

**Inter-Canyon Fire Protection District
Pension Board Meeting Agenda
7939 S. Turkey Creek Rd., Morrison, CO 80465
July 11, 2018**

- 1. Call to Order**
 - a. Determination of additions to agenda and sequence
 - b. Approval of Absences
 - c. Acknowledge Guests
 - d. Approval of Pension Board Minutes for the April 11, 2018 meeting.

- 2. New Business**
 - a. Review Rules of Order
 - b. Review Pension Determination Process
 - c. Appeals Process – Amend
 - d. By-Laws - Amend

- 3. Financial Condition of the Fund**
 - a.

- 4. Old Business**
 - a.

- 5. Adjournment**

INTER-CANYON FIRE PROTECTION DISTRICT
PENSION BOARD MEETING
7939 S. Turkey Creek Rd., Morrison, CO 80456 * 303-697-4413
July 11, 2018

1. Call To Order

ICFPD Pension Board was called to order at 19:00 hours at Fire Station No. 1

Board Members Present:

Leslie Caimi, President
Karl Firor, Treasurer
Jennifer Volkman, Director
Ralph Dreher, Director
Kerry Prielipp, Director
Randy Rudloff, Secretary
David Logan

Board Members Absent

None

Guest:

Chief Skip Shirlaw

1. Approval of Minutes

There was a motion by Karl Firor with a second by David Logan to approve the April 11, 2018 minutes. The motion passed unanimously.

2. New Business

a. Review Rules of Order

Leslie Caimi suggested as a result of the last meeting, a review of the basic protocols is in order. Please see the Sample Policies, Procedures and Rules of Conduct provided in the packet. The last page provides general guidelines. David Logan stated he is confused as this document is not the same as Roberts Rules of Order. Kelley Wood explained she and Leslie attended a recent SDA Workshop where ICFPD legal counsel gave a presentation on Board procedures. Legal counsel advised Roberts Rules of Order is difficult to understand and although information is provided, it is difficult to locate and does not always apply to special districts. Therefore, legal counsel provided the attached sample document which includes policies, procedures and rules of conduct. It

is recommended the ICFPD Board and Pension Board adopt policies, procedures and rules of conduct at the next scheduled meeting after there has been time to review and edit the document to fit the needs of ICFPD. For tonight, the last page provides some simple do's and don'ts for the purpose of reviewing general rules of conduct. Leslie confirmed she wanted to focus on decorum at meetings. Kerry Prielipp inquired as to whether this document was part of the documents for approval. Kelley clarified it was not the intent to approve the document for permanent use this evening.

b. Review Pension Determination Process.

David Logan began stating he would like to make a motion to table this topic until next week sighting the committee assigned to revise the by-laws did not have time to review as the document was not received until Monday. Kelley clarified the documents were sent out on Friday. Chief Shirlaw noted the Board Meeting next week was moved as it is expected to take some time, another Pension Board Meeting cannot be scheduled at that time. Chief Shirlaw asked if anyone contacted Karl Firor prior to today to inquire about the status of the committee and by-law revision. David stated he just assumed Karl was going to set up a committee and it is his bad for not having contacted Karl sooner. David stated his failure doesn't justify others failure. Karl asked if David read the by-law revision at which time Kerry Prielipp seconded the motion to table the pension amendments to the next scheduled Pension Board Meeting in October. Leslie asked that Karl, Randy and David get together to discuss the by-law revision prior to the next meeting.

MOTION: David Logan made a motion with a second by Kerry Prielipp to table the topic until the next scheduled Pension Board Meeting in October. The motion passed with 6 yes votes, 1 abstain.

c. Appeals Process

It was stated the changes to the SOG on Pension Determination and Appeals Process along with the Addendum will be going into effect immediately. It was noted the changes do reflect the proposed changes to the by-laws. David indicated he is questioning some of the wording. Kelley advised matters with the SOG are managed by operations. Chief Shirlaw offered to meet with David to discuss any concerns.

Financial Condition of the Fund

a. Review March 31, 2018 Report

Karl Firor noted the report shows benefits paid in Q1 were \$38k, there was a loss of \$2,000 in net revenue. The report indicates the District is \$40k short of making any money. Beginning total was \$1,659,000 and is \$1,619,000 and quarters end. The current obligation is \$160k. The Q2 report has not yet been received, however the market has been flat. Once the Q2 report is received it will be clear as to whether there are funds to pay the operations cost. David asked what is paid. Karl responded \$160k annually, \$38,600 per quarter. David asked if that number is the net benefits. Karl confirmed.

3. Old Business

a. None.

Adjournment

There being no further business before the Board, the meeting was adjourned at 1915 hours.

Meeting Minutes by Kelley D. Wood, District Administrator

Submitted by:


Randy Rudolph
Secretary

Approved by:


Karl Firor
Treasurer

Attachments:

Sample Policies, Procedures and Rules of Conduct

Amendment to Bylaws – Pension Determination & Appeals Process

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DISTRICT

BOARD OF DIRECTORS

POLICIES, PROCEDURES AND RULES OF CONDUCT

(ADOPTED , 20)

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It is the responsibility of staff to present to the Board accurate costs figures per activity, income projections, and to justify the existence of each program. The Board's philosophy is that most activities must be self-supporting, including both direct and indirect operations costs, though there may be exceptions to this policy.

