

**INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
MEETING AGENDA
8445 S. Highway 285, Morrison, CO 80465
June 12, 2019**

- 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 May 8, 2019 Board Meeting.
- 3. Guests**
 - 3a. Acknowledgement/Introduction
- 4. Treasurer's Report**
 - 4a. Review of May 2019 Financial Statements
- 5. Chief's Report**
- 6. New Business**
 - 6a. Veas Auxiliary – Formal Outline of Membership and Activities**
- 7. Public Comment**
- 8. Adjournment**

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

Capt John Mandl

Mary Holmstrom, Vee

Sandy Onken, Vee

Todd Fickien of F&D International, Inc.

Alex Kinectel of F&D International, Inc.

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 Kerry Prielipp to approve the minutes from the May 8, 2019 Board Meeting. The motion passed unanimously.

4. Treasurer's Report

4a. Review of May 2019 Financial Statements

Karl reviewed the Balance Sheet and indicated spending is less because the tactical tender is to be paid in June rather than as budgeted for in May. Liabilities – long term - based on FPPA information, the District may be less unfunded than anticipated. The deficit appears to be at least \$504k deficit and no higher than \$604k. This is good news and we will be able to verify when we see the actuarial report in September. Mike inquired as to what causes the difference. Karl responded the net investment income causes a rolling difference. The liability is based on real values in the market which were down in December, resulting in bad timing for valuation. Karl continued there is currently \$1,800,000 in the bank. For May \$288k was deposited of which \$240k is tax revenue. The District is \$100k to the good as compared to last year. The total revenue to date of \$681k compared to last year demonstrates the difference made by the mill increase.

The Profit and Loss Report shows a Liability of \$57k payable to MES for SCBA of which 50% will be paid back to the district via a matching safety grant. Accounts Payable shows \$2900 outstanding at the 31st. Mike Swenson asked if there is a line item for the generator. Karl responded there is no amount specifically budgeted. We did receive one bid at a very large \$25k. Capt Mandl added the bid appeared to have been deliberately high as contractors are so busy right now.

MOTION: There was a motion by Mike Swenson with a second by Ralph Dreher to approve the June 12, 2019 Treasurer's Report as presented. The Motion passed unanimously.

5. Chief's Report

Please see attached. Chief Skip Shirlaw will not be present this evening as he is on vacation. Capt John Mandl reviewed the calls, calls are up. Total responding members is down. We are working on recruiting. Staffing hours are down also along with the average call turn out. Mike asked what the term staff hours indicates. Kelley explained staff hours represent time spent by each responder on all calls in May. Mike made a good point the term staff seems to indicate people at the station rather than responders. Kelley will change the terminology on the Chiefs report moving forward.

Capt Mandl advised trainings for the month of June include Forcible Entry into a home where we will be using props and the training tower. Wildland training will take place at Station 4 where we will be cutting line, doing hose lays, etc. The training is good for new members to learn and a good refresher for those who have been on board a while.

Capt Mandl indicated he met with Genesee Fire this morning to discuss the upcoming academy. We will be working with Genesee, especially on wildland. We are working toward increased collaboration.

EMS training takes place tomorrow, instructors from St. Anthony's will be reviewing completion of Patient Care Reports (PCR) to ensure compliance.

Tactical tender is still on schedule. The tender will be housed at Station 2, 672 will move to Station 3. 673 is to be decided whether to keep or sell.

Mike thanked Capt Mandl for his service and for throwing his hat in ring. Capt Mandl credited DC Araki for setting up training along with Donna Simpson over the past several years. Capt Mandl has been able to oversee what they put into place. Capt Mandl indicated he has met with homeowners from the Homestead and North Turkey Creek where homeowners are working on a huge mitigation plan. Capt Mandl is rallying people to collaborate and is working to bring in Open Space and Denver Mountain Parks. With those participants, groups can qualify for more money. Mike inquired if Capt Mandl is implementing the project. Capt Mandl responded no, it is a huge project, the CWPIP is the implementation plan for the CWPP. Work is being done to address the identified hazards. A one quarter million-dollar fire mitigation grant is to be divided among all, waiting to hear on success of the grant.

Capt Mandl stated he is working with Paul Amundson with Evergreen Fire, who just finished the first year of the implementation and is so busy, an assistant has been hired to help Paul. When communities start rolling, others really jump in. Capt Mandl is helping communities organize, as a district, we will support the efforts and speak with homeowners to help to recognize hazards. The goal is geared toward support as opposed to acting as a facilitator. Jeffco has equipment, i.e. chippers etc., we are hoping to gain access to, this would be positive for all properties in the district.

