



BOARD OF DIRECTORS MEETING

MARCH 9, 2016

- BOARD MEETING AGENDA
- FINANCIAL REPORTS FEBRUARY 2016

SCANNED

**INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
MEETING AGENDA
7939 S. Turkey Creek Rd., Morrison, CO 80465 * 303-697-4413
March 9, 2016**

- 1. Call to Order**
- 2. President's Report**
 - 2a. Determination of additions to agenda and sequence
 - 2b. Approval of Board member absences, if needed
 - 2c. Approval of Board minutes from the February 10, 2016 meeting.
 - 2d. Public Comment
- 3. Guests**
 - 3a. Acknowledgement/Introduction
 - 3b. Public Comment
- 4. Treasurer's Report and Financial Issues Requiring Board Review and Approval**
 - 4a. Review of YTD February 2016 financial statements

 - 4b.
 - 4c. Public comment
- 5. Secretary's Report**
 - 5a.
 - 5b. Public Comment
- 6. Insurance Report**
 - 6a.
 - 6b. Public Comment
- 7. Chief's Report**
 - 7a.
 - 7b. EMS Report
 - 7c. Fire Marshal Report
 - 7d. Facilities
 - 7e. Public Comment
- 8. Old Business**
 - 8a. 2016 Elections Update
 - 8b. Public Comment
- 9. New Business**
 - 9a. Mutual Aid Agreement Indian Hills Fire, District Co-Driving Apparatus
 - 9b. Public Comment

**INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
MINUTES OF MEETING
7939 S. Turkey Creek Rd., Morrison, CO 80465 303-697-4413
March 9, 2016**

1. Call to Order:

1A. The ICFPD Board meeting was called to order by Leslie Caimi at 1901 hours at ICFPD Station 1.

1B. Board Members Present:

Leslie Caimi, President
Karl Firor, Treasurer
Jennifer Volkman, Secretary
Ralph Dreher, Director

Board Members Absent

Kerry Prielipp, Director

2. Guests Present

2a. Guest Report.

None.

3. President's Report

3a. Approval of Absences.

Approved.

3b. Changes to Agenda.

3b. Approval of Board Meeting Minutes

MOTION: There was a motion by Jennifer Volkman with a second by Leslie Caimi to approve the minutes, of the February 10, 2016 meeting. The motion passed unanimously.

4. Treasurer's Report

4a. February 2016 Financials. Please see attached.

Karl Firor reviewed the Income Statement noting the year has started out with slow receipt of tax revenue. Karl reviewed line items. Karl reviewed budget vs real numbers. To date, \$27k has been deposited, \$15k has been received in donations. Last year at this time the District had received \$43k in tax revenue. Karl explained receipt of tax revenue is based on timing. To date

the District anticipated spending \$101k and has spent \$110k. Tax revenue will balance funds in accounts as received.

Karl noted the Balance Sheet for February is not attached. The new QuickBooks is now in use, and journal entries are being completed to reconcile with the 12/31/2014 Audit. The February Balance Sheet will be included in the next financial report. The 2015 Audit will take place after tax season.

Karl reviewed Donated Funds account. Donations totaled \$1200 in February. Donations have been received from Conifer Newcomers as well as several HOA's.

The checking account has a balance of \$50,600 at the end of February, \$750,718.88 in savings for a total of just over \$800k. There are no large accounts payable at this time.

4c. Public Comment.

5. Secretary's Report

5a. No report.

5b. Public Comment

None.

6. Insurance Report

6a. Ralph Dreher advised he and Randy Rudloff met and reviewed details of the pension plan followed by a 20 minute presentation at the March Business Meeting. Also at the meeting, Ralph explained benefits of the supplemental insurance provided for members and paid through FPPA. Ralph received several questions along with positive feedback. Ralph would like to put something together about the other policies in more detail to include life insurance, disability, and supplemental medical insurance. One of the questions at the Business Meeting was "What happens if a firefighter is disabled, how much money is available". If it's alright with everyone, Ralph will put a package together to review at another business meeting. All agreed. Ralph concluded by stating there are currently no pending claims.

Karl asked when is the VFIS policy due date. Ralph confirmed payment is due in July. Ralph advised he has contacted FPPA and got an explanation of how it is billed, FPPA indicated the bill will be sent out earlier than in past years. The package is a good package to include disability, life insurance, etc. and costs \$4k. Ralph explained how 20 years ago an actual injury resulted in obtaining the additional insurance. Although it is paid through FPPA, the insurance is provided through VFIS, a private insurance company who provides insurance for the fire service and competes with CSDPL, a mutual insurance service covering many different types of special districts. Karl confirmed there is communication with FPPA as to receive the invoice at least 30

days prior to the due date. Randy Rudloff confirmed the invoice should come in May. Randy indicated he will follow up as well.

6b. Public Comment.

None.

7. Chief's Report

7a. Please see attached.

Chief Shirlaw reviewed stats and noted membership numbers are the same. Calls are very slow this month. Business Meeting training was a good training this month on where the hospitals are located. Fun trainings coming up to include SCBA Mayday drills where we will be burning a prop house Todd Moore built, take a look before you leave. Academy is going well, still have 4 people in Academy.

Todd Moore is Firefighter of Month. Todd is retiring after 27 years of service. A retirement party will take place on April 2nd here at Station 1.

Chief Shirlaw has finished one on one meetings with members. All went well. Biggest complaint was about tracking of trainings. A committee to include Kelley Cross will work to make tracking easier. People feel like general morale is improving and like the direction the District is heading. People have expressed their visions and goals. The District is sending one member to Ouray for a ropes class to get the High Angle Rescue Team (H.A.R.T.) started up again. People have indicated they would like to see more of a family environment. VEE Caren Matteucci, suggested a trivia night. Chief would like to see firefighters cook for families prior to business meetings. Jennifer Volkman asked how long the family like comradery has been absent. Chief explained it has been a result of the changes that have taken place, i.e. handbook, SOP's, SOG's etc. One and one meetings have been a good opportunity for people to voice their issues.