Included in the analysis submitted to the Board shall be a recapitulation of the immediate past season's historical profile relating to program popularity, financial disposition, etc. Additionally, survey information of other area programming shall be supplied, if applicable. Fee structure recommendations shall normally be submitted to the Board as a package, including all general programs by major category.

Facility Usage by Board Members

Board members are entitled to and encouraged to utilize and become aware of District facilities; however, a Director shall not take undue advantage of any complimentary usage policies. Each Director and immediate family members may participate in District programs and classes at no cost except for materials, transportation, etc.; however, classes run by entities other than the District must be paid for.

General Guidelines

The following guidelines are meant to assist the Director in furthering the mission and goals of the District:

DON'T	DO
Phone staff members at home.	Phone staff at home if emergency.
Wait until a Board meeting to communicate a problem.	Phone the District Manager immediately so problems may be addressed in a timely manner.
Micromanage the District.	Go through chain of command. Be a helpmate to staff.
Wait until Board meeting to read Board packet.	Come to Board meeting fully prepared to discuss issues on the agenda.
Be headstrong and not listen to other points of view.	Approach issues with an open mind until all information is received.
Assume your idea, comment, etc. is bad.	Express yourself; your comment may give rise to a great discovery.
Make promises to the public that you are not sure you can keep. Available dollars may preclude keeping promises.	Convey only factual information to the public on behalf of the District.
Individually request a report to be done by staff.	Discuss the information you need with the District Manager or Chairman, or bring request to a Board meeting for Board input.

DON'T	DO
Bad-mouth a Board decision.	Live with and support Board decision once it has been made.
Assume study sessions are not important or others at study session can make decisions.	Believe citizens want a 5-member Board, not a 4-member Board, to make decisions.
Criticize or correct staff in public.	Offer criticism and comments in private and through the chain of command.

Amending the Manual of Policies, Procedures and Rules of Conduct

It will be desirable from time to time to amend or augment this document to reflect certain changes or additions in District policy. The procedure for changes to this Manual shall be that, at a public meeting of the Board, certain action will be taken and identified by the Board as a policy change or new procedure. By the next public meeting, the Directors shall have for their review a written policy statement which can then be adopted at the public meeting for immediate inclusion in this manual.

SAMPLE

ICFPD PENSION DETERMINATION AND APPEALS POLICY

PURPOSE: TO OUTLINE REQUIREMENTS TO MAINTAIN PENSION ELIGIBILITY AND APPEAL PROCESS

POLICY:

In order to remain pension eligible ICFPD requires all In-District Members to meet the following minimum requirements:

- Attend a minimum of 10 of the 12 monthly Business Meetings
- Respond to a minimum of 15% of the total calls
- Attend 36 hours of in-district scheduled training
- Attend 4 Quarterly Field Days
- ~~Attend 2 Hours Hose Testing~~
- Maintain certifications

In order to remain pension eligible ICFPD requires all Out-of-District Members to meet the following minimum requirements:

- 24 hours per month
- Minimum shift length 4 hours
- Minimum number of shifts 4 monthly
- Total time will not exceed 30 hours per week

Annual successful pension eligibility will be determined using these requirements by the Pension Board Secretary, the Chief and the District Administrator with final approval by the Pension Board. Should a member fail to meet the minimum requirements alternative consideration may be given using additional criteria. Additional criteria would consist of a combination of hours equal to the minimum hours required by performing duties which may include participation on committees, community projects, training etc. Any agreement for alternative substitution must be in writing and approved by the Fire Chief prior to exchange. FPPA requires the determination (census data) be submitted on or before January 31.

Appeals. Request for an appeal may be submitted to the Pension Board in writing along with supporting documentation on or before March 31 of the new calendar year. Appeals will be considered at the 2nd Quarter annual Pension Board Meeting held in April. Upon review of the member's written appeal along with supporting documentation the Pension Board findings and decision shall be binding.



ICFPD Annual Pension Approval - Alternative Pension Consideration Addendum

Alternative consideration and recognition may be given to ICFPD members who make contributions to ICFPD that may not be reflected in the Pension Determination and Appeals Policy minimum requirements. This policy addendum will outline some of the alternatives and substitutions that may be used to determine pension status for the current determination year as deemed appropriate and approved by the Fire Chief.

Members who meet the minimum pension requirements as outlined in ICFPD Pension Determination and Appeals Policy will automatically receive pension for the current determination year. Alternative Consideration Addendum is a guideline in the event a member fails to meet one or more of the minimum requirements yet has made significant contributions to ICFPD.

These contributions may be in the form of committee work, work as an officer for ICFPD, training or leadership participation, administrative work, etc. All listed alternative contributions must be ongoing and have a positive impact on ICFPD. Monthly hours contributed will be at least equal minimum hours required to earn pension. Any member who conducts a one-time or minimal contribution will not qualify for alternative pension consideration, i.e. a one-time project that may last only several hours to a couple of days.

