the schedule to accommodate Robin Smith's (our new accountant) visit; swap Treasurer's report for when Robin shows up.

### 2. Public Agenda

- 2.1. Public comment:
  - Grange presented 2 topics: 1) timeline/discussion on septic situation between Grange and Station 3. Met with Mitch Brown who provided 3 options based on usage. Reached out to Health Dept for free well water testing and paperwork provided by Terri Costeldia. Grange is asking for a firm solution on this. Suggested establishing a committee to solve these problems because they have had difficulty getting this resolved and having a voice; 2) easements (driveway/well).
- 2.2. Approval of minutes from Jan 16, 2020
  - **Motion #1** by Mr. Patton to approve minutes. 2nd by Mr. Trost. All in favor.

### 3. Committee Reports

- 3.1. Treasurer's Report
  - See attached
  - Open issues/summary of discussion:
    - Dr. Kinnard reviewed the financials and discussed all items and questions raised.
    - Introduced and welcomed new accountant Mr. Robin Smith of Smith and Associates as a guest.
      - Mr. Smith reviewed 2019's books, made a few changes/corrections to formatting and cleaned up balance sheet but no major issues.

- Question was raised about grants and documenting a better way to track the money which comes in as grant revenue and donations. How that money is spent is a separate issue. Add “in-kind donation” line.
- **Motion #2** by Dr. Kinnard to move to get 2019 LOSAP letters out to FFs in good standing with the interest earned distributed pro rata. And for FFs who did not meet criteria and/or return equipment, the money gets returned to general funds, after appropriate period of time and due process by Fire Chief. **Amendment to Motion #2** by Mr. Patton to approve and deliver 2019 LOSAP letters to FFs in good standing as stated above but table the issue regarding delinquent FF standing because we currently don’t have policy specifying a deadline and subsequent forfeiture due to delinquent status. 2nd by Dr. Kinnard. All in favor.
- Dr. Kinnard will draft a resolution for DOLA.
- We have an opportunity to request an audit exemption. State government requires that any district with income/expenses over \$750K to get an audit but between \$50-\$750K districts can apply for an exemption. This requires a resolution from the board that we have a majority in favor to apply for the exemption.
- **Motion #3** by Dr. Kinnard to adopt resolution 2020-2-1 for exemption from audit for 2019. (Single year exemption.) Second by Mr. Patton. All in favor.

### 3.2 Chief’s Report

- See attached.
- Open issues/summary of discussion:
  - **Motion #4** by Mr. Patton to approve Administrative Assistant (AA) pay increase from \$18 to \$20/hour for satisfactory performance per job offer letter. Effective March 1st. Second by Mr. Agar. All in favor.
  - Raised concern about a FF who went out on his own to get donations from the Go Fund Me page on Facebook and how that money is received. Chief confirmed this won’t happen again and noted the money was earmarked for specified equipment.
  - Chief Brill is working on multiagency grants. The problem with working with big budget agencies is that its point based so this hurts us.
  - Station 3 septic issue for action: FD will get a 24 hour leak test for the tank, install a high water alarm, and seal the pipe.
  - Subsequent issue raised after Utility 921 accident with carrying gear inside command vehicles: loose gear, toxins, etc. Until we are budgeted for a second vehicle, and installing a cage inside vehicles, Chief will be using POV to go on calls.
  - Our vehicles have been underinsured (actual value v. replacement value). Chief will investigate rates and have numbers for next board meeting.
  - Requesting AA to put together board binders for each member
  - Question about upcoming public education opportunities; station 3 open house in the summer. Chief will draft a news letter with information.

## 4. Old Business

4.1.Planning session update: Nothing significant to report (NSTR)

4.2 LOSAP 2020 Plan Review

- “Good standing” means participant has completed all of the requirements in compliance with Personnel Policy Manual so it covers all 3 programs: in district, out of district (shift FFs), resident.
- Add in Personnel Policy Manual verbiage to define FF not in good standing
- 1.14 “severance from service” should be outlined in Personnel Policy Manual
- **Motion #5** by Mr. Patton to approve LOSAP plan with the following amendments: 1.6 to read: “Good Standing” means Participant has completed all 9 of the requirements in the Personnel Policy Manual for that calendar year; and clarify 5.1 by deleting “within an administratively reasonable period of time.” Second by Ms, Carlon. All in favor. (Dr. Kinnard and Mr. Patton recuse themselves.)

#### 4.3 Personnel Policy Review

- Question if this document is ready to be officially reviewed by attorney.
- Verify Appendix C is listed in Table of Contents
- Access to records: include Custodian of Records
- Add line for FF severance of service and not in good standing

#### 4.4 Board Election Update

- DEO has filed appropriate notices in Golden Transcript
- As of 20 Feb, only one self nominations has been submitted
- Deadline for nominations is next Friday 28 February.

### 5. **New business:** Nothing significant to report (NSTR)

### 6. **Adjournment**

- Sam Patton adjourned the meeting at 9:43 PM. The next regularly scheduled meeting of the Board is scheduled for March 19, 2020 at Golden Gate Fire Station #1 at 7:00 PM.

END

Minutes approved by:




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Sam Patton, President