7b. EMS Report

7c. Fire Marshal Report

No Report

7d. Facilities/Trucks

632 is back, it is slow. Randy Rudloff pointed out the newer engines are faster, more powerful so we notice it more. 635 will be going in for some maintenance items as well.

Interviews are complete. The hiring system has been refined. Candidates have been great, we have sent out 12 offers, 5 in district, 2 live on Sampson Rd. This applicant group includes a fewer older people. We plan to bring them in mid-June, July. Recruiting and interviews will take place again in the fall. Fall will be interview and hiring period moving forward. Karl

inquired as to if all 12 potential new hires will attend Rookie Academy. Chief replied no as some want to do only EMS. Jennifer Volkman inquired as to why Karl asked. Karl responded we have been talking about 8 to 12 new hires, and Karl is concerned from a management point if more new hires can be managed effectively. Chief Shirlaw responded his vision is to have 24/7 people here hence the bunks at Station 3 and Station 4. Station 4 in particular will provide great service to the Mesa where people have wanted to leave the district. We are getting things dialed in as we go. Guys are staying the night 2 to 3 nights a week. Karl asked for status on Station 4. Chief Shirlaw responded he is thinking about a bunk room at Station 4 and possibly not housing bunks as Station 1. Station 4 has showers and rest rooms, construction of 2 walls would separate the bunk room. Chief Shirlaw is contacting firefighter Joe Bechina's dad who is a contractor for pricing and a time frame. It is likely all new hires will not be retained. Some of the potential new hires live near Sampson, Maxwell and the Homestead, 2 out of district people live in Ken Caryl area and near Chatfield. These members build up that end of the District. 684 runs a lot of calls.

Chief Shirlaw is planning to meet with Jeff Gerard, a local realtor and talk about encouraging area realtors to find places for our members to live in the District. Chief Shirlaw recently met with the Conifer Chamber of Commerce and recommends joining. Membership is \$175 annually. Membership would be good for networking and reaching out to the community. The Chamber goal is to advertise and promote businesses. ICFPD can advertise with them, the first ad is free. ICFPD can partner with big events the Chamber does such as the event on Conifer Rd., the Luge, etc. Chief Shirlaw has a packet available to view if anyone is interested. Chief Shirlaw noted the 285 Corridor is a Facebook communicator. Thanks to DC Dan Hatlestad for ICFPD social media exposure.

Ballistic PPE has arrived, 6 sets, 2 sets for each ambulance in various sizes. Responders must complete specific active shooter training in order to use gear. Gear was received due to award of a matching grant.

Corporal Kerrigan's memorial will take place on Monday, March 14th, ICFPD will be attending in apparatus.

The District has provided a credit card for the Chief. Chief Shirlaw advised he is keeping a detailed account of expenses. The card is used generally for fuel, and items normally requiring a reimbursement request such as Firefighter of the Month gift cards. Karl noted financial detail will be a part of the Financial Report each month, starting next month as the card is brand new.

7e. Public Comment

None.

8. Old Business

8a. Elections Update. As there were no new nominations/candidates, an election will not be required. Congratulations to Jennifer Volkman and Ralph Dreher who have both agreed to continue to serve another term.

8c. Public Comment

None.

9. New Business.

9a. Mutual Aid Agreement IHFR. Chief Shirlaw confirmed everyone has read through the agreement. Karl confirmed the Board will need to approve and sign the agreement, it will then be forwarded to Indian Hills Board of Directors for approval. Chief Shirlaw explained language needed to be changed in order for responders to drive either district's ambulance as needed during mutual aid calls. The agreement also needed some updating as far as dispatch and related items. Indian Hills has verbally approved the agreement. The agreement renews automatically each year until change is requested. This Sunday is ICFPD semi-annual ambulance day, IHFR will be attending in order to familiarize responders with ICFPD ambulances. Once the agreement is signed responders will be permitted to drive apparatus of either district.

Karl asked about drug box issues. Chief Shirlaw advised medical directors will have to work drug box issues out over time. Jennifer asked about the approval process. Randy Rudloff explained there are issues under DEA laws and licensing as the licensing between doctors is not the same. On ALS calls, responders will need to grab ICFPD narc box and take it to mutual aid calls with IHFR, the box will need to be signed out and back in. Jennifer asked during a call, which doctor would be called. Randy responded St. Anthony's. Chief Shirlaw confirmed, ICFPD is always working under Dr. Vellman's license no matter where we are. ALS responders have a combination to access the narc box which registers and tracks who has entered. As the District's merge the process will become more efficient. The mutual aid agreement indicates the Districts will be on auto aid 0600 hours to 1800 hours daily. Kelley inquired as to how a scenario will be handled where the narc box is taken out of district and another call in ICFPD comes in. Is there a potential need for a backup narc box? Randy Rudloff confirmed there actually is a second narc box in the EMS Supply. Jennifer asked how many ALS are in ICFPD. Chief Shirlaw confirmed 4 paramedics, 3 EMT I's for a total of 7. In January there will be 8. Chief Shirlaw indicated he will work with EMS to come up with an option and noted there is effort to keep an ALS in district if possible. Protocol could be considered to manage issues.

MOTION: There was a motion by Karl Firor with a second by Jennifer Volkman to approve the Mutual Aid Agreement with Indian Hills Fire Protection District as written. The motion passed unanimously.

Randy Rudloff confirmed Indian Hills Board Meeting will be the Wednesday after next. Chief Shirlaw will let the Board know when the agreement has been signed by IHFR.

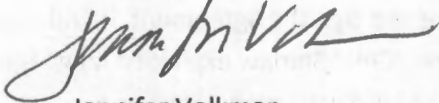
9e. Public Comment.

10. Adjournment

There being no further business before the Board, the meeting was adjourned at 2002 hours.