Examples of significant contribution hours/projects that may qualify for alternative consideration for pension approval in the current determination year:

- Officer position Lieutenant and higher.
- Sitting on an established committee i.e. training committee.
- Leading trainings during the entire year.
- Setting up, researching, planning trainings through-out the year.
- Writing grants through-out the year, note, one-time grant application does not qualify.
- Taking on special time consuming roles such as supplies, and communications, etc.

The Fire Chief will make a determination of pension approval based on several factors which may include and are not limited to the following:

- Alternative work.
- Member percentage of call volume.
- Member percentage of training attendance.
- Members number of Operations Meeting attendance.
- ~~Historical participation~~
- Demonstration of leadership
- Demonstration of ICFPD core values; Pride-Honor-Integrity.

Approval for the current determination year under the Alternative Pension Consideration Addendum must be provided to the Pension Board in writing and signed by the Fire Chief.

AMENDED RULES AND BYLAWS

OF THE

INTER-CANYON FIRE PROTECTION DISTRICT FIREFIGHTER'S PENSION FUND

These Rules and Bylaws, as amended, are adopted effective this 12th day of July, 2017 pursuant to the authority of C.R.S.31-30-110 *et seq.* The Rules and Bylaws of the Pension Fund shall be deemed to be consistent with and in strict compliance with the Laws of the State of Colorado at all times and, accordingly, all amendments to said laws in the future will be deemed to be incorporated into and become a part of these Rules and Bylaws without the necessity of their being amended so that same will be consistent with the law of this State at all times.

The purpose of these Rules and Bylaws is to provide for the administration and operation of the Inter-Canyon Fire Protection District Pension Fund, hereinafter called (the "Fund.")

ARTICLE I BOARD OF TRUSTEES

1.01 The Board of Trustees of the Inter-Canyon Fire Protection District Pension Fund (the "Board") shall consist of the Board of Directors of the Inter-Canyon Fire Protection District (the "District") and two member representatives elected from one or more of the following groups to the extent such groups exist at the time of the election: active members, in good standing, of the Inter-Canyon Fire Protection District Fire Department (the "Department"), retired members, or retired members, in good standing, returned to active service pursuant to Colorado statute. Representative nominations from these three groups shall be made at the regular October business meeting of the Department. An election shall be held the day of the regular November Department business meeting and the results shall be announced during the business meeting that evening. Individuals must be physically present to vote. No absentee ballots will be accepted.

1.02 The Board of Trustees members (the "Trustees" or the "Board") shall serve terms of office on the Board as follows: The Directors of the District Board for their terms of office; and the two member representatives for two-year terms of office, arranged so that the terms begin in alternate years.

1.03. The Treasurer of the Board of Directors of the District shall be the Treasurer of the Pension Fund, as required by law. The Trustees shall elect, from their membership, a President, Vice President, Secretary and such other officers deemed appropriate by the Board, with election of officers taking place at the first quarterly meeting of the Board each calendar year.

1.04. If a Trustee from the Department cannot complete his or her term for any reason; the Department shall elect or appoint a replacement within 90 days of the resignation or termination of the

Trustee. Said replacement Trustee shall complete the term of the Trustee who is resigning or being terminated. If the Department does not elect or appoint a replacement within the is time, the Board may appoint a replacement from active membership of the Department to complete the remainder of the vacated position.

1.05 Any Trustee may resign in writing addressed to the Board provided that, if such Trustee shall be a member of the Board of Directors of the District, he or she shall, at the same time tender a resignation as a Director of the District. No successor Trustee shall in any way or manner, be responsible for any act or omission to act on the part of any previous Trustee.

1.06 No Trustee shall be precluded from becoming a participant in the disbursements of the Fund upon his or her meeting the requirements for eligibility.

ARTICLE II Action by the Board of Trustees

2.01 The Board shall formulate rules, regulations, and Bylaws for the Fund. The Board shall review current Rules and Bylaws against any changes in applicable statutes at the January Board meeting each year, and may amend these Rules and Bylaws upon a majority vote at any meeting at which a quorum of the Board is present and acting; however, failure of the Board to proceed with such amendment shall not delay the application of any statutory change or its effective date.

2.2 Pursuant to the authority granted to the Board under C.R.S., § 31 030-1 108(c), the Board has delegated plan administration and fund management to the Fire and Police Pension Association (the "FPPA").

2.3 Notwithstanding affiliation with the FPPA, the Board shall continue to hear and decide all applications for relief, pensions, annuities, retirement, or other benefits due under the provisions of C.R.S. §31-30-1 101, *et seq*, and shall otherwise fulfill its statutory duties. Any Board action on an application shall be final and conclusive, except that if in the opinion of the Board justice requires reconsideration, the Board may reverse the action.

2.4 The Trustees shall have authority to pay out of the pension funds the expenses of administration of the Fund, including any taxes which may be imposed upon the corpus or income, legal expenses, and such compensation as may be agreed upon for agents and employees of the Trustees, as well as Dues or Fees for professional organizations representing the Board or managing its investments.

