

**INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
MEETING AGENDA
8445 S. Highway 285, Morrison, CO 80465
November 13, 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 October 9 and November 4, 2019 Board Meetings.
- 3. Guests**
 - 3a. Acknowledgement/Introduction
- 4. Treasurer's Report**
 - 4a. Review of October 2019 Financial Statements
- 5. Chief's Report**
- 6. New Business**
 - 6a.
- 7. Ongoing Business**
 - 7a. Building
 - 7b. Communications
- 8. Public Comment**
- 9. Adjournment**

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

1. Call to Order:

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

1B. Board Members Present:

Mike Swenson, President
Karl Firor, Treasurer
Kerry Prielipp, Secretary
Ralph Dreher, Director
Mike Reddy, Director

2. Guests Present

Chief Skip Shirlaw
BC Dan Hatlestad
Debra Swearingen, Canyon Courier
Bob Scott, Homestead resident
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 Reddy to approve the minutes from the October 9, 2019 Board Meeting. The motion passed unanimously.

MOTION: There was a motion by Kerry Prielipp with a second by Karl Firor to approve the minutes from the November 4, 2019 Special Board Meeting. The motion passed unanimously.

4. Treasurer's Report

4a. Review of October 2019 Financial Statements

Karl Firor reviewed the Balance Sheet noting a \$1,868,000 balance at the end of October, inclusive of the outstanding check for \$160k for the tactical tender. Currently there is no final invoice from SVI and we will reissue the check. There is a \$186k increase in revenue due to the increased mill levy. There were \$9400 in payables at the end of month. Karl reviewed the Profit & Loss report. With the revenue stream having slowed, \$33k of reserves has been used. The District is \$376k to the good for the year. Karl reviewed the YTD Budget Comparison. The District is ahead \$129k due to the new mill and receipt of personal property tax. Personal property tax is an unknown number and is received every year. Karl noted the Accounts Payable Aging Report and Bank Reconciliations are attached.

There is \$5800 in open purchase order for a repeater and for ESO software annual subscription. Mike Swenson commented he hopes to see a discount on the tactical tender.

MOTION: There was a motion by Karl Firor with a second by Mike Reddy to approve the November 13, 2019 Treasurer's Report as presented. The Motion passed unanimously.

5. Chief's Report

Please see attached. Chief Shirlaw announced the new tactical tender did arrive. There is still a drive train issue. The new part is ordered and will be installed here in 2 weeks. We have a bill of sale but Chief Shirlaw has not signed for the vehicle. Chief Shirlaw stated he has emailed the manager we expect a significant discount due to the excessive delay and problems. The manager responded with a credit of \$1500, Chief Shirlaw will be calling again. Karl asked to make sure they know this is coming from the Board. We will not send check for payment until all issues are resolved. Kerry asked if we are protected under lemon laws. Karl stated he will put this question to the attorneys. Karl asked why it was delivered in this condition. Mike Swenson asked if we are waiting for repairs to put the vehicle into service. Chief Shirlaw confirmed yes, the truck will remain at Station 4 until we receive a new drive train. Karl would like to know the response to the question of the truck being a lemon. If they discovered the truck was faulty, why not stop and take it home rather than delivering. Kerry asked for confirmation communication is mainly email. Chief Shirlaw responded yes.

Chief Shirlaw advised the command truck is currently on a train from Nebraska and will arrive the end of the week. The truck will need a scratch repaired then it will go out for stenciling and lights. Mark Hall will be installing the repeater.

Chief Shirlaw referenced the Pericle Communications study proposal he recently forwarded. We will be asking if we can move out of Hilldale and eliminate that tower. They will get back to us. If approved, Pericle is ready to begin the study. The study may take 3 to 4 weeks.

MOTION: There was a motion by Kerry Prielipp with a second by Karl Firor to proceed with the communications study with Pericle Communications per the proposal dated November 7, 2019. The motion passed unanimously.

F&D discussion. Karl asked for everyone to be prepared to know next steps, we either authorize or go back to square one. Mike Reddy asked if this is the decision point. Karl responded we should discuss moving forward. Mike Reddy stated he would like the documents to be reviewed by attorneys prior to the meeting on December 4th. Karl agreed and indicated he will get the documents to legal counsel in hopes they may have time to review prior to the holiday.

Chief Shirlaw announced Elk Creek Chief McLaughlin left ECFR to take a job in Idaho. Jacob Ware is interim Chief. Emery Carson of Indian Hills Fire will be retiring as of yearend.

