



GOLDEN GATE

Fire Protection District

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Golden Gate Fire Protection District

Meeting Minutes

2 December 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.
 - 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, Dannel Agar. Paul Trost was absent. Chief DiFeo had an excused absence.
 - 1.5. Additions and deletions to the Agenda: add Old Business 4.3 Wildland Fire Prevention Update per Dave Kinnard.
 - 1.6. Conflicts of interest: Dave Kinnard noted he's presenting the permission to cross update and is also a member of the Grange.
2. Minutes
 - 2.1. Approval of November 2021 Meeting Minutes: **Motion #1** by Sam Patton. 2nd by Dave Kinnard. Vote: 3 yes. Sheila Carlon abstains due to her absence at the Nov BoD meeting. **Motion passes.**
3. Reports
 - 3.1. Treasurer's Report
 - 3.1.1. See <https://www.goldengatefire.org/minutes-and-financials/> for reports.
 - 3.1.2. Open issues/summary of discussion:
 - 3.1.2.1. Budget not presented due to Treasurer's absence
 - 3.1.2.2. Sheila asked about current budget showing insurance hasn't been paid and whether 2022 dues will be paid in Dec out of 2021 budget.
 - 3.1.2.3. Dave asked about LOSAP status on budget vs. actual: \$6824.26 LOSAP expense which is not typically paid out until the end of the year. This is still pending review/discussion with the Accountant. Dave thought we voted early in the year that the unawarded funds should be returned to the general fund. The accountant needs to weigh in on this issue.
 - 3.1.2.4. Sheila reminded the Board that we need to solicit for new accountants.
 - 3.1.2.5. Dave noted, regarding the accountant issue that most of Smith & Assoc. work is private corporate. If Paul feels like this has not developed into a good working relationship, it may be prudent to discuss changing accountants. Dannel felt we should open this up to new bids for people with quasi gov't agency experience.
 - 3.1.2.6. Dave asked about Budget vs Actuals Miscellaneous expenditures \$68.09: end of the year goal is to have everything out of miscellaneous and categorized.
 - 3.2. Chief's Report – no report
 - 3.3. Community Organization Reports
 - 3.3.1. Auxiliary
 - 3.3.1.1. Mary Priester reported they received a few additional donations following their email follow-up notice, surpassing \$5000, noting a good response overall.

- 3.3.1.2. They are considering several requests from FFs/Chief but in the spirit of being good stewards wanted to ask questions regarding these items and will follow up.
- 3.3.1.3. Sheila asked if they had set a fundraising goal. Mary replied they don't and never had; they just do their best.
- 3.3.2. Grange
 - 3.3.2.1. Terri Costeldia reported they canceled their wreath making activity.
 - 3.3.2.2. Noted a few private events are scheduled but they are following their own health safety protocols.
 - 3.3.2.3. Met with JCOS historical committee on Nov 5th.
 - 3.3.2.4. Terri did request a helicopter landing pad and JCOS will consider this.
- 4. Old Business
 - 4.1. Station 81 Update
 - 4.1.1. Nothing new to note. Latest design was sent to the board at the end of the Nov. meeting.
 - 4.1.2. Sheila saw the plans and sent an email out to the Board. Her concern is that we are getting rid of a meeting space. She reached out to Chief to see if there is a creative use for space. Sam replied that the rooms are pretty small to begin with and not conducive to a meeting space. Sam noted that historically, we space meetings out in the district, and considering the people in the middle/Grange?, results in 4 meetings/year. Is it worth dedicating a space for board meetings for 12 hours/year?
 - 4.1.3. Dannel noted the station is a community resource as well as a place to meet. He appreciates the footprint issue, and wondered if having a space made available in the bay can be a contingency. Sam replied that it's something to consider, noting that the main floor or potential living space could be used instead.
 - 4.1.4. Sam reminded the Board that the overall goal/intent with the remodel is to provide a living space to attract FFs to do shifts since the majority of our calls are out of Station 81.
 - 4.1.5. Sheila wanted the architect to be more creative, i.e. offices with pulldown Murphy beds, because, like Dannel said, down the line she doesn't want to have regrets. Also noted that we may need gender separate living quarters. Dannel felt unisex living quarters is not a big concern.
 - 4.1.6. Dannel asked if we are lifting the roof. Sam said there are no plans to touch the roof. This is strictly a living space remodel.
 - 4.1.7. Sam will put a note together regarding this discussion for the architect.
 - 4.1.8. Mary wanted to know how many people are on shift at a time: 1-4 FFs.
 - 4.1.9. Mary also asked if these are all GGFPD FFs: yes.
 - 4.2. Grange Permission to Cross Agreement
 - 4.2.1. Dave noted he sent the agreement to the board earlier, provided a brief background, and read the agreement out loud for the public.
 - 4.2.2. **Motion #2** by Sam Patton to pass the agreement as read to the board by Dave. 2nd by Dave Kinnard. Discussion: Sheila said it was very clear and concise. Terri concurred and asked if it needed to get notarized. Dave thought it wouldn't hurt. Sheila and Terri will meet to get this notarized together. Vote: 4 yes. **Motion passes.**
 - 4.3. Wildland Fire Prevention Update
 - 4.3.1. Dave provided an update. Received the 2021 certification, good for the next year. Community responded beautifully; additionally, many folks used the website to report mitigation work. An outstanding performance overall and Dave will put a thank you note and a record, in addition to the certificate, on the website that anyone can download to use

in discussion with their insurance companies. He noted that 2 community members replied that they had success negotiating with their insurance companies.

5. New Business

5.1. 2022 Wages

5.1.1. This couldn't be approved at the last meeting due to missing board members, but everyone agreed on Chief and Admin's salary/wage increase.

