



**GRAND FIRE PROTECTION DISTRICT NO. 1
BOARD OF DIRECTORS MEETING
MINUTES OF ACTION**

~ January 14, 2019 ~

Call to Order: 7:00 pm by Patty Peterson

Present: Patty Peterson, Dan Reynolds, Katlin Miller, Mike Brooks, Brad White, Schelly Olson, Ron Thurston, Ray Thurston, Joe Starika, Ray Jennings, James Thompson, Rod McGowan (present from 8:00 to 9:15pm)

Absent: Alina Bell

Motion to approve the minutes from the special meeting held 12/17/18, with the change from 9:25am to 9:25pm on the adjourning motion, was made by Miller, seconded by Brooks, was voted on and unanimously approved.

Motion to approve the agenda, with the addition of a discussion on the custodial accounts resolution under Old Business, was made by Brooks, seconded by Reynolds, was voted on and unanimously approved.

Guest Speaker:

Ray Jennings gave a report on Grand County EMS/OEM. He encouraged the fire district to create a “Continuity of Operations Plan” to prepare for an event in which we can no longer use our Headquarters office/building. He also encouraged the district to take cyber security very seriously.

Financial Report:

Motion to approve the financial report, including checks #12744 - 12803, payroll, deposits, tax remittances, budget to actual, and cash position report was made by Brooks, seconded by Reynolds, was voted on and unanimously approved.

Public Comment:

Ray Thurston thanked the Board for the Christmas bonuses this year and said that all the firefighters were pleasantly surprised. He also spoke about the lack of Board member presence at firefighter training night on 1/8/19.

Fire Chief Report:

Interim Chief (IC) White went over his report of meetings attended, responses to calls, actions taken, and other information. Assistant Chief Olson’s and Admin Assistant Moore’s reports were included within the meeting packet.

During his report, White told the Board about a tower truck that has been put up for sale in Snowmass. White realizes that we did not budget for a truck purchase this year, but he believes this is a good opportunity to purchase a used, but well-maintained truck with only 9,000 miles. White noted that our tower truck will need replacing in the next few years. The Board agreed that he and the other officers could go look at it and report back to the Board in February with his findings.

Old Business:

Joe Starika (Pension Board Trustee) asked the Board to consider looking at different options for pension this year, including reinstating the 10-year vesting option (as opposed to the current 20-year commitment). The Board directed the staff to look into the options.

IC White updated the Board on the Strategic Planning meeting. He also told the Board that we must first have a public hearing prior to adopting the 2015 Fire Code. That public hearing is scheduled for February 11, 2019.

AC Olson presented the Board with a proposed “Personnel Action Form” to replace the “Employment Agreements” at the request of Chairperson Bell. Further discussion on this was tabled until the next meeting.

IC White presented the Board with the updated Employee Descriptions but did not have the Employee Handbook prepared in time for the meeting. Further discussions were tabled until the February meeting.

IC White presented the Board with the 2019 salary recommendations and additional staff job descriptions. The Board asked for further discussion to be tabled until the February meeting because they needed time to review the information. However, a motion to hire a temporary Resident Program Coordinator, on a part-time hourly basis, was made by Reynolds, seconded by Brooks, was voted on and unanimously approved. This temporary position would have no benefits.

Miller asked to discuss a motion made during the January meeting stating, "Motion to remove Ron Thompson and name Brad White, Schelly Olson, and Mike Brooks (the current Treasurer) as the three signers on all custodial accounts was made by Miller, seconded by Reynolds, was voted on and unanimously approved." After some discussion, a motion was made by Miller to amend the January motion to instead read "Approve Resolution #2019-04 regarding Custodial Accounts". The motion was seconded by Brooks, was voted on and unanimously approved.

Motion to open an **Executive Session** for the purpose of considering personnel matters pursuant to C.R.S. Section 24-6-402(4)(f), for consideration of documents protected by the mandatory nondisclosure provisions of the "Colorado Open Records Act" pursuant to C.R.S. Section 24-6-402(4)(g), and to confer with the District's attorney for the purpose of receiving legal advice on specific legal questions, pursuant to C.R.S. Section 24-6-402(4)(b), concerning paid employees of the District was made by Reynolds, seconded by Brooks, was voted on and unanimously approved at 8:45 pm. District's attorney, Rod McGowan, stated that the session would not be recorded due to privileged attorney-client communication.

