



BOARD OF DIRECTORS MEETING

MARCH 8, 2017

- BOARD MEETING AGENDA
- FINANCIAL REPORTS FEBRUARY 2017
- WORKER'S COMPENSATION POLICY
- CHIEFS REPORT

**INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
MEETING AGENDA
7939 S. Turkey Rd., Morrison, CO 80465
March 8, 2017**

- 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 8, 2017 Board 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 2017 financial statements
 - 4b. Public Comment

- 5. Secretary's Report**
 - 5a.
 - 5b. Public Comment

- 6. Insurance Report**
 - 6a.
 - 6b. Public Comment

- 7. Chief's Report**
 - 7a.

- 8. Old Business**
 - 8a.
 - 8b. Public Comment

- 9. New Business**
 - 9a. Dispatch IGA, Resign
 - 9b. Worker's Compensation Policy
 - 9c. Public Comment

**INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
MINUTES OF MEETING
7939 S. Turkey Creek Rd., Morrison, CO 80465
March 8, 2017**

1. Call to Order:

1A. The ICFPD Board meeting was called to order by Leslie Caimi at 19:03 hours at 7939 S. Turkey Creek Rd., Morrison, CO 80465

1B. Board Members Present:

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

Board Members Absent

2. Guests Present

Lorraine Piche

2a. Guest Report.

3. President's Report

3a. Approval of Absences.

None.

3b. Changes to Agenda.

3b. Approval of Board Meeting Minutes

MOTION: There was a motion by Jennifer Volkman with a second by Karl Firor to approve the minutes, of the February 8, 2017 meeting. The motion passed unanimously.

4. Treasurer's Report

4a. February 2017 Financials. Please see attached.

Karl Firor reviewed the Balance Sheet showing a balance of \$806k in the bank. Karl is hoping to keep \$600k in the Colorado Trust account through the summer and possibly to year end. As you can see Colorado Trust is paying ½ % interest of \$238 vs \$35 from Wells Fargo. A bit of 2017 tax revenue has come in. There was \$4600 in accounts payable. The Profit and Loss Report shows

\$33k in revenue was brought in for the month, \$37k was spent. YTD \$28k of reserves was spent to carry through February. Karl expects the District will be solvent and using current money through December.

Karl reviewed the Budget Comparison report. \$28k was anticipated based on last year's numbers. EMS services revenue is real cash, the District is lucky to see \$6k to \$8k per month in EMS services revenue. Chief Shirlaw asked if extractor grant money has been received. Karl confirmed no. Karl noted Worker's Compensation and Liability insurance has been paid for the second quarter. There is a lot of money up front in Academy, to be caught up in March/April when invoices come in. Stations are in line and consistent, this will help with budget cut decisions next year. Kerry Prielipp asked if Worker's Compensation and General Liability are in line with what was estimated. Karl confirmed. Kelley Cross advised a \$14k Worker's Compensation refund was received as a result of the 2016 Worker's Compensation Audit. Kelley adjusted numbers in the audit to match actual personnel numbers and classifications and noted the District may see a refund in 2017 as well.

Karl reviewed the Donated Funds report showing the District has received to date \$19k, \$15k was from the VEEs in January. \$1788 in donated funds has been spent to date. Karl reviewed Bank Reconciliations and noted the dental insurance was double billed in January, hence there was no activity in February. Once revenue begins to come in, funds will be placed in the Colorado Trust account for this year's FPPA contribution. Karl noted \$500 of the credit card bill was for 5 Firefighter of the Month gift cards with the remaining balance spent for fuel.

MOTION: There was a motion by Karl Firor with a second by Leslie Caimi to approve the February 2017 Treasurer's Report. The motion passed unanimously.

4b. Public Comment.

None.

5. Secretary's Report

5a. Jennifer Volkman reported the newsletter has been mailed out. Some people have already confirmed receipt of the newsletter in the mail today. Jennifer advised the budget was the same as the prior mailing. Thanks to DC Hatlestad who is promoting on Twitter and Nextdoor. Jennifer has also requested Capt Dave Wurts to add the newsletter to Facebook. Kelley mentioned there were some reports of duplicate addresses as some residents own several parcels. Kelley will be reviewing the list to remove as many duplicates as possible.

Jennifer indicated she would like to begin discussions on the next newsletter. Chief Shirlaw stated he would like to see the District gear up toward a mill levy increase request through an educational process. Chief Shirlaw advised he is hearing different spectrums on the Gallagher Amendment. Several other districts have spoken with attorneys and are finding effects may not

be as bad as anticipated. Karl commented we should find out in June. Karl advised he received a call from the County requesting ICFPD ballot issue indicating ICFPD revenue is not effected by Tabor. Kelley had the document and it has been forwarded to the County. Karl confirmed for Kerry, yes, when the last ballot passed ICFPD is not Tabor restricted yet is subject to the Gallagher Amendment. The number will go down, the question is how does that number compare with what comes out in June. It may be a wash. The District does not receive numbers until November. Chief Shirlaw added there could be another drop in 2020. Chief Shirlaw advised an interview was done in Platte Canyon on the effects of the Gallagher Amendment and will be on the news this evening.

Kelley advised 24 people are signed up for First Aid/CPR May 20. 15 attended the February CPR class. There has been a great response. Some of the people live in other districts. The classes are intended to connect with residence of ICFPD and although all taking CPR are potentially able to save lives, at some point we may need to address residence of the district versus non residence. One suggestion was to create a waiting list for out of district residence. All agreed the classes are a good value at no cost to residence both in and out of district.

5b. Public Comment

6. Insurance Report

6a. Ralph Dreher noted the recent accident involving 631 and that Kelley would have information on the claim. Kelley confirmed a claim was filed and an insurance adjuster has been out to see the truck. There is a lot of damage and it will be out of service for some time. Repairs will be expensive.

6b. Public Comment.

None.

7. Chief's Report

7a. Please see attached. Chief Shirlaw noted calls are up. Fires are up this year. There have been 3 wildland fires already. This could be a busy year we've already had several red flag days.

Rigs. 683 blew out 2 rear tires. The chrome rings on the wheels came loose and pulled out the valve stems. DJ Brooks had to stay with the truck waiting for repairs until 3am.

633 has new tires. There are problems, when driving down the highway feels like the truck is swimming. GRC is going to replace the problem tires with new tires.

631, Peter Kelly was driving, could have happened to anyone. 2 sheriff's vehicles slid into each other as well. Call response was on McKinney Rd. Roads were dry here at Station 1 yet icy on

McKinney. Pete stopped and though at a stop, just slid. Thankfully Pete was not hurt. There is a lot of body damage. The vehicle was towed today to SVI, SVI built the truck. SVI will contract out for some of the repairs. The adjuster estimated high to ensure coverage and is currently between \$50k and \$100k. Kelley commented rental coverage on fire trucks is surprisingly available. Chief Shirlaw advised 635 will be coming to Station 1 while 631 is out for repairs.

Academy is going well. There was an injury, hence the Worker's Compensation policy. 11 rookies are in class, 10 live in district. One pulled out due to illness, however will be back, when well again and is staying with ICFPD. There is great comradery. Please stop by on a Saturday.

Communications continues. ECFR is building a new tower. Lookout Mountain and Hilddale are getting upgrades that should enhance communications. Evergreen Chief Mike Wegee secured a grant. There will be future maintenance fees. ICFPD will switch to Jeffcom January 2018. Plan on a transition to paying Jeffcom \$20k for dispatch. JCECA may offset costs.

Suzannah Epperson is a great trainer, is very engaging, and is doing a great job. She was with Indian Hills Fire and is married to Mark Forgy. Mark a member with ICFPD is also still a member on IHFR. Suzannah left IHFR as she is in love with our training program. Suzannah is an ICU nurse and a paramedic. Suzannah is an awesome asset, we are working toward building up her leadership skills. Suzannah has taken on EMS Training for ICFPD and is our Firefighter of the Month.

In addition to the new Worker's Compensation policies, Kelley and I are drafting a new policy on pension assessment. We use black and white numbers based on statistics to define pension eligibility. The difficult part is determining eligibility for people who give a lot of hours and are a great asset but cannot make calls. We are working out guidelines for minimum hours and should have a draft available next month. There will be an appeals process that will remove those of us who have made an eligibility decision and allow the member to appeal directly to the Pension Board.

