



## Grand Lake Fire Protection District Board Meeting Minutes from December 11, 2019

**Call meeting to order:** Meeting called to order at 1831 hours.

**Members present:** David Craig, Mindy Nelson, Chris Ruske, Dick Romshek, Hecky Heckendorf.

**Others present:** Chief Ratzmann, Assistant Chief St. Germain, Krystal Steward, Kevin Piercy, Carlos Vasquez, Drew Mustari, Dan Mayer, Michael Arntson, Ryan Groth, David DeSimone

**Members Absent:** None

### Board Chairman's Opening Remarks:

- During the opening remarks, Chief Ratzmann presented Retiree Larry Gosha with a commemorative gold axe in recognition of his years of service.
- After return to order from the Pension Board Meeting Chairman Craig noted his appreciation for the attendance of department members at the board meetings and expressed his regret on missing the holiday and employee appreciation party last weekend. He acknowledges that the event is important for the recognition of the sacrifices made by our members and that in light of the loss in Summit County, this is a time for reflection on the sacrifices our staff and volunteers make every day. Chairman Craigs thanks the staff for all they do.
- Introductions from board and audience
- The board requested for staff to strive to have the board packet available to them on the Wednesday previous to the board meetings.

### Changes to the Agenda:

- Board Recessed at 1838 for the Pension Board meeting.
- Board Reconvened at 1905.

### Public Input:

- None

### Approve minutes from previous month's meeting:

- The minutes from the November 15th, 2019 were reviewed. A motion was made by Chris Ruske to accept minutes as presented. Mindy Nelson seconded motion, approved by all at 1907.

### Review/approve bills and financial statements:

- November financials were presented and a motion was made by Mindy Nelson to accept financials as presented. Hecky Heckendorf seconded motion, approved by all at 1914.
- Minor discussion was had regarding a month to month budget process. Chairman Craig invited staff to meet with him to review the budget format.

### Chief's report:

- See attached for details. Additional notes:
- Mr. Craig asks the Board how informed or involved they would like to be in capital expenses and other large expenditures. Discussion ensued. Consensus was reached on use of a committee for planning and purchasing of fire apparatus and construction of buildings and employee housing. After much conversation it was agreed that the Chief should seek the approval of the board on capital items that commit future boards to debt and to use his best judgement on which other purchases to present to the board to give the Board the opportunity to weigh in.
- Discussion on EMS and ALS Services and 3<sup>rd</sup> party review of financial stability as well as the goal to work harmoniously with the other agencies within the county. Chief Ratzmann reported on a favorable meeting he had with EMS Chief Jennings.

### Old Business:

- Board and the Chief agree that the best time to adopt the 2019 budget amendment will be in February 2020. This will give enough time to approve the December financials in January and draft the amendment before the February meeting.
- The Board ratified the 2020 budget adopted on November 13<sup>th</sup> 2019.

### New Business:

- A short discussion was held regarding Melissa Ratzmann's employment including statements from her supervisor, Asst. Chief St. Germain, on her projects and tasks and value to the agency. When the question was raised on whether her position could become full time, the Board made the decision to hold further conversation in executive session.
- Discussion was had on the upcoming 2020 Board election in May. Krystal Steward presented the resolution to hold the May election and appoint an election official, giving the Board information on which seats are open for election and for what term length. The term of office for Directors David Craig, Christopher Ruske and Francis Heckendorf shall expire and the Election must be conducted to elect two Directors to serve for 3-year terms and one director to serve a 2-year term.
- The Board suggests that the notice in the newspaper include a reminder to electors of the difference between district boundaries and Town boundaries and the differences in requirement for voting.
- Mindy Nelson moved to adopt **A Resolution Calling for the 2020 Regular District Election and Appointing a Designated Election Official** which is seconded by David Craig and approved by all at 2013. This resolution resolves that the regular election shall be held on May 5, 2020 and designates Krystal Steward as the Designated Election Official.
- The Board was presented with the working draft of the job description for the new Fire Marshall, Investigator and Inspector position set to be filled by Dan Mayer whose knowledge from the Sheriff's Department and of the community will be a distinct asset. A question was raised on the current involvement of East Grand Fire with GLFPD inspections and it was decided that a formal communication regarding the position be sent.
- Chief Ratzmann presented the new logo for Grand Lake Fire to the board and those in attendance. This patch has been voted on and approved by the membership and showcases the movement of the department into a new direction. The board is in favor of the new design.

### Executive Session:

- A motion was made by Chris Ruske to go into Executive Session under Statutory Authority §24-6-402(4)(f), C.R.S. to discuss personnel matters of a previous employee, Melissa Ratzmann's contract, and Chief

Ratzmann's forthcoming review. Seconded by Dick Romshek, approved by all at 2027. The Board returned from Executive Session at 2116.

**NEW Business after Executive Session:**

- None

**Adjournment:**

- Chris Ruske made the motion to adjourn the board meeting and Hecky Heckendorf seconded. Approved by all. General meeting adjourned at 2116.

**The next Board of Directors regular meeting will be held on Wednesday January 8, 2020.**

**Future Board meeting dates for 2019:**

None.