



Town of Green Mountain Falls

Regular Fire Mitigation Advisory Committee Meeting Agenda

P.O. Box 524; 10615 Green Mountain Falls Road

Green Mountain Falls, CO 80819

January 28, 2021 at 7:00 p.m.

Online Meeting ONLY**

Join the Zoom Meeting by clicking on the following link:

<https://us02web.zoom.us/j/89507817185?pwd=Z2R4aDBVdkR2R1grTlhienB3S0lKZz09>

Meeting ID: 895 0781 7185 Passcode: 635038

To make a **public comment** please **pre-register** by 4pm on the day of the meeting via email: clerk@gmfco.us

REGULAR MEETING:

| TIME* | | ITEM | DESIRED OUTCOME |
|-------|----|---|---------------------------|
| 7:00 | 1. | CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE | |
| 7:00 | 2. | ADDITIONS, DELETIONS, OR CORRECTION TO THE AGENDA | FMC Action Desired |
| 7:00 | 3. | PERSONS PRESENT NOT ON THE AGENDA: 3 MINUTES PER SPEAKER | Information Only |
| 7:05 | 4. | CONSENT AGENDA a. FM Advisory Committee Minutes December 7, 2020 | FMC Action Desired |
| 7:05 | 5. | New Member Applications | FMC Action Desired |
| 7:10 | 6. | CIRSA Training Video: Suggestions for Success (and Avoiding the Risks of Liability) for Municipal Officials | Information Only |
| 8:30 | 7. | FMC ELECTION OF ROLES a. Chairperson b. Vice-chair c. Secretary | FMC Action Desired |
| 8:45 | 8. | DISCUSSION: FMC Bylaws | Information Only |
| 9:00 | 9. | ADJOURN | Information Only |

*Please note: Times are approximate.

**The Town shall provide reasonable accommodation for those with disabilities on a case by case basis. Please send accommodation requests to clerk@gmfco.us by 4pm on the date of the meeting.



**Town of Green Mountain Falls
Regular Fire Mitigation Advisory Board Meeting Agenda
10615 Green Mountain Falls Road
Thursday, December 3, 2020 7:00 PM**

Online Meeting ONLY*. Join the Zoom Meeting by clicking on the following link:

<https://us02web.zoom.us/j/83984161866?pwd=cytweVpiY0ZYd2x1Qy9nUTBlc1hBUT09>

Meeting ID: 839 8416 1866

Password: 057719

Dial-in only: +1 346 248 7799

REGULAR MEETING MINUTES

Board Members Present

Ann Esch
David Douglas
Dick Bratton

Board Members Absent

Secretary

Town Staff Present

Mallory Redmon, administrative assistant

Regular Meeting:

1. Call to Order/Roll Call/Pledge of Allegiance

In lieu of a chairperson being elected, as this is the first meeting of the Fire Mitigation Committee, Mallory Redmon called the meeting to order at 7:00 PM. All committee members are present. The Pledge of Allegiance was recited.

2. Additions, Deletions, or Corrections to the Agenda

No changes to make to the agenda, although Mallory Redmon stated that the official format of the agenda would change to mirror the agendas of the Board of Trustees, the Planning Commission and other committees.

3. Consent Agenda

David Douglas made a motion, seconded by Ann Esch to accept the Consent Agenda. All in favor, none opposed. Motion carries.

4. New Business

a. Welcome new Committee Members

b. Elect Chairman, Vice Chairman, Recommend a person for Secretary

David made motion to continue this until the next meeting, seconded by Ann. All in favor, none opposed. Motion carries.

c. Set day per month for FMC Regular Meetings. (Example- first Thursday of each month.)

All committee members affirmed that the first Thursday of each month at 7:00 PM would be a good time to meet.

d. Review Ordinance 2020-03 Establishing a GMF Fire Mitigation Committee.

Mallory Redmon reviewed ordinance 2020-03 with the FM Committee, specifically stating that the goals of the Committee are:

