



Golden Gate Fire Protection District

Minutes – November 20, 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. Primmer (arrived at 7:03pm), and Mr. Patton (By Phone).

1.6. Additions and Deletions to Agenda

- None

2. Public Agenda

2.1. Public Comment

- Question regarding the new open space. Mr. Shuler stated that the county could not send a representative to this board meeting to discuss the new open space. The board does not know the process by which the county plans to move forward with this proposal.

2.2. (0:03:45) Approval of Minutes – October 15, 2014

- Motion #1 by Mr. Patton to approve October 15, 2014 meeting minutes, 2nd by Mrs. Daniel.
- Discussion
 - A last minute change to the minutes made by Mr. Patton the afternoon of November 20th changing a name in item 5.4 from Mr. Green to Mr. Shuler as stated by Mr. Primmer.
 - **Motion #2** by Mr. Shuler to change the referenced Mr. Green to Mr. Shuler in item 5.4, 2nd by Mrs. Daniel. Vote results – 5 yes.
 - Mr. Primmer stated that Motion #10 should not include “investigate” as the motion was to post recordings online which would require some investigation.

- **Motion #3** by Mr. Shuler to table the adoption of the October meeting minutes following review by the secretary due to issues in the minutes pointed out by Mr. Green and Mr. Primmer, 2nd by Mr. Primmer. Vote results – 4 yes, 1 no (Mr. Green). Approval of the October meeting minutes is tabled.
 - Board members to email the secretary with any other comments or issues with the October minutes.

3. Committee Reports

3.1. (0:10:42) GGFPD Auxiliary Report – Presented by Terri Costeldia

- Introduced other members of the Auxiliary.
- Read the mission of the Auxiliary.
- Thanks to Chief Roozen for all his help getting the Auxiliary set up.

3.2. (0:13:07) Treasurer’s Report – Presented by Mrs. Daniel

- Review of the balances shown on balance sheet.
- On target with the budget through October 31, 2014.
- Workers comp went down for the 2015 renewal to be paid over 6 month period. Yearly period of WC runs December 1st though November 30th.
- Additional donations from the Pig Roast have arrived.
- After checks were signed by Mr. Primmer this month, Chief Roozen turned in an expense that required payment of \$71.00.
- Mr. Green requests to Mrs. Daniel to save the Treasurer reports in a PDF format as well to allow him to view. Mr. Shuler requests that Mrs. Daniel continue to post in Excel format as well to allow the public to access in a searchable format online.

Report adopted

3.3. (0:17:57) Fire Chief’s Report – Presented by Chief Roozen

- Hired admin assistant.
- Chief Roozen read from the posted Chief’s Report.
- Asked for anyone who would like to submit a proposal from snow removal at Station #1. Terms of past agreement were written in the past for 8” of snow. Mr. Shuler asks if there is an RFP we used in the past which there was not.
- Equipment room is inspected and drywall has been started by volunteers.

- Chief wants to host Wildland Training for GGFPD and neighboring departments. Cost for mutual class is about \$800, 2 instructors and text books.
- (0:24:47 to 0:28:19) Lost phone connection with Mr. Patton. Recess to connect with Mr. Patton
- The Chief did not attend any of the mountain communication meetings due to hour constraints.
- Appreciation dinner is underfunded. Chief Roozen is requesting additional funds in the amount of \$1,200. Chief would like to host it at a restaurant. This expense typically comes out of Recognition Expense line item with a \$2,000 budget. At this time there is no plan from the Aux to fund this next year. \$2,000 is still available from the 2014 budget. Approximately 50 people will attend. Mr. Green states that last year an additional \$2,000 was given to the Fire Fighters from the Pig Roast donations for this dinner. In 2013 there was an amount of \$3,663 charged to this line item, which included awards. In the past it has been held at Fossil Trace and Heritage Square. Mr. Shuler states that a revision to the budget will need to be made to spend money from another line item. Mrs. Daniel will be preparing a supplemental budget amendment in December for the budget year 2014. Mr. Green recommends asking a donor to designate their donation for use on the appreciation dinner but there are no donation checks waiting to be deposited at this time. Chief Roozen is planning to have this dinner January 18, 2015 but it is not confirmed. Chief Roozen states that they may need to ask for the use of the Grange with the Auxiliary's help. Mr. Shuler asks Terri Costeldia to explain how the Aux would fit into this situation – she states there is no funding from the Auxiliary in 2014 but they are currently working on the 2015 budget. Terri states that we need to throw a heck of a party for the fire fighters. Mr. Shuler states that as a government body the hands of the board are somewhat tied at reallocating money at this point but would be interested to see if the Auxiliary can do something over the next month and a half. Terri confirms they will help but cannot commit to raising \$1,200. The board is in the process of setting the 2015 budget and can look at applying the 2014 funds into 2015 and can be revisited during the upcoming budget hearing.