Attorney's Opinion Required by C.R.S. 24-6-402(2)(d.5)(II)(B). As the attorney representing the Grand Fire Protection District No. 1, I am of the opinion that the entire executive session, which was not recorded, constituted a privileged attorney-client communication.

Rod McGowan, District Attorney

Motion to close the **Executive Session** and reopen the Public Meeting was made by Brooks, seconded by Reynolds, was voted on and unanimously approved at 9:15pm.

Brooks made a motion to amend the terms of Ron Thompson's separation from employment with the District, as approved at the December 17, 2018, Board of Directors meeting as follows:

"Mr. Thompson will be paid like a regular employee for two more pay periods (Jan 15th and Jan 31st) beyond the date of termination of his Employment Agreement in order to get his pension service credits for five-year vesting. Those additional payments in January will be considered as a substitute for, and in lieu of the severance payment previously approved by the Board. Mr. Thompson will receive no insurance stipend or other employment benefits for the month of January, and the parties agree that his employment will not extend beyond January 31, 2019. All other actions of the Board with respect to Mr. Thompson's separation from employment and the additional provisions stated in the letter from Rod McGowan dated December 18, 2018, will continue to apply. Mr. Thompson has previously acknowledged his consent to these revised terms by e-mail dated December 27, 2018."

Motion was seconded by Reynolds, was voted on and approved with three votes FOR and one vote AGAINST (Miller) the motion.

Motion to increase IC White's salary by \$1,000 per month beginning immediately was made by Peterson, seconded by Reynolds, was voted on and approved with three votes FOR and one vote AGAINST (Miller) the motion.

New Business:

IC White discussed the North Station site utility easement, but no Board actions were made.

Motion to approve and adopt Resolution #2019-01, establishing the Posting Places for 2019 as: Grand Fire Headquarters Station, Granby Post Office, Granby Town Hall, and with the County Clerk and Recorder, was made by Miller, seconded by Reynolds, was voted on and unanimously approved.

Motion to approve and adopt Resolution #2019-03, revises the Impact Fee structure for 2019-2023, was made by Brooks, seconded by Reynolds, was voted on and unanimously approved.

Adjourn:

Motion to adjourn was made by Miller, seconded by Brooks, was voted on and unanimously approved at 9:34pm.

Katlin Miller, Secretary



**GRAND FIRE PROTECTION DISTRICT NO. 1
BOARD OF DIRECTORS MEETING
MINUTES OF ACTION**

~ February 11, 2019 ~

Call to Order: 7:00 pm by Alina Bell

Present: Alina Bell, Patty Peterson, Dan Reynolds, Katlin Miller, Mike Brooks
Brad White, Schelly Olson, Ron Thurston, Rod McGowan

Motion to approve the minutes from the regular board meeting held on 1/14/19 was made by Peterson, seconded by Reynolds, voted on, and unanimously approved.

Motion to approve the agenda, with the addition of a discussion on the time of regular board meetings, was made by Miller, seconded by Reynolds, voted on, and unanimously approved.

Financial Report:

Motion to approve the financial report, including checks #12803 - 12827, payroll, deposits, tax remittances, budget to actual for 2018, and cash position report was made by Miller, seconded by Peterson, voted on, and unanimously approved.

Public Comment:

None

Public Hearing for the 2015 Fire Code Adoption:

Motion to open the Public Hearing at 7:09pm was made by Miller, seconded by Brooks, voted on, and unanimously approved.

Motion to adopt the 2015 Fire Code was made by Reynolds, seconded by Miller, voted on, and unanimously approved.

Motion to close the Public Hearing at 7:13pm was made by Miller, seconded by Peterson, voted on, and unanimously approved.

Fire Chief Report:

Interim Chief (IC) White went over his report of meetings attended, responses to calls, actions taken, and other information. Assistant Chief Olson's and Admin Assistant Moore's reports were included within the meeting packet. He also spoke about the Impact Fee structure.

