

GLEN HAVEN AREA VOLUNTEER FIRE DEPARTMENT
Board of Directors Meeting Minutes – November 12th, 2014 **(UPDATED)**
(Action items are in Red)

Attendance: Eleven board members were in attendance, including Dwayne Ballard, Jim Broomfield, Steve Childs, Sarah Fink, Tony Fink, Jason Gdovicak, Tom Housewright, Mike Keefe, John McKinley, Mary Nolan and Jack Vaughan. Board member Eileen Croissant and Auxiliary president Allison Ostman were absent..

Tony Fink called the meeting to order at 6:35 pm. Minutes of the September 10th meeting were approved as previously issued.

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

Jason still needs to assemble a list of lost items from the flood that have already been purchased and replaced, in order for Sarah to determine if said expenses can be offset from the Insurance Reimbursement account.

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

Annual Board Elections

The first order of business of the Annual meeting was to conduct a Board of Directors election and then elect the 2015 Board officers. The four Board Directors whose terms expire at the end of 2014 all chose to run for re-election. No additional candidates came forward as the result of public notification in the Estes Park Newspapers, a notice at the Post Office and direct e-mail notifications to 300 property owners. Tony ask if anyone objected to a verbal vote. No one objected. The following four individuals were elected unanimously for a two year term (i.e. 2015 and 2016).

Steve Childs
Eileen Croissant
Mike Keefe
John McKinley

Election of 2015 Board Officers then commenced. Each existing officer was asked if they were willing to serve an additional term in their current position. The President and Vice-President said yes with no hesitation. The Treasurer would very much like to find someone else to assume this position, but since there are a number of outstanding flood recovery financial issues it would be best if she continued for another year to provide continuity. The Secretary said yes but raised the question of possibly creating an additional officer position in the future to offload some of the community communication functions (i.e. newsletters, web site updates and maintenance of property owner database). An officer position would also provide an additional person available to countersign expense checks. Tony asked if anyone objected to a verbal vote. No one objected. The following four individuals were unanimously elected 2015 Board officers:

Tony Fink – President
Jim Broomfield – Vice President
Sarah Fink – Treasurer
Dwayne Ballard - Secretary

Treasurer's Report (Sarah)

Sarah reviewed the Fire Department financial reports for the months of September and October (i.e. Sept 1st thru October 31st) The Profit and Loss statement showed Total Income for this period of \$66,888, primarily consisting of Donations (\$8,230), Auxiliary Fund Raiser proceeds (\$425), and Restricted Income (\$58,228). Expenses were \$57,455 primarily consisting of Administration (\$277), Auxiliary donation (\$5,000), Fire House Supplies (\$295), Operations (\$1,633), Utilities (\$559) and Restricted Flood Expenses (\$49,633). The resulting net ordinary income was \$9,433.

The Balance Sheet as of October 31st shows current assets of \$296,982, which primarily consists of: Auxiliary (\$5,530); Checking (\$251,388), Firehouse Fund (\$23,369) and Account Receivable Pledges (\$10,915). The large checking total consists of \$137,915 of unrestricted funds (for Fire Department usage) and \$113,473 of restricted Flood Relief funds. The financials were approved as reported.

Sarah presented a summary of all Flood Restricted Income and Expense Accounts as of November 11th. Income was broken into eight different categories totaling \$543,329. Expenses were divided into six different categories totaling \$430,688, resulting in a Restricted Flood Recovery balance of \$112,641.

Both Sarah and Tony emphasized to all Board members to encourage all future Flood Recovery donors to make their donation to the Glen Haven Flood Relief, Inc. IRC 501 (c) 3 organization instead of the Fire Department. This Board needs to remove themselves from managing, reporting and making decisions on how to spend collected flood related monies. Continuing to receive donations makes that task very difficult.

Sarah encouraged Board members to attend a meeting on Nov 14th with her and our Insurance agent, Ron Tribbett. It is time for our annual policy renewal and with all the changes with respect to the new building and new equipment Sarah wants to make sure the policy is accurate and complete.

President's Report (Tony)

There are seven recognition tile spaces remaining to be purchased. Per previous Board discussions, a minimum donation of \$500 will be required to purchase each of the remaining tiles.

Tony and Dave Johnson met with the House of Neighborly Services in Loveland recently and were told we are going to receive a \$25,000 donation to help pay for the installation of the final two culverts along Fox Creek and North Fork.

