



GOLDEN GATE

Fire Protection District

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Golden Gate Fire Protection District Meeting Minutes 19 November 2020

1. Preliminary
 - 1.1. Location/Call to order: Sheila Carlon called to order the regular meeting of the GGFPD Board at 7:02 pm via telephone conference call.
 - 1.2. Welcome audience
 - 1.3. Pledge of Allegiance
 - 1.4. Roll call indicated a quorum was present with Sheila Carlon, Sam Patton, Dave Kinnard and Dannel Agar. Chief DiFeo was present. Paul Trost was not present.
 - 1.5. Additions and deletions to the Agenda: Add 5.5 Voluntary Pension Plan authorization form Add 5.6 Executive Session protocol.
2. Public Agenda
 - 2.1. Public Comment
 - Terri Costeldia cancelled all rentals at Grange except AA and GGFPD and pending special needs. Due to budget constraints, Grange can't take the lead on internet. Firewise: \$116 in savings on Homeowner's insurance. Auxiliary fundraising efforts: received over \$11K and counting. They will send a follow up email to residents reminding them of the 31 Dec 2020 tax credit deadline. Met with volunteer FF officers to work on 2021 budget. Currently looking for junk cars for GGFPD extrication training.
 - 2.2. Public Comment – 2020 Budget Resolution to Reduce Capital Expenses. No public comment.
 - 2.3. Public Comment – 2021 Draft Budget. No public comment.
 - 2.4. Approval September 2020 Meeting Minutes. **Motion #1** by Sam Patton. 2nd by Dave Kinnard. Vote: 4 yes. **Motion passes.**
 - 2.5. Approval October 2020 Meeting Minutes. **Motion #2** by Sam Patton. 2nd by Dannel Agar. Vote: 4 yes. **Motion passes.**
3. Reports
 - 3.1. Treasurer's Report
 - See <https://www.goldengatefire.org/minutes-and-financials/> for report.
 - Open issues/summary of discussion: Dave Kinnard fielded questions in Paul Trost's absence.
 - Balance sheet: cash account balances have not changed due to interest on balances not added over the last 2 months; bookkeeping will need to be updated.

- Showing \$109,059.58 in Accounts Receivable. This was a place holder put in at the beginning of the FY by the accountant to reflect the amount of property tax budgeted as income. This should decrease over the year reflecting tax receipts received. The Treasurer will need to review with our Accountant.
- Dannel wanted a vote on whether to contribute \$7500 or \$0 on the pension plan on the 2021 budget. Sheila asked if this should be part of the draft budget proposal discussion. Dave replied there isn't a pension contribution scheduled in the proposed budget so agreed this needs to be discussed.

3.2. Chief's Report

- See <https://www.goldengatefire.org/minutes-and-financials/> for report.
- Open issues/summary of discussion:
 - Regarding new donations/inventory, noted that audits will be easier if we put a market appraisal on these items.
 - Station 81 remodel committee: Chief DiFeo, Sam Patton, Chris Enright, Dannel Agar. Noted the first agenda item is to clear out junk.
 - Sheila Carlon requested a "Review" category so that the Board can hear a report every month on how the TFPD training admin position is proceeding.

4. Old Business

4.1. Board Study Group Update

- Dave Kinnard reviewed October's Committee meeting. The Group studied the service patterns, organization, finances, and staffing of several rural, volunteer fire departments in Colorado, including our neighboring districts. Findings included: our cost per call (approximately \$2000) was on the low end of 6 departments reviewed, as were our reserves and mill levy. On the basis of service demands, geographic proximity, financial status, and organizational structure, the Group found Timberline Fire Protections District comparable to GGFPD. Our District has contracted this year with TFPD for provision of training administration support. The Study Group requests GGFPD Board authorization for the Group to support Chief's discussion with TFPD Chief Ondr to explore additional opportunities for collaboration.
- Chief mentioned that Pleasant View, Golden and Fairmount FDs have a feasibility study in progress and Chief is refining their request for proposal (RFP) for GGFPD use and making it more specific to our district. At this point, Chief advised we can either dissolve the Study Group and have GGFPD Board work directly with TFPD Board or we can keep the Group intact to continue research and answer questions.
- Sam would like the committee to stay intact. Dannel was concerned that there was no accountability and wants this to revert to the Board. Discussed that any RFP drafted by the Study Group would be presented to the Board for review and approval.
- **Motion #3** by Sam Patton to authorize the Study Group to further develop the RFP questionnaire to present to the Board. Dave Kinnard clarified for transparency's sake that this questionnaire is refined specifically for TFPD. 2nd by Dave Kinnard. Vote 4 yes. **Motion passes**. Chief clarified that the document will be drafted in December and the Committee will meet in January for a final review before presenting to the Board.
- Sheila commented to the group that it was an edifying, worthwhile endeavor to do these comparative studies and to consider including the summaries in the final report to the Board.

