



**BOARD OF DIRECTORS MEETING
AUGUST 14, 2019**

- **BOARD MEETING AGENDA**
- **JULY 2019 FINANCIAL REPORTS**
- **CHIEFS REPORT**

**INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
MEETING AGENDA
8445 S. Highway 285, Morrison, CO 80465
August 14, 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 July 17, 2019 Board Meeting.
- 3. Guests**
 - 3a. Acknowledgement/Introduction
- 4. Treasurer's Report**
 - 4a. Review of July 2019 Financial Statements
- 5. Chief's Report**
- 6. New Business**
 - 6a. Approval of Employee Handbook
- 7. Ongoing Business**
 - 7a. Station Building Process Update
- 8. Public Comment**
- 9. Adjournment**

**INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
MINUTES OF MEETING
8445 S. Highway 285, Morrison, CO 80465
August 14, 2019**

1. Call to Order:

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

1B. Board Members Present:

Karl Firor, Treasurer

Michael Swenson. Secretary

Ralph Dreher, Director

Kerry Prielipp, Director

2. Guests Present

Debra Swearengin, Canyon Courier

Gayla Logan

3. President's Report

3a. Approval of Absences.

Jennifer Volkman, President

Ralph Dreher

3d. Approval of Board Minutes

MOTION: There was a motion by Kerry Prielipp with a second by Mike Swenson to approve the minutes from the July 17, 2019 Board Meeting. The motion passed unanimously.

4. Treasurer's Report

4a. Review of July 2019 Financial Statements

Karl Firor reviewed the Balance Sheet stating total revenue is at \$1,970,000, up \$187k from last year. This total includes the check for payment on the new tactical tender. The tactical tender has not yet been received. There is \$166k increase in tax revenue. Accounts payable was at \$3500 at month end. Cash flow year to date is positive. Karl reviewed the Profit and Loss Report noting the new truck expense can be found in the 900-000 accounts. Administration is above budget by \$16k, part of which is due to new the IT service and new computers. Kerry inquired as to what changed. Karl responded there are new laptops, new offsite backup and Office 365 has been installed. \$6k spent with IT was not anticipated.

Karl advised there is a need to address the current server as Microsoft will no longer be providing updates and the server will no longer be compatible with newer devices as of January 2020. We will be working on this over the next 60 days and will likely use a file sharing application. Kerry asked if there is a committee working on these issues. Karl replied yes, the Chief, Kelley and Karl are working together. Karl noted a new server would likely cost \$5k to \$6k. Kerry asked about drop box. Karl responded the internet speed hinders some options. Kelley outlined while Karl was out, the file sharing application, Egnyte, was installed and will provide storage and sharing capabilities.

Kelley added we have had an electronic filing system, Paper Vision for some time. The hope is a server will not be needed for Paper Vision moving forward but rather a small workstation. Microsoft 365 has been installed on all paid personnel laptops, hence the need for new the new email addresses. There will not be a change in email for other members as the cost is \$2 per email address.

Karl continued with the treasurer's report and noted currently the District is \$232k ahead actual vs budget. Karl noted an Accounts Payable Report, Vees spending report and Bank Reconciliations are attached. Questions? Kerry asked if the tactical tender is in capital assets. Karl responded capital purchases do not move to capital assets until the annual audit.

MOTION: There was a motion by Karl Firor with a second by Mike Swenson to approve the August 14, 2019 Treasurer's Report as presented. The Motion passed unanimously.

5. Chief's Report

Please see attached. Chief Shirlaw stated calls are static with last year, noting 7 calls occurred on Sunday. We had 2 park hike outs simultaneously and we were able to handle them in house. Operations Trainings are going well. We seem to have a call related to every training of late.

Tactical Tender,

Chief Shirlaw is going to SVI next week to do a final review. All parts are in at SVI. Kerry asked if there would be an integrated system test. Chief Shirlaw replied yes and added completion is expected somewhere around the end of August.

Tower Issues

2 ½ weeks ago the Hilldale radio tower took a direct hit by lightning. Several interior mechanisms need replacement. A radio repair crew is working on repairs, repairs are very time consuming. Some equipment is covered in the District's agreement with surrounding districts. Some of the repairs expense will be out of pocket. We are exploring insurance coverage for the radio tower; coverage has not been previously in place. Most radio towers are very secure. Chief Shirlaw advised he does not know what costs will be. So far, we have spent \$1200. Kerry asked how this is impacting communication. Chief Shirlaw responded we do not have issue alerts in place. The response application on phones pops up when calls come in, we do not know there is an issue until we attempt to contact Jeffcom. During the fire, the backup system was not initially working. We were able to function and get the back up running properly. Communication flows to the tower in Hilldale, then hits Mt Lindo, then Evergreen then to Jeffcom in Lakewood. Karl asked what the Districts percentage of funding is in the agreement with other districts. Chief Shirlaw gave a rough estimate of 15%. A lot of the money is going to capital and replacement costs. The group chose not to have a maintenance agreement with Motorola as it would have costed \$60k per year. Mike asked if this is the same tower for which a generator is needed. Chief Shirlaw confirmed and indicated he is waiting for a bid, expecting the cost to be \$10k to \$12k.

Fire Academy is starting August 24, this year academy is a joint effort, all area districts will have attendees. On August 1 we brought on 2 new in district recruits who are enthusiastic and very involved, attending trainings and calls, etc.

Captain Mandl has been working on mapping and we have been meeting with South Metro Fire. We are obtaining tactical maps that give us information on egress, location of houses and how many houses exist. We are working toward an assessment application so that we can provide solid advice on mitigation and eventually create large fuel

breaks. This is a great step in the right direction. We are working with GIS specialist Dave Reed from South Metro Fire who was recently hired by Evergreen Fire. Chief Shirlaw will bring this up again when there is more information.