Since the Salvation Army has been very generous the past year in providing gas cards during the flood recovery efforts, Tony asked for volunteers to help pay back the Salvation Army by volunteering to ring the bell this holiday season. **Board members are to let Tony know if they could work two hour shifts on Thursday December 11th, either in front of Safeway or the Post Office.**

Grants

Tony reported that Eileen has completed the final report to Community Foundation of Northern Colorado for the four grants we received. Eileen's final report stated there was \$2,245 remaining on the generator grant. However, after she submitted the report, Sarah received another bill for the generator. Payment of the bill brings the amount of the generator grant to \$1,729. We have been given verbal approval from the Foundation that we can transfer the remaining balance to a yet determined expense.

Tony has submitted the annual grant request to the Estes Park Thrift Shop.

Jack is to find out the due date for the annual Estes Park Rotary grant.

Fire Chief's Report (Jason)

Operations:

Thirty-three (33) calls year-to-date. All recent calls have been medical related.

Jason distributed an updated Roster dated 11/12/2014. There are currently 27 firefighters on the Roster. There are 14 active members, 6 members in training and 7 members on the Reserve. The Roster includes the following results of the recent Fire Department election.

Jason Gdovicak – Chief
Tom Housewright – Assistant Chief
Steve Childs – Captain
Brian Martens – Lieutenant/Training Officer
Dylan Maddalena – Lieutenant

Training

Training continues in house and is still being held during the 1st, 3rd and 4th Wednesdays of the month. Chris Artz is taking over EMS training.

Jason reported they have met with American Civil Contractors, (i.e. the County Road 43 contractors) and have worked out a notification process to be followed by ACC for emergency access and the notification of blasting closures and openings. All parties involved seem satisfied with the arrangement.

Equipment

- All problems with the new Generator have been resolved. It has been fully tested and is currently set to automatically turn on every Wednesday evening for a self test. Because of the recent extreme cold temperatures, there was some discussion as to whether the department should purchase a block heater for the unit. No action was taken except for the recommendation said purchase might be added to the 2015 budget request.
- There was some discussion of what do with Rescue 1 (the old ambulance) once the new topper is added to Squad 1 (i.e. the new Chevy pickup). No one seems to want it.

Tony to determine if the Rocky Assist Team would be interested.

Storage Shed

There was considerable discussion regarding the Eagle Scout project by Eric Edwards. The project is well underway. All materials have been delivered to the Firehouse and construction has begun. The issue is what if any expense is expected of the Fire Department. Steve has considerable experience with past Eagle projects and was very concerned that neither the scout nor the scout leader is following required scout procedures. Specifically, the organization receiving the benefit of the project should not be expected to financially contribute to the project. Counting all donations known to have been given to Eric, the Fire Department is currently being left with a \$1,300 balance due.

Steve to meet with scout leader to determine what should be done with respect to finishing this project and what financial responsibility should be expected of the Fire Department.

Auxiliary Report (Allison)

No report available

Old Business

Tom reported Squad 1 (i.e. the new Chevy pickup) is being sent to SuperVac on Friday, Nov 14th to begin the two month process of installing the new topper, all the gear necessary to replace the current ambulance (i.e. Rescue 1) as well as the donated winch.

All the paper work has been completed, and a \$500 transfer fee paid, in order for the dump truck from Rocky Mountain National Park to become the property of the Fire Department instead of the GHA. Purchase of excess government property is limited to 501(c)3 organizations. At the time of the truck purchase, only the GHAVFD fit the criteria. We must own this truck for 18 months before we can transfer it back to the GHA.

New Business

Appreciation Dinner

Mary ask for a \$1,300 budget (same as last year) to cover the expenses of the annual appreciation dinner. December 18th was chosen as the date, beginning at 5:30 pm. The catered dinner will be held at Firehouse #1. Alcohol will be limited to wine and beer. Invitees should include spouses and children of Fire Department, Board of Directors, and Auxiliary members. It was agreed Tom and Sheila Sellers should also be invited.

Jason is to notify John, as soon as possible, if Jason needs John to prepare plaques for departmental awards.

Budget (2015)

Sarah presented a Profit & Loss Budget Overview, with a brief discussion of the various Income categories and values. Jason presented a proposed Operational Budget of expenses. After reviewing the various items, it became clear that some of Jason's requested items (i.e. Firehouse permanent items) could be purchased by using funds remaining in the Building Fund, and other items could be paid using Insurance Reimbursement Funds, leaving the balance of the requested items as the requested 2015 budget. **Sarah was going to place each of Jason's budget items into one of the three categories and then distributes the proposed 2015 budget by e-mail.** The Board will vote on the updated budget at the January meeting.

Meeting was adjourned at 9:00 pm.

Our next meeting will be held Wednesday January 14th, 2015, 6:30 p.m. at the Fire House.

Dwayne Ballard – Board Secretary

End-of-Minutes