

**INTER-CANYON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
MEETING AGENDA  
8445 S. Highway 285, Morrison, CO 80465  
February 13, 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 January 9, 2019 Board Meeting.
  
- 3. Guests**
  - 3a. Acknowledgement/Introduction
  
- 4. Treasurer's Report**
  - 4a. Review of January 2019 Financial Statements
  
- 5. Chief's Report**
  
- 6. New Business**
  - 9a. Community News Letter
  
- 7. Public Comment**
  
- 8. Adjournment**

**INTER-CANYON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
MINUTES OF MEETING  
8445 S. Highway 285, Morrison, CO 80465  
February 13, 2019**

**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**

Debra Swearingen, Canyon Courier

Gayla Logan

**3. President's Report**

**3a. Approval of Absences.**

None.

**3d. Approval of Board Minutes**

**MOTION:** There was a motion by Karl Firor with a second by Mike Swenson to approve the minutes from the January 9, 2019 Board Meeting. The motion passed unanimously.

**4. Treasurer's Report**

**4a. Review of January 9, 2019 Financial Statements**

Karl Firor reviewed the Balance Sheet showing revenue at \$1,343,000. In January, \$83k was spent of which \$78k was paid to Stryker for power load lifts for the prams. The District has paid Stryker 100% of the cost and will submit a request for the grant reimbursement of 50%. Karl noted there is currently no other debt with exception of the pension liability.

The Profit and Loss report shows \$25k in deposits for January, of which \$8k came from tax revenue. Expenses are in line with the budget, with the exception of communications fees which were prepaid in December along with a capital expenditure of \$115k for the tactical tender chassis. Expenses around the tactical tender were anticipated to be paid in June. A total of \$218k in reserves have been spent to date.

Karl noted the Accounts Payable report and Bank Reconciliations. Last month the District earned \$2500 in interest at Colorado Trust, the current rate is 2.8%. Karl noted these are great earnings, improved over last year. Kerry asked if there were any other unexpected expenses. Karl responded no, only timing differences on lifts and chassis.

Karl stated he does not expect anything to come up. \$175k remains due on the tactical tender when completed in June.

**MOTION:** There was a motion by Kerry Prielipp with a second by Ralph Dreher to approve the January 9, 2019 Treasurer's Report as presented. The Motion passed unanimously.

## **5. Chief's Report**

Please see attached. Chief Shirlaw advised we are at 53 calls as of today, similar to last year at this time. The Operations Meeting was cancelled due to a call on Kuehster Rd. Notification of the cancellation was sent out on IAR. Chief Shirlaw explained the I Am Responding application. Kelley advised she will update members and send out instructions.

Chief Shirlaw advised the Operations Meetings are changing as outlined in his recent email. Previous time of the meeting will be used for training to increase safety. Board members are all welcome to attend Operations Trainings on the first Thursday each month at Station 1.

Chief Shirlaw attended the State Chiefs meeting recently, the meeting confirmed how prudent it was to address Gallagher when we did. There was no new advice for districts who have not yet addressed the problem.

With focus on safety being priority for members, we are moving employment physicals to SCL Health and moving to NFPA 1500 standards. In the past physicals were very basic. The new screenings are more in depth. We are looking at cancer, cardiac and back issues so issues can be addressed early. We are working to be proactive. Although there will be an increase in cost, there may be savings in other areas over time.

New positions have been advertised within the current membership. Chief Shirlaw has received a few applications. Chief is viewing positions as a promotion and prefers to promote from within. Positions have not been advertised externally. Chief noted he is excited some of the younger members are applying. Interest of younger members is helping to identify future leaders. The opening to apply will close February 28. Interviews will take place in March with a start date of April 1.

Chief Shirlaw met with Todd of FDI, the firm who recently did architectural reports on stations. Todd is willing to come to the next Board Meeting to discuss the building process including timing, banking, grants and other criteria. Chief Shirlaw thought the information would be helpful to everyone. Todd will present a Power Point. Kerry asked how much time to a lot. Chief Shirlaw suggested at least 10 minutes for the presentation along with additional time for questions. This is a great opportunity to learn more, this firm is very experienced and has worked with several fire districts. Mike asked if FDI acts as a general contractor. Chief Shirlaw confirmed yes. Mike asked if FDI would be a logical bidder. Chief confirmed yes. Karl noted District Bylaws do require additional bids be obtained on items over \$60k.

