



**BOARD OF DIRECTORS MEETING  
FEBRUARY 12, 2020**

- **BOARD MEETING AGENDA**
- **JANUARY 2020 FINANCIAL REPORTS**
- **CHIEFS REPORT**
- **EVERGREEN FIRE MAINTENANCE IGA**
- **ELK CREEK FIRE MARSHAL IGA**
- **NEW DIRECTOR ORIENTATION**

**INTER-CANYON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
MEETING AGENDA  
8445 S. HIGHWAY 285, MORRISON, CO 80465  
FEBRUARY 12, 2020**

- 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 8, 2020 Board Meeting.
  
- 3. Guests**
  - 3a. Acknowledgement/Introduction
  
- 4. Treasurer's Report**
  - 4a. Review of January 2020 Financial Statements
  
- 5. Chief's Report**
  
- 6. New Business**
  - 6a. New Director Orientation
  - 6b. Director Job Description
  
- 7. Ongoing Business**
  - 7a. Equipment Maintenance IGA
  - 7b. Fire Marshal IGA
  - 7c. F&D Contract
  
- 8. Public Comment**
  
- 9. Adjournment**

**INTER-CANYON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
MINUTES OF MEETING  
8445 S. Highway 285, Morrison, CO 80465  
February 12, 2020**

**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  
Mike Reddy, Director

**2. Guests Present**

Chief Skip Shirlaw  
Battalion Chief Dan Hatlestad  
Bob Scott, Homestead resident  
Barb Davis  
Gayla Logan  
Nicole Leroux

**3. President's Report**

**3a. Approval of Absences.**

Ralph Dreher, Director

**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 January 8, 2020 Board Meeting. The motion passed unanimously.

**4. Treasurer's Report**

**4a. Review of December 2019 Financial Statements**

Karl Firor reviewed the Balance Sheet with a total revenue of \$1,800,000 versus \$1,300,00 last year for an increase of \$500k. Payables show the tactical tender balance of \$158k as the large portion of \$162k total. Income statement, \$21k was received in January compared to \$10k last year. \$71k was spent in January with receipts of \$20k, short \$49k. Karl noted outstanding Purchase Orders, Accounts Payable and Bank Reconciliations.

**MOTION:** There was a motion by Mike Swenson with a second by Karl Firor to approve the February 12, 2020 Treasurer's Report as presented. The Motion passed unanimously.

**5. Chief's Report**

Please see attached. Chief Shirlaw advised former ICFPD member Mark Forgy is now Indian Hills Fire Chief.

The Jeffco Wildland Task Force continues to meet monthly and is breaking down to smaller groups focusing on mitigation etc. Good mix of people.

We are amid the communications study. The initial portion is complete and we are now looking at two new tower sites. The Dancing Deer site is too expensive at approximately \$2M. Looking at coverage for portable radios to 99%. Looking at Station 4. Chief Hatlestad did a basic study at Station 4 with resources placed around the district. Coverage was pretty good. We are looking at a study to put a 30-foot tower at Station 4 to reach Double Header, Mt Lindo or Mt Morrison. We believe coverage will increase substantially. The plan is to keep Critchell and Double Header, remove Hilldale. Mike Swenson asked what reaction might we expect at Station 4? Chief Shirlaw indicated there currently is some equipment there, this would add an additional 20 feet and will be subtle. It would be less equipment than what is currently here at Station 3. The equipment is not expected to be too noticeable. BC Hatlestad noted Jeffco does require residential input. 1 resident from east may see down to the tower, the tower would not obstruct their view. Chief Shirlaw stated we looked at Lockheed and found it not viable. The communications study price will increase but is essential. The comms project will be expensive. The lowest estimate was \$500k. We are dealing with 20 years of neglect. Once we have a price for the ongoing study we will bring to the Board for review and planning for comms equipment moving forward. Karl inquired as to the time frame to complete the study. BC Hatlestad stated he expects the price by the end of this week, first of next week. The recent study was complete within 30 days, this will be simpler, should be early to mid-March at latest. Karl inquired there was going to be discussions with Verizon. BC Hatlestad indicated he met with Verizon at Station 4 with a request to look at cell phone coverage in the area, especially in the park, noting park injuries. BC Hatlestad met with a representative of Verizon, sent a follow up email and offered support, that was as far as it went. Cell coverage remains poor in Deer Creek area.

Chief Shirlaw advised there may be some chatter about a very large wildland incident training coming on April 25<sup>th</sup>. Several districts are participating in surrounding communities. The hope is to do this training 1 or 2 times per year.

Chiefs from Elk Creek, North Fork and Indian Hills are meeting regularly. Recently Chiefs brought budget information together and talked about staff costs and other expenses. Will meet again next week to see what numbers really look like. Chief Forgy provides representation from Indian Hills Fire. We continue to schedule EMS training with Elk Creek Fire. Chiefs are discussing the potential hire of a corridor training chief.

