



## Golden Gate Fire Protection District

### Minutes – July 17, 2014 Board Meeting

#### 1. Preliminary

1.1. Location: Golden Gate Fire Station #1, 32360 Robinson Hill Rd. Golden, CO.

1.2. Call to order – 7:00 pm

The meeting was called to order at 7:00 pm by Mr. Shuler.

1.3. Welcome Audience

1.4. Pledge of Allegiance

1.5. Roll Call

Roll call indicated a quorum was present with Mrs. Daniel, Mr. Green, Mr. Shuler, Mr. Patton, and Mr. Primmer.

1.6. Approve Agenda

- **Motion #1** by Mr. Shuler to approve agenda, 2<sup>nd</sup> by Mr. Patton.
- Amendment to agenda presented by Mr. Primmer to add:
  - Discuss Pension Board
  - Signature authority of board members
  - Election Ballots – Ballots given to the Secretary to keep for one year. Mr. Patton received the ballots from Mr. Primmer. This requested amendment to the agenda was retracted by Mr. Primmer.
  - **Motion #2** to adopt amendment as presented. Vote results, 5 yes. Agenda is so amended.
- Amendment to agenda presented by Mr. Green to add:
  - Discuss status of district tour
  - Discuss approval of expenses
  - Discuss rental vs. ownership of propane. Already in agenda item 5.1.
  - Signature authority of board members. Already contained within the amendment adopted of Mr. Primmer.
  - Discuss budget committee vs pension board committee to clarify confusion.
  - Discuss status of 4,000 gallon tank at station #2 and the pump.
  - Jefferson County Dispatch email received

- Discussion against by Mr. Shuler that many of these items are covered in other reports and don't require board action.
- **Motion #3** to adopt amendment as presented. Vote results, 3 yes, 2 no (Mr. Shuler, Mr. Patton). Agenda is so amended.
- Vote results of Motion #1 with the approved amendments, 5 yes. Agenda approved.

## 2. Public Agenda

### 2.1. Public Comment

Natalie Mosier asked the board if board meeting minutes were going to be posted and where; concerned. Mr. Shuler informed her that the minutes which have been approved by this board are posted on the GGFPD website and that May 29<sup>th</sup> minutes will be voted on tonight and then posted.

Mrs. Mosier stated that she liked hearing all the expenses discussed during the board meeting and would like to see that continue with the new board. She asked if the board is receiving the check from King Soopers as she only receives the report. Mrs. Daniel confirmed that the checks are being received. She has also requested that the money received from King Soopers go into a separate account to for the volunteers.

### 2.2. Approval of Minutes – June 19, 2014

- **Motion #4** by Mr. Patton to approve June 19, 2014 minutes, 2<sup>nd</sup> Mrs. Daniel. Vote results, 3 yes (Mrs. Daniel, Mr. Shuler, Mr. Patton), 2 no (Mr. Green, Mr. Primmer). Minutes approved.

### 2.3. Amend Minutes – May 29, 2014

- **Motion #5** by Mrs. Daniel to approve amended minutes of May 29, 2014, 2<sup>nd</sup> by Mr. Patton. Vote results 3 yes (Mrs. Daniel, Mr. Shuler, Mr. Patton), 2 no (Mr. Green, Mr. Primmer). Requires 4 votes to pass and only 3 yes received. Amended minutes failed and the May 29<sup>th</sup> meeting minutes will not be amended.

## 3. Committee Reports

### 3.1. Treasurer's Report – Presented by Mrs. Daniel

- Power outage kept Mrs. Daniel from printing all reports.
- Petty cash box found at Station #2 in desk drawer. \$139 in cash per the books is in the cash box.

- Budget vs actual for the month of June at 67.4%. For the year through June at 137%.
- The district received a tax payment of approximately \$19,000. \$104,986 received year to date.
- Donations were received from individuals
  - \$5,000 from Allen B Lamb Trust, Edna Marie Donar, TTE. Mrs. Daniel will be sending a thank you letter on behalf of the board to the donor.
  - Two more donations received, one through the website for \$300. These will be addressed in July budget update as they were just received.
- Insurance expenses are paid for the year. Workers Comp was paid in 6 installments and is paid for the year. Insurance bills will come due in January with policy running January 1-December 31.
- Look into 51915 Cistern fund to see the available funds and intent.
- Mr. Primmer commented that the different reports are not lining up side by side. Mrs. Daniel said these are prebuilt reports but will look into the issue.
- Fire Chief worked 57.5 hours from 6/18-7/14. Much of this time is from 2 fires in this period. There is a \$2,000 emergency fund to cover extra time of the Chief.