Chief Shirlaw advised the Colorado Fire Commission is talking about IGAs and Mutual Aid throughout the states with the Rocky Mount Restoration Partnership. Seven groups went for this initiative. We should hear mid- December whether the proposal moves forward. Work will include mitigation work on large tracks of land for fuel breaks. Chief Shirlaw has a seat on the Jeffco task force. The funding was not approved but the task force will be moving forward with education for the community, and there is opportunity to apply for large federal grants. Kerry asked who else represents interests. Chief Shirlaw replied Platte Canyon fire, Elk Creek Fire, Golden Gate Fire, private industry, Colorado State Forest Service, Jeffco Sheriffs. There is 30 to 40 people.

Chief Shirlaw requested approval for Christmas gifts up to \$100 for each firefighter. Karl approved. All agreed.

Chief Shirlaw stated calls are static from last year and eb and flow. Jeffco showed an uptick however mountain community calls are declining for whatever reason. We are on pace for 460 calls this year.

6. New Business

6a Mike Reddy noted at the strategic planning meeting we kicked around conversation about improving opportunities for communication with other districts. Mike indicated he would be interested in taking a lead on the topic. It was 5 years ago when he served on the board and we spoke about IGAs and mergers then. There was not much effort at the time. Due to the leadership of Skip and Dan and working with other districts, that effort at the tactical level is taking place. Districts are training together and purchasing equipment together. We need to look at opportunities to get boards together on this issue. Mike has been in contact with Scott Kellar at Indian Hills Fire. Mike indicated he knows Scott well as the Homelands Security lead. The concept to coordinate is encouraged. Mike will be meeting with Scott on the 25th. Mike stated we need to set up more formal organization. Mike is happy to continue as lead with the boards support. Public relationships to boards are all unique. Let's get policy people and board members together while chiefs work on tactical strategic efforts, this gives us opportunity.

MOTION: There was a motion by Mike Reddy with a second by Karl Firor to consider pursuit of creation of a multi-agency policy group to include Inter-Canyon, Elk Creek, Indian Hills and North Fork, for the purpose of evaluating opportunities and to look at policy issues needed to improve/increase resource sharing among the departments involved. The motion passed unanimously.

Kerry inquired as to the size of the group. Mike would like 1 member from each board, 4 directors, 4 chiefs to get together to start discussing the issue.

7. Ongoing Business

7a Station Building This topic was discussed earlier. The question was asked do we want to invite F&D to the December 4th meeting. Karl indicated no, lets get legal input on the contract and discuss. Kerry stated the biggest open item is we have nothing to compare the contract against. There is no way to measure if is a value to the district. Mike Swenson stated we need to get this figured out. Mike Reddy commented it would be nice to have Bob Scott attend.

7b Communications Discussed during Chief's report. Chief Shirlaw stated he is excited about the study. We have been in contact with owners of both towers, Double Header and Dancing Deer – owned by Rise Communication. One is a definite yes. Double header has a high rent. Karl asked if they will incorporate the 2 other towers with respect to redundancy. Chief Shirlaw responded he is hoping the study will show Double Header is high enough to bypass the Hilldale tower. We won't get to 100% but we will improve the east side coverage. Mike Swenson asked about Smokey Hill. Chief Shirlaw advised we are checking however it does not look good at this time. Karl confirmed all aspects are being reviewed under this company. Chief Shirlaw replied yes. Mike Swenson stated he visited the website and confirmed they are the pros.

8. Public Comment

Mike Swenson asked Gayla how it is going for the Veas hosting the Christmas party. Gayla responded that Mary will get with Kelley to send out evites shortly. Gayla asked to please let Veas know the program, we have a microphone and blue tooth speaker. Gayla will let Kelley know what is available as a slide for the video. Chief

Shirlaw stated it is incredible we are doing this in district. Kelley advised that the owners donated the event center to the District for use, the cost is normally \$5000.

Bob Scott asked who manufactured the cab and chassis on the new truck. Chief Shirlaw responded International.

9. Adjournment

There being no further business before the Board, the meeting was adjourned at 19:38 hours.

Minutes by Kelley D. Wood, District Administrator

Submitted by:



Kerry Prielipp

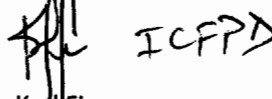
Secretary, BOARD OF DIRECTORS

INTERCANYON FIRE PROTECTION DISTRICT

Attachments:

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

Approved by:



Kar Firor

Treasurer

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

	Oct 31, 19	Oct 31, 18	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
100-000 · Cash	1,868,945.08	1,682,643.54	186,301.54
Total Checking/Savings	1,868,945.08	1,682,643.54	186,301.54
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	3,147,266.52	2,669,447.70	477,818.82
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	<u>6,198,072.70</u>	<u>5,933,742.92</u>	<u>264,329.78</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
200-200 · Accounts Payable	9,403.35	15,673.82	-6,270.47
Total Accounts Payable	9,403.35	15,673.82	-6,270.47
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	1,308,041.30	972,110.85	335,930.45
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	1,904,943.30	1,774,770.85	130,172.45
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	375,387.33	444,240.90	-68,853.57
Total Equity	4,293,129.40	4,158,972.07	134,157.33
TOTAL LIABILITIES & EQUITY	<u>6,198,072.70</u>	<u>5,933,742.92</u>	<u>264,329.78</u>

