

**INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
MEETING AGENDA
8445 S. Highway 285, Morrison, CO 80465
December 12, 2018**

- 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 November 14, 2018 Board Meeting.

- 3. Guests**
 - 3a. Acknowledgement/Introduction

- 4. Treasurer's Report**
 - 4a. Review of November 2018 Financial Statements

 - 4b. Adoption of 2018 Budget Amendment and Resolutions

 - 4b. Adoption of 2019 Budget and Resolutions

- 5. Chief's Report**

- 6. New Business**
 - 9a. Amend By-Laws to move Board Meetings to Station 3
 - 9b. Study Sessions
 - 9c. Sign up for Operations Meetings in 2019

- 7. Public Comment**

- 8. Adjournment**

**INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
MINUTES OF MEETING
8445 S. Highway 285, Morrison, CO 80465
December 12, 2018**

1. Call to Order:

1A. The ICFPD Board meeting was called to order by Jennifer Volkman at 19:00 hours at 8445 S. Highway 285, Morrison, CO 80465

1B. Board Members Present:

Jennifer Volkman, President
Karl Firor, Treasurer
Michael Swenson. Secretary
Ralph Dreher, Director
Kerry Prielipp, Director

2. Guests Present

Chief Skip Shirlaw

3. President's Report

3a. Approval of Absences.

None.

3d. Approval of Board Minutes

MOTION: There was a motion by Kerry Prielipp with a second by Karl Firor to approve the minutes from the November 14, 2018 Board Meeting. The motion passed unanimously.

4. Treasurer's Report

4a. Review of November 30, 2018 Financial Statements

Karl Firor reviewed financial reports noting the Balance Sheet at \$1,537,000 in total revenue. Karl advised he will be transferring funds to Colorado Trust to ensure funds are not beyond the \$250k maximum insured in the First Bank account. The Profit and Loss Report shows \$28k in revenue was received in November. Karl stated there were no unusual expenses. The District did make the \$105k pension contribution for 2018 to FPPA and is expecting \$18,500 to be contributed by the State. Karl noted there is a change to the 900-000 account as \$145k in equipment allocated from Jeffcom has been recorded. This amount will show on the balance sheet and requires an amendment to the 2018 budget. The amount will depreciate over 15 years. Karl noted Open Purchase Orders, Accounts Payable and Bank Reconciliation reports.

MOTION: There was a motion by Karl Firor with a second by Michael Swenson to approve the November 30, 2018 Treasurer's Report as presented. The Motion passed unanimously.

4b. 2018 Resolutions Amending Budget

Karl reviewed the Budget Amendment documents. Karl explained in order to comply with Colorado statutes as related to expenditures in excess of that previously appropriated, the budget must be amended to reflect the

additional expenditures. The Resolutions are amending the budget to include equipment from Jeffcom, and to appropriate spending of those funds.

MOTION: There was a motion by Karl Firor with a second by Kerry Prielipp to Adopt the Resolution to Amend the 2018 Budget. The motion passed unanimously.

MOTION: There was a motion by Karl Firor with a second by Kerry Prielipp to Adopt the Resolution to Appropriate Funds for 2018. The motion passed unanimously.

4b. 2019 Budget Resolution

Karl advised the final valuation decreased \$200k from the preliminary valuation provided by Jeffco. Karl reviewed budget numbers, there is \$2,622 in abatements at .029 mills. The DLG 70 is the Certification of Valuation the District is required to file with Jefferson County. The new rate of 13.561 mills equals \$1,213,000, together with abatements of \$2,622, there is a total tax revenue of \$1,215,000. The 2019 budget documents have been adjusted to reflect changes. Kerry inquired as to the other revenue projected. Karl responded other revenue would include investment earnings, EMS Revenue and grants, etc.

Karl noted, unlike other years, with the successful election, the Board will need to adopt the Resolution to set mill levies based on the new mill of 13.561.

MOTION: There was a motion by Karl Firor with a second by Michael Swenson to Adopt the Resolution to Set the 2019 Mill Levy at 13.561. The motion passed unanimously.

MOTION: There was a motion by Karl Firor with a second by Michael Swenson to approve the Resolution to Adopt the 2019 Budget.

Karl noted District spending will be as previously outlined to include an excess of \$100k coming from reserves. Kerry asked if there should be a tie in. Karl noted the tie in will be outlined in the next statement. Karl noted the 2017 Audit, in the first column, is showing actuals thru September.

MOTION: There was a motion by Karl Firor with a second by Michael Swenson to Adopt the Resolution to Appropriate 2019 Sums of Money.

Karl advised the entire set of documents will be filed with county commissioners in order for the District to be compliant and to receive all tax revenue. Mike Swenson asked for clarification with respect to the annual filing and whether a return is filed. Karl confirmed no return is filed, instead, as a quasi-government agency the District is audited each year.

5. Chief's Report

Please see attached.

Chief Shirlaw noted we are working on job descriptions and hope to advertise openings the 1st of January and fill positions by April 1st. Chief Shirlaw is hoping to hire from within the current membership.

The annual Christmas party is this Saturday. Hope to see everyone there.

Chief Shirlaw announced having welcomed 5 new members to ICFPD at the December Operations Meeting. 2 of the new hires have EMS experience, 1 will be going to school for an EMT Basic certification. A Morning with the Chiefs has been scheduled on Saturday, January 5th. Chiefs provide new people with a 4 hour overview of the District to include the Handbook, SOPs, gear and history. Please come by, we really appreciate Directors attendance. A light breakfast and lunch will be provided. Please RSVP. The overview lasts from 8 a.m. to noon. Lunch goes from noon to 1 p.m. Please let Chief Shirlaw know when you plan to arrive, arrive anytime, Chiefs will fit you into the schedule. All but one of the new members are in district. 1 lives in the Homestead, 1 lives on Turkey Creek Rd., 1 lives in Hilldale Pines, 1 lives on Deer Creek Rd., 1 is from Evergreen.

Calls are up to 425 as of today. 450 is the total expected making 2018 the second highest call number year historically. Chief Shirlaw is meeting with area Chiefs. Jeffcom has indicated stats show Wednesday, Thursday and Friday between noon and 4 p.m. to be the busiest call times. ICFPD did have 2 calls at the same time today, we were able to cover both calls effectively.

