



GOLDEN GATE

Fire Protection District

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Golden Gate Fire Protection District Meeting Minutes 8 October 2020

1. Preliminary
 - 1.1. Location/Call to order: Ms. Carlon called to order the regular meeting of the GGFPD Board at 7:02 pm via Zoom conference call.
 - 1.2. Welcome audience
 - 1.3. Pledge of Allegiance
 - 1.4. Roll call indicated a quorum was present with Ms. Carlon, Mr. Patton, Mr. Agar, Mr. Trost, Dr. Kinnard. Chief DiFeo was present.
 - 1.5. Additions and deletions to the Agenda: add 4.2 resolution 2020-4-1; add 5.2 FPPA authorization form.
2. Public Agenda
 - 2.1. Public Comment
 - Terri Costeldia informed everyone that the Auxiliary fund raiser went out. She also raised concern about the administrative fee (\$740/month) we are planning to pay TLFD as part of the IGA.
 - 2.2. Approval September 17, 2020 Meeting Minutes. **Motion #1** by Sam Patton to approve August 20 minutes. 2nd by Paul Trost. Discussion: Dave Kinnard was concerned about the editing process of this legal document. **Motion tabled to November** (not approved pending better editing process).
3. Reports
 - 3.1. Treasurer's Report
 - See <https://www.goldengatefire.org/minutes-and-financials/> for report.
 - Open issues/summary of discussion:
 - Paul Trost noted that we are running well and frugally and under budget 30-40%.
 - Sheila Carlon raised concern that we are budgeting correctly and pointed out confusing category labeling processes which should get cleaned up.
 - Dave Kinnard requested financials a few days in advance of meeting to have time to review the reports.
 - Dannel Agar asked for read-only access to QB. Dave Kinnard will look into cost.
 - 3.2. Chief's Report
 - See <https://www.goldengatefire.org/minutes-and-financials/> for report.
 - Open issues/summary of discussion:
 - Discussion of Station 81 remodeling:
 - All agree that this needs to be a plan that is managed and has oversight by the board. Sheila Carlon suggested forming a small planning group for this purpose.

4. Old Business

4.1. Intergovernmental Agreement (IGA)

- Sheila Carlon wanted clarification on GGFPD contract with TLFD on administrative services for training purposes. This is too broad and vague.
- **Motion #1** by Sam Patton to approve IGA to contract administrative/training partnership with TLFD. 2nd by Sheila Carlon. Vote: 5 yes. **Motion passes.**
- Sheila Carlon requested status checks every 1, 3, and 6 months, so first report is expected in December.

4.2. Resolution 2020-4-1.

- Background: last spring we amended our budget to allocate monies to execute the lease to purchase Station 3. Per advice of state and county we included this in our 2020 budget for the potential purchase. The consequence after the 2019 purchase of Station 3 was that we have that excess sum included in our 2020 Cap Ex budget which is misleading since it was budgeted and spent last year.
- Dave Kinnard presented to options to manage this: 1) do nothing, money expires unspent so no further action is legally required, or 2) for a more accurate expression, we can execute a budget contingency to reduce our scheduled capital outlay for 2020.
- **Motion #2** by Sam Patton that Dave Kinnard move forward and have a budget contingency circulated, then ready to vote on by next month. 2nd by Paul Trost. Vote: 5 yes. **Motion passes.**

5. New Business

5.1. 2021 Budget Presentation

- Sheila Carlon wanted clearer labeling for the line items as well as better formatting to make the document easier to read.
- Dannel Agar would like to see budget year 2020 next to 2021 for easier reviewing/comparison.
- Sam Patton reminded the board that the purpose of this meeting is to present the budget. Suggestions on layout is okay but we don't need to approve this tonight.
- Sheila Carlon questioned where the IGA TLFD payments go. It goes under training but Sheila would like this separated out so it can be monitored. Add 674.1 "TLFD Administrative Training Expense."
- The 2021 budget proposal will get published in the Golden Transcript in November.
- Paul Trost will get together with Dave Kinnard to clean up the categories in Quick Books.

5.2. FPPA Authorization Form

- Dannel Agar explained that every few years the FPPA administration requires an authorization/access review and since we have new officers, Dannel wanted to know if anyone else wanted to be included.
- Dave Kinnard suggested as a policy note that Pension Chairman and Treasurer should be on it. It was agreed to remove Dave Kinnard and Sam Patton and add Paul Trost.
- Chief noted that LOSAP budgeting will remain the same, but funds will be reallocated to the training captain position.

6. Adjournment

6.1. Sheila Carlon adjourned the meeting at 8:39 pm. The next regularly scheduled meeting of the Board is on November 19, 2020 at 7:00 pm via Zoom conference call.

END

Minutes approved by:

A handwritten signature in cursive script that reads "Sheila Carlon". The signature is written in black ink and is positioned above a solid horizontal line.

Sheila Carlon, President