Old Business:

Motion to approve \$8,700 for a 3-phase electrical connect on the North Station property was made by Miller, seconded by Reynolds, voted on, and unanimously approved.

Motion to approve the signing of an easement agreement with Mountain Parks Electric on the North Station property was made by Miller, seconded by Peterson, voted on, and unanimously approved.

Motion to change the meeting time for regular meetings of the Board of Directors from 7pm to 6pm was made by Miller, seconded by Peterson, voted on, and unanimously approved.

After much discussion on the Employee Handbook, Motion to accept the Employee Handbook with the changes noted during the discussion was made by Miller, seconded by Peterson, voted on, and unanimously approved.

After much discussion on Employee Contracts, Motion to continue having Employee Contracts with the addition of a "Provisions" section was made by Miller, seconded by Brooks, voted on, and approved with a majority vote of 4 yays to 1 nay (Bell).

Motion to open an *Executive Session* for the purpose of considering personnel matters pursuant to C.R.S. Section 24-6-402(4)(f),

to confer with the District's attorney for the purpose of receiving legal advice on specific legal questions, pursuant to C.R.S. Section 24-6-402(4)(b), concerning paid employees of the District was made by Miller, seconded by Brooks, voted on and unanimously approved at 9:11 pm. District's attorney, Rod McGowan, stated that the session will not be recorded due to privileged attorney-client communication.

Attorney's Opinion Required by C.R.S. 24-6-402(2)(d.5)(II)(B). As the attorney representing the Grand Fire Protection District No. 1, I am of the opinion that the entire executive session, which was not recorded, constituted a privileged attorney-client communication.

Rod McGowan, District Attorney

Motion to close the *Executive Session* and reopen the Public Meeting was made by Miller, seconded by Reynolds, voted on, and unanimously approved at 10:55pm.

Motion to approve the hiring of two new full-time positions (as proposed by IC White) was made by Peterson, seconded by Reynolds, voted on, and unanimously approved.

Motion to provide a 4% salary increase to the three paid employees, plus a continuation of \$1000/month bonus to IC White, was made by Peterson, seconded by Reynolds, voted on, and unanimously approved. The motion included a stipulation that the pay raise will be effective as of the February 16th pay period and upon the signing of new employment agreements that include a clause regarding severance payments.

New Business:

Motion to approve the lease of a shared space in the Grand Fire Headquarters to the new local contact of the Colorado Division of Fire Prevention and Control (CDFPC) for \$400/month from May 2019-June 2020 was made by Peterson, seconded by Miller, voted on, and approved with 4 yay and 1 absent for the vote (Brooks).

Motion to approve the purchase of Snowmass Fire's Tower 45 truck for \$500,000 was made by Miller, seconded by Brooks, voted on, and unanimously approved.

Motion to approve the new Inspection Fee Schedule and Schedule (as presented by IC White) was made by Peterson, seconded by Miller, voted on, and unanimously approved.

Adjourn:

Motion to adjourn was made by Miller, seconded by Brooks, was voted on and unanimously approved at 11:19pm.

Katlin Miller, Secretary

Rod McGowan joined the meeting at 8pm and left the meeting at 11:09pm.



**GRAND FIRE PROTECTION DISTRICT NO. 1
BOARD OF DIRECTORS MEETING
MINUTES OF ACTION**

~ March 11, 2019 ~

Call to Order: 6:00 pm by Alina Bell

Present: Alina Bell, Patty Peterson, Katlin Miller (phone), Mike Brooks, Brad White, Schelly Olson, Ron Thurston

Motion to approve the minutes from the regular board meeting held on 2/11/19 was made by Peterson, seconded by Brooks, voted on, and unanimously approved.

Motion to approve the agenda, with the addition of a discussion on the time of regular board meetings, was made by Peterson, seconded by Brooks, voted on, and unanimously approved.

Financial Report:

Motion to approve the financial report, including checks #12828 - 12857, payroll, deposits, tax remittances, budget to actual for 2018, and cash position report was made by Peterson, seconded by Brooks, voted on, and unanimously approved.