5.1.2. Dave suggested making a motion to approve Admin's wage at this board meeting and wait to discuss Chief's salary raise in January when all board members will be present. All agreed.

5.1.3. **Motion #3** by Sheila Carlon to approve Admin's salary for 2022 at the rate discussed in the Executive Session last meeting and finalize the Chief's in January 2022. 2nd by Dave Kinnard. Discussion: Dave noted they should be specific in the increment amount and amend the motion to include an increase of \$1 / hour for Admin. Vote: 4 yes. **Motion passes.**

5.2. Adoption 2022 Budget

5.2.1. Sheila noted a few dates were wrong on the draft budget which Sheila asked Paul to correct. A discrepancy in the total amount of wages was noted, too.

5.2.2. Dave wanted to ask Paul to clarify the discrepancy. The final valuation has not been posted because the county was behind. They were going to mail this out today (Thursday Dec 2nd). The number that Chief used is different than the number Paul used in the resolution.

5.2.3. Paul had a different number for taxable assessed value as well.

5.2.4. Sheila commented that the resolutions need to be approved tonight with a caveat that we have to wait on budget adoption until we get the final number from the county.

5.2.5. Dave noted that the only resolution with a slight discrepancy was Resolution #2 mill levy. If we leave \$195,784 as tax revenue to be collected, then the only thing we should change is \$21,709,567 to \$21,715,273 which was the official publication from September and this revised number multiplied by our mill levy gives us \$195,784 the final number. We could approve that change reflecting the September numbers and if Paul gets a revision, we could ask the county to help with corrections.

5.2.6. **Motion #4** by Sam Patton to approve 2021-12-1 Resolution to Adopt the Budget based on \$195,784. 2nd by Dave Kinnard. Discussion: Dave wanted to ensure dates were corrected: change para 3 from Dec. 3rd to Dec 2nd; para 4 from Nov 19th to Nov 18th, adopted 3rd day of Dec change to 2nd day of Dec. Amend the motion with these changes. Vote: 4 yes. **Motion passes.**

5.3. Mill Levy Certification 2022

5.3.1. **Motion #5** by Sam Patton to approve 2021-12-2 Resolution to Set 2022 Mill Levy. Discussion: Sheila noted that the mill levy stays the same at 9.016. Following corrections noted: correct the date in para. 2 from Dec 3rd to Dec 2nd; para 6: assessed value is \$21,715,273 based on September's valuation. And change the adoption date to Dec 2nd at bottom. 2nd by Dave Kinnard. Vote: 4 yes. **Motion passes.**

5.4. Appropriation of 2022 Funds

5.4.1. **Motion #6** by Sam Patton to approve 2021-12-3 Resolution to Appropriate Sums of Money with the following edits: revised general fund to \$195,784, change Dec 3rd to 2nd in second paragraph as well as the adopted date. 2nd by Dave Kinnard. Discussion: Dannel asked how the budget went from \$286,139 to \$195,784. Dannel realized he was looking at the wrong form and apologized. However, Dannel noted he was having difficulty voting on things that aren't in the documents. Sheila replied that's why they are making corrections

now and will ensure documents are corrected before they are mailed. Vote: 4 yes. **Motion passes.**

5.4.2. Dave noted current operating expenses should be reflective of capital outlay and total general fund, so the numbers are correct, they are just mislabeled. To be precise, with Paul, we need to make sure that while the numbers are correct, that how we laid them out is correct as well.

5.5.2022 Board Elections

5.5.1. Sam noted for the public's benefit that Jan – Feb is the opportunity to nominate/self-nominate for elections held in May. At the January board meeting there will be motions to designate an election official, that we are officially receiving nominations.

5.5.2. Sheila asked if we have time in Dec. to send an email blast or newsletter, or advertise on the website, election awareness. Sam noted there are self -nomination forms that will be posted on the website and could follow up with sending an email notice.

5.5.3. Sheila is discussing length of term issues with attorneys and will update this at the next meeting.

5.5.4. Sam will work with Sheila to get forms posted on the website.

5.5.5. Dave asked if it's only self-nomination or can people be nominated by others. Sam said initially it's self-nomination; there's a second time frame for nomination by others.

5.5.6. Election is mail in. Ballots go out in April. Election is in early May.

5.5.7. Sheila commented that she talked about in-person elections, but this was frowned upon by attorneys due to COVID.

5.5.8. Dave asked about website updates and whether it will have provisions to allow for candidates to post statements for public review. Sam noted in the past we had an election page with posted statements so we can do this again. Sheila noted that candidates can't post their own statements. They must meet certain criteria according to the SDA on what they can/can't say in a candidate statement.

5.5.9. Sam noted there will be more info at the Jan. meeting. This is just a heads up.

5.5.10. Deadline for nominations is the end of Feb.

5.5.11. Sheila asked about the status of Station 81's stolen mailbox. Sam will get a new one and install it.

6. Public Comment

6.1. DeeDee Ramstetter commented regarding election notices that we had extra funds for public signs for the stations to let the community know what was going on. Wanted to know what happened to that idea. Sheila said nothing further was discussed but felt that this wasn't the best investment for communication citing the lower Douglas Mountain community members who don't drive past the station. She thanked DeeDee for bringing it up.

6.2. Terri Costeldia announced that Roberta and Art Davis, who wanted to express their gratitude to Doc Kinnard for his call response, presented a \$500 check to the Auxiliary on his behalf. Doc thanked them, noting the team effort and expressed how glad he was that the FFs were able to help.

7. Adjournment

7.1. Sheila Carlon wished everyone happy holidays and adjourned the regular meeting at 8:15 pm. The next regularly scheduled meeting of the Board is on January 20th, 2022, at 7:00 pm via Zoom.

END

Minutes approved by the Board on January 20th, 2022.