- Chief Roozen attending conference (unclear of name of conference in recording). Board expense had \$10,000 allowed for election expense and \$450 for travel and seminars expense. Mr. Shuler would be in favor of using the excess on this line item.
- Cathy Cowitz is the new admin assistant. This is taking load off Chief and Lori. This is stated to be a worthwhile expense. Mr. Primmer asked if there was a request to the public for volunteers and Chief answered no. A reason Cathy was selected is that this role has access to personnel files and she has no conflict of interest with any of the fire fighters. Mr. Green states that there are residents in the community that would volunteer for this role and not cost the district. Chief says that is short term and he is looking for a long term solution. Mr. Shuler states this hire was made by the Chief at the direction of the board and thanks him for making a good hire approved in the May 2014 board meeting.

Report adopted

3.4. (0:49:01) HMGP Grant Updates – Presented by Mr. Shuler

- Jeffco is going to process a MOU on our behalf for the Generator grant. We have not heard any updates on the mitigation grant.

3.5. (0:50:02) Website Update – Presented by Mr. Shuler

- Past month Mr. Shuler upgraded to another platform. Mr. Shuler stated it is now easy to use. In the past the board has paid to have the site updated. It is still a work in progress. It has blog format. The board does need ideas on content. Chief expressed concerns on the permit section of the site as it does not have the District's permit included. Mr. Shuler asks why there are 2 permits and Chief Roozen explains the district permit contains the district standards as is typically done by other jurisdictions. Chief also states that without the districts permit the district will not have any control over the permit process. Mr. Shuler did not see any approval of the district permit in any past meeting minutes and states that we need to review that quickly.
- Fire District advisory letter/driveway inspection needs to be included on the website. Mr. Green has been doing burn permit and driveways inspections over the last 2 ½ years but has been excluded from the emails related to these requests. Mr. Shuler states it is unfortunate that Mr. Green did not include any of the current permits in the turnover records as last secretary.

- Chief restates concern of district burn permits on website and Mr. Shuler states we will go back and review the minutes and if that is what the board has approved in the past the website will be update. Mr. Green expressed concern regarding the time left in the burn season November 1st through April 30th.
- Mr. Shuler asked Mr. Green to send the documentation of the approval of the district permit so it can be updated on the website.

3.6. (0:55:54) IFC Report – Presented by Mr. Green

- Mr. Shuler references the motion passed during the last board meeting at the insistence of Mr. Green that required all board members would be notified of any contact by the IFC updates and was disappointed and surprised to hear that Mr. Green met with the county without notifying any other board members.
- No report given by Mr. Green.

3.7. (0:56:45) LOSAP Committee Update – Presented by

- Summary of meetings by Mr. Patton. Mr. Agar has done a lot of work for the committee in preparation of the meetings. The committee has met twice since the last board meeting and reviewed motions passed by previous board meetings. The committee has sent to the board recommendations and changes to the LOSAP program which correlate with past approvals for the years 2013 and 2014. By next board meeting move to approve the recommendations presented. The documents outline the expected expense for 2014 which can also be used to budget the 2015 expense.
- Dannel Agar explained the reference of past meetings since the plan was initiated in 2011. Incorporation of changes and amendments. A number of sections need revision to match these past changes.
- Mr. Agar has done a tremendous amount of work.
- The next step would be to evaluate the plan for 2015 and if the plan is creating the results expected.
- Mr. Primmer reminds us that the plan is always subject to change.
- The plan has not been communicated well to the membership in the past. Mr. Primmer states that once we make the changes are made it should stay consistent year to year.
- Mr. Green inquires to the tiers on the current plan. Mr. Green states that he is concerned that if the district ever reached 20 fire fighters eligible at these numbers

presented it could reach 40-50% of the district's budget. Lori Brill states we would not reach those numbers.

- The next meeting will include the approval of the amendment presented.
- Only 12-13 have ever qualified and met the required numbers or 2/3 of the membership as stated by Mr. Agar. Mr. Green states that no one deserves reward or money more than our fire fighters but states that as it grows we may need to take money from other areas to meet the district's plan. Mr. Primmer states as long as the membership knows the budget can affect the plan but Mr. Green states the results of that could be catastrophic.
- Mr. Shuler asked that the committee run the expected number 3-4 years out so the board can know what to expect for budgeting purposes.

4. Public Hearing

4.1. (1:13:09) 2015 Budget Draft

- Presented at October board meeting.
- Posted in the Denver Post.
- Changes made based on previous comments.
- All excess monies in the budget were moved into a contingency line item
- (1:14:20) Mr. Shuler asks to jump ahead to Old Business due to limited time of Mr. Patton on the phone. The meeting agenda moves to item 5.1 before returning to the public hearing portion.
- (1:25:30) Meeting returns to item 4.1 for further discussion.
- Our accountant has been given a copy for review by Mrs. Daniel.
- Mrs. Daniel has asked our accountant to put together the district's TABOR reserve and he has provided this to Mrs. Daniel as far back as 2009.
- Questions/Discussion
 - Question from Mr. Near – Why does the district not get a Cistern at Station #2 of any size that makes sense. Water is in shortage at that station and why is this not a priority. Mr. Green states we installed 4,000 gallons and tender carries 2,500 gallons and pumpers carry 600 gallons and it has been addressed and not ignored. Requests more water reserve. Mr. Green stated even with additional cisterns there would be no difference since we would still not come close to the next lower ISO rating.