Public Comment:

None

Public Workshop with Town of Granby Trustees:

Josh Hardy from the Town was present to discuss the proposed impact fee structure with the Board. The District paid \$10,000 for a comprehensive study that determined the fees. The District did not adopt the higher fees that the study proposed and chose to do a multi-year incremental increase. Mr. Hardy was comfortable with the study and the reasoning and would recommend to the Town that they adopt the fees as well.

Fire Chief Report:

Interim Chief (IC) White went over his report of meetings attended, responses to calls, actions taken, and other information. Assistant Chief Olson's and Admin Assistant Moore's reports were included within the meeting packet.

Old Business:

Staff will bring impact fee policy regarding possible waivers/exemptions to the April Meeting for discussion.

New Business:

There will be a Pension Board meeting in April.

Adjourn:

Motion to adjourn was made by Peterson seconded by Brooks, was voted on and unanimously approved at 7:07pm.

/S/ Schelly K. Olson

Katlin Miller, Secretary



**GRAND FIRE PROTECTION DISTRICT NO. 1
BOARD OF DIRECTORS MEETING
MINUTES OF ACTION**

~ April 8, 2019 ~

Call to Order: 6:17 pm by Alina Bell following Pension Board

Present: Alina Bell, Patty Peterson, Mike Brooks, Dan Reynolds, Brad White, Schelly Olson, Ron Thurston (Katlin Miller joined by phone at 6:33pm)

Motion to approve the minutes from the regular board meeting held on 3/11/19 (with edits) was made by Peterson, seconded by Brooks, voted on, and unanimously approved.

Motion to approve the agenda was made by Peterson, seconded by Reynolds, voted on, and unanimously approved.

Financial Report:

Motion to approve the financial report, including checks #12858 - 12889, payroll, deposits, tax remittances, budget to actual for Q1 2019, and cash position report was made by Peterson, seconded by Reynolds, voted on, and unanimously approved.

Public Comment:

None

Fire Chief Report:

Interim Chief White went over his report of meetings attended, responses to calls, actions taken, and other information. Assistant Chief Olson's and Admin Assistant Moore's reports were included within the meeting packet.

Old Business:

Board accepted the Impact Fee FAQs

New Business:

Staff presented the draft 2018 audit from Fiscal Financial Partners. Staff and Board will review and send comments to FFP. FFP will present final audit at the June Board meeting.

Executive Session:

Motion to open the executive session for the purpose of considering personnel matters pursuant to C.R.S. Section 24-6-402(4)(f) concerning paid employees of the District was made by Peterson, seconded by Reynolds, was voted on and unanimously approved at 7:11pm. The session was recorded as legal counsel was not present.

Motion to close the executive session was made by Peterson, seconded by Reynolds, was voted on and unanimously approved at 7:59pm.

Motion to promote Brad White to Fire Chief effective 4/1/19 and to increase his salary to \$75,000 annually beginning on 4/15/19 was made by Peterson, seconded by Reynolds, was voted on and unanimously approved. Staff was directed to create a press release for the media and the community.

Adjourn:

Motion to adjourn was made by Peterson, seconded by Reynolds, was voted on and unanimously approved at 8:02pm.

/S/ Schelly K. Olson

Katlin Miller, Secretary



**GRAND FIRE PROTECTION DISTRICT NO. 1
BOARD OF DIRECTORS MEETING
MINUTES OF ACTION**

~ May 13, 2019 ~

Call to Order: 6:02 pm by Alina Bell

Present: Alina Bell, Patty Peterson, Mike Brooks (via phone), Dan Reynolds, Brad White, Schelly Olson, Katlin Miller (via phone)

Motion to approve the minutes from the regular board meeting held on 4/8/19 was made by Peterson, seconded by Reynolds, voted on, and unanimously approved.

Motion to approve the agenda was made by Peterson, seconded by Reynolds, voted on, and unanimously approved.