Matt White is our current Safety Officer and has been providing training on safe lifting and proper technique. The month was a catch all month for training. Chief Shirlaw stated 2018 has been a great year. Kerry asked if in there will be a report in January showing a comparison between 2017 and 2018. Chief Shirlaw confirmed yes.

9. New Business

9a. Meeting Location Change and By-Law Amendment

Jennifer Volkman explained there has been a recent discussion around ADA accessibility at Station 1. Jennifer stated it can be rough getting upstairs at Station 1. Ralph mentioned 285 traffic makes it tough to get to Station 3. Ralph asked if the highway sign warning of emergency vehicles is working. Chief Shirlaw responded no as there were issues with sign. Chief Shirlaw added that when the sign was working he did not notice a difference in traffic flow, there was no decrease in speed. Jennifer commented both she and Ralph need to cross 285 to get to Station 3 and suggested using a different route than Mariposa. Chief Shirlaw agreed, and stated responders use North Turkey Creek to cross Highway 285 instead of Mariposa, it is a good option. Jennifer advised a change of meeting location requires an amendment to the by-laws. Karl noted the Pension Board Bylaws will also have to be amended.

MOTION: There was a motion by Karl Firor with a second by Kerry Prielipp to hold future Board Meeting at ICFPD Station 3, 8445 S. Highway 285 and to amend the ICFPD By-Laws to reflect the meeting location change. The motion passed unanimously.

Study Sessions.

Jennifer noted CAB meetings (Command, Administration and Board) are held roughly every month or so in the mornings. Meetings were designed to keep connected and provide updates on current activities. Only 2 board members at a time have been in attendance to ensure there is not quorum. Jennifer stated we have a lot coming our way with new positions, buildings, contractors and bids, etc., and it would be helpful to hold study sessions with command and administration and allow for all directors to attend these meetings. Study sessions will require Public Notice. Study sessions are not intended for making and voting on decisions but rather to research options and information as a team. The more directors in attendance, the better. Architects may be in attendance and meetings will be helpful when the time comes to publicize requests for proposals. Mike inquired as to scheduling meetings, is there a schedule in place. Jennifer advised her availability is Monday, Tuesday and Wednesday mornings or evenings. Chief Shirlaw indicated Tuesday mornings are good, maybe 2nd Monday of the month. Kerry indicated he is not available during the day. Ralph stated he is available. Karl noted the schedule can be flexible. It was agreed study sessions would be scheduled tentatively the 1st Monday on a monthly basis at 8:00 a.m.

9b. 2019 Operations Meeting Sign up

Jennifer passed around a sign-up sheet for 2019 Operations Meetings. Please plan to attend 2 meetings of the 12. If you are not sure about your schedule, dates are not in stone, we can switch months if need be.

Ralph advised it is okay with him to remove the insurance report from the agenda.

10. Public Comment

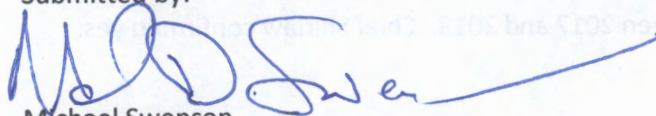
None.

11. Adjournment

There being no further business before the Board, the meeting was adjourned at 20:56 hours.

Minutes by Kelley D. Wood, District Administrator

Submitted by:



Michael Swenson
Secretary

Approved by:



Karl Firor
Treasurer

Attachments:

1. Meeting Agenda
2. Treasurer's Report
3. 2018 Budget Amendment Resolutions
4. 2019 Budget Resolutions
5. Chief's Report
6. Amended By-Laws
7. 2019 Operations Meeting Attendance



**BOARD OF DIRECTORS MEETING
DECEMBER 12, 2018**

- **BOARD MEETING AGENDA**
- **NOVEMBER 30 2018 FINANCIAL REPORTS**
- **2018 BUDGET AMENDMENT
RESOLUTIONS**
- **2019 BUDGET RESOLUTIONS**
- **CHIEFS REPORT**
- **REV G AMENDMENT TO BY LAWS**
- **2019 OPERATIONS MEETING SIGN UP
SHEET**

**INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
MEETING AGENDA
7939 S. Turkey Rd., Morrison, CO 80465
December 12, 2018**

- 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 November 14, 2018 Board Meeting.

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**Inter-Canyon Fire Protection District - New
Balance Sheet Prev Year Comparison
As of November 30, 2018**

	<u>Nov 30, 18</u>	<u>Nov 30, 17</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
100-000 · Cash	1,537,710.67	1,405,997.55	131,713.12
Total Checking/Savings	1,537,710.67	1,405,997.55	131,713.12
Accounts Receivable			
120-000 · Accounts Receivable	970,104.87	933,464.27	36,640.60
Total Accounts Receivable	970,104.87	933,464.27	36,640.60
Other Current Assets			
140-143 · Prepaid Insurance	16,699.29	13,595.62	3,103.67
Total Other Current Assets	16,699.29	13,595.62	3,103.67
Total Current Assets	2,524,514.83	2,353,057.44	171,457.39
Fixed Assets			
170-000 · Capital Assets	2,968,982.22	3,230,569.22	-261,587.00
Total Fixed Assets	2,968,982.22	3,230,569.22	-261,587.00
Other Assets			
185-000 · Deferred Outflow	295,313.00	178,612.00	116,701.00
Total Other Assets	295,313.00	178,612.00	116,701.00
TOTAL ASSETS	<u>5,788,810.05</u>	<u>5,762,238.66</u>	<u>26,571.39</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
200-200 · Accounts Payable	5,145.29	39,931.57	-34,786.28
Total Accounts Payable	5,145.29	39,931.57	-34,786.28
Other Current Liabilities			
200-209 · Deferred Revenue	947,812.00	897,935.00	49,877.00
200-225 · Accrued Liabilities	8,625.03	6,709.50	1,915.53
Total Other Current Liabilities	956,437.03	904,644.50	51,792.53
Total Current Liabilities	961,582.32	944,576.07	17,006.25
Long Term Liabilities			
210-399 · Net Pension Obligation	683,456.00	599,153.00	84,303.00
280-000 · Deferred Inflows	119,204.00	181,962.00	-62,758.00
Total Long Term Liabilities	802,660.00	781,115.00	21,545.00
Total Liabilities	1,764,242.32	1,725,691.07	38,551.25
Equity			
290-291 · Equity	3,155,777.20	3,155,777.20	0.00
290-300 · Net Assets - Prior Year	1,062,941.75	890,936.98	172,004.77
290-999 · Designated-Current	-502,334.98	-340,271.33	-162,063.65
320-000 · Unrestricted Net Assets	-1,652.80	-201,185.60	199,532.80
Net Income	309,836.56	531,290.34	-221,453.78
Total Equity	4,024,567.73	4,036,547.59	-11,979.86
TOTAL LIABILITIES & EQUITY	<u>5,788,810.05</u>	<u>5,762,238.66</u>	<u>26,571.39</u>

