

# Friends of Arvada Fire

## Meeting Minutes

August 20, 2015

### Opening

The regular meeting of the Friends of Arvada Fire was called to order at 8:00am on August 20, 2015 at Arvada Fire Protection District Headquarters by Lacey Jackson.

### Present

Chief Greer, Lacey Jackson, Deanna Harrington, Joe Kelsey, Lauri Greer

### Approval of Agenda

N/A

### Approval of Minutes

N/A

### Open Issues: Chief Greer

1. Set up regularly scheduled meeting every other month.
2. Publish agenda in advance with any supporting documentation.
3. Define the roles of each officer on the board
4. Quarterly reports to the Chief and District Board.
5. Keep the department informed to gain better support.
  - a. Hot Sticks that were purchased by Friends of Arvada Fire
  - b. HuHot Mongolian Grill: need to better publicize fundraisers
6. Have an election since there is an opening on the board.

### Discussion Items: Group

1. Past time has been spent determining what can and cannot be done through Friends, per bi-laws.
  - a. Chief Greer provided a narrative description of the 501(c)(3)
  - b. Per Emily from the attorney's office, fundraisers need to be equal opportunity and broad for things like the 9/11 memorial, scholarships, etc.
  - c. When purchasing equipment for the District, it benefits the whole District so is acceptable.
2. The helmet camera that is up for a vote fits right into the goals and guidelines.

### Status Update: Lacey Jackson

1. As of 8/19/15 the FAFPD checkbook balance is \$8,418.13.
2. As of 8/19/15 the FAFPD petty cash balance is \$200.00.
3. Texas Roadhouse fundraiser from June 2015: We still have not received a check, Deanna is following up with them.
4. The AFD Pipe and Drum Band performed at an event in August 2015 at the Arvada Beer Company and will donate some proceeds to FAFPD for the building of the 9/11 memorial.

### Board Member Vacancies

1. Two vacancies

2. Required to be a citizen of Arvada, own a business in Arvada, or be employed by Arvada Fire Protection District.
3. Deanna will reach out to existing board members to see if they want to remain on the board.
4. Switch to bi-monthly meetings
  - a. Lacey made a motion to start scheduling bi-monthly meetings on the second Thursday of the month starting October 8, 2015.
  - b. And that as a board member you will make a commitment to attend 2/3 of the scheduled meetings.
  - c. The meetings will be held at:  
Arvada Fire Protection District Headquarters  
7903 Allison Way  
Arvada, CO 80005  
8:00 am
  - d. Deanna seconded the motion.
  - e. All for; none against.
5. How to advertise
  - a. Email to Friends of Arvada Fire
  - b. Arvada Report
  - c. Chamber of Commerce email newsletter
  - d. Colorado non-profit network
  - e. College email blasts
6. Interested applicants would submit a letter of interest stating what experience they can bring and why they want to serve on the board.
  - a. The applications will be reviewed at the October meeting.

### **New Business**

1. Opening a savings account for FAFPD so the money can gain interest.
  - a. Deanna made a motion to authorize Lacey to open a savings account for FAFPD.
  - b. Joe seconded the motion.
  - c. All for; none against.
2. Boots on the Ground – the local chapter is hosting a 9/11 Memorial Walk and some proceeds will be donated to FAFPD for the building of the 9/11 memorial.
3. Next fundraiser options.
  - a. Fuzzy's Taco – another brownie serving event that was quite successful previously.
  - b. BJ's in Westminster-will donate 15% of sales on the fundraising night when guest present a flyer.
  - c. Schoolhouse in Arvada-donation of a percentage of sales on the fundraising night. Scott from Schoolhouse contacted us about a fundraiser.
    - i. Lacey made a motion to do the Schoolhouse.
    - ii. Deanna likes keeping it in Arvada – she seconded the motion.
    - iii. All for; none against.
    - iv. Lacey will contact Scott to set up a date in late October or early November.
4. Do we need to earmark funds for the 9/11 memorial?
  - a. Once a motion is made to move forward with the memorial.

- b. If the 9/11 memorial is not built. Lacey indicated that funds currently being raised for the 9/11 memorial would default to FAFPD and that those raising funds for the 9/11 memorial are aware of the default.
  - c. Deanna made a motion to earmark funds for the 9/11 memorial.
  - d. Lacey seconded the motion.
  - e. All for; none against.
5. Website: Our website, friendsofarvadafire.org, has a domain name that is expiring November 21, 2015.
- a. Since the departure of Scott Pribble, former secretary, we have not been able to access the website.
  - b. The current website is not secure to receive funds through the FirstData credit card system we established.
  - c. We need someone with expertise to create a new website and help with Facebook and social media.
  - d. Deanna made a motion to let the website expire and start a new one from scratch.
  - e. Lacey seconded the motion.
  - f. All for; none against.

**General Spending Needs:**

- 1. \$90 FAFPD banner for events
- 2. \$30 table top card holders
- 3. \$50 stamps for mailings
- 4. \$2000/year or \$500 per Arvada Report bulk mailing permit. FAFPD pays for this, but the money is reimbursed by the District – creating a net zero.
  - a. Deanna made a motion to approve up to \$100 for the banner, \$30 for the table top card holders, \$50 for stamps, \$500 per bulk mailing.
  - b. Joe seconded the motion.
  - c. All for; none against.
- 5. Deanna suggested to allow Lacey to make purchases up to \$50 without approval. This would be to conduct everyday business, incidentals, stamps, office supplies in a single purchase.
  - a. Lacey made the motion.
  - b. Joe seconded the motion.
  - c. All for; none against.

**Review of Expenditure Requests:**

- 1. Captain Donny Varra – helmet cameras.
  - a. Training was sent a camera to test out and were pleased with the results.
  - b. The camera cost is \$280 plus \$70 for the mount.
  - c. Training agrees to pay the \$25/month subscription fee.
  - d. Deanna made a motion to approve the purchase for the camera and mount for up to \$350.
  - e. Lacey amended the motion to up to \$425 to cover any shipping costs.
  - f. Joe seconded the motion.
  - g. Lacey will contact Captain Varra to move forward with the purchase.
- 2. District Employee - FitBit
  - a. A District employee requested a FitBit for personal use.

- b. Because this request would only benefit a single person, it does meet the requirements to be approved.
- c. Lacey made a motion to deny the request.
- d. Deanna seconded the motion.
- e. All for; none against.

**Adjournment**

Meeting was adjourned at 9:06am by Lacey Jackson. The next general meeting will be at 8:00 am on October 8, 2015, in Arvada Fire Protection District Headquarters.

Minutes submitted by: Lauri Greer

Approved by: Lacey Jackson