Financial Report:

Motion to approve the financial report, including checks #12890 - 12908, payroll, deposits, tax remittances, budget to actual, and cash position report was made by Reynolds, seconded by Peterson, was voted on and unanimously approved.

Public Comment:

None

Fire Chief Report:

Interim Chief White went over his report of meetings attended, responses to calls, actions taken, and other information. Assistant Chief Olson's and Admin Assistant Moore's reports were included within the meeting packet.

Old Business:

None

New Business:

None

Adjourn:

Motion to adjourn was made by Reynolds, seconded by Peterson, was voted on and unanimously approved at 6:35pm.

/S/ Schelly K. Olson

Katlin Miller, Secretary



**GRAND FIRE PROTECTION DISTRICT NO. 1
BOARD OF DIRECTORS MEETING
MINUTES OF ACTION**

~ June 10, 2019 ~

Call to Order: 6:03 pm by Patty Peterson

Directors Present: Alina Bell, Patty Peterson, Mike Brooks, Dan Reynolds

Staff: Brad White, Schelly Olson, Ron Thurston

Absent: Katlin Miller

Motion to approve the minutes from the regular board meeting held on 5/13/19 was made by Brooks, seconded by Reynolds, voted on, and unanimously approved.

Motion to approve the agenda was made by Reynolds, seconded by Brooks, voted on, and unanimously approved.

Old Business:

Eric Barnes of Fiscal Focus Partners presented the 2018 audited financials. The board will receive the final report and approve them at the July meeting. They are due at the state on July 31, 2019.

Financial Report:

Motion to approve the financial report, including checks #12909 - 12915, payroll, deposits, tax remittances, budget to actual, and cash position report was made by Bell, seconded by Reynolds, was voted on and unanimously approved.

Public Comment:

None

Fire Chief Report:

Chief White went over his report of meetings attended, responses to calls, actions taken, and other information. Assistant Chief Olson's report was included within the meeting packet.

New Business:

Chief White gave the board notice that updating our existing automatic aid agreement with Grand Lake Fire may be a topic in the future.

Adjourn:

Motion to adjourn was made by Peterson, seconded by Bell, was voted on and unanimously approved at 7:16pm.

/S/ Schelly K. Olson

Katlin Miller, Secretary



**GRAND FIRE PROTECTION DISTRICT NO. 1
BOARD OF DIRECTORS MEETING
MINUTES OF ACTION**

~ July 8, 2019 ~

Call to Order: 6:00 pm by Alina Bell

Directors Present: Alina Bell, Patty Peterson, Mike Brooks, Dan Reynolds, Katlin Miller

Staff: Brad White, Schelly Olson, Ron Thurston

Motion to approve the minutes from the regular board meeting held on 6/10/19 was made by Peterson, seconded by Reynolds, voted on, and unanimously approved.

Motion to approve the agenda was made by Peterson, seconded by Brooks, voted on, and unanimously approved.

Financial Report:

Motion to approve the financial report, including checks #12916 - 12962, payroll, deposits, tax remittances, budget to actual, and cash position report was made by Peterson, seconded by Miller, was voted on and unanimously approved.

Public Comment:

None

Fire Chief Report:

Chief White went over his report of meetings attended, responses to calls, actions taken, and other information. Assistant Chief Olson's report was included within the meeting packet.

Old Business:

New Business:

Director Miller asked for discussion on Bylaws Article II, Section 2.5 regarding quorum and teleconferencing. The Board decided not to amend the Bylaws and will allow for exceptions regarding the three call-in minimum per calendar year.

Adjourn:

Motion to adjourn was made by Peterson, seconded by Brooks, was voted on and unanimously approved at 6:41pm.

/S/ Schelly K. Olson

Katlin Miller, Secretary



**GRAND FIRE PROTECTION DISTRICT NO. 1
BOARD OF DIRECTORS MEETING
MINUTES OF ACTION**

~ August 12, 2019 ~

Call to Order: 6:02pm by Alina Bell

Directors Present: Alina Bell, Patty Peterson, Mike Brooks, Dan Reynolds, Katlin Miller
Staff: Brad White, Schelly Olson

Motion to approve the minutes from the regular board meeting held on 7/8/19 was made by Miller, seconded by Peterson, voted on, and unanimously approved.

