



GOLDEN GATE

Fire Protection District

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Golden Gate Fire Protection District Meeting Minutes 17 March 2022

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 and Paul Trost. Dannel Agar and Chief DiFeo had excused absences.
 - 1.5. Additions and Deletions to the Agenda: Add Old Business 4.1 Audit Exemption Resolution. Add New Business 5.5 IGA to acknowledge it was received by the board for review.
 - 1.6. Conflicts of interest: none
2. Minutes
 - 2.1. Approval of February 2022 Meeting Minutes: **Motion #1** by Sam Patton. 2nd by Dave Kinnard. Vote: 4 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. Current status: assets \$304K, liabilities \$3.5K.
 - 3.1.2.2. Paul was able to reverse the credit card fee for the overdraft.
 - 3.1.2.3. Noted Station 83 pipe freeze created an actual that was significantly more than was budgeted for. In addition, recent vehicle repairs ate up half our budget on that category. Percentage wise we're ahead of where we're expected. We should be spending about 17% and we have spent a little more in some areas and less in others, noting that the budget items we were over on were small items.
 - 3.1.2.4. Dave inquired on the Transaction List what the unspecified credit card transaction for WPSG was for?
 - 3.1.2.5. Regarding the Balance sheet: Dave noted that last month showed a negative balance on the checking account. Paul explained that we were moving to an accrual basis but we were short when it came to a credit card payment. This month we are showing a negative checking balance and he wanted to ensure we weren't bouncing a cc payment 2 months in a row. We won't– Paul transferred \$35K about 10 days ago.
 - 3.1.2.6. Inquired after the balance on prepaids: \$10,137. This is our insurance expense which should get deducted 1/12th every month.
 - 3.1.2.7. On the income statement run date of 3/17. It would be easier to catch this at the end of the month to understand percentages.
 - 3.1.2.8. What was Line 499 uncategorized income of \$76,067.63? It's our property tax revenue that hadn't been categorized yet.

- 3.1.2.9. Line 512 Wages. It looks like we were paid out 24%. This includes the wage payment in March.
 - 3.1.2.10. Line 686 Website Maintenance: Dave questioned the lack of expense despite significant website improvement and wondered what our expectations were for paying for the website. Per our contract, we paid half up front last year, the other half will get paid when the website is complete. There are a few outstanding issues.
 - 3.1.2.11. Sheila asked Paul to review his audit discussion with our CPA as a precursor to our resolution. He said his review of the audit form identified that the audit must be prepared by a CPA. Robin felt that there's no reason to do an audit since he's looking over the books every month and working with Admin.
 - 3.1.2.12. Dave revisited the discussion last month about connecting with the audit accountant to see where we stood regarding audit best practice. Paul contacted him. He said the cost would be 15-20% higher now. Dave asked what he thought about the importance of doing an audit. Paul didn't pursue this question with him as he believed that we pay Robin to watch over our accounts and we get our money's worth out of Robin.
- 3.2. Chief's Report
- 3.2.1. See <https://www.goldengatefire.org/minutes-and-financials/> for report.
 - 3.2.1.1. Sheila read Chief's report in his absence.
 - 3.2.1.2. Regarding Station 81 remodel, we've only received 2 bids but the second person has been incommunicado and has not submitted everything, so technically we only have 1 bid to date. Sheila broadcasted that we are looking for other contractors.
 - 3.2.1.3. Regarding inspections/planning and zoning, Dave asked if the county was revisiting the county wide adoption of the WUI code because what was outlined in the report sounded like steps in that direction. He noted that our community had strong feelings about this and suggested we get a county update, an informational presentation to hear about these changes. Sheila agreed that it's good for the FD to know about the construction and access to properties in our district.
 - 3.2.1.4. Mentioned the Fox 31 news segment on the Douglas Mountain Dr traffic routing issues. Chief is doing a follow up interview with Fox 31 tonight. Sam noted that one of the FFs has a contact at Google and Google has since removed that route, however the accident today happened while using the Apple map which still directed them up Douglas Mt.
 - 3.2.1.5. Dave noted, regarding the bid for Station 81 that came in twice as high as had been discussed, that Chief had asked the board if we still had contacts for financing options that were looked at for the station 83 purchase. Dave wanted to ask the board if that financing option was still available, and if we could get a presentation from the firm that had expressed interest on this. Sheila thought that even though we are applying for a grant, we should explore as many options as we can. Dave stated that debt financing is one of the options being considered to get the station remodel project done.
- 3.3. Community Organization Reports
- 3.3.1. Auxiliary
 - 3.3.1.1. Mary mentioned that they are available to continue supporting FFs. They've restocked freezers. She wanted to note they are receiving money from King Soopers and encouraged everyone to use King Soopers code which returns 5% from the purchase of products to help GGAC support FFs. Loaf 'n Jug is included in this.
 - 3.3.1.2. Pig Roast is scheduled for the first weekend of October.

