



GOLDEN GATE

Fire Protection District

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Golden Gate Fire Protection District
Meeting Minutes
17 February 2022

1. Preliminary
 - 1.1. Location/Call to order: Sheila Carlon called to order the regular meeting of the GGFPD Board at 7:09 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, and Paul Trost. Chief DiFeo was present.
 - 1.5. Additions and Deletions to the Agenda: Add 5.2 Audit Exemption.
 - 1.6. Conflicts of interest: none
2. Minutes
 - 2.1. Approval of January 2022 Meeting Minutes: **Motion #1** by Sam Patton. 2nd by Dave Kinnard. Vote: 5 yes. **Motion passes.**
3. Reports
 - 3.1. Treasurer's Report
 - 3.1.1. See <https://www.goldengatefire.org/minutes-and-financials/> for financial reports.
 - 3.1.2. Open issues/summary of discussion:
 - 3.1.2.1. Assets \$313K in cash. Liabilities \$3.5K cash so we are in good shape, noting we are over budget in some things but under budget in others so overall we are good shape to this point.
 - 3.1.2.2. Paul apologized for the delay in getting reports out due to admin and treasurer schedule.
 - 3.1.2.3. Plan to transfer money around \$50K next week from ColoTrust to Wells Fargo.
 - 3.1.2.4. Dave questioned the negative balance of our checking account on our balance sheet. Paul replied we work on an accrual basis.
 - 3.1.2.5. Sheila asked about the \$6K balance on the Wells Fargo business card. Chief replied that's cumulative for all the business cards, noting Dec was a high spending month with the purchase of gear racks, end of year awards, fit test machine calibration, etc.. Dave explained how the expenses are broken out and categorized and debited against the card accounts. The total breakdown on credit card charges is seen on the transaction list and the next month you see the rolled-up payment to Wells Fargo.
 - 3.1.2.6. Dave asked about \$10K payment to TFPD IGA. This is an annual not quarterly amount so we are paid up for the year for the recruitment and admin will clean up the memo line.
 - 3.1.2.7. Sheila asked if we are up to date on our filings. Paul replied we are and just the audit exemption is pending.
 - 3.1.2.8. Sheila informed that the transparency notice is complete and posted.

3.2. Chief's Report

3.2.1. See <https://www.goldengatefire.org/minutes-and-financials/> for report.

- 3.2.1.1. Regarding the recruitment/retention postcards, Chief noted a new way to do mailings: instead of providing addresses, routes were chosen by zip code which allowed for direct mailings. Postage is cheaper this way and it goes to every address on the route. This is the plan for mailings going forward.
- 3.2.1.2. Sam asked about property owners who don't have local addresses. Chief noted that they still have addresses where mail can be forwarded, noting also that this method includes PO boxes.
- 3.2.1.3. Shared updates from the JeffCo Fire Marshalls meeting and the JeffCo all hazards mitigation meeting: the WUI Code, which was brought to the Board/community several years ago, and following the Marshall Fire and other events, has been amended by the mountain fire marshals group and is getting pushed hard to JeffCo commissioners. Every fire district has adopted this code but us, noting it's just a matter of time before JeffCo adopts and enforces it. Also, several mountain agencies, e.g. Foothills, are requiring sprinkler systems in every home, regardless of access, water supply or defensible space. Home building in JeffCo is changing.
- 3.2.1.4. Sheila asked for a copy of the revised code but it is in draft form and not available yet. Meeting with Commissioner Dahlcamper next week.
- 3.2.1.5. Dave asked if we get any insurance help for frozen pipe and heater failure. Deductible is \$5000. Our rates will go up so Chief will review final numbers and see if it makes sense.
- 3.2.1.6. Dave also asked for a breakdown of the pros/cons of the change from Code Red to Rave Alerting system from a GGFPD perspective. The problem with Code Red was they entered information about an area they want evacuated all at once. This works well except when the incident area grows. Expanding incidents bogs the system down and delays notification. Rave does not have this problem, has more capability, and can be used for multiple incidents, i.e. SWAT, fire, etc. Code red issues really showed itself at the Elephant Butte fire in Evergreen.
- 3.2.1.7. Sheila asked if they have already cut over to the system. No, April 1st. Today was the meeting with all JeffCo LE, fire agencies, Broomfield, and Westminster. Chief noted they did some demonstrations but is unsure if they will perform a county wide test.
- 3.2.1.8. Dave asked if that would be through landline, mobile, SMS texts and email. Yes. What is the cost implications? No cost to GGFPD.
- 3.2.1.9. Chief noted several different slash burns going on in TFPD and GGFPD district this weekend so keep that in mind if you see smoke. Dispatch is aware.
- 3.2.1.10. Sheila liked the new website and updated photos of FFs. More pictures will be added so it will stay current.
- 3.2.1.11. Paul asked what benefits we've derived from the grant for the training program. Chief noted the joint volunteer application which is being managed by TFPD. Postcards are being paid for by the grant; but the biggest benefit right now is the training piece, the joint fire academy. This is something that has never been done at this level. The coordination between Chief Bondus and Capt. Enright has been excellent. We'll see how the recruitment piece goes as well as the shift program, noting this is still work in progress with no definitive numbers yet, but we'll get there.

