

**INTER-CANYON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
MINUTES OF MEETING  
7939 S. Turkey Creek Rd., Morrison, CO 80465  
August 9, 2017**

**1. Call to Order:**

**1A.** The ICFPD Board meeting was called to order by Leslie Caimi at 1952 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**

Debra Swaenging, High Timber Times  
David Logan  
Lorraine Piche

**2a. Guest Report.**

**3. President's Report**

**3a. Approval of Absences.**

**3b. Changes to Agenda.**

**3b. Approval of Board Meeting Minutes**

**MOTION:** There was a motion by Karl Firor with a second by Kerry Prielipp to approve the minutes, of the July 12, 2017 meeting. The motion passed unanimously.

**4. Treasurer's Report**

**4a. Karl Firor**

Karl Firor stated good news, the new account has been set up with First Bank, moving forward, accounts payable will be paid from the new checking account. Leslie Caimi inquired as to how long until Wells Fargo account will be closed. Karl responded there will be no more fees as there

will be no more transactions and the account can close in 60 days as all checks should clear by that time. Activity in the account covers August of last year to present.

Karl reviewed the Balance Sheet. We have \$900k in Colorado Trust account \$2,074 earned in interest. Kerry asked if the PayPal account is new. Karl responded no, it only shows up when there are donated funds thru the website. PayPal took in a \$50 contribution.

Karl reviewed the Profit and Loss Report showing \$217k in tax revenue has been received, for a total to date of \$897k, close to what is expected. Expenses for operations were \$52k with one extraordinary payment of \$8,300 paid to auditors. This year to date shows exactly what was proposed with the exception of \$40 in expenses. Year to Date the District is at \$648k to the good versus money going out.

Karl reviewed the Budget Comparison showing there is currently \$139k more in the bank for the period than anticipated due to acceleration of property tax from last year. The District also received grants not anticipated. Karl will have to amend the budget to incorporate grants which were unanticipated. Kerry inquired as to an abatement. Karl clarified the abatement was a refund from the Worker's Compensation Audit. Karl noted there was an extra pay period this month. Karl reviewed line items and indicated EMS is \$23k lower than anticipated, stations are in line with budget.

Karl reviewed the Donated Funds Report showing \$22k in donated funds and \$3,100 having been spent to date.

Karl noted Bank Reconciliations reports and the Open Purchase Order Report showing \$1,200 outstanding, both are attached. Karl noted the credit card statement is attached.

David Logan asked if Karl has seen an impact from Gallagher. Karl responded no, evaluation is expected soon. Chief Shirlaw advised Genesee went up 7%, Platte Canyon had an increase as well. Platte Canyon is a good indicator relative to ICFPD.

**MOTION:** Karl Firor made a motion with a second by Leslie Caimi to approve the July Treasurer's Report. The motion passed unanimously.

#### **4b. Public Comment**

### **5. Secretary's Report**

**5a.** no report

**5b. Public Comment**

## **6. Insurance Report**

**6a. none**

**6b. Public Comment.**

None.

## **7. Chief's Report**

**7a.** Please see attached. Chief Shirlaw noted call numbers are going up, we will be close to 500 calls this year. This trend is common throughout the corridor. Good trainings this month, heat stroke and a scavenger hunt. Jeremy Swanson, a new recruit is all heart, is always there helping out, is the Firefighter of the Month and is also ICFPD competitor for Big Chili firefighter competition.

Recruits are moving to next phase, finishing EMR and truck checkouts. Good to see. Recruiting closes tomorrow. No in district applicants, 1 in Bailey, 2 in Conifer. Kerry inquired as to how applications received compared to last year. Chief Shirlaw indicated the number is down from last year. Chief Shirlaw advised the District will be aptitude testing along with physical tests in September. October interviews will be scheduled, November physicals and background checks with a hire date of December 1. Academy starts in January.

Chief Shirlaw announced changes to officer staff. Suzannah Epperson, a paramedic and ICU nurse will be the new EMS Captain September 1. Clint Clark after 9 years as EMS Captain, will be getting a break from the additional work required by the position. Chief Shirlaw is also planning to add lieutenant positions.

Active Shooter Training was in Evergreen. 6 ICFPD people participated. There were approximately 100 actors including 6 shooters, a SWAT team, schools, players, EMS and law enforcement personnel. The training was an incredible opportunity. New SOG's to address active shooter response will be developed as a result.

Chief Shirlaw advised meetings continue with respect to the mountain radio program, and should be completed by October. Work is being done on towers, some are inaccessible after October. Coverage should improve. Costs are being covered by grants. The District is getting new microwaves on towers. The District will be obligated to up keep systems. A service agreement similar to that with Bearcom will be put in place to cover maintenance, replacement, parts. Each district will contribute in order to build a capital reserve, an IGA will come out in November. Chief Shirlaw indicated cost is expected to be about \$4k to 6k per year and is based on call volume. One tower effects all districts. Kerry asked if this relates to Jeffcom. Chief responded no, connections to the east are Jeffcom. IGA for MARS Mountain Area Radio System is separate from Dispatch at Jeffcom. JCESA has agreed to pay more to Jeffcom which brings the

cost per call down, hopefully the \$20k per year estimate for Jeffcom will come down. Still scheduled to be in operation in April 2018.

Chief Shirlaw advised he is working toward goals for the strategic planning meeting.

**7b. Public Comment**

None.

**8. Old Business**

**8a. By-Law Revision**

Kelley Wood stated following a recent SDA conference she and Leslie Caimi attended, several sample legal forms were available free through the attorney's office. Kelley used the template to update a few items and remove duplicate items. All changes are minor and are listed on the last page of the document. Directors indicated they had reviewed the By-Laws.

MOTION: There was a motion by Karl Firor with a second by Jennifer Volkman to approve Ref F, 8/9/17 to the ICFPD Bylaws. The motion passed unanimously.

Leslie Caimi reminded about the Strategic Planning Meeting in September, to be held at the Caimi residence, breakfast will be provided.

**8b. SDA Conference**

Kerry indicated he plans to attend. Kelley advised she will register Kerry's attendance with the SDA, however as lodging is filling up, Kerry will register for lodging. Ralph is going. Leslie is registered.

**8c. Public Comment**

None.

**9. New Business.**

**9a. Term Limits**

Karl noted in review of the Bylaws, director term limits reference Colorado statute. Directors are term limited as any other entity to two consecutive four year terms. Karl, Leslie and Kerry are all on the first term and can continue next term. After that, term limits kick in. Change to term limits requires public vote and approval. If we consider this and we look at a mill levy increase on a ballot issue, we may want to do both at the same time. We are speaking with a consultant about costs and possible assistance if we consider a mill levy increase. The company will be polling. Term limit change would require an election if only issue on ballot. Term limits are not currently an issue but could become an issue, thought to consider. Chief Shirlaw inquired if terms are reached and no one steps up, what happens. Kelley advised the state appoints a board member. Karl concluded term limits will need more consideration.


**9b. Public Comment**

**10. Adjournment**

There being no further business before the Board, the meeting was adjourned at 2022 hours.

Minutes by Kelley D. Wood, District Administrator

Submitted by:



Jennifer Volkman  
Secretary

Approved by:



Leslie Caimi  
President

Attachments:

1. Meeting Agenda
2. Chief's Report
3. July Financials
4. By-Laws



## BOARD OF DIRECTORS MEETING

AUGUST 9, 2017

- SPECIAL PENSION BOARD MEETING AGENDA
- VFIS INFORMATION
- RESOLUTION TO CLOSE PENSION PLAN AND FREEZE CURRENT BENEFITS
  
- BOARD MEETING AGENDA
- JULY 2017 FINANCIAL REPORTS
- BY-BYLAWS (1 for signature)
- CHIEFS REPORT

**INTER-CANYON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
MEETING AGENDA  
7939 S. Turkey Rd., Morrison, CO 80465  
August 9, 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 July 12, 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 July 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. SDA Conference Registration
  - 8b. By-Law Update
  - 8c. Public Comment
  
- 9. New Business**
  - 9a. Term Limits
  - 9b. Public Comment

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08/03/17

Accrual Basis

## Inter-Canyon Fire Protection District - New Balance Sheet Prev Year Comparison

As of July 31, 2017

	Jul 31, 17	Jul 31, 16	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>100-000 · Cash</b>			
100-100 · Wells Fargo Bank New Checking	416,523.42	573,658.78	-157,135.36
100-101 · Wells Fargo Bank Checking	-2,290.59	-9,254.76	6,964.17
100-102 · Wells Fargo Savings	150,848.55	750,813.41	-599,964.86
100-103 · PayPal Account	-42.12	0.00	-42.12
100-104 · Checking - Insurance	4,498.63	1,219.65	3,278.98
100-105 · ColoTrust Account	902,874.76	0.00	902,874.76
100-106 · First Bank Checking	8,009.93	0.00	8,009.93
100-107 · First Bank Savings	1,000.00	0.00	1,000.00
<b>Total 100-000 · Cash</b>	<b>1,481,422.58</b>	<b>1,316,437.08</b>	<b>164,985.50</b>
<b>Total Checking/Savings</b>	<b>1,481,422.58</b>	<b>1,316,437.08</b>	<b>164,985.50</b>
<b>Accounts Receivable</b>			
<b>120-000 · Accounts Receivable</b>			
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
<b>Total 120-000 · Accounts Receivable</b>	<b>804,327.62</b>	<b>804,327.62</b>	<b>0.00</b>
<b>Total Accounts Receivable</b>	<b>804,327.62</b>	<b>804,327.62</b>	<b>0.00</b>
<b>Other Current Assets</b>			
140-143 · Prepaid Insurance	11,393.14	11,393.14	0.00
<b>Total Other Current Assets</b>	<b>11,393.14</b>	<b>11,393.14</b>	<b>0.00</b>
<b>Total Current Assets</b>	<b>2,297,143.34</b>	<b>2,132,157.84</b>	<b>164,985.50</b>
<b>Fixed Assets</b>			
<b>170-000 · Capital Assets</b>			
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
<b>Total 170-000 · Capital Assets</b>	<b>3,416,143.16</b>	<b>3,416,143.16</b>	<b>0.00</b>
<b>Total Fixed Assets</b>	<b>3,416,143.16</b>	<b>3,416,143.16</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>5,713,286.50</b>	<b>5,548,301.00</b>	<b>164,985.50</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
200-200 · Accounts Payable	3,088.04	22,856.01	-19,767.97
<b>Total Accounts Payable</b>	<b>3,088.04</b>	<b>22,856.01</b>	<b>-19,767.97</b>
<b>Other Current Liabilities</b>			
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
<b>Total Other Current Liabilities</b>	<b>917,524.76</b>	<b>917,524.76</b>	<b>0.00</b>
<b>Total Current Liabilities</b>	<b>920,612.80</b>	<b>940,380.77</b>	<b>-19,767.97</b>
<b>Long Term Liabilities</b>			
210-360 · Captial Lease - 3	140,938.33	140,938.33	0.00
210-399 · Net Pension Obligation	9,324.00	9,324.00	0.00



