



GOLDEN GATE

Fire Protection District

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www.goldengatefire.org

Golden Gate Fire Protection District Meeting Minutes 18 March 2021

1. Preliminary
 - 1.1. Location/Call to order: Sheila Carlon called to order the regular meeting of the GGFPD Board at 7:00 pm via Zoom 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, Paul Trost, and Dave Kinnard. Chief DiFeo was present. Dannel Agar was not present.
 - 1.5. Additions and deletions to the Agenda: Add Old Business 4.3 Audit Exemption
2. Public Agenda
 - 2.1. Public Comment
 - 2.2. Dee Dee Ramstetter raised awareness of the proposed commercial re-zoning plan of the Wilde Ranch property. A community meeting will be held on 30 March with Jeffco on Zoom. Chief noted he participated in an informal planning meeting with owners, architect, engineers, etc. to talk about Jeffco multi-building road standards/requirements.
 - 2.3. Approval of February 2021 Meeting Minutes: **Motion #1** by Sam Patton. 2nd by Dave Kinnard. 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:
 - Station 82 electrical work needs to be recategorized as CapEx.
 - Budget v. Actual still showing deployment expense income as negative because expenses were booked against income we've paid to FFs. Will clean this up after Cameron Peak Fire checks are received from the state.
 - 3.2. Chief's Report
 - See <https://www.goldengatefire.org/minutes-and-financials/> for report.
 - Open issues/summary of discussion:
 - Chief discussed Admin role v. Treasurer responsibilities.
 - Sheila raised concern on oversight of payroll submissions.
 - Board agrees to streamline treasurer's responsibility and shift some duties to the Office Manager/Admin.
 - Chief raised issue of Years of Service recognition awards. Typically, these are recognized in 5 year intervals. Chief and officers reviewed this and it amounted to

about \$1800. Currently we are only budgeted \$1000 for regular end of year awards but this will put us over budget. Paul noted we've been running under budget for the last 3 years and spending this on FFs is appropriate.

- Motion #2 by Paul Trost to accept Chief's request to go over budget to fund recognition awards, not to exceed \$2000. Dave and Sam recuse themselves which doesn't leave enough for a quorum. Discussed this doesn't require a motion; it's a request. Paul withdraws motion and approves request as Treasurer. Board agrees to go over budget in this category.

3.3. Community Organization Reports

- Auxiliary - none
- Grange
 - Appreciated the notification from FF of the accident that destroyed the fence in front of the Grange. They are requesting Jeffco install a guardrail on that corner.

4. Old Business

4.1. Shared Well Agreement

- Attorney cleaned up the naming and added #14 and #15 (necessary to include since we are a quasi govt organization).
- Paul noted #8 doesn't make sense. Dave concurs and would like to strike this. However, the Grange feels it's a moot point and rather than delay the process with further revisions, suggested leaving it. Board concurs.
- Sam added an introductory sentence for #14 and #15 which helped clarify who it pertained to.
- Grange is in agreement and requesting a final draft to give to Grange officers to review and then sign.
- Sam will accept all redline changes and send out a smooth copy.
- Sheila noted it needs to be notarized.
- **Motion #2** by Sam Patton that the Board approves the shared well agreement as modified. 2nd by Paul Trost. Vote: 3 yes. **Motion passes.**

4.2. Station 81 Remodel Update

- Committee (Sam Patton, Chief DiFeo, Dannel Agar, Chris Enright) met last week. Their goal: making station 81 habitable for shift firefighters.
- First question the Committee had was to get Board input on the necessity of the meeting room. Discussion: in the past, meetings were shared between 2 stations, but the meeting space is only utilized 6 times per year. Remodeling this space for sleeping quarters would benefit this side of the district considering 75% of the calls are out of station 81. Some options:
 - Consider holding board meetings at the Grange.
 - Chief commented from an operational standpoint that we are not getting in-district FFs. The only reason we are bringing on 3 instead 5 FFs is we don't have space for them.
- The Committee will work on design options to utilize the present structure.

4.3. Audit Exemption

- Deadline is 31 March. Dave advised downloading the current forms from the state auditor's website to view the kind of financial information needed, then present this package to the Accountant.

- Paul wanted to know if we could do this in house and save on a \$775 accountant fee.
- Dave felt this was a good investment and saved us a \$5000 audit fee (which Sheila reminded wasn't budgeted for).
- Paul and Mitsu for action, with Dave's help.

5. New Business - none

6. Adjournment

- 6.1. Sheila Carlon adjourned the meeting at 8:13 pm. The next regularly scheduled meeting of the Board is on April 15, 2021 at 7:00 pm via Zoom conference call.

END

Minutes approved by:

Sheila Carlon, President