- 3.3.1.3. In the next month, they will start donation collections for the auction.
- 3.3.1.4. DeeDee will be providing food for the next business meeting and needs numbers.
- 3.3.1.5. She asked if FFs need food for the 16 April training and to please include Mary and Kay Ripley in the email.
- 3.3.1.6. She asked if FFs are doing okay on water and food at the stations.
- 3.3.2. Grange
 - 3.3.2.1. Terri Costeldia noted they have a phone call in for the July Slash event and she will follow up with Dave Kinnard when she hears back.
 - 3.3.2.2. Terri wanted to know if citizens needed to do anything for the RAVE system. Sheila replied that we don't do anything. It covers cell phones, land lines, etc. Terri explained that a lot of people were interested, especially after the Marshall Fire. She requested to be kept in the loop so she can keep people apprised of the situation.
- 4. Old Business
 - 4.1. Audit Exemption
 - 4.1.1. Sheila explained that since we didn't budget for an audit combined with the fact that we didn't have a lot of disruptions or personnel changes, and we have a CPA working on our books, that an audit would be a lot to put on the new Treasurer. We won't do an audit this time and as Dave suggested we will get recommendations on periodicity and make sure the budget committee is aware so that we can plan for audits as necessary.
 - 4.1.2. **Motion #2** by Sheila to approve Audit Exemption Resolution 2022-3-1. 2nd by Paul Trost. Discussion: While Dave applauded Sheila and Paul's reasons to apply for an audit exemption, he wanted the board to be aware of the advantages of an audit, especially for a small district like us: an audit would give us professional reassurance that our CPA is doing the job we pay him to do; we've also had a significant change in our asset base with the purchase of station 83, also noting equipment aging, depreciation, etc. Additionally, he noted it's the state's option to approve/disapprove. There are good reasons to do an audit on a regular basis. So, if not this year, he would push very hard for an audit next year. The last audit was a difficult process because we had waited 5 years. Sheila noted a lot of changes in a 5 year span and thought we should reach out to Robin or a past audit accountant to advise on a timeline. Paul concurs. Vote: 4 yes. **Motion passes**. Dave reminded that the resolution requires all their signatures, so the entire board needs to review the application before submission.
- 5. New Business
 - 5.1. Meet & Greet at the Grange April 3
 - 5.1.1. Sheila noted there were 7 applicants that were certified by the DEO. Candidate statements were being collected which she will send to the board to post on our website. The Grange has graciously offered to host a meet-the-candidates session on April 3rd. The board can coordinate this by getting the word out, reiterating this is not campaigning for them. Sheila suggested advertising this on the Grange's marquee but requested feedback on other notification methods.
 - 5.1.2. She mentioned the candidates: Deb Curlee, Niffy Ovuworie, Marith Reheis, Steve Green, Dave Primmer, John Arendt, and Nick Meyer.
 - 5.1.3. Dave asked about the postcard mailing. Sam said they used a bulk mailing rate. Sheila asked if Terri could be creative for the marquee message.
 - 5.1.4. Sheila will work with Chief to do a postcard mailing and an email.
 - 5.1.5. Terri noted that in spring of 2020 there was an informative newsletter which was great to let everyone know who the candidates were, putting a face to a name. She mentioned she and a few others never received a postcard and asked the board to look

into that. There is also the Grange email list, the 2 Homeowner's Association list and Facebook.