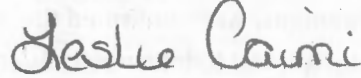
Minutes by Kelley D. Cross, District Administrator

Submitted by:



Jennifer Volkman
Secretary

Approved by:



Leslie Caimi
President

Attachments:

1. Meeting Agenda
2. Chief's Report
3. Financial Report
4. Mutual Aid Agreement IHFR



Chief Skip Shirlaw
Chief's Report to the Inter-Canyon Fire Protection Board Meeting
March 9, 2016

Current Membership Firefighters 36 (17 EMS are Included)
 Rookies 7

 Total Membership 43

New Members

Call Comparisons:

Year to date: 65

Last Year to date: 63

For the Month of Year End 2016	For the Month of Year End 2015
Fire 1	Fire 1
Rescue & Emergency Medical 17	Rescue & Emergency Medical 27
Good Intent Calls 9	Good Intent Calls 11
False Alarm 1	False Alarm 1
Mutual Aid: 5 received, 4 given	Mutual Aid: 12 received, 6 given
TOTAL for the Month of February 28	TOTAL for the Month February 40
Total Members Responding 156	Total Members Responding 252
Total Staff Hours 95.35	Total Staff Hours 215.75
Average Turnout Per Call 6	Average Turnout Per Call 7

Training

This Month Business: Hospital Locations SOP 17
 Drill Meeting: SCBA Skills/Fire Behavior Skills

Monthly Vehicle Report

Notes from the Chief:

Honorary Firefighter of the month is Todd Moore

Inter-Canyon Fire Protection District - New Profit & Loss YTD Comparison February 2016

	Feb 16	Jan - Feb 16
Income		
300-000 · Revenues		
300-301 · EMS Services Billed	3,782.50	7,492.92
300-302 · Property Tax Revenue	12,367.28	17,616.58
300-303 · Interest Income	19.09	39.92
300-304 · Inspection/Cistern Fees	0.00	150.00
300-305 · Refunds/Abatements	87.70	87.70
300-306 · Theft Loss Payment	104.22	409.31
300-559 · Donations - Specified	1,200.00	1,200.00
300-600 · Other Income	35.00	85.00
Total 300-000 · Revenues	17,595.79	27,081.43
300-660 · Donated Funds		
300-601 · Donations	1,350.00	15,000.00
Total 300-660 · Donated Funds	1,350.00	15,000.00
Total Income	18,945.79	42,081.43
Gross Profit	18,945.79	42,081.43
Expense		
400-000 · Administrative		
400-401 · Office Administration	21.75	999.72
400-402 · Stipends	1,100.00	2,200.00
400-403 · EMS Service Billing Fees	0.00	1,142.53
400-405 · Computer/Website IT/R&M	4,587.42	5,050.31
400-406 · Dues/Subscriptions/Code Books	36.00	588.50
400-408 · Employment Physicals	0.00	730.00
400-410 · General Liability Insurance	5,603.00	5,603.00
400-411 · Workers Compensation Insurance	9,617.40	9,617.40
400-412 · Employee Health Insurance	1,863.55	4,948.73
400-415 · Copier Lease	115.05	230.10
400-420 · Bank Service Charges	1.75	1.75
400-435 · Audit Services	0.00	1,609.52
400-436 · Legal Expense	0.00	619.00
400-991 · Wages	20,088.26	29,768.71
Total 400-000 · Administrative	43,034.18	63,109.27
500-000 · FireFighting		
500-501 · Training and Certification	995.00	5,094.48
500-504 · Clothing & Uniforms	119.99	1,794.18
500-510 · Firefighting/Wildland Tools	2,021.71	2,126.71
Total 500-000 · FireFighting	3,136.70	9,015.37
550-550 · EMS Services		
550-551 · EMS Training/Certification	789.20	789.20
550-552 · EMS Conference Expense	0.00	256.34
550-553 · EMS Medical Supplies	3,166.05	6,141.96
550-554 · EMS Equipment R&M	0.00	71.26
550-555 · EMS Training - CPR	0.00	315.00
Total 550-550 · EMS Services	3,955.25	7,573.76
600-000 · FF Apparatus/Equip Maintenance		
600-601 · R&M Apparatus & Equipment	929.00	6,123.98
600-602 · Fuel	471.77	1,294.21
600-604 · License/Fees	0.00	97.39
600-605 · Towing	0.00	189.00
600-606 · Parts	103.14	389.77
Total 600-000 · FF Apparatus/Equip Maintenance	1,503.91	8,094.35
660-000 · Donated Funds Expense		
660-701 · Retention & Recruitment	0.00	1,039.50
660-702 · Firefighter Reward	521.37	677.40
660-703 · Meeting Supplies/Food	51.19	288.72
660-704 · Good & Welfare	143.10	143.10
660-706 · Wellness Events	0.00	14.99