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Accrual Basis

**Inter-Canyon Fire Protection District - New  
Balance Sheet Prev Year Comparison  
As of July 31, 2017**

	<u>Jul 31, 17</u>	<u>Jul 31, 16</u>	<u>\$ Change</u>
<b>Total Long Term Liabilities</b>	<u>150,262.33</u>	<u>150,262.33</u>	<u>0.00</u>
<b>Total Liabilities</b>	<u>1,070,875.13</u>	<u>1,090,643.10</u>	<u>-19,767.97</u>
<b>Equity</b>			
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	648,554.54	420,807.75	227,746.79
<b>Total Equity</b>	<u>4,642,411.37</u>	<u>4,457,657.90</u>	<u>184,753.47</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>5,713,286.50</u></u>	<u><u>5,548,301.00</u></u>	<u><u>164,985.50</u></u>

## Inter-Canyon Fire Protection District - New

## Profit &amp; Loss

July 2017

08/03/17

Accrual Basis

	Jul 17	Jan - Jul 17
<b>Income</b>		
<b>300-000 · Revenues</b>		
300-301 · EMS Services Billed	6,825.70	34,301.97
300-302 · Property Tax Revenue	217,421.90	897,982.34
300-303 · Interest Income	607.74	2,606.38
300-304 · Inspection/Cistern Fees	150.00	750.00
300-305 · Refunds/Abatements	0.00	15,445.20
300-306 · Theft Loss Payment	200.00	745.77
300-307 · Grants	1,501.56	56,050.24
300-600 · Other Income	0.00	4,963.68
<b>Total 300-000 · Revenues</b>	<b>226,706.90</b>	<b>1,012,845.58</b>
<b>300-660 · Donated Funds</b>		
300-601 · Donations	1,440.38	21,415.38
300-602 · Can Trailer Revenue	0.00	1,570.55
<b>Total 300-660 · Donated Funds</b>	<b>1,440.38</b>	<b>22,985.93</b>
<b>Total Income</b>	<b>228,147.28</b>	<b>1,035,831.51</b>
<b>Gross Profit</b>		
	228,147.28	1,035,831.51
<b>Expense</b>		
<b>400-000 · Administrative</b>		
400-401 · Office Administration	228.48	1,942.62
400-402 · Stipends	1,100.00	7,700.00
400-403 · EMS Service Billing Fees	0.00	2,057.04
400-404 · Electronic Filing System R&M	604.00	604.00
400-405 · Computer/Website IT/R&M	398.25	4,366.03
400-406 · Dues/Subscriptions/Code Books	360.00	2,356.79
400-408 · Employment Physicals	375.00	1,802.45
400-410 · General Liability Insurance	0.00	12,345.11
400-411 · Workers Compensation Insurance	0.00	15,348.24
400-412 · Employee Health Insurance	1,362.32	13,211.27
400-413 · Immunizations	0.00	410.00
400-415 · Copier Lease	125.09	832.00
400-416 · Community Outreach	35.26	2,277.77
400-420 · Bank Service Charges	259.08	740.31
400-430 · Training - Management	0.00	1,178.00
400-432 · Recruitment	0.00	1,637.46
400-435 · Audit Services	8,322.47	8,322.47
400-436 · Legal Expense	0.00	1,038.00
400-437 · Fraud	-4.18	91.58
400-991 · Wages & Benefits	18,018.10	117,041.50
<b>Total 400-000 · Administrative</b>	<b>31,183.87</b>	<b>195,302.64</b>
<b>500-000 · FireFighting</b>		
500-501 · Training and Certification	215.00	3,064.70
500-502 · Rookie Academy	900.00	21,748.72
500-504 · Clothing & Uniforms	289.85	5,624.95
500-508 · Wildland Training	0.00	707.08
500-509 · Firefighting Tools	0.00	4,870.74
500-510 · Firefighting/Wildland Tools	0.00	8,547.94
500-512 · Rookie Academy Books/Supplies	0.00	1,352.62
500-515 · Cistern Installation/Parts	0.00	16,811.34
<b>Total 500-000 · FireFighting</b>	<b>1,404.85</b>	<b>62,728.09</b>
<b>550-550 · EMS Services</b>		
550-551 · EMS Training/Certification	4,616.50	7,304.22
550-553 · EMS Medical Supplies	1,541.79	5,180.51
550-555 · EMS Training - CPR	0.00	273.50
550-556 · Oxygen	0.00	536.61
<b>Total 550-550 · EMS Services</b>	<b>6,158.29</b>	<b>13,294.84</b>
<b>600-000 · FF Apparatus/Equip Maintenance</b>		
600-601 · R&M Apparatus & Equipment	2,629.21	22,272.07
600-602 · Fuel	655.22	6,621.68

## Inter-Canyon Fire Protection District - New

## Profit &amp; Loss

July 2017

08/03/17

Accrual Basis

	Jul 17	Jan - Jul 17
600-604 · License/Fees	50.17	460.36
600-605 · Towing	0.00	2,010.00
600-606 · Parts	1,088.95	6,332.51
<b>Total 600-000 · FF Apparatus/Equip Maintenance</b>	<b>4,423.55</b>	<b>37,696.62</b>
<b>660-000 · Donated Funds Expense</b>		
660-701 · Retention & Recruitment	0.00	790.67
660-702 · Firefighter Reward	159.10	4,760.96
660-703 · Meeting Supplies/Food	44.60	1,036.58
660-704 · Good & Welfare	29.93	159.86
660-705 · Can Trailer	0.00	392.70
<b>Total 660-000 · Donated Funds Expense</b>	<b>233.63</b>	<b>7,140.77</b>
<b>670-000 · Station 1</b>		
670-801 · Telephone	188.45	1,318.59
670-802 · Internet	89.69	642.63
670-803 · Electric	161.00	1,502.83
670-804 · Water	0.00	407.53
670-805 · Trash Pickup	185.86	1,073.08
670-806 · Natural Gas/Propane	101.27	3,591.09
670-807 · Station Supplies	296.95	1,383.17
670-808 · Station R&M	589.00	2,103.67
670-809 · Cleaning	236.25	1,916.25
670-810 · Snow Removal	0.00	751.00
670-811 · Landscape Maintenance	200.00	430.60
670-000 · Station 1 - Other	0.00	354.20
<b>Total 670-000 · Station 1</b>	<b>2,048.47</b>	<b>15,474.64</b>
<b>680-000 · Station 2</b>		
680-801 · Telephone	47.35	331.21
680-803 · Electric	0.00	1,341.47
680-806 · Natural Gas/Propane	0.00	3,175.53
680-807 · Station Supplies	0.00	8.38
680-808 · Repairs & Maintenance	422.54	727.05
680-809 · Cleaning	105.00	525.00
680-810 · Snow Removal	0.00	941.80
680-811 · Landscape Maintenance	0.00	232.60
<b>Total 680-000 · Station 2</b>	<b>574.89</b>	<b>7,283.04</b>
<b>690-000 · Station 3</b>		
690-801 · Telephone	68.29	477.76
690-802 · Internet	48.00	342.00
690-803 · Electric	386.09	2,459.29
690-804 · Water	65.17	796.37
690-805 · Trash Pickup	185.86	1,236.48
690-806 · Natural Gas/Propane	40.97	2,902.46
690-807 · Station Supplies	0.00	848.37
690-808 · Repairs & Maintenance	0.00	3,048.13
690-809 · Cleaning	236.25	1,461.25
690-810 · Snow Removal	0.00	1,323.40
690-811 · Landscape Maintenance	0.00	230.60
<b>Total 690-000 · Station 3</b>	<b>1,030.63</b>	<b>15,126.11</b>
<b>691-000 · Station 4</b>		
691-801 · Telephone	47.35	331.21
691-802 · Internet	68.99	482.93
691-803 · Electric	112.26	1,589.24
691-804 · Water	48.93	342.51
691-805 · Trash Pickup	56.63	375.75
691-807 · Station Supplies	1.87	468.42
691-808 · Repairs & Maintenance	0.00	1,882.33
691-809 · Cleaning	105.00	525.00
691-810 · Snow Removal	0.00	751.00
691-811 · Landscape Maintenance	860.00	1,090.60
<b>Total 691-000 · Station 4</b>	<b>1,301.03</b>	<b>7,838.99</b>

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Accrual Basis

**Inter-Canyon Fire Protection District - New  
Profit & Loss  
July 2017**

	<u>Jul 17</u>	<u>Jan - Jul 17</u>
<b>692-000 · Station 5</b>		
692-803 · Electric	160.09	1,155.00
692-810 · Snow Removal	0.00	751.00
692-811 · Landscape Maintenance	0.00	230.60
<b>Total 692-000 · Station 5</b>	<u>160.09</u>	<u>2,136.60</u>
<b>700-000 · Communications</b>		
700-750 · Radio/Equipment R&M	1,665.00	5,234.48
700-751 · Cell Phones/Pagers	0.00	3,829.65
700-754 · Dispatch Service	2,520.35	4,983.31
700-803 · Electric for Radio Tower	29.93	209.19
<b>Total 700-000 · Communications</b>	<u>4,215.28</u>	<u>14,256.63</u>
<b>900-000 · Capital Expenditures</b>		
900-379 · Station 1 Remodel	0.00	398.00
900-381 · Fire Marshal Vehicle 95499	0.00	8,600.00
<b>Total 900-000 · Capital Expenditures</b>	<u>0.00</u>	<u>8,998.00</u>
<b>Total Expense</b>	<u>52,734.58</u>	<u>387,276.97</u>
<b>Net Income</b>	<u><u>175,412.70</u></u>	<u><u>648,554.54</u></u>