2.05 Except for gross negligence, willful misconduct, or willful breach of this Trust, no Trustee shall incur any liability for any act or failure to act pursuant hereto. The Trustees shall be protected in acting upon any document believed by them to be genuine and to have been executed or delivered by the party purporting to have executed or delivered same. To the extent allowed by law, the Trustees shall be relieved of all responsibility for anything done or not done in good faith or upon advice of counsel.

2.8 The Board shall have the right to judicial settlement of the Fund's accounts. In the event that a dispute shall arise as to any act to be performed by the Trustees, the Trustees may postpone performance until adjudication of such dispute in a court of competent jurisdiction, or until they have been indemnified against loss to their satisfaction.

2.9 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.

ARTICLE III Board of Trustees Meetings

3.01 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.

3.2 Regular meetings of the Board shall be held quarterly, in January, April, July, and October of each year on the second Wednesday evening at Inter-Canyon Fire Station No. I, 7939 South Turkey Creek Road, Morrison, Colorado 80465, unless changed by a majority of the Board. The President or Secretary of the Board, or any three Trustees of the Board may call special meetings of the Board.

3.3 Section 3.02 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: Station #1, Station #3, and Station #4 of the Inter-Canyon Fire Department. Reasonable individualized notice shall be given to all persons requesting the same as required by law.

3.4 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.

3.5 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.

3.6 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.

3.7 All official business of the Board shall be transacted at a regular or special meeting at which a quorum (i.e., three) of the Trustees shall be present in person or telephonically. Any action of the Board shall require the affirmative vote of a majority of the Trustees present and voting during a regular or special meeting. Proxy voting is not permissible.

3.8 All meetings shall be conducted according to Robert's Rules of Order. Upon the disability or absence of the President, the Vice President shall assume the presidential duties.

3.9 Trustees shall serve without compensation but, upon proper Resolution of the Board, may be reimbursed for actual expenses incurred in performance of their duties.

ARTICLE IV Secretary's Responsibilities

4.1 The Secretary of the Board shall keep and publish minutes of every regular or special meeting of the Board.

4.2 All such minutes shall be distributed to all Trustees and approved, or amended and approved, during the next regular or special meeting.

4.3 The Secretary shall arrange for the proper retention of all documents, including actions taken upon applications for benefits as required by these Rules and Bylaws, by statutes of the State of Colorado and by actions properly taken by the Board.

4.4 The Secretary shall annually notify the Chief of the Department of all information that will be required by the Board concerning each member of the Department. Such information shall include, for each member, all of the following: active service (including commencement and termination dates thereof), inactive service (including commencement and termination dates thereof), leave of absence (including commencement and termination dates), suspension (including commencement and termination dates), termination (including date thereof), training attended (in hours), calls responded to and any other information which may be required by statute, by these Rules and Bylaws, by the FPPA, or by the Board.

4.5 The Secretary shall present all required information to the Board for approval at the April meeting each year, effective as of December 31 of the previous year.

ARTICLE V Treasurer's Responsibilities

5.01 The Treasurer shall keep separate records for the Fund, apart and separate from the Fire Protection District records.

5.2 All funds and monies received by the Treasurer to be credited to the Fund shall be deposited by him or her only with the FPPA.

5.3 The Treasurer shall be required to supply bond in an amount designated by Resolution of the Board and paid for by the Fund. The bond amount shall be determined on a yearly basis, according to the yearly budget, dependent upon insurance costs. The Treasurer shall be liable on his or her bond as such Treasurer for the faithful performance of all the duties imposed upon him or her by the provisions of state statute in relation to the Fund and for the faithful accounting of all monies and securities which may come into, his or her hands and belonging to the Fund.

5.4 The Treasurer shall have the authority to transfer money from one depository to another or draw on such funds once he or she has received a properly prepared warrant (check) signed by the President of the Board and countersigned by the Secretary of the Board. No warrant shall be drawn except by order of the Board after having been duly entered in the records of the proceedings of the Board.

5.5 All Fund expenses shall be reported by the Treasurer to the Board for its approval.

5.6 The Treasurer shall include District Pension fund contributions, insurance costs, and any miscellaneous expenses in the annual District budget for approval.

5.7 The Treasurer shall present, in writing, to the Board of Directors of the District a request for a contribution to the Fund to be appropriated and levied by the District in an amount determined by the Board. This must be done no later than the October meeting

5.8 In the event the District does not approve the requested contribution, the Board shall modify the budget of the Fund.

5.9 The Treasurer, upon the expiration of his or her term of office, shall surrender and deliver to his or her successor all bonds, and all unexpended monies or other property, which may have come into his or her hands as Treasurer of the said Fund.

ARTICLE VI Fund Administration

6.01 All sums maintained in this Fund shall only be invested as authorized by the laws of the State of Colorado. All monies in the Fund shall be held in trust for the benefit of members and other persons entitled to benefits. No part of the corpus or income of the Fund shall be used for, or diverted to, purposes other than for the exclusive benefit of members or other persons entitled to benefits from the Fund and for expenses incident to operations of the Fund. No person shall have any interest in, or right to, any part of the corpus or earnings of the Fund except as expressly provided.