**Inter-Canyon Fire Protection District - New
Profit & Loss YTD Comparison 2019
October 2019**

	<u>Oct 19</u>	<u>Jan - Oct 19</u>
Income		
300-000 · Revenues	14,973.72	1,384,696.40
300-660 · Donated Funds	600.00	37,432.88
Total Income	<u>15,573.72</u>	<u>1,422,129.28</u>
Gross Profit	15,573.72	1,422,129.28
Expense		
400-000 · Administrative	1,503.62	70,387.26
425-101 · Payroll & Benefits	34,018.91	326,560.09
500-000 · FireFighting	1,053.40	53,992.86
550-550 · EMS Services	1,152.73	26,961.36
600-000 · FF Apparatus/Equip Maintenance	5,990.11	73,091.50
660-000 · Firefighter General Expenses	670.34	9,690.95
665-000 · Auxiliary Operations	34.49	982.72
670-000 · Station 1	1,515.80	25,064.79
680-000 · Station 2	524.33	9,960.48
690-000 · Station 3	1,044.36	17,813.13
691-000 · Station 4	519.69	9,069.44
692-000 · Station 5	363.30	4,960.28
700-000 · Communications	903.81	45,756.51
900-000 · Capital Expenditures	0.00	371,525.58
900-825 · Stations	0.00	0.00
Total Expense	<u>49,294.89</u>	<u>1,045,816.95</u>
Net Income	<u>-33,721.17</u>	<u>376,312.33</u>

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

	Jan - Oct 19	Budget	\$ Over Budget
Income			
300-000 · Revenues	1,384,696.40	1,255,120.06	129,576.34
300-660 · Donated Funds	37,432.88	0.00	37,432.88
Total Income	1,422,129.28	1,255,120.06	167,009.22
Gross Profit	1,422,129.28	1,255,120.06	167,009.22
Expense			
400-000 · Administrative	70,387.26	63,379.00	7,008.26
425-101 · Payroll & Benefits	326,560.09	317,150.00	9,410.09
500-000 · FireFighting	53,992.86	75,626.00	-21,633.14
550-550 · EMS Services	26,961.36	34,690.00	-7,728.64
600-000 · FF Apparatus/Equip Maintenance	73,091.50	63,674.83	9,416.67
660-000 · Firefighter General Expenses	9,690.95	18,850.00	-9,159.05
665-000 · Auxiliary Operations	982.72	3,000.00	-2,017.28
670-000 · Station 1	25,064.79	19,045.00	6,019.79
680-000 · Station 2	9,960.48	9,743.00	217.48
690-000 · Station 3	17,813.13	19,697.00	-1,883.87
691-000 · Station 4	9,069.44	11,308.00	-2,238.56
692-000 · Station 5	4,960.28	3,587.50	1,372.78
700-000 · Communications	45,756.51	48,950.00	-3,193.49
900-000 · Capital Expenditures	372,450.58	486,700.00	-114,249.42
Total Expense	1,046,741.95	1,175,400.33	-128,658.38
Net Income	375,387.33	79,719.73	295,667.60