3 community meetings have been scheduled, March 7<sup>th</sup>, 21<sup>st</sup> and April 4 at Stations 3, 1, 4. We received feedback communication has not been as good as it was in the election year. Chief Shirlaw met with retirees to update on ICFPD planning and goals. Chief Shirlaw is planning to meet with retirees 2 or 3 times a year. At community meetings we will talk about wildland, mitigation and receive feedback from the community. As Mike Reddu mentioned early, there is a meeting with DOLA and Barb Davis on Friday to talk about the grant process. Clay Brown from DOLA is the Jeffco liaison who will be attending.

Jeffcom stats, calls are down a bit. Kerry asked if there are grant opportunities for communications. Chief Shirlaw replied yes and noted UASI. Representatives from UASI came up to look at the Hilldale site and saw we need help.

## **6. New Business**

**6a New Director Orientation.** Kelley drafted a document for directors to review and provide feedback to Kelley. Kelley noted there has not previously been a guideline for new directors, this will help them understand the district and what director responsibilities are.

**6b Director Job Description.** Mike Swenson will put together a document and share for review. Kelley noted this would be helpful to post with the current call for nominations so potential candidates have an idea of what experience and skills are helpful and what is expected of directors.

#### **6c Service Recognition**

Mike Swenson suggested a formal service recognition process for those who have served 5, 10, 15 plus years. Chief Shirlaw advised there is recognition from an operational standpoint. Each 5 year increment members are given a years of service pin at the monthly operations training. It was agreed public recognition from the Board is appropriate.

**MOTION:** There was a motion by Mike Swenson with a second by Karl Firor that the Board establish and create a more formal process to recognize service of 5, 10, 15 plus years. Service recognition will be noted in meeting minutes and the agenda. The motion passed unanimously.

### **7. Ongoing Business**

#### **7a Evergreen Equipment Maintenance Inter-Governmental Agreement (IGA).**

Mike Swenson noted we have seen this document previously. Are there any questions, issues or a motion? Karl indicated the document has been reviewed by legal counsel.

**MOTION:** There was a motion by Kerry Prielipp with a second by Mike Reddy to approve the Evergreen Fire Equipment Maintenance IGA as written. The motion passed unanimously.

#### **7b Elk Creek Fire Marshal Inter-Governmental Agreement (IGA)**

Mike Swenson stated the agreement is needed in order to obtain services to care for responsibilities of a Fire Marshal. Legal counsel has reviewed the document. Are there any issues? There were none.

**MOTION:** There was a motion by Kerry Prielipp with a second by Mike Reddy to approve the Elk Creek Fire Marshal IGA as written. The motion passed unanimously.

#### **7c F&D Contract**

Prior to this evening's meeting directors had time to meet with and review the building scope, cost and contract with F&D during the scheduled study session. Mike Reddy noted directors may want to have legal counsel look at and rewrite/update the F&D contract based on tonight's discussion. All agreed. Mike Swenson suggested a motion based on a rewrite/update addressing these 4 items. Arbitration is acceptable prior to legal action. The \$1000 restriction on reimbursements will be removed. A hard number for project management would not be beneficial as building scope is not yet known, cost could fluctuate. Insurance limits will be as recommended by legal counsel. With a motion noting the 4 items were looked at, identified and revised in the contract we could approve subject to the attorney's revision.

**MOTION:** There was a motion by Karl Firor with a second by Mike Reddy to proceed with contracting with F&D International subject to revision by legal counsel addressing the 4 items noted above. The motion passed unanimously.

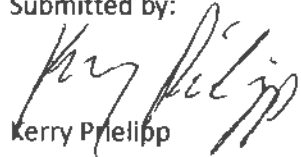
**8. Public Comment**

**9. Adjournment**

There being no further business before the Board, the meeting was adjourned at 19:21 hours.

Minutes by Kelley D. Wood, District Administrator

Submitted by:

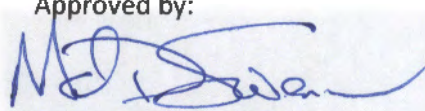


Kerry P. Philipp

Secretary

ICFPD Board of Directors

Approved by:



Michael Swenson

President

ICFPD Board of Directors

Attachments:

1. Meeting Agenda
2. Treasurer's Report
3. Chief's Report
4. Evergreen Equipment Maintenance IGA
5. Elk Creek Fire Marshal IGA