- 5.1.6. Sheila noted the candidates are free to do their own campaigning but there is a monetary cap on what they spend.
- 5.1.7. Meet and greet is scheduled for 1-3 pm on April 3rd.
- 5.1.8. Terri needs a POC for coordination purposes. Sheila is working on this.
- 5.1.9. DeeDee asked to be kept in the loop because the GGAC is there to support that too.

5.2. Website election information

- 5.2.1. Dave wanted a final decision tonight on a newsletter which takes time to create.
- 5.2.2. Sheila noted the printing company that does the mailings for us are short staffed and behind schedule. Timing will be critical to get the mailings timed with the ballots. Use the most robust mailing list and Dave emphasized the one feature that has to be on the postcard is a link to our website to access the bios.
- 5.2.3. Sheila believed the postcard was the best option, plus using the best mailing list. She pursued why Terri did not receive a postcard. DEO said they don't send ballots if the name is a trust.
- 5.2.4. DeeDee noted several people who rent properties up here also didn't get postcards or any notice. Sheila noted mailings go to property owners. Renters, if they are registered to vote in the county, can vote in county elections but not special district elections. Sam explained the distinction is the property owners are paying the taxes that fund the fire department, renters are not paying taxes so aren't eligible to vote.
- 5.2.5. Sheila shared Mary's point that the moderator and POC can't be a board member. Sheila agreed but it can be a departing board member.
- 5.2.6. DeeDee asked if someone from GGAC could volunteer. Yes.
- 5.2.7. Sheila shared Mary's comment that some seniors don't have access to the website, so maybe we can condense candidate statements in emails. Dave asked if they can't access the website, they may be challenged accessing emails.
- 5.2.8. Sheila noted the DEO is collecting the candidate statements and Sheila will forward them to Admin, Sam, or the webmaster to get posted on our website.

5.3. Pension Analysis

- 5.3.1. Sheila reviewed the status of pursuing a pension analysis report. Dannel got a price and the cost was not expensive and would come out of pension funds. The Board agreed to move forward with the study to see if we could increase pension payments for people who were eligible. The report will be ready possibly next month, certainly by August's pension board meeting.

5.4. April and beyond board meeting location

- 5.4.1. Sam wanted a consensus on future meeting locations.
- 5.4.2. Sheila asked if we would still have zoom available. Sam noted we couldn't at the Grange, but we could at the stations. Sam prefers face to face meetings, believing they are the most effective.
- 5.4.3. Dave thought we were in pretty good shape in terms of burden of illness, and in good condition to resume public meetings, remembering that our public meeting attendance is between 5-10 members. He noted that zoom has allowed the folks who can't make meetings to engage more. He's received more emails in the zoom era. Dave favored our old situation of alternating between stations with an audio/internet connection.
- 5.4.4. Sheila suggested May at the Grange since more people would be present for the board turnover.
- 5.4.5. Paul supported this. DeeDee could use the marquee to advertise it.

5.4.6. April's meeting will be at Station 82 and May's will be at the Grange.

5.5. IGA

5.5.1. Sam explained that the Chief sent 2 IGAs to the board regarding 1) shift program and 2) joint recruitment and retention. He requested board members review in the next 30 days and be ready to discuss and vote on it in April.

5.5.2. Sheila added an information item that she's attending a legislative session next week with the SDA. She mentioned 3 house bills related to mitigation. Currently they are in appropriations committees but she's especially concerned about HB1097 on the dissolution of special districts. SDA is supporting it. The bill says that the county commissioners and the board of directors can dissolve a special district without a vote of the people. She doesn't know why SDA is supporting it. She didn't see any fire departments listed in the group. So that is why she signed up to take part in the legislative session.

