

GLEN HAVEN AREA VOLUNTEER FIRE DEPARTMENT

Board of Directors Meeting – March 12th, 2014 Minutes

(Action items are in Red)

In Attendance: The entire Board was present (Dwayne Ballard, Jim Broomfield, Steve Childs, Eileen Croissant, Sarah Fink, Tony Fink, Jason Gdovicak, Tom Housewright, Mike Keefe, John McKinley, and Mary Nolan) with the exception of Jack Vaughan who had an excused absence. Allison Ostman, Auxiliary president was also present.

Meeting was called to order at 6:40 pm. Minutes of the February 12th, 2014 meeting were approved as written.

President's Report (Tony)

Actions items from the previous two meetings were reviewed.

Results of action items requiring feedback:

- * Steve determined there are no small items available from restaurant auctions beneficial to the Auxiliary.
- * Sarah determined our current bank does not provide the same brokerage services as Edward Jones.

Possibly requiring additional action:

Analysis of our current insurance revealed we have no “content” coverage for either buildings or equipment. There was general discussion this should be corrected – but no action was assigned.

Action items still open:

- * **Emergency Medical grant application still pending input and processing. (Eileen & Tom) Tom still waiting for financial bid from SuperVac and Eileen needs to rewrite narrative for current emergency environment.**
- * **Jason still securing gear from members living “out-of-the-area”.**
- * **Fire Department personnel have to remove and store vehicles from the bay area to accommodate June 21st wedding.**

All other action items were completed as requested.

Firehouse Use Policy

Board members reviewed the draft document prepared by Mary, concentrating on highlighted items needing decisions.

Mary to update the policy per discussion and decisions made and distribute updated version for review at next meeting.

A general discussion was held about tightening up access to the Bay area and usage of donated equipment and diesel fuel tanks. No action items were assigned, but the following suggestions were made:

- * Change the lock configuration to/from the Bay area.
- * Creating a video of the Bay contents.
- * Having one of the Work Force Volunteers create and monitor keys and equipment checkout schedule, verifying the individual knows how to use said equipment. (i.e. heavy equipment, trucks, trailers, chainsaws, log splitters, etc.)
- * Discuss with GHA the requirements of diesel tank usage.

FEMA Reimbursement

An additional check for \$16,142 was received from the State of Colorado for reimbursement for donated resources. Money went into the Fire Departments insurance reimbursement account.

Suburban Sale

Said vehicle was sold to Tim Sterkel for \$1,000 per motion passed at last meeting.

Duck Race

Mary has agreed to take over Duck Race responsibilities while Jack is out of the state for a month. She reported ticket sales were substantially behind prior year rates. **Dwayne is to send a broadcast e-mail reminding all area property owners of this opportunity to financially help the Fire Department.**

Recognition Plaques

John is working on a number of appreciation plaques including:

- Chevrolet Dealers - Creating 34 unique plaques, with picture of donated Chevy Truck as a water mark, to send to all individuals involved with said truck donation. Obtaining mailing addresses will be the biggest challenge. **Tom to send John photos of the Chevy truck taken during the donation ceremony.**
- Dryer Family - for their contribution of heavy equipment and operators in order to move substantial quantities of dirt for Glen Haven emergency road repair.
- Brittany Argo – an Estes Park student for her \$467 donation from the sale of cookies. It was suggested, but no action taken, that the donated ARGO we received from United Way be officially named “Brittany”.

Certificate of Occupancy

The required fencing needed for the Permanent Occupancy Permit was washed away during the flood and needs to be replaced and installed before the July 15th deadline. **Jim is to purchase required fencing.** Jason reported we need to also add collar risers to the septic tank before grading is completed. He also questioned the need for the remaining cosmetic requirements because of the current usage of the Firehouse as a flood recovery center.

Jason is to investigate with Larimer County what if anything we may delay beyond the deadline.

Donation

A couple from the Midwest, travelling thru our area, has anonymously donated \$25,000 with no restrictions for its usage. Money went into the Flood Relief account.

Treasurer's Report (Sarah)

The Firehouse account has been merged into the Fire Department account.

Sarah reviewed the Fire Department financial reports as of February 28th. The Profit and Loss statement showed Total Income for this period of \$41,656, primarily consisting of Donations of \$16,532, Rotary Grant of \$1,000; FEMA insurance reimbursements of \$23,122 and Vehicle sales of \$1,000. Expenses were \$2,640 primarily consisting of Administration/Workman's Comp of \$1,068; Operations of \$1,363; and Utilities of \$159, resulting in a net income of \$39,017.

The Balance Sheet shows current assets of \$362,555, which includes \$116,717 of unrestricted funds (for Fire Department Operational usage) and \$245,838 of restricted funds per the following categories:

1. Restricted - Emergency Access (Road and bridge repair) \$1,081
2. Restricted - Flood Relief (fuel, equipment (rental, maintenance & drivers), misc services) - \$46,366
3. Restricted - Northern Colorado Generator Grant - \$21,702
4. Restricted - Northern Colorado Road Grant - \$87,275
5. Restricted - Northern Colorado Truck Grant - \$69,000
6. Restricted - Rotary Grant (Water ways access) - \$20,415

Sarah noted that depreciable assets will be added to the Balance Sheet next month.

