



BOARD OF DIRECTORS
MEETING SEPTEMBER 11, 2019

- BOARD MEETING AGENDA
- AUGUST 2019 FINANCIAL REPORTS
- CHIEFS REPORT

**INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
MEETING AGENDA
8445 S. Highway 285, Morrison, CO 80465
September 11, 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 August 14, 2019 Board Meeting.
- 3. Guests**
 - 3a. Acknowledgement/Introduction
- 4. Treasurer's Report**
 - 4a. Review of August 2019 Financial Statements
- 5. Chief's Report**
- 6. New Business**
 - 6a. Schedule 2019 Strategic Planning Meeting**
 - 6b. Communications**
- 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
September 11, 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

Mike Wood, photography

Gayla Logan, Vee

Greg Milzcik, resident of White Deer Valley

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 August 14, 2019 Board Meeting. The motion passed unanimously.

4. Treasurer's Report

4a. Review of August 2019 Financial Statements

Karl Firor reviewed the Balance Sheet showing a balance of \$1,942,000. The balance reflects payment having been made for the tactical tender. At month end there was \$924 in liability. The Profit and Loss Monthly Report indicates \$46k in deposits, \$14k of which was comprised of donations, \$32k in tax revenue, EMS revenue, etc. Karl advised we are down to about \$3500 in monthly EMS revenue. The annual total EMS revenue was as much as \$80k in the past and is now down to about half that amount and continues to decrease. When asked why, Karl cited Medicare as the District agrees to a partial payment, the remainder must be written off. Chief Shirlaw added the decrease in auto accidents has contributed as well. Auto insurers typically pay the full amount billed increasing EMS revenue collections. Karl noted \$457k has been added to cash reserves. Kerry Prielipp asked if it will be necessary to revise the budget. Karl noted the new mill levy increase of 3% was included in the budget, however, yes in December we will file an amended budget for grants received.

Karl reviewed the Year to Date Comparison. \$64k in revenue has been received above what was anticipated. Currently the District has spent \$76k less in capital expenditures than anticipated. Karl noted the Accounts Payable

report, the Purchase Order report with \$8200 open. The auxiliary has spent \$937 through August. Bank Reconciliations are attached.

MOTION: There was a motion by Karl Firor with a second by Kerry Prielipp to approve the September 11, 2019 Treasurer's Report as presented. The Motion passed unanimously.

Guest Greg Milzcik inquired, in relation to this being a quasi-governmental agency, why were donations higher at the end of year and is this typical. Karl responded donations are received throughout the year however, the current timing was mainly due to the loss of a member, as there were donations in his memory and donations that came in as a result of the recent fire.

5. Chief's Report

Please see attached. Chief Shirlaw noted the number of calls has jumped 20% over last year and 12% just last month. We are seeing more traffic. Crossing Highway 285 has become more challenging.

Chief Shirlaw advised he and Capt Mandl went to Ft. Collins to see the tactical tender yesterday. There are a few minor items to correct, delivery may be this Friday. The truck looks great, pictures are on Facebook. Chief Shirlaw signed the change order today. The truck will be located at Station 4 for now. Once settled, 673 will go out for bid to see whether it is viable to sell the truck. If not, 673 can be kept as the District will gain a half point with ISO for the truck.

Currently there is a grant application in place for automated CPR devices. With the automated device on a patient, the device does compressions and responders do not get tired and there is no need to rotate during compressions. Chief Araki is familiar with these devices. The grant is offered by Firehouse Subs. Each unit costs about \$9k. This grant will potentially cover 1 or 2 devices. We will apply for a Retac Grant next year for an additional device.

Communications

The communications company is working on tower repairs. Equipment is due in early next week and by midweek the tower should be functioning at 100%. It may be necessary to add more grounding, Chief Shirlaw has been contacting local electrical companies. JCMARS had money and parts in place, but the District will need to replace what was used so there will be an increase in costs this year. We will meet with JCMARS next Monday to determine what costs will be. Kerry asked what type of parts are in reserve. Chief Shirlaw responded the microwave, antenna, etc. Karl noted the repeater was totaled. JCMARS new equipment is there and the District owns some of the equipment as well. In response to Karl, Chief Shirlaw confirmed damage was equal to both. JCMARS received an invoice for just over \$10k for damage to equipment belonging to JCMARS.