Motion to approve the agenda was made by Peterson, seconded by Reynolds, voted on, and unanimously approved.

Financial Report:

Motion to approve the financial report, including checks #12963 - 13014, payroll, deposits, tax remittances, budget to actual, and cash position report was made by Miller, seconded by Brooks, was voted on and unanimously approved.

Public Comment:

None

Fire Chief Report:

Chief White went over his report of meetings attended, responses to calls, actions taken, and other information (attached). Staff provided a draft letter to STR owners regarding calls for service. Director Miller noted that Chief White was working on District business 200-300 hours per month. She made a motion for a one-time \$2,000 bonus for the Chief, seconded by Peterson, voted on and approved. Mike Brooks opposed the motion. She also asked for a fire chief salary reevaluation. The staff will provide salary comparisons for the Board to consider.

Old Business:

The Board reviewed employment agreements for Flegner and Starika. They asked for the severance section to be deleted from these and all future agreements. Chief White will prepare new agreements with severance omitted.

New Business:

Staff advised the Board there is medical, dental and vision insurance for full-time employees through the Public Sector Health Care Group. Employees are covered up to \$700 per month. Note: handbook states District will pay for Employee...?

Adjourn:

Motion to adjourn was made by Miller, seconded by Peterson, was voted on and unanimously approved at 7:17pm.

/S/ Schelly K. Olson

Katlin Miller, Secretary



**GRAND FIRE PROTECTION DISTRICT NO. 1
BOARD OF DIRECTORS MEETING
MINUTES OF ACTION**

~ September 9, 2019 ~

Call to Order: 6:38pm by Alina Bell

Directors Present: Alina Bell, Patty Peterson, Mike Brooks, Dan Reynolds, Katlin Miller
Staff: Brad White, Ron Thurston

Motion to approve the minutes from the regular board meeting held on 8/12/19 was made by Peterson, seconded by Reynolds, was voted on and unanimously approved.

Motion to approve the agenda was made by Brooks, seconded by Miller, voted on and unanimously approved.

Financial Report:

Motion to approve the financial report, including checks #13015 - 13035, payroll, deposits, tax remittances, budget to actual, and cash position report was made by Miller, seconded by Peterson, was voted on and unanimously approved.

Public Comment:

None

Fire Chief Report:

Chief White went over his report of meetings attended, responses to calls, actions taken, and other information (attached).

Old Business:

The Board reviewed the Preliminary Certification of Values and tabled the discussion on salary considerations until the October meeting.

New Business:

Staff reviewed the plan options for medical, dental and vision insurance for full-time employees through the Public Sector Health Care Group. Employees are currently covered up to \$700 per month. Further discussions on 2020 policies were tabled until the October meeting.

The Board and Staff then entered a Pre-Budget Workshop to discuss potential revenue and expenditure values for 2020. No formal actions were taken.

Adjourn:

Motion to adjourn was made by Peterson, seconded by Reynolds, was voted on and unanimously approved at 8:20pm.

Katlin Miller, Secretary



**GRAND FIRE PROTECTION DISTRICT NO. 1
BOARD OF DIRECTORS MEETING
MINUTES OF ACTION**

~ October 14, 2019 ~

Call to Order: 6:03pm by Alina Bell

Directors Present: Alina Bell, Patty Peterson, Mike Brooks, Dan Reynolds, Katlin Miller

Staff: Brad White, Schelly Olson, Willa Moore, Phil Flegner, Joe Starika

Public: Ron Thurston

Motion to approve the minutes from the regular board meeting held on 9/9/19 was made by Peterson, seconded by Brooks, voted on and unanimously approved.

Motion to approve the agenda was made by Miller, seconded by Reynolds, voted on and unanimously approved.

Financial Report:

Motion to approve the financial report, including checks #13036 - 13067, payroll, deposits, tax remittances, budget to actual, cash position report, and county tax remittances was made by Miller, seconded by Peterson, was voted on and unanimously approved.

