



# GOLDEN GATE

## Fire Protection District

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## Golden Gate Fire Protection District Meeting Minutes

26 March 2020

### 1. Preliminary

- 1.1. Location: Telephone conference
- 1.2. Call to order: Mr. Patton called to order the regular meeting of the GGFPD Board at 6:00pm
- 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: add resolution 5.4 that allows conference call meetings for foreseeable future.

### 2. Public Agenda

- 2.1. Public comment:
  - Auxiliary is postponing their meeting and plan to host a conference call in the future.
- 2.2. Approval of minutes from February 20, 2020
  - **Motion #1** by Mr. Patton to approve minutes with changes discussed: Add Robin Smith as a guest. Change Grange to Fire for leak test responsibility. Write out NSTR. 2nd by Ms. Carlon. 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.
    - DOLA resolution: plan to amend the budget to reflect Station 83 purchase in 2019. This is not required but for transparency it's a good idea. Plan to post a public notice of budget action indicating that it will be reviewed at a future meeting.
- 3.2. Chief's Report
  - See attached.
  - Open issues/summary of discussion:
    - Station 1: looking at rough numbers for remodeling
    - New ISO rating goes into effect 1 April. Questioned how this info will be distributed.

- Questioned how many of our constituency are rated 10 and whether we should be concerned about those individuals. This will possibly make them uninsurable with some companies but there is nothing we can do about this.
- Septic issue: Leak test not required because we do have a leak. We are required to hire an engineer for drawings. Next steps: apply for permit and go to Public Health Dept. Change out the tank and rip out the leach field. Funds are already allocated for this in capital expenditures per our budget.
- New section added to Chief's report for COVID-19 updates.
- Brief 100 word limit for biographies and statement will go in the newsletter due 27 March. A second statement with 300 words will be posted on the website. All bios and write-ups are directed to Dannel Agar. Note: this 100/300 word guideline format was a result of unfair censorship complaints from the 2016 election.

#### 4. Old Business

4.1. Accounting Services: Nothing significant to report (NSTR)

4.2 Planning session update

4.2.1 Station 81 Update

- Exploratory remodeling survey was roughly estimated at \$60K to include upstairs: 2 bedrooms with bathroom; and downstairs: kitchen, bathroom and office
- Based on engineering budget, we are already over budget so look at remodeling what currently exists: redoing living quarters, no meeting space, and leaving 2 bays as is.
- Require a global discussion of department needs, with residencies so no action planned.

4.2.2 Station 82 Update

- When Chief DiFeo was working on grants, he noticed that at the assessor's site the property was listed as vacant. Because Station 82 was an exempt property it was low priority and never got entered in their system. A real estate agent has since taken pictures and entered property information correctly. Ms. Carlon has resolved this issue with the county.

4.2.3 Station 83 Update

- Garage door openers installed and floors to be sealed pending weather

4.3 LOSAP

- From last board meeting, LOSAP was approved subject to changes. Changes were made. Now ready for signatures. Expect to be posted the following week.
- Because LOSAP fund is so small, consider paying out the LOSAP values at the end of each year
- Discussed investment options for LOSAP
- **Motion #2** by Mr. Agar to table to investment options to next month. Second by Ms. Carlon. All in favor

4.4. Personnel Policy Update

- Mr. Patton will follow up on changes per last board meeting
- Plan to send document to attorney at the same time Board reviews.

4.5 Board Election Update

- Will coordinate remaining write-ups and discussion with DEO.
- Discussed delaying elections due to COVID-19 but DEO noted that we are doing mail-in ballots so elections shouldn't be affected.
- Discussed options for call-in sessions for candidates

#### 4.6 Easement and Shared Well Agreement with Grange at Station 83

- Agreements sent to Grange but no subsequent discussions from Grange due to meeting cancellation so their position is not known.
- Current agreement states that if we share the well, we share the cost. Mr. Patton suggested not changing this.
- Mr. Trost suggested that if we share the well then we should have shared rights to the Grange's leachfield.
- Grange has requested the JeffCo letter be attached to the agreement but this is not relevant anymore. Opinion that this is not related as it's Jeffco, not Golden Gate, so we keep it a clean document just between GGFPD and the Grange.
- Consider that the well is part of GGFPD electrical utility cost.
- Issue raised on well capacity, what is considered adequate capacity and who should be responsible for rehabilitation if required. The Grange brought up a 1979 letter stating the county will take care of all costs, so FD inherits those responsibilities. Disagreements on this. Noted that there was no mandate or requirement at closing to get the shared well agreement. Grange reiterated their suggestion to have a committee to discuss these issues.
- It was agreed that Dr. Kinnard will organize this committee with Terri Costeldia and appropriate members.
- Easement issues: make arrangements to have legal survey completed. Note: the document is cut and pasted from the county (no controversy on easement issue so the Grange is giving permission to FD to access this).

### 5. New business:

#### 5.1 Insurance Proposal for Vehicle Coverage

- Nothing new to cover.
- We're going from \$750K to \$1.3M based on replacement value. Cost an additional \$1700 based on used equipment not new. Budget amendment should reflect this.
- **Motion #3** by Dr. Kinnard to change insurance as stated. Second by Mr. Trost. All in favor.

#### 5.2 Emergency Declaration Resolution

- Board is required to vote and approve this or it will expire on the 7th day. This was necessitated to open up avenues of funding from county/state and open up channels to acquire PPE to respond to the COVID-19 pandemic. Another resolution will be required to end this declaration.
- This also covers any expenses for outlay and paying FFs to cover our district (when FFs get quarantined, other districts have to cover for them). This establishes a means to get reimbursed for this service. If we don't declare this resolution we would be ineligible for these funds.
- **Motion #4** by Mr. Patton to pass resolution 2020-03-01 as executed by Chief DiFeo on Mar 20, 2020. Second by Dr. Kinnard. All in favor.

5.3 April Newsletter: NSTR

5.4 Conference call.

- **Motion #5** by Mr. Patton to pass resolution 2020-03-02 to establish electronic Board Meeting during the emergency. Second by Ms. Carlon. All in favor.

## 6. Adjournment

- Sam Patton adjourned the meeting at 8:04 pm. The next regularly scheduled meeting of the Board is scheduled for April 16, 2020 via conference call.

END

Minutes approved by:

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Sam Patton, President