Pump testing on engines is complete, only one had a few leaks. Hose and ladder testing are also done.

Ops trainings are going well. We have had some great call reviews, including a recent cardiac call. We reviewed the recent Deer Creek Fire. In response to Kerry, Chief indicated 20 people attended the After-Action Review (AAR). Trainings are usually over by 9 p.m., people were enthusiastic and stayed later.

Communications was a huge issue at the Deer Creek Fire. There were a lot of technical issues, we could not communicate with each other or with dispatch. As a result, at the recent Study Session we talked about replacing the command vehicle and purchasing a mobile repeater for installation in the vehicle. Elk Creek Fire Chief McLaughlin has a mobile repeater in his truck. Had Chief McLaughlin not been at the fire with his truck/mobile

repeater, things could have been much worse. The mobile repeater provides comms on scene and is especially useful in areas where comms are typically bad to begin with.

Chief Shirlaw contacted Brandon Dodge in Colorado Springs for cost information on a new command/quick attack vehicle. A new 4 door, 2500 Dodge came in at just over \$35k. The vehicle is gas fueled. Low torque is not needed. Chief Shirlaw requested the Board consider moving forward to purchase the truck and install a mobile repeater. Chief Shirlaw stated he does not want to have firefighters at risk due to poor comms again. Kerry asked if the truck would replace the current vehicle the Chief is using. Chief Shirlaw responded yes, he would make the current vehicle available to Capt Mandl as well as the Deputy and Battalion Chiefs. The red vehicle is currently being used by rookies for transportation to Rookie Academy.

Mike Swenson asked for information on costs to build out the vehicle. Chief Shirlaw estimated a repeater to cost about \$5k, the radio, cover, lights roughly another \$6k to \$8k. Adding the cover will enable storage of EMS and wildland equipment, an additional cost for gear is roughly \$4k to \$5. When asked, Chief Shirlaw indicated he does not know the cost to install the repeater but is guessing \$3k. Jennifer asked if a lot of the communications issues are due to the hole in area of course but are they also due to tower having been hit by lightning. Are there other areas within the district that when the tower is working that have repeater issues? Chief Shirlaw confirmed yes.

The District will need to look at towers and repeaters long term. Karl asked again, with the mobile repeater in the vehicle, you can communicate with the firefighters in the field, on a fire, correct? Chief Shirlaw responded, correct. A mobile repeater intensifies ability to communicate helping communications with everyone on the ground. The mobile repeater does not improve ground communication with dispatch, firefighters on the ground can talk radio to radio only. One boost helped everyone communicate by divisions. Kerry asked if a mobile repeater could be placed in the existing truck. Chief Shirlaw responded yes, it may fit somewhere in the vehicle. Mike stated we must move ahead on this and keep in view tackling comms issues on a large scale in the future. The need has been proven. To not move to improve comms would not be appropriate. Karl agreed, this is a safety issue. Chief Shirlaw stated we were fortunate things did not turn out for the worse, we were lucky Chief McLaughlin was available.

Jennifer Volkman asked how old the Chief's vehicle is. Chief Shirlaw responded the vehicle is a 2006 with 120k miles. Jennifer asked if the repeater is needed to improve comes, why is a new truck necessary. Chief Shirlaw indicated the new truck will carry more equipment both EMS and wildland and would have better access capability to more locations and bring more responders. Mike noted volunteers can not respond in their own vehicles. This provides another vehicle to bring people to a fire. Jennifer asked if the number is \$45k to outfit. Mike stated it would be more. Karl asked if it will be necessary to increase electrical and battery power needs. Chief Shirlaw stated no, these vehicles are set up to handle the increased electrical. Karl asked for confirmation the power would be handled as is. Chief Shirlaw confirmed yes. Karl asked for Chief Shirlaw to obtain specifics and bring back to the Board.