Public Comment:

None

Fire Chief Report:

Chief White went over his report of meetings attended, responses to calls, actions taken, and other information (attached).

Old Business:

Brad told the Board that the Department is having a hard time selling the Old Tower 330. The Board agreed that he could list it online if needed.

Further discussions on the 2020 insurance policies were tabled until the November meeting.

New Business:

Brad presented the Board with the 2020 Draft Budget Message and worksheets. The Budget will continue to be review and discussed prior to its final adoption in December.

Miller suggested to the Board that we have a workshop sometime this winter to learn more about Board responsibilities and roles. Miller suggested we ask the Special Districts Association to host the workshop. The Board seemed open to the idea but no formal decisions were made.

Executive Session:

Motion to enter into Executive Session for the purpose of considering personnel matters concerning paid employees of the District (Brad, Schelly, Willa, Joe, and Phil) pursuant to C.R.S. Section 24-6-102(4)(f) was made by Miller, seconded by Peterson, was voted on and unanimously approved at 7:46pm.

Motion to close the Executive Session was made by Miller, seconded by Peterson, was voted on and unanimously approved at 11:11pm.

Adjourn:

Motion to adjourn was made by Peterson, seconded by Reynolds, was voted on and unanimously approved at 11:11pm.

Katlin Miller, Secretary



**GRAND FIRE PROTECTION DISTRICT NO. 1
BOARD OF DIRECTORS MEETING
MINUTES OF ACTION**

~ November 11, 2019 ~

Call to Order: 6:01pm by Alina Bell

Directors Present: Alina Bell, Patty Peterson, Mike Brooks, Dan Reynolds, Katlin Miller (arrived at 6:08pm)
Staff: Brad White, Willa Moore, Joe Starika, Ron Thurston

Motion to approve the minutes from the regular board meeting held on 10/14/19 (with a change from approval of 8/12/19 minutes to approval of 9/9/19 minutes) was made by Brooks, seconded by Peterson, voted on and unanimously approved.

Motion to approve the agenda was made by Peterson, seconded by Brooks, voted on and unanimously approved.

Financial Report:

Motion to approve the financial report, including checks #13038 - 13090, payroll, deposits, tax remittances, budget to actual, cash position report, and county tax remittances was made by Miller, seconded by Peterson, was voted on and unanimously approved.

Public Comment:

None

Fire Chief Report:

Chief White went over his report of meetings attended, responses to calls, actions taken, and other information.

Old Business:

A motion on the 2020 insurance policies was postponed until the end of the meeting.

Brad recapped the 2020 Draft Budget Message and worksheets. The Budget will continue to be adopted at the December meeting.

Discussion on the Board Workshop was tabled until the December meeting. Katlin asked the Board to think of topics for discussion by the December meeting

New Business:

Executive Session:

Motion to enter Executive Session for the purpose of considering personnel matters (specifically 2019 employee development reviews and 2020 salary considerations), pursuant to C.R.S. Section 24-6-102(4)(f), was made by Miller, seconded by Peterson, was voted on and unanimously approved at 6:57pm. Because no attorney was present, we audio recorded the Executive Session. Motion to close the Executive Session was made by Miller, seconded by Peterson, was voted on and unanimously approved at 11:11pm.

Return to Old Business:

Motion to cover the full individual rate for whichever 2020 insurance policy option the employees decide to take and provide a \$700 stipend to any employee who does not choose to take the insurance was made by Bell, seconded by Miller, voted on and unanimously approved. It was also noted within the motion that the stipend will change for 2021 but the amount of the stipend is yet to be determined.

Motion to pay Brad's full phone bill and up to \$50 monthly toward Schelly's, Joe's, and Phil's phone bills (with documentation of phone bill) and no phone reimbursement to Willa as of January 1, 2020, was made by Bell, seconded by Brooks, was voted on and unanimously approved.

Adjourn:

Motion to adjourn was made by Peterson, seconded by Reynolds, was voted on and unanimously approved at 8:32pm.