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

	Jan - Jul 17	Budget	\$ Over Budget
<b>Income</b>			
<b>300-000 - Revenues</b>			
300-301 - EMS Services Billed	34,301.97	37,800.00	-3,498.03
300-302 - Property Tax Revenue	897,982.34	841,300.00	56,682.34
300-303 - Interest Income	2,606.38	1,050.00	1,556.38
300-304 - Inspection/Cistern Fees	750.00	0.00	750.00
300-305 - Refunds/Abatements	15,445.20	0.00	15,445.20
300-306 - Theft Loss Payment	745.77	0.00	745.77
300-307 - Grants	56,050.24	0.00	56,050.24
300-559 - Donations - Specified	0.00	0.00	0.00
300-600 - Other Income	4,963.68	0.00	4,963.68
<b>Total 300-000 - Revenues</b>	<b>1,012,845.58</b>	<b>880,150.00</b>	<b>132,695.58</b>
<b>300-660 - Donated Funds</b>			
300-601 - Donations	21,415.38	15,000.00	6,415.38
300-602 - Can Trailer Revenue	1,570.55	1,120.00	450.55
<b>Total 300-660 - Donated Funds</b>	<b>22,985.93</b>	<b>16,120.00</b>	<b>6,865.93</b>
<b>Total Income</b>	<b>1,035,831.51</b>	<b>896,270.00</b>	<b>139,561.51</b>
<b>Gross Profit</b>	<b>1,035,831.51</b>	<b>896,270.00</b>	<b>139,561.51</b>
<b>Expense</b>			
<b>400-000 - Administrative</b>			
400-401 - Office Administration	1,942.62	2,625.00	-682.38
400-402 - Stipends	7,700.00	8,200.00	-500.00
400-403 - EMS Service Billing Fees	2,057.04	3,150.00	-1,092.96
400-404 - Electronic Filing System R&M	604.00	0.00	604.00
400-405 - Computer/Website IT/R&M	4,366.03	0.00	4,366.03
400-406 - Dues/Subscriptions/Code Books	2,356.79	1,505.00	851.79
400-407 - Employment Background Checks	0.00	0.00	0.00
400-408 - Employment Physicals	1,802.45	0.00	1,802.45
400-409 - Damage Repairs Others	0.00	0.00	0.00
400-410 - General Liability Insurance	12,345.11	11,206.00	1,139.11
400-411 - Workers Compensation Insurance	15,348.24	19,201.85	-3,853.61
400-412 - Employee Health Insurance	13,211.27	15,174.10	-1,962.83
400-413 - Immunizations	410.00	0.00	410.00
400-415 - Copier Lease	832.00	978.50	-146.50
400-416 - Community Outreach	2,277.77	2,500.00	-222.23
400-420 - Bank Service Charges	740.31	105.00	635.31
400-421 - Voided Checks	0.00	0.00	0.00
400-430 - Training - Management	1,178.00	1,260.00	-82.00
400-432 - Recruitment	1,637.46	1,050.00	587.46
400-435 - Audit Services	8,322.47	8,000.00	322.47
400-436 - Legal Expense	1,038.00	1,400.00	-362.00
400-437 - Fraud	91.58	0.00	91.58
400-991 - Wages & Benefits	117,041.50	103,185.46	13,856.04
400-000 - Administrative - Other	0.00	0.00	0.00
<b>Total 400-000 - Administrative</b>	<b>195,302.64</b>	<b>179,540.91</b>	<b>15,761.73</b>
<b>500-000 - FireFighting</b>			
500-501 - Training and Certification	3,064.70	8,400.00	-5,335.30
500-502 - Rookie Academy	21,748.72	6,000.00	15,748.72
500-503 - Conference Expense	0.00	0.00	0.00
500-504 - Clothing & Uniforms	5,624.95	6,650.00	-1,025.05
500-505 - Bunker Gear	0.00	0.00	0.00
500-506 - Rookie Academy Training	0.00	25,000.00	-25,000.00
500-507 - Wellness	0.00	420.00	-420.00
500-508 - Wildland Training	707.08	1,400.00	-692.92
500-509 - Firefighting Tools	4,870.74	0.00	4,870.74
500-510 - Firefighting/Wildland Tools	8,547.94	7,000.00	1,547.94
500-511 - HART Tools	0.00	5,000.00	-5,000.00
500-512 - Rookie Academy Books/Supplies	1,352.62	0.00	1,352.62
500-515 - Cistern Installation/Parts	16,811.34	10,000.00	6,811.34
<b>Total 500-000 - FireFighting</b>	<b>62,728.09</b>	<b>69,870.00</b>	<b>-7,141.91</b>
<b>550-550 - EMS Services</b>			
550-551 - EMS Training/Certification	7,304.22	23,800.00	-16,495.78
550-552 - EMS Conference Expense	0.00	0.00	0.00
550-553 - EMS Medical Supplies	5,180.51	11,535.00	-6,354.49
550-554 - EMS Equipment R&M	0.00	400.00	-400.00
550-555 - EMS Training - CPR	273.50	1,000.00	-726.50
550-556 - Oxygen	536.61	434.00	102.61
550-550 - EMS Services - Other	0.00	0.00	0.00
<b>Total 550-550 - EMS Services</b>	<b>13,294.84</b>	<b>37,169.00</b>	<b>-23,874.16</b>
<b>600-000 - FF Apparatus/Equip Maintenance</b>			

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

	Jan - Jul 17	Budget	\$ Over Budget
600-601 · R&M Apparatus & Equipment	22,272.07	16,625.00	5,647.07
600-602 · Fuel	6,621.68	6,125.00	496.68
600-604 · License/Fees	460.36	287.00	173.36
600-605 · Towing	2,010.00	0.00	2,010.00
600-606 · Parts	6,332.51	1,330.00	5,002.51
600-625 · SCBA Replacement	0.00	6,000.00	-6,000.00
600-000 · FF Apparatus/Equip Maintenance - Other	0.00	150.00	-150.00
<b>Total 600-000 · FF Apparatus/Equip Maintenance</b>	<b>37,696.62</b>	<b>30,517.00</b>	<b>7,179.62</b>
660-000 · Donated Funds Expense			
660-701 · Retention & Recruitment	790.67	1,050.00	-259.33
660-702 · Firefighter Reward	4,760.96	8,400.00	-3,639.04
660-703 · Meeting Supplies/Food	1,036.58	1,505.00	-468.42
660-704 · Good & Welfare	159.86	1,820.00	-1,660.14
660-705 · Can Trailer	392.70	0.00	392.70
660-706 · Wellness Events	0.00	300.00	-300.00
660-707 · Fund Raising	0.00	0.00	0.00
660-708 · Dept Donations	0.00	2,000.00	-2,000.00
660-000 · Donated Funds Expense - Other	0.00	0.00	0.00
<b>Total 660-000 · Donated Funds Expense</b>	<b>7,140.77</b>	<b>15,075.00</b>	<b>-7,934.23</b>
670-000 · Station 1			
670-801 · Telephone	1,318.59	1,295.00	23.59
670-802 · Internet	642.63	595.00	47.63
670-803 · Electric	1,502.83	1,805.00	-302.17
670-804 · Water	407.53	262.50	145.03
670-805 · Trash Pickup	1,073.08	1,110.55	-37.47
670-806 · Natural Gas/Propane	3,591.09	3,650.00	-58.91
670-807 · Station Supplies	1,383.17	980.00	403.17
670-808 · Station R&M	2,103.67	700.00	1,403.67
670-809 · Cleaning	1,916.25	1,540.00	376.25
670-810 · Snow Removal	751.00	1,800.00	-1,049.00
670-811 · Landscape Maintenance	430.60	420.00	10.60
670-000 · Station 1 - Other	354.20	0.00	354.20
<b>Total 670-000 · Station 1</b>	<b>15,474.64</b>	<b>14,158.05</b>	<b>1,316.59</b>
680-000 · Station 2			
680-801 · Telephone	331.21	331.45	-0.24
680-803 · Electric	1,341.47	1,400.00	-58.53
680-806 · Natural Gas/Propane	3,175.53	2,520.00	655.53
680-807 · Station Supplies	8.38	0.00	8.38
680-808 · Repairs & Maintenance	727.05	875.00	-147.95
680-809 · Cleaning	525.00	700.00	-175.00
680-810 · Snow Removal	941.80	1,400.00	-458.20
680-811 · Landscape Maintenance	232.60	406.00	-173.40
<b>Total 680-000 · Station 2</b>	<b>7,283.04</b>	<b>7,632.45</b>	<b>-349.41</b>
690-000 · Station 3			
690-801 · Telephone	477.76	478.03	-0.27
690-802 · Internet	342.00	343.00	-1.00
690-803 · Electric	2,459.29	2,590.00	-130.71
690-804 · Water	796.37	588.00	208.37
690-805 · Trash Pickup	1,236.48	1,117.27	119.21
690-806 · Natural Gas/Propane	2,902.46	3,415.00	-512.54
690-807 · Station Supplies	848.37	210.00	638.37
690-808 · Repairs & Maintenance	3,048.13	1,400.00	1,648.13
690-809 · Cleaning	1,461.25	1,680.00	-218.75
690-810 · Snow Removal	1,323.40	1,800.00	-476.60
690-811 · Landscape Maintenance	230.60	315.00	-84.40
690-000 · Station 3 - Other	0.00	0.00	0.00
<b>Total 690-000 · Station 3</b>	<b>15,126.11</b>	<b>13,936.30</b>	<b>1,189.81</b>
691-000 · Station 4			
691-801 · Telephone	331.21	334.53	-3.32
691-802 · Internet	482.93	482.93	0.00
691-803 · Electric	1,589.24	1,470.00	119.24
691-804 · Water	342.51	678.23	-335.72
691-805 · Trash Pickup	375.75	340.48	35.27
691-807 · Station Supplies	468.42	210.00	258.42
691-808 · Repairs & Maintenance	1,882.33	560.00	1,322.33
691-809 · Cleaning	525.00	525.00	0.00
691-810 · Snow Removal	751.00	1,800.00	-1,049.00
691-811 · Landscape Maintenance	1,090.60	420.00	670.60
<b>Total 691-000 · Station 4</b>	<b>7,838.99</b>	<b>6,821.17</b>	<b>1,017.82</b>
692-000 · Station 5			
692-803 · Electric	1,155.00	1,305.50	-150.50

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Accrual Basis

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

	Jan - Jul 17	Budget	\$ Over Budget
692-808 · Repairs & Maintenance	0.00	588.00	-588.00
692-810 · Snow Removal	751.00	1,800.00	-1,049.00
692-811 · Landscape Maintenance	230.60	420.00	-189.40
<b>Total 692-000 · Station 5</b>	<b>2,136.60</b>	<b>4,113.50</b>	<b>-1,976.90</b>
700-000 · Communications			
700-750 · Radio/Equipment R&M	5,234.48	9,084.30	-3,849.82
700-751 · Cell Phones/Pagers	3,829.65	4,045.87	-216.22
700-753 · Portable Radio New/Replace	0.00	475.61	-475.61
700-754 · Dispatch Service	4,983.31	10,500.00	-5,516.69
700-803 · Electric for Radio Tower	209.19	210.35	-1.16
<b>Total 700-000 · Communications</b>	<b>14,256.63</b>	<b>24,316.13</b>	<b>-10,059.50</b>
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
<b>Total 800-100 · Loan Payments</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
900-000 · Capital Expenditures			
600-812 · Apparatus			
900-377 · Medical Equipment	0.00	0.00	0.00
<b>Total 600-812 · Apparatus</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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		
<b>Total 900-000 · Capital Expenditures</b>	<b>8,998.00</b>	<b>0.00</b>	<b>8,998.00</b>
900-825 · Stations	0.00	0.00	0.00
<b>Total Expense</b>	<b>387,276.97</b>	<b>403,149.51</b>	<b>-15,872.54</b>
<b>Net Income</b>	<b>648,554.54</b>	<b>493,120.49</b>	<b>155,434.05</b>

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## Inter-Canyon Fire Protection District - New

