

**REGULAR MEETING MINUTES**  
**BOARD OF DIRECTORS**  
**FRIENDS OF ARVADA FIRE PROTECTION DISTRICT 501(c)(3)**  
**7903 Allison Way, Arvada, Colorado 80005**  
**February 9, 2017**

**Meeting Called to Order:**

Director Harrington called the meeting to order at 3:33 p.m.

**ATTENDANCE**

**Board members present:**

Katie Fisk, President  
Sue Steward, Vice-President  
Mark Ferguson, Secretary  
Chris Werhane, Treasurer  
Jennifer Enochs, Assistant Secretary-Treasurer  
Deanna Harrington, Director  
Bob Loveridge, Ex Officio  
Robert Goodrum, Prospective Director

**Board members absent:**

Rob Widom, Ex-Officio  
Charlie Gilbert, Prospective Director

**ADDITIONS TO AGENDA**

No additions or deletions.

**PAST TREASURER INFORMATION**

Deanna Harrington

Deanna presented a certificate and a plant to past Treasurer Lacey Jackson in thanks for her work with the Board.

**APPROVAL OF MINUTES**

Deanna moved to approve the minutes of the Regular Meeting on December 8, 2016, the Regular Meeting on January 12, 2017, and the Special Meeting on January 17, 2017 as presented.

**TREASURER'S REPORT**

Chris Werhane

Chris reported that the checking account balance is \$26,545.63 and the savings account balance is \$14,852.14 for a total of \$41,397.77. Some of these funds are earmarked for the 911 memorial and some are earmarked for car seats. P&L will show what is restricted and not restricted. Will consider moving banks later this year.

The Quickbooks program that the District uses is far more than FAFPD needs so we will not be moving to that version. Chris is working with Quickbooks techs to move the files to a simpler version. The new debit cards have been received and can be used to purchase the software.

Chris needs to sign one last form at Arvada Guaranty Bank and then the signatures should be complete.

### **REQUESTS FOR FUNDING**

Katie Fisk

#### Funding Requests

A request was received from Amber Jones in Community Risk Reduction for \$3,949.00 to purchase smoke alarms. This would be a broad-based benefit for the District and is part of the mission. . FAFPD does receive donations specifically for this program. Jennifer reported that recently this has been approximately \$100/week in donations. Sue moved to approve the request. Mark seconded. The motion passed unanimously.

A second request was received from Jared Acker regarding purchase of textbooks and work books for the students who are beginning the Warren Tech Fire Academy. Jennifer reported that the cost would be about \$110.00/set. Since our mission is to support AFPD, this is not within our mission. Sue moved to deny the funding request. Katie seconded. The motion passed unanimously.

Jennifer will formalize a denial letter.

#### Fundraising

The currently scheduled fundraisers with names of the coordinators are as follows:

Panera Bread – March 15 Tentative – Katie

Fuzzy's Taco – April 18 – Jennifer

Golf Tournament - June 8 – Mark & Sue

Car Show – August 6 – Bob Loveridge

Old Dodge at Odyssey Brew House – September 16 - Deanna with Lacey

There will be a meeting with FAFPD and the Union on collaborative efforts to set expectations work through logistics.

## **COMMITTEE REPORTS**

### **Carfest**

Bob Loveridge

The Air Force has contacted us to include some of their show cars in the event. Bob will reach out to the other services as well. Information requests have come in from several vendors. All flyers, posters, etc. will specify that this is benefiting FAFPD. Union expectations will be determined.

There was a discussion regarding the name of the event, whether it should be Arvada Firefighters Carfest or Firefighters Carfest. Bob will take this to the District and the committee for input. Katie requested that information regarding the Carfest be placed in as many places as possible. Online registration forms with a credit card payment option should be linked to the FAFPD website with this information on the flyers and posters.

## **OLD BUSINESS**

Using PayPal for credit Cards and Quickbooks for accounting appears to be the best option. Going with a well-known brand would increase the public's confidence in the organization. We may possibly use EventBrite for event management.

IT issues to be resolved and managed include website hosting and maintenance, Facebook management, file storage, and accounting software. Robb noted that the website is currently hosted by Wordpress. He has locked-in FAFPD.org as a web address and can assign email addresses. He will work on the plan for where to go from here.

PO Box for FAFPD – Tabled to June

Table and Table Cover – Just the name with black letters on a gold background was agreed upon. Deanna moved to have Jennifer go ahead with the purchase of these two items. Sue seconded. The motion passed unanimously.

Arvada Chamber Membership – Chris moved to go ahead with register as non-profit members. Deanna seconded. The motion passed unanimously. Sue will complete the registration. The FAFPD events and activities will be promoted by the Chamber. FAFPD may also wish to have a ribbon cutting.

## **NEW BUSINESS**

An exchange of Board positions for Jennifer and Mark was proposed. Both Mark and Jennifer agree that this would be a good move. Deanna moved to formally approve the exchange. Sue Steward seconded. The motion passed unanimously.

The Disposition of the Holiday Inn Express and Suites Certificates was tabled to the next meeting.

The Board members will review the proposed by-law change to increase the maximum number of Board members to five from AFPD and four from the AFPD community along with other proposed changes that were sent to the members prior to this meeting. The proposed changes will be resent via email and a vote of the Board will be completed via email before 2/28.

A Code of Ethics change previously sent to the Board would add the following sentence to Article V, Section 7 regarding conduct in soliciting donations:

Regardless of any charitable contributions proposed or received, neither FAFPD nor its members shall attempt to influence Arvada Fire Protection District in the selection of vendors, patient care or transport, or in any other policy or practice. Jennifer moved to make this change as proposed. Deanna seconded. The motion passed unanimously.

## **ADJOURNMENT**

Jennifer made a motion the FAFPD Board meeting. Katie seconded. The motion passed unanimously. The meeting was adjourned at 5:09 p.m.

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Jennifer Enochs, Secretary