**Inter-Canyon Fire Protection District - New  
Balance Sheet Prev Year Comparison  
As of January 31, 2020**

	Jan 31, 20	Jan 31, 19	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
100-000 · Cash	1,861,286.78	1,348,760.14	512,526.64
Total Checking/Savings	1,861,286.78	1,348,760.14	512,526.64
Accounts Receivable			
120-000 · Accounts Receivable	1,276,679.94	1,276,679.94	0.00
Total Accounts Receivable	1,276,679.94	1,276,679.94	0.00
Other Current Assets			
140-143 · Prepaid Insurance	1,641.50	1,641.50	0.00
Total Other Current Assets	1,641.50	1,641.50	0.00
Total Current Assets	3,139,608.22	2,627,081.58	512,526.64
Fixed Assets			
170-000 · Capital Assets	2,813,291.18	2,813,291.18	0.00
Total Fixed Assets	2,813,291.18	2,813,291.18	0.00
Other Assets			
185-000 · Deferred Outflow	237,515.00	237,515.00	0.00
Total Other Assets	237,515.00	237,515.00	0.00
<b>TOTAL ASSETS</b>	<b>6,190,414.40</b>	<b>5,677,887.76</b>	<b>512,526.64</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
200-200 · Accounts Payable	162,633.76	84,423.79	78,209.97
Total Accounts Payable	162,633.76	84,423.79	78,209.97
Other Current Liabilities			
200-209 · Deferred Revenue	1,215,895.16	1,215,895.16	0.00
200-225 · Accrued Liabilities	82,742.79	82,742.79	0.00
Total Other Current Liabilities	1,298,637.95	1,298,637.95	0.00
Total Current Liabilities	1,461,271.71	1,383,061.74	78,209.97
Long Term Liabilities			
210-399 · Net Pension Obligation	504,869.00	504,869.00	0.00
280-000 · Deferred Inflows	92,033.00	92,033.00	0.00
Total Long Term Liabilities	596,902.00	596,902.00	0.00
Total Liabilities	2,058,173.71	1,979,963.74	78,209.97
Equity			
290-291 · Equity	3,155,777.20	3,155,777.20	0.00
290-300 · Net Assets - Prior Year	1,254,748.75	1,254,748.75	0.00
290-999 · Designated-Current	-549,965.02	-549,965.02	0.00
320-000 · Unrestricted Net Assets	321,440.99	57,181.14	264,259.85
Net Income	-49,761.23	-219,818.05	170,056.82
Total Equity	4,132,240.69	3,697,924.02	434,316.67
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,190,414.40</b>	<b>5,677,887.76</b>	<b>512,526.64</b>

## Inter-Canyon Fire Protection District - New

## Profit &amp; Loss Budget vs. Actual

January 2020

02/11/20

Accrual Basis

	Jan 20	Budget	\$ Over Budget
<b>Income</b>			
300-000 · Revenues	19,809.36	10,500.00	9,309.36
300-660 · Donated Funds	1,750.00	0.00	1,750.00
<b>Total Income</b>	<u>21,559.36</u>	<u>10,500.00</u>	<u>11,059.36</u>
<b>Gross Profit</b>	21,559.36	10,500.00	11,059.36
<b>Expense</b>			
400-000 · Administrative	1,579.37	2,410.00	-830.63
425-101 · Payroll & Benefits	41,985.44	34,340.83	7,644.61
500-000 · FireFighting	3,248.58	21,987.00	-18,738.42
550-550 · EMS Services	1,682.27	3,130.00	-1,447.73
600-000 · FF Apparatus/Equip Maintenance	6,454.82	6,457.00	-2.18
660-000 · Firefighter General Expenses	618.01	660.00	-41.99
670-000 · Station 1	2,482.77	2,539.50	-56.73
680-000 · Station 2	555.04	1,788.50	-1,233.46
690-000 · Station 3	2,160.97	2,484.60	-323.63
691-000 · Station 4	1,148.01	1,253.61	-105.60
692-000 · Station 5	409.66	415.00	-5.34
700-000 · Communications	7,581.81	6,940.32	641.49
900-000 · Capital Expenditures	1,413.64	12,500.00	-11,086.36
<b>Total Expense</b>	<u>71,320.59</u>	<u>96,906.36</u>	<u>-25,585.77</u>
<b>Net Income</b>	<u><u>-49,761.23</u></u>	<u><u>-86,406.36</u></u>	<u><u>36,645.13</u></u>