5.5.3. Dave thought that sounded like a horrible idea to deconstruct a special district that the voters created to address their unique needs. This sounds very troublesome and if the FDs are not involved, we need to ask Chief as soon as possible what the state chiefs' association involvement has been on this. Determination of funding and quality of emergency services is a core function and people would not be comfortable having the county take that away. Sheila noted stipulations that the districts had to be within one county, but that the commissioners and the boards, if there was an adjacent county involved, could still do that with the cooperation of the other county board and commission.

5.5.4. Sheila will have a report on this next meeting.

5.5.5. Paul asked if she could find out why DOLA supported it and email her findings.

6. Public Comment

6.1. Terri asked about the IGA, if it would be better for the new board to assess, understand it and vote on it in May or June instead of the outgoing board. Sheila responded that this is something the Chief needs to consider, and because we are already involved in the grant, she thought sooner rather than later is better but she will defer to the Chief. Terri thought new members should have oversight. Terri thought it would be okay to delay. She will bring it up at the next meeting. She also asked how the shift program was going at station 82. There's only been a couple shifts. A lot of our people are going through academy, so attention has been on the academy and less on the shift program. Terri noted the reason she brought it up is due to the talk of financing station 81 remodel, which the whole point of remodeling was to support shift work. She has witnessed many failed shift programs from other FDs. How do we gauge that to justify the financing? Sam replied that GGF has shifts going on every week. Sheila noted that most of our calls are run out of Station 81, 75% according to Sam, so the need is to have shifts at station 81.

6.2. Terri asked about the website. Who is doing that? She thought Sam did an excellent job in the past so was curious about the cost.

6.3. DeeDee asked how many GGFPD were on the Marshall Fire. 4+Chief. We did not coordinate with other departments.

6.4. Mary appreciated Dave's comments on the audit. She has professional experience with audit frequency and feels lots of stuff can happen in 5 years. She thought we needed to have an audit, and was uncomfortable with our CPA, who looks at the books every month, making this decision. She felt it's a fox in the henhouse situation. Dave noted that Robin is not making a decision about whether an audit is needed, that's a state auditor decision. Which was Sheila's point on why we need to budget for an audit on a yearly basis to cover us.

- 6.5. Aaron asked about in person meetings moving forward. April and May will be in person. The new board will decide after May about future meetings..
- 6.6. Deb Curlee in the chat room typed her concern about John Arendt running since he's a TFPD FF and a salaried trainer therefore not eligible due to conflict of interest. Sheila noted that that wasn't true. A resolution is in place that FFs can run for the board but only 2 FFs at a time can be on the board. Sam noted that only applies to GGFPD so John is not barred since he's with TFPD. Terri noted that the resolution was specific to Sam and Dave and was supposed to be reviewed every year. Terri's concern is that since John's a paid FF with TLFD and we are paying TFPD that he won't be able to vote. Dave noted conflicts of interest don't preclude board membership. He doesn't believe that John being a professional at TFPD disqualifies him from running for the board. He would have to be careful identifying conflicts of interest but this doesn't affect eligibility since he's a resident in our district. Terri noted this goes back to the recusal process which didn't help with public opinion for Sam and Dave. She strongly suggested we look at a recusal program for him. While Terri couldn't say enough good things about John, she cautioned that with our past history with FFs on the board, we need to be very careful. Sheila noted that Dave and Sam recused themselves from votes affecting FFs and in fact, the greater community didn't have a problem with FFs being on the board.
- 6.7. DeeDee said that she understands FFs recuse themselves but moving forward, why would someone be on a board where they would have to constantly recuse themselves? Sheila noted that not everything involves a specific FF reference. If 2 FFs have to recuse themselves that still leaves 3 members to vote, but a board member can recuse themselves at any time for any conflict of interest issue. It's not just a FF issue.
7. Adjournment
- 7.1. Sheila Carlon adjourned the regular meeting at 8:34 pm. The next regularly scheduled meeting of the Board is on April 21st, 2022, at station 82. She is looking forward to the meet and greet on April 3rd at the Grange. Dave asked about recourse if a taxpayer didn't receive a ballot but should have. Sheila said they have to contact the DEO.

END

Minutes approved by the Board on April 21st, 2022.