

**INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
MINUTES OF MEETING
7939 S. Turkey Creek Rd., Morrison, CO 80465 303-697-4413
July 13, 2016**

1. Call to Order:

1A. The ICFPD Board meeting was called to order by Leslie Caimi at 19:13 hours at ICFPD Station 1.

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
David Logan

2a. Guest Report.

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 Karl Firor with a second by Jennifer Volkman to approve the minutes, of the June 8, 2016 meeting. The motion passed unanimously.

4. Treasurer's Report

4a. June 2016 Financials. Please see attached.

Karl Firor reviewed the Balance Sheet showing a balance of \$1,022,000, up \$66k from this time last year. The bank has been paid in full, the District has no liabilities with the exception of pension. Chief Shirlaw noted a job well done by directors.

Karl reviewed the Profit and Loss Statement and the Comparison of Budget vs Actual noting an \$18k difference due to receipt of tax revenue. \$22k was saved in legal fees as an election was not necessary. Karl reviewed line items. Last page shows \$469k spent of \$637k anticipated. Add the \$140k for monitors to make \$609k versus \$637k. \$1,001,000 is comprised of capital expenditures and reserves. Karl stated he is looking forward for input in strategic planning with respect to the next 5 to 10 years.

Donated funds, spent, anticipated. Check register, note, patient names have been redacted where the record involves ambulance billing. Bank reconciliations and statements are also attached as well as the credit card statement and allocation of expenses.

Karl reviewed the Audit Draft and noted the report now shows the unfunded pension liability. Accounts receivable will be restated. Auditors are in the second review of the draft for presentation. Karl requested approval of draft barring any changes.

MOTION: There was a motion by Karl Firor with a second by Jennifer Volkman to approve the Audit Draft for 2015 barring any changes. The motion passed unanimously.

Karl noted there is a balance of \$1,022,000 in Wells Fargo the FDI insurance covers only \$250k. Auditors suggested an account with Colorado Trust (of state municipality), although not a requirement. Under the current account set up, in the unlikely event Wells Fargo was forced out of business, the District would have access to only the first \$250k. Options include setting up other accounts at other banks, however, the District would make no money. Karl recommends the Colorado Trust Bank. Karl does not expect costs other than wire transfer fees which may cost \$50, Karl will confirm with the bank. Karl advised the suggestion had been in the audit report last year as well, since the District was recovering Karl did not address the matter at that time. Wells Fargo is not likely to go under but it would be better to be safe. Karl asked for everyone's input and stated he believes the District should set up the account with Colorado Trust. Kerry Prielipp concurred and stated it would be quite prudent. Kerry would like to verify what costs would involve. Karl agreed and will present account information at the next board meeting for a motion.

Ralph Dreher inquired as to if a short term investment might be appropriate. Karl confirmed the District could invest in short term bond funds and noted there is potential risk. It would be short term 6 to 12 months. Let's assume the District earns a point and a half, that's \$1200, Karl does not feel comfortable risking public money for the return. Karl noted rules on money markets are going to change this year. Kelley asked if the money would be accessible in an emergency. Karl responded after 30 days there is no penalty and there would be access in a matter of days. Lorraine asked about how often \$50 transfers would be needed. Karl responded possibly each month worst case. Ralph suggested speaking with FPPA for more information. Randy Rudloff noted FPPA only invests pensioner money. Ralph stated he thought FPPA might be able to obtain advice on where the District might obtain more information. Karl agreed to inquire as to

options available. Karl will also follow up with auditors with regard to Colorado Trust. Kerry noted the main driver is to minimize the loss risk, if there is a drive to improve return it is a different topic. Karl agreed and stating the District is putting reserves away each year for vehicles, structures etc., the funds are and will continue to build and must be both accessible and protected.

4c. Public Comment.

None.

5. Secretary's Report

5a. ICFPD Bulletin Update Jennifer Volkman reported she and Leslie Caimi will be putting out a newsletter, the deadline is Labor Day. Articles have been collected from Chief Shirlaw and DC Hatlestad. Jennifer plans to ask the VEEs for a general letter to the public as well. The intent of the newsletter is not to request donations but rather to generate good will and trust and to provide information as to the state of District to make the community aware of what is happening within the District as well as functions and services provided by the District. Kerry inquired as to how past newsletters have been done. Jennifer responded this will be the first one. Jennifer would like to see more information about the District as well as more contact with the community in order to increase awareness. Chief Shirlaw noted the letter is an extension of his intent to send out a letter from the Chief and he appreciates the Board having stepped up to send the newsletter.