- Establish a notification and evacuation plan for the Town

- to carry out the recommendations in the "Action Recommendations for Structural Ignitability and Public Outreach" as outlined in the Comprehensive Plan adopted in 2019
- e. **Open discussion of Committee Mission and preliminary overall Goals**
 - Mr. Todd Dixon drafted a guidance document to help the Fire Mitigation Committee get started. He stated that he would be happy to map out problem areas to help identify where the FM Committee should focus first. Doug Lyons at CSU (dlyons@csu.org). David Douglas said that was a great idea, and Mallory Redmon asked that addresses be identified with photographs. Ann Esch said photographs could be helpful in getting grants for property owners. Mallory Redmon said if trees are close to CSU powerlines, then CSU could fix the problems with little to no cost to the Town or property owner.
 - David Douglas asked for action items for the next meeting:
 - a. Current committee members should make suggestions in advance of next meeting for changes to bylaws.
 - b. Rocco Blasi stated that establishing a Community Wildfire Protection Plan, and that Dave Root with Colorado State Forest Service – Woodland Park District could help. (719-687-2921, David.root@colostate.edu) – David Douglas said he would reach out. Mallory Redmon suggested Dave Root attend a meeting. Ann Esch asked if Mr. Root would be able to attend a meeting before the next official meeting to provide education; David Douglas said a phone call could be helpful.
 - c. David Douglas asked about the Comprehensive Plan, and Todd Dixon said some of the drafted guidance he provided was pulled from the Comprehensive Plan. Mr. Dixon also suggested that Committee Members go through Comprehensive Plan and pull out action items, and then prioritize those action items.
(https://greenmountainfalls.colorado.gov/sites/greenmountainfalls/files/190628_GMF_ComprehensivePlan_print_quality_0.pdf) Action item is for each committee member return to the next meeting with specific priorities as it pertains to the Comprehensive Plan.
 - d. Review the portion of GMF town code Sec 7, that explains the process for Nuisance Trees. Mallory Redmon asked that the Committee make suggestions on how the code addresses nuisance trees.
 - Ann Esch asked if meetings could be established more frequently, Mallory Redmon said the committee could establish more frequently, and that it would have to be official meetings. Todd Dixon said committee members would have to be careful of ex-parte communications and that there is an online training to complete, in order to avoid violations of Open Meetings Laws.
- f. **CSFS Fire Mitigation Grant – deadline is 12/11/20**
Mallory Redmon reviewed the presentation that Michelle Connelly of CUSP gave at the Board of Trustees meeting on 12/1/20, and explained that Ms. Connelly would be spearheading this grant effort.
- g. **Fire Mitigation Committee DRAFT Bylaws**
Ann asked if bylaws are required; Mallory said she would look into that question. Additionally, the bylaws state that committee members must be residents of the

Town and that would need to be changed. Additionally, the Ordinance states that Committee Members be residents of the Town. Mallory said she would look into those items and report back. Todd Dixon said there was a distinction made between quasi-judicial and non-quasi-judicial committees, meaning that rules were a bit different. However, Rocco Blasi stated there is nothing in the municipal code that defines quasi-judicial and non-quasi-judicial.

5. Old Business

No old business.

6. Public Input – 3 Minutes Per Speaker

No public comment.

7. Correspondence:

- a. **Todd Dixon email re: Draft Guidance for FM Committee**

8. Reports

No reports.

9. Adjournment

David Douglas made motion to adjourn meeting, seconded by Ann Esch. All in favor. Motion carries. Meeting adjourned at 8:20 PM.

Secretary

Chair



The Town of Green Mountain Falls

P.O. Box 524, 10615 Green Mountain Falls Road, Green Mountain Falls, CO 80819
(719) 684-9414 www.gmfco.us

Committee Volunteer Application

Volunteer Position applying for: Fire Mitigation Committee
Name: Nathan Scott
Street Address: 6910 Colorado St.
City, State: GMF, CO Zip Code: 80819
Phone Number: 719-619-6666 Email address: nathan.scott76@gmail.com
How many years have you been a resident of Green Mountain Falls: 3
Current Employer/Occupation: self
Work Experiences that may apply: GIS and IT work w/in local gov't;
briefly Town Clerk for GMF
Other Volunteer Experiences that may apply: Planning Commission in 2019
Any Special Qualifications that may apply to this volunteer position: FA4 drone certified;
could use drone for mitigation surveys
Other Current Volunteer Positions you hold: none
Reasons for choosing this Volunteer Opportunity: I feel that fire danger
is a growing threat to the community.

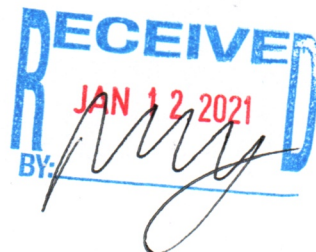
*Please attach any other relevant information/documentation that would enhance your application.

By signing below, you acknowledge that the Town of Green Mountain Falls IS NOT liable for any harm and/or injury sustained while volunteering at any Town facilities or activities.
You also agree that all information you have provided in this application is true to the best of your knowledge.