Mike noted there were a lot of calls about pump testing and wondered what this was about. Chief Shirlaw explained all pumps must be tested annually, pressure is checked, and testing includes verification there are no leaks. We have one more engine to test this year. Kerry asked if there is special equipment involved. Chief Shirlaw replied yes, pump testing requires special equipment as well as certification in pump testing.

Mike noted the nice thank you note from the hiker who had recently been rescued and thanked Chief Shirlaw for sharing the information.

6. New Business

6a Approval of Revision 1 to the Employee Handbook

Karl noted Kelley has been doing work on the Employee Handbook, with assistance from Mike. Kerry indicated he did not have a chance to review the document in its entirety and is trusting other directors input. Karl and Mike indicated both have read the document. Kelley noted changes were mainly wording as advised by Employer's Counsel with respect to current state and federal laws as well as a change in terminology from vacation to Personal Time Off (PTO). The change makes it easier to track one item as compared to tracking both vacation and sick time. Language indicates PTO carryover is limited to 40 hours of unused PTO annually.

MOTION: There was a motion by Karl Firor with a second by Mike Swenson to approve the Employee Handbook, Revision 1, August 2019. The Motion passed unanimously.

Kelley advised she hopes to have the Volunteer Handbook out for review sometime next week.

7. Ongoing Business

7a Station Building Process

Chief Shirlaw advised BC Hatlestad has reached out to other contractors. BC Hatlestad is currently out of town vacationing. Kerry indicated he has a name of the architect and contractor who built 4 Mile Fire station in Boulder. Kerry will forward contact information to Chief Shirlaw. Karl followed up to confirm the Study Session is scheduled for Monday the 19th at 9:30, Station 3. Confirmed. The station building topic was deferred to study session.

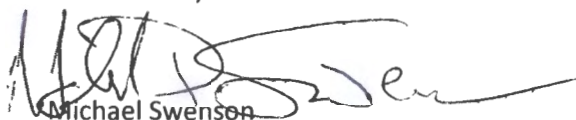
8. Public Comment

9. Adjournment

There being no further business before the Board, the meeting was adjourned at 19:30 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

2:28 PM

08/13/19

Accrual Basis

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

	Jul 31, 19	Jul 31, 18	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
100-000 · Cash	1,970,528.43	1,783,427.15	187,101.28
Total Checking/Savings	1,970,528.43	1,783,427.15	187,101.28
Accounts Receivable			
120-000 · Accounts Receivable	1,276,679.94	970,104.87	306,575.07
Total Accounts Receivable	1,276,679.94	970,104.87	306,575.07
Other Current Assets			
140-143 · Prepaid Insurance	1,641.50	16,699.29	-15,057.79
Total Other Current Assets	1,641.50	16,699.29	-15,057.79
Total Current Assets	3,248,849.87	2,770,231.31	478,618.56
Fixed Assets			
170-000 · Capital Assets	2,813,291.18	2,968,982.22	-155,691.04
Total Fixed Assets	2,813,291.18	2,968,982.22	-155,691.04
Other Assets			
185-000 · Deferred Outflow	237,515.00	295,313.00	-57,798.00
Total Other Assets	237,515.00	295,313.00	-57,798.00
TOTAL ASSETS	6,299,656.05	6,034,526.53	265,129.52
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
200-200 · Accounts Payable	3,553.67	11,587.54	-8,033.87
Total Accounts Payable	3,553.67	11,587.54	-8,033.87
Other Current Liabilities			
200-209 · Deferred Revenue	1,215,895.16	947,812.00	268,083.16
200-225 · Accrued Liabilities	82,742.79	8,625.03	74,117.76
Total Other Current Liabilities	1,298,637.95	956,437.03	342,200.92
Total Current Liabilities	1,302,191.62	968,024.57	334,167.05
Long Term Liabilities			
210-399 · Net Pension Obligation	504,869.00	683,456.00	-178,587.00
280-000 · Deferred Inflows	92,033.00	119,204.00	-27,171.00
Total Long Term Liabilities	596,902.00	802,660.00	-205,758.00
Total Liabilities	1,899,093.62	1,770,684.57	128,409.05
Equity			
290-291 · Equity	3,155,777.20	3,155,777.20	0.00
290-300 · Net Assets - Prior Year	1,254,748.75	1,062,941.75	191,807.00
290-999 · Designated-Current	-549,965.02	-502,334.98	-47,630.04
320-000 · Unrestricted Net Assets	57,181.14	-1,652.80	58,833.94
Net Income	482,820.36	549,110.79	-66,290.43
Total Equity	4,400,562.43	4,263,841.96	136,720.47
TOTAL LIABILITIES & EQUITY	6,299,656.05	6,034,526.53	265,129.52



Chief Skip Shirlaw
 Chief's Report to the Inter-Canyon Fire Protection Board Meeting
 August 14, 2019

Current Membership Firefighters 28 (23 EMS are Included)
 Rookies 9

 Total Membership 37

Call Comparisons:

Year to date: 276

Last Year to date: 274

For the Month of July 2019	For the Month of July 2018
Fire 3	Fire 5
Rescue & Emergency Medical 27	Rescue & Emergency Medical 16
Good Intent Calls 14	Good Intent Calls 21
False Alarm 1	False Alarm 2
Mutual Aid: received given	Mutual Aid: 14 received 9 given
TOTAL for the Month: 45	TOTAL for the Month: 44
Total Members Responding 212	Total Members Responding 305
Total Incident Hours 161.01	Total Incident Hours 250
Average Turnout Per Call 8	Average Turnout Per Call 8

Training

This Month Operations: Call Review

 Drill Meeting: Scavenger Hunt
 Park Rescue

Monthly Vehicle Report

Notes from the Chief: