



Golden Gate Fire Protection District

Minutes – July 21, 2016

Board Meeting

Written by Sam Patton

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. Patton.
 - 1.3. Welcome Audience
 - 1.4. Pledge of Allegiance
 - 1.5. Roll call indicated a quorum was present with Mrs. Daniel, Mr. Kinnard, and Mr. Patton. Mr. Shuler and Mr. Primmer excused absent.
 - 1.6. Additions and Deletions to Agenda
 - **Motion #1** by Patton to table item 2.2 as there has not been time for review of these June 9th minutes, 2nd by Kinnard.
 - Discussion
 - Kinnard prepared detailed minutes to Shuler and was surprise with truncated version of the minutes. He requests a review on the minutes alongside those he prepared, especially the public comment section.
 - Vote results 3 yes. Tabled to August meeting
2. Public Agenda
 - 2.1. Public Comment - None
 - 2.2. Approval of Minutes – June 9, 2016 - Tabled to August meeting
3. Committee Reports
 - 3.1. Treasurer's Report – Presented by Mrs. Daniel
 - Issues with new accounting firm and not all reports came across correctly are not acceptable. The format is to be corrected before the August meeting.
 - Standard checks to be sent this week.
 - Switching to direct deposit Chief and Cathy paychecks to be deposited on the 15th of the month.
 - A final \$1,000 bill received for election expense. Brings the total for election to approximately \$11,000. Daniel will look into the billings to make sure the district was not charged for the first ballots that were printed incorrectly and mailed out. 2015 budget set aside \$1,500 for election expense placed in reserves.
 - "Misc Hold Account" was used for un-coded expenses which will be adjusted to the correct account before next month's report.
 - August meeting agenda to set up 2017 budget committee. To be Treasurer, Chief, and one more board member.Report accepted
 - 3.2. Fire Chief's Report – Presented by Chief Roozen
 - Many mutual aid requests in the last month.
 - 2 district fires on 7/20. Both accessible and handled quickly. Fairmont responded as mutual aid on one.
 - 3 recent graduated from the academy.

- Chief feels the maintenance of the facility is the responsibility of the Chief. He will communicate to the board of any needs that come up. Chief and Brill are working on a priority list of items that need to be taken care of.
- Chief inquires to the status of the Generator Grant. Patton will check status of this with JeffCo.
- Suzan Dentry will check with Columbia regarding Septic Tank cleaning to see if we can get this donated or cheaper. Station #2 tanks need to be located.
- Kinnard asks about a maintenance tracking system of the facilities. Maintenance log book could be useful for future board and others as to the history of completed maintenance. Chief agrees and believes the planned schedule can be included for budget purposes. Chief wants this to be a commanding chief responsibility.
- **Motion #2** by Kinnard to (1) designate chief or his designee as facilities manager, (2) responsibilities include maintain a log book of maintenance, (3) prepare regular reports including annual summary of maintenance performed, and (4) prepare maintenance schedule for the coming year due 3 months prior to beginning of next year. 2nd by Patton.
 - Discussion
 - Chief thinks this would be helpful to have in place.
 - Vote results, 3 yes. Approved
- Chief discusses changing the office area at station #2 into lodging room to be used for a 2nd FF housing or overnight lodging for FF's. There is a current planned use by a 2nd FF to live there which would give us 2 FF's staying at the station.
 - There would be rent charged to any FF using it as permanent lodging similar to the current use by Justin.
 - Details of such rent and other utilities would need to be agreed to.
 - No major building or changes required. Mostly rearranging furniture and adding bed. File cabinets would be moved to station #1 to have all records in one location.
 - The benefit for the district would be having 2 FF's at the station for response.
- **Motion #3** by Patton to authorize Chief to rearrange, at his discretion, the office space at Station #2 allowing for a 2nd renting tenant and/or bunk space for overnight stays by other FF's. 2nd by Kinnard and Daniel.
 - Discussion
 - Kinnard asks if we are losing functionality of the office space. The space is rarely used as Chief desk or treasurer.
 - Better use by FF's.
 - Office is set up at Station #1.
 - Amendment by Kinnard that a rent be set market appropriate based on the use and equal of the 2 tenants and use of a contract for tenant similar to the current rental.
 - Vote results of Amendment, 3 yes. Approved
 - Vote results, as amended, 3 yes. Approved.
- Type 6 engine addressed and Chief is currently looking at the options to replace this unit and has listed a few options in his report that he is reviewing.
- Chief would like have an ongoing equipment replacement schedule so that we can budget each year and set aside dollars for longer term needs.
- Daniel asks Chief for an inventory of fixed assets for the current ongoing audit.

Report accepted

3.2.1. Chief Wildfire Preparedness

- Chief provides the audience with information regarding fire safety and fire preparedness. These materials discuss defensible space as Zone 1,2, and 3.
- Zone 1 is 30ft around the house.
- Zone 2 is 30-100ft.
- Zone 3 is beyond 100ft.
- 50% of home fires are started from ember transported from a distance. These ignite needles, leaves, and other combustibles in Zone 1.
- 1/3 of the height of trees or 6ft should be trimmed of branches to break the continuity of a fire.
- 5ft of non-combustible material around you house should be installed.
- August 20th, following the community service recognition, the Chief will conduct a larger discussion open to the public at the Grange. This will tentatively begin at 2pm.
- Home inspections may be considered for individual inspection of fire safety. Chief thinks this is a good service but would be limited with time of Chief.
- Patton will email to the community list the brochures that Chief handed out at the meeting.

4. Old Business Requiring Board Action

4.1. Website Update

- Discussions ongoing to get a 3rd party involved for functionality checks and better use of the site. The goal is to have more useful information, updated weekly, and more attractive content.
- Cathy will upload all meeting notes, reports, etc.
- The website needs to be the go-to place for people to find information regarding the district.

5. New Business

5.1. Future Candidate District Postings

- Concern from the public regarding the last election and the posting of candidate information on the website and the rules being applied to determine what was posted and what was not posted.
- Kinnard drafted and presented a proposal that lays out possible guidelines for this process.
- Basically this would outline the details of a biography and candidate statement that would be posted during an election cycle.
- Kinnard will place this in a resolution type draft to be presented at the next meeting for vote and adoption.
- There would need to be an appeal process for a rejected bio/statement.

5.2. Update/Path forward District Shops

- The use of the building next to the Grange had been requested in the last year from the Board. The desire is to use this building as a staging area for a fire truck. The request was rejected by the county.
- Patton and Kinnard would like to start this discussion again with the county.
- It is requested that the new Chief determine if this type of location would be useful.
- Kinnard states we need to create a compelling argument based on the needs of the district and safety of the public.

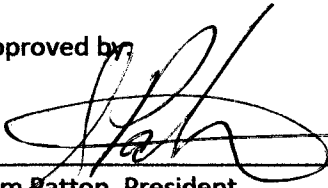
- Patton suggested as an alternate, if they are not open the building by the Grange, that maybe they would give the district a space at the main building located at the bottom of the canyon.

6. Adjournment

There being no further business to come before the board, the meeting was adjourned at 9:30 pm. The next regular scheduled meeting of the Board of Directors is scheduled for August 18, 2016 at Fire Station #2 at 7:00 pm.

END

Approved by:



Sam Patton, President

Attested by:

Derec Shuler, Secretary