

**REGULAR MEETING  
BOARD OF DIRECTORS  
FRIENDS OF ARVADA FIRE PROTECTION DISTRICT 501(c)(3)  
7903 Allison Way, Arvada, Colorado  
JUNE 16, 2016**

President Harrington called the June 16, 2016 Friends of Arvada Fire Protection District (FAFPD) Board meeting to order at 8:01 a.m.

**ATTENDANCE**

**Board members present:**

Deanna Harrington, President  
Katie Fisk, Vice President  
Lacey Jackson, Treasurer  
Tracy Vitale, Secretary  
Sue Steward, Director  
Chris Werhane, Director

**Board members absent:**

None.

**Also present:**

Bob Loveridge, Ex Officio

**ADDITIONS OR DELETIONS TO AGENDA**

None.

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

Director Steward made a motion to approve the minutes from the April 14, 2016 regular meeting as presented. Vice President Fisk seconded. The motion passed unanimously.

**TREASURER'S REPORT**

**Statements**

Checking Account Balance: \$6,162.59  
Savings Account Balance: \$10,459.16  
Petty Cash: \$200.00

**Credit Card Donations (Square, PayPal, etc.)**

Treasurer Jackson stated that we are setup with FirstData through our bank, which costs \$9.99 per month and charges a \$0.40 fee per transaction. We also have a Square account which charges 2.75% per swipe or 3.75% per manual entry. Paypal can be set up at no cost; it charges 2.7% per swipe or 2.2% per online transaction. The issue with PayPal is that funds must be transferred into the account individually/manually, which can add a significant time investment. We are not currently set up with PayPal.

## **REQUESTS FOR FUNDING**

### **Old**

None.

### **New**

- \$1,140.00 – requested by EMS Chief Mitchell to cover the cost of the pint glasses purchased as ‘thank you’ gifts for AFPD employees during EMS Week 2016
  - Director Werhane made a motion to deny this request, as it does not fit the qualifications for funding. Director Steward seconded. The motion passed unanimously.
- \$9,500.00 – requested by EMS Chief Mitchell to cover the full cost of a used Stryker PowerLoad ambulance cot system that has been installed on Medic 51
  - Secretary Vitale made a motion to fund this request, as it meets FAFPD’s mission to benefit the well-being of both our first responders and citizens. Director Werhane seconded. The motion passed unanimously.

### **Request for Funding Paperwork**

The forms designed for requesting funds have been in a testing phase. Testing has gone well, and the forms will now be uploaded onto the AFPD members’ website. In addition to the form that the requestor fills out, there is also a form for their Division Head and the Fire Chief to sign. The Division Head and Fire Chief do not have any part in the decision-making process regarding funding by FAFPD, but their input can contribute to final funding decisions. Additionally, Fire Chief Greer would like a one-year follow up report on all funded items/projects so that we can see the progress and success of the things that FAFPD has chosen to fund.

### **Future Requests for Funding**

Any future requests for funding that are received will be emailed out to the Board with the agenda for their review prior to the regular meeting to expedite the approval/denial process during meetings.

## **FUNDRAISING UPDATES**

### **School House Update**

No update has been received regarding the donation amount resulting from their fundraiser on FAFPD’s behalf during the week of their re-opening after the fire earlier this year.

### **Code Zero Golf Tournament**

Secretary Vitale reported that the putting contest brought in \$295.00 total after covering the cost of the grand prize.

### **Beer Tapping with Odyssey**

Treasurer Jackson reported that they are in talks with the Union to determine which individuals will be heading-up this fundraiser moving forward. The group is preliminarily looking for a date in September since the event will be benefitting the AAFP 9/11 Memorial Site.

## **COMMITTEE REPORTS**

### **Firefighters Car Fest**

Firefighters Car Fest Committee Chairperson Tracy Vitale sent out a written report to the Board for review last week. There are no new updates at this time.

## **OLD BUSINESS**

### **Updating of Bylaws**

Director Steward reported that the only recommended changes that were received were around financial updates. These will be going to Legal for review. There are no further updates at this time. She will report back on the progress of the review at the next meeting. Board members should be ready to vote on this if it has been returned from Legal before the next regular board meeting.

### **FAFPD Website**

Vice President Fisk has worked on updating the content and design of the Wordpress website. Director Steward is going to receive training from VP Fisk so that she can act as a backup for updating the website.

### **Arvada Chamber of Commerce Membership**

Further research on the possible benefits of membership will be conducted. No decisions have been made at this time. If it is determined that the membership would be worth our investment, we will plan to vote on purchasing a membership for 2017.

## **NEW BUSINESS**

### **FAFPD Mission Statement**

This item has been tabled until the next meeting. In the meantime, board members are being asked to submit their ideas to Secretary Vitale via email. A roundtable session will be scheduled in July before the next regular meeting in order to brainstorm on the mission statement. Voting on a new mission statement will be conducted at the August 13<sup>th</sup> regular meeting.

### **Review of "Governance Best Practices" Training**

Vice President Fisk will present this information at the roundtable session in July.

**FAFPD Volunteers**

President Harrington reported that the volunteer pool currently being gathered by AFPD can be utilized as a preexisting population of volunteers for FAFPD in the future.

**FAFPD Supporters (t-shirts, hats, etc.)**

President Harrington stated that people come in to AFPD HQ on a regular basis looking to purchase t-shirts, patches, etc. Per Fire Chief Greer, we are not able to sell uniform t-shirts or patches to the public. Treasurer Jackson shared some of the options that we have for selling souvenir-type items to members of the public wishing to support FAFPD. If we are willing to take on this project, we will need to design items that are vastly different from the uniform items that AFPD uses. President Harrington and Treasurer Jackson have agreed to head-up the research on this. No decisions have been made at this time, but further discussion and possible vote will be held at the next regular board meeting.

**Agenda Items for Next Regular Meeting**

None.

**NEXT MEETING**

The next regular meeting of the FAFPD board of directors is scheduled for Thursday, August 11<sup>th</sup> at 8:00 a.m. at Arvada Fire Headquarters.

**MOTION TO ADJOURN**

Director Steward moved to adjourn the FAFPD Board meeting. Vice President Fisk seconded. The motion passed unanimously.

The meeting was adjourned at 9:00 a.m.

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Tracy Vitale, Secretary