Officers have approved a Firefighter Operations role. This role will allow retention of individuals who have become unable to put on SCBA but are still able to drive trucks and take command. There was not a place for these individuals prior to this role, the role will contribute value. The job description will be forwarded to the Board for review.

7b. Public Comment

None.

8. Old Business

8a. Re-sign Dispatch IGA. Genesee Fire and Highlands Fire have been added to the agreement causing need for signatures to the updated agreement. Highlands Fire is located in the Mt. Vernon area. Highlands will not receive Q1 money, will come on Q2 after Q1 revenue is spent

8c. Public Comment

None.

9. New Business.

9a. Worker's Compensation Policy

Kerry Prielipp asked if a policy was not previously in place. Chief Shirlaw confirmed there was not a solid policy and there was not a modified duty or return to work policy. Donna, Kelley and Dan created a draft, Kelley then sent the draft to MSEC where the draft was reviewed by HR professionals as well as an attorney. From there, Kelley put together a final product. The policy gives the District a firm, clear way to handle injuries to include who members should contact for reporting and for follow up. Modified duty based on 16 hours, can still bring value by having member start trucks, change batteries etc. Members can now still can earn pension while on modified duty, however members will not receive JPR credit for training. The policy defines modified duty and what can and cannot be done. Worker's Compensation makes the determination, ICFPD does not. The injured individual receives clear understanding and must sign the Modified Duty document. There is no allowance for manipulation of the rules i.e. a clear definition of carry vs lift. The policy indicates the procedure to follow to return to full duty. This is a working document and may need to be modified in the future. Kelley, Dan and Donna knocked this out in a week. Thanks Matt Araki as he loaned us sample documents from West Metro Fire. Karl confirmed it was vetted by MSEC and their attorneys. Chief Shirlaw advised the policy is not retroactive and the policy will be rolling out in April. Kerry agreed a policy necessary, the policy is protecting the greater good for the District and citizens. Chief Shirlaw added when there is no modified duty policy, injured members off duty are paid for loss of work. Chief Shirlaw stated he would like to roll out the policy should the board approve. Chief Shirlaw thanked Kelley for a job well done.

MOTION: There was a motion made by Karl Firor with a second by Jennifer Volkman to accept the Worker's Compensation and Modified Duty policies as written. The motion passed unanimously.

9c. Public Comment.

10. Adjournment

There being no further business before the Board, the meeting was adjourned at 1943 hours.

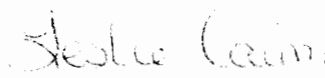
Minutes by Kelley D. Cross, District Administrator

Submitted by:



Jennifer Volkman
Secretary

Approved by:



Leslie Caimi
President

9:03 AM
03/03/17
Accrual Basis

Inter-Canyon Fire Protection District - New Balance Sheet Prev Year Comparison As of February 28, 2017

	Feb 28, 17	Feb 29, 16	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
100-000 · Cash			
100-100 · Wells Fargo Bank New Checking	51,827.00	0.00	51,827.00
100-101 · Wells Fargo Bank Checking	-2,290.59	8,692.48	-10,983.07
100-102 · Wells Fargo Savings	150,829.58	800,738.13	-649,908.55
100-104 · Checking - Insurance	5,172.76	0.00	5,172.76
100-105 · ColoTrust Account	600,757.26	0.00	600,757.26
Total 100-000 · Cash	<u>806,296.01</u>	<u>809,430.61</u>	<u>-3,134.60</u>
Total Checking/Savings	806,296.01	809,430.61	-3,134.60
Accounts Receivable			
120-000 · Accounts Receivable			
120-100 · Account Receivable - Ambulance	284,229.37	284,229.37	0.00
120-110 · Allowance for Doubtful Accounts	-259,989.05	-259,989.05	0.00
120-120 · Property Taxes Receivable	774,384.84	774,384.84	0.00
120-130 · Cash with County Treasurer	5,702.46	5,702.46	0.00
Total 120-000 · Accounts Receivable	<u>804,327.62</u>	<u>804,327.62</u>	<u>0.00</u>
Total Accounts Receivable	804,327.62	804,327.62	0.00
Other Current Assets			
140-143 · Prepaid Insurance	11,393.14	11,393.14	0.00
Total Other Current Assets	<u>11,393.14</u>	<u>11,393.14</u>	<u>0.00</u>
Total Current Assets	1,622,016.77	1,625,151.37	-3,134.60
Fixed Assets			
170-000 · Capital Assets			
170-101 · Station 1	642,788.25	642,788.25	0.00
170-102 · Station 2	761,895.12	761,895.12	0.00
170-103 · Station 3	444,019.44	444,019.44	0.00
170-104 · Station 4	266,946.28	266,946.28	0.00
170-105 · Station 5	31,005.00	31,005.00	0.00
170-200 · Equipment	4,090,317.07	4,090,317.07	0.00
170-999 · Allowance for Depreciation	-2,820,828.00	-2,820,828.00	0.00
Total 170-000 · Capital Assets	<u>3,416,143.16</u>	<u>3,416,143.16</u>	<u>0.00</u>
Total Fixed Assets	3,416,143.16	3,416,143.16	0.00
TOTAL ASSETS	<u>5,038,159.93</u>	<u>5,041,294.53</u>	<u>-3,134.60</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
200-200 · Accounts Payable	4,668.15	11,860.98	-7,192.83
Total Accounts Payable	<u>4,668.15</u>	<u>11,860.98</u>	<u>-7,192.83</u>
Other Current Liabilities			
200-208 · Accrued Interest	4,182.77	4,182.77	0.00
200-209 · Deferred Revenue	774,384.84	774,384.84	0.00
200-225 · Accrued Liabilities	2,508.00	2,508.00	0.00
200-226 · Capital Lease - 3	136,449.15	136,449.15	0.00
Total Other Current Liabilities	<u>917,524.76</u>	<u>917,524.76</u>	<u>0.00</u>
Total Current Liabilities	922,192.91	929,385.74	-7,192.83
Long Term Liabilities			
210-360 · Captial Lease - 3	140,938.33	140,938.33	0.00
210-399 · Net Pension Oblgation	9,324.00	9,324.00	0.00
Total Long Term Liabilities	<u>150,262.33</u>	<u>150,262.33</u>	<u>0.00</u>

9:03 AM
03/03/17
Accrual Basis

**Inter-Canyon Fire Protection District - New
Balance Sheet Prev Year Comparison
As of February 28, 2017**

	<u>Feb 28, 17</u>	<u>Feb 29, 16</u>	<u>\$ Change</u>
Total Liabilities	1,072,455.24	1,079,648.07	-7,192.83
Equity			
290-291 · Equity	3,146,453.20	3,146,453.20	0.00
290-999 · Designated-Current	575,393.20	575,393.20	0.00
320-000 · Unrestricted Net Assets	272,010.43	315,003.75	-42,993.32
Net Income	-28,152.14	-75,203.69	47,051.55
Total Equity	<u>3,965,704.69</u>	<u>3,961,646.46</u>	<u>4,058.23</u>
TOTAL LIABILITIES & EQUITY	<u>5,038,159.93</u>	<u>5,041,294.53</u>	<u>-3,134.60</u>

