

GLEN HAVEN AREA VOLUNTEER FIRE DEPARTMENT

Board of Directors Meeting Minutes – October 14th, 2015 (Original Draft)

(Action items are in Red)

Board Meeting Attendance: The following board members were in attendance: Dwayne Ballard, Jim Broomfield, Steve Childs, Eileen Croissant, Sarah Fink, Tony Fink, Jason Gdovicak, Tom Housewright; Mike Keefe, John McKinley, and Mary Nolan. Jack Vaughan had an excused absence.

Ron Tribbett, Insurance representative, was also in attendance for the first hour of the meeting.

Tony Fink called the meeting to order at 6:35 pm. Minutes of the August 12th, 2015 meeting were approved after three corrections were made.

Action items from the previous meeting were reviewed. All items have been completed, or cancelled, except for the following:

Sarah is still trying to obtain the signatures of four fire fighters. They need to acknowledge they know the new process to follow in order to qualify for Workman's Comp insurance reimbursement.

Jason to look into where and how a new flag pole can become part of the new firehouse.

A used filing cabinet that was approved last meeting still needs to be purchased. John has bid on said purchase and will let Sarah know the outcome before anything else is done to secure one.

Jason to draft wording for pancake recognition plaques for the Egg & I and the YMCA. Said plaques should include a departmental photo taken during the Open House.

John to prepare said plaques.

Insurance Review (Ron Tribbett)

The Fire Department insurance policy is up for renewal December 1st. Accordingly, our insurance representative wanted to review inventory, values, and coverage levels to make certain everything was adequately covered. Results of the review are as follows:

- Need to correct the location address of Firehouse #1.
- Our three year rate guaranteed period ends in 2016, so there will be no premium increase next year.
- In 2016 we will have access to a new e-Learning program which includes online access to 25 classes.

Ron to send Jason a list of the classes.

- Need to remove 1993 Chevrolet truck from the policy.
- Need to add the storage shed and contents to the policy.
- Need to add the radio repeaters to our coverage.
- Need to increase the value of the Argo by \$4,500 to include cost of track treads, chains and gas cans.
- Need to reduce value of Firehouse #2 by half, and eliminate coverage of its contents.

- Various recommendations to increase and/or decrease deductible amounts.

Jason to send details of lost radio to Ron for possible claim.

The Fire Department needs to conduct a detailed inventory of Firehouse #1 items not covered by the Portable Equipment coverage. (i.e. an inventory of items not removed as part of a call.) A video of said items would be a good start - but should not be considered a substitute for a detailed inventory list.

Treasurer's Report (Sarah)

Sarah reviewed the Fire Department's financial reports for the months of August and September, 2015. The Profit and Loss statement showed Total Income for this period was \$14,768, primarily consisting of Donations (\$13,878); Fund Raisers (\$866).

Total non-restricted P&L expenses were \$11,409 primarily consisting of Administration (\$1,372), Fire House (\$295), Operations (\$7,968) and Utilities (\$1,673). Total restricted expenses were \$12,415, consisting of all remaining Uncollectable Pledges. By writing off the uncollectable expenses, Total expenses were \$23,883 resulting in a Net Ordinary Income of negative \$9,115.

The Balance Sheet as of September 30th, 2015 shows total current assets of \$194,354, which primarily consists of: Auxiliary (\$11,306); Checking (\$153,879), Firehouse Fund (\$24,211) and Edward Jones Money Market (\$3,710).

Depreciated fixed assets consisting of the Firehouse, Land, Purchased Vehicles, Donated Vehicles, Purchased Equipment, and Donated Equipment total \$941,383. The resulting total of all current and fixed assets is \$1,135,737.

Sarah also presented an update to the Flood Relief income and expenses report dated July 16th, 2015. The balance of \$107,405 has been reduced by a gift to Glen Haven Flood Recovery, Inc. (\$100,000) and Machine Repair (\$234), resulting in a balance of \$7,171 as of October 14th, 2015. Said balance will remain to pay for future vehicle maintenance expense for the donated yellow dump truck.

Sarah to order more prepaid propane from Agfinity if it's not too late to do so.

The \$1,245 balance in the Raffle account needs to be used.

The financials were approved as presented.

President's Report (Tony)

Duck Race Representative:

Mary volunteered to be our 2016 duck race representative. Tony needed someone to assume this responsibility early in the process as he is not going to be available much of the upcoming winter.

Kymco ATV:

Jason may be interested in purchasing the 2012 ATV if the price is right. The estimated value of the used ATV is approximately \$4,100. The ATV was first loaned to the department for flood recovery purposes. When we told the owner we were finished with it, he said he would just donate it. However, nothing has been done to transfer ownership and the vehicle is not currently insured on our policy.

Jason needs to contact the owner and arrange for appropriate paperwork to be submitted before any decisions can be made regarding what to do with the unit.

Fire Chief's Report (Jason)

Operations:

Thirty-three (33) calls year-to-date, mostly medical. One potentially serious unattended burn by a local resident was resolved with the assistance of the Sherriff's department.

Training:

Extraction training will continue to be conducted using a donated old pickup for one more session before the vehicle will be removed from our property.

Roster:

No roster changes reported.

Jason announced he will be stepping down as fire chief at the end of the year. His new job with Estes Electric does not allow him the flexibility needed to continue as Chief. Fire Department officer elections are held in December.

Grants (Jim)

Rotary Grant – Done. Purchased AED for \$1,100. Bill is pending.

Estes Park Thrift Shop – **Application needs to be picked up and submitted. (Jim)**

Auxiliary Report (Sarah)

Taco and Bingo night scheduled for Friday October 23rd. Cookies and brownies needed for dessert. Items not eaten will be sold later in the evening during a bake sale.

Old Business (Dwayne)

Finance Policy and Investment Guidelines

A nine page draft of the proposed Investment Policy was distributed to Board members for review prior to the meeting. Questions were answered and a good discussion was held. The general consensus was the policy needs a bit more tweaking in order to make it more specific to our organization. So doing would allow us to begin implementing said policy in 2016. Tony appointed the Investment Committee, consisting of Dwayne (Chairperson), Jim and Mary. In order to provide her suggestions and input, Sarah will assist the committee during the tweaking process.

Investment Committee to meet before year-end to finalize and update the Policy.

New Business

Annual Election

Jack Vaughn has decided not to serve another term. The other six current Board members whose terms expire at the end of 2015 have agreed to serve for another 2 year term. Accordingly, the following six individuals were elected to the Board of Directors for another two year term:

Dwayne Ballard; Jim Broomfield; Sarah Fink; Tony Fink; Tom Housewright; and Mary Nolan

Officer Elections

The current four officers were re-elected as 2016 officers; specifically, Tony Fink (President); Jim Broomfield (Vice-President); Sarah Fink (Treasurer); and Dwayne Ballard (Secretary).

In order to allow a smooth officer transition in the future, Eileen agreed to shadow Sarah this year. Eileen will learn the Quick Books application used by the Treasure in order to fill in for Sarah when she is not available. In addition, Mary agreed to shadow Tony in order to become more familiar with the duties and responsibilities of President.

Annual Appreciation Dinner

Instead of trying to squeeze in a date during December for the appreciation dinner, it was decided the annual appreciation dinner will be held on Friday January 15th, 2016. Mary Nolan agreed to once again head up the organization effort.

The meeting was adjourned at 8:45 pm.

The next meeting will be held Wednesday January 12th, 2016, 6:30 p.m. at the Fire House.

Dwayne Ballard – Board Secretary

End-of-Minutes