- Mr. Patton is disconnected from meeting at 1:31:00
- Sheila Carlon asked about the pay-off on station #2 and why she did not see it on past budgets? Mrs. Daniel said it was debited against a long term liability.
- Chief said the 2016 budget will be easier since the Auxiliary will have been around for a year.
- Continued discussion on Award Banquet and the \$2000 currently available in the budget for 2014 party and discussion of 2016 amount available. Terry Costaldia said "Auxiliary might be able to help in 5 years or so."
- Mr. Green states Personal Protective Equipment is too high and any purchases should first involve an inspection of our current gear to see if warranted.
- Mr. Green also said the chief's salary increase from \$12500 to \$17000 is too high in his opinion.
- Mr. Green thinks some of this could be cut so money is available for Award Ceremony.
- Mr. Green said in the past he did burn pile inspections for free in the past. Also driveway inspection and that could save on chief billable hours.
- Discussion about chief's salary and how many more hours should be paid for. Chief thinks 14 hours a week is not enough. Currently there are no emergency chief hours in for 2015.
- Mr. Primmer asked about the Contingency Fund of \$25,685.00 in 2015 budget. Mr. Shuler and Mrs. Daniels stated argument for. Mr. Green asked if accountant saw this \$25K+ Contingency Fund number. Mr. Primmer and Mr. Green stated it is too large. Mr. Green stated in the past we had a good option with El Dorado Preserve for financing a cistern that we did not explain well or take advantage of. This would be beneficial to El Dorado Preserve and the GGFPD if approached correctly.
- Mr. Green discussed PPO cost and nomex "expiration" and that it does not expire.

5. Old Business Requiring Board Action

5.1. (1:14:47) Staff Policy Committee

- Over the last month Grant Ruesch volunteers for the Staff Policy Committee.

- **Motion # 4** by Mr. Shuler nominates Mr. Ruesch to the committee, 2nd by Mrs. Daniel. Vote results 4 yes, 1 no (Mr. Green). Mr. Ruesch is so approved to be the community representative on the Policy Committee.
- 2 board members are also needed for this committee.
 - Mr. Primmer nominates Mr. Green, 2nd by Mr. Patton.
 - Mr. Shuler nominates Mrs. Daniel, 2nd by Mr. Primmer.
 - Mrs. Daniel nominates Mr. Shuler, 2nd by Mr. Patton.
 - Mr. Primmer withdraws his 2nd for Mrs. Daniel. No other seconds for Mrs. Daniel so that nomination is removed.
- By acclamation Mr. Shuler and Mr. Green are elected to the Policy committee.

6. New Business

6.1. (1:17:48) Resolution 14-12-01 on District Board Directors Accessibility to District Financial Records – *Resolved, that any and all Golden Gate Fire Protection District board members, officers and directors shall be given "Read Only" access login credentials to the district electronic financial record program (common programs used include Intuit Quickbooks). Only the board treasurer shall have complete access in order to maintain the records and complete the tasks required of the treasurer. District officers and directors shall be afforded access to these financial records at any time desired.*

- **Motion #5** by Mr. Primmer to approve Resolution 14-12-01, 2nd by Mr. Green.
- Discussion
 - Mrs. Daniel states that according to Phil (accountant) this version of Quickbooks does not have read only access. Mrs. Daniel talked to Phil and this would require an update to Enterprise version which would require additional cost monthly and upfront charge.
 - Mr. Green asks Mr. Primmer if there is a change required in the resolution due to comments from Mrs. Daniel. Mr. Green states that the district finances should be open all the members of the district in a read-only access. Mr. Shuler states his confusion with this statement of Mr. Green as the all finances are currently posted on the website.
 - Mr. Patton states concern against due to additional cost and the fact that all finances are currently posted online every month.

- Vote results 1 yes, 4 no (Mrs. Daniel, Mr. Shuler, Mr. Primmer, Mr. Patton). Resolution fails.
- Meeting moves back to agenda item 4.1.

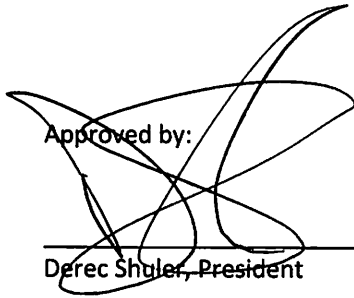
7. Adjournment

There being no further business to come before the board, the meeting was adjourned at 9:19pm.

The next regular scheduled meeting of the Board of Directors is scheduled for December 18, 2014 at Fire Station #2 at 7:00 pm.

END

Approved by:



Derec Shuler, President

Attested by:

Sam Patton, Secretary