Inter-Canyon Fire Protection District - New
Profit & Loss
February 2017

	Feb 17	Jan - Feb 17
Income		
300-000 · Revenues		
300-301 · EMS Services Billed	5,738.84	11,612.31
300-302 · Property Tax Revenue	22,037.63	27,942.36
300-303 · Interest Income	227.40	469.91
300-304 · Inspection/Cistern Fees	300.00	300.00
300-307 · Grants	0.00	4,548.68
300-600 · Other Income	1,656.00	1,656.00
Total 300-000 · Revenues	29,959.87	46,529.26
300-660 · Donated Funds		
300-601 · Donations	3,875.00	19,005.00
300-602 · Can Trailer Revenue	0.00	295.55
Total 300-660 · Donated Funds	3,875.00	19,300.55
Total Income	33,834.87	65,829.81
Gross Profit	33,834.87	65,829.81
Expense		
400-000 · Administrative		
400-401 · Office Administration	513.87	629.78
400-402 · Stipends	1,100.00	2,200.00
400-403 · EMS Service Billing Fees	0.00	490.36
400-405 · Computer/Website IT/R&M	69.99	1,164.25
400-406 · Dues/Subscriptions/Code Books	0.00	1,026.09
400-408 · Employment Physicals	100.00	577.45
400-410 · General Liability Insurance	327.11	327.11
400-412 · Employee Health Insurance	2,045.89	4,243.05
400-413 · Immunizations	70.00	200.00
400-415 · Copier Lease	115.05	232.19
400-416 · Community Outreach	240.00	240.00
400-430 · Training - Management	543.00	913.00
400-432 · Recruitment	825.00	825.00
400-436 · Legal Expense	0.00	42.00
400-991 · Wages & Benefits	16,624.45	33,148.92
Total 400-000 · Administrative	22,574.36	46,259.20
500-000 · FireFighting		
500-501 · Training and Certification	0.00	2,799.70
500-502 · Rookie Training	0.00	1,054.44
500-504 · Clothing & Uniforms	176.98	698.40
500-508 · Wildland Training	-140.00	707.08
500-509 · Firefighting Tools	1,657.56	1,732.56
500-510 · Firefighting/Wildland Tools	0.00	565.00
500-512 · Rookie Academy Books/Supplies	600.11	1,352.62
Total 500-000 · FireFighting	2,294.65	8,909.80
550-550 · EMS Services		
550-551 · EMS Training/Certification	0.00	379.58
550-553 · EMS Medical Supplies	353.29	517.91
550-555 · EMS Training - CPR	0.00	245.00
550-556 · Oxygen	161.19	161.19
Total 550-550 · EMS Services	514.48	1,303.68
600-000 · FF Apparatus/Equip Maintenance		
600-601 · R&M Apparatus & Equipment	2,407.72	3,249.45
600-602 · Fuel	771.99	1,003.76
600-604 · License/Fees	3.00	3.00
600-605 · Towing	1,075.00	1,075.00
600-606 · Parts	2,013.53	2,224.91
Total 600-000 · FF Apparatus/Equip Maintenance	6,271.24	7,556.12
660-000 · Donated Funds Expense		
660-702 · Firefighter Reward	238.68	1,630.15
660-703 · Meeting Supplies/Food	57.81	572.04

Inter-Canyon Fire Protection District - New Profit & Loss February 2017

	Feb 17	Jan - Feb 17
660-704 · Good & Welfare	0.00	90.01
660-705 · Can Trailer	0.00	73.95
Total 660-000 · Donated Funds Expense	296.49	2,366.15
670-000 · Station 1		
670-801 · Telephone	188.31	376.52
670-802 · Internet	0.00	95.89
670-803 · Electric	187.69	418.81
670-804 · Water	0.00	46.73
670-806 · Natural Gas/Propane	791.95	1,653.40
670-807 · Station Supplies	45.10	252.01
670-808 · Station R&M	550.45	584.59
670-809 · Cleaning	332.50	560.00
670-810 · Snow Removal	0.00	173.00
670-000 · Station 1 - Other	0.00	354.20
Total 670-000 · Station 1	2,096.00	4,515.15
680-000 · Station 2		
680-801 · Telephone	47.27	94.54
680-803 · Electric	0.00	332.28
680-806 · Natural Gas/Propane	0.00	1,194.28
680-807 · Station Supplies	0.00	8.38
680-809 · Cleaning	70.00	140.00
680-810 · Snow Removal	0.00	363.80
Total 680-000 · Station 2	117.27	2,133.28
690-000 · Station 3		
690-801 · Telephone	68.20	136.40
690-802 · Internet	49.00	98.00
690-803 · Electric	438.17	822.80
690-804 · Water	55.20	110.40
690-805 · Trash Pickup	0.00	163.40
690-806 · Natural Gas/Propane	763.16	1,591.08
690-807 · Station Supplies	466.54	466.54
690-808 · Repairs & Maintenance	0.00	262.40
690-809 · Cleaning	210.00	437.50
690-810 · Snow Removal	0.00	745.40
Total 690-000 · Station 3	2,050.27	4,833.92
691-000 · Station 4		
691-801 · Telephone	47.27	94.54
691-802 · Internet	68.99	137.98
691-803 · Electric	74.60	455.93
691-804 · Water	97.86	97.86
691-805 · Trash Pickup	0.00	49.78
691-807 · Station Supplies	466.55	466.55
691-809 · Cleaning	70.00	140.00
691-810 · Snow Removal	0.00	173.00
Total 691-000 · Station 4	825.27	1,615.64
692-000 · Station 5		
692-803 · Electric	152.75	369.26
692-810 · Snow Removal	0.00	173.00
Total 692-000 · Station 5	152.75	542.26
700-000 · Communications		
700-750 · Radio/Equipment R&M	201.99	1,866.99
700-751 · Cell Phones/Pagers	0.00	558.82
700-754 · Dispatch Service	0.00	2,462.96
700-803 · Electric for Radio Tower	30.39	59.98
Total 700-000 · Communications	232.38	4,948.75
900-000 · Capital Expenditures		
900-379 · Station 1 Remodel	0.00	398.00
900-381 · Fire Marshal Vehicle 95499	0.00	8,600.00

9:03 AM
03/03/17
Accrual Basis

Inter-Canyon Fire Protection District - New
Profit & Loss
February 2017

	<u>Feb 17</u>	<u>Jan - Feb 17</u>
Total 900-000 - Capital Expenditures	0.00	8,998.00
Total Expense	37,425.16	93,981.95
Net Income	<u>-3,590.29</u>	<u>-28,152.14</u>

Inter-Canyon Fire Protection District - New
Profit & Loss Budget vs. Actual
 January through February 2017

	Jan - Feb 17	Budget	\$ Over Budget
Income			
300-000 · Revenues			
300-301 · EMS Services Billed	11,612.31	10,800.00	812.31
300-302 · Property Tax Revenue	27,942.36	17,300.00	10,642.36
300-303 · Interest Income	469.91	300.00	169.91
300-304 · Inspection/Cistern Fees	300.00	0.00	300.00
300-305 · Refunds/Abatements	0.00	0.00	0.00
300-306 · Theft Loss Payment	0.00	0.00	0.00
300-307 · Grants	4,548.68	0.00	4,548.68
300-559 · Donations - Specified	0.00	0.00	0.00
300-600 · Other Income	1,656.00	0.00	1,656.00
Total 300-000 · Revenues	46,529.26	28,400.00	18,129.26
300-660 · Donated Funds			
300-601 · Donations	19,005.00	15,000.00	4,005.00
300-602 · Can Trailer Revenue	295.55	320.00	-24.45
Total 300-660 · Donated Funds	19,300.55	15,320.00	3,980.55
Total Income	65,829.81	43,720.00	22,109.81
Gross Profit	65,829.81	43,720.00	22,109.81
Expense			
400-000 · Administrative			
400-401 · Office Administration	629.78	750.00	-120.22
400-402 · Stipends	2,200.00	2,200.00	0.00
400-403 · EMS Service Billing Fees	490.36	900.00	-409.64
400-405 · Computer/Website IT/R&M	1,164.25	0.00	1,164.25
400-406 · Dues/Subscriptions/Code Books	1,026.09	430.00	596.09
400-407 · Employment Background Checks	0.00	0.00	0.00
400-408 · Employment Physicals	577.45	0.00	577.45
400-409 · Damage Repairs Others	0.00	0.00	0.00
400-410 · General Liability Insurance	327.11	5,603.00	-5,275.89
400-411 · Workers Compensation Insurance	0.00	9,617.40	-9,617.40
400-412 · Employee Health Insurance	4,243.05	4,948.73	-705.68
400-413 · Immunizations	200.00	0.00	200.00
400-415 · Copier Lease	232.19	230.10	2.09
400-416 · Community Outreach	240.00	0.00	240.00
400-420 · Bank Service Charges	0.00	30.00	-30.00
400-421 · Voided Checks	0.00	0.00	0.00
400-430 · Training - Management	913.00	360.00	553.00
400-432 · Recruitment	825.00	300.00	525.00
400-435 · Audit Services	0.00	0.00	0.00
400-436 · Legal Expense	42.00	400.00	-358.00
400-991 · Wages & Benefits	33,148.92	29,768.71	3,380.21
400-000 · Administrative - Other	0.00	0.00	0.00
Total 400-000 · Administrative	46,259.20	55,537.94	-9,278.74
500-000 · FireFighting			
500-501 · Training and Certification	2,799.70	2,400.00	399.70
500-502 · Rookie Training	1,054.44	0.00	1,054.44
500-503 · Conference Expense	0.00	0.00	0.00
500-504 · Clothing & Uniforms	698.40	1,900.00	-1,201.60
500-507 · Wellness	0.00	120.00	-120.00
500-508 · Wildland Training	707.08	400.00	307.08
500-509 · Firefighting Tools	1,732.56	0.00	1,732.56
500-510 · Firefighting/Wildland Tools	565.00	2,000.00	-1,435.00
500-511 · HART Tools	0.00	0.00	0.00
500-512 · Rookie Academy Books/Supplies	1,352.62	10,000.00	-8,647.38
500-515 · Cistern Installation/Parts	0.00	0.00	0.00
Total 500-000 · FireFighting	8,909.80	16,820.00	-7,910.20
550-550 · EMS Services			
550-551 · EMS Training/Certification	379.58	6,800.00	-6,420.42
550-552 · EMS Conference Expense	0.00	0.00	0.00
550-553 · EMS Medical Supplies	517.91	6,150.00	-5,632.09