## Profit &amp; Loss by Class

January through July 2017

08/03/17

Accrual Basis

	Donated Funds	Unclassified	TOTAL
<b>Income</b>			
<b>300-000 · Revenues</b>			
300-301 · EMS Services Billed	0.00	34,301.97	34,301.97
300-302 · Property Tax Revenue	0.00	897,982.34	897,982.34
300-303 · Interest Income	0.00	2,606.38	2,606.38
300-304 · Inspection/Cistern Fees	0.00	750.00	750.00
300-305 · Refunds/Abatements	0.00	15,445.20	15,445.20
300-306 · Theft Loss Payment	0.00	745.77	745.77
300-307 · Grants	0.00	56,050.24	56,050.24
300-600 · Other Income	0.00	4,963.68	4,963.68
<b>Total 300-000 · Revenues</b>	<b>0.00</b>	<b>1,012,845.58</b>	<b>1,012,845.58</b>
<b>300-660 · Donated Funds</b>			
300-601 · Donations	21,415.38	0.00	21,415.38
300-602 · Can Trailer Revenue	1,570.55	0.00	1,570.55
<b>Total 300-660 · Donated Funds</b>	<b>22,985.93</b>	<b>0.00</b>	<b>22,985.93</b>
<b>Total Income</b>	<b>22,985.93</b>	<b>1,012,845.58</b>	<b>1,035,831.51</b>
<b>Gross Profit</b>	<b>22,985.93</b>	<b>1,012,845.58</b>	<b>1,035,831.51</b>
<b>Expense</b>			
<b>400-000 · Administrative</b>			
400-401 · Office Administration	0.00	1,942.62	1,942.62
400-402 · Stipends	0.00	7,700.00	7,700.00
400-403 · EMS Service Billing Fees	0.00	2,057.04	2,057.04
400-404 · Electronic Filing System R&M	0.00	604.00	604.00
400-405 · Computer/Website IT/R&M	0.00	4,366.03	4,366.03
400-406 · Dues/Subscriptions/Code Books	0.00	2,356.79	2,356.79
400-408 · Employment Physicals	0.00	1,802.45	1,802.45
400-410 · General Liability Insurance	0.00	12,345.11	12,345.11
400-411 · Workers Compensation Insurance	0.00	15,348.24	15,348.24
400-412 · Employee Health Insurance	0.00	13,211.27	13,211.27
400-413 · Immunizations	0.00	410.00	410.00
400-415 · Copier Lease	0.00	832.00	832.00
400-416 · Community Outreach	0.00	2,277.77	2,277.77
400-420 · Bank Service Charges	0.00	740.31	740.31
400-430 · Training - Management	0.00	1,178.00	1,178.00
400-432 · Recruitment	0.00	1,637.46	1,637.46
400-435 · Audit Services	0.00	8,322.47	8,322.47
400-436 · Legal Expense	0.00	1,038.00	1,038.00
400-437 · Fraud	0.00	91.58	91.58
400-991 · Wages & Benefits	0.00	117,041.50	117,041.50
<b>Total 400-000 · Administrative</b>	<b>0.00</b>	<b>195,302.64</b>	<b>195,302.64</b>
<b>500-000 · FireFighting</b>			
500-501 · Training and Certification	0.00	3,064.70	3,064.70
500-502 · Rookie Academy	0.00	21,748.72	21,748.72
500-504 · Clothing & Uniforms	0.00	5,624.95	5,624.95
500-508 · Wildland Training	0.00	707.08	707.08
500-509 · Firefighting Tools	0.00	4,870.74	4,870.74
500-510 · Firefighting/Wildland Tools	0.00	8,547.94	8,547.94
500-512 · Rookie Academy Books/Supplies	0.00	1,352.62	1,352.62
500-515 · Cistern Installation/Parts	0.00	16,811.34	16,811.34
<b>Total 500-000 · FireFighting</b>	<b>0.00</b>	<b>62,728.09</b>	<b>62,728.09</b>
<b>550-550 · EMS Services</b>			
550-551 · EMS Training/Certification	0.00	7,304.22	7,304.22
550-553 · EMS Medical Supplies	0.00	5,180.51	5,180.51
550-555 · EMS Training - CPR	0.00	273.50	273.50
550-556 · Oxygen	0.00	536.61	536.61
<b>Total 550-550 · EMS Services</b>	<b>0.00</b>	<b>13,294.84</b>	<b>13,294.84</b>
<b>600-000 · FF Apparatus/Equip Maintenance</b>			
600-601 · R&M Apparatus & Equipment	0.00	22,272.07	22,272.07
600-602 · Fuel	0.00	6,621.68	6,621.68



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Accrual Basis

**Inter-Canyon Fire Protection District - New**

**Profit & Loss by Class**

January through July 2017

	Donated Funds	Unclassified	TOTAL
600-604 · License/Fees	0.00	460.36	460.36
600-605 · Towing	0.00	2,010.00	2,010.00
600-606 · Parts	0.00	6,332.51	6,332.51
<b>Total 600-000 · FF Apparatus/Equip Maintenance</b>	<b>0.00</b>	<b>37,696.62</b>	<b>37,696.62</b>
<b>660-000 · Donated Funds Expense</b>			
660-701 · Retention & Recruitment	0.00	790.67	790.67
660-702 · Firefighter Reward	2,448.50	2,312.46	4,760.96
660-703 · Meeting Supplies/Food	460.92	575.66	1,036.58
660-704 · Good & Welfare	90.01	69.85	159.86
660-705 · Can Trailer	164.75	227.95	392.70
<b>Total 660-000 · Donated Funds Expense</b>	<b>3,164.18</b>	<b>3,976.59</b>	<b>7,140.77</b>
<b>670-000 · Station 1</b>			
670-801 · Telephone	0.00	1,318.59	1,318.59
670-802 · Internet	0.00	642.63	642.63
670-803 · Electric	0.00	1,502.83	1,502.83
670-804 · Water	0.00	407.53	407.53
670-805 · Trash Pickup	0.00	1,073.08	1,073.08
670-806 · Natural Gas/Propane	0.00	3,591.09	3,591.09
670-807 · Station Supplies	0.00	1,383.17	1,383.17
670-808 · Station R&M	0.00	2,103.67	2,103.67
670-809 · Cleaning	0.00	1,916.25	1,916.25
670-810 · Snow Removal	0.00	751.00	751.00
670-811 · Landscape Maintenance	0.00	430.60	430.60
670-000 · Station 1 - Other	0.00	354.20	354.20
<b>Total 670-000 · Station 1</b>	<b>0.00</b>	<b>15,474.64</b>	<b>15,474.64</b>
<b>680-000 · Station 2</b>			
680-801 · Telephone	0.00	331.21	331.21
680-803 · Electric	0.00	1,341.47	1,341.47
680-806 · Natural Gas/Propane	0.00	3,175.53	3,175.53
680-807 · Station Supplies	0.00	8.38	8.38
680-808 · Repairs & Maintenance	0.00	727.05	727.05
680-809 · Cleaning	0.00	525.00	525.00
680-810 · Snow Removal	0.00	941.80	941.80
680-811 · Landscape Maintenance	0.00	232.60	232.60
<b>Total 680-000 · Station 2</b>	<b>0.00</b>	<b>7,283.04</b>	<b>7,283.04</b>
<b>690-000 · Station 3</b>			
690-801 · Telephone	0.00	477.76	477.76
690-802 · Internet	0.00	342.00	342.00
690-803 · Electric	0.00	2,459.29	2,459.29
690-804 · Water	0.00	796.37	796.37
690-805 · Trash Pickup	0.00	1,236.48	1,236.48
690-806 · Natural Gas/Propane	0.00	2,902.46	2,902.46
690-807 · Station Supplies	0.00	848.37	848.37
690-808 · Repairs & Maintenance	0.00	3,048.13	3,048.13
690-809 · Cleaning	0.00	1,461.25	1,461.25
690-810 · Snow Removal	0.00	1,323.40	1,323.40
690-811 · Landscape Maintenance	0.00	230.60	230.60
<b>Total 690-000 · Station 3</b>	<b>0.00</b>	<b>15,126.11</b>	<b>15,126.11</b>
<b>691-000 · Station 4</b>			
691-801 · Telephone	0.00	331.21	331.21
691-802 · Internet	0.00	482.93	482.93
691-803 · Electric	0.00	1,589.24	1,589.24
691-804 · Water	0.00	342.51	342.51
691-805 · Trash Pickup	0.00	375.75	375.75
691-807 · Station Supplies	0.00	468.42	468.42
691-808 · Repairs & Maintenance	0.00	1,882.33	1,882.33
691-809 · Cleaning	0.00	525.00	525.00
691-810 · Snow Removal	0.00	751.00	751.00
691-811 · Landscape Maintenance	0.00	1,090.60	1,090.60
<b>Total 691-000 · Station 4</b>	<b>0.00</b>	<b>7,838.99</b>	<b>7,838.99</b>

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08/03/17

Accrual Basis

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

	<u>Donated Funds</u>	<u>Unclassified</u>	<u>TOTAL</u>
<b>692-000 · Station 5</b>			
692-803 · Electric	0.00	1,155.00	1,155.00
692-810 · Snow Removal	0.00	751.00	751.00
692-811 · Landscape Maintenance	0.00	230.60	230.60
<b>Total 692-000 · Station 5</b>	0.00	2,136.60	2,136.60
<b>700-000 · Communications</b>			
700-750 · Radio/Equipment R&M	0.00	5,234.48	5,234.48
700-751 · Cell Phones/Pagers	0.00	3,829.65	3,829.65
700-754 · Dispatch Service	0.00	4,983.31	4,983.31
700-803 · Electric for Radio Tower	0.00	209.19	209.19
<b>Total 700-000 · Communications</b>	0.00	14,256.63	14,256.63
<b>900-000 · Capital Expenditures</b>			
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
<b>Total 900-000 · Capital Expenditures</b>	0.00	8,998.00	8,998.00
<b>Total Expense</b>	<u>3,164.18</u>	<u>384,112.79</u>	<u>387,276.97</u>
<b>Net Income</b>	<u>19,821.75</u>	<u>628,732.79</u>	<u>648,554.54</u>



INTER-CANYON FIRE PROTECTION DISTRICT

ICFPD BANK STATEMENTS  
ARE AVAILABLE BY REQUEST

PLEASE CONTACT

DISTRICT ADMINISTRATOR KELLEY WOOD

303-697-4413

KELLEY.WOOD@INTERCANYONFIRE.ORG

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08/03/17

**Inter-Canyon Fire Protection District - New  
Reconciliation Summary**  
100-100 · Wells Fargo Bank New Checking, Period Ending 07/31/2017

	<u>Jul 31, 17</u>
<b>Beginning Balance</b>	304,857.35
<b>Cleared Transactions</b>	
Checks and Payments - 92 items	-98,403.12
Deposits and Credits - 15 items	229,138.53
<b>Total Cleared Transactions</b>	<u>130,735.41</u>
<b>Cleared Balance</b>	<u><u>435,592.76</u></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 29 items	-19,119.34
Deposits and Credits - 1 item	50.00
<b>Total Uncleared Transactions</b>	<u>-19,069.34</u>
<b>Register Balance as of 07/31/2017</b>	<u><u>416,523.42</u></u>
<b>New Transactions</b>	
Checks and Payments - 15 items	-3,101.37
Deposits and Credits - 1 item	1,285.50
<b>Total New Transactions</b>	<u>-1,815.87</u>
<b>Ending Balance</b>	<u><u>414,707.55</u></u>

5:23 PM

08/03/17

**Inter-Canyon Fire Protection District - New  
Reconciliation Summary**  
100-102 · Wells Fargo Savings, Period Ending 07/31/2017

	<u>Jul 31, 17</u>
<b>Beginning Balance</b>	150,844.71
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 1 Item</b>	<u>3.84</u>
<b>Total Cleared Transactions</b>	<u>3.84</u>
<b>Cleared Balance</b>	<u><u>150,848.55</u></u>
<b>Register Balance as of 07/31/2017</b>	150,848.55
<b>Ending Balance</b>	150,848.55

5:23 PM

08/03/17

**Inter-Canyon Fire Protection District - New  
Reconciliation Detail  
100-102 · Wells Fargo Savings, Period Ending 07/31/2017**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>						150,844.71
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	07/31/2017		Deposit	X	3.84	3.84
Total Deposits and Credits					3.84	3.84
Total Cleared Transactions					3.84	3.84
Cleared Balance					3.84	150,848.55
Register Balance as of 07/31/2017					3.84	150,848.55
<b>Ending Balance</b>					<b>3.84</b>	<b>150,848.55</b>

