



GOLDEN GATE

Fire Department

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MEMORANDUM

TO: Board of Directors
 FROM: Chris A. Enright, Interim Chief
 CC: Membership
 DATE: October 5, 2022
 SUBJECT: **October Chief's Report**

Chief Transition

An initial draft of the Position Description has been circulated to the Hiring Committee of the Board of Directors and is attached to this report. Once finalized by Hiring Committee, draft will be distributed among fire email lists, social media, local departments, and otherwise as broadly as possible.

Finance

Please see separate transmittal from Dr. Kinnard with details on proposed FY23 Budget.

Administration

Administrator Ramstetter has resigned from her temporary position, opening the need for hiring an administrative assistant. Position description has been circulated to Board of Directors - once approved it will be advertised internally and externally using social media, Website, Local Job Boards, etc.

It is unclear who holds 'super-admin' rights on the Google Workspace. Outreach has been made to Mitsu who has failed to respond to date. If no response is received in the next couple of days, recovery steps with Google will be initiated.

Asana project management platform has reached end of trial period. Staff recommendation is to purchase a subscription at Premium level - billed at \$10.99/seat/mo. Nine licenses will be required, resulting in a monthly cost of \$98.11, or \$1,186.92. **BOARD ACTION REQUESTED** on this item.

To clarify and highlight functions/roles of each software platform:

	Emergency Reporting	Google Workspace (Gmail, Drive)	Quickbooks	Asana	I Am Responding (IAR)
<i>Key Function</i>	NFIRS and other Operational Record-Keeping	Communication, document storage	Financial Management	Task and project management	Emergency alerting
<i>Access</i>	Firefighters, Admin	Chief, Board, Admin	Chief, Board, Admin	Officers, Board, Admin	Firefighters

<i>Types of Documents Stored</i>	NFIRS Reports, Patient Care Reports, Shift and Event Reports,	Communication (emails, memos, reports) Routine administration and working documents	Budget, actual expenses, etc	No documents stored - links only.	None
<i>Secondary Functions</i>	Tracking participation/good standing of members	Group messages Department calendar		Collaboration on items in progress	Routine messaging Availability tracking

Operations

Total of 90 incidents through 10/5/2022. See attached Reports from Emergency Reporting for specific data on call type, approximate station areas, and personnel per call. Limited number of personnel per call continues to be troubling as a trend that remains not improved since last month. Of particular concern is an incident with zero responders from Golden Gate Fire occurring during the morning of a weekday. Mutual aid was requested from Fairmount Fire and was ultimately cancelled by medical personnel on scene.

Update of Standard Operating Guidelines (SOGs) continues, with a batch finalized and transmitted to firefighters and board as in effect. Additional updates and work will continue over the next few months as time allows.

Personnel

17 Members currently on roster - two on leave of absence, and three pending an orientation before going on line.

Advertisement was circulated among local fire chiefs, Facebook, and other channels for a Resident Firefighter at Station 82. Some interest has been communicated already, and many chiefs agreed to circulate among their memberships. Updates will be provided if/when one is found, interviewed, and officers agree to on-board.

Training

No significant updates on training over the last month. Calendar cycle continues to shift toward more structure-fire and winter operations oriented training to match likely future call volume.

Planning/Life Safety

Initial contact has been made with Fairmount Fire, and work will continue to devise an interim or permanent working plan for performing reviews and inspections as required.

Logistics

Contact has been made with several fire truck vendors in the area to start to obtain quotes and begin planning for fleet replacement of the heavier fleet. No prices obtained yet, will be presented with options to the Board as they come available.

Donations will be solicited for the donation of a light fleet vehicle to function as a rescue or utility vehicle. Focus is on construction companies and then other companies with a large fleet and that may have an interest in donating a pickup or SUV.

Possibility does exist to potentially procure a second utility vehicle secondhand from a neighboring agency. While no offers are in hand, the potential for rapid action near the end of the year may prove to require a turnaround faster than a month (board meeting frequency). Chief requests authority to purchase a vehicle if one becomes available at a price less than \$8,000 from a neighboring agency. **BOARD ACTION REQUESTED** on this matter.

Discussions are in progress to acquire an additional portable radio to continue the process of purchasing and upgrading the older set of 800MHz radios. Current FY22 budget likely allows purchase of one to two units. Based on quotes for newer and more capable options, a grant request will be prepared for the Firehouse Subs Foundation grant cycle opening this week to request an additional five radios of the latest type and kind.

Volunteer Fire Assistance grant is open - will likely apply for funds for PPE replacements or upgrades of existing suppression equipment.

Likely Future Actions/Events

THREE MONTH HORIZON:

- Budget comments, updates, and approvals
- Hiring new administrator
- Applications and interviews of new chief
- Annual party
- SOG Revision complete
- Development of Fleet Replacement Plan and publication of several Strategic Concepts currently in progress/draft stage