# Meeting Minutes (Draft)

June 26, 2025, 7:00 PM
Board Meeting

**In Person:**

Station 81
32360 Robinson Hill Rd.

Golden CO 80403

**Recorded Session**

[Golden Gate Fire Protection District Board Meeting](https://www.youtube.com/watch?v=Y516ubMbft0)

Closed captioning available, click on CC

* **Meeting Called to Order**
	+ 7:03 PM MDT
* **Board Members Present**
	+ Deb Curlee, President
	+ Marith Reheis, Vice President
	+ Mike Sever, Treasurer
	+ Karla Grahn, Secretary
* **Board Members Absent**
	+ Dave Primmer, Member (excused)
* **Changes to Agenda**
	+ Add item 5.5, add timing of forming budget committee
* **Conflict of Interest Affirmations**
	+ None
* **Approval of Previous Meeting Minutes**
	+ May 22, 2025 Meeting Minutes – Moved by Reheis, second by Sever – **Passes**
		- Aye (Mike Sever, Marith Reheis, Deb Curlee, Karla Grahn)
* **Treasurer’s Report**  (see May 2025 Monthly Financial Summary posted online for details, also see YouTube, 03:14-13:58)
	+ For the period covering May 2025, the District’s Total Expenditures were $28,620.52. Expenditures included $14,997.45 (52.4% of the total expenditure) for an installment payment concerning the 2025 CWPP report, and $1,6934.10 (6%) to cover much needed Personal Protective Equipment for our firefighters. The remainder of the expenses are attributed to general recurring expenses such as payroll, facility utilities and maintenance for Stations 81, 82, & 83, vehicle maintenance, insurance, office supplies, and other operational expenditures.
	+ Transaction Lists along with Profit and Loss documents will be provided at board meetings along with the documents being available upon request moving forward due to the format of the document not being able to be made ADA compliant for posting on the new website.
* **Chief’s Report –** (see report posted on website for details, also see YouTube, 14:00-40:00)
	+ Statewide Colorado wildlife resiliency code will be officially adopted by the state July 1, 2025. GGFPD and Jefferson County will be required to adopt a WUI code that meets the minimum requirements set forth in the statewide code by March 1, 2026.
	+ Slash collection event scheduled for June 28th, 9AM-3PM, at Grange and Station 83.
	+ Beginning to create a mitigation and risk reduction division to work on community projects. Initial meeting was delayed but on track for October implementation.
	+ Grant availability has taken a marked downturn but will continue to seek out other funding as it becomes available.
	+ CWPP update is on schedule.
* **Audit exemption and financial review – (**see discussion on YouTube , Golden Gate Fire Protection District, running time 44:17-48:25).
	+ Successfully executed and submitted the audit exemption to the state of Colorado. The GGFPD is exempt from an annual state audit due to the annual revenue of the District.
	+ Discussion with the audit firm (Logan, Thompson and Johnson) on completing a smaller audit to review our transactions and financial records along with our internal policies to ensure that the board is set up to protect the District. Estimated cost is not to exceed $3,000 and $5,000 was originally budgeted for this expense. The original estimated cost of doing a full governmental audit was over $8,000.
* **Updated CORA Form** - **(**see discussion on YouTube , Golden Gate Fire Protection District, running time 48:35-52:12).
	+ The Colorado Opens Records Act (CORA) form was updated as documents on the website were being updated to ADA compliance. The new form now includes information on how to make a CORA request, along with cost and how to submit the form. There was discussion if the district needs to increase our hourly fee of $30/hour to the new state recommended fee of $41.37/hour and determined no increase will take place. The form was reviewed and agreed that it was good to be put on the new website.
* **Vehicle Accident/Insurance Deductible – (**see discussion on YouTube, Golden Gate Fire Protection District, running time 52:58-56:17).
	+ Chief received deductible due notice from Sedgwick who is the Claims Administrator for the Colorado Special Districts Property and Liability Pool. The date of the accident was 03/19/2025 between a personal vehicle and a vehicle operated by the district with no injuries sustained. The total claim cost $7,733.37 and the deductible for the policy is $5,000 which is due at time of settlement. The claim has been settled and needs to be paid. There is no line item in the budget for this expense so the Chief asked for spending authorization from the board to put in the contingency fund line item. Contingency line item funds have not been utilized in 2025 since the funds were originally slated for Governmental Audit and have $10,000 still in the contingency line item for 2025.
		- Motion to authorize payment of deductible from contingency funds - Moved by Reheis, second by Curlee - **Passes**
			* Unanimous Vote
* **Direct Mail Service Costs** - **(**see discussion on YouTube , Golden Gate Fire Protection District, running time 56:25-1:09:18).
	+ To provide more communication with GGFPD residents propose doing a direct mailing process to target the residents of this district (around 325 homes) to communicate what is happening with the GGFPD through Alpha Graphics. Proposing a postcard size that is double sided that would be designed and mailed by this service after content is provided by the board. Would use this service as needed to help communicate with the community. Estimated cost for 325 postcards would be $291. Line item in budget already for community engagement. The board agreed that Curlee can pursue determining next steps since the line item is already budgeted for and under $500.
* **Timing of Forming Budget Committee**- **(**see discussion on YouTube , Golden Gate Fire Protection District, running time 1:09:20-1:12:00).
	+ Determining when the Budget Committee should be formed since this is done in the coming months. Preliminary revenue is shared with the District in August, and can start forming the Budget Committee in July for a start on the process in August. The Budget Committee is made up of two (2) board members, the chief and the bookkeeper if desired.
* Motion to adjourn at 8:15 PM – Moved by Curlee, second by Grahn – **Passes**
	+ - Unanimous vote

**https://goldengatefire.colorado.gov**