5:24 PM

08/03/17

**Inter-Canyon Fire Protection District - New  
Reconciliation Summary**  
100-104 · Checking - Insurance, Period Ending 06/07/2017

	<u>Jun 7, 17</u>
<b>Beginning Balance</b>	4,618.96
<b>Cleared Transactions</b>	
<b>Checks and Payments - 1 item</b>	<u>-120.33</u>
<b>Total Cleared Transactions</b>	<u>-120.33</u>
<b>Cleared Balance</b>	<u><b>4,498.63</b></u>
<b>Register Balance as of 06/07/2017</b>	4,498.63
<b>Ending Balance</b>	4,498.63

5:24 PM

08/03/17

**Inter-Canyon Fire Protection District - New  
Reconciliation Detail**  
100-104 · Checking - Insurance, Period Ending 06/07/2017

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>						4,618.96
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	07/14/2017		Delta Dental of Colo...	X	-120.33	-120.33
Total Checks and Payments					-120.33	-120.33
Total Cleared Transactions					-120.33	-120.33
Cleared Balance					-120.33	4,498.63
Register Balance as of 06/07/2017					-120.33	4,498.63
<b>Ending Balance</b>					<b>-120.33</b>	<b>4,498.63</b>



5:26 PM

08/03/17

**Inter-Canyon Fire Protection District - New  
Reconciliation Summary**  
100-105 · ColoTrust Account, Period Ending 07/31/2017

	<u>Jul 31, 17</u>
<b>Beginning Balance</b>	902,270.86
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 1 item</b>	<u>603.90</u>
<b>Total Cleared Transactions</b>	<u>603.90</u>
<b>Cleared Balance</b>	<b>902,874.76</b>
<b>Register Balance as of 07/31/2017</b>	<u>902,874.76</u>
<b>Ending Balance</b>	902,874.76

5:26 PM

08/03/17

**Inter-Canyon Fire Protection District - New  
Reconciliation Detail  
100-105 · ColoTrust Account, Period Ending 07/31/2017**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Beginning Balance</b>						902,270.86
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	07/31/2017		Deposit	X	603.90	603.90
Total Deposits and Credits					603.90	603.90
Total Cleared Transactions					603.90	603.90
Cleared Balance					603.90	902,874.76
Register Balance as of 07/31/2017					603.90	902,874.76
<b>Ending Balance</b>					<b>603.90</b>	<b>902,874.76</b>

5:30 PM

08/03/17

**Inter-Canyon Fire Protection District - New  
Reconciliation Summary  
100-106 · First Bank Checking, Period Ending 07/31/2017**

	<u>Jul 31, 17</u>
<b>Beginning Balance</b>	0.00
<b>Cleared Transactions</b>	
Checks and Payments - 1 item	-0.22
Deposits and Credits - 4 items	10,042.34
<b>Total Cleared Transactions</b>	<u>10,042.12</u>
<b>Cleared Balance</b>	<u><u>10,042.12</u></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 1 item	-2,032.19
<b>Total Uncleared Transactions</b>	<u>-2,032.19</u>
<b>Register Balance as of 07/31/2017</b>	<u><u>8,009.93</u></u>
<b>Ending Balance</b>	8,009.93

5:30 PM

08/03/17

**Inter-Canyon Fire Protection District - New  
Reconciliation Summary  
100-107 - First Bank Savings, Period Ending 07/31/2017**

	<u>Jul 31, 17</u>
<b>Beginning Balance</b>	0.00
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 1 item</b>	1,000.00
<b>Total Cleared Transactions</b>	<u>1,000.00</u>
<b>Cleared Balance</b>	<u><b>1,000.00</b></u>
<b>Register Balance as of 07/31/2017</b>	1,000.00
<b>Ending Balance</b>	1,000.00

5:30 PM  
08/03/17

**Inter-Canyon Fire Protection District - New  
Reconciliation Detail  
100-107 · First Bank Savings, Period Ending 07/31/2017**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						0.00
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Check	07/21/2017	20846	First Bank	X	1,000.00	1,000.00
Total Deposits and Credits					1,000.00	1,000.00
Total Cleared Transactions					1,000.00	1,000.00
Cleared Balance					1,000.00	1,000.00
Register Balance as of 07/31/2017					1,000.00	1,000.00
<b>Ending Balance</b>					<b>1,000.00</b>	<b>1,000.00</b>

10:51 AM  
08/07/17

**Inter-Canyon Fire Protection District - New  
OPEN PURCHASE ORDERS**

All Transactions

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Source Name</u>	<u>Memo</u>	<u>Deliv Date</u>	<u>Qty</u>	<u>Rcv'd</u>	<u>Backordered</u>	<u>Amount</u>	<u>Open Balance</u>
<b>Parts</b>										
<b>Rookie Academy</b>										
06/09/2017	17-032	Cary Kern	Cary Kern	Instructor Pr...	06/09/2017	1	0	1	1,200.00	1,200.00
Total Rookie Academy						<u>1</u>	<u>0</u>	<u>1</u>	<u>1,200.00</u>	<u>1,200.00</u>
Total Parts						<u>1</u>	<u>0</u>	<u>1</u>	<u>1,200.00</u>	<u>1,200.00</u>
<b>TOTAL</b>						<u><u>1</u></u>	<u><u>0</u></u>	<u><u>1</u></u>	<u><u>1,200.00</u></u>	<u><u>1,200.00</u></u>

Prepared For	INTER CANYON FIRE MAURICE SHIRLAW
Account Number	[REDACTED]
Statement Closing Date	07/27/17
Days in Billing Cycle	30
Next Statement Date	08/25/17

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	<b>\$10,000</b>
Available Credit	<b>\$8,903</b>

**Payment Information**

New Balance	\$1,096.92
<b>Current Payment Due (Minimum Payment)</b>	<b>\$25.00</b>
<b>Current Payment Due Date</b>	<b>08/17/17</b>

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		\$5,160.79
Credits	-	\$0.00
Payments	-	\$5,160.79
Purchases & Other Charges	+	\$1,096.92
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
<b>New Balance</b>	<b>=</b>	<b>\$1,096.92</b>

**Wells Fargo Business Card Rewards**

<b>Membership No:</b>	[REDACTED]
Previous Balance	48,131
Points Earned this Month	1,097
Points From Other Company Cards	0
Bonus Points Earned	1,000
Adjustments	0
Earn More Mall® Bonus Points	0
Redeemed	-
<b>Total Available</b>	<b>= 50,228</b>

**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.

Congratulations! You've earned 1,000 bonus points because your total company spend was at least \$1,000 in this billing period.

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	16.240%	.04449%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.990%	.06848%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

### Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
06/27	06/28	24251375K0FVT0HFH	DAM BREWING COMPANY, DBA/ DILLON CO		61.53
07/02	07/02	24323005P05JSEBHL	STOP 4 GAS MORRISON CO		48.07
07/05	07/05	24445005S8PTHKYA	KING SOOPERS #0087 CONIFER CO		529.75
07/07	07/07	24692165W2XN3P4KW	NETBRANDS MEDIA CORP. 877-508-4569 TX		366.00
07/13	07/13	24323006205JSF6T0	STOP 4 GAS MORRISON CO		46.83
07/17	07/17	74856206724XFNVXS	PAYMENT THANK YOU	5,160.79	
07/22	07/22	24164078Q13QTV4S6	SAFEWAY FUEL 10000412 LAKEWOOD CO		44.74

### 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>

Date:	Amount:	Description:	Total:
6/27/2017	\$61.53	lunch following ISO training	\$1,096.92
7/2/2017	\$48.07	fuel for command vehicle	
7/5/2017	\$529.75	FF gift cards from King Soopers	
7/7/2017	\$366.00	department bracelets	
7/13/2017	\$46.83	fuel for command vehicle	
7/22/2017	\$44.74	fuel for command vehicle	



Chief Skip Shirlaw  
Chief's Report to the Inter-Canyon Fire Protection Board Meeting  
August 9, 2017

Current Membership              Firefighters 26 (14 EMS are Included)  
   Rookies 15  
  
   Total Membership 41

**Call Comparisons:**

**Year to date: 298**

**Last Year to date: 250**

<b>For the Month of July 2017</b>	<b>For the Month of July 2016</b>
Fire 0	Fire 4
Rescue & Emergency Medical 33	Rescue & Emergency Medical 23
Good Intent Calls 16	Good Intent Calls 15
False Alarm 1	False Alarm 1
Mutual Aid: 13 received 8 given	Mutual Aid: 21 received 5 given
<b>TOTAL for the Month: 50</b>	<b>TOTAL for the Month: 43</b>
Total Members Responding 277	Total Members Responding 202
Total Staff Hours 260.15	Total Staff Hours 133.33
Average Turnout Per Call 6	Average Turnout Per Call 5

**Training**

**This Month**    Business:            Heat Related Injuries  
                         Drill Meeting:    EMR Skills Check Off  
   Scavenger Hunt Training

**Monthly Vehicle Report**

**Notes from the Chief:**

**Firefighter of the month** Jeremy Swanson



## Inter-Canyon Fire Protection District Rules and By-Laws

Section 1. Authority. The Inter-Canyon Fire Protection District is a governmental subdivision of the State of Colorado and a body corporate with powers of a public or quasi- municipal corporation which are specifically authorized by, and in compliance with, C.R.S. Section 32-1-101 et seq.

Section 2. Purpose. The purpose of these Rules and By-Laws is to provide for the administration and operation of the Inter-Canyon Fire Protection District, (hereinafter called the "District").

Section 3. Policies of the Board. It shall be the policy of the Inter-Canyon Fire Protection District Board of Directors, consistent with the availability of revenues, personnel and equipment, to use its best efforts to provide Fire Protection, Rescue, Emergency Medical and related services to the inhabitants and property owners within the District.

Section 4. Board of Directors. All powers, privileges and duties vested in, or imposed upon the Inter-Canyon Fire Protection District by law, shall be exercised and performed by and through the Board of Directors (hereinafter referred to as the "Board"), whether set forth specifically or implied in these Rules and By-laws. Board members represent the voters of the District and act as a team, not as individuals.

### Section 5. Office.

a) Business Office. The principal business office of the District shall be at Inter- Canyon Fire Protection District Station #1, 7939 South Turkey Creek Road, Morrison, Colorado, 80465, unless otherwise designated by the Board.

b) Establishing Other Office and Relocation. The Board, by resolution, may from time to time, designate, locate and relocate its executive and business office and such other offices as, in its judgment, are necessary to conduct the business of the District.