3.3. Community Organization Reports

3.3.1. Auxiliary

3.3.1.1. DeeDee Ramstetter spoke on behalf of Mary for the GGAC.

3.3.1.2. They have mailed the checks to complete the purchase for the beds and bedding for the shift FFs.

3.3.1.3. Pig roast is tentatively scheduled for Oct 1, 2022.

3.3.1.4. Purchased frozen food for FFs at Station 82.

3.3.1.5. GGAC noted that several times recently they found station doors open with no one present and were concerned that items purchased by the GGAC could be stolen or at a minimum, damaged due to weather. Chief noted the only thing he heard was the bay door at station 83. Station 81 doors were left open a couple times. When Kirk had plowed, he noticed the door was open and shut it. Chief will address this with FFs.

3.3.1.6. She asked if FFs do an inventory of equipment. Truck checks are done every 2 weeks, and equipment checks, etc. happen frequently.

3.3.1.7. Noted that Mary pulled up the website and on the volunteer tab, the only contact was Chief Bondus from TFPD and it appeared to be recruiting for TFPD. She suggested there should be a contact for GGFPD to enforce that recruiting is for both districts, and recommended that we add a contact person, preferably Chief, or an officer. Chief noted that we can't have multiple contacts for recruiting. Part of the grant is that we have a joint recruiting program. Chief Bondus is the paid employee for recruiting. The website narrative specifically states how our recruitment program works. Dave read the narrative from the website out loud for the audience's benefit.

3.3.1.8. Also noted that Mary said she talked with Sam about shift work for GGFPD and TFPD and Sam said the program was working well.

3.3.2. Grange

3.3.2.1. Terri Costeldia noted they are working with JCOS on the proposal to get traffic/parking off GGC Rd around the Mt. Galbraith Park area..

3.3.2.2. JCOS reached out regarding Centennial House. They had a good meeting two weeks ago where Grange members shared the history of the Centennial House. JCOS doesn't want to board it up and will possibly put a resident ranger there or open it up for tours a few times a year so the history won't be lost. She commended JCOS for being open to input.

3.3.2.3. Slash program for the canyon was not cut. Looking at late July, early August to hold another community Slash Day event.

3.3.2.4. Following DeeDee's comments about open doors, Terri noted she had closed the side door to station 83 twice. Last summer the bay door was left open while the truck was gone. The door was still open when she left at 8pm. Sam noted he would address this with FFs. Sheila suggested some cameras around the station.

3.3.2.5. Terri also shared that a previous chief noted loss of equipment, missing brass fittings, etc. which was why locks were changed. It would be a good deterrent to have cameras at all 3 stations.

3.3.2.6. Sheila thought that cameras would be a good idea at station 81 and 83. Sam will discuss with FFs.

4. Old Business

4.1. Election Update

4.1.1. Sheila noted DEO is on track for getting the self-nomination forms in by 25 Feb. If you send an electronic copy know that you will have to mail the original signature form in to her which does not need to be in by 25 Feb. As of today no self nomination forms