Inter-Canyon Fire Protection District - New

A/P Aging Detail

As of October 31, 2019

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Bill	10/21/2019	309029	Peggy Lucatuorto	10/31/2019		70.00
Bill	10/21/2019	656257	Sandy Onken	10/31/2019		52.50
Bill	10/22/2019	10/22/...	Kelley D. Wood	11/01/2019		25.07
Bill	10/23/2019	10/23/...	Postmaster	11/02/2019		110.00
Bill	10/23/2019	10/23/...	John Mandl	11/02/2019		65.31
Bill	10/23/2019	98407...	Verizon Wireless	11/02/2019		393.91
Bill	10/24/2019	10/24/...	First Bank	11/03/2019		816.42
Bill	10/24/2019	10/24/...	Staples Credit Plan	11/03/2019		114.22
Bill	10/25/2019	5179	EMSAC	11/04/2019		270.00
Bill	10/25/2019	10/25/...	IREA	11/04/2019		203.16
Bill	10/25/2019	0535-...	Republic Services #...	11/04/2019		180.91
Bill	10/25/2019	01407...	Galls	11/04/2019		70.00
Bill	10/26/2019	10/26/...	Holly Shirlaw	11/05/2019		70.00
Bill	10/27/2019	11331...	Deep Rock Water	11/06/2019		63.23
Bill	10/28/2019	509280	Mike Onken	11/07/2019		700.00
Bill	10/28/2019	10/28/...	O'Reilly Auto Parts	11/07/2019		1,052.28
Bill	10/28/2019	65935...	Xcel Energy	11/07/2019		92.13
Bill	10/31/2019	285	Homestead Water	11/10/2019		79.00
Bill	10/31/2019	10/31/...	Ken Caryl Ranch W...	11/10/2019		34.88
Total Current						4,463.02
1 - 30						
Bill	09/30/2019	INVA...	ADPI	10/10/2019	21	368.84
Bill	10/04/2019	509278	Mike Onken	10/14/2019	17	350.00
Bill	10/04/2019	509276	Mike Onken	10/14/2019	17	210.00
Bill	10/04/2019	725-7...	GCR Tires & Service	10/14/2019	17	629.88
Bill	10/10/2019	36785...	Direct TV	10/20/2019	11	84.56
Bill	10/10/2019	36786...	Direct TV	10/20/2019	11	84.56
Bill	10/10/2019	509277	Mike Onken	10/20/2019	11	210.00
Bill	10/10/2019	101153	Super Vacuum Man...	10/20/2019	11	528.00
Bill	10/11/2019	01394...	Galls	10/21/2019	10	10.25
Bill	10/11/2019	01394...	Galls	10/21/2019	10	10.25
Bill	10/15/2019	1949	Peak Motor Coach	10/25/2019	6	225.83
Bill	10/16/2019	3461523	Rhinehart Oil Comp...	10/26/2019	5	865.91
Bill	10/16/2019	509279	Mike Onken	10/26/2019	5	980.00
Bill	10/16/2019	01398...	Galls	10/26/2019	5	20.50
Bill	10/17/2019	0020828	Interconnected Tech...	10/27/2019	4	291.75
Bill	10/20/2019	10/20/...	Holly Shirlaw	10/30/2019	1	70.00
Total 1 - 30						4,940.33
31 - 60						
Total 31 - 60						
61 - 90						
Total 61 - 90						
> 90						
Total > 90						
TOTAL						9,403.35

2:37 PM
11/07/19

Inter-Canyon Fire Protection District - New
OPEN PURCHASE ORDERS

All Transactions

Date	Num	Name	Source Name	Memo	Deliv Date	Qty	Rcv'd	Backordered	Amount	Open Balance
Parts										
Communication R&M										
08/30/2019	19-044	Crosspoint Comm...	Crosspoint Comm...	Repeater pe...	08/30/2019	1	0	1	2,350.00	2,350.00
Total Communication R&M						1	0	1	2,350.00	2,350.00
Computer Supply/Maintenance										
10/17/2019	19-051	ESO Solutions Inc.	ESO Solutions Inc.	ESO EHR 2 ...	10/17/2019	1	0	1	3,472.55	3,472.55
Total Computer Supply/Maintenance						1	0	1	3,472.55	3,472.55
Total Parts						2	0	2	5,822.55	5,822.55
TOTAL						2	0	2	5,822.55	5,822.55

2:03 PM

11/07/19

**Inter-Canyon Fire Protection District - New
Reconciliation Summary**
100-106 · First Bank Checking, Period Ending 10/31/2019

	Oct 31, 19
Beginning Balance	198,848.57
Cleared Transactions	
Checks and Payments - 57 items	-55,419.20
Deposits and Credits - 5 items	162,396.92
Total Cleared Transactions	106,977.72
Cleared Balance	<u>305,826.29</u>
Uncleared Transactions	
Checks and Payments - 19 items	-164,390.78
Deposits and Credits - 2 items	2,903.92
Total Uncleared Transactions	-161,486.86
Register Balance as of 10/31/2019	<u>144,339.43</u>
New Transactions	
Checks and Payments - 1 item	-3,140.15
Deposits and Credits - 1 item	10,918.53
Total New Transactions	7,778.38
Ending Balance	<u>152,117.81</u>

1:46 PM

11/07/19

Inter-Canyon Fire Protection District - New
Reconciliation Summary
100-107 · First Bank Savings, Period Ending 10/31/2019

	Oct 31, 19
Beginning Balance	31,249.45
Cleared Transactions	
Deposits and Credits - 1 item	1.33
Total Cleared Transactions	1.33
Cleared Balance	<u>31,250.78</u>
Register Balance as of 10/31/2019	31,250.78
Ending Balance	31,250.78

1:40 PM

11/07/19

Inter-Canyon Fire Protection District - New
Reconciliation Summary
100-105 · ColoTrust Account, Period Ending 10/31/2019

	Oct 31, 19
Beginning Balance	1,843,040.98
Cleared Transactions	
Checks and Payments - 1 item	-150,000.00
Deposits and Credits - 1 item	2,669.64
Total Cleared Transactions	-147,330.36
Cleared Balance	<u>1,695,710.62</u>
Register Balance as of 10/31/2019	1,695,710.62
Ending Balance	1,695,710.62

