



Golden Gate Fire Protection District

Minutes – May 21, 2015 Board Meeting

1. Preliminary
 - 1.1. Location: Golden Gate Fire Station #1, 32360 Robinson Hill Rd. Golden, CO.
 - 1.2. Call to order – 7:00 pm
The meeting was called to order at 7:00 pm by Mr. Shuler.
 - 1.3. Welcome Audience
 - 1.4. Pledge of Allegiance
 - 1.5. Roll Call
Roll call indicated a quorum was present with Mrs. Daniel, Mr. Green, Mr. Shuler, Mr. Patton, and Mr. Primmer.
 - 1.6. (0:01:08) Additions and Deletions to Agenda
 - **Motion #1** by Mr. Primmer to add discussion of check signing and discuss insurance company inquires. 2nd by Mr. Green.
 - Discussion
 - Amendment by Mr. Patton to address the check signing in agenda item 5.2 and address the insurance company inquiries in the chiefs report, 2nd by Mrs. Daniel. Vote results 4 yes, 1 no (Mr. Green). Amendment passes.
 - Original motion vote as amended - 5 yes to add agenda item 5.2.
 - **Motion #2** by Mr. Green to add additional agenda items, 2nd by Mr. Primmer.
 - Vote results of additional agenda items – 2 yes, 3 no (Mrs. Daniel, Mr. Shuler, Mr. Patton)
2. Public Agenda
 - 2.1. (0:13:29) Public Comment
 - Betsy stated she was recently informed we lost the fire mitigation grant and requesting and explanation of the chronological order of the grant and why it was lost. Upset that the residents were not informed and lack of communication by the board. It would be the best interest of the fire district to address the trees on her property. Mr. Shuler states that we were disqualified because we did not meet the community outreach. The guidelines required adequate community outreach and the State determined outreach was not sufficient.
 - Terri Costeldia wants to thank the chief, assistant chief, and Justin for their support on repairing the fence at the grange.
 - Betsy asks how the board communicates with the community. Mr. Patton states there are communication issues in the board. Betsy asks if there was anything the community could have done to assist in the grant getting approved. Mr. Shuler states that there was nothing the community could have done to further the grant. Mr. Patton states that everything was submitted for the grant, the State and FEMA had everything, and the response was that we were disqualified for community outreach. Mr. Green states the largest number possible was notified at board meetings and Mr. Green's email list. Mr. Shuler states notification was never sent out to the district email list but only on Mr. Green's personal email list.
 - 2.2. (0:23:55) Approval of Minutes – February 19, 2015

- **Motion #3** by Mr. Patton to approve minutes, 2nd by Daniel.
 - Discussion
 - none
 - Vote results 3 yes, 1 no (Mr. Green) and Mr. Primmer did not vote as he was not present at the February meeting. Minutes approved.
- 2.3. (0:24:50) Approval of Minutes – March 19, 2015
- **Motion #4** by Mrs. Daniel to approve minutes, 2nd by Mr. Patton.
 - Discussion
 - none
 - Vote results 3 yes. Mr. Green and Mr. Primmer did not vote as they were not present at the March meeting. Minutes approved.
3. Committee Reports
- 3.1. (0:25:32) Treasurer’s Report – Presented by Mrs. Daniel
- The board did not see the treasurer reports before the meeting.
 - Check # 5245 for training written to Colorado Division of Safety for tests taken by fire fighters.
 - The check to Garrett was for the gravel at station #2.
 - The budget has not been split as requested and is still based on equal 12 months.
 - Reclassify the election expense line item as this should be at \$0. The correction will be reflected on next month’s report.
- Report is accepted.
- 3.2. (0:31:51) Fire Chief’s Report – Presented by Chief Roozen
- Board received report at the start of the meeting. It was requested to receive the report prior to the meeting.
 - Extended leave by a new member of 5-6 months by new recruit.
 - Now at 15 volunteers with the resignation and leave of Colby.
 - Process when someone leaves: they turn in equipment, chief lets the board know and the board notifies LOSAP for release the funds to the fire fighter.
 - Is there any way to recover equipment not turned in? Chief states they would call the Sheriff to recover.
 - We have not received money back of \$200 from Anthony Hancock for half the academy cost. Once the \$200 is received then his LOSAP will be released.
 - The recovery of equipment cannot be done via LOSAP. It might be possible with the use of a written and signed agreement with the fire fighter. This would need to be looked into.
 - The last FF to sign paperwork for the LOSAP is Lori Brill and Brett Hall, and there are many that have never signed paperwork.
 - Use a FFs start date and first date of deposit on their behalf to determine LOSAP.
 - Great Western does not want the paperwork only the effective start date given to them by the board.
 - Still reviewing experimental VHF pagers.
 - Jeffco is moving forward with a regional dispatch to be West Metro to include all western cities. Band width is unknown at this time. The Chief predicts 2 years until final. Does the district need representation in these discussions? The Chief does not believe there anything needed at this time. Chief’s goal is to keep cost low as the district will likely have to pay for dispatch following this change. Mike Weagy with Evergreen has been leading the discussion for the mountain districts. 911 board

interviewed people for the director position. Chief wants to keep separate the mountain districts and city. No input to be given yet until the director is in place.