5b. Public Comment

David asked if there would be discussion with the VEE's. Jennifer responded yes. Chief Shirlaw advised a meeting with VEE's is in the works. David suggested looking at ECFR brochure. Chief Shirlaw asked for brochure name suggestions and will also put a request out to membership.

6. Insurance Report

6a. Verify Workman's Compensation Coverages

Ralph Dreher advised four directors recently attended a one half day SDA workshop. Ralph noted he is still learning and the SDA provides valuable information on how boards should operate as well as where to find answers to board questions on operation. Ralph referred to the SDA Board Member Manual, it is a valuable tool if you have any questions. Bob Cole of the law firm Collins, Cockrel and Cole spoke at the workshop. Bob Cole a very knowledgeable man and easily accessible. Karl confirmed Bob Cole does provide legal representation to ICFPD. All agree the workshop was time well spent.

Workman's Compensation. The preliminary report showed some changes in codes. Ralph is working with Lei Shi at CSDPL. Karl asked if the modification factor was in the 2's last year as the factor was expected to go down, the pool is currently suggesting 1.59 this year. Ralph confirmed last year was 1.54, and 1.37 in 2014. The District is paying twice what was paid the

year before, and the factor should come down this year. The experience modification factor is an important item. Ralph is working with CSDPL and will have an answer at the next board meeting.

Risk management. The District activities present a certain risk to CSDPL and in turn CSDPL provides financial assurance to ICFPD. Risk management is an important factor and when the District can prevent claims, money is saved. An inspector from the SDA review our vehicles and buildings and provided a report. Ralph reviewed the report with Randy Rudloff and all items have been completed. Randy noted the gas line behind the station is the only remaining issue and would be difficult to repair. Randy confirmed with the gas company repairs are the property owner's responsibility. Randy will have the line covered.

Ralph inquired if there is a policy in place with respect to public cell phones. Chief Shirlaw responded the District does not have control over public use, however responders are trained to cover and protect the privacy of the patient best as possible. Members are not permitted to take pictures unless designated. Attempting to prevent the public would be seen more negatively by the public. Other companies nationwide have the same issues. Responders are cognizant of the fact. Jennifer asked if there has been a problem. Chief Shirlaw responded no, however a member in the past took a picture of himself on a scene prompting ICFPD to create a policy. Chief Shirlaw explained cones are set up on scene and law enforcement is present to assist and can remove a troublesome individual from the scene, however there is nothing preventing public from going into public areas. We cannot ask someone to leave, we can request they keep off equipment and apparatus. Ralph asked if there is a policy that no members carry firearms. Chief Shirlaw also confirmed ICFPD does not permit members to carry firearms on ICFPD calls and property. .

6b. Public Comment.

None.

7. Chief's Report

7a. Please see attached. Chief Shirlaw reviewed the Chief's report and noted total members responding in 2016 are at 184 and have gone down from 2015. Staff hours went up meaning less people are doing more work. Another survey will be done over the next two months in order to provide a better understanding of member participation trends.

ICFPD is successful in application for the RETAC grant for monitors, the grant will save \$70k for the District. Thanks to Clint Clark and Dan Hatlestad for their hard work on the grant. Dan also reached out to the community for letters of support from residents as well as county commissioners. Funds are expected in August.

The District will also receive \$30k in grant money for a new compressor. The District could potentially upgrade the fill tank which is older and takes a long time to fill. Chief Shirlaw would like to purchase a Scott Revolve Air for use with the new compressor, cost is an additional \$11k. The sales representative has agreed to waive installation fees for purchasing at the same time. The equipment will save firefighter's time when filling tanks. The current system is difficult to use, the new system is fixed and easier to use, it is automatic and while 2 bottles fill, 2 more can be added saving two thirds the time while removing the potential human error factor.

Rookie Graduation. Four recruits graduated this past Saturday. Rookie Academy requires 268 hours of time while working and attending school. Graduates all live down the hill. Jacob Santistevan won an award for most improved. Several members supported rookies by having attended the graduation ceremony. High Timber Times did an article on the rookie graduation.

On August 4th prior to the Business Meeting a new group picture will be taken. Chief Shirlaw would like to see yearly pictures of the members for display. Please be at Station 1 by 6:00 p.m. and wear ICFPD attire. A catered appreciation dinner for families will be served as well. Please RSVP for dinner to Kelley or Donna.