Volunteer Signature: Nathan Scott Date: 1/12/21

Are you 18 years or older? YES ☒ NO ☐

If NO, Guardian Signature: _____





To: GMF Fire Mitigation Committee
From: GMF Town Clerk/Treasurer, Matt Gordon
Date: January 28, 2021
Re: Fire Mitigation Committee Secretary Position

According to the Fire Mitigation Advisory Committee Bylaws Article III Section 4;

The Secretary shall attest to the signature of the Chair on documents, keep the records of the Fire Mitigation Committee, shall record all votes, and shall cause to be kept a record of the proceedings of the Fire Mitigation Committee in a journal of proceedings to be kept for such purposes, and shall perform all other duties incident to this office. The Secretary may be a non-member of the Fire Mitigation Committee who is employed by the Town.

With that section from our proposed FMC Bylaws in mind, I wanted to express my desire to serve as the Acting Secretary for the Fire Mitigation Committee until that time that I could train a voting member to take up the duties of Secretary. In my experience being a part of successful Committees and Boards, the more ownership and autonomy by locally based volunteers, the more successful the Committee or Board is in achieving its goals. I am requesting not to be appointed Secretary to the Fire Mitigation Committee. Instead, it is my goal to train the incoming Secretary and to serve as a Town staff liaison to the Committee where I can provide additional assistance and guidance.

BYLAWS

ARTICLE I **GENERAL**

SECTION 1. POWERS AND DUTIES. The Green Mountain Falls Fire Mitigation Committee (the "Fire Mitigation Committee") acting by and through its appointed members, shall have all the powers granted by the Board of Trustees of Green Mountain Falls (the "Board of Trustees") and the Colorado Revised Statutes and shall perform all duties provided therein.

SECTION 2. OFFICE. The office of the Fire Mitigation Committee shall be virtual until such a time as an office can be located at the Green Mountain Falls Town Hall.

ARTICLE II **DIRECTORS**

SECTION 1. APPOINTMENT AND TERMS. The appointment and the terms of office of the members of the Fire Mitigation Committee shall be as provided by resolution of the Board of Trustees.

SECTION 2. REMOVAL. Members may be removed by the Board of Trustees as provided by resolution of the Board of Trustees.

SECTION 3. CODE OF ETHICS. Each member of the Fire Mitigation Committee shall comply with the Town's Code of Ethics as set forth in Article XI, Chapter 2, of the Green Mountain Falls Municipal Code, as amended (the "Code"). If any member has a conflict of interest, as defined by the Code, with regard to any matter before the Fire Mitigation Committee, the member shall follow the disclosure and other requirements of Section 2-62 of the Code, as amended.

SECTION 4. ALTERNATES. By resolution, the Board of Trustees has appointed alternate members of the Fire Mitigation Committee. At each meeting of the Fire Mitigation Committee, if a regular member is not present at the time of roll call, an alternate member who is present at the time of roll call shall be seated as a member for that meeting, by motion of the Fire Mitigation Committee. Alternate members may take part in the discussion of any matter that comes before the Planning Commission, except for quasi-judicial matters, in which they may not participate unless they have been a) appointed in the place of an absent member for the duration of the matter and b) designated to do so by the chair in place of an absent member. Alternate members may not serve as officers of the Fire Mitigation Committee.

ARTICLE III **OFFICERS**

SECTION 1. ELECTION. The officers of the Fire Mitigation Committee shall be a Chair, a Vice-Chair and a Secretary, they shall be elected annually by the Fire Mitigation Committee at the first regular meeting of each calendar year, and they shall assume their duties upon election. In the same manner, the Fire Mitigation Committee shall also elect a secretary who may be a non-member, employee of the Town, whose job description includes secretarial duties.

SECTION 2. CHAIR. The Chair shall preside at all meetings of the Fire Mitigation Committee. Except as otherwise authorized by resolution of the Fire Mitigation Committee the Chair shall sign all contracts, deeds and other instruments made by the Fire Mitigation Committee. The Chair shall appoint such standing sub-committees as authorized by a vote of the Fire Mitigation Committee.

SECTION 3. VICE-CHAIR. The Vice-Chair shall perform the duties of the Chair in the absence from the Town or incapacity of the Chair; and in case of a vacancy in the office of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Fire Mitigation Committee selects a new Chair from among its members.

SECTION 4. SECRETARY. The Secretary shall attest to the signature of the Chair on documents, keep the records of the Fire Mitigation Committee, shall record all votes, and shall cause to be kept a record of the proceedings of the Fire Mitigation Committee in a journal of proceedings to be kept for such purposes, and shall perform all other duties incident to this office. The Secretary may be a non-member of the Fire Mitigation Committee who is employed by the Town.

SECTION 5. ADDITIONAL DUTIES. The officers of the Fire Mitigation Committee shall perform such other duties and functions as may from time to time be required by the Board of Trustees.

SECTION 6. VACANCIES. Should the office of Chair, Vice-Chair, or Secretary become vacant, the Fire Mitigation Committee shall select a successor from its membership at the Fire Mitigation Committee 's next regular meeting to serve for the unexpired term of said office.

