



Golden Gate Fire Protection District

Minutes – July 13, 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 Mr. Green (by phone however the connection was inaudible most of the time in both directions and he was disconnected during the meeting), Mr. Shuler, Mr. Patton, and Mr. Primmer. Mrs. Daniel is absent.
 - 1.6. Additions and Deletions to Agenda
 - **Motion #1** Mr. Shuler to discuss district email with added agenda item 5.2, 2nd Mr. Patton. Vote results 3 yes.
 - **Motion #2** Mr. Green to discuss purchase of IFC Fire Code Book 2015 with agenda item 5.3, 2nd Primmer. Vote results 3 yes.
 - **Motion #3** Mr. Primmer, to discuss the change of the meeting from July 16th to July 13th with agenda item 5.4 regarding open meetings, 2nd by Mr. Green and Mr. Shuler. Mr. Primmer asks why there was no communication to this change amongst the board and requests better communication. Mr. Shuler states the bylaws allow for an officer of the board to change a meeting date. Mr. Green states he was not notified or consulted prior to meeting date change and other residents who planned to attend on the 16th could not attend to the changed date. Vote results 4 yes.
2. Public Agenda
 - 2.1. (0:10:05) Public Comment – No comments
 - 2.2. (0:10:14) Approval of Minutes – June 18, 2015
 - **Motion #4** by Mr. Patton to approve minutes, 2nd by Mr. Shuler.
 - Discussion
 - Amendment by Mr. Green, 2nd by Mr. Primmer to address John Cady by his last name in the minutes. No objections.
 - Amendment by Mr. Green, 2nd by Mr. Patton to add comment under 5.1 that other board members could sign checks if the policy is changed. No objections.
 - Vote results to approve meeting minutes as amended, 4 yes. Minutes approved.
3. Committee Reports
 - 3.1. (0:13:29) Treasurer's Report
 - Shuler asked why the district is 50% over in insurance budget. Will follow up with Mrs. Daniel at the next meeting.
Report adopted
 - 3.2. (0:14:34) Fire Chief's Report – Presented by Chief Roozen
 - No change in personnel.
 - Training hours averaging 100 hours per month.
 - Average number of fire fighters responding to calls is 5.

- Mr. Green states he cannot hear anything over the phone. Mr. Green calls back to station to use other phone. Reception is better.
- Chief is still waiting on the district credit card.
- Status of the room at Station #2 requires miscellaneous finish work which will take only a few days.
- Chief has heard a rumor that another department is getting rid of radios and we may be able to get them donated. They are the same radios used by GGFPD.
- All paperwork has been submitted for wildland grant reimbursement.
- Mr. Shuler asks when new PPE is in, what is the savings plan for new gear in the coming budget years. Chief states the saving will probably be for 1-2 sets of gear per year. The district is getting 17 sets of gear through grant. The gear washer is single phase, 220 volts electrical. Mr. Shuler would like to have a replacement plan included in future budgets for gear replacement.
- Two committees working with the chief:
 - With Mr. Primmer on Cistern placement. Mr. Primmer is getting bids on 30,000 gallon for station #2 with pricing approximately \$34,000 plus installation for FRP. Station #2 property line does not extend up the hill to the road and the land owner needs to be contacted to discuss the use of the land north of the station. Cost could exceed \$50,000 installed for the purchase and installation. The next discussion will be coming up with a plan to save and pay for this. Mr. Green asks about the land to the west of the station or the use of a steel tank with anodes that can be buried under the drive area. Any discussion with the property owner adjacent to the north needs to be handled by the board in conjunction with the Chief.
 - Mr. Green and the Chief started discussion on the Jefferson county shop adjacent to the Grange. Chief is working on a run call to show locations of calls in the canyon. Awaiting Jeffco to respond. Mr. Green states the land was donated to the Grange and the county by Betsy Narre for the use of the community. Land was never titled to Jefferson County until 1999, 35 years after she died. It is clear that the donator intended for community use of the land. A possible solution would be a long term lease. The Districts use would be to position a truck for emergency response in the canyon and to bring properties within a 5 mile radius of that station which may help insurance for district residents in that area. This location would be the most central location for accident calls on the canyon road.

Report adopted

3.3. (0:39:25) Grant Updates – Presented by Mr. Shuler

- We have been awarded the generator grant.
- Mr. Shuler confirms the district was not selected to move forward on the Fire Mitigation Grant.
- Mr. Shuler reads statement of timeline regarding the grant application process. (Attached to these meeting minutes).
- Mrs. Mozer asks what would we do differently to reach the community? Mr. Shuler states the use of the website, newsletters, and documented meeting minutes.
- Mrs. Cady states that planning for the grant started a year before the grant and communication was made but not sure how.