- VFA Grant was awarded at a 50/50 match for 4 wildland radios.
- PPE Grant with a match yet to be determined and awaiting award letter. The match is expected under \$4,000. The grant will provide complete sets of gear and the gear washer. Chief states the match can be taken out of existing PPE line item.
- Thank you to Terri and Jane for providing lunch to the FF's.
- Standstill on CC purchases waiting board.
- Need to get direction for the district. Chief proposes that Steve and Chief to work on station #3 by getting the city shop next to the grange. Steve is agreeable to working with Chief. Also propose that Aaron and/or Sam to work with Chief on the cisterns to explore options on future cisterns such as the proposed Jeffco trail to White Ranch. Both Aaron and Sam are agreeable to work with the Chief. Aaron will work on this with the Chief
- Mr. Green mentions that at fire marshal meetings a good idea discussed is educational articles. Mr. Green will send Mr. Patton an article to start with. Mr. Patton will start sending articles out to the email list.
- Chief states that insurance inquiries are careful and he makes sure to not bring liability to district. Mr. Green suggests directing to the county website. Chief tells insurance to MapQuest the address of the fire house to determine distance. If they do any research they can find most answers on our website. The Chief is not going to take liability in answering the questions.

Report is accepted

4. Old Business Requiring Board Action

5. New Business

5.1. (1:17:55) Approve Purchasing Card Policy

- Mrs. Daniel states the district has been approved by Wells Fargo maximum of \$25,000 credit limit. The board can request any limit from the bank.
- Mr. Primmer asks what credit limit the board will approve.
- Mr. Green asks what the interest rate is. The board shall pay the card off each month. Mr. Green points out that timing of purchases and payment can influence if interested is paid.
- Mr. Shuler and Mrs. Daniel presented examples of credit card policies from Timberline and other online.
- Mr. Green asks who will be liable for the debt. Mrs. Daniel states it will be the GGFPD with 2 board members signing the application who are not going to be card holders.
- Mr. Primmer asks why the district cannot have a debit. A debit card cannot be issued as the district is using public funds.
- Mr. Green asks what purchases and how much are allowed or approved? What is the mechanism to pay to avoid interest rates?
- **Motion # 5** by Mr. Shuler to adopt the policy example taken from the Timberline Fire District website, 2nd Mrs. Daniel.
 - Discussion
 - Mr. Green requests more time to review and discuss.
 - Mrs. Daniel asks Chief what limit he would request. Chief states an amount of \$2,000 for himself and \$500 for the Assistant Chief.

Assistant Chief Lori Brill states she would not want a card as there is obviously a trust issue from some people on the board.

- Amendment to motion #5 Mr. Shuler to limit total credit card limit to \$2500, 2nd Mr. Patton
 - Discussion
 - Mr. Green asks what reimbursement amounts have been given to the Chief in the past.
 - Mr. Shuler feels \$2500 is adequate.
 - The board will see an itemized list of monthly expenses.
 - Mr. Primmer points out good parts of another example.
 - Mr. Primmer states \$2000 should cover most monthly statements.
 - Vote results of amendment by Mr. Shuler, 4 yes, 1 abstention (Mr. Green for more time to review). Amendment passes.
- Mr. Primmer asks about contracts and agreements line. Mr. Shuler clarifies that items which require board approval are contractor agreements that exceed \$2000/year or not within the budget.
- Amendment to Motion #5 by Mr. Primmer to combine two presented policies, 2nd Patton.
 - Discussion
 - Mr. Shuler believes it would be in direct conflict of each other.
 - Mr. Primmer clarifies item 1, 3, 6, and 7 from other example.
 - Mr. Shuler makes statements to reinforce his support of example from the original motion.
 - Mr. Primmer agrees to delete the first line of item #6.
 - Mr. Patton states amending Mr. Primmer's amendment to add the four items (1, 3, 6, 7) to the Timberline example. Mr. Primmer agrees to the friendly amendment.
 - Vote results of amendment by Mr. Primmer, 3 yes, 1 no (Mr. Shuler) and 1 abstention (Mr. Green for more time to review). Amendment passes.
- Restatement of the approved 2 amendments
 - The total credit card limit is \$2500
 - Add items 1, 3, 6 (less first line), and 7 from the alternate example into the presented Timberline example.
 - Mr. Shuler clarifies that receipts can be original or copies (item #3) and agreement by the group.
 - Mr. Patton states that a signature line will be included that the card holder has read and agrees with the policy.
 - Mr. Shuler asks Mr. Primmer if he would approve (due to his amendment)

- The first bullet on Timberline policy revised to read “An original or copy of receipts” to capture item #3. Mr. Primmer acknowledges Yes,
 - A subsection of Purchasing called Procedures to include text from item #1. Mr. Primmer acknowledges Yes,
 - The text of item #6, with the first line removed, added to Procedures. Mr. Primmer acknowledges Yes,
 - The text of item #7 added to Procedures. Mr. Primmer acknowledges Yes.
- Vote results of motion #5 by Mr. Shuler with 2 amendments, 4 yes, and 1 no (Mr. Green). Motion passes.

5.2. (1:58:43) Check signing

- Mr. Primmer asks who is signing checks. Mr. Shuler stated he has signed checks when required, as has Mr. Primmer. There is no policy requiring 2 signatures on checks. Only one person required to sign by bank. All checks are included on the check detail. No further discussion.

6. Adjournment

There being no further business to come before the board, the meeting was adjourned at 9:00 pm. The next regular scheduled meeting of the Board of Directors is scheduled for June 18, 2015 at Fire Station #2 at 7:00 pm.

END

Approved by:

Attested by:

Derec Shuler, President

Sam Patton, Secretary