Report adopted by Board

3.2. Fire Chief's Report – Presented by Asst. Chief Lori Brill

- 4-5 ft. fire breaks being established at both stations with weed eating and mowing to set example for community.
- The painting at station #1 is being done by a community member.
- The door has been installed at station #2 on the additional room construction project. Call for inspection within 2 weeks.
- One fire fighter will begin training soon and looking at another fire fighter.
- Foothills and Genesee Fire help the department with training.
- The Chief has been working with Jeffco to correct run reports and code red.
  - Code Red send calls to American Messaging and there is a glitch with American Messaging used by district.
  - For now they are using 800 mhz radios if in the area.
- Mr. Green read from the following email received from Diane Colverhouse. Below is the actual text from that email sent to Mr. Green.

- Paging – The system Golden Gate is using is antiquated. There is a delay in receiving the Code Red messages. This has been an issue with other agencies that are using Contact Wireless. Suggestions: Talk with Genesee to piggy back with them on their paging system. It works well for them. You can also put in your own paging system. This may not be cost effective but the 911 authority board may be willing to help pay. Also, the other mountain agencies are using a system called “I am Responding”. The authority board is paying for that and I would assume if you were interested in using this service they would pay for that for your agency also.
- Reports – Chief Roozen was concerned the times were incorrect on the reports. I explained that he was viewing the reports on his phone which they are not formatted to be viewed this way. Once I printed out the report I was able to explain the distortion on his phone. Chief Roozen would like the reports from the 15<sup>th</sup> – 15<sup>th</sup> of each month. I will have those changed.
- Status Checks – The chief would like a status check completed after 15 minutes of on scene time with the incident command. This is will be done.
- Mayday – The chief would like for us to send additional resources (2 engines) if a “mayday” was called. He explained he would like for us to send Golden, Fairmount or Timberline. I told him we could make those requests but it would be beneficial for your agency to have a mutual aid agreement with those agencies so they know to expect this request. Otherwise they may not be available. (Mr. Green states we have mutual aid agreements in place with those agencies).
- He also inquired about having a call box installed. I requested this through the authority board and this shouldn’t be a problem. Jeff Irvin, executive director 911 authority board, will get the ball rolling.
- On another note, I have tendered my resignation. I accepted the position of Manager of Public Safety Communications for the city of Aurora. It is closer to my home and will allow me to spend more time with my kids. Karen Sweet (who I have copied in on this email) will be the interim manager. I have known Karen for many years and am confident in her abilities to keep the dispatch

center on the same track. Please don't hesitate to contact her with any questions. Have a great day!

- Recruitment grant is being worked which is a no cost grant if awarded.
- Currently fire district goal is staying within 20-25 volunteers and 21 was set as the maximum number due to cost, LOSAP, and number of calls by past board.
- Thank you to all those who donated supplies for the fire fighters.
- Pig Roast is scheduled for September 20, 2014.
- A sheet has been used in the past for donations for the Pig Roast.
- It was mentioned that there is no key for the mailbox at station 1. Aaron stated he has one. We need to look into replacing mailbox with locking box at Station #1 and adding a locking box at Station #2. It was also suggested to have all mail forwarded to the PO Box address. Sam will look into this with the local mail delivery man.
- Mrs. Daniel is authorized by board to refill King Soopers card used by district for gas of equipment. Mrs. Daniel is to fill it with \$150.
- Mrs. Brill asked the levels of insurance carried for the fire district. It was recommended that they schedule a SDA rep to attend the next fire fighter meeting in order to explain all insurance to the volunteers.
- A grant was awarded for \$237.27 to the fire district titled the Safety and Loss Prevention Grant to be used to reimburse up to 50% of the district's eligible safety and loss prevention purchases. Mrs. Brill asked that we purchase a replacement AED Battery and AED pad. Mr. Patton will make the purchase and submit all paperwork to receive the match for this grant.
- A tour with board members has not taken place and it will be planned if done with no more than 3 members at a time.
- The new tank at station #2 is still without a pump. The cistern at station #2 is full, waiting for a pump. Currently truck can be filled by gravity. The initial approved budget was for \$4,500. An increase in the approved budget may be needed. The Chief will need to get a price for the 3", 240v, pump.
- The board had previously requested a second quote on the gravel/grading work to be done at Station #1 and #2. There is currently a quote of \$1,750 from Garrett. Station #2 is in the most need at this time.