Jim ask if a YTD Profit & Loss report could be generated using the current accounting process. **Sarah will look into the feasibility of said request with Jim's help.**

There was a brief discussion and general agreement that - should the need arise - funds from the Flood Relief account could be transferred and used for Emergency Access.

Sarah reported she is getting close to providing a Flood Recovery Expense summary in order to track all income and expenses within each of the Flood related categories. **Sarah will distribute said summary when it is completed.**

A motion to accept the financials for the combined account as reported was seconded and passed.

Fire Chief's Report (Jason)

Fire calls – No calls during the last month. Four calls year-to-date.

Roster – Changes are pending. **Jason will distribute roster update when changes are finalized.**

Training – Monthly training is back to the normal schedule. (i.e. fire fighter training on the 1st Wednesday, medical training on the 3rd Wednesday, and the 4th Wednesday for getting the new firehouse organized and into the required service shape. April training will focus on radio usage and synchronization requirements. In addition, a two part swift water training class is schedule for May 7th, with the hands-on session scheduled for May10th.

Equipment

Estes Park's engine #5 is going to be returned. Several expensive repairs are required to make it functional. The Department is willing to make do until the purchase of the used truck from Allenspark.

Jason is looking into the installation requirements for the whole-house generator, which includes a poured cement pad plus securing the services of a qualified electrician. The generator will be purchased from Grainger Industrial Supply. Jason would like the generator installed before May (i.e. before the beginning of spring rains, spring run-off and potential power outages.)

Grants

Because of Jack's absence, there was no update on the International Rotary Grant for septic and well repairs.

Auxiliary

Allison provided a detailed list, including replacement cost, of needed items to hold the summer pancake breakfast. Allison was instructed to purchase whatever was needed and submit the appropriate receipts to the Board, who would then determine which account would be used for reimbursement. Jason mentioned his aunt is in the process of securing the required replacement grill(s). The date for the pancake breakfast was set for Saturday July 19th. **Mary is to contact the Retreat Board and inform them of the date so they could plan accordingly.**

Allison also mentioned she would be willing to sell her current washer and dryer to the Fire Department for \$1,200. The original price for the pair was approximately \$3,000. Since that topic had not been brought up since we "occupied" the new building, no action was taken.

Old Business

Web Site

Dwayne reported the [web site](#) has undergone several changes, including but not limited to the following:

- New navigation bar at the top of the pages which divides all content into 4 categories: Fire Department; Fire Board; Auxiliary; and Community Resources.

- Registration and logging into the site is now only required for Fire Department members in order to gain access to departmental information. All previously registered Board members also have access to this information. Board members not currently registered must request authorization as a Board member from either Brian or Dwayne. The only Board members not currently registered are Tony and Sarah Fink. **Jack Vaughan and John McKinley are registered multiple times and need to contact Brian or Dwayne to confirm which sign-on they would like to continue to use.**
- New Firehouse photo on the Home page.
- Fundraising links to all Fire Department and Flood Recovery causes on the Home page.
- A new Board of Directors page containing a Board roster, meeting minutes back to January 2013, and a repository of all Newsletters distributed to date.
- Current news and announcements on the Home page.

Brian Russell will continue to “own” the site and be responsible for updating Fire Department related material. (i.e. the material registered fire fighters and Board members have access to.) Dwayne will maintain the Fire Board; Auxiliary and Community Resource information available on the site.

Jason requested a link to the LETA 911 (Larimer Emergency Telephone Authority) web site be placed on our site. All area residents should be advised to sign-up, if they haven’t already, for this enhanced emergency notification system. **Dwayne is to update our site accordingly.**

New Business

NRCS will begin working Monday March 17th on the 18 local designated areas for river bank reinforcement. Blue prints of the scheduled work areas are available at the Firehouse. Work is scheduled to be completed prior to spring run-off.

Tony reminded everybody that the Rocky Mountain Lutheran Church in Estes holds a pot-luck dinner every Thursday at 6:30pm for all volunteers. Be sure the volunteers you work with are aware of this opportunity.

Jason distributed the Government Surplus Property Application prior to the meeting asking for help in submitting. **Eileen volunteered to review the requirements and submit the application if she can obtain the required information from other Board members.** Steve mentioned the Fire Department was a member of this group many years ago and benefited greatly. They obtained free fire gear and a variety of other supplies available from the governments excess.

It was agreed to have a “working session” next month in lieu of an official Board meeting. A working session implies no financial review, just discussion and updates on Fire Department and flood recovery topics. No motions or voting will take place. Topics could include reviewing the updated “POV” guidelines and the updated Fire House Use Policy, with changes noted with the hopes of voting on the final version at the next Board meeting. Dwayne suggested the version of the POV document distributed by Jason earlier in the day be modified slightly to look more like a “policy document”, including an effective policy date on the front page and the document title and page numbers on all subsequent pages. **Jason will forward document to John Sullivan for appropriate changes.**

The **Working session will be held Wednesday, April 9th**, 6:30 p.m. at the firehouse.

The next **Board meeting will be Wednesday May 14th, 2014**, 6:30 p.m. at the firehouse.

Meeting was adjourned at 9:10 pm.

Dwayne Ballard – Board Secretary

End-of-Minutes