**Inter-Canyon Fire Protection District - New
Profit & Loss YTD Comparison
February 2016**

	Feb 16	Jan - Feb 16
Total 660-000 · Donated Funds Expense	715.66	2,163.71
670-000 · Station 1		
670-801 · Telephone	0.00	180.33
670-802 · Internet	0.00	134.41
670-803 · Electric	279.41	595.75
670-804 · Water	57.47	86.29
670-805 · Trash Pickup	158.37	317.98
670-806 · Natural Gas/Propane	791.57	1,870.46
670-807 · Station Supplies	191.43	291.83
670-808 · Station R&M	63.74	332.34
670-809 · Cleaning	210.00	420.00
670-810 · Snow Removal	177.80	450.00
Total 670-000 · Station 1	1,929.79	4,679.39
680-000 · Station 2		
680-801 · Telephone	0.00	47.04
680-803 · Electric	241.06	478.67
680-806 · Natural Gas/Propane	0.00	225.04
680-809 · Cleaning	105.00	210.00
680-810 · Snow Removal	177.80	450.00
Total 680-000 · Station 2	523.86	1,410.75
690-000 · Station 3		
690-801 · Telephone	0.00	67.95
690-802 · Internet	49.00	98.00
690-803 · Electric	348.87	685.48
690-804 · Water	75.16	215.99
690-805 · Trash Pickup	158.37	317.98
690-806 · Natural Gas/Propane	770.71	1,748.29
690-807 · Station Supplies	0.00	52.22
690-808 · Repairs & Maintenance	37.97	389.07
690-809 · Cleaning	315.00	630.00
690-810 · Snow Removal	177.80	450.00
Total 690-000 · Station 3	1,932.88	4,654.98
691-000 · Station 4		
691-801 · Telephone	0.00	47.04
691-802 · Internet	0.00	66.99
691-803 · Electric	540.83	824.78
691-804 · Water	96.89	193.78
691-805 · Trash Pickup	48.25	96.89
691-809 · Cleaning	35.00	140.00
691-810 · Snow Removal	177.80	450.00
Total 691-000 · Station 4	898.77	1,819.48
692-000 · Station 5		
692-803 · Electric	302.67	515.67
692-810 · Snow Removal	177.80	450.00
Total 692-000 · Station 5	480.47	965.67
700-000 · Communications		
700-750 · Radio/Equipment R&M	0.00	1,665.00
700-751 · Cell Phones/Pagers	832.14	1,591.22
700-753 · Portable Radio New/Replace	0.00	475.61
700-754 · Dispatch Service	0.00	2,526.09
700-803 · Electric for Radio Tower	29.68	59.73
Total 700-000 · Communications	861.82	6,317.65
900-825 · Stations	0.00	516.00
Total Expense	58,973.29	110,320.38
Net Income	-40,027.50	-68,238.95

Inter-Canyon Fire Protection District - New PROFIT & LOSS BUDGET VS ACTUAL YTD

January through February 2016

	Jan - Feb 16	Budget	\$ Over Budget	% of Budget
Income				
300-000 · Revenues				
300-301 · EMS Services Billed	7,492.92	10,487.44	-2,994.52	71.4%
300-302 · Property Tax Revenue	17,616.58	43,693.43	-26,076.85	40.3%
300-303 · Interest Income	39.92	31.87	8.05	125.3%
300-304 · Inspection/Cistern Fees	150.00	150.00	0.00	100.0%
300-305 · Refunds/Abatements	87.70	0.00	87.70	100.0%
300-306 · Theft Loss Payment	409.31	79.78	329.53	513.0%
300-307 · Grants	0.00	0.00	0.00	0.0%
300-559 · Donations - Specified	1,200.00			
300-600 · Other Income	85.00	0.00	85.00	100.0%
Total 300-000 · Revenues	27,081.43	54,442.52	-27,361.09	49.7%
300-660 · Donated Funds				
300-601 · Donations	15,000.00	9,125.00	5,875.00	164.4%
300-602 · Can Trailer Revenue	0.00	919.80	-919.80	0.0%
Total 300-660 · Donated Funds	15,000.00	10,044.80	4,955.20	149.3%
Total Income	42,081.43	64,487.32	-22,405.89	65.3%
Gross Profit	42,081.43	64,487.32	-22,405.89	65.3%
Expense				
400-000 · Administrative				
400-401 · Office Administration	999.72	1,799.80	-800.08	55.5%
400-402 · Stipends	2,200.00	2,200.00	0.00	100.0%
400-403 · EMS Service Billing Fees	1,142.53	1,261.83	-119.30	90.5%
400-405 · Computer/Website IT/R&M	5,050.31	265.12	4,785.19	1,904.9%
400-406 · Dues/Subscriptions/Code Books	588.50	1,096.79	-508.29	53.7%
400-407 · Employment Background Checks	0.00	0.00	0.00	0.0%
400-408 · Employment Physicals	730.00	250.00	480.00	292.0%
400-410 · General Liability Insurance	5,603.00	5,603.00	0.00	100.0%
400-411 · Workers Compensation Insurance	9,617.40	9,584.45	32.95	100.3%
400-412 · Employee Health Insurance	4,948.73	3,800.00	1,148.73	130.2%
400-415 · Copier Lease	230.10	115.05	115.05	200.0%
400-420 · Bank Service Charges	1.75	0.00	1.75	100.0%
400-430 · Training - Management	0.00	0.00	0.00	0.0%
400-432 · Recruitment	0.00	0.00	0.00	0.0%
400-435 · Audit Services	1,609.52	0.00	1,609.52	100.0%
400-436 · Legal Expense	619.00	2,500.00	-1,881.00	24.8%
400-991 · Wages	29,768.71	30,500.00	-731.29	97.6%
400-000 · Administrative - Other	0.00	0.00	0.00	0.0%
Total 400-000 · Administrative	63,109.27	58,976.04	4,133.23	107.0%
500-000 · FireFighting				
500-501 · Training and Certification	5,094.48	2,142.57	2,951.91	237.8%
500-502 · Rookie Training	0.00	0.00	0.00	0.0%
500-503 · Conference Expense	0.00	0.00	0.00	0.0%
500-504 · Clothing & Uniforms	1,794.18	150.80	1,643.38	1,189.8%
500-505 · Bunker Gear	0.00	850.71	-850.71	0.0%
500-506 · Rookie Academy Training	0.00	1,575.00	-1,575.00	0.0%
500-507 · Wellness	0.00	0.00	0.00	0.0%
500-510 · Firefighting/Wildland Tools	2,126.71	254.41	1,872.30	835.9%
500-515 · Cistern Installation/Parts	0.00	0.00	0.00	0.0%
500-000 · FireFighting - Other	0.00	0.00	0.00	0.0%
Total 500-000 · FireFighting	9,015.37	4,973.49	4,041.88	181.3%
550-550 · EMS Services				
550-551 · EMS Training/Certification	789.20	3,000.00	-2,210.80	26.3%
550-552 · EMS Conference Expense	256.34	0.00	256.34	100.0%
550-553 · EMS Medical Supplies	6,141.96	1,386.27	4,755.69	443.1%
550-554 · EMS Equipment R&M	71.26	0.00	71.26	100.0%
550-555 · EMS Training - CPR	315.00	500.00	-185.00	63.0%
550-556 · Oxygen	0.00	0.00	0.00	0.0%
550-550 · EMS Services - Other	0.00	0.00	0.00	0.0%
Total 550-550 · EMS Services	7,573.76	4,886.27	2,687.49	155.0%
600-000 · FF Apparatus/Equip Maintenance				
600-601 · R&M Apparatus & Equipment	6,123.98	1,721.63	4,402.35	355.7%
600-602 · Fuel	1,294.21	1,521.29	-227.08	85.1%
600-604 · License/Fees	97.39	0.00	97.39	100.0%
600-605 · Towing	189.00			
600-606 · Parts	389.77	1,000.00	-610.23	39.0%
600-625 · SCBA Replacement	0.00	0.00	0.00	0.0%
600-000 · FF Apparatus/Equip Maintenance - Other	0.00	0.00	0.00	0.0%
Total 600-000 · FF Apparatus/Equip Maintenance	8,094.35	4,242.92	3,851.43	190.8%
660-000 · Donated Funds Expense				
660-701 · Retention & Recruitment	1,039.50	96.31	943.19	1,079.3%
660-702 · Firefighter Reward	677.40	2,293.19	-1,615.79	29.5%
660-703 · Meeting Supplies/Food	288.72	302.63	-13.91	95.4%
660-704 · Good & Welfare	143.10	1,000.00	-856.90	14.3%
660-705 · Can Trailer	0.00	229.95	-229.95	0.0%
660-706 · Wellness Events	14.99	145.39	-130.40	10.3%
660-707 · Fund Raising	0.00	0.00	0.00	0.0%
Total 660-000 · Donated Funds Expense	2,163.71	4,067.47	-1,903.76	53.2%
670-000 · Station 1				