Jennifer asked to clarify if the directors would like more information or to move forward. Karl stated we need to move forward, however, Chief Shirlaw must spell it out. Provide costs, if the budget is \$45k and \$45k is insufficient keep directors in the loop and move forward. Mike does not see a reason to wait until mid- October to approve, we should be able to make a vote before then. All agreed a decision can be made once solid information is provided. Mike proposed approval can be done in a special meeting via conference call. Kelley reminded she will need a date to advertise a special meeting. Mike stated he sees comms as urgent and it is also good for the community to see the board act in an urgent situation. Chief Shirlaw noted we are looking for the best plans 5 years and 10 years out. We are dealing with what was done in the past as thought was not given to needs beyond 10 years. All agreed the

goal is to spend money wisely, prudently and protect our firefighters as well as serve our community. A communications study will be done to address future issues. Chiefs in the area are also working together on communications issues.

6. New Business

6a Communications.

Covered in Chief's report above.

6b Schedule Strategic Planning Meeting

The 2019 Strategic Planning Meeting was scheduled for Saturday, October 19th at Station 3 from 8:00 a.m. to noon.

Additional Agenda Item - Memorial Plaque SOP

Jennifer advised due to Randy Rudloff's recent passing there have been inquiries as to how to memorialize Randy as well as all members. Jennifer asked if everyone read the SOP and advised it is basically a generalized form for when this situation happens. Any discussion or questions? Kerry stated it is good to have a template. Karl indicated he would like to approve the SOP and move forward.

MOTION: A motion was made by Kerry Prielipp with a second by Ralph Dreher to approve the Memorial Plaque SOP as written. The motion passed unanimously.

7. Ongoing Business

7a Station Building Process

Kerry indicated he has reached out to 6 architectural firms listed on the SDA website. When calling he indicated he was interested in finding out about public sector work and is now 0 for 6 in response. Kerry thought his language may have been an issue as it may have implied he is "just looking". Directors may need to put out a RFI. One of these architects built the South Adams County Administration Building and the fire station for Four Mile Canyon Fire in Boulder. Chief Shirlaw advised Chief Hatlestad has had the same issues. Kerry noted from an SDA resource standpoint Kerry confirmed these companies were relevant. Still no response. Kerry stated he will keep after them.

Kerry noted the Homestead Firewise steering committee met last night. Attendees asked for a fire status update sign for the Homestead at the east and west ends. Chief Shirlaw stated he will look at possibilities. Some of the issues we have with these signs are where to locate on the road and people regularly updating the signs. Jennifer asked if there is a person assigned or are updates done by neighborhoods. Chief Shirlaw responded it is done by fire department personnel. Mike noted signs in Evergreen were installed through a guided process with the assistance of a subcommittee of the Chamber. Chief Shirlaw noted currently the signs are all different and need consistency. Kerry clarified the intent was more awareness, not an information transmittal system. Chief Shirlaw suggested there may be websites that could be shared. People might be able to subscribe to an information source and we might be able to push people to the ICFPD website for information.

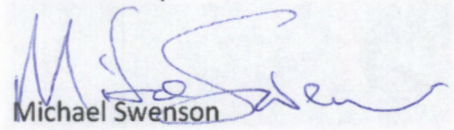
8. Public Comment

9. Adjournment

There being no further business before the Board, the meeting was adjourned at 1957 hours.

Minutes by Kelley D. Wood, District Administrator

Submitted by:

A handwritten signature in blue ink, appearing to read "Michael Swenson", is written over a light blue rectangular background.

Michael Swenson

Secretary

Approved by:

A handwritten signature in blue ink, appearing to read "Karl Firor", is written over a light blue rectangular background.

Karl Firor

Treasurer

Attachments:

1. Meeting Agenda
2. Treasurer's Report
3. Chief's Report

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

	Aug 31, 19	Aug 31, 18	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
100-000 · Cash	1,942,656.98	1,751,850.17	190,806.81
Total Checking/Savings	1,942,656.98	1,751,850.17	190,806.81
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	3,220,978.42	2,738,654.33	482,324.09
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	6,271,784.60	6,002,949.55	268,835.05
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
200-200 · Accounts Payable	924.28	33,936.65	-33,012.37
Total Accounts Payable	924.28	33,936.65	-33,012.37
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	1,299,562.23	990,373.68	309,188.55
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	1,896,464.23	1,793,033.68	103,430.55
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	457,578.30	495,184.70	-37,606.40
Total Equity	4,375,320.37	4,209,915.87	165,404.50
TOTAL LIABILITIES & EQUITY	6,271,784.60	6,002,949.55	268,835.05

