

GLEN HAVEN AREA VOLUNTEER FIRE DEPARTMENT

Board of Directors Meeting Minutes – April 8th, 2015 (Updated - Pending Approval)

(Action items are in Red)

Prior to the business meeting, an informal dinner gathering was held to honor the three Estes Park Rotary Clubs for their efforts in securing the International Rotary Grant for Septic and Well repair for area flood victims. The attending Rotary Club members reported that 36 applications had been received to-date, with checks totally \$73,000 being written. An appreciation plaque was given to each of the three organizations.

Board Meeting Attendance: Eleven board members were in attendance, including Dwayne Ballard, Jim Broomfield, Steve Childs, Eileen Croissant, Sarah Fink, Tony Fink, Jason Gdovicak, Mike Keefe, John McKinley, Mary Nolan, and Jack Vaughan. Board member Tom Housewright was absent. The following guests were in attendance during various parts of the meeting: Allison Gdovicak (Auxiliary President), Brian Martens (Training Officer), his wife Loretta, and Keith McKinley (Computer Specialist).

Tony Fink called the meeting to order at 7:00 pm. Minutes of the January 14th, 2015 meeting were approved as corrected.

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

Jason to meet with Red Cross officials to determine what radio related items may be available.

~~**Tony and Mike to create a project list and obtain cost estimates for how to use the remaining Flood Relief money.**~~ This action item was open at the beginning of the meeting but closed as a result of actions taken during the meeting.

Fire Department to clear all vehicles from the bays for the June 27th Ruth Thomas memorial.

Treasurer's Report (Sarah)

Sarah reviewed the Fire Department's financial reports for the months of January thru March, 2015. The Profit and Loss statement showed Total Income for this period of \$15,411, primarily consisting of Donations \$8,000, and Grants \$6,100. Previously reported Restricted Income has been removed from the P&L since it was determined at last meeting said Insurance Reimbursement was not restricted. Said reimbursement (\$38,820) has been moved to the General Fund.

Total P&L expenses were \$6,203 primarily consisting of Administration (\$2,613), Fire House (\$695), Operations (\$1,583), Pancake Breakfast (\$2,356), and Utilities \$320. The resulting Net Ordinary Income was \$9,209.

The Balance Sheet as of March 31st, 2015 shows current assets of \$320,011, which primarily consists of: Auxiliary (\$5,285); Checking (\$276,281), Firehouse Fund (\$23,800) and Account Receivable Pledges (\$8,865). The large checking total consists of \$147,886 of unrestricted funds (i.e. for Fire Department usage) and \$128,395 of restricted Flood Relief funds. Total Fixed Assets consist of the Firehouse, Land, Purchased Vehicles, Donated Vehicles, Purchased Equipment, and Donated Equipment total \$943,282, resulting in Total Assets of \$1,263,294.

Sarah also presented the following summary of all Flood Restricted Account balances as of 3/31/2015:

Emergency Road Access	\$	0
Flood Relief	\$	126,666
CFNC-Generator Grant	\$	1,529
Insurance Reimbursement	\$	0
Edwards Shed Project	\$	0
Total	\$	128,195

There was substantial discussion on whether the Edwards Jones account should be closed. Said account was created in order for us to sell any stock donations we receive. Edwards Jones is wanting us to invest the balance instead of leaving it in a Money Market account. Dwayne suggested we leave the account open for now but begin to investigate how we might be able to invest some of the checking account money in order to create additional income. **A Financial Sub-Committee consisting of Jim, Sarah and Dwayne was created to investigate investment possibilities and report back to the Board at the next meeting.**

The financials were approved as reported.

Grants

Jim reported we received a \$1,100 grant from the Estes Park Lunch Time Rotary Club in order to purchase an Automated External Defibrillator (AED).

Eileen reported the Northern Colorado Community Foundation has extended their Generator Grant until May 1st. However, it must be spent on Flood Recovery. It was decided to prepay Kitchen Excavating in advance for the crushed asphalt he is scheduled to use to repair several soft spots on the damaged roads above the General Store.

President's Report (Tony)

Fire House Usage

- Eric Edwards Eagle Scout ceremony is scheduled for this coming Saturday, April 11th. **Since Jason will be attending the event, he agreed to open/close the fire house.**
- Carol Martin will be organizing a Pot Luck dinner Wednesday, April 29th after the final session of Mike Tavel's CU project earlier that day. A couple of tables may have to be set up in the Bay area.
- Ruth Thomas's family has changed the date of her Memorial to Saturday, June 27th

Dwayne to update the web site calendar accordingly.

Vehicle Registration

Tony has confirmed with the Department of Motor Vehicles that the Department is not required to license any of its vehicles; however, each vehicle is required to be designated with some form of GHAVFD signage.

Flood Relief Funds

Steve initiated the discussion that it's time the Fire Department get out of the Flood Recovery business. Substantial discussion was held.