10:45 AM
12/10/18
Accrual Basis

**Inter-Canyon Fire Protection District - New
Profit & Loss
November 2018**

	<u>Nov 18</u>	<u>Jan - Nov 18</u>
Income		
300-000 · Revenues	28,707.25	1,263,844.85
300-660 · Donated Funds	125.00	22,733.55
Total Income	<u>28,832.25</u>	<u>1,286,578.40</u>
Gross Profit	28,832.25	1,286,578.40
Expense		
400-000 · Administrative	10,306.42	102,935.86
425-101 · Payroll & Benefits	30,828.63	275,475.56
500-000 · FireFighting	5,351.00	83,898.69
550-550 · EMS Services	1,057.54	35,822.68
600-000 · FF Apparatus/Equip Maintenance	1,629.00	43,320.72
660-000 · Donated Funds Expense	1,516.84	19,701.47
670-000 · Station 1	1,550.08	18,451.09
680-000 · Station 2	410.13	8,536.72
690-000 · Station 3	3,459.75	19,009.24
691-000 · Station 4	493.80	7,818.88
692-000 · Station 5	199.47	4,043.29
700-000 · Communications	754.93	36,778.66
800-902 · Pension-Contribution GOVT-WIDE	105,679.00	105,679.00
900-000 · Capital Expenditures	0.00	189,761.49
900-825 · Stations	0.00	25,508.49
Total Expense	<u>163,236.59</u>	<u>976,741.84</u>
Net Income	<u><u>-134,404.34</u></u>	<u><u>309,836.56</u></u>

10:44 AM
 12/10/18
 Accrual Basis

Inter-Canyon Fire Protection District - New Profit & Loss Budget vs. Actual January through November 2018

	Jan - Nov 18	Budget	\$ Over Budget
Income			
300-000 · Revenues	1,263,844.85	1,037,988.18	225,856.67
300-660 · Donated Funds	22,733.55	22,205.95	527.60
Total Income	<u>1,286,578.40</u>	<u>1,060,194.13</u>	<u>226,384.27</u>
Gross Profit	1,286,578.40	1,060,194.13	226,384.27
Expense			
400-000 · Administrative	102,935.86	130,248.32	-27,312.46
425-101 · Payroll & Benefits	275,475.56	274,162.19	1,313.37
500-000 · FireFighting	83,898.69	89,321.87	-5,423.18
550-550 · EMS Services	35,822.68	34,395.52	1,427.16
600-000 · FF Apparatus/Equip Maintenance	43,320.72	60,525.16	-17,204.44
660-000 · Donated Funds Expense	19,701.47	26,333.05	-6,631.58
670-000 · Station 1	18,451.09	23,105.11	-4,654.02
680-000 · Station 2	8,536.72	10,949.00	-2,412.28
690-000 · Station 3	19,009.24	23,007.69	-3,998.45
691-000 · Station 4	7,818.88	13,435.15	-5,616.27
692-000 · Station 5	4,043.29	4,455.00	-411.71
700-000 · Communications	36,778.66	51,681.46	-14,902.80
800-902 · Pension-Contribution GOVT-WIDE	105,679.00	0.00	105,679.00
900-000 · Capital Expenditures	189,761.49	45,000.00	144,761.49
Total Expense	<u>976,741.84</u>	<u>786,619.52</u>	<u>190,122.32</u>
Net Income	<u><u>309,836.56</u></u>	<u><u>273,574.61</u></u>	<u><u>36,261.95</u></u>

10:43 AM

12/10/18

**Inter-Canyon Fire Protection District - New
A/P Aging Summary
As of November 30, 2018**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Austin Amack	121.52	0.00	0.00	0.00	0.00	121.52
Colorado State Fire Chiefs	534.00	0.00	0.00	0.00	0.00	534.00
Deep Rock Water	43.77	0.00	0.00	0.00	0.00	43.77
First Bank	1,019.66	0.00	0.00	0.00	0.00	1,019.66
Gayla Logan	70.00	0.00	0.00	0.00	0.00	70.00
Great Divide Doors SVC	2,196.87	0.00	0.00	0.00	0.00	2,196.87
Homestead Water	64.96	0.00	0.00	0.00	0.00	64.96
IREA	250.17	0.00	0.00	0.00	0.00	250.17
John Baldwin IT Ltd	0.00	195.00	0.00	0.00	0.00	195.00
Ken Caryl Ranch Water	48.93	0.00	0.00	0.00	0.00	48.93
Peggy Lucatuorto	70.00	0.00	0.00	0.00	0.00	70.00
Republic Services #535	181.67	0.00	0.00	0.00	0.00	181.67
The Personal Touch	131.00	0.00	0.00	0.00	0.00	131.00
Wex Bank (Conoco)	36.76	0.00	0.00	0.00	0.00	36.76
Xcel Energy	180.98	0.00	0.00	0.00	0.00	180.98
TOTAL	<u>4,950.29</u>	<u>195.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,145.29</u>

10:36 AM
12/10/18

Inter-Canyon Fire Protection District - New
OPEN PURCHASE ORDERS

November 2018

Date	Num	Name	Source Name	Memo	Deliv Date	Qty	Rcv'd	Backordered	Amount	Open Balance
Parts										
FF Reward										
11/16/2018	18-046	Galls	Galls	5.11 1/4 zip j...	11/16/2018	40	0	40	2,340.00	2,340.00
11/16/2018	18-046	Galls	Galls	Chest embr...	11/16/2018	40	0	40	263.60	263.60
11/16/2018	18-046	Galls	Galls	American flag	11/16/2018	40	0	40	56.00	56.00
Total FF Reward						120	0	120	2,659.60	2,659.60
Wildland Training										
11/09/2018	18-045	Matt White	Matt White	S-290 Wildl...	11/09/2018	1	0	1	280.00	280.00
11/09/2018	18-045	Matt White	Matt White	meals	11/09/2018	1	0	1	100.00	100.00
11/09/2018	18-045	Matt White	Matt White	fuel	11/09/2018	1	0	1	75.00	75.00
Total Wildland Training						3	0	3	455.00	455.00
Total Parts						123	0	123	3,114.60	3,114.60
TOTAL						123	0	123	3,114.60	3,114.60

