



# GOLDEN GATE

## Fire Protection District

### Meeting Minutes

September 15, 2022

#### 01. Preliminary

- a. Location/Call to order
  - i. President *Curlee* called to order the regular meeting of the GGFPD Board at 7:00pm @ Station 81, 32360 Robinson Hill Rd, Golden.
- b. Welcome audience
- c. Pledge of Allegiance
- d. Roll call
  - i. Roll call indicated a quorum was present (Sheila Carlon, Dave Kinnard, Niffy Ovuworie, Steve Green). Interim Chief – Chris Enright present at 07:14pm.
  - ii. *Announcement:* The former administrative assistant has resigned. Community member has volunteered to assist with the duties until the board hires another.
  - iii. **Motion:** Moved to accept the offer of assistance. Seconded and passed by all. **Motion passed.**
- e. Additions and Deletions to the Agenda
  - i. Add to new business: Report presented by Secretary Director *Green* regarding the Jefferson County Planning Commission meeting as well as request for action.
- f. Conflicts of Interest
  - i. None

#### 02. Approval of Meeting Minutes

- a. **Motion:** Approval of August 18, 2022 minutes. So moved, seconded, and passed by all. **Motion passed.**

#### 03. Reports

- a. Treasurer's Report – Treasurer Director *Kinnard*
  - i. See <https://www.goldengatefire.org/minutes-and-financials/> for report.
  - ii. Concern about 'deployment expense income line 480.
    1. **Action:** Treasurer Director *Kinnard* will clarify this with the accountant.
  - iii. \$372 Auxiliary donated for bedding in station 2. LT. Patton's wife purchased the bedding. Did the check get deposited and another check in turn was paid to Sam's wife? Verification needed.
    1. **Action:** – Treasurer Director *Kinnard* will check on this.
  - iv. GGFPD received a preliminary certificate of evaluation from Jeffcom.
  - v. Due to legislation tax revenue is down approximately 1.3% for 2022.
  - vi. QuickBooks program charges by the number of users entering data. GGFPD qualifies for a decrease from \$200 per month to \$75 per month.

03. Reports Cont.

Treasurer Director Kinnard received returned keys from the former Administrative Assistant.

1. **Action:** Interim Chief *Enright* will send a letter to her stating that we received keys and thanking her.
- vii. Board needs to consider what general inflation rate does the board want to apply to the budget in 2023? Further 2023 budget discussion needed.
  1. **Action:** Reach out to past auditor John Cutler and Associates regarding audit for 2023 and question regarding cost of assistant (approx. \$6000.00 last time) to help get prepared for the audit.
- viii. Treasurer Director Kinnard is resigning as treasurer and board member as of Thursday September 22, 2022.
  1. Director Carlon is also resigning from the board as of the end of this meeting.
- b. Chiefs Report – Interim Chief Chris Enright (see attached report)
  1. Interim Chief Enright included C.V. & Certifications for board review.
    - a. Concerns regarding the need to pay Ex-Chief Difeo for any needed consulting to transition the department to new leadership. Interim Chief Enright believes at this time this would not be necessary.
    - b. Discussion regarding compensation of Interim Chief Enright (see transcript)
    - c. **Motion:** To compensate Interim Chief Enright at the same pay rate as that the Ex-Chief left with (\$24,000 per year/\$2000 per month up to 40hrs Minimum). So moved, seconded, and passed all. **Motion passes.**
    - d. **Action:** Interim Chief *Enright* to have draft of job description ready at October meeting to be completed and begin search.
  - ii. Finance:
    1. Enright is also working on the Budget and Fleet Replacement schedule.
  - iii. Fleet replacement
    1. Engine 81 - has had numerous mechanical and electrical issues over the past eight years. As well as a number of electrical fires in the cab. Well past due of replacement and needs replaced with new or used as soon as possible due to operator safety concerns.
      - a. Enright recommends NOT keeping Engine 81 and trading in against a new or used. (s Chief 's report> Finance> Capital> purchase of new type 6 etc.).
  - iv. Administration (see Chief's Report).
  - v. Operations:
    - a. As of 9/15/22: 83 calls; (see map of incident locations with

