



Minutes of Regular Meeting of the Board of Directors of
Glacier View Fire Protection District
1414 Green Mountain Dr. • Livermore • Colorado • 80536

December 18, 2017

Call to Order: President Dave Burk called the meeting to order at 7:00pm.

Board of Directors present: President Dave Burk, Vice President Randy Golden,
Secretary Steve Switzer, Treasurer Cheryl Franz.

Fire Dept. members present: Fire Chief Warren Jones, Assistant Chief Vanessa Fournier, and
District Administrator Diane Nelson.

Public members: 6

Confirmed there are no additional Agenda items

The Board voted on the new Director. After a two time tie the final vote casted was
awarded to David Thompson. Mr. Thompson will be sworn in at the January meeting.

1. Secretary's Report:

Secretary Switzer requested the approval of the November 20, 2017 minutes as
presented. A motion to approve the minutes as presented was made by Vice President
Golden and seconded by President Burk. All in favor, motion carried.

2. Treasurer's Report: Review of Receipts and Expenditures:

Treasurer Franz submitted the November financial reports and President Burk
requested a motion to accept the Treasures Report as presented, Secretary Switzer
moved to accept and seconded by President Burk. All in favor, the motion carried.

3. Chiefs Report:

Chief Jones confirmed that Michelle from Ireland Stapleton will attend the Jan 15, 2018
Board Meeting to discuss the following subject matters: Who to appoint as DEO and
when; General election strategy for 2018; Property management equipment and policy
placement; FPPA Pension board; District manual/handbook, and Records retention. It
was also suggested that the Board email the Chief with additional matters that they
would like to discuss with Legal at the January board meeting.

Personnel:

Volunteer fire fighter and PIO for GVFPD Lisa LaDue has left the fire department to take a job in Texas for 18 months. Lisa specializes in disaster recovery, she will be missed.

Dan & Bridget Knox have completed their EMT course and are scheduled to take their NREMT exam on Tuesday Dec 19th. We thank them for their dedication and wish them the best on tomorrow's exam.

The ISO documents shared with the Board shows that the ISO is approved. This would indicate that the GVFPD maintains its 8B/10 class rating.

The dedication of the new engine to Tom Sutton was held December 16, 2017. Thank you to both Assistant Chief Vanessa Fournier and Amy McBurnie for their time and efforts in making this dedication / ceremony a success. There is still work to be completed on the engine to get it fire ready along with training.

The Chief stated that with his new job as North East Region All Hazard Homeland Security Coordinator, it was brought to his attention the wildfire issues and the main concern of high risk pattern over the winter similar to 2003 and 2011 fires. The wildland fires are a huge risk for all of us on the mountain.

Russell Shumway presented Recruitment and Retention (R&R) stating that it will kick off this week with posters being placed at various businesses on the mountain between Livermore and Beaver Meadows. Each fire department Chief has been contacted noting that any recruits will be referred to the district that they live in. There will also be an R&R announcement posted on Next Door. GVFPD's goal is to recruit 6 people within the next 6 months and then initiate a mini academy that teaches basic fire skills. This will put us at 20 volunteer fire fighters with the hopes that recruitment is closer to 8-10 which will then create a waitlist to join. A recruitment poster will be given to Secretary Switzer to post at Red feather Highlands. Board members should refer any interested parties to either Diane Nelson, Russ Shumway or they can email directly to gvfdrecruitment.com.

4. Chief Selection Process

The Board is to review and approve the amended language attached and made a part of the minutes. VP Golden asked who had come up with the numbers for the "Search Committee" whereby the Chief stated that he had presented them to the board last month and got their approval. The Board agreed to change the second paragraph where it states "the Board *will* determine" to "the Board *shall* determine". The decision to accept the amended language was accepted by the Board.

5. Chief Selection Process Schedule

The Board sets the schedule for the Fire Chief Selection process. The Chief has agreed to remain as Chief till the Board votes in his replacement. Secretary Switzer moved to

accept the Fire Chiefs "Selection process" as presented and was seconded by Treasurer Franz. All in favor, motion carried.

The "Search Committee" will comprise of President Burk, Secretary Switzer, Russell Shumway, Dan Knox, and Mike Everett. President Burk entertained a motion to accept the Search committee as presented whereby Treasurer Franz moved and Vice President Golden seconded. All in favor, motion carried.

6. Property Transactions

Donations of superfluous Scott SCBA cylinders and related surplus equipment were traded for used hydraulic rescue tools with Poudre Canyon Fire. Also the Board thanked Assistant Chief Fournier for her efforts to procure 25 each 800 portable radios including programming from Larimer County.