9:45 AM
12/10/18

**Inter-Canyon Fire Protection District - New
Reconciliation Summary
100-105 · ColoTrust Account, Period Ending 11/30/2018**

	<u>Nov 30, 18</u>
Beginning Balance	1,020,568.18
Cleared Transactions	
Deposits and Credits - 1 item	1,765.66
Total Cleared Transactions	<u>1,765.66</u>
Cleared Balance	<u>1,022,333.84</u>
Register Balance as of 11/30/2018	1,022,333.84
Ending Balance	1,022,333.84

9:45 AM

12/10/18

**Inter-Canyon Fire Protection District - New
Reconciliation Summary
100-107 · First Bank Savings, Period Ending 11/30/2018**

	<u>Nov 30, 18</u>
Beginning Balance	401,150.34
Cleared Transactions	
Deposits and Credits - 1 item	52.76
Total Cleared Transactions	<u>52.76</u>
Cleared Balance	<u>401,203.10</u>
Register Balance as of 11/30/2018	401,203.10
Ending Balance	401,203.10

9:43 AM
12/10/18

**Inter-Canyon Fire Protection District - New
Reconciliation Summary
100-106 · First Bank Checking, Period Ending 11/30/2018**

	<u>Nov 30, 18</u>
Beginning Balance	267,461.61
Cleared Transactions	
Checks and Payments - 74 items	-49,483.84
Deposits and Credits - 8 items	27,013.83
Total Cleared Transactions	<u>-22,470.01</u>
Cleared Balance	<u>244,991.60</u>
Uncleared Transactions	
Checks and Payments - 36 items	-130,817.87
Total Uncleared Transactions	<u>-130,817.87</u>
Register Balance as of 11/30/2018	<u>114,173.73</u>
New Transactions	
Checks and Payments - 2 items	-3,268.35
Deposits and Credits - 1 item	7,899.03
Total New Transactions	<u>4,630.68</u>
Ending Balance	<u><u>118,804.41</u></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



Account Number: [REDACTED]

Billing Questions: 303-237-5000 1-800-964-3444

Website: efirstbank.com

Send Billing Inquiries To: FirstBank, P.O. Box 150427, Lakewood, CO 80215

FIRSTBANK CREDIT CARD CENTER Credit Card Account Statement October 25, 2018 to November 23, 2018

SUMMARY OF ACCOUNT ACTIVITY

Table with 2 columns: Description and Amount. Rows include Previous Balance, Payments, Other Credits, Purchases, Cash Advances, Fees Charged, Interest Charged, New Balance, Account Number, Credit Limit, Available Credit, Statement Closing Date, Days in Billing Cycle.

PAYMENT INFORMATION

New Balance: \$1,019.66
Minimum Payment Due: \$31.00
Payment Due Date: December 18, 2018

APPROVED: KF
DATE: 12/10/18
ACCT #:

TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Table with 5 columns: Tran Date, Post Date, Reference Number, Transaction Description, Amount. Rows include PAYMENT - THANK YOU, TEXAS ROADHOUSE, KING SOOPERS, KING SOOPERS, CO WILDLAND FIRE.

NOTICE: SEE REVERSE SIDE OF PAGE 1 FOR IMPORTANT ACCOUNT AND ANNUAL FEE INFORMATION

5547 0001 BHH 001 7 16 181123 0 PAGE 1 of 2 15 3390 2000 VBUS 01AD5547 5107
FIRSTBANK CREDIT CARD CENTER
PO BOX 150427
LAKEWOOD CO 80215-0427



Account Number: [REDACTED]
New Balance: \$1,019.66
Minimum Payment Due: \$31.00
Payment Due Date: December 18, 2018

Please use enclosed envelope to remit payment.

Amount Enclosed: \$

Indicate name or address change on reverse side and check here.

Please return this portion of the statement with payment.

Make Check Payable to:

FIRSTBANK
PO BOX 150427
LAKEWOOD CO 80215-0427

MAURICE SHIRLAW 5107
INTER-CANYON FIRE PRO
7939 S TURKEY CREEK RD
MORRISON CO 80465-9552

[REDACTED]

[REDACTED]

TRANSACTIONS (continued)

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
11/02	11/04	2426979N32XFY45JY	MCC: 8299 MERCHANT ZIP: 81133 BROOKS PLACE TAVERN CONIFER CO <i>660-703</i>	\$52.89 ✓
11/08	11/09	2432300N805JS9Z6Q	MCC: 5813 MERCHANT ZIP: STOP 4 GAS MORRISON CO <i>600-602</i>	\$71.03 ✓
11/09	11/11	2443099N9BM973Y34	MCC: 5542 MERCHANT ZIP: 80465 MSFT * E04006WIL1 800-842-7676 WA <i>400-401</i>	\$8.25 ✓
11/10	11/11	2449215NAJJ2GP95N	MCC: 5045 MERCHANT ZIP: 98052 SLICE*NICKNWILLYSPIZZA SLICELIFE.COM NY <i>550-552</i>	\$48.63 ✓
11/11	11/13	2449813NQ0GRZ992M	MCC: 5812 MERCHANT ZIP: 10001 INXPOT KEYSTONE CO <i>550-552</i>	\$67.43 ✓
11/14	11/15	2432300NF05JSAB84	MCC: 5812 MERCHANT ZIP: STOP 4 GAS MORRISON CO <i>600-602</i>	\$83.38 ✓
11/16	11/18	2444500NH00MWPVMX	MCC: 5542 MERCHANT ZIP: 80465 USPS PO 0718810161 CONIFER CO <i>400-401</i>	\$10.98 ✓
11/19	11/21	2426979NLEJ7NRTEJ	MCC: 9402 MERCHANT ZIP: 80433 BROOKS PLACE TAVERN CONIFER CO <i>660-703</i>	\$44.93 ✓
11/20	11/21	2421073NM60ZTSJ8Z	MCC: 5813 MERCHANT ZIP: ELEARNING AMERICAN HEART 888-242-8883 TX <i>660-703</i> MCC: 8398 MERCHANT ZIP: 75231 <i>550-551</i>	\$135.83 ✓