03. Reports Cont.

- Chiefs Report). Concerns that most calls have only two Firefighters responding.
- b. Concerns regarding slow and no response to certain areas of the district.
  - i. **Action:** Interim Chief *Enright* to look at and enact the addition of tracking district location, call volume and response time.
  - ii. *Enright* to update standard operating procedures to help with addressing 'action' concerns stated above.
- vi. Emergency Medical Services:
  - 1. Questions regarding Centura and if it is right for GGFPD
  - 2. New physician assigned to GGFPD (Branney M.D.)
- vii. Personnel:
  - 1. no changes to line staff.
- viii. Training: (see Chiefs Report).
- ix. Planning/Life Safety:
  - 1. Unable to accomplish permit review and inspections due to time constraints. Recommends outsourcing.
  - 2. Some inspections are waiting for completion
  - 3. To maintain current practices (outsource to Fairmont).
    - a. **Action:** Interim Chief *Enright* to add discussion on outsourcing permits and inspections to the October 6 meeting.
- x. Logistics: (see Chiefs report).
  - a. *Of Note:* resignation letter.
- c. Community Organization Reports
  - i. Golden Gate Fire Auxiliary:
    - a. Pig roast & Auction fundraiser Saturday Oct. 1, 2022.
    - 2. Fundraising:
      - a. Received a lot of donations for auction and give-a-ways at the Pig Roast Auction.
      - b. \$5000 spent for Firefighters from the wish list.
  - ii. Golden Gate Grange:
    - 1. Waste Management still doing shared trash dumpster (Grange & Station #3) however Western has offered possible better pricing and relationships.
    - 2. Starlink Internet added at the Grange.
- d. Public Comment (restricted to two minutes):
  - i. Public comment was given by Tim Priester resident: Thanking Dave Kinnard, Sheila Carlon, and Mitsu Binns for their past service.
  - ii. Unknown resident thanks them as well.

**04. Old Business**

03. Reports Cont.

- a. Status of Tinder
  - i. Per Interim Chief *Enright* it is now stored at station #82 - resolved
- b. Resident Firefighter at station #82
  - i. Discussion regarding Jefferson County Park Ranger interested in occupying #82.
    - 1. **Action:** Interim Chief *Enright* or designee will reach out to see if interest is still present from Jeffco Rangers and will look for resolution.
- c. Website
  - i. Email list:
    - 1. **Action:** V.P. director *Ovuworie* to set up link on the GGFPD website for community members to sign up to receive a newsletter.
- d. Amendment "A"
  - i. **Action:** Secretary Director *Green* to investigate the issue further. All Board members to look into the possibility of an election in 2024 surrounding Mill Levy.
- e. Resolution 2017-02-01 amendment to GGFPD Policy Manual
  - i. Past meeting minutes (2017) reflected when needed the board of directors has allowed Firefighters to serve on the board with a six-month review. V.P. The issue is now resolved and going forward GGFPD Firefighters are eligible to be on the board on a case-by-case basis. No Amendment needed.

**05. New Business**

- a. Board G-mail Platform issues
  - i. President Director *Curlee* and Interim Chief *Enright* are two current administrators.
    - 1. **Action:** Interim Chief *Enright* to work with Board members regarding permissions and actions in Google Workspace.
- b. Fire Mitigation workshop
  - i. **Action:** President Director *Curlee* to work on creating this workshop in conjunction with Firefighters, Golden Gate Grange, Golden Gate Fire Auxiliary, and other community organizations. Workshop to be available in 2023.
- c. CORA requests
  - i. Requests regarding emails have been convoluted. Treasurer Director *Kinnard* & Director *Carlton* suggest the future/current board do the following:
    - 1. Remind all Board of Directors that the GGFPD board email system falls under CORA scope and board members must remain cognizant of this.
    - 2. Designate one person to respond, and file (records retention) requests including GGFPD response for future access.