**Inter-Canyon Fire Protection District - New
 Profit & Loss Budget vs. Actual
 January through February 2017**

	Jan - Feb 17	Budget	\$ Over Budget
550-554 · EMS Equipment R&M	0.00	200.00	-200.00
550-555 · EMS Training - CPR	245.00	400.00	-155.00
550-556 · Oxygen	161.19	124.00	37.19
550-550 · EMS Services - Other	0.00	0.00	0.00
Total 550-550 · EMS Services	1,303.68	13,674.00	-12,370.32
600-000 · FF Apparatus/Equip Maintenance			
600-601 · R&M Apparatus & Equipment	3,249.45	4,750.00	-1,500.55
600-602 · Fuel	1,003.76	1,750.00	-746.24
600-604 · License/Fees	3.00	82.00	-79.00
600-605 · Towing	1,075.00	0.00	1,075.00
600-606 · Parts	2,224.91	380.00	1,844.91
600-000 · FF Apparatus/Equip Maintenance - Other	0.00	0.00	0.00
Total 600-000 · FF Apparatus/Equip Maintenance	7,556.12	6,962.00	594.12
660-000 · Donated Funds Expense			
660-701 · Retention & Recruitment	0.00	300.00	-300.00
660-702 · Firefighter Reward	1,630.15	2,400.00	-769.85
660-703 · Meeting Supplies/Food	572.04	430.00	142.04
660-704 · Good & Welfare	90.01	520.00	-429.99
660-705 · Can Trailer	73.95	0.00	73.95
660-706 · Wellness Events	0.00	0.00	0.00
660-707 · Fund Raising	0.00	0.00	0.00
660-708 · Dept Donations	0.00	0.00	0.00
660-000 · Donated Funds Expense - Other	0.00	0.00	0.00
Total 660-000 · Donated Funds Expense	2,366.15	3,650.00	-1,283.85
670-000 · Station 1			
670-801 · Telephone	376.52	370.00	6.52
670-802 · Internet	95.89	170.00	-74.11
670-803 · Electric	418.81	595.00	-176.19
670-804 · Water	46.73	75.00	-28.27
670-805 · Trash Pickup	0.00	317.30	-317.30
670-806 · Natural Gas/Propane	1,653.40	1,400.00	253.40
670-807 · Station Supplies	252.01	280.00	-27.99
670-808 · Station R&M	584.59	200.00	384.59
670-809 · Cleaning	560.00	440.00	120.00
670-810 · Snow Removal	173.00	600.00	-427.00
670-811 · Landscape Maintenance	0.00	120.00	-120.00
670-000 · Station 1 - Other	354.20	0.00	354.20
Total 670-000 · Station 1	4,515.15	4,567.30	-52.15
680-000 · Station 2			
680-801 · Telephone	94.54	94.70	-0.16
680-803 · Electric	332.28	400.00	-67.72
680-806 · Natural Gas/Propane	1,194.28	1,200.00	-5.72
680-807 · Station Supplies	8.38	0.00	8.38
680-808 · Repairs & Maintenance	0.00	250.00	-250.00
680-809 · Cleaning	140.00	200.00	-60.00
680-810 · Snow Removal	363.80	700.00	-336.20
680-811 · Landscape Maintenance	0.00	116.00	-116.00
Total 680-000 · Station 2	2,133.28	2,960.70	-827.42
690-000 · Station 3			
690-801 · Telephone	136.40	136.58	-0.18
690-802 · Internet	98.00	98.00	0.00
690-803 · Electric	822.80	740.00	82.80
690-804 · Water	110.40	168.00	-57.60
690-805 · Trash Pickup	163.40	319.22	-155.82
690-806 · Natural Gas/Propane	1,591.08	1,750.00	-158.92
690-807 · Station Supplies	466.54	60.00	406.54
690-808 · Repairs & Maintenance	262.40	400.00	-137.60
690-809 · Cleaning	437.50	480.00	-42.50
690-810 · Snow Removal	745.40	720.00	25.40
690-811 · Landscape Maintenance	0.00	90.00	-90.00
690-000 · Station 3 - Other	0.00	0.00	0.00

9:17 AM
 03/03/17
 Accrual Basis

**Inter-Canyon Fire Protection District - New
 Profit & Loss Budget vs. Actual
 January through February 2017**

	Jan - Feb 17	Budget	\$ Over Budget
Total 690-000 · Station 3	4,833.92	4,961.80	-127.88
691-000 · Station 4			
691-801 · Telephone	94.54	95.58	-1.04
691-802 · Internet	137.98	137.98	0.00
691-803 · Electric	455.93	420.00	35.93
691-804 · Water	97.86	193.78	-95.92
691-805 · Trash Pickup	49.78	97.28	-47.50
691-807 · Station Supplies	466.55	60.00	406.55
691-808 · Repairs & Maintenance	0.00	160.00	-160.00
691-809 · Cleaning	140.00	150.00	-10.00
691-810 · Snow Removal	173.00	720.00	-547.00
691-811 · Landscape Maintenance	0.00	120.00	-120.00
Total 691-000 · Station 4	1,615.64	2,154.62	-538.98
692-000 · Station 5			
692-803 · Electric	369.26	373.00	-3.74
692-808 · Repairs & Maintenance	0.00	168.00	-168.00
692-810 · Snow Removal	173.00	720.00	-547.00
692-811 · Landscape Maintenance	0.00	120.00	-120.00
Total 692-000 · Station 5	542.26	1,381.00	-838.74
700-000 · Communications			
700-750 · Radio/Equipment R&M	1,866.99	1,665.00	201.99
700-751 · Cell Phones/Pagers	558.82	1,591.22	-1,032.40
700-753 · Portable Radio New/Replace	0.00	475.61	-475.61
700-754 · Dispatch Service	2,462.96	3,000.00	-537.04
700-803 · Electric for Radio Tower	59.98	60.10	-0.12
Total 700-000 · Communications	4,948.75	6,791.93	-1,843.18
800-000 · Pension Fund	0.00	0.00	0.00
800-100 · Loan Payments			
800-110 · Principal Paid	0.00	0.00	0.00
800-115 · Interest Paid	0.00	0.00	0.00
Total 800-100 · Loan Payments	0.00	0.00	0.00
900-000 · Capital Expenditures			
600-812 · Apparatus			
900-377 · Medical Equipment	0.00	0.00	0.00
Total 600-812 · Apparatus	0.00	0.00	0.00
900-379 · Station 1 Remodel	398.00	0.00	398.00
900-380 · Equipment	0.00	0.00	0.00
900-381 · Fire Marshal Vehicle 95499	8,600.00		
Total 900-000 · Capital Expenditures	8,998.00	0.00	8,998.00
900-825 · Stations	0.00	0.00	0.00
Total Expense	93,981.95	119,461.29	-25,479.34
Net Income	-28,152.14	-75,741.29	47,589.15