- **Motion #6** by Mr. Green to approve the amount of not to exceed \$875 for the grading of Station #2, 2<sup>nd</sup> Mr. Shuler. Vote results, 5 yes. Approved.

Report adopted by the board.

4. Old Business Requiring Board Action – none

5. New Business

5.1. Propane service for both stations annual contract

- Mr. Shuler stated he has a quote from Polar Gas for \$1.89 six month contract and from Hygiene Gas for \$1.69 as posted. Hygiene will give a tank at no cost with a safety check. Polar will charge a \$25 annual fee. **Motion #7** by Mr. Shuler to change to Hygiene Gas, 2<sup>nd</sup> by Mrs. Daniel.
- Discussion by Mr. Green that a better deal may be possible from Polar Gas with further negotiation.
- Motion #7 tabled while Mr. Green contacts Nathan of Polar Gas regarding their pricing.

5.2. Budget Amendment

- **Motion #8** by Mrs. Daniel to prepare a budget amendment to present to board at August meeting, 2<sup>nd</sup> by Mr. Shuler.
- This budget amendment is needed as the previous appropriation of \$103,000 at the April meeting and the district is legally exposed as board members at that time.
- Vote results, 5 yes. Motion approved

5.3. Pension Board

- Mr. Primmer states that we need to appoint 3 board members to this Pension Board with 2 fire fighters.
- Board cannot find any documents related the Pension Board.
- **Motion #9** by Mr. Primmer to elect Pension Board Officers
- Comments against by Mr. Shuler as there are no documents found and still under 1992 rules. The current sitting board is the current 5 District Board members and 2 fire fighters (Mr. Dave Binkley, Mr. Gerrit Verschuur). The next Pension Board meeting must revise the by-laws.
- The Pension Board meeting must address this at the next meeting as this District Board does not have the authority.

5.4. Expenses to be paid

- **Motion #10** by Mr. Green that all expenses which are not a normal repetitive monthly bills to be approved by board prior to payment, 2<sup>nd</sup> by Mr. Primmer.
- Mr. Shuler offered amendment that this be reviewed during the SDA Governance Policy review, 2<sup>nd</sup> by Mr. Patton.
- Motion #10 withdrawn by Mr. Green pending SDA Governance Policy review, and the amendment also withdrawn by Mr. Shuler. No action taken.

#### 5.5. Signature Authority

- Mr. Primmer reviewed signature authority at Wells Fargo. Removed Sue Urban from accounts.
- **Motion #11** by Mr. Primmer to be the second signatory on checks, 2<sup>nd</sup> by Mrs. Daniel.
- Mr. Green recommends having a third signatory in case of the absence of another.
- **Motion #12** by Mr. Shuler to table Motion #11 until the SDA Governance Policy review while proceeding as already allowed with Mr. Primmer and Mr. Shuler signatory on checks, 2<sup>nd</sup> Mrs. Daniel. Vote results, 5 yes. Motion approved.
- Board has agreed to table further signatory changes following the review of the SDA Governance Policy.
- Mr. Green furthers discussion regarding signatory in regards to grants. Mr. Shuler states this is a separate issue and not related to the bank account signature. Mr. Green is concerned of his authority to sign grants and contracts. Mr. Shuler requests this be discussed with the broader policy review. Mr. Green states he plans to turn over all grant documents due to concerns on signature authority.

#### 6. Adjournment

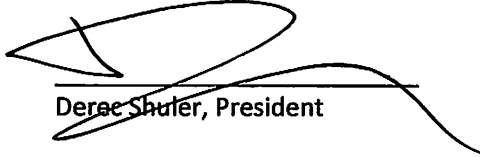
**Motion #13** by Mr. Patton to adjourn, 2<sup>nd</sup> by Mrs. Daniel. Vote results 3 yes, 2 no (Mr. Green, Mr. Primmer).

There being no further business to come before the board, the meeting was adjourned at 8:55 pm.

The next regular scheduled meeting of the Board of Directors is scheduled for August 22, 2014 at Fire Station #2 at 7:00 pm.

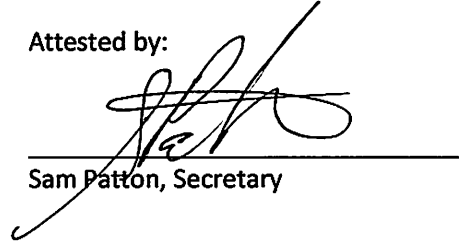
END

Approved by:



Deree Shuler, President

Attested by:



Sam Patton, Secretary