- have been received. Cards were sent to residents. It's on the website, the Grange has a posting and the DEO published a notice in the Golden Transcript so all the notifications required by law have been done. At the March meeting we'll know who's running and suggested we could have a candidate meeting preferably in person in April at the Grange.
- 4.1.2. Dave asked if there was any feedback on how well the postcard was received as it was a new initiative and cost some money to send out and we've gotten no self-nominations consequently. Sheila noted that we were required by law to send cards out but the second goal was to encourage people to apply. Sheila observed in casual conversation with community members that people received the card but weren't really tuned in to what was going on.
 - 4.1.3. Dave asked what we would do with the candidates' forum if we have 3 or less nominees and the DEO cancels the election? In the past, Sheila explained, we sent a newsletter out; but if we get more people than seats, then it would be a good idea to do a newsletter as well. We can put the statements in the newsletter since not everyone can make it to a candidate forum. Sheila noted that if there are more people, then we should do a newsletter with candidate statements because not everyone can come to the candidate forum. Dave suggested if there are less than 3 we run a new member profile in the newsletter so people are aware of who is serving and if there are more than 3, we plan to run candidate statements in preparation for the election.
5. New Business
 - 5.1. Traffic patterns for traffic in the canyon
 - 5.1.1. Sheila provided background: if Hwy 6 and I-70 are closed or backed up, the Waze app and Google Maps route traffic up GGC Rd. to RHR and over Douglas Mountain which is partially unpaved, steep, with no guard rails and treacherous during snowstorms. Last weekend 10 cars went off the road.
 - 5.1.2. Neighbors are complaining about the traffic, the cars on their property, the damage to trees and property, etc.
 - 5.1.3. Sheila attempted to contact Google Maps, but the emails were rejected as they were unmonitored accounts.
 - 5.1.4. Sam noted that it would be useful to contact JeffCo Road and Bridge as they are responsible for road signs, but it will take numerous people sending letters to JeffCo complaining about the traffic issues to get any movement. He noted that people are blindly following apps. Improvements to Douglas Mountain Dr is not a fire district task, it's a county responsibility.
 - 5.1.5. Sheila mentioned that DMRA was considering a letter from the board to county commissioners, the Sheriff, and Road and Bridge, noting police reports were necessary to document where the accidents were happening.
 - 5.1.6. Sam explained that when the county is on accident alert, the police are not dispatched to calls except when there are injuries.
 - 5.1.7. Sam also noted the lack of cell phone coverage which is why you often see abandoned vehicles.
 - 5.1.8. Sheila felt a warning sign at the bottom of each of the roads would help. Sam noted they can help but from experience, signs don't always deter drivers, citing examples of people driving around road blocks.
 - 5.1.9. Sheila asked for a contact at Road and Bridge. Chief will email them. He also contacted google maps and they have not responded. A sign that pavement ends is not helpful. It is JeffCo's responsibility to make sure that road is safe. He noted he raised these issues at the Fire Marshall meeting today and asked for suggestions. Chief didn't

- believe there's anything that would stop traffic because we can't stop access on a public road but they need to be warned. Dave thought that as locals, it wouldn't hurt to point out the risk to county; that highway traffic is being diverted in the middle of the night, in the middle of a snowstorm, to unprotected, unimproved roads which constitutes a clear hazard to life and limb. There needs to be a standard for hazardous conditions i.e. signs stating extremely hazardous road conditions, closed to local traffic only.
- 5.1.10. Sheila asked if a letter to the commissioners would work. Dave thought it wouldn't hurt. DeeDee will look up who she communicated with for her sign. Sheila asked if the board is in agreement about sending a letter to the county commissioners. Chief suggested starting with Road and Bridge and following a chain of command.
- 5.1.11. In the meantime, Sheila will draft a letter and get feedback from the board and Chief. Dannel asked if we've already talked to R&B about this. Sheila noted only one of the residents did. Chief only talked to them about plowing issues. He has not talked to them about this issue. Chief will also send them an email. Sheila suggested copying board members on that email, to reinforce board support.
- 5.2. Audit Exemption
- 5.2.1. GGFPD was last audited in 2017 and 2018.
- 5.2.2. Sheila noted we didn't budget for an audit this year, so the option is either do an audit this year or apply for an exemption.
- 5.2.3. If we do an audit, we need a good reason to audit since we pay a CPA to manage our books. Chief doesn't see a need to spend money for an audit.
- 5.2.4. Sheila noted that we did the previous audit when a past treasurer died.
- 5.2.5. Dannel felt that we should do an audit every 3 years.
- 5.2.6. Paul will get 2 estimates on audit avail for next board meeting.
- 5.2.7. Sheila noted that the exemption paperwork needed to be in by the end of March.
- 5.2.8. Dave felt it would be worthwhile to consider a parallel process to initiate the application process and anticipate applying for an exemption but consider the cost. The other costs were getting our books together. In 2017 there was tumult, loss of records, loss of treasurer, etc. which created a need to get our books in order.
- 5.2.9. Paul will contact our CPA and get his feedback and Dave will get the contact info for our audit accountant for his feedback. Sheila felt that their feedback would be helpful if we apply for an exemption as well. She asked Paul to follow up with CPA on an estimate at the same time working on the exemption application.
- 5.2.10. Dave felt 2 good pts were made: Chief is right that we are not debt financed and we are small in our reach with minimal complexity. All our transactions are recorded in one account. Dannel's point is well taken, that at some interval the audit process imposes some rigor, i.e., it updates the value of the asset base we carry forward month to month on our balance sheet, all our equipment, depreciation schedules, etc get audited; so both points are valid.
- 5.2.11. Sheila noted we'll have a good information at the March meeting to make a decision for a way forward.
6. Public Comment
- 6.1. Terri Costeldia informed that the Grange was doing a Code Red drive in June and wanted to know when Rave Alerting would go into effect. Sheila replied that April 1st was the launch date.
7. Adjournment
- 7.1. Sheila Carlon adjourned the regular meeting at 8:26 pm. The next regularly scheduled meeting of the Board is on March 17th, 2022. Location / format TBD.

END

Minutes approved by the Board on March 17, 2022.