



Gateway-UnawEEP Fire Protection District

Board Meeting Minutes for July 19, 2018

Meeting begins at 6:30pm-Gateway Community Center

Order of Business:

1. Call to Order
 - a. Time: 6:34pm
 - b. Members & Staff Present: Joe Tyson, Eileen Gooch, Jim Vlasak, Dennis Brock, Mike Brahnem, James Barnett, Chasity Cable.
 - c. Public Present: Dean Rickman, Jim Schiff and Sherri Schiff.
2. Reading and Approval of Previous Meeting Minutes as Submitted-
 - a. Joe motions to approve previous Special Meeting minutes from June 7th, 2018 as submitted
 - i. Eileen moved to approve the June 7th, 2018 Special Meeting Minutes as submitted
 - ii. Mike seconded
 - iii. No discussion/all in favor
 - iv. Motion carries
3. New Business
 - a. Dean Rickman presentation regarding a Public Information Officer (PIO)-
 - i. Dean introduced himself, gave background information as former fire chief about 10 years ago and expressed his interest in becoming PIO. He presented a generic job description he drafted himself outlining goals to the end of 2018 such as getting engaged with general public, gathering information such as all contacts, having access to Quickbooks, Constant Contact, website, G Suite etc. His goals include familiarizing the board with the above mentioned platforms, other goals such as initiate an evacuation team, welcome letter, and grant writing team. Dean also submitted an application/letter/resume in summary for the position.
 - ii. Joe Tyson outlined the importance of this position and prior counseling with legal on the matter. As stated in Dean's position description, the PIO would report directly to the board. The attorney did not see a problem with the position, reporting to the board, and advised that a PIO does not have to become a board member.
 - iii. Joe opened up discussion from other board members/public to give input.
 1. Joe, Dennis and Mike expressed their interest and the need for the position. Chief is enthralled and it correlates with some coordinator positions currently in place. Although, Chief feels that having the

Gateway-UnawEEP Fire Protection District

42700 Highway 141, Unit D -- PO Box 126 Gateway, CO 81522

(970) 314.1033



Gateway-UnawEEP Fire Protection District

- PIO report directly to the board and not to the Chief is atypical. Chief requests consistent meetings between Dean and himself to bridge the communication gap.
2. Discussion of certain scenarios arose to clarify who reports to who. Chief stated it is standard procedure that the PIO would coordinate with the incident commander for specific information to relate to the media and/or public. Regulation compliance was discussed in order to have incident response interaction.
 3. Joe motions the creation of PIO position for this district
 - a. Mike moves to create a PIO position for this district
 - b. Dennis seconded
 - c. Discussion/All in favor/no oppose
 - d. Motion carries
- iv. Discussion of appointing Dean Rickman as PIO and reporting directly to the board
1. Jim Schiff, a community member, spoke from experience with board interaction and informed the board that all volunteer positions report directly to the management that exists not to the board. This detail of reporting should be determined at the time of creation of the position not afterwards.
 2. Chief stated that currently all of the districts' job position descriptions have legal review prior to inserting them into policy. The position description drafted by Dean was delivered to Chief this current meeting, therefore did not undergo any minor changes it may need prior to final legal review and then board approval.
 3. Joe motions to accept Dean Rickman as PIO
 - i. Mike moves to accept Dean Rickman as PIO
 - ii. Dennis seconds
 - iii. Discussion/All in favor/no oppose
 - iv. Motion carries
- v. Discussion revolving who Dean Rickman directly reports to.
1. Joe gave his personal reasons of not desiring that the PIO report directly to Chief.
 2. Sherri Schiff, the human resources coordinator-volunteer, made a suggestion of having "dotted line" reporting to the Chief, that way everyone is in the loop
 - a. Joe motions to approve that Dean reports directly to the board as opposed to directly to the Chief

Gateway-UnawEEP Fire Protection District

42700 Highway 141, Unit D -- PO Box 126 Gateway, CO 81522

(970) 314.1033



Gateway-UnawEEP Fire Protection District

- i. Mike moves that Dean reports directly to the board and not to Chief
 - ii. Dennis would second that with an asterisk that we add for a period of 6 months to monitor this to see how effective it is
 - b. Joe amends the motion to state that we approve Dean reporting to the board as opposed to Chief for a probationary period of 6 months until we see that it is working and reconvene at that time.
 - i. Mike moves that we approve Dean to report directly to the board as opposed to Chief for a probationary period of 6 months until we see that it is working and reconvene at that time.
 - ii. Eileen seconds
 - iii. Discussion/All in favor/no oppose
 - iv. Motion carries
 - b. Review and audit of District bank accounts, Quickbooks, Google Documents, etc.
 - i. Joe finds that an audit of these items is necessary to get the new members on the board up to speed on these fundamentals. Joe believes it is important for the board to have access and understand what we buy, how much is spent, where and when.
 - ii. Chief shows the board on the projector the Quickbooks statement of financial position and budget vs. actuals reports typically given during the treasurer's reports in the beginning of each meeting.
 - iii. Joe requests a statement or ledger of transaction history from Chief.
 - iv. Chief pulls up an operational account register outlining what is spent on what day, how much and where.
 - v. Joe shows that it would be helpful for each board member to have access to receipts highlighting exact items purchased.
 - vi. Chief shows the board the folder containing receipts for all customers and vendors.
 - vii. Joe gathers input from other members that this is important and an efficient way to have access to this information.
 - viii. Chief suggests that we have a treasurer appointed with access to this information. Monthly reports can be set up to be sent to all members to their email. Training in these areas is something Dean has mentioned in his position description to facilitate with each board member.