Inter-Canyon Fire Protection District - New

Profit & Loss by Class

January through February 2017

	Donated Funds	Unclassified	TOTAL
Income			
300-000 · Revenues			
300-301 · EMS Services Billed	0.00	11,612.31	11,612.31
300-302 · Property Tax Revenue	0.00	27,942.36	27,942.36
300-303 · Interest Income	0.00	469.91	469.91
300-304 · Inspection/Cistern Fees	0.00	300.00	300.00
300-307 · Grants	0.00	4,548.68	4,548.68
300-600 · Other Income	0.00	1,656.00	1,656.00
Total 300-000 · Revenues	0.00	46,529.26	46,529.26
300-660 · Donated Funds			
300-601 · Donations	18,805.00	200.00	19,005.00
300-602 · Can Trailer Revenue	295.55	0.00	295.55
Total 300-660 · Donated Funds	19,100.55	200.00	19,300.55
Total Income	19,100.55	46,729.26	65,829.81
Gross Profit	19,100.55	46,729.26	65,829.81
Expense			
400-000 · Administrative			
400-401 · Office Administration	0.00	629.78	629.78
400-402 · Stipends	0.00	2,200.00	2,200.00
400-403 · EMS Service Billing Fees	0.00	490.36	490.36
400-405 · Computer/Website IT/R&M	0.00	1,164.25	1,164.25
400-406 · Dues/Subscriptions/Code Books	0.00	1,026.09	1,026.09
400-408 · Employment Physicals	0.00	577.45	577.45
400-410 · General Liability Insurance	0.00	327.11	327.11
400-412 · Employee Health Insurance	0.00	4,243.05	4,243.05
400-413 · Immunizations	0.00	200.00	200.00
400-415 · Copier Lease	0.00	232.19	232.19
400-416 · Community Outreach	0.00	240.00	240.00
400-430 · Training - Management	0.00	913.00	913.00
400-432 · Recruitment	0.00	825.00	825.00
400-436 · Legal Expense	0.00	42.00	42.00
400-991 · Wages & Benefits	0.00	33,148.92	33,148.92
Total 400-000 · Administrative	0.00	46,259.20	46,259.20
500-000 · FireFighting			
500-501 · Training and Certification	0.00	2,799.70	2,799.70
500-502 · Rookie Training	0.00	1,054.44	1,054.44
500-504 · Clothing & Uniforms	0.00	698.40	698.40
500-508 · Wildland Training	0.00	707.08	707.08
500-509 · Firefighting Tools	0.00	1,732.56	1,732.56
500-510 · Firefighting/Wildland Tools	0.00	565.00	565.00
500-512 · Rookie Academy Books/Supplies	0.00	1,352.62	1,352.62
Total 500-000 · FireFighting	0.00	8,909.80	8,909.80
550-550 · EMS Services			
550-551 · EMS Training/Certification	0.00	379.58	379.58
550-553 · EMS Medical Supplies	0.00	517.91	517.91
550-555 · EMS Training - CPR	0.00	245.00	245.00
550-556 · Oxygen	0.00	161.19	161.19
Total 550-550 · EMS Services	0.00	1,303.68	1,303.68
600-000 · FF Apparatus/Equip Maintenance			
600-601 · R&M Apparatus & Equipment	0.00	3,249.45	3,249.45
600-602 · Fuel	0.00	1,003.76	1,003.76
600-604 · License/Fees	0.00	3.00	3.00
600-605 · Towing	0.00	1,075.00	1,075.00
600-606 · Parts	0.00	2,224.91	2,224.91
Total 600-000 · FF Apparatus/Equip Maintenance	0.00	7,556.12	7,556.12
660-000 · Donated Funds Expense			
660-702 · Firefighter Reward	1,364.53	265.62	1,630.15
660-703 · Meeting Supplies/Food	334.11	237.93	572.04

Inter-Canyon Fire Protection District - New
Profit & Loss by Class
 January through February 2017

	Donated Funds	Unclassified	TOTAL
660-704 · Good & Welfare	90.01	0.00	90.01
660-705 · Can Trailer	0.00	73.95	73.95
Total 660-000 · Donated Funds Expense	1,788.65	577.50	2,366.15
670-000 · Station 1			
670-801 · Telephone	0.00	376.52	376.52
670-802 · Internet	0.00	95.89	95.89
670-803 · Electric	0.00	418.81	418.81
670-804 · Water	0.00	46.73	46.73
670-806 · Natural Gas/Propane	0.00	1,653.40	1,653.40
670-807 · Station Supplies	0.00	252.01	252.01
670-808 · Station R&M	0.00	584.59	584.59
670-809 · Cleaning	0.00	560.00	560.00
670-810 · Snow Removal	0.00	173.00	173.00
670-000 · Station 1 - Other	0.00	354.20	354.20
Total 670-000 · Station 1	0.00	4,515.15	4,515.15
680-000 · Station 2			
680-801 · Telephone	0.00	94.54	94.54
680-803 · Electric	0.00	332.28	332.28
680-806 · Natural Gas/Propane	0.00	1,194.28	1,194.28
680-807 · Station Supplies	0.00	8.38	8.38
680-809 · Cleaning	0.00	140.00	140.00
680-810 · Snow Removal	0.00	363.80	363.80
Total 680-000 · Station 2	0.00	2,133.28	2,133.28
690-000 · Station 3			
690-801 · Telephone	0.00	136.40	136.40
690-802 · Internet	0.00	98.00	98.00
690-803 · Electric	0.00	822.80	822.80
690-804 · Water	0.00	110.40	110.40
690-805 · Trash Pickup	0.00	163.40	163.40
690-806 · Natural Gas/Propane	0.00	1,591.08	1,591.08
690-807 · Station Supplies	0.00	466.54	466.54
690-808 · Repairs & Maintenance	0.00	262.40	262.40
690-809 · Cleaning	0.00	437.50	437.50
690-810 · Snow Removal	0.00	745.40	745.40
Total 690-000 · Station 3	0.00	4,833.92	4,833.92
691-000 · Station 4			
691-801 · Telephone	0.00	94.54	94.54
691-802 · Internet	0.00	137.98	137.98
691-803 · Electric	0.00	455.93	455.93
691-804 · Water	0.00	97.86	97.86
691-805 · Trash Pickup	0.00	49.78	49.78
691-807 · Station Supplies	0.00	466.55	466.55
691-809 · Cleaning	0.00	140.00	140.00
691-810 · Snow Removal	0.00	173.00	173.00
Total 691-000 · Station 4	0.00	1,615.64	1,615.64
692-000 · Station 5			
692-803 · Electric	0.00	369.26	369.26
692-810 · Snow Removal	0.00	173.00	173.00
Total 692-000 · Station 5	0.00	542.26	542.26
700-000 · Communications			
700-750 · Radio/Equipment R&M	0.00	1,866.99	1,866.99
700-751 · Cell Phones/Pagers	0.00	558.82	558.82
700-754 · Dispatch Service	0.00	2,462.96	2,462.96
700-803 · Electric for Radio Tower	0.00	59.98	59.98
Total 700-000 · Communications	0.00	4,948.75	4,948.75
900-000 · Capital Expenditures			
900-379 · Station 1 Remodel	0.00	398.00	398.00
900-381 · Fire Marshal Vehicle 95499	0.00	8,600.00	8,600.00

9:04 AM
03/03/17
Accrual Basis

Inter-Canyon Fire Protection District - New
Profit & Loss by Class
January through February 2017

	<u>Donated Funds</u>	<u>Unclassified</u>	<u>TOTAL</u>
Total 900-000 · Capital Expenditures	0.00	8,998.00	8,998.00
Total Expense	1,788.65	92,193.30	93,981.95
Net Income	<u>17,311.90</u>	<u>-45,464.04</u>	<u>-28,152.14</u>

8:58 AM

03/03/17

**Inter-Canyon Fire Protection District - New
Reconciliation Summary**
100-100 · Wells Fargo Bank New Checking, Period Ending 02/28/2017