6.2 All funds and monies to be credited to the Fund shall be deposited in the District's FPPA

Account at least annually and shall be accompanied by a statement signed by the Treasurer that identifies the contribution period.

6.3 All Fund expenses such as insurance premiums and legal fees shall be submitted to the Board for approval. Upon receipt of Board approval, the Treasurer shall submit the invoice evidencing the expense along with an authorization and request for payment to the FPPA.

6.4 All FPPA benefit requests or authorization forms and all reports certifying membership or service credits shall be submitted to the Board for approval prior to submission to the FPPA. All such reports and forms approved for submission to the FPPA shall be signed by the President and countersigned by the Secretary of the Board.

6.5 Except for assignments for child support purposes as provided for in §§ 14-10-118(1) and 14-14-107, C.R.S., as they existed prior to July 1, 1996, and except for income assignments for child support purposes pursuant to §14-14-111.5 C.R.S., and writs of garnishment which are the result of a judgment taken for arrearages for child support or for child support debt, no part of such Fund, either before or after any order for the distribution thereof to the members, retired members, or beneficiaries of such Fund, or to the surviving spouses, or guardians of any such child or children of any such deceased, disabled, or retired members of said Department, shall be held, seized, taken, subjected to, detained, levied on by virtue of any attachment, execution, judgment, writ, interlocutory or other order, decree or protest, or proceeding of any nature whatever, issued out of, or by any Court in this or any other state, for the payment or satisfaction, in whole or in part, of any debt, damages, claim, demand, judgment, fine, amercement of the District on such member, or such member's surviving spouse or children, or the beneficiaries of any deceased member.

6.6 The Board shall review each application for benefits and all existing benefit awards each year, at the October meeting, or as otherwise required. After review, the Board may change future benefits at its discretion, based upon its findings of necessity and upon the financial condition of the Fund.

ARTICLE VII Trustee's Report

7.01 An annual audit including, but not limited to, the books and accounts of the Fund, shall be prepared as of December 31 of each year. This report, or audit, shall be made by a certified public accountant as selected by the Board.

7.2 The Secretary of the Board shall make a report, semi-annually, to the Board of Directors of the District, on the condition of said Fund. This report shall include, but not be limited to, the annual audit. Said report shall be submitted prior to, or at, the January and July meetings of the District Board.

7.3 The Board shall report annually to the members of the Department on the condition of the Fund at the regular April Department meeting. This report shall include, but not be limited to, the annual Trustee's Report or Audit.

ARTICLE VIII
Retirement Pension Benefits

8.01 The Board may pension any member having twenty (20) years of active service on the Department (see subsection 8.06) and being above the age of fifty (50) years, and who has met all of the requirements of service including training, as specified by statute and these Rules and Bylaws.

8.2 In addition to the monthly retirement pension amount provided for in section 8.01, the Board, with the consent of the District Board, and as previously approved by the membership, may pay a supplemental monthly retirement pension to a member who is fifty (50) years of age and who has been in active service more than twenty (20) years so long as an actuarial review indicates a supplemental monthly pension payment is actuarially sound. For each year beyond twenty (20) years of active service on the Department an additional amount of up to 5% of the monthly pension amount multiplied by the number of years of active service in excess of twenty years, up to a maximum of 10 years, shall be added to the base pension per Colorado Statute.

8.3 Each year at its October Meeting the Board shall consider adjusting pension benefits, including supplemental benefits, to reflect any cost of living increases in the economy as reported by the Social Security Administration for the most recent year.

8.4 Any volunteer firefighter serving twenty (20) years, or more, and not having reached the age of fifty (50) years, may be granted a leave of absence and retain all rights to pension payments and, on attaining age fifty (50), shall be entitled to said benefits. It is the pensioned member's responsibility to notify the Board when said member has attained the age of fifty (50) years and to request that payment of benefits be commenced.

8.5 All active members of the Inter-Canyon Fire Department shall be eligible for benefits under the Inter-Canyon Firefighter's Pension Fund; however, retired members returning to active service pursuant to 31-30-1 132, C.R.S. shall not receive service credit for the purpose of increasing pension benefits.

8.6 An active member of the Inter-Canyon Fire Department shall be an individual who has completed a minimum of 36 hours training per year at regularly organized training sessions of the Inter-Canyon Fire Department or ICFD approved training sessions and who otherwise satisfied the active service and membership requirements of the District.

8.7 For purposes of calculating years of active service and amounts due, the following will be considered:

(a) Service shall be computed from the date of accepted membership in the Department to the date of resignation from the Department in full years.

(b) A year of active service may consist of twelve months of service aggregated from more than one calendar year, so long as the training, service and other requirements are satisfied for the entire aggregate year without regard to whether such requirements were satisfied in any particular month forming the aggregate year. Training, service and other requirements shall be those requirements in force and effect during the last month that is being used to form this aggregate.

(c) Partial service years may include, but are not limited to, the year of acceptance of membership in the Department, the year of resignation from the Department, any year of service interrupted by a leave of absence, Departmental suspension, or other period of inactive status, and the year of the return to active service from a leave of absence or suspension.