6. New Business

6a Vees Auxiliary – Formal Outline of Membership and Activities

Jennifer reviewed the attached outline. The Board, Command Staff and Administration all recognize and appreciate the long history and service provided by the Vees. We also recognize the needs of District have changed and for many reasons it is best to bring the Vees Auxiliary under the umbrella of the District. There has been a lot of communication back and forth over the past month, both sides have been able to share thoughts and provide feedback.

Moving forward the Vees will be hosting 4 events throughout the year and a budget for this and other items has been approved at roughly \$8100. The Flea Market has been discontinued along with the Echo. Set up of administrative items will need to be completed. Kelley is helping Vees to get set up. Hard copies of documents will be available at Station 1. Plans and budget proposals will be reviewed by Battalion Chief Hatlestad. The Vees checking account has been closed and money transferred to the District. Jennifer concluded, tonight Vees Auxiliary is now formally under the District umbrella.

Kerry Prielipp inquired as to who was involved in the process. Jennifer responded herself, Mike Swenson have met with Vees President Gayla Logan. Jennifer, Mike and Karl also attended 3 Vees meetings. Karl and Jennifer also met independently with the Vees Treasurer Peggy Hutchinson. When asked how Vees are handling the change, Mary commented it was very difficult, some Vees are sad. Mary expressed her frustration. Jennifer noted she believes Board efforts have resulted in the Vees understanding why the change is necessary.

7. Ongoing Business

7a Station Building Process

Mike Swenson advised he is working to set up visits with F&D references to take a look at those stations. Mike is hoping to schedule for next week. Mike noted F&D has provided a proposal on how it is possible for the District to proceed. The first step is to make the trip to see stations. Karl agreed due diligence needs to be done. Karl indicated he has read all the documents, there will be some questions. Unfortunately, due to this and summer vacations, the determination is delayed a month.

Karl inquired of Todd Fickien as to a time frame to produce preliminary drawings. After a contract is signed, how long until we would see detailed drawings in order request pricing proposals. Todd responded in the industry, the flow of drawings can be defined by schematic design, development and final documents. We would finish and review programing, i.e. needs of the district, this would drive the schematic design in order to establish a range of budget. At that level in development, the design would be reviewed with all stake holders. Next, we would proceed with design development and evaluate needs, i.e. electric, plumbing, etc. after which we would review the budget and follow up with construction documents that can be sent out for pricing and permitting. Specifications would also be included. Todd noted Green Mountain Falls Fire building specifications were 1200 pages long.

Todd continued, in terms of timing, it depends on stake holder availability. Typically programing takes 3 to 4 weeks, schematics 2 weeks, for probably a total of 5 to 6 weeks. We will also need to go over land planning with the county i.e. setbacks, etc. as well as go through the building permit review process. The entire process could take (both stations) probably 10 months for a full set of construction documents. Karl noted then it is a good 12 months before we can get proposals. Todd confirmed yes, keeping in mind construction is dynamic, construction companies are busy, time may be longer. Construction companies may want more than 30 days to make a proposal, 60 days is a good estimate currently. Todd can provide a traditional schedule if needed.

Todd noted this is a journey, it takes time to launch and complete. You will probably see us a lot for a couple of years.

8. Public Comment

Mary asked how to present information to Vees about the tactical tender. Capt Mandl explained the tender is outfitted with wildland tools and provides seating for more than the 2 people. Current trucks only fit 2 people. The truck can accommodate a functioning crew, with 2000 gallons of water. The tactical tender will still bring water to structure fires. The tender is 4- wheel drive to better traverse difficult roads and get into places we cannot currently get into. In the future the tender could be a resource to send out to other agencies, the District would receive payment for the resource. We do not currently have staffing to make this possible, however, we are working with Genesee to staff our engine with their staff. The truck would be housed at Station 2 because the largest wildfire risk is areas near Kuehster. Jennifer noted the communities near Sampson Road and Maxwell Drive as well are the biggest places of concern in the Community Wildfire Protection Plan (CWPP). Wildfire would have the biggest impact on those communities.

Mary asked about Target Solutions. Kelley explained the Target Solutions Application provides access from anywhere to the employee handbook and trainings along with other documents requiring member signatures or participation. You do not have to come to the station to sign off. Any member of the Vees who are not able to access the internet can ask for assistance and hard copies of documents will be available at Station 1.

Mike noted he receives emails for all information, some do not apply to the Board. Kelley advised it is possible to decipher Board only emails as the email will be addressed to Jennifer and Kelley with a blind copy to the remaining board members.