REWARDS SUMMARY

PREVIOUS FIRSTCASH BALANCE	=	\$99.29
DOLLARS EARNED THIS STATEMENT	+	\$10.20
DOLLARS ISSUED THIS STATEMENT	-	\$0.00
DOLLARS FORFEITED THIS STATEMENT	-	\$0.00
ENDING FIRSTCASH BALANCE	=	\$109.49

INTEREST CHARGE CALCULATION

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	0.00%	\$0.00	30	\$0.00
Cash Advances	19.65%	\$0.00	30	\$0.00

Interest Charge adjustments are not in this amount, but will appear in the body of the statement

NOTICE: SEE REVERSE SIDE OF PAGE 1 FOR IMPORTANT ACCOUNT AND ANNUAL FEE INFORMATION

11
[Redacted]

Date:	Amount:	Description:	Total:
10/26/2018	\$143.76	Training committee planning dinner, Texas Roadhouse	\$1,019.66
10/26/2018	\$109.90	King soopers, gift cards for members	
10/30/2018	\$52.85	Fuel for command vehicle	
10/30/2018	\$210.00	Wildland academy tuition	
11/2/2018	\$52.69	Lunch for chiefs meeting	
11/8/2018	\$71.03	Fuel for command vehicle	
11/9/2018	\$8.25	Microsoft automated monthly payment	
11/10/2018	\$48.63	dinner at EMSAC, Nicknwillys pizza	
11/11/2018	\$67.43	Breakfast at EMSAC, River Run	
11/14/2018	\$63.38	Fuel for command vehicle	
11/16/2018	\$10.98	Post office, mailings, tape, labels	
11/19/2018	\$44.93	lunch for wildland meeting, Brooks	
11/20/2018	\$135.83	Online ACLS course	



INTER-CANYON FIRE PROTECTION DISTRICT

December 12, 2018

To Whom it May Concern,

Attached is the amended 2018 budget for Inter-Canyon Fire Protection District in Jefferson County, submitted Pursuant to Section (29-1-113, C.R. S.). This budget was adopted on December 12, 2018. If there are any questions on the budget, please contact Karl Firor. Treasurer at 303.468 .3490. The mill levy certified to the County Commissioners is 10.561 mills for all general operating purposes. Based on the assessed valuation of 89,536,009 the property tax revenue, subject to statutory limitation, is \$946,568.80. The mill levy certified to the County Commissioners for abatements and refunds is .001 mills. The abatement and refund revenue is \$979.

I hereby certify that the enclosed are true and accurate copies of the budget and certification of tax levies to Board of Commissioners.

Jennifer Volkman,

President Board of Directors

Inter-Canyon Fire Protection District

Resolution to Adopt Amended Budget

A resolution summarizing expenditures and revenues for each fund and adopting a budget for the Inter-Canyon Fire Protection District, of Colorado, for the calendar year beginning on the first day of January 2018 and ending on the last day of December, 2018.

Whereas, the Board of Directors of Inter-Canyon Fire Protection District has appointed Karl Firor, Budget Officer to prepare and submit a proposed budget to said governing body at the proper time, and;

Whereas, Karl Firor, Budget Officer has submitted a proposed amended budget to this governing body on or before December 12, 2018, for its consideration, and;

Whereas, upon due and proper notice, published or posed in accordance with the laws, said proposed budget was open for inspection on date by the public at a designated place, a public hearing was held on December 12, 2018 and interested taxpayers were given the opportunity to file or register any objections to said budget, and ;

Now: Therefore, be it resolved by the Board of Directors of the Inter-Canyon Fire Protection District:

Section 1: That estimated expenditures for operating expense and reserves are \$1,350,000;

Section 2: That estimated revenues, transfers and other financing sources are as follows:

Property Taxes	\$ 946,568
Other Income	403,432
Transfers/Proceeds from Financing	-0-
Total Revenue/Transfers	\$1,350,000

Section 3: That the budget submitted, amended and herein above summarized by fund hereby is Approved and adopted as the budget of the Inter-Canyon Fire Protection District for the Year stated above.

Section 4: That the budget hereby approved and adopted shall be signed by the President and Treasurer, and made part of the public records of Jefferson County.

Inter-Canyon Fire Protection District
Resolution to Adopt Amended Budget

Adopted, this 12th day of December, A. D. 2018

Jennifer Volkman, President

Karl Firor, Treasurer

LGID 30044/1

Inter-Canyon Fire Protection District
Resolution to Appropriate Sums of Money

A Resolution appropriating sums of money to the various funds, in the amount and for the purpose as set forth below, for the Inter-Canyon Fire Protection District of Colorado, for the 2018 budget year.

Whereas, the Board of Directors of the Inter-Canyon Fire Protection District, has adopted the annual budget in accordance with the Local Government Budget Law, on December 13, 2017 and;

Whereas, the Board of Directors has made provisions therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

Whereas, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the District;

Now, therefore, be it resolved by the Board of Directors of the Inter-Canyon Fire Protection District, Colorado:

Section 1. That the following sums are hereby appropriated from revenue and beginning fund balance of the Inter-Canyon Fire Protection District for the purposes stated:

General Operating Expenditures	\$ 919,321
Pension Fund Contribution	105,679
Total Expenditures	1,025,000
General Reserves	25,000
Total Expenditures/Reserves	\$1,050,000

Inter-Canyon Fire Protection District
Resolution to Appropriate Sums of Money

Adopted, this 12th day of December A. D. 2018.

Jennifer Volkman, President

Karl Firor, Treasurer

LGID 30044/1



INTER-CANYON FIRE PROTECTION DISTRICT

December 12, 2018

To Whom it May Concern,

Attached is the 2019 budget for Inter-Canyon Fire Protection District in Jefferson County, submitted Pursuant to Section {29-1-113, C.R. S.}. This budget was adopted on December 12, 2018. If there are any questions on the budget, please contact Karl Firor. Treasurer at 303.468 .3490. The mill levy certified to the County Commissioners is 13.561 mills for all general operating purposes. Based on the assessed valuation of 89,467,824 the property tax revenue, subject to statutory limitation, is \$1,213,273.16. The mill levy certified to the County Commissioners for abatements and refunds is .029 mills. The abatement and refund revenue is \$2,622.

I hereby certify that the enclosed are true and accurate copies of the budget and certification of tax levies to Board of Commissioners.