03. Reports Cont.

- a. **Motion:** V.P. Director *Ovuworie* moves to give Interim Admin. Assistant *Ramstetter* to be the document administrator for the next month (revisit later). Seconded and passed by all. **Motion passes.**
  - i. **Action:** V.P. Director *Ovuworie* to put on future agenda asking for a motion to put in place a CORA request policy to mirror the City and County of Denver’s (charging for CORA requests). At a rate of \$30 per hour after the first hour; plus .20 cents per page.
  - ii. **Action:** *Ramstetter* and Interim Chief *Enright* to Review and research google “Vault” for future use.
- d. Call for sub-committees
  - i. Need for sub-committees of Board members, community members, Fire Department staff, and firefighters (3 or 4 members):
    - 1. Crew Member Retention
    - 2. Finalizing remodel of Station #81
    - 3. Alternate funding sources (i.e., grants, county, or other).
      - a. **Action:** V.P. Director *Ovuworie* will create expectation instructions for each committee. Ad to October Board meeting agenda.
- e. Zoning Concerns (new added item see ‘01. e.’)
  - i. Planning & Zoning information from Secretary Director *Green*:
  - ii. Director *Green* attended Jefferson County Planning & Zoning Meeting on September 14, 2022.
  - iii. Zoning changes for property owners regarding defensible spaces coming down that are due to the ‘Marshal Fire’.
  - iv. Recommends that all community members go on the Jefferson County Government Website to study further, the planning and zoning meeting and the issues happening with them.
  - v. Director *Green* would like to notify Community members regarding the situation and the GGFPD should send a letter to the Jefferson County Board of Directors requesting they place the planning and zoning issue in question on hold from the vote for a short time.
    - 1. **Motion:** Motion to create and send a letter requesting delay (as stated above). Seconded and passed by all. **Motion passed.**
    - 2. **Motion:** Motion to create and send letters to surrounding Fire Department Board of Directors and other Community Organizations to send letters of concern regarding this issue. Seconded and passed by all. **Motion passed.**
    - 3. **Action:** President Director *Curlee* and Interim Admin. Asst. *Ramstetter* to create (with above motion approval wording) and send

03. Reports Cont.

letter to Jefferson County Board of Directors.

- 4. **Action:** Board & Chief *Enright* to research who surrounding Fire Boards and Community Boards are and to send a letter regarding the issue to get consensus on a united front.

f. Public Comment

- i. Community member J. Ramstetter comments regarding Secretary Director Green
- ii. Unknown community member requests that communication with community regarding the fire department be improved.
  - 1. Expand email list of community members
  - 2. Communicate (i.e. website, newsletter, email list, mailings, etc.).
- iii. Lt. Patton thanked Treasurer Director Dave Kinnard for all he has done as a treasurer, and board member.
  - 1. Patton reiterated concerns of low and no available firefighters for emergency calls at times.
  - 2. Patton wants the board to vote on raising the mill levy as it is desperately needed.
- iv. Community Member Niffy Ovuworie thanks Dave Kinnard and Sheila Carlon for their service.
  - 1. **Action:** V.P. Director *Ovuworie* will add to the October agenda the need to place two on the board ‘Temporarily’ to cover the vacancies of Kinnard and Carlon.

g. Meeting adjournment:

- i. **Motion** to adjourn, seconded and passed by all. **Motion passed.**

MINUTES APPROVAL - OCTOBER 6, 2022:

Director \_\_\_\_\_ Signature: \_\_\_\_\_  
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Director \_\_\_\_\_ Signature: \_\_\_\_\_  
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Director \_\_\_\_\_ Signature: \_\_\_\_\_  
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