(d) Each period of inactive status shall create a break in service and shall not be included in the calculation in years of service for the determination of pension eligibility or the amount thereof. Inactive status shall be defined as any period of time during which the member is not actively engaged in service to the Department due to leave of absence, suspension or any failure to qualify as an active member under the District's active service and membership requirements. Notwithstanding any provision hereof to the contrary, if the period of inactive status is greater than three consecutive years or if the member served fewer than five years before the period of inactive service commences, no period of active service following return to the Department shall be included in determining years of service unless the member agrees, in writing, to complete and successfully completes the Department's probationary period after return to active service.

(e) Notwithstanding the foregoing, the period of time during which a member serves in a probationary capacity shall not be counted in determining any period of active service unless the member has satisfied all then prevailing conditions of probationary membership within twelve months of commencement.

8.8 The retirement benefit of a person who, beginning after June 2, 1977, earns twenty years of active service as a volunteer firefighter by serving more than one municipality, fire protection district, or county improvement district shall be paid from the fund of each municipality, fire protection district, or county improvement district for which the firefighter served at least five years, and the amount paid by each fund shall equal, for each year of service with the particular municipality or district, one-twentieth of the retirement benefit being paid by such fund on the day the firefighter left the service of the particular municipality or district.

8.9 The retirement benefit of a person who earns twenty years of active service as a volunteer firefighter by serving more than one municipality, fire protection district, or county improvement district shall be paid only by the municipality or district last served by such person if any part of the twenty years of service was earned prior to June 2, 1977.

8.10 If at any time there is not sufficient money, or other property in the Fund to pay the full

amount per month to which each pensioned firefighter and other beneficiary of the Fund is entitled, an equal percentage of such monthly payment shall be made to each pensioned firefighter and other beneficiary until the Fund is so replenished as to permit payment in full to each pensioned firefighter and other beneficiary. Any increase in benefits shall apply equally to pensioned firefighters as well as newly eligible members of the Inter-Canyon Fire Department.

ARTICLE IX Pension Benefits Due To Injury

9.1 In the event of an injury to a member of the Department while in the line of duty as a firefighter, the member may be eligible for certain benefits under policies of insurance maintained by the Board. Additionally, the Board shall pay to the volunteer firefighter injured in the line of duty:

(a) A short-term disability monthly annuity for not more than one year, in an amount it determines is proper and equitable considering the financial condition of the Fund, but not more than the greater of one-half the base pension amount or two hundred twenty-five dollars; or

(b) A long-term disability monthly annuity for a disability that deprives the volunteer firefighter of an earning capacity and that extends beyond one year, in an amount the Board determines is proper and necessary, but not more than the greater of the base pension amount or four hundred fifty dollars, whichever is greater.

9.2 All applicants for disability pension shall be examined by one or more physicians selected for the purpose by the Board and may be examined by one or more physicians selected by the applicant. The Board shall pay for all expenses for examinations by the physician chosen by the Board.

9.3 The Board may require yearly examinations of all persons who have retired for disability to determine the fitness of such persons. No such person who has reached the age of fifty (50) years, either before or after his retirement, shall be reexamined. No such person who has completed twenty (20) years of active duty before the date of such retirement shall be re-examined.

9.4 Any person found recovered by the Board, may, within thirty days after removal from retired list, file a written protest. The decision by the Board shall be suspended pending a hearing on said protest, at which hearing; such member shall have the right to appear and to be represented by counsel.

ARTICLE X Pension Benefits Due To Death

10.01 In the event a member of the Department dies from injuries received while in the line of duty as a volunteer firefighter, leaving a surviving spouse, it is the duty of the Board to pay such surviving spouse a monthly benefit as determined by state statute so long as the surviving spouse remains unmarried. The benefit will cease if the surviving spouse remarries. Dissolution of a subsequent marriage does not

re-instate the benefit.

10.02 In the event a member of the Department dies from injuries received while in the line of duty as a volunteer firefighter, and there is no surviving spouse but there is a surviving child, or children, under eighteen years of age, it is the duty of the Board to pay the guardian of such child, or children, a monthly benefit as determined by state statute. The benefit shall cease when the child is 18 years of age.

10.03 In the event a member of the Department dies from injuries received while in the line of duty as a volunteer firefighter, and there is no surviving spouse or child but there is a surviving dependent parent of said deceased firefighter, it is the duty of the Board to pay such parent a monthly benefit as determined by state statute. The benefit shall cease if the dependent parent remarries. Dissolution of a subsequent marriage does not reinstate the benefit.

10.04 In the event of the death of any retired, pensioned firefighter or of any firefighter who has served the requisite number of years for retirement, regardless of age, who leaves a surviving spouse, the Board may grant a benefit as determined by state statute. If the firefighter had less than twenty years of active service, the annuity to the surviving spouse shall be prorated based upon the number of years of service. The benefit to the surviving spouse shall remain in effect so long as the surviving spouse remains unmarried. Dissolution of a subsequent marriage shall have the effect of reinstating said benefit. No surviving spouse shall receive both a benefit pursuant to subsection 10.01 of this section and an annuity pursuant to this subsection 10.04.