4.2. 2020 Budget Resolution 2020-11-1 to Reduce Capital Expense for Budget Year 2020, presented by D. Kinnard to recognize the funds already allocated in 2019 for the purchase of Station 3.

- **Motion #4** by Sam Patton to approve Budget Resolution 2020-11-1 to Reduce 2020 Capital Expenditures for the 2020 budget. 2nd by Dave Kinnard. Vote: 3 yes. Dannel Agar abstains. **Motion passes.**

4.3. 2021 Draft Budget Board Discussion/Review

- Dave Kinnard substituted for Paul Trost with Treasurer's review of the proposed 2021 budget. Noteworthy recent changes include: the Jefferson County Appraiser's Notice of an increase of \$323,679 in GGFPD taxable valuation, with no change in mill levy, which will increase income from property tax by \$2918; the additional expenses of adding the TFPD contract cost to our training budget, the cost of electrical rewiring of Station 2 to our cap-ex budget and the salary increases approved in October.
- Dannel felt that we should determine a pension contribution. Discussion: assets have declined \$20-30K (a little under 10%) and we haven't made a contribution in 2 years. Main reason we made contributions in the past was to take advantage of state matching contributions. The \$7500 we've contributed in the past is not a drain on the budget but if it's not needed, and we are over funded, why contribute?
- Dave commented on the 2-year cycle on the pension audit. The 2019 Audit showed our plan to be overfunded with no contribution required for 2020-21. We are due for pension audit 1Q 2021 that will guide any contributions needed in the next two years 2 years, for the 2022 and 2023 budgets. Suspect any decline in assets reflected transiency market fluctuation in spring 2020. If there are persistent asset reductions confirmed by the 2021 audit, we have reserves that would allow supplemental contributions to be authorized
- **Motion #5** by Sam Patton to not fund the pension plan. 2nd by Dave Kinnard. Vote: 3 yes. Dannel Agar was opposed. **Motion passes.**
- Dave asked about General and Administrative software cost increase needed to add all Board members as users to QB. Currently we are at 0-5 users level. Next level of 6-25 users would cost an additional \$900/year. Sam and Sheila declined. Dannel would like full access so adjust for software increase.
- Chief commented that we added a category "In-kind Donations" under income to recognize equipment purchased by the Auxiliary.
- Chief noted that the budget format is not an ideal business chart of accounts and he will work with the accountant to rebuild this.

5. New Business

5.1. Board Officer Check-in: all good


5.2. Firewise Update:

- Dave Kinnard thanked the district residents who supported our successful chipping day with record collections. NFPA credited that for \$33K of community activity, including over \$1000 in manpower donated by our firefighters, and granted us a 1 year recognition for our district Firewise status for 2021. The Certificate will be posted on the website for community to share with insurance companies.

- Chief reminded everyone that slash burns count towards Firewise so if community members want slash burned on their property, to gather it appropriately and contact GGFPD.
- 5.3. Timberline and Elk Creek Fire Department Donations Thank You Letter
- Sam Patton reviewed TFPD and ECFD donations and wanted board approval to send out thank you letters. All members were in favor.
- 5.4. Station 81 four-wheeler asset
- Sam Patton explained the status of the department's 2-wheel drive quad plow and the FF who expressed interest in acquiring it as-is. **Motion #6** by Sheila Carlon to donate the quad to FF Haldeman. 2nd by Dannel Agar. Discussion on whether we need to collaborate with the original donor first. No. Vote: 4 yes. **Motion passes.**
- 5.5. FPPA pension authorization
- Dannel explained the FPPA requires an updated voluntary pension authorization form but to date has had difficulty in getting a response. Dave Kinnard agreed to be an authorized signer.
- 5.6. Executive Session protocol discussion.
- Sheila Carlon recapped the SDA session: when we have an Executive Session, it has to be on the agenda and if it's about a person, they have to be notified ahead of time. No official action can be taken in an Executive Session and there needs to be an audio recording or minutes, kept for 90 days. If rules aren't followed, the executive session can be voided or people sued. Attorneys suggested that Boards do a resolution about Executive Sessions and about the minutes that are kept for 90 days.
 - Sheila will look for a sample resolution and bring it to the next meeting.
6. Adjournment
- 6.1. Sheila Carlon adjourned the meeting at 8:56 pm. The next regularly scheduled meeting of the Board is on December 3, 2020 at 7:00 pm via teleconference call.

END

Minutes approved by:



Sheila Carlon, President