	<u>Feb 28, 17</u>
Beginning Balance	86,481.40
Cleared Transactions	
Checks and Payments - 92 items	-58,994.49
Deposits and Credits - 10 items	36,173.05
Total Cleared Transactions	<u>-22,821.44</u>
Cleared Balance	<u><u>63,659.96</u></u>
Uncleared Transactions	
Checks and Payments - 27 items	-11,832.96
Total Uncleared Transactions	<u>-11,832.96</u>
Register Balance as of 02/28/2017	<u><u>51,827.00</u></u>
New Transactions	
Checks and Payments - 17 items	-4,623.56
Deposits and Credits - 1 item	14,463.64
Total New Transactions	<u>9,840.08</u>
Ending Balance	<u><u>61,667.08</u></u>

8:59 AM

03/03/17

**Inter-Canyon Fire Protection District - New
Reconciliation Summary**
100-104 · Checking - Insurance, Period Ending 01/07/2017

	<u>Jan 7, 17</u>
Beginning Balance	5,324.03
Cleared Balance	5,324.03
Register Balance as of 01/07/2017	5,324.03
New Transactions	
Checks and Payments - 1 item	-151.27
Total New Transactions	<u>-151.27</u>
Ending Balance	<u><u>5,172.76</u></u>

8:59 AM

03/03/17

**Inter-Canyon Fire Protection District - New
Reconciliation Detail**
100-104 · Checking - Insurance, Period Ending 01/07/2017

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						5,324.03
Cleared Balance						5,324.03
Register Balance as of 01/07/2017						5,324.03
New Transactions						
Checks and Payments - 1 item						
Check	02/27/2017		Delta Dental of Colo...		-151.27	-151.27
Total Checks and Payments					-151.27	-151.27
Total New Transactions					-151.27	-151.27
Ending Balance					-151.27	5,172.76

9:00 AM

03/03/17

**Inter-Canyon Fire Protection District - New
Reconciliation Summary**
100-102 · Wells Fargo Savings, Period Ending 02/28/2017

	<u>Feb 28, 17</u>
Beginning Balance	150,826.11
Cleared Transactions	
Deposits and Credits - 1 item	<u>3.47</u>
Total Cleared Transactions	<u>3.47</u>
Cleared Balance	<u>150,829.58</u>
Register Balance as of 02/28/2017	150,829.58
Ending Balance	150,829.58

9:00 AM

03/03/17

**Inter-Canyon Fire Protection District - New
Reconciliation Detail**
100-102 · Wells Fargo Savings, Period Ending 02/28/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						150,826.11
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	02/28/2017			X	3.47	3.47
Total Deposits and Credits					3.47	3.47
Total Cleared Transactions					3.47	3.47
Cleared Balance					3.47	150,829.58
Register Balance as of 02/28/2017					3.47	150,829.58
Ending Balance					3.47	150,829.58

9:01 AM

03/03/17

**Inter-Canyon Fire Protection District - New
Reconciliation Summary**
100-105 · ColoTrust Account, Period Ending 02/28/2017

	<u>Feb 28, 17</u>
Beginning Balance	600,533.33
Cleared Transactions	
Deposits and Credits - 1 item	<u>223.93</u>
Total Cleared Transactions	<u>223.93</u>
Cleared Balance	<u>600,757.26</u>
Register Balance as of 02/28/2017	600,757.26
Ending Balance	600,757.26

9:01 AM

03/03/17

**Inter-Canyon Fire Protection District - New
Reconciliation Detail**
100-105 · ColoTrust Account, Period Ending 02/28/2017

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						600,533.33
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	02/28/2017			X	223.93	223.93
Total Deposits and Credits					223.93	223.93
Total Cleared Transactions					223.93	223.93
Cleared Balance					223.93	600,757.26
Register Balance as of 02/28/2017					223.93	600,757.26
Ending Balance					223.93	600,757.26

Prepared For	INTER CANYON FIRE MAURICE SHIRLAW
Account Number	[REDACTED]
Statement Closing Date	02/27/17
Days in Billing Cycle	32
Next Statement Date	03/27/17

For 24-Hour Customer Service Call:
800-225-5935

Inquiries or Questions:
WF Business Direct PO Box 29482
Phoenix, AZ 85038-8650

Payments:
Payment Remittance Center PO Box 6426
Carol Stream, IL 60197-6426

Credit Line	\$10,000
Available Credit	\$9,321

Payment Information

New Balance	\$678.33
Current Payment Due (Minimum Payment)	\$25.00
Current Payment Due Date	03/20/17

If you wish to pay off your balance in full: The balance noted on your statement is not the payoff amount. Please call 800-225-5935 for payoff information.

Account Summary

Previous Balance		\$1,394.11
Credits	-	\$0.00
Payments	-	\$1,394.11
Purchases & Other Charges	+	\$678.33
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$678.33

Wells Fargo Business Card Rewards

Membership No:	[REDACTED]
Previous Balance	39,756
Points Earned this Month	678
Points From Other Company Cards	0
Bonus Points Earned	0
Adjustments	0
Earn More Mall® Bonus Points	0
Redeemed	0
Total Available	= 40,434

Rewards Notice

Check your point balance and redeem your points at wellsfargorewards.com. You can also call our Rewards Service Center from 8 a.m. to midnight (ET) at 1-800-213-3365.

See reverse side for important information.



Rate Information

Your rate may vary according to the terms of your agreement.

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	15.740%	.04312%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.490%	.06709%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

TOTAL *FINANCE CHARGE* BILLED IN 2016 \$0.00

TOTAL *FINANCE CHARGE* PAID IN 2016 \$0.00

Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
01/27	01/27	24164070W13QTPNF9	SAFEWAY FUEL 10000412 LAKEWOOD CO		46.30
02/02	02/02	2444500118PRRZ2DN	KING SOOPERS #0087 CONIFER CO		533.67
02/05	02/05	74856201524XDZYB4	PAYMENT THANK YOU	1,394.11	
02/07	02/07	24323001705JS4DVZ	STOP 4 GAS MORRISON CO		46.86
02/19	02/19	24323001J05JS55AV	STOP 4 GAS MORRISON CO		51.50

Wells Fargo News

Now you have more choices when it comes to paying with your card. Mobile wallets make it easy to use your Wells Fargo Business Card at over 1 million merchants displaying the "contactless" symbol. Mobile wallets allow you to:

- Tap and pay without physically taking out a card
- Save time when making online purchases
- Control the security of your PIN and account number at point of purchase

Explore Mobile Wallet features and how to use them by going to <https://www.wellsfargo.com/mobile-payments/mobile-wallet-basics>

Happy Anniversary



This month marks the anniversary of your Wells Fargo Business Card. We thank you for your business and look forward to serving you for years to come.

1-2

Date:	Amount:	Description:
1/27/2017	\$46.30	Fuel for command vehicle
2/2/2017	\$533.67	FF of the month gift cards
2/7/2017	\$46.86	Fuel for command vehicle
2/19/2017	\$51.50	Fuel for command vehicle



INTER-CANYON FIRE PROTECTION DISTRICT

ICFPD BANK STATEMENTS
ARE AVAILABLE BY REQUEST

PLEASE CONTACT

DISTRICT ADMINISTRATOR KELLEY CROSS

303-697-4413

KELLEY.CROSS@INTERCANYONFIRE.ORG



Chief Skip Shirlaw
 Chief's Report to the Inter-Canyon Fire Protection Board Meeting
 March 8, 2017

Current Membership Firefighters 31 (13 EMS are Included)
 Rookies 17

 Total Membership 47

Call Comparisons:

Year to date: 87

Last Year to date: 67

<p>For the Month of February 2017 Fire 2 Rescue & Emergency Medical 15 Good Intent Calls 9 False Alarm 1 Mutual Aid: received: 11 given: 7 TOTAL for the Month: 27 Total Members Responding 134 Total Staff Hours 111.56 Average Turnout Per Call 5</p>	<p>For the Month of February 2016 Fire 1 Rescue & Emergency Medical 17 Good Intent Calls 8 False Alarm 1 Mutual Aid: received: 5 given: 4 TOTAL for the Month: 28 Total Members Responding 157 Total Staff Hours 95.65 Average Turnout Per Call 6</p>
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Training

This Month Business: OB Trauma, Suzannah Epperson
 Drill Meeting: Drills/Scenarios, Wildland Refresher, Academy Burn Building

Monthly Vehicle Report

Notes from the Chief:

Firefighter of the month is Suzannah Epperson

 <p>INTER-CANYON FIRE PROTECTION DISTRICT</p>	
<p>POLICIES & GUIDELINES</p>	
<p>Policy</p>	<p>Policy</p>
<p>Report of Injury</p>	<p>Date: 2/14/17</p>

Purpose:

To ensure proper and timely filing of report of job related injury.