Inter-Canyon Fire Protection District - New PROFIT & LOSS BUDGET VS ACTUAL YTD

January through February 2016

	Jan - Feb 16	Budget	\$ Over Budget	% of Budget
670-801 · Telephone	180.33	385.77	-205.44	46.7%
670-802 · Internet	134.41	262.92	-128.51	51.1%
670-803 · Electric	595.75	1,300.00	-704.25	45.8%
670-804 · Water	86.29	0.00	86.29	100.0%
670-805 · Trash Pickup	317.98	350.15	-32.17	90.8%
670-806 · Natural Gas/Propane	1,870.46	1,800.00	70.46	103.9%
670-807 · Station Supplies	291.83	450.93	-159.10	64.7%
670-808 · Station R&M	332.34	1,175.70	-843.36	28.3%
670-809 · Cleaning	420.00	385.00	35.00	109.1%
670-810 · Snow Removal	450.00	612.20	-162.20	73.5%
670-000 · Station 1 - Other	0.00	0.00	0.00	0.0%
Total 670-000 · Station 1	4,679.39	6,722.67	-2,043.28	69.6%
680-000 · Station 2				
680-801 · Telephone	47.04	89.24	-42.20	52.7%
680-803 · Electric	478.67	498.51	-19.84	96.0%
680-806 · Natural Gas/Propane	225.04	1,910.04	-1,685.00	11.8%
680-808 · Repairs & Maintenance	0.00	368.92	-368.92	0.0%
680-809 · Cleaning	210.00	175.00	35.00	120.0%
680-810 · Snow Removal	450.00	612.20	-162.20	73.5%
Total 680-000 · Station 2	1,410.75	3,653.91	-2,243.16	38.6%
690-000 · Station 3				
690-801 · Telephone	67.95	130.86	-62.91	51.9%
690-802 · Internet	98.00	98.00	0.00	100.0%
690-803 · Electric	685.48	1,715.00	-1,029.52	40.0%
690-804 · Water	215.99	125.05	90.94	172.7%
690-805 · Trash Pickup	317.98	350.15	-32.17	90.8%
690-806 · Natural Gas/Propane	1,748.29	1,100.00	648.29	158.9%
690-807 · Station Supplies	52.22	0.00	52.22	100.0%
690-808 · Repairs & Maintenance	389.07	44.41	344.66	876.1%
690-809 · Cleaning	630.00	507.50	122.50	124.1%
690-810 · Snow Removal	450.00	612.20	-162.20	73.5%
690-000 · Station 3 - Other	0.00	0.00	0.00	0.0%
Total 690-000 · Station 3	4,654.98	4,683.17	-28.19	99.4%
691-000 · Station 4				
691-801 · Telephone	47.04	221.22	-174.18	21.3%
691-802 · Internet	66.99	0.00	66.99	100.0%
691-803 · Electric	824.78	895.00	-70.22	92.2%
691-804 · Water	193.78	94.99	98.79	204.0%
691-805 · Trash Pickup	96.89	119.74	-22.85	80.9%
691-808 · Repairs & Maintenance	0.00	154.93	-154.93	0.0%
691-809 · Cleaning	140.00	175.00	-35.00	80.0%
691-810 · Snow Removal	450.00	612.20	-162.20	73.5%
Total 691-000 · Station 4	1,819.48	2,273.08	-453.60	80.0%
692-000 · Station 5				
692-803 · Electric	515.67	550.00	-34.33	93.8%
692-810 · Snow Removal	450.00	612.20	-162.20	73.5%
Total 692-000 · Station 5	965.67	1,162.20	-196.53	83.1%
700-000 · Communications				
700-750 · Radio/Equipment R&M	1,665.00	1,665.00	0.00	100.0%
700-751 · Cell Phones/Pagers	1,591.22	895.18	696.04	177.8%
700-753 · Portable Radio New/Replace	475.61	0.00	475.61	100.0%
700-754 · Dispatch Service	2,526.09	2,500.00	26.09	101.0%
700-803 · Electric for Radio Tower	59.73	60.89	-1.16	98.1%
Total 700-000 · Communications	6,317.65	5,121.07	1,196.58	123.4%
800-000 · Pension Fund	0.00	0.00	0.00	0.0%
800-100 · Loan Payments				
800-115 · Interest Paid	0.00	0.00	0.00	0.0%
800-100 · Loan Payments - Other	0.00	0.00	0.00	0.0%
Total 800-100 · Loan Payments	0.00	0.00	0.00	0.0%
900-000 · Capital Expenditures				
600-812 · Apparatus				
900-375 · Ambulance 706821	0.00	0.00	0.00	0.0%
900-376 · Command Vehicle 685	0.00	0.00	0.00	0.0%
900-377 · Medical Equipment	0.00	0.00	0.00	0.0%
900-378 · Station Lighting	0.00	1,000.00	-1,000.00	0.0%
Total 600-812 · Apparatus	0.00	1,000.00	-1,000.00	0.0%
900-824 · Security System	0.00	0.00	0.00	0.0%
Total 900-000 · Capital Expenditures	0.00	1,000.00	-1,000.00	0.0%
900-825 · Stations	516.00			
Total Expense	110,320.38	101,762.29	8,558.09	108.4%
Net Income	-68,238.95	-37,274.97	-30,963.98	183.1%