9. Adjournment

There being no further business before the Board, the meeting was adjourned at 19:47 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. Chief's Report
4. Vees Outline

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

	Jan - May 19	Budget	\$ Over Budget
Income			
300-000 · Revenues	856,533.54	681,959.36	174,574.18
300-660 · Donated Funds	8,720.25	0.00	8,720.25
Total Income	865,253.79	681,959.36	183,294.43
Gross Profit	865,253.79	681,959.36	183,294.43
Expense			
400-000 · Administrative	58,286.60	23,375.00	34,911.60
425-101 · Payroll & Benefits	142,740.58	135,625.00	7,115.58
500-000 · FireFighting	38,385.71	38,187.00	198.71
550-550 · EMS Services	8,602.00	12,750.00	-4,148.00
600-000 · FF Apparatus/Equip Maintenance	25,909.83	29,764.49	-3,854.66
660-000 · Donated Funds Expense	2,408.07	9,175.00	-6,766.93
670-000 · Station 1	16,757.11	9,899.00	6,858.11
680-000 · Station 2	6,612.37	4,783.50	1,828.87
690-000 · Station 3	11,723.34	10,031.50	1,691.84
691-000 · Station 4	5,895.99	5,473.50	422.49
692-000 · Station 5	3,141.14	1,758.75	1,382.39
700-000 · Communications	29,028.66	26,100.00	2,928.66
900-000 · Capital Expenditures	195,731.10	403,450.00	-207,718.90
Total Expense	545,222.50	710,372.74	-165,150.24
Net Income	320,031.29	-28,413.38	348,444.67

Vees Auxiliary Outline

Over the last several weeks members of the Board, Command, and Administration have been working with the Vees to address concerns the District has had.

The Board, Command and Administration recognize and appreciate the long history, commitment, and service provided by the VEEs. The Board also recognizes that the needs of the District have changed. Additionally the Board needs to protect District and the Vees better by bringing the Vees organization under the umbrella of the District.

By doing this the VEES mission will change to support and promote initiatives that align with the mission and goals of the District.

It has been agreed that the Vees will host 4 events throughout the year that would be the most helpful and supportive and would also be in keeping with the service historically provided by the Vees.

Vitalant (Bonfils) Community Blood Drives ICFPD Retiree Breakfast ICFPD Firefighter Appreciation Dinner Annual Christmas Party/Dinner

A Basic Budget was proposed and accepted to fund these events

Vitalant Community Blood Drives		\$100 per x 2
ICFPD Retiree Breakfast	\$500	
ICFPD Firefighter Appreciation Dinner	\$500	
Annual Christmas Party/Dinner	\$5000	

Additionally the Vees will have a budget for:

Station Gardens	\$400
Discretionary Funds i.e. other events, gifts, good and welfare	\$1500
Total Budget	\$8100

Flea Markets and all fundraising have been discontinued.
VEEs Echo has been discontinued

The Vees will be expected to:

- Set up and use ICFPD email for Vees/ICFPD business only
- Take part in Target Solutions
- Read and sign the ICFPD Handbook
- Read and sign off on SOGs as appropriate to the auxiliary
- New Vees recruits must pass a background check

Kelley will be helping the Vees get set up as members, help with email addresses, and Target Solutions.
Kelley will also have hard copies of documents available at the station.

The Vees have turned their funds over to the District and closed their checking account.

The Vees are to present event plans and budgeting information Battalion Chief Dan Hatlestad.



Chief Skip Shirlaw
 Chief's Report to the Inter-Canyon Fire Protection Board Meeting
 June 12, 2019

Current Membership Firefighters 28 (23 EMS are Included)
 Rookies 7

Total Membership 35

Call Comparisons:
Year to date: 181

Last Year to date: 179

For the Month of May 2019	For the Month of May 2018
Fire 0	Fire 1
Rescue & Emergency Medical 17	Rescue & Emergency Medical 13
Good Intent Calls 15	Good Intent Calls 10
False Alarm 2	False Alarm 1
Mutual Aid: received given	Mutual Aid: 8 received 6 given
TOTAL for the Month: 34	TOTAL for the Month: 25
Total Members Responding 138	Total Members Responding 229
Total Staff Hours 88	Total Staff Hours 231
Average Turnout Per Call 4	Average Turnout Per Call 9

Training

This Month Operations: Maintain Power Plants

Drill Meeting: Forcible Entry
 Drafting

Monthly Vehicle Report

Notes from the Chief: