



## Grand Lake Fire Protection District Board Meeting Minutes from January 08, 2020

**Call meeting to order:** Meeting called to order at 1837 hours.

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

**Others present:** Assistant Chief St. Germain, Krystal Steward

**Members Absent:** Chief Ratzmann (*approved*)

### Board Chairman's Opening Remarks:

- Chairman Craig began by stating that Chief Ratzmann had given verbal approval to Mr. Craig to conduct an executive session discussing his annual review without the Chief present.
- There is a meeting scheduled between GLFPD Chief Ratzmann, Chairman Craig and members of the Board of County Commissioners (Kate McIntyre, Chis Mancuso, Chris Leahy) set for January 15<sup>th</sup> 2020 to discuss the EMS transport license. Mr. Craig asked the staff to send him the status of the 3<sup>rd</sup> party audit of the financial viability of the GLFPD EMS proposal by January 14th. This audit was requested by the BOCC.

### Changes to the Agenda:

- Chairman Craig motioned to elect officers of the Board of Directors as they currently exist, except with a change of Treasurer from Chris Ruske to Hecky Heckendorf. Dick Romshek seconds. The motion carries unanimously at 1840. The Officers are as follows:
  - David Craig – Chairman
  - Mindy Nelson – Vice Chair
  - Hecky Heckendorf – Treasurer
  - Dick Romshek – Secretary
  - Chris Ruske – Director
- Hecky Heckendorf will shadow Chris Ruske in the role of Treasurer until Chris' board term concludes.
- The board directs Krystal Steward to bring the month's bills to the Board table at each board meeting.

### Public Input:

- None

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

- The minutes from the December 11th, 2019 were reviewed. A motion was made by Chris Ruske to accept minutes as presented. This motion was rescinded. It could not be determined if all requested changes by the board had been added to the minutes that were presented. The approval of the minutes is tabled until the next board meeting.

## **Review/approve bills and financial statements:**

- December financials were presented and a motion was made by David Craig to accept financials as presented with caveat of the board being informed if there are any changes before the final budget amendment. Mindy Nelson seconded motion, approved by all at **1900**.
- The Board directed Chief Ratzmann and Assistant Chief St. Germain to plan expenditures by month and have a monthly budget ready for review by the February board meeting. Chairman Craig will meet with St. Germain and Krystal Steward to review a sample of the new budget format, after this meeting.
- The Board directed Krystal Steward to include a 2019 receivable for wildland deployment revenue that will be received in 2020. This will keep the wildland revenue earned in 2019 as part of the 2019 budget.
- Discussion was had regarding what incomes and expenses are a part of the audited end-of-year budget.

## **Chief's report:**

- See attached for details. Additional notes:
- Rotary Club asked Mr. Romshek about the status of the AED program and recommended the information kiosk at Town Park as the location for the community AED. St. Germain informed the board that the AED has been purchased and is tested on a regular schedule. Currently the department is searching for an electrician willing to install this AED machine at Grand Lake's high elevation. Mr. Romshek will bring this information to the next Rotary meeting and Craig suggested asking Power to the People, a local electrical service company, to install the AED.

## **Old Business:**

- None

## **New Business:**

- Krystal Steward presented the progress being done for the May 2020 Board elections including the next three months' election task calendar, self-nomination form, and call for nominations.

## **Executive Session:**

- A motion was made by David Craig to go into Executive Session under Statutory Authority §24-6-402(4)(f), C.R.S. to discuss personnel matters related to Chief Ratzmann's annual review. Seconded by Chris Ruske, approved by all at **1929**. The Board returned from Executive Session at **2031**.

## **NEW Business after Executive Session:**

- After executive session, the Board returned with the following action items for Chief Ratzmann:
  - 1. Have a budget in 12-month format ready by February's Board meeting.
  - 2. Give an update as to the Ratzmann's housing status to the Board.
  - 3. Give clarification to the Board on Melissa Ratzmann's potential job description, how it relates to past conversations on her employment, how it relates to the Fire Investigator/Inspector position.
- Asst. Chief St. Germain will send the Investigator/Inspector job description to the board to review again.
- There will be an executive session on the agenda for February's meeting.

## **Adjournment:**

- Mindy Nelson made the motion to adjourn the board meeting and Chris Ruske seconded. Approved by all. General meeting adjourned at **2038**.

**The next Board of Directors regular meeting will be held on Wednesday February 12<sup>th</sup> 2020.**

## **Future Board meeting dates for 2020:**

February 12<sup>th</sup>

March 11<sup>th</sup> (Pension Board Meeting)

April 8<sup>th</sup>  
May 13<sup>th</sup>  
June 10<sup>th</sup>  
July 8<sup>th</sup>  
August 12<sup>th</sup>  
September 9<sup>th</sup> (Pension Board Meeting)  
October 14<sup>th</sup> (Budget Workshop)  
November 11<sup>th</sup> (Budget Presentation)  
December 9<sup>th</sup> (Budget Ratification)