Bids were received for a Station 1 remodel, one to include paint, carpet, clean up and kitchen updates came in at \$68k. A second to include carpet, paint, remove cabs, new windows, ceiling, duct work, \$64k. Randy is able to get discount pricing on some materials and is seeking other bids. Karl asked for clarification on bids. Randy responded the second bid includes more work as in removal of the ceiling, replace insulation, replace kitchen cabinets etc. \$64k. Karl stated swamp coolers should be included. Randy met with a heating contractor today to replace all flex duct with hard duct and should have new bid next week. Randy is considering taking a week off and doing the job. Randy can provide a bid. Numbers are expected to be available next month. Kerry inquired as to if there are there are any substandard items in need of replacement. The response was no.

Chief Shirlaw advised he has contacted 5 people seeking to purchase the extractors and has not been successful, sales people are not returning calls. Chief Shirlaw continues to work on purchasing the extractors as grant money will not be available after December.

ICFPD has been awarded a matching wildland grant in the amount of \$7k.

An officer development program has been announced. Officer replacement training will help to fill officer positions when there is an opening. Members have been asked to contact captains if they have interest. Candidates must meet criteria and will interview for open positions.

Big Chili is coming up. Tickets are available to sell. Caleb Schnell, Austin Amack and one other individual are attending event meetings and will be cooking chili. VEE's are welcome to

participate and recruit. Please let people you know the District has tickets for sale. The Big Chili will be on September 10th. Ralph advised he has attended the last 3. Chief Shirlaw advised Caleb is our main contact at this time and there are 2 parts to the cook off, the chili contest and the firefighter challenge. Ralph cautioned the antique firetruck had been taken in the past and was a liability concern as kids were climbing on the truck unsupervised. Chief Shirlaw advised only one engine will go to the Big Chili.

The 911 Stair Climb is on Sunday, September 11th. Kerry indicated he will recruit members from his fitness studio to walk.

Chief Shirlaw advised he is working on budget items to discuss at strategic planning. Items Chief Shirlaw is looking at include potential apparatus replacement in 2026 and Chief Shirlaw would like the board to consider the District put \$100k aside each year in preparation. Trucks are in good shape yet seldom get driven which can cause issues. Karl agreed 15% of funds in reserves for truck replacement is appropriate.

Chief Shirlaw announced Randy Rudloff did a fantastic job of making awesome banners for open houses. Banners are re-useable will be hung this week. In an effort to try to get the word out, BBQ's have been advertised on Social media, and with HOA's, etc.

Ten people recently came on board with ICFPD. 13 people are scheduled to attend the advanced EMT class. The training is valuable and will provide amazing capability for our citizens.

The fire ban information provided by the Jeffco Sheriff is confusing. Chiefs meeting interpretations resulted in 5 different definitions. As a result miscommunication is an issue on fire scenes. Moving forward Randy will approve or disprove fires. On red flag days there will be no burning within ICFPD. A camp fire started the Cold Creek Fire. ICFPD fire ban will simply state no outside burning. Propane and pellets are the only fire permitted.

Chief Shirlaw noted how much knowledge Randy has. Randy has formed groups with fire marshals, works on code enforcement, and recently assured safety by requiring an outside turnoff for solar panels with Jeffco. Chief Shirlaw credited David Logan for a training David ran on Tuesday, a ton of work went into it. David is on medical leave but is still find ways to be valuable. Chief Shirlaw credited Lorraine Piche as she cannot respond on calls but comes to trainings and other events, everyone loves to see Lorraine. This is a small snip-it of what ICFPD members are about, great people are working here.

7b. EMS Report

7c. Fire Marshal Report

No Report

7d. Facilities/Trucks

Trucks are in good shape.

7e. Public Comment

None.

8. Old Business

8a. Mutual Aid Agreement. Chief Shirlaw updated on status, IHFR attorney is reviewing the Mutual Aid Agreement at this time.

8c. Public Comment

None.

9. New Business.

9a. Implementation of Volunteer Service Contract

Paramedic school costs between \$8k and \$9k. Chief Shirlaw stated in light of new people coming on and the costs of training, it would wise to implement a Volunteer Service Contract for all members moving forward. Collections would not be pursued, with the exception of paramedic school, yet a contract may make a difference. One member noted he was shocked the District did not have a contract. Chief Shirlaw noted the contract would be for all members both in and out of district. DC Hatlestad is working on a draft of the agreement for the Board to review.

9e. Public Comment.

10. Adjournment

There being no further business before the Board, the meeting was adjourned at 2041 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