10.05 When an active or retired firefighter dies, the Board shall pay a funeral benefit to assist in the proper burial of the deceased firefighter in an amount of at least one hundred dollars and no more than twice the monthly base retirement pension amount then in effect. Payment shall be made to any person who pays the necessary funeral expenses.

ARTICLE XI Application for Benefits

11.01 All applications to the Board for relief, pensions, benefit, retirement, or other benefits administered by the Board shall be submitted to the Board in writing, on forms provided by the Board, at least 60 days before the date of expected receipt of funds. All information required by ICFPD to remain pension eligible, including any additional relevant information shall be submitted to the Pension Board, in writing, at least 60 days prior to the date of expected relief, pension benefit, retirement or other benefits administered by the Pension Board. Only written information provided by article 11.01 and submitted to the Pension Board will be accepted for use in pension determination in any Pension Board Hearing.

11.02 The Board shall examine the merits of each application for benefits and determine the status thereof. It may employ others to investigate the facts and circumstances surrounding such application for benefits and receive, from such others, a report in writing.

11.03 A record shall be kept, by the secretary, of all applications and the actions taken on each and all matters coming properly before the Board.

ARTICLE XII
Pension Hearings

12.01 All applications described in Article 11.01 shall be heard and decided under the provisions of C. R.S., §24-4-105 and under these Rules and Bylaws, unless such application can be granted in full without a hearing.

12.2 Whenever a hearing is necessary, a written notice of hearing shall be delivered to all persons who are entitled to such notice. The notice shall include the time, place, and nature of the request, including the legal authority and jurisdiction under which the hearing is to be held.

12.3 The Board shall preside at all hearings unless a hearing officer is appointed. The President shall conduct the meeting or in his absence, the Vice President.

12.4 At any hearing before the Board, the applicant may present such evidence, as he or she deems necessary and may be represented by counsel of his or her own choosing retained at his or her sole expense. The Board shall not be liable for any legal fees incurred by any applicant.

12.05 As to each hearing, the following agenda shall be observed unless otherwise changed by the Board:

- (a) Administration of oath to all who testify.
- (b) Opening statement by applicant or his or her counsel.
- (c) Examination by applicant and/or his or her counsel and by the Board and/or counsel of any witness the applicant chooses to present, and a presentation of any documents or other physical evidence the applicant has provided pursuant to Article 11.01 ~~or any such witness chooses to submit.~~ The applicant or his/her representative must be present at any such Pension Board Hearing.
- ~~(d)~~ Examination by the Board and/or counsel and the applicant and/or counsel of the keeper of the records of the Fire Department, and a presentation to the Board by the Fire Chief or his/her representative of any submitted documentation as provided by Article 11.01 or any such witness the Fire Chief or his/her representative chooses to submit. ~~of any documents or other physical evidence the keeper of the records chooses to submit.~~
- ~~(e)~~ Examination by the Board and/or counsel and the applicant and/or counsel of any other witnesses who wish to speak on this application. ~~and a presentation to the Board of any documents or other physical evidence these witnesses submit to the Board.~~
- (f) A motion and vote to grant the application reject the application or to postpone a decision

on the application until a later date should then be considered.

12.06 Should any Trustee be called and sworn as a witness, that Trustee may not vote on the matter under consideration.

12.07 Action on each application for benefit shall be final and conclusive after a hearing and shall be presented in writing. If any application is denied in full or part, then no application for that same benefit for that person shall be heard prior to one (1) year from the date that the action was taken unless five (5) Trustees consent to a waiver of this one (1) year provision.

ARTICLE XIII

Miscellaneous

13.01 All Rules and Bylaws and regulations of the Board, together with amendments thereof, which may be made from time to time, shall be binding and of full force and effect without any publication to anyone except as required by statute.

13.02 All Rules and Bylaws and regulations of the Board shall be available for inspection at Inter-Canyon Fire Station #1, 7939 South Turkey Creek Road, Morrison, Colorado 80465.

13.03 In the event that it is determined that any of these Rules and Bylaws and regulations conflict with the statutes of the State of Colorado, then the state statutes shall control. However, the invalidation of one section of these Bylaws by statute or judicial decision shall not invalidate other provisions of these Rules and Bylaws. The invalid section shall be severed or interpreted in accordance with the existing law.

13.04 In the event that it is determined that any of these Rules and Bylaws and regulations conflict with the Bylaws and regulations of the Department or District, then these Rules and Bylaws and regulations of the Fund shall control.

13.05 This plan shall not be construed as creating any contract of employment between the District and any member. Nothing herein contained shall be construed so as to require the District to allow any individual to remain a member for any period of time or to reactivate any individual following a period of inactive status or termination.