Jennifer Volkman

President Board of Directors

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners¹ of Jefferson County, Colorado.

On behalf of the Inter-canyon Fire Protection District,
(taxing entity)^A

the Board of Directors
(governing body)^B

of the Inter-canyon Fire Protection District
(local government)^C

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 89,467,824 assessed valuation of: (GROSS^D assessed valuation, Line 2 of the Certification of Valuation Form DLG 57^E)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area^F the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ 89,467,824 (NET^G assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)

Submitted: 12/12/2018 for budget/fiscal year 2018.
(not later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY ²	REVENUE ²
1. General Operating Expenses ^H	<u>13.561</u> mills	\$ <u>1,213,273.16</u>
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction ^I	< <u> </u> > mills	\$ < <u> </u> >
SUBTOTAL FOR GENERAL OPERATING:	<u>13.561</u> mills	\$ <u>1,213,273.16</u>
3. General Obligation Bonds and Interest ^J	_____ mills	\$ _____
4. Contractual Obligations ^K	_____ mills	\$ _____
5. Capital Expenditures ^L	_____ mills	\$ _____
6. Refunds/Abatements ^M	<u>.029</u> mills	\$ <u>2,622.00</u>
7. Other ^N (specify): _____	_____ mills	\$ _____
	_____ mills	\$ _____
TOTAL: [Sum of General Operating Subtotal and Lines 3 to 7]	<u>13.590</u> mills	\$ <u>1,215,895.16</u>

Contact person: Karl Firor Daytime phone: 303-468-3490
(print)
Signed: _____ Title: Treasurer

¹ If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.
² Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's final certification of valuation).

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 864-7720.

CERTIFICATION OF TAX LEVIES, continued

THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.). Taxing entities that are

Special Districts or Subdistricts of Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. The Special District's or Subdistrict's total levies for general obligation bonds and total levies for contractual obligations should be recorded on Page 1, Lines 3 and 4 respectively.

CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:

BONDS^J:

1. Purpose of Issue: _____
Series: _____
Date of Issue: _____
Coupon Rate: _____
Maturity Date: _____
Levy: _____
Revenue: _____

2. Purpose of Issue: _____
Series: _____
Date of Issue: _____
Coupon Rate: _____
Maturity Date: _____
Levy: _____
Revenue: _____

CONTRACTS^K:

3. Purpose of Contract: _____
Title: _____
Date: _____
Principal Amount: _____
Maturity Date: _____
Levy: _____
Revenue: _____

4. Purpose of Contract: _____
Title: _____
Date: _____
Principal Amount: _____
Maturity Date: _____
Levy: _____
Revenue: _____

Use multiple copies of this page as necessary to separately report all bond and contractual obligations per 32-1-1603, C.R.S.

Notes:

^A Taxing Entity—A jurisdiction authorized by law to impose ad valorem property taxes on taxable property located within its territorial limits (please see notes B, C, and H below). For purposes of the DLG 70 only, a taxing entity is also a geographic area formerly located within a *taxing entity's* boundaries for which the county assessor certifies a valuation for assessment and which is responsible for payment of its share until retirement of financial obligations incurred by the *taxing entity* when the area was part of the *taxing entity*. For example: an area of excluded property formerly within a special district with outstanding general obligation debt at the time of the exclusion or the area located within the former boundaries of a dissolved district whose outstanding general obligation debt service is administered by another local government^C.

^B Governing Body—The board of county commissioners, the city council, the board of trustees, the board of directors, or the board of any other entity that is responsible for the certification of the *taxing entity's* mill levy. For example: the board of county commissioners is the governing board ex officio of a county public improvement district (PID); the board of a water and sanitation district constitutes ex officio the board of directors of the water subdistrict.

^C Local Government - For purposes of this line on Page 1 of the DLG 70, the local government is the political subdivision under whose authority and within whose boundaries the *taxing entity* was created. The local government is authorized to levy property taxes on behalf of the *taxing entity*. For example, for the purposes of this form:

1. a municipality is both the local government and the *taxing entity* when levying its own levy for its entire jurisdiction;
2. a city is the local government when levying a tax on behalf of a business improvement district (BID) *taxing entity* which it created and whose city council is the BID board;
3. a fire district is the local government if it created a subdistrict, the *taxing entity*, on whose behalf the fire district levies property taxes.
4. a town is the local government when it provides the service for a dissolved water district and the town board serves as the board of a dissolved water district, the *taxing entity*, for the purpose of certifying a levy for the annual debt service on outstanding obligations.

^D GROSS Assessed Value - There will be a difference between gross assessed valuation and net assessed valuation reported by the county assessor only if there is a “tax increment financing” entity (see below), such as a downtown development authority or an urban renewal authority, within the boundaries of the *taxing entity*. The board of county commissioners certifies each *taxing entity's* total mills upon the *taxing entity's* Gross Assessed Value found on Line 2 of Form DLG 57.

^E Certification of Valuation by County Assessor, Form DLG 57 - The county assessor(s) uses this form (or one similar) to provide valuation for assessment information to a *taxing entity*. The county assessor must provide this certification no later than August 25th each year and may amend it, one time, prior to December 10th.

^F TIF Area—A downtown development authority (DDA) or urban renewal authority (URA), may form plan areas that use “tax increment financing” to derive revenue from increases in assessed valuation (gross minus net, Form DLG 57 Line 3) attributed to the activities/improvements within the plan area. The DDA or URA receives the differential revenue of each overlapping *taxing entity's* mill levy applied against the *taxing entity's* gross assessed value after subtracting the *taxing entity's* revenues derived from its mill levy applied against the net assessed value.

^G NET Assessed Value—The total taxable assessed valuation from which the *taxing entity* will derive revenues for its uses. It is found on Line 4 of Form DLG 57.

^H General Operating Expenses (DLG 70 Page 1 Line 1)—The levy and accompanying revenue reported on Line 1 is for general operations and includes, in aggregate, all levies for and revenues raised by a *taxing entity* for purposes not lawfully exempted and detailed in Lines 3 through 7 on Page 1 of the DLG 70. For example: a fire pension levy is included in general operating expenses, unless the pension is voter-approved, if voter-approved, use Line 7 (Other).