### Section 6. Meetings.

a) Regular Meetings. Regular meetings of the Board shall be held on the second Wednesday of each month at 7:00 p.m. at the business office. The regular meetings in January, April, July and October will be preceded by the Pension Board Meeting, which will start at 7:00 p.m.

b) Meeting Public. All meetings, including work or study sessions, of a quorum of the Board at which public business is discussed or formal action is taken, other than executive sessions, shall be open to the public.

c) Notice of Meetings. Section 6(a) shall constitute formal notice of regular meetings to Board members and no other notice shall be required to be given to Board members. Notice of regular and special meetings shall be given to others by posting at least seventy-two hours prior to such meetings at the offices of the Jefferson County Clerk and Recorder and at the following three places within the District: the District's business office at Fire Station 1 Fire Station 3 and Fire Station 4. Reasonable individualized notice shall be given to all persons requesting the same as required by law.

d) Special Notice. Special notice shall be included with the posting for the undertaking of final determination to: issue or refund general obligation indebtedness; consolidate the District with another special district; dissolve the District; file a plan for debt adjustment under federal bankruptcy law; enter into a private contract with a Director; or not make a scheduled bond payment.

e) 24-Hour Notice and Agenda. In addition to the three-day notice described above, notice of public meetings shall be posted at the District's business office no less than twenty-four hours prior to the meeting and shall include specific agenda information when possible. If an executive session is anticipated, it may be noted on the agenda.

f) Continued Meetings. When a regular or special meeting is for any reason continued to another time and place, notice need not be given of the continued meeting, except as required by law. At the continued meeting, any business may be transacted which might have been transacted at the original meeting.

g) Emergency Meetings. Notwithstanding the foregoing, the Board may act without notice when unforeseen circumstances call for immediate action to protect the public health and safety or the welfare of the District's residents. In such case, an action taken shall be effective only until the next regular or special meeting at which the Board may ratify such action.

#### Section 7. Conduct of Business.

a) Quorum. All official business of the Board shall be transacted at a regular or special meeting at which a quorum (i.e., three) of the Directors shall be present in person or telephonically.

b) Vote Requirements. Any action of the Board shall require the affirmative vote of a majority of the Directors present and voting during a regular or special meeting. Proxy voting is not permissible.

Order of Business. The business of all regular meetings of the Board shall be transacted according to Robert's Rules of Order, as far as practicable, in the following order:

- 1) Call to Order;
- 2) Attendance, explanation of absences and approval of absence & motion to accept any absences;
- 3) Approval of the minutes of the previous meeting and any public comment;
- 4) Treasurer's Report and Financial Issues and any public comment;
- 5) Chief's Report and any public comment;
- 6) New Business and any public comment;
- 7) Old Business and any public comment;
- 8) Board Reports and any public comment;
- 9) Adjournment.

**c. Public Conduct at Meetings.** Comments by members of the public shall be made only during the "Public Input" portion of the meeting and shall be limited to three minutes per individual and five minutes per group spokesperson unless additional opportunity is given at the Board's discretion. Each member of the public wishing to speak may be asked to fill out a form indicating name, address, and agenda item to be addressed. Disorderly conduct, harassment, or obstruction of or interference with meetings by physical action, verbal utterance, nuisance or any other means are hereby prohibited and constitute a violation of District rules. Such conduct may result in removal of person(s) responsible for such behavior from the meeting and/or criminal charges filed against such person(s). To the extent such occurrences arise and the person(s) responsible refuse to leave the premises, law enforcement authorities will be summoned. Prosecution will be pursued under all applicable laws, including without limitation Sections 18-9-108, C.R.S. (disrupting lawful assembly), 18-9-110, C.R.S. (public buildings - trespass, interference), and/or 18-9-117, C.R.S. (unlawful conduct on public property). Law enforcement may be requested to attend meetings at any time in which the Board believes their presence will be an asset to the keeping of peace and the conducting of public business. 9 1 1 will be called at any time that the Board or staff feels threatened or endangered during a public meeting.

**c) Resolutions and Orders.** Each and every action of the Board necessary for the governing and management of the affairs of the District, for the execution of the powers vested in the District, and for carrying into effect the provisions of Article I of Title 32, C.R.S., as amended, shall be taken by the passage of motions, orders or resolutions.

**d) Minutes.** Within a reasonable time after each meeting; all orders, resolutions, motions and all minutes of Board meetings shall be recorded, attested by the Secretary and the President and filed in the business office. Minutes of executive sessions of the Board shall be tape-recorded and remain confidential and shall not be made part of the public record of the meeting.

**e) Electronic Communications.** If members of the Board use electronic mail to discuss public business among themselves, the electronic mail shall be subject to the provisions of the Colorado Sunshine Law. Copies of all such communications shall be provided to the Secretary or his or her designee and maintained by the District.

**f) Conducting the Executive Session.** No adoption of any proposed policy, position, resolution, rule, regulation, or formal action shall take place in an executive session. The discussion in executive session shall be limited to the reasons for which the executive session was called. An electronic record (such as an audio tape) of the actual contents of the discussion in the executive session shall be kept. No electronic or other record is necessary to be kept for any portions of the discussion which the District's attorney reasonably believes constitute attorney-client privileged communication. The attorney shall state on the electronic record when any portion of the executive session is not recorded as an attorney-client privileged communication or sign a statement to the same effect.

**g) Records of Executive Sessions.** The electronic record of any executive session shall be retained by the District for ninety (90) days from the date of the executive session and then destroyed. Electronic recordings of the executive session, or transcripts or other reproduction of the same, shall not be released to the general public for review under any circumstances, except as required by law.

**h). Adjournment and Continuance of Meetings.** When a regular or special meeting is for any reason continued to another time and place, notice need not be given of the continued meeting if the time and place of such meeting are announced at the meeting at which the continuance is taken, except as required by law. At the continued meeting, any business may be transacted which could have been transacted at the original meeting.

## Section 8. Directors, Officers and Personnel.

a) Director Qualifications and Terms. There shall be 5 Directors and they shall be electors of the District. The term of each Director shall be determined by relevant statutory provisions with elections held in even numbered years and conducted in the manner prescribed by Part 8 of Article I, Title 32, C.R.S. as amended. Each Director shall sign an oath of office and, at the expense of the District, furnish a faithful performance bond as required by applicable Colorado Statute.

b) Oath of Office. Each member of the Board, before assuming the *responsibilities* of one's office, shall take and subscribe an oath of office in the following form, to-wit:

OATH OF OFFICE OF DIRECTOR  
 STATE OF COLORADO        )  
   ) SS.  
 COUNTY OF JEFFERSON     )

I, \_\_\_\_\_, will faithfully support the Constitution of the United States and the State of Colorado, and the laws made pursuant thereto, and will faithfully perform the duties of office of Director of the Inter-Canyon Fire Protection District, upon which I am about to enter.

\_\_\_\_\_  
 Signature Subscribed

and sworn to before me this \_\_\_ day of XX 20\_\_.

County Clerk, District Court Clerk,  
 President of the Board of Directors, or  
 Notary

d) Vacancies. A Director's office shall be deemed vacant upon the occurrence of any of the events creating a vacancy set forth in the Act, including a Director's failure to attend three consecutive regular meetings of the Board without the Board having entered its approval of the absence(s) in its minutes (except that additional absences shall be excused for temporary mental or physical disability or illness) or a Director's failure to remain qualified for the office to which he/she was elected. Any vacancy occurring on the Board shall be filled by an affirmative vote of a majority of the remaining Directors as prescribed by the Act, after such notification as the Board may direct that includes notification that any eligible District resident may apply. Prior to voting to fill a vacancy, the Board also may appoint a Selection Committee consisting of two Board members and a civilian resident of the District and receive the Committee's recommendation. The elector appointed to fill the vacancy must meet the qualifications for Directors prescribed by the Act and shall serve until the next regular election.

d) Resignation and Removal. Directors may be removed from office only by recall as prescribed by statute. Any Director may resign at any time by giving written notice to the Board, and acceptance of such resignation shall not be necessary to make it effective, unless the notice so provides.

d)

e) Election of Officers. The Board of Directors shall elect from its membership a President, a secretary and a treasurer, who shall be the Officers of the Board of Directors and of the District. The Officers shall be elected by a majority of the Directors voting at said election. The election of the Officers shall be conducted annually at the regular meeting of the Board held in June of each year. Each officer, so elected, shall serve for a term of one year, which term shall expire upon the election of his or her successor or upon his or her re-election

to that office. Any vacancy occurring in any office shall be filled for the un-expired term in the same manner. If there is urgent Board business that needs to be conducted before a replacement is selected, an acting Board Officer may perform the actions required. The election to replace a Board Officer

shall be held after the individual appointed to fill the vacant Board seat has been sworn in.

f) President and Chairman. The President shall be the Chairman of the Board, preside at all meetings, guide and facilitate the functions of the Board and develop the agenda for Board meetings. The President shall also be the Chief Executive Officer of the District. Except as otherwise authorized, the President shall sign all contracts, deeds, notes, debentures, warrants and other instruments on behalf of the District. The President shall be the public point of contact for the Board or shall appoint a point of contact for the Fire District Board.

g) Secretary. The Secretary shall keep the records of the District; may act as secretary at meetings of the Board and record all votes; shall compose a record of the proceedings of the Board and insure that the record of the meeting is filed in the business office; and shall perform all duties incident to that office. The Secretary shall be custodian of the seal of the District and shall have the power to affix such seal to and attest all contracts and instruments authorized to be executed by the Board.

h) Treasurer. The Treasurer shall be Chairman of the Budget Committee and of the Audit Committee. The Treasurer shall keep or cause to be kept strict and accurate accounts of all money received by and disbursed for and on behalf of the District in permanent records. The Treasurer shall file with the Clerk of the Court, at the expense of the District, a corporate fidelity bond in an amount determined by the Board of not less than is required by applicable Colorado Statute, conditioned on the faithful performance of the duties of one's office.

i) Recording Secretary. The Board shall have the authority to appoint a recording secretary who need not be a member of the Board of Directors, and who shall be responsible for recording all votes and composing a record of the proceedings of the Board for approval by the President and Secretary. The Recording Secretary shall not be required to take an oath of office or post a performance bond.

j) Additional Duties. Additional duties include: development and maintenance of a District Strategic Plan, annual risk reviews, annual insurance reviews, annual EMS billing reviews and community communications. The Directors shall perform such other duties and functions as may, from time to time, be required by the Board, by the by-laws or rules and regulations of the District, or by special situations, which shall later be ratified by the Board.

k) Administrator. The Board may appoint the Fire Chief to perform the duties of the District Administrator. Selection of the Fire Chief or other Administrator shall be subject to Board approval, and such individual shall serve at the pleasure of the Board upon such conditions, including salary, as the Board may establish. If the Chief is the Administrator, the Chief shall be the only point of contact for the conduct of business between the Board and the Fire Department and shall carry out the directions of the Board in the operation of the Fire Department. The Administrator shall hire and manage staff, stay current and informed and keep the Board informed of Fire Department activities. The Administrator shall prepare an annual budget for the operation of the Fire Department and provide it to the District Treasurer to assist in preparation of the District budget. The President of the Board shall give the Administrator an annual performance evaluation.

l) Personnel Selection. The selection of agents, employees, engineers, accountants, special consultants and attorneys of the District by the Board will be based upon the relative qualifications and capabilities of the applicants and shall not be based on political services or affiliations. Except with respect to volunteer members of the District, agents and employees shall hold their offices at the pleasure of the Board. Contracts for professional services of engineers, accountants, and special consultants and attorneys may be entered into on such terms and conditions as may seem reasonable and proper to the Board.