At the time the decision to purchase the new engine was made it was agreed to sell E502 to offset the costs. Secretary Switzer expressed concern that we are certain we do not need it with respect to the wildland fire warnings this winter. The Chief stated that we would still maintain 1 type 5 (E501) and that in the future it would be better to replace E502 with a Type 6. The estimated FMV of E502 is approximately \$70k-\$90k. The Board has approved the advertising of the sale of the E502 and will approve the actual sale once there is a buyer.

President Burk entertained a motion to approve the property transfers as presented, Secretary Switzer moved and Vice President Golden seconded. All in favor, motion carried.

7. Strategic Plan RFP

Several RFP's were mailed out on 10-25-17 with a return deadline of Dec 1st. We received one proposal. Emergency Services Consulting Int'l (ESCI) submitted their proposal at a fee of \$28,654 with a 120 day turnaround. The quote is good for 90 days as of the date of their letter (Nov 2017). The Board agreed that ESCI's proposal was done well. However, several items were discussed with regards to cost; where the funds were coming from; could the proposal be piecemealed such as focusing on Phase II. It is agreed that some form of long range planning from a 3rd party such as ESCI would be advantageous for the fire department to present to the public in order to substantiate a mill levy increase for the general election in November 2018, thus not repeating what happened at the 2014 election. The Board is conscientious of the taxpayer's monies and has agreed to have both Vice President Golden and the Chief meet with ESCI to negotiate cost and discuss revising the proposal focusing on Phase II at approximately \$14-\$15k. This issue is to continue as unfinished business at the January 15, 2018 board meeting.

8. District Administrator Report:

Diane Nelson requested the board place on the January 2018 agenda a Resolution to Adopt the Colorado Records Manual. This adoption would implement the best practices and guidelines for the administration of government created documents. The Board has requested that we confer with Legal at the January Board meeting before proceeding.

9. Committee Reports:

- (a) **Firewise Committee** – (Diane Nelson, Dave Burk, Lori Davis, Lisa LaDue, Ken Weisbrod, Mary Braconne, Jeannette Gaiter)

Nothing to report at this time.

- (b) **Election committee** – Members: - (vacant-DEO, Jack Dilly, Mary Braccone, Warren Jones, Cheryl Franz, and Vanessa Fournier)

The Board asked that we confirm that former Director of the Board and DEO Will Boehm would still like to participate on the election committee.

- (c) **Budget Committee** – (Cheryl Franz, Dave Burk, Warren Jones, Amy McBurnie, Fred Delano, and Diane Nelson)

The 2018 Budget was submitted to DOLA on 12/6/17 and was approved on 12/14/17.

- (d) Newsletter Committee: (Steve Switzer, Diane Nelson, Vanessa Fournier, Lisa LaDue)

The committee published the Winter edition of the newsletter the first week of December.

10. Unfinished Business

- (a) Consideration to sell the skid steer – The fire department staff confirmed that they still use this equipment at times and that they have no problems with the co-sharing of the skid steer with the GVM HOA. The Board agreed to close this issue.

11. New Business

None to report

12. Public Comment

Public member, Gordon Nuttall, stated with regards to ESCI's RFP that as a business owner he would never spend his money on a mission statement but would rather use those resources on how the taxpayer's money is spent. He would be willing to initiate a survey and ask the voters/community why they didn't vote at the last election. He also advised that an inventory of equipment be done at the end of the year. Mr. Nuttall also stated that the newsletter was well done, informative, engaging, and recommended a segment with stories about people and a "meet the Chief" section.

Fire fighter Russ Shumway stated that the R&R team will also be recruiting members with specific skills such as a Quartermaster whereby not requiring firefighting skills.

Logistic member Amy McBurnie agreed with Mr. Nuttall's statement that a mission statement can be done internally, however, focus more on the fire department's long term needs.

Public member Gene Bade stated that meeting dates are submitted to the County clerks and to DOLA. He also referenced the skid steer that is co-owned by GVM and GVFD and that the GVM HOA uses it 90 percent of the time.

13. Directors Comment:

Treasurer Franz thanked Russ Shumway for his work with recruitment and retention.

Vice President Golden thanked the Chief and District Administrator for all the preparation and work put in place for this meeting.

Secretary Switzer thanked both Amy McBurnie and Fred Delano for their input on the ESCI proposal and budget issues.

President Burk thanked the community and the staff for a great year despite the turnover of Chiefs and Board members, and to all the Responders for their time and dedication to the fire department for their community.

President Burk proposed a motion to adjourn the meeting at 8:46pm, Secretary Switzer moved and Vice President Golden seconded. All in favor, motion carried.

Next Scheduled Meeting: Monday January 15th 2018 at 4:00pm

Respectfully submitted by

Diane K Nelson
District Administrator