APPLIES TO ALL DISTRICT PERSONNEL

Policy:

In the event a member incurs an on duty/training related injury or exposure, the member shall complete the following steps **regardless of whether the member will seek treatment.**

1. Notify officer on duty, incident command or training lead as soon as practicable.
2. **Member shall complete a First Report of Injury within 24 hours of injury** by contacting **CSDPL Claim Reporting Hotline** at **800-318-8870 extension 1**. This hotline is staffed twenty-four hours, every day of the year.

- a. Should medical attention be required ICFPD member shall normally be seen by one of ICFPD designated medical providers:

Conifer Medical Center
26659 Pleasant Park Rd
Conifer, CO 80433
303-647-5300 m-f 8-5

SCL Physicians Green Mountain
12790 W. Alameda Pkwy
Lakewood, CO 80228
303-403-6350 m-f 7-5 s 8-1

Concentra
770 Simms St.
Golden, CO 80401
303-239-6060 m-f 8-5

Occupational Medicine of the Rockies
200 Union Blvd. #318
Lakewood, CO 80228
303-985-1811 m-f 8-5

In the event of an emergency, member shall proceed to an appropriate

emergency care facility.

3. Officer on Duty, Incident Command or Training Lead shall immediately notify the District Administrator, Chief and Deputy Chiefs by completing and submitting by email a Supervisor's Accident/Incident Report. (Attached)

4. District Administrator, or in her/his absence, available Chief will follow up to ensure proper and timely filing of the First Report of Injury and if applicable obtain the Workman's Compensation Claim Number.

5. All Worker's Compensation claims are subject to review and approval or denial by the District's Workman's Compensation insurance carrier. In accordance with the Worker's Compensation Act of Colorado, injuries incurred during the employee's participation in a voluntary recreational activity or program, regardless of whether the employer promoted, sponsored, or supported the recreational activity or program are not covered.

6. If the claim is accepted by the District's Worker's Compensation insurance carrier, the member will not be liable for any costs that are incurred for an approved course of treatment. If the claim is denied by the carrier, all costs will be the responsibility of the member.

7. Refer to Return to Duty and Modified Duty policies

Return to Work

ICFPD Claims Management Procedures¹

1. Members must report all work-related injuries and illnesses to their direct supervisor immediately, who then notifies the return to work coordinators. Return to work coordinators are the District Administrator and Chiefs.

Injured members must seek medical attention from one of two designated medical providers, _____ (list providers) as soon as possible. **Member shall complete a First Report of Injury within 24 hours of injury** by contacting **CSDPL Claim Reporting Hotline** at **800-318-8870 extension 1**. This hotline is staffed twenty-four hours, every day of the year.

2. If the injury requires immediate medical attention outside of normal business hours, the employee should seek treatment from the nearest medical facility. In cases of emergency, go to the nearest emergency care facility or call 9-1-1.
3. The member should provide a written account of the incident as soon as possible, and prior to receiving medical treatment if possible.
4. The coordinator should report the injury to the workers' compensation insurer.
5. The coordinator should also investigate the accident or incident.
6. If there is any question as to the member's ability to return to work, the member must provide a fitness for duty certification from the designated medical provider prior to returning to work.
7. The member's supervisor and/or coordinator must maintain regular contact with the member throughout the recovery process. If the supervisor receives information on the member's recovery, the supervisor should report the information to the coordinator.
8. The coordinator should obtain recovery status information and work restriction updates. The coordinator should obtain a copy of the medical provider's work status report as soon as possible after each medical visit.
9. The coordinator maintains a list of modified duty tasks.
10. If Inter-Canyon Fire Protection District deems it appropriate to make an offer of temporary modified duty to an injured worker, the coordinator sends a written description of the proposed tasks to the designated medical provider for approval. After approval by the designated medical provider, the coordinator communicates the temporary modified duty position to the member, utilizing Rule 6 of the Colorado Workers' Compensation Rules of Procedure, if appropriate.
11. The coordinator communicates wage information regarding the injured responder's modified duty position to the workers' compensation insurer.
12. The coordinator works with the injured responders' supervisor (for the modified duty position) to ensure all restrictions are being followed, and monitors and documents the injured responder's performance while on modified duty.
13. The coordinator coordinates monthly meetings with the supervisor, injured member, and other relevant staff to address progress, efficiency, and the appropriateness of continued modified duty assignment.
14. Members on light duty due to a work related injury shall comply with all injury rehabilitation, injury prevention classes, work conditioning programs, and strength and conditioning programs set up through their medical care provider.
15. Members are responsible for managing all aspects of their work related Worker's Compensation claim such as claim submittals, appeals and reimbursement of out of pocket expenses

¹ This document is intended for use by those administering the return to work program, and is not intended to be provided to employees.

16. In the event the member is prohibited by physical restrictions and unable to return to full duty within 12 months of the members' initial absence related to the injury or illness there will be a review of the claim status, progress and potential future with ICFPD.

Inception date: _____

Revision date: _____

ICFPD Return to Work Policy

Inter-Canyon Fire Protection District (ICFPD) has adopted a return to work policy to use eligible injured responders in a productive way while they are recovering from an ICFPD work-related injury. ICFPD Return to Work Policy also applies to recovery from non-related ICFPD work injuries that are not covered by Worker's Compensation. ICFPD will try to offer temporary modified duty, where practical, to responders who are unable to return to their regular duties, trainings and call response due to medical restrictions resulting from an ICFPD work-related injury. The goal is to provide productive work and to return the injured responder to his or her regular duties, trainings and call response.

The District Administrator and Chiefs are responsible for coordinating the return to work program.

All work-related injuries must be reported immediately to your supervisor, who notifies the coordinators.

Injured workers are required to seek medical attention from one of four designated medical providers:

Conifer Medical Center
26659 Pleasant Park Rd
Conifer, CO 80433
303-647-5300 m-f 8-5

SCL Physicians Green Mountain
12790 W. Alameda Pkwy
Lakewood, CO 80228
303-403-6350 m-f 7-5 s 8-1

Concentra
770 Simms St.
Golden, CO 80401
303-239-6060 m-f 8-5

Occupational Medicine of the Rockies
200 Union Blvd. #318
Lakewood, CO 80228
303-985-1811 m-f 8-5

If the injury requires immediate medical attention outside of normal business hours, you should seek treatment from the nearest medical facility. Any follow-up treatment should be received from one of the designated medical providers. In cases of emergency, go to the nearest medical emergency care facility or call 9-1-1.

The coordinators maintain regular contact with you and the designated medical provider to obtain status information and work restriction updates.

If ICFPD decides to offer modified duty to you, the coordinators will send the proposed modified duty tasks and job description to the designated medical provider for approval. After approval by the designated medical provider, you will be informed of the temporary modified duty position.

The coordinators work with your Station Captain to ensure all restrictions are being followed.

Modified duty assignments are temporary and transitional in nature. You, your Station Captain, the return to work coordinators and other relevant staff will review modified duty assignments at least monthly to address continuing work duties and overall performance.

Modified Duty and Pension

While on Modified Duty, in district members will convert to an hourly schedule per month. All hours should be reported in I Am Responding. All members, in district and out of district, on modified duty should complete a minimum of 16 hours per month including ICFPD meetings and ICFPD trainings to maintain pension eligibility. JPR credits cannot be earned while on modified duty.

Modified Duty Restrictions

Documented physical restrictions are in effect during all on and off duty hours. Any member violating their restrictions and/or physical limitations will be subject to investigation that may result in disciplinary action up to and including termination.

Inception date: _____

Revision date: _____

Colorado Special Districts Property and Liability Pool

Employee's Written Notice of Injury to Employer

Please read instructions on reverse side before completing this form.

Note to Employer: You are required to complete the Employer's First Report of Injury.