#### Section 9. Financial Administration.



a) Fiscal Year. The fiscal year of the District shall commence on January 1 of each year and end on December 31.

b) Budget Committee. There shall be a permanent committee, known as the Budget Committee, composed of the Treasurer, a member of the Board appointed by the President, and other electors appointed by the President, which shall be responsible for preparation of the annual budget of the District and such other matters as may be assigned to it by the President of the Board.

c) Budget. On or before October 15 of each year, the Budget Committee shall prepare and submit to the Board a proposed budget for the ensuing fiscal year. Such proposed budget shall be accompanied by a statement, which shall describe the important features of the budget plan and by a general summary which shall set forth the aggregate figures of the budget in such manner as to show the balanced relations between the total proposed expenditures and the total anticipated income or other means of financing the proposed budget for the ensuing fiscal year, as contrasted with the corresponding figures for the last completed fiscal year and the current fiscal year. It shall be supported by explanatory schedules or statements classifying the expenditures contained therein by services, subjects and funds. The anticipated income of the District shall be classified according to the nature of receipts.

d) Notice of Budget. Upon receipt of such proposed budget, the Board shall cause to be published a notice that the proposed budget is open for inspection by the public at the business office; that the Board will consider the adoption of the proposed budget on a certain date; and that any interested elector may inspect the proposed budget and file or register any objections thereto at any time prior to its final adoption. Notice shall be published in substantial compliance with Section 29-1-108, C.R.S., as amended.

e) Adoption of Budget. On the day set for consideration of such proposed budget, the Board shall review the proposed budget and revise, alter, increase or decrease the items as it deems necessary in view of the needs of the District and the probable income of the District. The Board shall then adopt a budget setting forth the expenditures to be made in the ensuing fiscal year. The Board shall provide for sufficient revenues to finance budget expenditures with special consideration given to the proposed ad valorem tax levy before tax is levied.

f) Levy and Collection of Taxes. On or before December 15th of each year, the Board shall certify to the Board of County Commissioners any mill levy established for the ensuing fiscal year, in order that, at the time and in the manner required by law for the levying of taxes, such Commissioners shall levy such tax upon the assessed valuation of all taxable property within the District.

g) Filing of Budget. Within 30 days of adoption of the budget, the Board shall cause a certified copy of such budget to be filed with the Division of Local Government in the Department of Local Affairs.

h) Appropriating Resolution.

(1) At a meeting held before January 1 of the ensuing fiscal year, the Board shall enact a resolution making appropriations for the ensuing fiscal year. The amounts appropriated there under shall not exceed the amounts fixed therefore in the budget adopted pursuant to Section 9.e.

(2) The income of the District, as estimated in the budget and as provided for in the tax levy resolution and other revenue and borrowing resolutions, shall be allocated in the amounts and according to the funds specified in the budget for the purpose of meeting the expenditures authorized by appropriation resolution.

(3) The Board may make an appropriation to and for a contingent fund to be used in cases

of emergency or other unforeseen contingencies.

i) No Contract to Exceed Appropriation. The Board shall have no authority to enter into any contract, or otherwise bind or obligate the District to any liability for payment of money for any purposes, for which provision is not made in appropriation resolution, including any legally authorized amendment thereto, in excess of the amounts of such appropriation for that fiscal year. Any contract, verbal or written, contrary to the terms of this sub-section shall be void ab initio, and no District funds shall be expended in payment of such contracts, except as provided in the following sub-section.

j) Contingencies.

(1) In cases of emergency caused by a natural disaster, public enemy, or some contingency, which could not reasonably have been foreseen at the time of the adoption of the budget, the Board may authorize the expenditure of funds in excess of the budget by resolution duly adopted by a two-thirds vote of the entire membership of the Board. Such resolution shall set forth in full the facts concerning the emergency and shall be included in the minutes of that meeting.

(2) If so enacted, a copy of the resolution authorizing additional expenditures shall be filed with the Division of Local Government in the Department of Local Affairs and shall be published in compliance with statute requirements for amendment of the District budget.

k) Payment of Contingencies.

(1) If there is unexpended (1) or uncommitted money in funds other than those to which the emergency relates, the Board shall transfer such available money to the fund from which the emergency expenditures is to be paid.

(2) To the extent that transferable funds are insufficient to meet the emergency appropriation, the Board may borrow money through (a) the issuance of tax anticipation warrants, to the extent that the mill levy authority of the District is available as specified by statute, or (b) the issuance of bond anticipation notes payable from bond proceeds or operating revenue, or (c) any other approved method.

l) Fiscal Audit.

(1) Except as required by state statute, the Treasurer shall cause an audit to be made at the end of every fiscal year of all financial affairs of the District through December 31 of such fiscal year. In all events, the audit report must be submitted to the District within six months of the close of such fiscal year. Such audit shall be conducted in accordance with generally accepted auditing standards by a registered or certified public accountant, who has not maintained the books, records, and accounts of the District during the subject fiscal year.

(2) The auditor shall prepare, and certify as to its accuracy, an audit report, including a financial statement and short form balance sheet based on such audit, an unqualified opinion or qualified opinion with explanations, and a full disclosure of violations of state law, pursuant to statutory requirements.

(3) A copy of the audit report shall be maintained in the District office as a public record for a public inspection at all reasonable times.

(4) The Treasurer shall forward a copy of the audit report to the State Auditor or other relevant state official, pursuant to statutory requirements, within thirty days following receipt of the audit.

Section 10. Corporate Seal. The seal of the District shall be a circle containing the name of the District and shall be used on all documents and in such manner as public and private corporations generally use seals. The Secretary shall have custody of the seal and shall be responsible for its safekeeping and care.

Section 11. Disclosure of Conflict of Interest. Any Director who is present at a meeting at which is discussed any matter in which one has, directly or indirectly, a private pecuniary or property interest shall disclose such interest to the Board. Unless such Director has given seventy-two hours actual advance written notice to the Colorado Secretary of State and to the Board, in accordance with all statutory requirements, such Director shall refrain from advocating for or against the matter and shall disqualify oneself from voting on such matter.

Section 12. Compensation. The board may, by resolution, elect to award compensation to Directors as prescribed by statute. No Director shall receive compensation as an employee of the District except as provided in this sub-section.

Section 13. Indemnification of Directors and Employees. As enumerated below in this section, the District shall defend, hold harmless and indemnify any Director, officer, agent, or employee, whether elective or appointive, against any tort or liability, claim or demand, whether groundless or otherwise, arising out of any alleged act or omission occurring during the performance of duty. The District may compromise and settle any such claim or suit and/or pay the amount of any settlement or judgment rendered thereon.

a) For the purposes of this Section 13 only, the following definitions shall apply.

(1) "Employee". The term "employee" means a Director, officer, member, employee or servant (hereinafter collectively referred to as "employee") of the District, whether or not compensated, elected or appointed. The term "employee" specifically excludes any person or organization contracting to perform services or acting for the District as an independent contractor.

(2) "Performance of Duty". The term "performance of duty" shall be interpreted as broadly as possible to include any situation in which a District employee could conceivably be deemed to be acting within the scope of one's employment. It shall specifically extend to all employees who are providing service on a voluntary basis or otherwise to any private, corporate, or governmental party other than the District, when doing so with the appropriate consent and authorization from the District. The term "performance of duty" shall not *include* any act or *omission constituting* deliberate and *intentional* tortious or criminal conduct, or malfeasance in office, or willful or wanton neglect of duty.

b) The District reserves the right to designate the attorney appointed to defend any employee in any tort or liability action instituted pursuant to this Section 13.

c) The District agrees to indemnify any employee up to the maximum amounts specified under the Colorado Governmental Immunity Act (Article 10 of Title 24, C.R.S. as amended) and such additional amounts as are insured by liability insurance provided by the District. The District specifically reserves any defenses, which are made available to the District or its employees by said Governmental Immunity Act.

d) The District may maintain insurance to cover the risks enumerated in this Section 13.

e) All claims to be paid pursuant to this Section 13 shall be paid by the District or its insurer. Any judgment or settlement of a claim against the District shall be paid in accordance with the provisions of said Governmental Immunity Act.

f) No defense or indemnification shall be provided by the District to any employee in any of the following circumstances:

(1) If the employee willingly and knowingly fails to notify the District within a reasonable time of any incident or occurrence which one might reasonably expect to result in a claim of tort liability against said employee or the District.

(2) If the District is not made a party defendant in an action and the District is not notified of the existence of such action in writing by the plaintiff or such employee within fifteen days after commencement of the action.

(3) If an employee fails to exercise reasonable efforts to notify the District of any claim, which is informally asserted against said employee for damages reimbursable pursuant to this Section 13.

g) If an employee refuses to cooperate with an investigation or defense of any lawsuit by the District, or its insurer, or by any private attorney employed by the District to furnish the defense to said employee, or any private investigator hired by the District to investigate such tort or liability claim. If the District or the employee against whom a claim reimbursable hereunder is asserted has any other valid insurance, bond or indemnification plan available covering the loss or damage alleged against said employee, such insurance, bond or other plan will be first applied to the payment of any claim. In such event, the obligation of the District to indemnify and hold harmless the employee shall exist only for liability incurred in excess of such other coverage.

h) In the event of any payment made pursuant to this Section 13, the District shall be subrogated to all of the employee's rights of recovery therefore against any person or organization, and the employee shall execute and deliver instruments and papers and do whatever else is necessary to secure such rights of subrogation. The employee shall do nothing to prejudice such rights.

i) No assignments of indemnification shall be permitted without the written consent of the District, signed by the President, and no such assignment shall bind the District unless such written consent is given prior to assignment. If however, the employee shall die, the benefits of this Section 13 shall be available to, and apply fully to, the employee's successor, estate, or legal representative, but only while acting within the scope of one's duties as such.

j) Any defense and indemnification available to any employee under this Section 13 shall continue to be available after the termination of one's employment, office or tenure if the act or omission causing such liability occurred during the course of one's duties while an employee of the District. Such defense and indemnification shall not be available to a former employee, however, in the event that the tort or liability claim against said former employee was asserted as a counter-claim or set-off in any suit brought by the employee, except the extent that the liability of such employee may exceed the amount of one's own claim or suit.

k) The provisions of this Section 13 shall be subject to and, to the extent of any inconsistency therewith, shall be modified by said Governmental Immunity Act.

Section 14. Bidding and Contracting Procedures. Except in cases in which the District will receive aid from a government agency, a notice shall be published for bids on all construction contracts for work or material or both involving an expense in excess of \$60,000.00 or more of public money. The District may reject any and all bids, and if it appears that the District can perform the work or secure material for less than the lowest bid, it may proceed to do so in accordance with statute.

a) No contract for work, materials, or services, regardless of amount shall be entered into between the District and a Director unless a notice of bids has been published in accordance with

statute.

b) In the letting and administration of all construction contracts, the Board shall proceed in accordance with applicable law.

**Section 14.1. Disposal of Apparatus and Equipment.** It is the policy of the Inter-Canyon Fire Protection District to dispose of surplus, retired, or replaced vehicle(s) or equipment in a uniform fashion that is fair to all interested parties, ensures that the ICFPD is receiving a reasonable return on prior investments, and otherwise serves the best interests of the District.