Gateway-UnawEEP Fire Protection District

- ix. Jim Schiff adds that there should be a procedure in place that outlines a protocol of a financial viewing and when discussion is necessary and among who is admitted in a closed session on a particular matter.
 - c. Review Bank Debit card users and transaction limits
 - i. Joe expressed concern with Bank of Colorado from a protection standpoint. Joe stated current daily limit and transaction limit and requested input from board on changing this limit.
 - d. Review of all District employees (full-time, part-time and volunteer) financial compensation YTD and projected annual compensation ending 12/31/2018
 - i. Chief requests legal approval of sharing individual payroll information prior to sharing it with board, as he wants to insure legal compliance.
 - e. Review of Fire Chief's contract, work schedule and total compensation package
 - i. Decision made to discuss contract and compensation matters in exclusive closed session was agreed upon for confidentiality.
 - f. Personal use of District vehicles, and exterior markings
 - i. Chief described each of the district vehicles, their purposes and exterior markings if any
 - ii. Reason for no markings is due to logo reworking and based on arrival of new tender expected to arrive in February.
 - g. Review Bonding limits for Board of Directors
 - i. After discussion, Joe tabled this topic to acquire insurance specifics.
 - h. Status of Board members' Gmail email account access
 - i. All members currently have access to their GUFDD gmail account.
 - i. Review and discussion regarding mandatory uploading of all board meeting minutes to appropriate websites
 - i. Two web updates happen per year
 - ii. Currently in transition to uploading all board meeting minutes into the announcements section rather than individually clicking on each link
 - iii. Discussion and decision to upload approved board meeting minutes as soon as possible by web design team
 - j. Best telephone numbers to reach fire department personnel
 - i. (970) 931-2228, and (970) 314-1033 both direct to cell phone on the person of shift commander 24/7
 - k. Vote and appointment of board treasurer and secretary
 - i. Vote and appointment of treasurer tabled until next meeting.
 - ii. Chasity does not oppose to continuing secretary duties at this time, although Joe is tabling until further research can be done on secretarial duties.
4. Old Business



Gateway-UnawEEP Fire Protection District

- a. Vehicle Pricing- Status of pricing and sale of 3 unused tender trucks
 - i. Chief will email board vehicle specs to help calculate pricing
- b. Radio Building
 - i. Appointment encouraged to set up between Chief, board, and legal.
 - ii. Tabled till further details and information can be obtained for new board members
- c. Salary Adjustment for Personnel
 - i. Legal team provided a policy for what training the district should pay for and what does not need to be paid for personnel.
 - ii. Approval of policies regarding training policy and reimbursement
 1. Joe motions to approve Training Policy
 - a. Jim moves to approve Training Policy
 - b. Eileen seconds
 - c. No discussion/all in favor/no oppose
 - d. Motion carries
 2. Joe motions to approve Training Reimbursement Agreement
 - a. Jim moves to approve Training Reimbursement Agreement
 - b. Eileen seconds
 - c. No discussion/all in favor/no oppose
 - d. Motion carries
- d. Adoption of International Fire Code
 - i. Tabled until next meeting
 - ii. Chief gave brief synopsis of importance of International Fire Code
- e. Paying Board Members-Board member compensation and/or board member compensation waivers
 - i. Joe motions to approve a compensation for board members up to a maximum amount of \$50 per meeting, reduction waivers signed if willing to accept less.
 1. Dennis moves to approve compensation for board members up to an amount of \$50 per meeting
 2. Mike seconds
 3. No discussion/all in favor/no oppose
 4. Motion carries
 - ii. Waivers signed by all board members per legal
 - iii. Joe motions to raise volunteer pay to \$50 per shift and/or incident response
 1. Jim Vlasak moves to raise volunteer pay to \$50 per shift and/or incident response
 2. Dennis seconds



Gateway-UnawEEP Fire Protection District

3. No discussion/ all in favor/ no oppose
4. Motion carries
- f. Revisit Chief's Retro FPPA pension plan funding FPPA/SWBB - vs – 457(b) "IRA"
 - i. Tabling until next meeting for new board members to review in closed session
 - ii. Chief amends request for FPPA reimbursement to include employee, employer and interest all be paid by the District and either a lump sum payment or buy back the appropriate time of service.
5. Public Input- no further public input at this time
6. Executive Session, if applicable- none at this time.
7. Adjournment
 - a. Time: 9:50pm
 - b. Joe motions to adjourn meeting
 - i. Eileen moved to adjourn meeting
 - ii. Jim Vlasak seconds
 - iii. No discussion/all in favor/ no oppose
 - iv. Motion carries, meeting adjourned

Gateway-UnawEEP Fire Protection District

42700 Highway 141, Unit D -- PO Box 126 Gateway, CO 81522

(970) 314.1033