- Mrs. Costeldia asks going forward that the board involves the Grange to help with outreach.
 - The board is taking steps to be involved in the next hazard mitigation planning process this year with Jefferson County.
 - Mr. Skeen asks that we learn from this and move forward. Also states that the use of paper newsletters may help. He feels that more people knew what was going on when paper newsletters were used.
 - Mrs. Cady asks that the timeline read by Mr. Shuler be placed in meeting minutes. Mr. Shuler agrees to include in the minutes.
 - Mr. Cady states he was involved in the grant and after it failed he filed another grant through Colorado state forest service. What is the department doing for new grants? Are there any being submitted and who is the designee for the grant process? Mr Patton confirms he is the Grant manager and is in contact with Jeffco to get in on the front end of the mitigation process. Mr. Shuler states the district will help with grants that must go through a governmental entity but there are others open directly to private homeowners. Mr. Cady does not feel there is proactive approach from the board to get grants and thinks they are not being served by the board. He further states Mr. Green coordinated the grants and was proactive seeking grants. Mr. Patton states his intent is not just searching for grants but work with the county to be ready for grants. Mr. Cady asks to be updated on grants and his advice solicited.
 - Mrs. Dentry states most of the district only involve when something goes wrong. States that last year she and Mrs. Skeen put a flyer on every house and the response was great and they would be willing to help in the future doing this same thing when needed. Mrs. Skeen states flyers on the mailbox are very successful. The sign at the grange works great too for communication.
4. Old Business Requiring Board Action - None
5. New Business
- 5.1. (1:17:28) Cancel July 16, 2015 Business Meeting
- **Motion #5** by Mr. Patton, 2nd by Mr. Shuler to cancel the July 16th meeting.
 - Vote results 3 yes. Meeting is cancelled.
 - It is noticed at the meeting that Mr. Green is no longer on the phone.
- 5.2. (1:19:50) District Email
- During the course of the investigation it was found that the newsletter email list of the district was exported from the district account Mail Chimp and within 30 minutes of the download an email was sent from a board members private email account to the downloaded email list.
 - The board has a policy that the district email list will not be used for personal use and that all emails from the board will be sent from board email addresses.
 - **Motion #6** by Mr. Shuler that a communication is sent to community to state that emails were compromised in the system and email list was compromised. The district has taken reasonable and necessary steps to prevent this from happening in the future. Passwords were changed, 2nd Mr. Patton.
 - The board attempts to call Mr. Green back with no answer. Left messages at 2 phone numbers.
 - Vote results of motion #6, 3 yes.
- 5.3. IFC 2015 Fire Code

- **Motion #7** Mr. Shuler, 2nd by Mr. Primmer to allow Mr. Green to have access to the district's code book once purchased by the Chief.
- Vote results, 3 yes.

5.4. Open meetings and communications

- Mr. Primmer asks that communications be made to all board members.
- Mr. Shuler states there are still significant meetings and communication happening outside of a public meeting. Mr. Shuler reads examples of emails conducting business. The public deserves the opportunity to listen to the discussion and the business of the board. Emailing more than 2 board members is questionable practice outside of an open meeting. Need to adhere to open meeting laws.
- Mrs. Costeldia asks that the board communicate about the changes to the meeting. She states to Mr. Primmer that he is appreciated.
- Mr. Shuler states to Mr. Primmer he will communicate better to the board.

6. Adjournment

There being no further business to come before the board, the meeting was adjourned at 8:33pm. The next regular scheduled meeting of the Board of Directors is scheduled for August 20, 2015 at Fire Station #2 at 7:00 pm following the Pension Board Meeting at 6:30 pm.

END

Approved by:

Attested by:

Derec Shuler, President

Sam Patton, Secretary

Golden Gate Fire Protection District FEMA HMGP Mitigation Grant

Key Points

- Neither productive nor important to the business of the Golden Gate Fire Protection District (GGFPD or District) that we rehash this conversation.
- This grant was a good opportunity for residents of the District.
- The District submitted thorough and complete generator and mitigation grants to the state of Colorado on time last August, 2014.
- The Division of Homeland Security and Emergency Management (DHSEM) raised several questions with the applicant selection and how community outreach was conducted.
- After Mr. Derec Shuler, the grant administrator, conducted research into the outreach process, inconsistencies were obvious. Ethically, Mr. Shuler shared the concerns about outreach and relayed information back to the DHSEM for their determination.
- The DHSEM determined the GGFPD mitigation grant application would not be awarded.
- The District has been awarded the generator grant for Fire Stations #1 and #2.
- The District announced the mitigation grant was not moving forward and did not mention names nor attempt to assign blame or fault to any individuals.

It's unfortunate Mr. Steve Green is spending a lot of energy demanding accountability from others without acknowledging or accepting any himself since the reason for not going forward was related to insufficient outreach.