Inter-Canyon Fire Protection District - New

Profit & Loss by Class

January through February 2016

	Donated Funds	Unclassified	TOTAL
Income			
300-000 · Revenues			
300-301 · EMS Services Billed	0.00	7,492.92	7,492.92
300-302 · Property Tax Revenue	0.00	17,616.58	17,616.58
300-303 · Interest Income	0.00	39.92	39.92
300-304 · Inspection/Cistern Fees	0.00	150.00	150.00
300-305 · Refunds/Abatements	0.00	87.70	87.70
300-306 · Theft Loss Payment	0.00	409.31	409.31
300-559 · Donations - Specified	1,200.00	0.00	1,200.00
300-600 · Other Income	0.00	85.00	85.00
Total 300-000 · Revenues	1,200.00	25,881.43	27,081.43
300-660 · Donated Funds			
300-601 · Donations	14,950.00	50.00	15,000.00
Total 300-660 · Donated Funds	14,950.00	50.00	15,000.00
Total Income	16,150.00	25,931.43	42,081.43
Gross Profit	16,150.00	25,931.43	42,081.43
Expense			
400-000 · Administrative			
400-401 · Office Administration	0.00	999.72	999.72
400-402 · Stipends	0.00	2,200.00	2,200.00
400-403 · EMS Service Billing Fees	0.00	1,142.53	1,142.53
400-405 · Computer/Website IT/R&M	0.00	5,050.31	5,050.31
400-406 · Dues/Subscriptions/Code Books	0.00	588.50	588.50
400-408 · Employment Physicals	0.00	730.00	730.00
400-410 · General Liability Insurance	0.00	5,603.00	5,603.00
400-411 · Workers Compensation Insurance	0.00	9,617.40	9,617.40
400-412 · Employee Health Insurance	0.00	4,948.73	4,948.73
400-415 · Copier Lease	0.00	230.10	230.10
400-420 · Bank Service Charges	0.00	1.75	1.75
400-435 · Audit Services	0.00	1,609.52	1,609.52
400-436 · Legal Expense	0.00	619.00	619.00
400-991 · Wages	0.00	29,768.71	29,768.71
Total 400-000 · Administrative	0.00	63,109.27	63,109.27
500-000 · FireFighting			
500-501 · Training and Certification	0.00	5,094.48	5,094.48
500-504 · Clothing & Uniforms	0.00	1,794.18	1,794.18
500-510 · Firefighting/Wildland Tools	0.00	2,126.71	2,126.71
Total 500-000 · FireFighting	0.00	9,015.37	9,015.37
550-550 · EMS Services			
550-551 · EMS Training/Certification	0.00	789.20	789.20
550-552 · EMS Conference Expense	0.00	256.34	256.34
550-553 · EMS Medical Supplies	0.00	6,141.96	6,141.96
550-554 · EMS Equipment R&M	0.00	71.26	71.26
550-555 · EMS Training - CPR	0.00	315.00	315.00
Total 550-550 · EMS Services	0.00	7,573.76	7,573.76
600-000 · FF Apparatus/Equip Maintenance			
600-601 · R&M Apparatus & Equipment	0.00	6,123.98	6,123.98
600-602 · Fuel	0.00	1,294.21	1,294.21
600-604 · License/Fees	0.00	97.39	97.39
600-605 · Towing	0.00	189.00	189.00
600-606 · Parts	0.00	389.77	389.77
Total 600-000 · FF Apparatus/Equip Maintenance	0.00	8,094.35	8,094.35
660-000 · Donated Funds Expense			
660-701 · Retention & Recruitment	0.00	1,039.50	1,039.50
660-702 · Firefighter Reward	255.52	421.88	677.40
660-703 · Meeting Supplies/Food	288.72	0.00	288.72
660-704 · Good & Welfare	143.10	0.00	143.10
660-706 · Wellness Events	14.99	0.00	14.99

Inter-Canyon Fire Protection District - New
Profit & Loss by Class
 January through February 2016

