



Grand Lake Fire Protection District Board Meeting Minutes from February 12th, 2020

Call meeting to order: Meeting called to order at 1835 hours.

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

Others present: Chief Ratzmann, Assistant Chief St. Germain, Krystal Steward, Drew Mustari, Dan Mayer, David DeSimone, Blake Shannon, Jarred Nelson, Lucas Schmitz, Michael McConchie, Melissa Ratzmann,

Members Absent: None

Board Chairman's Opening Remarks:

- Chairman Craig remarked that he had permission from the Board to conduct Chief Ratzmann's review between meetings due to the time-sensitive nature of the review and of the requested deliverables. He then gave a general update on the findings of the review. Chief Ratzmann has been asked to sign the written review and return to the board for filing in his employee file. With the annual review, Chief Ratzmann was awarded 50% of his expected raise, with a status update to occur in 3-months' time and the chance for the remaining 50% of the raise to be awarded in 6-months' time. The Board asks for a reminder to be send when these reviews are nearing their due dates.

Changes to the Agenda:

- Chairman Craig confirmed that there will be an executive session at this meeting to review Mr. Miller's recent termination.

Public Input:

- None

Approve minutes from previous months' meeting:

- The minutes from the December 11th, 2019 were reviewed. A motion was made by Mindy Nelson to accept minutes as presented. Chris Ruske seconded the motion, approved by all at **1846**.
- The minutes from the January 8th, 2020 were reviewed. A motion was made by Chris Ruske to accept minutes as presented. Mindy Nelson seconded the motion, approved by all at **1847**.

Review/approve bills and financial statements:

- January financials were presented, and a motion was made by Chris Ruske to accept financials with the change that the revenue from the 2019 community paramedic position would be allocated back to 2019

through a journal entry. Mindy Nelson seconded the motion, approved by all at **1900**. David Craig requested a change to the Profit and Loss statement layout in the way of changing the Annual Budget column to instead show the Year-to-Date budget. Krystal Steward will connect with the auditors and ask for the 2018 adjustments that were not received and to ask about the proper way to create a general journal entry to correct the 2019 community paramedic revenue that is not yet received.

- The Month-to-Month layout of the 2020 budget was presented. Mindy Nelson agreed to come by the office and help with removing incorrect budget items outside of the regular revenue and expense items. David Craig asks for a capital expense update as a part of the regular agenda, reviewing the past month's capital expenditures and the next 2 months' expected expenses. The direction of the budget and incorrect legal counsel regarding the planned \$15 million loan for construction and apparatus was discussed.

Chief's report:

- Chief presented new board binders created by staff to help facilitate strong communication, organization, and transparency between the staff and the Board. These binders included sections for nearly all documents a Board member may need to reference. Highlights from these sections include bylaws, schedule of meeting dates, past meeting minutes and financials, executive session and public comment logs, annual budget documents, planned expenditures, job descriptions, and resolutions. A binder is given to each Board member as well as each administrative staff member. Each person is responsible for the upkeep and completeness of their own binders and will be given everything they need to do so at each Board meeting. During the presentation, suggestions were made regarding changes to sections and documents such as adding website information for the policy manual and switching the sides of the hole punches in landscape documents. On the employee wages by month page it was asked to add the unfilled wildland position and subtotal each category for each month. These are to be taken into consideration and changes to be made before the next Board meeting. Mr. Craig asked for a binder table of contents.
- See attached for full Chief's report

Old Business:

- None

New Business:

- The Board previously adopted an Election Resolution on December 11, 2019 Call for the 2020 Regular District Election and Appointing a Designated Election Official. The previous Resolution stated the election would be conducted as a mail ballot election. The Board discussed the pro's and con's of having a polling place election versus a mail ballot election. The Board directed Krystal Steward to work with Mindy Nelson to find the most cost effective and practical election option that allows the most constituents to participate and Mindy Nelson is given permission to act on behalf of the Board to make the best determination on costs for the election. The Amended Resolution stating the election would be conducted as a polling place election was adopted and supersedes the December 11, 2019 Election Resolution.
- The Board discussed the current list of COLOTrust account managers. The list includes Mindy Nelson, Chris Ruske, Kevin Ratzmann and Richard Romshek. The Board agreed to amend the list to remove Mr. Ruske as he is nearing the end of his term, and to add Krystal Steward and Seth St. Germain to the list. Krystal Steward is responsible for the transferring of funds in COLOTrust accounts and Grand Mountain Bank Accounts and this change will allow her to do so under her own name instead of Chief Ratzmann's. She is still required to receive approval on all transactions and all checks require two signatures.
- The Board reviewed and discussed the two lease-purchase agreements and respective resolutions.
- Mindy Nelson moves to approve the **Resolution to Execute a Lease-Purchase Agreement with PNC Equipment Finance for 2 Fire Apparatus in the Amount of \$2,003,178.42**. David Craig seconds the motion. The motion carries unanimously at **2035**.

- Mindy Nelson moves to approve the **Resolution to Execute a Lease-Purchase Agreement with TCF National Bank in the Amount of \$197,655.00 for one Demers Ambulance**. David Craig seconds the motion. The motion carries unanimously at **2037**.

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 of the disposition of the administration's decision to terminate Garrett Miller. Mr. Miller has sent Mr. Craig by email an indication that he will not be present and authorized the Board to discuss his termination in executive session. The Board entered executive session at **2038**. The Board returned from Executive Session at **2053**.

NEW Business after Executive Session:

- The Board has reached a consensus to direct Chief Ratzmann to communicate to Mr. Miller that after a thorough investigation the board supports the decision made by administration, Chief Ratzmann is to inform him that any communication related to this issue should be in writing sent to the Department's mailing address.

Adjournment:

- Mindy Nelson made the motion to adjourn the board meeting and Chris Ruske seconded. Approved by all. General meeting adjourned at **2055**.

The next Board of Directors regular meeting will be held on Wednesday March 11th, 2020.

Future Board meeting dates for 2020:

March 11th (Pension Board Meeting)

April 8th

May 13th

June 10th

July 8th

August 12th

September 9th (Pension Board Meeting)

October 14th (Budget Workshop)

November 11th (Budget Presentation)

December 9th (Budget Ratification)