Background

New board members elected last May 2014.

It is our current understanding that Mr. Green began outreach for the FEMA HMGP grants in January 2014.

Mr. Green gave community members a deadline of May 16, 2014 to apply for the mitigation grant, effectively completing all community outreach under this grant before the current board was elected.

On July 30, 2014, Mr. Green gave notice to the Board, community, and the State of Colorado Division of Homeland Security and Emergency Management (DHSEM) that he would no longer be working on the FEMA grants, due August 29, 2014.

On August 26, 2014, after reviewing a draft of the grant application, State officials notified Mr. Shuler that the two points of contacts on the grant application, Messers Steve Green and Mike Urban, were also included as grant recipients, possibly creating a conflict of interest (email from

Kenneth Brink dated August 26, 2014). The DHSEM stated they would require a Conflict of Interest letter as part of the application.

A follow-up phone call revealed additional questions about the selection of applicants given many in close geographic proximity and that these issues would be addressed later.

The completed applications were submitted by August 29, 2015 (confirmation mail from Carrie McCrea dated August 29, 2014), not including a Conflict of Interest letter required of Mr. Shuler.

On December 2, 2014, a Request for Information was sent to the District by the DHSEM requesting additional information, including how property owner outreach was conducted.

On December 15, 2014, Mr. Shuler sent an email to Mr. Green asking him to provide additional information on how community outreach was conducted.

Mr. Green responded on December 17, 2014 with a paragraph of the history of outreach for grants had been handled in general. Mr. Shuler clarified asking for specific steps taken to advertise the FEMA HMGP grants.

Mr. Green responded on December 17, 2014 that the following steps were taken to notify the community of the FEMA HMGP grant:

1. *GGFPD electronic newsletter.*
2. *GGFPD email list.*
3. *Mr. Green's personal community emails lists.*
4. *Discussions at board meetings.*
5. *GGFPD notification of the community groups within the GGFPD – North Ranch HOA, Red School HOA, the Douglas Mountain Residents' Association (DMRA), and the Grange.*

Upon review, Mr. Shuler determined:

1. The GGFPD email newsletter from January through May of 2014 never mentioned the FEMA grants.
2. The GGFPD email list was not used though it's unclear how this would have been accessed outside the newsletter.
3. Mr. Green sent out an announcement on May 7, 2014 from his personal email to his personal email list, with an unknown distribution. There were questions from the community on who is included on this list, with some people saying they have been removed from Mr. Green's list for various reasons.

Mr. Shuler has been included on Mr. Green's email list in the past and did not receive any notices prior to May 7, 2014 with a deadline of May 16, 2015 to be considered for

the grant. After being elected the GGFPD Board, Mr. Shuler was also removed from Mr. Green's community email list.

Mr. Green previously stated he had not used his community mailing list before May 3, 2014 though a community email sent that date was unrelated to the FEMA HMGP Grant (email from Mr. Green on May 5, 2014).

Mr. Green refused to provide a list of people on his community email lists when asked by Mr. Shuler on July 27, 2014.

On July 28, 2015, Mr. Shuler sent Mr. Green a Colorado Open Records Request (CORA) for this information. On July 30, 2014, Mr. Green offered to provide Mr. Shuler the additional information requested for a charge of \$25/hour for his research time.

4. The GGFPD website did not include mention of the grant opportunity.
5. A review of GGFPD Board minutes from January to April 2014 vaguely mention the generator grant and did not mention reaching out or any steps to invite the community to apply for the FEMA HMGP grant, nor the terms of this grant opportunity. The minutes do not indicate the District was recruiting or taking active steps to inform the community of this grant. Guest attendance documented at these meetings did not exceed a handful of community members.
6. The DMRA was never contacted by Mr. Green as he stated. Another community member forwarded an email about the grant to the DMRA email list administrator who forwarded this message on May 8, 2014 with a deadline of May 16, 2014, 4 months after outreach began.
7. As previously mentioned by DHSEM, 3 of 5 members of the previous board were also grant applicants. Several applicants were also part of the North Ranch HOA that several board members belong to.

Mr. Shuler relayed this and other information in light of previous conflict of interest concerns to the State, asking for guidance, since he was asked to include a statement verifying there was not a conflict of interest and to document sufficient community outreach.

On January 29, 2015, the DHSEM sent Jefferson County notice that the GGFPD grant application was no longer being considered because of insufficient community outreach and possible conflicts of interest.

Since an initial investigation into the outreach for the grant, Mr. Green has also stated he sent out a community email on March 19, 2014 (Steve Green email on June 12, 2015). Mr. Green stated in an unrelated email on May 5, 2014 that he had not used his community email list for at least two years.