	Donated Funds	Unclassified	TOTAL
Total 660-000 · Donated Funds Expense	702.33	1,461.38	2,163.71
670-000 · Station 1			
670-801 · Telephone	0.00	180.33	180.33
670-802 · Internet	0.00	134.41	134.41
670-803 · Electric	0.00	595.75	595.75
670-804 · Water	0.00	86.29	86.29
670-805 · Trash Pickup	0.00	317.98	317.98
670-806 · Natural Gas/Propane	0.00	1,870.46	1,870.46
670-807 · Station Supplies	0.00	291.83	291.83
670-808 · Station R&M	0.00	332.34	332.34
670-809 · Cleaning	0.00	420.00	420.00
670-810 · Snow Removal	0.00	450.00	450.00
Total 670-000 · Station 1	0.00	4,679.39	4,679.39
680-000 · Station 2			
680-801 · Telephone	0.00	47.04	47.04
680-803 · Electric	0.00	478.67	478.67
680-806 · Natural Gas/Propane	0.00	225.04	225.04
680-809 · Cleaning	0.00	210.00	210.00
680-810 · Snow Removal	0.00	450.00	450.00
Total 680-000 · Station 2	0.00	1,410.75	1,410.75
690-000 · Station 3			
690-801 · Telephone	0.00	67.95	67.95
690-802 · Internet	0.00	98.00	98.00
690-803 · Electric	0.00	685.48	685.48
690-804 · Water	0.00	215.99	215.99
690-805 · Trash Pickup	0.00	317.98	317.98
690-806 · Natural Gas/Propane	0.00	1,748.29	1,748.29
690-807 · Station Supplies	0.00	52.22	52.22
690-808 · Repairs & Maintenance	0.00	389.07	389.07
690-809 · Cleaning	0.00	630.00	630.00
690-810 · Snow Removal	0.00	450.00	450.00
Total 690-000 · Station 3	0.00	4,654.98	4,654.98
691-000 · Station 4			
691-801 · Telephone	0.00	47.04	47.04
691-802 · Internet	0.00	66.99	66.99
691-803 · Electric	0.00	824.78	824.78
691-804 · Water	0.00	193.78	193.78
691-805 · Trash Pickup	0.00	96.89	96.89
691-809 · Cleaning	0.00	140.00	140.00
691-810 · Snow Removal	0.00	450.00	450.00
Total 691-000 · Station 4	0.00	1,819.48	1,819.48
692-000 · Station 5			
692-803 · Electric	0.00	515.67	515.67
692-810 · Snow Removal	0.00	450.00	450.00
Total 692-000 · Station 5	0.00	965.67	965.67
700-000 · Communications			
700-750 · Radio/Equipment R&M	0.00	1,665.00	1,665.00
700-751 · Cell Phones/Pagers	0.00	1,591.22	1,591.22
700-753 · Portable Radio New/Replace	0.00	475.61	475.61
700-754 · Dispatch Service	0.00	2,526.09	2,526.09
700-803 · Electric for Radio Tower	0.00	59.73	59.73
Total 700-000 · Communications	0.00	6,317.65	6,317.65
900-825 · Stations	0.00	516.00	516.00
Total Expense	702.33	109,618.05	110,320.38
Net Income	15,447.67	-83,686.62	-68,238.95

AUTOMATIC MUTUAL RESPONSE AGREEMENT

THIS AGREEMENT is made and entered into this _____ day of _____, 2016, by and between the **INTER-CANYON FIRE PROTECTION DISTRICT**, a Colorado special district, hereinafter referred to as "Inter-Canyon" and the **INDIAN HILLS FIRE PROTECTION DISTRICT**, a Colorado special district, hereinafter referred to as "Indian Hills".

WITNESSETH:

WHEREAS, the parties have determined that, in the event of fire or other emergency, each would benefit from responses by equipment and personnel of the other jurisdiction; and

WHEREAS, the parties desire to establish an agreement to provide for mutual aid with respect to equipment and personnel of each of the parties hereto, to those specific areas as identified by the parties; and

WHEREAS, establishment of a mutual aid agreement will serve a public purpose and will promote the health, safety, security, and general welfare of the inhabitants of Inter-Canyon, Indian Hills, and the State of Colorado.

NOW, THEREFORE, in consideration of the premises above described and the mutual performance of the covenants, agreements and probises set forth hereinafter, the parties agree as follows:

1. **AREA OF COVERAGE** This Automatic Mutual Response Agreement will encompass and operate within Inter-Canyon and Indian Hills. Such total area, comprising the entire areas of both Indian Hills and Inter-Canyon, shall be called the "Automatic Mutual Response Area (AMRA)". Any change of such coverage areas after execution of this Agreement shall require amendment of this Agreement by the parties hereto.
2. **MUTUAL RESPONSE OBLIGATIONS**
 - A. The parties agree that Inter-Canyon and Indian Hills shall respond to all requests for fire suppression, and other related emergency services, including emergency medical services, within the AMRA without regard for political boundaries and in full compliance with the terms and conditions of this Agreement. Response by either party into an

AMRA which is beyond the political boundary of the responding agency is hereby deemed to be approved by the respective governing bodies of Inter-Canyon and Indian Hills, and such response shall require no further approval by responsible officials or either party, unless such area is later modified through an Amendatory Agreement.

- B. Nothing herein shall affect either the fire prevention, emergency medical services, or arson investigation duties of either party within its respective jurisdiction.
- C. The Evergreen Dispatch Office shall be requested to tone both parties for all fire suppression and other emergency service calls between the hours of 0600 and 1800 daily. Whenever a fire suppression or other emergency service call within the AMRA is so initiated, the contemplated automatic response of the responding jurisdiction shall be deemed to have commenced.
- D. It is recognized that the availability of personnel and/or equipment hereunder from one or both of the parties to this Agreement may be subject to or limited by other demands for utilization of such personnel and/or equipment elsewhere within the area of the jurisdiction of the party supplying such person and/or equipment hereunder shall be expressly limited to, and contingent upon, availability of personnel and/or equipment of the respective parties, or such backup personnel and/or equipment authorized by such supplying party, not already otherwise occupied by other emergency, service, or other call, or by mechanical or service disruptions at the time of transmission of a request hereunder.