ARTICLE IV **MEETING**

SECTION 1. REGULAR MEETINGS. A regular meeting shall be held at Town Hall on the second Tuesday of each month with notice as required by Colorado law and the Code. If additional room or facilities are needed, with approval of the Board of Trustees or Town Manager, the Chair may change the site of the meeting to another public location within the Town of Green Mountain Falls that is open and accessible to the general public, provided notice of such change is made not less than 24 hours prior to the scheduled meeting time.

SECTION 2. SPECIAL MEETINGS. Special meetings may be called by the Chair, any 3 members, or the Town Manager with at least 24 hours' written notice.

SECTION 3. QUORUM. A majority of the appointed non-vacant seats shall constitute a quorum, but a smaller number may adjourn until a quorum is obtained.

SECTION 4. VOTING. When a quorum is in attendance, action may be taken by the Fire Mitigation Committee upon an affirmative vote of the majority of the members present. The yeas and nays shall be entered upon the minutes of every meeting, except where there is a unanimous vote.

SECTION 5. ABSENCES. A member who is unable to attend a meeting shall notify the Secretary in advance of the meeting, stating the reason for his or her absence. More than ____ () absences from meetings within any calendar year may constitute the basis for removal. Remote participation pursuant to rules and regulations adopted by the Board of Trustees, as they may be amended, shall not constitute an absence.

SECTION 6. RULES OF PROCEDURE. The meetings of the Fire Mitigation Committee shall be conducted according to the Fire Mitigation Committee's adopted Rules of Procedure, which may, in the future, be revised to include procedures for allowing members to participate in meetings through telephonic or digital means.

SECTION 7. OPEN MEETINGS. The Fire Mitigation Committee shall make all policy decisions, pass resolutions, adopt rules and regulations, and take action only at meetings open to the public. Notices of meetings shall be posted in compliance with the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.*, and the Code.

SECTION 8. EXECUTIVE SESSIONS. The Fire Mitigation Committee may enter into executive sessions as permitted by the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.* Attendance at executive sessions shall be limited to the members of the Fire Mitigation Committee and such persons as the Fire Mitigation Committee may also invite as required for advice and information.

ARTICLE V **MANAGEMENT**

SECTION 1. POLICIES. The Fire Mitigation Committee may adopt policies as it deems appropriate. All policies shall be reviewed by the Board of Trustees before adoption, and all adopted policies shall be available for public inspection at the Town Clerk's office.

SECTION 2. ANNUAL REPORT AND WORK PLAN. Annually the Fire Mitigation Committee shall present to the Board of Trustees a written report summarizing the work of the Fire Mitigation Committee during the preceding calendar year. At that time, the Fire Mitigation Committee shall also present for the Board of Trustees review and approval a proposed work plan for the new year.

SECTION 3. RELATIONSHIP WITH THE TOWN OF GREEN MOUNTAIN FALLS. The Planning Commission, its officers and members shall always strive to provide regular and comprehensive communications regarding the Fire Mitigation Committee's activities with the Mayor, Board of Trustees and Town Manager of the Town of Green Mountain Falls. The Fire Mitigation Committee shall cooperate with the Town of Green Mountain Falls to further the Town's adopted goals.

SECTION 4. GIFTS. Neither the Chairperson nor any member of the Fire Mitigation Committee shall accept donations on behalf of the Town. Offers of donations shall be forwarded to the Town Manager for handling according to the Town's Donation Acceptance policy.

ARTICLE VI **BOOKS AND RECORDS**

SECTION 1. RECORDKEEPING. The Fire Mitigation Committee shall maintain adequate and correct accounts of its meetings, policies, resolutions, and activities. All records shall be open to inspection by the public at any reasonable time.

SECTION 2. RECORDS TO BE PUBLIC. All resolutions and orders, as soon as practicable after their passage, shall be recorded in a book kept for that purpose and authenticated by the signature of the Chair and attested to by the Secretary. A record shall also be made of all other proceedings of the Fire Mitigation Committee, with minutes of the meetings and reports entered into the record. Said records shall be public records, shall be open to inspection as required by law, and shall be provided to the Town Clerk.

ARTICLE VII

APPROVAL, AMENDMENT TO AND SUSPENSION OF BYLAWS

SECTION 1. These Bylaws shall be reviewed and approved by the Board of Trustees.

SECTION 2. AMENDMENT. Amendments to these Bylaws are subject to Board of Trustee approval after adoption by Fire Mitigation Committee following first reading at the previous meeting.

SECTION 3. SUSPENSION. Any requirement of these Bylaws may be waived by a written consent signed by all members, except those required by law.

Adopted [date] _____, by Res. No. _____

Approved by the BOT on _____ [date]