Tony reported there still remains three outstanding projects that are weather dependent that still need to be completed. (Installing two culverts plus some soft spot road repairs) The remaining balance of the \$25,000 grant from the Loveland House of Neighborly Services (i.e. \$14,000) will pay for some of these repairs, but will certainly not cover the entire cost. Tony was not aware of any additional community flood recovery work needed except for the extensive amount of road base needed above the General Store. Said roads are the responsibility of the Glen Haven Association, and there was doubt by some Board members the GHA was willing to expend the amount of money needed for said road base. There is certainly significant private flood recovery repairs needed, but it was overwhelmingly agreed we did not want to be responsible for deciding which private properties receive funds and which ones don't. Jim pointed out that whatever we do with the money, legally it had to be used for Flood Recovery purposes per the various donor requests. It was finally motioned and agreed that after the three remaining projects are completed and paid for, we grant the remaining balance of the Flood Relief account to the new Glen Haven Flood Recovery, Inc. 501c3 non-profit organization. It was hoped the projects could be completed before the end of May. Once they are completed,

- **Jim is to write the letter explaining the restrictions of the grant money.**
- **Sarah is to write the check, once the signed agreement regarding the restrictions is received in return.**

In order to get the word out that we are no longer in the Flood Recovery business,

- **Steve, as the GHAVFD Information Officer, will write an advertisement for publication for local newspapers thanking the public for their flood recovery generosity and requesting all future flood recovery donations be given to the Glen Haven Flood Recovery 501c3 and all future Fire Department specific donations be given to the GHAVFD.**
- **Dwayne will use whatever information Steve puts together for the newspapers and include it within the next e-mail newsletter.**

Fire Chief's Report (Jason)

Unity Presentation

Brian Martens, and his wife, made a brief presentation discussing the benefits of firefighters having the feel of unity and recognition within the community by wearing common shirts and jackets which display common GHAVFD patches and badges. They have secured the donation of @50 jackets from the Loveland Fire Department, and were asking the Board to approve \$3,500 for the acquisition of 37 shirts, patches and badges so every firefighter would have the same attire when attending social and public events. It was motioned and agreed that a portion of the yearly uniform budget be used for said acquisition.

Donation

Brian Martens presented a \$5,000 donation from the Gary Schlessman Foundation. Said money will be set aside pending the need for specific fire department equipment.

Operations:

Three (3) calls year-to-date.

A new pump is needed on one of the trucks. The block is cracked on the current pump.

Training

Training continues in house and is still being held during the 1st, 3rd and 4th Wednesdays of the month. Brian Martens continues to perform Fire Fighter training, while Chris Artz continues to perform medical (i.e. EMS) training.

Jason reported the Department conducted 763 hours of training in 2014. **Jason still needs to provide the Board the current certification status of all roster members.**

Roster

No official roster changes were reported, but Jason mentioned that two changes were pending.

Volunteers

Jason mentioned several local residents have expressed an interest in helping the Fire Department outside the scope of firefighting, (i.e. performing chores, painting, cleaning up, or whatever else the Department needs.)

Jason to investigate the best way to get the overall process in place.

Open House

Jason recommended we consider having an "official open house" to dedicate the new Fire House. Everyone agreed and Sunday August 2nd was chosen as the best date. The Auxiliary will organize the event to be held between noon and 2:00 p.m.

Flag Pole

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

Auxiliary Report

Discussion centered on how the pancake breakfast money is allocated. Apparently there are some residents who believe said money should be designated for Flood Recovery purposes and were surprised that last year's funds were not allocated for that purpose. Both Sarah and Allison confirmed the distribution of said funds has not changed from what it has been for the past several years. Proceeds from the breakfast, the boot collection and the raffle always go toward the Fire Departments Operation expenses. Proceeds from the silent auction go into the Auxiliaries' account.

Dwayne expressed a concern that the County Road 43 construction would have a significant negative impact on the turnout for this year's pancake breakfast. **Mike is to talk with the construction company to see what can be done regarding this potential problem.**

Old Business

Rescue 1

Reach Global is anxious to receive our donation for an upcoming ceremony.

Jason needs to remove anything the Department needs from Rescue 1 in order to make this happen.

Tony will coordinate with Reach Global for title transfer.

Squad 1

Jason reported the truck is very close to being completed and returned to service.

Duck Race

Mary is overseeing the Duck Race sales. No report was available for the meeting.

Mary will check the status and report back. Dwayne to send another e-mail reminder.

RMNP Dump Truck

Title has been transferred to the Fire Department. Liability insurance is the only coverage for this vehicle. To be covered, the driver must be a member of the Fire Department, the Board of Directors or the Auxiliary.

Computers

Keith McKinley discussed some of the options available for PC replacement. The primary issue was whether a Linux Operating System and open source "office" applications were acceptable in order to keep the cost down. Brower choices would consist of Chrome or Firefox. The consensus was yes, but the individuals impacted (Jason, Sarah and Eileen) were to remain after the meeting to view the recommended software and discuss any issues. No decisions or action items were made.

New Business

Tony reviewed the new process required by Pinnacle Assurance, as mandated by a new Colorado state statute, for submitting Workman's Compensation medical claims. In order to qualify for reimbursement, only four "local" medical providers can be used, and a specific form must be completed and signed before medical attention is received. An Emergency Room visit is exempt from the new requirements.

Jason and Tony need to document the necessary process that Departmental and Board personnel must follow in order to qualify for reimbursement.

The meeting was adjourned at 9:35 pm.

Our next meeting will be held Wednesday June 10th, 2015, 6:30 p.m. at the Fire House.

Dwayne Ballard – Board Secretary

End-of-Minutes