3. MUTUAL RESPONSE COMMAND

- A. The general command of an automatic response incident shall be vested in and carried out by the Incident Commander who shall be the most senior officer at the scene, regardless of the jurisdiction of his/her origin, until the arrival of a responder of the responsible jurisdiction who shall have the option but not the obligation to assume command as the Incident Commander. All personnel shall obey the instructions and orders of the Incident Commander in accordance with standard mutual aid protocol.
- B. Liability of the respective parties shall be governed by the provisions of C.R.S. 29-5-108. The term responsible jurisdiction herein shall be construed to mean requesting jurisdiction under C.R.S. 29-5-105, and the term responding jurisdiction herein shall be construed to mean assigning jurisdiction under C.R.S. 29-5-105.

4. NO CHANGE OF EMPLOYEE OR VOLUNTEER STATUS

Nothing contained in this Agreement, and no performance under this Agreement by personnel of the parties hereto shall in any respect alter or modify the status of officers, agents, volunteers, or employees of the respective parties for purposes of Workmen's Compensation or other benefits or entitlements, pensions, levels, or types of training, internal discipline, certification, or rank procedures, methods, or categories, or for any other purpose, or condition or requirements of membership or employment. Workmen's Compensation Coverage shall be as structured in C.R.S. 29-5-109.

5. WAIVER

Each party waives all claims and causes of action against the other for compensation, damages, personal injury or death which may result or occur as a consequence, direct or indirect, of the performance on this Agreement.

6. TRAINING

The parties may agree to schedule and provide regular joint training exercises involving the personnel of each party hereunder if and as necessary for each party to fulfill its obligations hereunder. The parties will coordinate all SOG's and SOP's that all responders will be aware of and conform with such SOG's and SOP's.

7. MEDICAL EMERGENCIES

- A. Notwithstanding anything herein to the contrary, control of all medical emergencies and treatment shall be in accordance with the medical protocols of the party whose responders are providing treatment.
- B. The party providing treatment and/or transport to any patient shall bill for any charges relating to the call, regardless of its location. In the event there are multiple patients, each party shall bill separately for the patients treated by such party.
- C. All responders shall wear either bunker gear or other official uniform items clearly identifying the personnel as emergency responders.
- D. Each party shall be responsible for replacing its own supplies.

8. MISCELLANEOUS

- A. Responders of each party may accompany patients and provide treatment in the apparatus provided by the other party.
- B. No responders shall respond to a mutual aid call in personally owned vehicles outside their own district unless specifically approved by the Incident Commander.

- C. All responders to roadway calls will be required to wear full PPE including bunker pants, jackets and helmets as well as gloves and eye protection where appropriate.

8. EFFECTIVE DATE AND TERM

This Agreement shall become effective when it has been duly executed on behalf of both of the parties hereto. The term of this Agreement shall be one (1) year from said effective date, and this Agreement shall be automatically renewed for additional one (1) year terms unless terminated by written notice by either party. This Agreement may be terminated by either party upon thirty (30) days written notice to the other party.

9. NOTICES

Any formal notice, demand or request pursuant to this Agreement shall be in writing and shall be deemed served, given or made, if delivered in person or sent by certified mail, postage prepaid, to the parties at the following addresses:

Inter-Canyon Fire Protection District
Board of Directors
7939 S. Turkey Creek Rd.
Morrison, CO 80465

Indian Hills Fire Protection District
Board of Directors
4476 Parmalee Gulch Rd.
P.O. Box 750
Indian Hills, CO 80454

10. WHEN RIGHTS AND REMEDIES NOT WAIVED

In no event shall any performance by either party hereunder constitute or be construed to be a waiver by such party of any breach of covenant or condition or any default which may then exist on the part of the other party; and no assent, expressed or implied, to any breach of any one or more covenants, provisions, or conditions of this Agreement shall be construed as a waiver of any succeeding or other breach.

11. ASSIGNMENT

This Agreement shall be binding upon the successor and assigns of each of the parties hereto, except that neither party may assign any of its rights or obligations hereunder, without the prior written consent of the other party.

12. PARAGRAPHS HEADINGS

The captions and headings set forth herein are for convenience of reference only, and shall not be construed so as to define or limit the terms and provisions hereof.

13. NO THIRD PARTY BENEFICIARY

It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to Inter-Canyon and Indian Hills, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other or third person on such Agreement. It is the express intention of Inter-Canyon and Indian Hills that any person other than Inter-Canyon or Indian Hills receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

14. SEVERABILITY

It is understood and agreed by the parties hereto that if any part, term or provision of this Agreement is by the courts held to be illegal or in conflict with any law of the State of Colorado, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid.

15. AGREEMENT AS COMPLETE INTEGRATION-AMENDMENTS

This Agreement is intended as the complete integration of all understandings between the parties, their successors and assigns regarding the matters herein contained. No prior or contemporaneous addition, deletion or other amendment hereto concerning such matters shall have any force or effect whatsoever, unless embodied herein in writing. No subsequent novation, renewal, addition, deletion, or other amendment hereto shall have any force or effect unless embodied in a written amendatory or other agreement executed by the parties and signed by the signatories of the original Agreement. However, the parties specifically agree and acknowledge that nothing herein contained is intended to replace or modify their rights and obligations pursuant to the terms of the existing structure fire Automatic Aid Agreement between the parties and the existing Intergovernmental Agreement for Mutual Aid Between Fire Departments among the parties hereto and other fire districts, as both said agreements may be renewed or amended from time to time.

16. AMENDMENTS

This Agreement may be amended only by written document approved by the governing bodies of each of the parties hereto.

17. COUNTERPARTS OF THIS AGREEMENT

This Agreement may be executed in two (2) counterparts each of which shall be deemed to be an original of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

INTER-CANYON FIRE PROTECTION DISTRICT

ATTEST:

Jennifer Volkman, Board Secretary

By: _____
Leslie Caimi, Board President

RECOMMENDED AND APPROVED:

Skip Shirlaw, Fire Chief

INDIAN HILLS FIRE PROTECTION DISTRICT

ATTEST:

Marc Rosenberg, Board Secretary

By: _____
Scott Kellar, Board President

RECOMMENDED AND APPROVED:

Emery Carson, Fire Chief