Except in cases where the fair market value of an item is deemed insignificant by the Chief or the ICFPD Board, or other good cause for deviation exists in the ICFPD Board's judgment, the following disposal methods shall be employed in the Option order shown:

a) Option 1: The ICFPD shall attempt to sell the vehicle or equipment on the open Market. The intended sale item(s) will be advertised in a generally accepted public manner in either print and/or electronic media. The listing shall include a fair market price as determined by the Chief of the Department and the ICFPD Board. The vehicle or equipment shall be awarded to the first person or organization that submits an acceptable bid and agrees in writing to the set price. If, however, other acceptable bids are received that offer a greater dollar value than the fair market value basis, then that person or organization can be considered the awardee. The listing mentioned above shall be valid for a minimum of 30 days from the date of posting. During this period, the ICFPD will keep a list of all interested parties who contacted the District for information on the vehicle or equipment.

b) Option 2: If no bids are received in Option 1, the ICFPD will contact parties who expressed interest during the first Option 30 day response period and request submittal of a sealed "best offer bid". These bids shall be accepted for a period of 7 days after the date of the Option 2 posting.

c) Option 3: If no bid is accepted in Option 2, the ICFPD shall use the same process from Option 2, but open it up to any ICFPD members including Board members, Firefighters, Rookies, Veets, Retirees and Lifetime members.

d) Option 4: If no bid accepted in Option 3, the ICFPD shall donate the vehicle or equipment to a fire department or protection district in need. The ICFPD shall advertise the pending donation through a generally accepted public manner in either print or electronic media. The ICFPD will accept sealed donation requests for a period of 14 days from the date of the Option 4 posting. The ICFPD Board of Directors shall review the requests and judge them on the merits of the justifications/needs presented. The winning request shall be accepted by a majority vote of the ICFPD Board members. No fire department or fire district shall be eligible to receive more than 2 donated vehicles in a ten year period.

e) Any disputes, clarifications or concerns will be addressed by the ICFPD Board of Directors with; the President of the ICFPD Board making the final decision as required.

**Section 15. RECORDS MANAGEMENT.** The District shall comply with, and adopt and maintain policies as necessary for compliance with, applicable records retention, destruction, and disclosure requirements, including the Colorado Open Records Act, State Archives and Public Records law, and various consumer privacy legislation. The District manager or his or her designee is hereby designated as the Official Custodian of Records pursuant to the Open Records Act. In the event there is any question as to whether the District is permitted to comply with an Open Records Act request, the

Custodian of Records shall forward such request to the District's legal counsel. Copies of records shall be furnished at a cost of \$.25 per standard page. The charge for providing a copy, printout or photograph of a public record in a format other than a standard page will be assessed at the actual cost of production. Additionally, in those cases where the location or existence of specific documents must be researched and the documents must be retrieved, sorted or reviewed for applicability to the request, and such process requires more than one hour of staff time, the Custodian may charge a research and retrieval fee not to exceed thirty dollars (\$30.00) per hour. The Custodian will not impose a charge for the first hour of time expended in connection with the research and retrieval of public

Section 16. Workplace Rules. A copy of these workplace rules shall be posted in every District Station.

a) Harassment Prohibited. The District prohibits harassment against anyone (including any volunteer member, employee, patient, citizen, or District official) based on the individual's race, color, gender, national origin, religion, disability, age, marital status, sexual status, military service or veteran status, or based on those aspects in an individual's relatives, friends or associates. Harassment means verbal or physical conduct that insults or shows hostility or aversion toward an individual. Harassment may include:

- Epithets or slurs
- Negative stereotyping
- Threats intimidation or hostile acts
- Demeaning or hostile jokes or pranks
- Insulting or hostile written or graphic material posted or circulated in the workplace.

b) Sexual Harassment Prohibited. The District prohibits sexual harassment. No one on District Property, on response, or at any District or Department related events, including but not limited to training sessions and meetings, at any location, may make unwelcome sexual advances or requests for sexual favors or engage in any other unwelcome verbal or physical conduct or sexual or gender-based nature where (1) such advances, requests or conduct have the purpose or effect of unreasonable interfering with an employee's or volunteer member's work performance or creating an intimidating, hostile or offensive work or volunteer environment; or (2) it is obvious or implied that tolerating or submitting to such conduct is a condition of employment or membership or will be used for the basis of any employment or membership decision, including, but not limited to, hiring, firing, performance appraisals, salary, benefits, position, assignments or any other decision affecting any term of condition or employment or membership with the District (all such conduct is described in this policy as "Sexual Harassment").

- (1) The District does not tolerate Sexual Harassment in any form. No employee, volunteer member, District official, patient, or member of the public should be subjected to unwelcome sexual requests or insulting behavior.
- (2) No volunteer member, employee, patient, or member of the public should be led to believe that any benefit, service, employment or membership opportunity will in any way depend on his or her cooperation with sexual demand or that he or she must tolerate an offensive sexual environment.

c) Violence Prohibited. The District has zero tolerance for violence or threats of violence. No employee or volunteer member shall engage in acts of violence or make threats of violence on District Property, on responses, or at any District or Department related events, including but not limited to training sessions and meetings, at any location, whether toward any other member, co-worker, patient or member of the public.

- (1) If any District employee or volunteer member is attacked or threatened with violence or sees someone else being attacked or threatened, such individual should take appropriate steps to protect himself or herself and others, to avoid causing more violence, and to notify emergency personnel (i.e., call 911 for police).
- (2) Any employee or volunteer member who obtains a restraining order against anyone else based on any violence or threatened violence, or threatened violence should promptly report that and provide the District with a copy of the order.

d) Reporting. All employees and volunteer members have a responsibility to report any incident of harassment, sexual harassment, violence or threatened violence they experience or observe as explained further in the Reporting Policy described below.

- f) Reporting Policy. All employees and volunteer members have an important responsibility in the effective implementation of the Districts policies against harassment, sexual harassment and violence. Any employee or volunteer member who believes that he or she has been the subject of harassment or sexual harassment, who has been harmed by violence or threatened with violence or who has witnessed anyone else affiliated with the District experience or commit such conduct should promptly report to superior officer or supervisor.

f) Investigation. The District will promptly investigate a harassment or sexual harassment complaint or violence report and will take corrective action as is appropriate. Employees and volunteer members are required to participate and be truthful in any such investigation. The District will make reasonable efforts to preserve the confidentiality of everyone e involved with any harassment, sexual harassment or violence complaint and investigation. Employees and volunteer members shall have a right to make good faith complaints about harassment, sexual harassment or violence and to act as witnesses in investigations of those complaints. The District will protect complaining employees and witnesses against retaliation for making a harassment, sexual harassment or violence complaint or report.

g). Discipline. Any employee or volunteer member found to have committed harassment or sexual harassment, or who was violent or threatens violence, will be subject to discipline up to and including discharge.

h). Training. Employees and volunteer members are required to participate in any training the District provides and sponsors about harassment or violence.

1). Cooperation Required. Employees and volunteer members who refuse to cooperate in the District's training or fail to provide complete and truthful information as part of an investigation, will be subject to discipline, up to and including discharge.

Section 16. Powers of the Board of Directors. Without restricting the general powers conferred by law, it is hereby expressly declared that the ICFPD Board shall have the following powers and duties:

a) To confer upon any appointed officer of the District the power to choose, remove, suspend, or otherwise discipline employees, volunteer members, or agents upon such terms and conditions it may see fair and just and in the best interests of the District.

b) To determine and designate, except as otherwise provided by law or these By-Laws, who shall be authorized to make purchases, negotiate leases and other contracts, and sign receipts, endorsements, checks, releases

and other documents.

c) To create standing as special committee and to delegate such power and authority thereto as the Board deems necessary and proper for the performance of such committee's functions and obligations.

d) To prepare financial reports, other than the statutory audit, covering each years fiscal activites, and said report, if requested, shall be submitted to the Board and made available for inspection by the public.

e) To remove from office at any time any officer from the Inter-Canyon Volunteer Fire Protection District and to cause new elections to be held at a special election to fill the vacant positions.

f) Review for approval any standing orders and policies of the Chief.

#### Section 17. Rules of Interpretation and Miscellaneous Provisions.

- a) Interpretation. It is intended that these Rules and By-Laws shall be liberally construed to effect the general purposes set forth herein. Nothing herein contained shall be construed or deemed to constitute an alteration, waiver, limitation or abridgment of any grant of any power, authority, or right conferred upon the District or the Board by law or under any contract or agreement existing between the District and any other person. Nothing herein contained shall be construed so as to prejudice or affect the right of the District to secure the full benefit and protection of any law, which is now enacted or may subsequently be enacted by the Colorado General Assembly pertaining to the objects and affairs of the District. The Board in its sole discretion shall determine any ambiguity, conflict, omission or question of interpretation of these Rules and By-Laws, and its determination shall be final and conclusive. The Board's interpretation of these Rules and By-Laws shall not be deemed to be a new enactment, amendment or change of any Rule or By-Law for any purpose.
- b) Usage and Titles. All words and phrases shall be construed and defined according to the common and generally accepted meaning thereof, but technical words and phrases and such others as may have acquired a particular and appropriate meaning. The title of any section in these Rules and By-Laws shall not be deemed in any way to restrict, qualify, or limit the effect of the provisions set forth in the section.
- c) Severability. If any section, subsection, sentence, clause or phrase of these Rules and By-Laws is judicially determined to be invalid or unenforceable, such judgement shall not effect, impair or invalidate the remaining provisions of these Rules and By-Laws, the intention being that the various sections and provisions are severable.

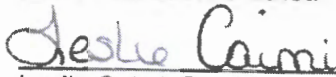
Section 18. No Damage for Enforcement or Failure to Enforce. Nothing in these Rules and By-Laws shall create any liability or right to damages against the District, its directors, officers, employees or agents, because of any enforcement of or failure to enforce any provision of these Rules and By-Laws.

Section 19. Modification of By-Laws. These By-Laws may be altered, amended or repealed at any regular or special meeting of the Bard called for that purpose and such alterations, additions, or amendments shall be binding and of full force and effect as of the date of their adoption by the Board, unless otherwise provided. Due consideration shall be given by the Board to whether any action modifying these By-Laws should be considered and voted on at a meeting attended by the entire Board.

ADOPTED as amended this 9<sup>th</sup> day of August 2017, by the Board of Directors of The Inter- Canyon Fire Protection District.



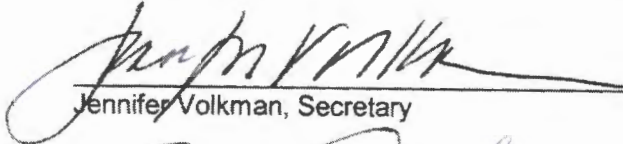
These signature certify that the above is a true and correct copy of the By-Laws of the Inter-Canyon Fire Protection District.



Leslie Caimi, President



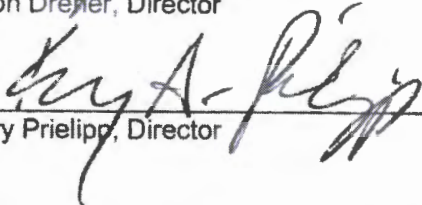
Karl Flor, Treasurer



Jennifer Volkman, Secretary



Ralph Dreher, Director



Kerry Prielipp, Director

(A signed copy is on file at ICFPD Station#1)

1. Summary of Changes to Revision Replace Executive Sessions Page 3 with attorney recommended format for Conducting Executive Sessions and Records of Executive Sessions
2. Add Adjournment and Continuance of Meetings from attorney recommended format
3. Add Public Conduct at Meetings
4. Add Resignation and Removal from attorney recommended format
5. Add attorney recommended format Section 15, Records Management, to the ICFPD By-Laws. (As a reminder, the Records Management Policy was previously adopted and is posted on the Website and with DOLA.)
6. On Page 13 (f) Reporting Policy needs revision. Suggestion "report to superior officer or supervisor" to match the Employee Handbook.
7. On (e) correct to ICFPD.
8. Remove f and g at top of page 14.  
Replace with "Review for approval any standing orders and policies of the Chief".