THESE BY LAWS, AS AMENDED, ARE EXECUTED THIS 11TH DAY OF July 2018, AS EV
IDENCED BY THE SIGNATURES OF ALL TRUSTEES SHOWN BELOW:

Leslie Caimi, President

Jennifer Volkman, Secretary

Karl Firor, Treasurer

Ralph Dreher, Trustee

Kerry Prielipp, Trustee

Randy Rudloff, Trustee



David Logan, Trustee

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

Summary of Changes to Revision E

Page 3, Article III, Board of Trustees Meetings, 3.02 – Change second Thursday to second Wednesday
Page 10, Article VII, Pension Hearings, 11.01 – Changes to Pension Hearing process to require written approval by Chief and to acknowledge the ICFPD SOG Pension and Appeals Process along with its Addendum 7/11/18

**Fire and Police Pension Association
Inter-Canyon FPD Volunteers 7187-5
For the Three Months Ending March 31, 2018**

Beginning Balance	\$1,659,439.17
Plan Direct Inflows and Outflows	
Member Contributions	
Employer Contributions	
Contributions from the SWDD Plan	
Refunds	
Affiliations	
Net Benefits	(\$38,478.12)
Plan Directed Expenses	
State Funding	
Plan Direct Inflows and Outflows Sub-Total	(\$38,478.12)
Allocated Income and Expense	
Interest	\$1,568.23
Dividends	\$2,017.95
Other Income	\$225.35
Net Change Accrued Income	\$453.64
Unrealized Gain/Loss	(\$11,040.98)
Realized Gain/Loss	\$10,312.41
Defined Contribution Earnings (Net)	
Investment Expenses	(\$1,563.92)
Direct Expense Allocation	(\$182.33)
Other Expenses	(\$2,990.66)
Allocated Income and Expense Sub-Total	(\$1,200.31)
Ending Balance	\$1,619,760.74

Fire and Police Pension Association

Volunteer Fire Pension Plan Contributions INTER-CANYON FPD 7187-5

For the Reporting Period: 01/01/2018 through 03/31/2018

Deposit Date	Employer Contributions	State Matching Funds	Total Remittance
No deposits received for the reporting period			
Total Remittance			\$0.00
Calculated Contribution per the 01/01/2017 Actuarial Study			\$85,398.00
Difference Over/(Under)			\$(85,398.00)

Note: The Calculated Contribution amount is due to FPPA before 12/31/2018

**Fire and Police Pension Association
 Direct Expense Allocation Summary
 Inter-Canyon FPD Volunteers 7187-5
 For the Three Months Ending March 31, 2018**

Type of Expense	2018 Budget	Year-to-Date Expenses	Payment of 2018 Expenses
Actuarial Expenses	\$292.68	\$48.78	
Audit Expenses	\$138.08	\$133.55	
Total Direct Allocated Expenses & Payments	\$430.76	\$182.33	

Contact Dalan Raffaghello at 720-479-2345 to obtain a detailed expense listing.

MEMORANDUM

To: Affiliated FPPA Old Hire and Volunteer Pension Plan Employers
From: Dalan Raffaghello, Senior Accountant
Re: First Quarter 2018
Allocation Report, Annual Contributions Received & Direct Expense Allocation Summary
Date: April 30, 2018

Allocation Report

Investment Performance

Your plan assets are commingled for investment purposes in the Members' Benefit Investment Fund ("Fund"). Returns for the Fund are as follows (returns for periods longer than one year are annualized):

As of 03/31/2018	Quarter	Year to Date	1 Year	3 Years	5 Years
Total Fund Net of Investment Expense*	0.14%	0.14%	10.88%	6.51%	7.90%

*FPPA Administrative Expenses are not included in the Total Fund Net of Investment Expense percentages.

The table below summarizes expenses as a percentage of net assets for the Fund (all defined benefit plans combined):

Year	FPPA Administrative Expense*	Investment Management Expense	Total Expense Ratio
2018 YTD	0.04%	0.09%	0.13%
2017	0.23%	0.89%	1.12%
2016	0.24%	0.79%	1.03%
2015	0.22%	0.76%	0.98%

How to Calculate Your Plan Specific Expense Ratio

Your Allocation Report may reflect expenses specific to your plan such as actuarial expense and legal fees as well as expenses you directed FPPA to pay from your plan assets. These expenses are reflected in the line items *Plan Directed Expenses* and *Direct Expense Allocation*. As such, your plan's administrative expenses may differ from the Fund. In order to calculate your plan's administrative expense ratio, you will need to add the line items *Plan Directed Expenses*, *Direct Expense Allocation* and *Allocated Fees & Expenses* and divide by the *Ending Balance*.

Allocation Methodology

Effective January 1, 2017, the methodology has changed for the allocation of expenses. *Investment Expenses* and *Allocated Fees & Expenses* are separately allocated and separately reported in the Allocation Report. The *Investment Expenses* are allocated to each plan based on the plan's proportion of total assets. The *Allocated Fees & Expenses* are allocated based on the plan's proportion of total membership, including active, inactive and retired members as of December 31 of the prior year as defined by the guidelines within the Comprehensive Annual Financial Report. Member counts may be adjusted during the year for plan affiliation, disaffiliation, or reentry.

Review of the Report

Review the items *Member Contributions*, *Employer Contributions*, *Refunds*, *Affiliations*, *Net Benefits*, *Plan Directed Expenses* and *State Funding* and confirm that these amounts are correct year-to-date. **If any**