^I Temporary Tax Credit for Operations (DLG 70 Page 1 Line 2)—The Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction of 39-1-111.5, C.R.S. may be applied to the *taxing entity's* levy for general operations to effect refunds. Temporary Tax Credits (TTCs) are not necessary for other types of levies (non-general operations) certified on this form because these levies are adjusted from year to year as specified by the provisions of any contract or schedule of payments established for the payment of any obligation incurred by the *taxing entity* per 29-1-301(1.7), C.R.S., or they are certified as authorized at election per 29-1-302(2)(b), C.R.S.

^J General Obligation Bonds and Interest (DLG 70 Page 1 Line 3)—Enter on this line the total levy required to pay the annual debt service of all general obligation bonds. Per 29-1-301(1.7) C.R.S., the amount of revenue levied for this purpose cannot be greater than the amount of revenue required for such purpose as specified by the provisions of any contract or schedule of payments. Title 32, Article 1 Special districts and subdistricts must complete Page 2 of the DLG 70.

^K Contractual Obligation (DLG 70 Page 1 Line 4)—If repayment of a contractual obligation with property tax has been approved at election and it is not a general obligation bond (shown on Line 3), the mill levy is entered on this line. Per 29-1-301(1.7) C.R.S., the amount of revenue levied for this purpose cannot be greater than the amount of revenue required for such purpose as specified by the provisions of any contract or schedule of payments.

^L Capital Expenditures (DLG 70 Page 1 Line 5)—These revenues are not subject to the statutory property tax revenue limit if they are approved by counties and municipalities through public hearings pursuant to 29-1-301(1.2) C.R.S. and for special districts through approval from the Division of Local Government pursuant to 29-1-302(1.5) C.R.S. or for any *taxing entity* if approved at election. Only levies approved by these methods should be entered on Line 5.

^M Refunds/Abatements (DLG 70 Page 1 Line 6)—The county assessor reports on the Certification of Valuation (DLG 57 Line 11) the amount of revenue from property tax that the local government did not receive in the prior year because taxpayers were given refunds for taxes they had paid or they were given abatements for taxes originally charged to them due to errors made in their property valuation. The local government was due the tax revenue and would have collected it through an adjusted mill levy if the valuation errors had not occurred. Since the government was due the revenue, it may levy, in the subsequent year, a mill to collect the refund/abatement revenue. An abatement/refund mill levy may generate revenues up to, but not exceeding, the refund/abatement amount from Form DLG 57 Line 11.

1. Please Note: If the *taxing entity* is in more than one county, as with all levies, the abatement levy must be uniform throughout the entity's boundaries and certified the same to each county. To calculate the abatement/refund levy for a *taxing entity* that is located in more than one county, first total the abatement/refund amounts reported by each county assessor, then divide by the *taxing entity's* total net assessed value, then multiply by 1,000 and round down to the nearest three decimals to prevent levying for more revenue than was abated/refunded. This results in an abatement/refund mill levy that will be uniformly certified to all of the counties in which the *taxing entity* is located even though the abatement/refund did not occur in all the counties.

^N Other (DLG 70 Page 1 Line 7)—Report other levies and revenue not subject to 29-1-301 C.R.S. that were not reported above. For example: a levy for the purposes of television relay or translator facilities as specified in sections 29-7-101, 29-7-102, and 29-7-105 and 32-1-1005 (1) (a), C.R.S.; a voter-approved fire pension levy; a levy for special purposes such as developmental disabilities, open space, etc.

Inter-Canyon Fire Protection District

Resolution to Adopt Budget

A resolution summarizing expenditures and revenues for each fund and adopting a budget for the Inter-Canyon Fire Protection District, of Colorado, for the calendar year beginning on the first day of January 2019 and ending on the last day of December, 2019.

Whereas, the Board of Directors of Inter-Canyon Fire Protection District has appointed Karl Firor, Budget Officer to prepare and submit a proposed budget to said governing body at the proper time, and;

Whereas, Karl Firor, Budget Officer has submitted a proposed budget to this governing body on or before November 14, 2018, for its consideration, and;

Whereas, upon due and proper notice, published or posed in accordance with the laws, said proposed budget was open for inspection on date by the public at a designated place, a public hearing was held on December 12, 2018 and interested taxpayers were given the opportunity to file or register any objections to said budget, and ;

Now: Therefore, be it resolved by the Board of Directors of the Inter-Canyon Fire Protection District:

Section 1: That estimated expenditures for operating expense and reserves are \$1,319,804;

Section 2: That estimated revenues, transfers and other financing sources are as follows:

Property Taxes	\$ 1,215,895
Other Income	145,063
Transfers/Proceeds from Financing	-0-
Total Revenue/Transfers	\$ 1,360,958

Section 3: That the budget submitted, amended and herein above summarized by fund hereby is Approved and adopted as the budget of the Inter-Canyon Fire Protection District for the Year stated above.

Section 4: That the budget hereby approved and adopted shall be signed by the President and Treasurer, and made part of the public records of Jefferson County.

Inter-Canyon Fire Protection District

Resolution to Adopt Budget

Adopted, this 12th day of December, A. D. 2018

Jennifer Volkman, President

Karl Firor, Treasurer

LGID 30044/1

Inter-Canyon Fire Protection District
Resolution to Appropriate Sums of Money

A Resolution appropriating sums of money to the various funds, in the amount and for the purpose as set forth below, for the Inter-Canyon Fire Protection District of Colorado, for the 2019 budget year.

Whereas, the Board of Directors of the Inter-Canyon Fire Protection District, has adopted the annual budget in accordance with the Local Government Budget Law, on December 12, 2018 and;

Whereas, the Board of Directors has made provisions therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

Whereas, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the District;

Now, therefore, be it resolved by the Board of Directors of the Inter-Canyon Fire Protection District, Colorado:

Section 1. That the following sums are hereby appropriated from revenue and beginning fund balance of the Inter-Canyon Fire Protection District for the purposes stated:

General Operating Expenditures	\$1,353,975
Pension Fund Contribution	105,679
Total Expenditures	1,459,654
General Reserves	-0-
Total Expenditures/Reserves	\$1,459,654

Inter-Canyon Fire Protection District
Resolution to Appropriate Sums of Money

Adopted, this 12th day of December A. D. 2018.

Jennifer Volkman, President

Karl Firor, Treasurer

LGID 30044/1

Inter-Canyon Fire Protection District

Resolution to Set Mill Levies

A Resolution levying general property taxes for the Year 2018, to help defray the costs of government for the Inter-Canyon Fire Protection District of Colorado, for the 2019 budget year.