Chief Shirlaw advised currently there is some unexpected spending on the radio system. Old components are causing squelching noises. Chief Shirlaw is working with Bearcom, an agency doing tower work. Bearcom is the only choice as Bearcom bought out most other companies, leaving only a few small companies. Bearcom is not sure why the problem is occurring. Kerry asked if Chief is confident with Bearcom's approach. Chief Shirlaw indicated he has previously worked with and is confident of Bearcom technicians. Karl asked how long there have been issues. Chief Shirlaw responded the issues have been intermittent over the past several weeks.

## 9. New Business

### 9a. Community News Letter

Jennifer outlined over the past two year period the Board has sent at least 2 semi- annual newsletters to the community, maybe 3 or 4. Jennifer would like to see mailings continue. The newsletter could include a note from the Chief as well as updates on news about grants, CPR classes, First Aid classes, etc. Mike previously suggested a thank you to the community as well, we could possibly include an article from the VEEs. Kerry noted anything we do to stay connected with the community is important as there is a new foundation and there is some expectation, especially around our stewardship of the new funding. Karl agreed there should be updates on the tactical tender and new positions. Chief Shirlaw added we will be adding community services including car seat checks, more smoke detectors. Programs can be planned around new positions.

Chief Shirlaw advised we are bringing on a videographer and photographer. We need someone to attend events and get pictures. Updates can be added to the website. We can do quarterly 2 to 3 minute videos on what we are doing. We can do videos about training, as well as safety for firefighters and residents. Chief Shirlaw would like an end of year video capturing what we've accomplished for the year. The newsletter would be a great way to promote and turn people toward the website, helping to make ICFPD the center of the district. People are more likely to watch videos. Photos will coincide with the newsletter.

Kerry suggested sending the newsletter late spring and again in fall. All agreed. Chief Shirlaw added the Wildland position will be focused on doing home assessments which can also be advertised in the newsletter. Kelley noted email blasts are working, please include a request and get people to sign up. There were initially 2 people signed up for CPR on Saturday, the community email drew in another 13 people to take the class. Chief noted this is a great way to increase communications. Kerry inquired as to who was brought on for photography. Chief Shirlaw advised Mike Wood who is already familiar with the District as he is currently assisting in administration.

Jennifer asked and Mike agreed to be the point person for the newsletter, please send info and photos to Mike. Jennifer noted we have been using a printer in Littleton. Kelley confirmed Littleton Printers, who have been great, charge reasonable fees and manage the entire process, even delivery to the post office.

Chief Shirlaw acknowledged receipt of a \$1000 donation from Conifer Newcomers.

## 10. Public Comment

None.

## 11. Adjournment

There being no further business before the Board, the meeting was adjourned at 19:31 hours.

Minutes by Kelley D. Wood, District Administrator

Submitted by:



Michael Swenson  
Secretary

Approved by:



Karl Firor  
Treasurer

Attachments:

**Inter-Canyon Fire Protection District - New  
Balance Sheet Prev Year Comparison  
As of January 31, 2019**

	Jan 31, 19	Jan 31, 18	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
100-000 · Cash	1,348,760.14	1,142,612.78	206,147.36
<b>Total Checking/Savings</b>	<b>1,348,760.14</b>	<b>1,142,612.78</b>	<b>206,147.36</b>
Accounts Receivable			
120-000 · Accounts Receivable	970,104.87	970,104.87	0.00
<b>Total Accounts Receivable</b>	<b>970,104.87</b>	<b>970,104.87</b>	<b>0.00</b>
Other Current Assets			
140-143 · Prepaid Insurance	16,699.29	16,699.29	0.00
<b>Total Other Current Assets</b>	<b>16,699.29</b>	<b>16,699.29</b>	<b>0.00</b>
<b>Total Current Assets</b>	<b>2,335,564.30</b>	<b>2,129,416.94</b>	<b>206,147.36</b>
<b>Fixed Assets</b>			
170-000 · Capital Assets	2,968,982.22	2,968,982.22	0.00
<b>Total Fixed Assets</b>	<b>2,968,982.22</b>	<b>2,968,982.22</b>	<b>0.00</b>
<b>Other Assets</b>			
185-000 · Deferred Outflow	295,313.00	295,313.00	0.00
<b>Total Other Assets</b>	<b>295,313.00</b>	<b>295,313.00</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b><u>5,599,859.52</u></b>	<b><u>5,393,712.16</u></b>	<b><u>206,147.36</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable			
200-200 · Accounts Payable	83,197.47	19,662.46	63,535.01
<b>Total Accounts Payable</b>	<b>83,197.47</b>	<b>19,662.46</b>	<b>63,535.01</b>
Other Current Liabilities			
200-209 · Deferred Revenue	947,812.00	947,812.00	0.00
200-225 · Accrued Liabilities	8,625.03	8,625.03	0.00
<b>Total Other Current Liabilities</b>	<b>956,437.03</b>	<b>956,437.03</b>	<b>0.00</b>
<b>Total Current Liabilities</b>	<b>1,039,634.50</b>	<b>976,099.49</b>	<b>63,535.01</b>
<b>Long Term Liabilities</b>			
210-399 · Net Pension Obligation	683,456.00	683,456.00	0.00
280-000 · Deferred Inflows	119,204.00	119,204.00	0.00
<b>Total Long Term Liabilities</b>	<b>802,660.00</b>	<b>802,660.00</b>	<b>0.00</b>
<b>Total Liabilities</b>	<b>1,842,294.50</b>	<b>1,778,759.49</b>	<b>63,535.01</b>
<b>Equity</b>			
290-291 · Equity	3,155,777.20	3,155,777.20	0.00
290-300 · Net Assets - Prior Year	1,062,941.75	1,062,941.75	0.00
290-999 · Designated-Current	-502,334.98	-502,334.98	0.00
320-000 · Unrestricted Net Assets	259,772.78	-1,652.80	261,425.58
Net Income	-218,591.73	-99,778.50	-118,813.23
<b>Total Equity</b>	<b>3,757,565.02</b>	<b>3,614,952.67</b>	<b>142,612.35</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>5,599,859.52</u></b>	<b><u>5,393,712.16</u></b>	<b><u>206,147.36</u></b>

## Inter-Canyon Fire Protection District - New Profit & Loss Budget vs. Actual January 2019

	Jan 19	Budget	\$ Over Budget
<b>Income</b>			
300-000 · Revenues	19,332.71	11,437.73	7,894.98
300-660 · Donated Funds	975.00	0.00	975.00
<b>Total Income</b>	<u>20,307.71</u>	<u>11,437.73</u>	<u>8,869.98</u>
<b>Gross Profit</b>	20,307.71	11,437.73	8,869.98
<b>Expense</b>			
400-000 · Administrative	1,749.29	3,250.00	-1,500.71
425-101 · Payroll & Benefits	22,396.02	20,445.00	1,951.02
500-000 · FireFighting	7,014.95	4,079.00	2,935.95
550-550 · EMS Services	1,883.41	2,655.00	-771.59
600-000 · FF Apparatus/Equip Maintenance	2,206.95	5,874.30	-3,667.35
660-000 · Donated Funds Expense	715.19	1,955.00	-1,239.81
670-000 · Station 1	3,582.06	2,098.00	1,484.06
680-000 · Station 2	499.75	956.50	-456.75
690-000 · Station 3	1,561.37	2,034.50	-473.13
691-000 · Station 4	819.68	1,022.50	-202.82
692-000 · Station 5	382.00	337.75	44.25
700-000 · Communications	801.90	8,130.00	-7,328.10
900-000 · Capital Expenditures	195,286.87	131,850.00	63,436.87
<b>Total Expense</b>	<u>238,899.44</u>	<u>184,687.55</u>	<u>54,211.89</u>
<b>Net Income</b>	<u><b>-218,591.73</b></u>	<u><b>-173,249.82</b></u>	<u><b>-45,341.91</b></u>