Katlin Miller, Secretary



**GRAND FIRE PROTECTION DISTRICT NO. 1
BOARD OF DIRECTORS MEETING
MINUTES OF ACTION**

~ December 9, 2019 ~

Call to Order: 6:02pm by Alina Bell

Directors Present: Alina Bell, Mike Brooks, Dan Reynolds, Katlin Miller (arrived at 6:08pm), Patty Peterson (arrived at 6:25pm)

Staff: Brad White, Ron Thurston

Motion to approve the minutes from the regular board meeting held on 11/11/19 was made by Reynolds, seconded by Brooks, voted on and unanimously approved.

Motion to approve the agenda was made by Brooks, seconded by Reynolds, voted on and unanimously approved.

Financial Report:

Motion to approve the financial report, including checks #13091 - 13120, payroll, deposits, tax remittances, budget to actual, cash position report, and county tax remittances was made by Miller, seconded by Brooks, voted on and unanimously approved.

Public Comment:

None

Fire Chief Report:

Chief White went over his report of meetings attended, responses to calls, actions taken, and other information.

Old Business:

Brad noted that he would check Ann Terry's schedule (from the Special Districts Association) for the next couple months regarding a Board Workshop during an upcoming meeting.

Brad presented the Board with a spreadsheet detailing all the suggested gifts/bonuses for Grand Fire's firefighters. The Board reviewed the information and gave Brad the go-ahead with the bonuses as presented.

New Business:

Motion to accept the engagement letter from Fiscal Focal Partners to perform our 2019 audit was made by Peterson, seconded by Reynolds, voted on and unanimously approved.

Public Hearing for Adoption of 2020 Budget:

Motion to open the Public Hearing for the purpose of considering the Adoption of the 2020 Budget was made by Miller, seconded by Peterson, was voted on and unanimously approved at 7:00pm.

Motion to adopt "A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR GRAND FIRE PROTECTION DISTRICT NO.1, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2020, AND ENDING THE LAST DAY OF DECEMBER 2020" was made by Brooks, seconded by Peterson, was voted on and unanimously approved.

Motion to adopt "A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS

AND SPENDING AGENCIES, IN THE AMOUNT AND FOR THE PURPOSES AS SET FORTH BELOW, FOR GRAND FIRE PROTECTION DISTRICT NO.1, COLORADO, FOR THE 2020 BUDGET YEAR” was made by Miller, seconded by Reynolds, was voted on and unanimously approved.

General Fund	
Current Operation Expenses	\$1,034,037
Capital Outlay	\$ 555,000
Contingency	\$ 50,000
Total General Fund	<u>\$1,639,037</u>
Pension Fund	
Current Operation Expenses	\$ 212,920
Contingency	\$ 30,000
Total Pension Fund	<u>\$ 242,920</u>
Bond Debt Service Fund	
Principal and Interest	\$ 553,450
Other	\$ 37,050
Total Bond Debt Service Fund	<u>\$ 590,500</u>

Motion to adopt “A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2019, TO HELP DEFRAY THE COSTS OF GOVERNMENT OF GRAND FIRE PROTECTION DISTRICT NO.1, COLORADO, FOR THE 2020 BUDGET YEAR” was made by Miller, seconded by Reynolds, was voted on and unanimously approved.

Motion to close the Public Hearing for the purpose of considering the Adoption of the 2020 Budget was made by Miller, seconded by Peterson, was voted on and unanimously approved at 7:25pm.

Executive Session:

Motion to enter Executive Session for the purpose of considering personnel matters (specifically the 2019 employee development reviews and 2020 salary considerations), pursuant to C.R.S. Section 24-6-102(4)(f), was made by Peterson, seconded by Miller, was voted on and unanimously approved at 7:27pm. Because no attorney was present, we audio recorded the Executive Session.

Motion to close the Executive Session was made by Miller, seconded by Peterson, was voted on and unanimously approved at 8:01pm.

Return to Public Meeting:

Motion to approve the Employee Change Forms (as presented by Chief White) for all employees of the District was made by Peterson, seconded by Reynolds, voted on and unanimously approved.

Adjourn:

Motion to adjourn was made by Peterson, seconded by Reynolds, was voted on and unanimously approved at 8:04pm.

Katlin Miller, Secretary