Whereas, the Board of Directors of the Inter-Canyon Fire Protection District, has adopted the annual budget in accordance with the Local Government Budget Law, on December 12, 2018 and;

Whereas, the amount of money necessary to balance the budget for general operating purposes from the property tax revenue of \$1,213,273 and;

Whereas, the District is entitled to an abatement of refunds \$2,622 and;

Whereas, the 2018 valuation for assessment for the Inter-Canyon Fire Protection District as certified by the County Assessor is \$ 89,467,824

Now, therefore, be it resolved by the Board of Directors of the Inter-Canyon Fire Protection District, Colorado:

Section 1. That for the purpose of meeting all general operating expenses of the Inter-Canyon Fire Protection District during the 2018 budget year, there is hereby levied a tax of 13.561 mills, upon each dollar of the total valuation for assessment of all taxable property within the District's authority in Jefferson County for the year 2018.

Section 2. That for the purpose of collecting the allowed abatement and refunds of the Inter-Canyon Fire Protection District during the 2019 budget year, there is hereby levied a tax of 0.029 mills, upon each dollar of the total valuation for assessment of all taxable property within the District's authority in Jefferson County for the year 2018.

Section 3. That the President is hereby authorized and directed to immediately certify to the County Commissioners of Jefferson County, Colorado, the mill levies for the Inter-Canyon Fire Protection District as herein above determined and set.

Inter-Canyon Fire Protection District

Resolution to Set Mill Levies

Adopted, this 12th day of December A. D. 2018.

Jennifer Volkman, President

Karl Firor, Treasurer

LGID 30044/1

Inter-Canyon Fire Protection District

InterCanyon Fire District
Proposed Budget - Final Draft

	2017 Audit	Actual Year to Date September 30, 2018	Final Budget Calendar Year 2019
Revenues			
Taxes:			
Property Taxes	\$914,462	\$1,086,073	\$1,215,895
Specific Ownership Taxes	\$69,020		\$60,000
Other	\$205,731		\$85,063
Total Revenues	\$1,189,213	\$1,086,073	\$1,360,958
Expenditures/Expenses			
Current:			
Administration	\$361,769	\$87,005	\$77,004
Payroll and Benefits		\$252,798	\$391,440
Firefighting	\$76,889	\$71,170	\$80,792
EMS Services	\$27,222	\$26,507	\$39,650
Firefighting Apparatus/Maintenance	\$55,497	\$36,267	\$75,440
Donated Fund Expense		\$15,580	\$22,360
Stations Expense	\$92,802	\$46,848	\$76,079
Communications	\$31,434	\$34,590	\$52,710
Depreciation Expense			
Pension Contribution	\$124,179		\$124,179
Total Current	\$769,792	\$570,764	\$939,654
Capital Outlay/Reserves	\$25,376	\$40,781	\$520,000
Debt Service	\$0	\$0	\$0
Total Expenditures/Expenses	\$795,168	\$611,545	\$1,459,654
Excess (deficiency) of revenues over (under) expenditures	\$394,045	\$474,528	(\$98,696)
Other Financing Sources:			
Debt Proceeds			
Extraordinary Items:			
Extraordinary Loss			
Excess (deficiency) of revenues and other financing sources over (under) expenditures	\$394,045	\$474,528	(\$98,696)
Fund balances/net position, January 1	\$859,051	\$1,253,096	\$1,445,832
Fund balances/net position December 31	\$1,253,096	\$1,727,624	\$1,347,136
Fund Balance Summary			
Non-Spendable			
Restricted for:			
Emergency - Tabor 3.0%	\$35,676		\$40,829
Grants			
Unassigned	\$1,217,420		\$1,306,307
Total Fund Balance December 31	\$1,253,096		\$1,347,136

Inter-Canyon Fire Protection District
2019 Budget

Summary of District Property Tax - Jefferson County

	2018 Actual	2018 Projected Final	Increase
Assessed Valuation	\$84,843,021		\$84,843,021
General Fund Mill Levy	0.010561	0.010561	
Projected Property Tax Revenue	\$896,027		\$0
Percentage Decrease			
Rebates	\$2,012		
Total Property Taxes	\$898,039		



Chief Skip Shirlaw
 Chief's Report to the Inter-Canyon Fire Protection Board Meeting
 December 12, 2018

Current Membership Firefighters 30 (23 EMS are Included)
 Rookies 13

 Total Membership 43

Call Comparisons:
Year to date: 412

Last Year to date: 448

<p>For the Month of November 2018- Fire 1 Rescue & Emergency Medical 21 Good Intent Calls 5 False Alarm 0 Mutual Aid: 8 received 4 given TOTAL for the Month: 27 Total Members Responding 129 Total Staff Hours 132 Average Turnout Per Call 5</p>	<p>For the Month of November 2017 Fire 0 Rescue & Emergency Medical 21 Good Intent Calls 13 False Alarm 1 Mutual Aid: 9 received 2 given TOTAL for the Month: 35 Total Members Responding 219 Total Staff Hours 125.6 Average Turnout Per Call 7</p>
---	---

Training
This Month Operations: Lifting Safety
 Drill Meeting: Overhaul/Salvage

Monthly Vehicle Report

Notes from the Chief:



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 ICFPD Station 3, 8445 S. Highway 285, Morrison, CO 80465. 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.

j) 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.

k) 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 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, Vees, 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 activities, 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 Board 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 12th day of December 2018, by the Board of Directors of The Inter-Canyon Fire Protection District.

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

Jennifer Volkman, President

Karl Firor, Treasurer

Michael Swenson, Secretary

Ralph Dreher, Director

Kerry Prielipp, Director

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

1. Change meeting location from Administrative Offices to ICFPD Station 3

INTER-CANYON FIRE PROTECTION DISTRICT

2019 Operations Meeting Board Member Attendance Schedule

**Operations
Meeting**

Director

JANUARY 3RD

FEBRUARY 7TH

MARCH 7TH

APRIL 4TH

MAY 2ND

JUNE 6TH

JULY 3RD

AUGUST 1ST

SEPTEMBER 5TH

OCTOBER 3RD

NOVEMBER 7TH

DECEMBER 5TH

*** IF YOU ARE UNABLE TO ATTEND A MEETING, PLEASE FIND ANOTHER BOARD MEMBER TO GO
IN YOUR STEAD OR TO SWITCH DATES WITH**