1.	Name of Employer:	Phone:	
2.	Name of Injured Employee:	Social Security #:	
3.	Home Address:	Phone:	
4.	Age:	5. Birth Date:	6. Sex:
7.	How long employed by employer?	8. Employee occupation:	
9.	Place of accident/exposure: (see instructions on reverse side) (No. & Street) (City) (State) (Zip)		
10.	What was employee doing when injured?		
	Be specific. If using tools or equipment, name them and tell how they were being used.		
11.	How did the accident occur?		
	Describe fully the events which resulted in the injury/occupational illness. Tell what happened and how it happened. Give full details on all factors which led or contributed to the accident/exposure. Use separate sheet if additional space is needed.		
12.	Name the object or substance which directly affected the employee:		
	For example, the machine or thing he struck against or which struck him; the vapor or poisons inhaled or swallowed; the chemical or radiation which irritated the skin; or in the case of strains, hernia, etc, the thing lifted, pulled, etc.		
13.	Describe the injury/illness in detail and indicate the part of the body affected:		
	For example, amputation of right index finger at second joint; fracture of ribs; lead poisoning; dermatitis of left hand; etc. (medical description).		
14.	Date of Injury:	Time:	Working shift: from to
15.	Was employee able to continue work after the injury? Yes <input type="checkbox"/>		If no, date left work:
	No <input type="checkbox"/>		
	(b) Has employee returned to work?	(c) If so, give date:	
	(d) If not, probable length of disability:	(e) Did injury/illness force employee to transfer to a different assignment?	
16.	Date of last job-related injury/illness:		
17.	Prepared by: (employee signature)		Date:

Employee and Employer: See Reverse Side for Important Notice

READ CAREFULLY

Effective July 1, 1990, SECTION 1. 8-43-102, Colorado Revised Statutes, 1986 Repl. Vol., as amended by House Bill 90-1160, enacted at the Second Regular Session of the Fifty-seventh General Assembly, is amended BY THE ADDITION OF A NEW SUBSECTION to read:

8-43-102. Notice to Employer of injury - failure to report. (1.5) (a) Every employee of an employer who has permission to be its own insurance carrier pursuant to section 8-44-201 or of an employer who participates in a public entity self-insurance pool pursuant to section 8-44-204 who sustains an injury resulting from an accident shall notify his employer in writing of said injury within four working days of the occurrence of the injury, unless the employer, or the employee's foreman, superintendent, or manager has written notice of said injury. If the employee is physically or mentally unable to provide said notice, the employee's foreman, superintendent, or manager, or any other person in charge who has written notice of said injury, shall submit such written notice to the employer. If said employee fails to report said injury in writing, such employee may lose up to one day's compensation for each day's failure to so report. Any other person who has notice of said injury may submit a written notice to the employer which report shall relieve the injured employee from reporting the accident. Any employer receiving written notice of an injury pursuant to this subsection (1.5) shall affix thereon the date and time of receipt of such notice and shall make a copy of such notice available to the injured employee within two working days following receipt of such notice.

INSTRUCTIONS TO EMPLOYEE

1. All injuries, no matter how trivial, must be report to your employer.
2. Forms should be typed or printed legibly.
3. Instructions for Question 9:
If an accident/exposure occurred on employer's premises, give address of plant or establishment in which it occurred. If it occurred outside employer's premises at an identifiable address, give that address. If it occurred on a public highway or at any other place which cannot be identified by number and street, please provide place references locating the place of accident or exposure as accurately as possible.

INSTRUCTIONS TO EMPLOYER

1. You must complete an Employer's First Report of Injury and send it along with this form to the Pool's claims administrator.
2. You must note the date and time of receiving this notice from the employee in the space provided below.
3. You must provide a copy of this complete Employee's Notice of Injury to the employee within two working days.

EMPLOYER'S ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE'S NOTICE OF INJURY

Completed form received from employee on _____ at _____ am/pm
(date)

by: _____
employer representative

completed copy of this form provided to employee on _____
(date)

HIPAA COMPLIANT AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION

I hereby authorize the use and/or disclosure of my individually identifiable health information as described below. I understand that this authorization is voluntary. I understand that the released information may be subject to redisclosure by the recipients and no longer be protected by federal privacy regulations.

Patient Name:

Date of Birth:

Persons/organizations authorized to provide the information:

TRISTAR Risk Management, P.O. Box 2805, Clinton, IA, 52733 is authorized to receive and use/redisclose the information in connection with my claim for worker’s compensation benefits. I further authorize that a photocopy of this medical release may be used by **TRISTAR Risk Management (TRISTAR)** to order and obtain medical information.

Specific description of information: complete medical record for all dates of service and all admissions including, but not limited to: history and physical exam; progress notes; office notes and letters; office chart; laboratory reports; diagnostic test reports including, but not limited to, x-ray, MRI, CT scan, bone scan, thermography reports; x-ray, MRI, CT scan, bone scan, thermography films; inpatient admissions and discharge reports; outpatient and emergency room admissions; complete hospital chart; healthcare records in your file from other providers; prescription records; operative reports; physical therapy.

The purpose of use or disclosure of patient information is for my worker’s compensation claim. Patient information may be used or disclosed to administer, determine and/or litigate my claim. Patient information may be redisclosed to the parties, their agents and representatives; to the Division of Workers’ Compensation; authorized Independent Medical Examiners including the Division of Labor Medical Examiners; Division of Administrative Hearings; vocational experts; entities involved in a third party action arising out of the Workers’ Compensation matter, County and/or District Courts; and any of my past or present health care providers.

I understand that this authorization will expire upon the closure of my Colorado worker’s compensation claim.

I understand that I may revoke this authorization at any time by notifying the providing organization in writing, but if I do, revocation will not affect any actions the provider took before it received the revocation. Also, I understand that any use or disclosure made prior to the revocation of this authorization will not be affected by a revocation.

I understand that I may refuse to sign this form and that my health care and the payment for my health care will not be affected if I do not sign this form.

I understand that I am entitled to receive a copy of this authorization.

Signature of patient or patient’s representative

Date

Address:

If a patient’s representative signs this authorization, please complete the following:

Printed name of patient’s representative

Relationship to the patient

Describe the representative’s authority to act for the patient:



ICFPD MEMBER MODIFIED DUTY LETTER

Date: _____

Name of Member: _____

Member Address: _____

Claim Number: _____

Date of Injury: _____

Dear Member:

Your treating physician, Dr. _____, has released you to modified duty. We have identified a temporary modified duty for you, which your physician states you will be able to perform. Please refer to the job task list.

This modified duty job will begin as of _____ on _____.

Your work schedule is as follows:

While on Modified Duty, in district members will convert to an hourly schedule per month. All hours should be reported in I Am Responding. All members, in district and out of district, on modified duty should complete a minimum of 16 hours per month including ICFPD meetings and ICFPD trainings to maintain pension eligibility.

Modified Duty Supervisor: _____

Work Site Location: _____

We wish you a continued recovery.

Sincerely,

Back to Work Coordinator Signature

Certificate of Service

I, _____, hereby certify that I hand delivered the above modified duty offer to _____ on _____.

Back to Work Coordinator Signature

Date

ICFPD PHYSICIANS LETTER

Date: _____

TIME SENSITIVE

URGENT RESPONSE REQUIRED

Dr.: _____

Facility: _____

Address: _____

FAX to: _____

Fax Number: _____

Attn: _____

Re: (Injured Worker) _____

Telephone: _____

Claim Number: _____

Dear Dr. _____:

ICFPD member, _____, is currently unable to perform the work required of his or her regular duties, trainings and call response. We have a temporary modified duty that I have outlined for your reference.

JOB TASKS

Please check the activities that _____ is released to perform.

Modified Duty Minimum Requirements

- Must be able to climb into trucks.
- Must be able to lift/carry 20lbs
- Must be able to walk upstairs.
- Must be able to use power washer (move power washer and use it)
- Must be able to vacuum.
- Must be able to reach overhead.
- Must abide by the recommendations of the doctor.

Modified Duty Activities

- Attend meetings.
- Attend lecture portions of training. Watch drills.
- Attend/assist with public relations events within ICFPD.

- Do truck checks within light duty parameters
- Do station checks within light duty parameters

ICFPD Signature

Patient is able to perform the tasks checked above.
COMMENTS:

Doctor Signature

Date

cc: Injured worker: _____
Attorney, if appropriate: _____