Inter-Canyon Fire Protection District - New

Profit & Loss

09/06/19

August 2019

Accrual Basis

	<u>Aug 19</u>	<u>Jan - Aug 19</u>
Income		
300-000 · Revenues	32,205.81	1,347,171.74
300-660 · Donated Funds	14,179.35	36,347.88
Total Income	<u>46,385.16</u>	<u>1,383,519.62</u>
Gross Profit	46,385.16	1,383,519.62
Expense		
400-000 · Administrative	15,339.56	69,049.49
425-101 · Payroll & Benefits	37,718.44	257,322.76
500-000 · FireFighting	952.97	47,642.32
550-550 · EMS Services	8,228.11	19,597.76
600-000 · FF Apparatus/Equip Maintenance	2,750.17	61,408.80
660-000 · Firefighter General Expenses	319.05	5,852.89
665-000 · Auxiliary Operations	0.00	937.32
670-000 · Station 1	1,462.32	21,518.58
680-000 · Station 2	313.11	8,547.67
690-000 · Station 3	823.25	15,371.35
691-000 · Station 4	339.01	7,663.84
692-000 · Station 5	168.97	4,064.32
700-000 · Communications	815.90	35,438.64
900-000 · Capital Expenditures	0.00	371,525.58
900-825 · Stations	0.00	0.00
Total Expense	<u>69,230.86</u>	<u>925,941.32</u>
Net Income	<u>-22,845.70</u>	<u>457,578.30</u>

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

09/06/19

Accrual Basis

	Jan - Aug 19	Budget	\$ Over Budget	% of Budget
Income				
300-000 · Revenues	1,347,171.74	1,219,136.36	128,035.38	110.5%
300-502 · Specific Ownership Taxes	0.00	0.00	0.00	0.0%
300-570 · Inter-Governmental Revenues	0.00	0.00	0.00	0.0%
300-660 · Donated Funds	36,347.88	0.00	36,347.88	100.0%
Total Income	1,383,519.62	1,219,136.36	164,383.26	113.5%
Gross Profit	1,383,519.62	1,219,136.36	164,383.26	113.5%
Expense				
400-000 · Administrative	69,049.49	56,879.00	12,170.49	121.4%
425-101 · Payroll & Benefits	257,322.76	242,860.00	14,462.76	106.0%
500-000 · FireFighting	47,642.32	66,260.00	-18,617.68	71.9%
550-550 · EMS Services	19,597.76	23,765.00	-4,167.24	82.5%
600-000 · FF Apparatus/Equip Maintenance	61,408.80	47,399.66	14,009.14	129.6%
660-000 · Firefighter General Expenses	5,852.89	14,640.00	-8,787.11	40.0%
665-000 · Auxiliary Operations	937.32	2,000.00	-1,062.68	46.9%
670-000 · Station 1	21,518.58	15,164.00	6,354.58	141.9%
680-000 · Station 2	8,547.67	7,656.00	891.67	111.6%
690-000 · Station 3	15,371.35	15,736.00	-364.65	97.7%
691-000 · Station 4	7,663.84	9,082.50	-1,418.66	84.4%
692-000 · Station 5	4,064.32	2,877.00	1,187.32	141.3%
700-000 · Communications	35,438.64	38,940.00	-3,501.36	91.0%
750-000 · Depreciation Expense	0.00	0.00	0.00	0.0%
800-900 · Pension-State Contribution	0.00	0.00	0.00	0.0%
800-902 · Pension-Contribution GOVT-WIDE	0.00	0.00	0.00	0.0%
900-000 · Capital Expenditures	371,525.58	453,400.00	-81,874.42	81.9%
900-825 · Stations	0.00			
Total Expense	925,941.32	996,659.16	-70,717.84	92.9%
Net Income	457,578.30	222,477.20	235,101.10	205.7%