## Inter-Canyon Fire Protection District - New

## Profit &amp; Loss

January 2020

02/11/20

Accrual Basis

	<u>Jan 20</u>	<u>Jan 20</u>
<b>Income</b>		
300-000 · Revenues	19,809.36	19,809.36
300-660 · Donated Funds	1,750.00	1,750.00
<b>Total Income</b>	<u>21,559.36</u>	<u>21,559.36</u>
<b>Gross Profit</b>	21,559.36	21,559.36
<b>Expense</b>		
400-000 · Administrative	1,579.37	1,579.37
425-101 · Payroll & Benefits	41,985.44	41,985.44
500-000 · FireFighting	3,248.58	3,248.58
550-550 · EMS Services	1,682.27	1,682.27
600-000 · FF Apparatus/Equip Maintenance	6,454.82	6,454.82
660-000 · Firefighter General Expenses	618.01	618.01
66900 · Reconciliation Discrepancies	0.20	0.20
670-000 · Station 1	2,482.77	2,482.77
680-000 · Station 2	555.04	555.04
690-000 · Station 3	2,160.97	2,160.97
691-000 · Station 4	1,148.01	1,148.01
692-000 · Station 5	409.66	409.66
700-000 · Communications	7,581.81	7,581.81
900-000 · Capital Expenditures	1,413.64	1,413.64
<b>Total Expense</b>	<u>71,320.59</u>	<u>71,320.59</u>
<b>Net Income</b>	<u><b>-49,761.23</b></u>	<u><b>-49,761.23</b></u>

**Inter-Canyon Fire Protection District - New**  
**A/P Aging Summary**  
 As of January 31, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Bayaud Enterprises	50.00	0.00	0.00	0.00	0.00	50.00
Deep Rock Water	69.26	0.00	0.00	0.00	0.00	69.26
EBS of Colorado (A COMVRS CO)	14.35	0.00	0.00	0.00	0.00	14.35
Homestead Water	80.19	0.00	0.00	0.00	0.00	80.19
IREA	262.58	0.00	0.00	0.00	0.00	262.58
Ken Caryl Ranch Water	26.87	0.00	0.00	0.00	0.00	26.87
Kubat Equipment and Service Co	671.85	0.00	0.00	0.00	0.00	671.85
LN Curtis and Sons	110.00	0.00	0.00	0.00	0.00	110.00
Mike Onken	0.00	560.00	0.00	0.00	0.00	560.00
O'Reilly Auto Parts	667.20	0.00	0.00	0.00	0.00	667.20
Republic Services #535	180.91	0.00	0.00	0.00	0.00	180.91
Rhinehart Oil Company Inc.	752.21	0.00	0.00	0.00	0.00	752.21
Staples Credit Plan	53.89	0.00	0.00	0.00	0.00	53.89
Subcarrier Communications Inc.	0.00	-360.50	0.00	0.00	0.00	-360.50
Super Vacuum Manufacturing CO Inc	0.00	0.00	-3,000.00	0.00	161,752.00	158,752.00
Verizon Wireless	391.65	0.00	0.00	0.00	0.00	391.65
Xcel Energy	351.30	0.00	0.00	0.00	0.00	351.30
<b>TOTAL</b>	<b><u>3,682.26</u></b>	<b><u>199.50</u></b>	<b><u>-3,000.00</u></b>	<b><u>0.00</u></b>	<b><u>161,752.00</u></b>	<b><u>162,633.76</u></b>

12:48 PM  
02/11/20

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
<b>Parts</b>										
<b>Comms Equipment</b>										
01/02/2020	20-001	AV Tech Electronics	AV Tech Electronics	Installation o...	01/02/2020	1	0	1	3,974.99	3,974.99
Total Comms Equipment						1	0	1	3,974.99	3,974.99
<b>FF Training Books/Supplies</b>										
12/09/2019	19-059	Julia Kalish	Julia Kalish	Hazmat Instr...	12/09/2019	1	0	1	3,000.00	3,000.00
12/16/2019	19-063	John Chapman	John Chapman	CWPIP Con...	12/16/2019	33	0	33	990.00	990.00
Total FF Training Books/Supplies						34	0	34	3,990.00	3,990.00
Total Parts						35	0	35	7,964.99	7,964.99
<b>TOTAL</b>						<b>35</b>	<b>0</b>	<b>35</b>	<b>7,964.99</b>	<b>7,964.99</b>



INTER-CANYON FIRE PROTECTION DISTRICT

ICFPD BANK STATEMENTS  
ARE AVAILABLE BY REQUEST

PLEASE CONTACT

DISTRICT ADMINISTRATOR KELLEY WOOD

303-697-4413

kwood@icfpd.net

11:01 AM

02/11/20

**Inter-Canyon Fire Protection District - New  
Reconciliation Summary  
100-106 · First Bank Checking, Period Ending 01/31/2020**

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	<u>Jan 31, 20</u>
<b>Beginning Balance</b>	143,934.59
<b>Cleared Transactions</b>	
Checks and Payments - 75 items	-90,134.25
Deposits and Credits - 8 items	195,604.96
<b>Total Cleared Transactions</b>	<u>105,470.71</u>
<b>Cleared Balance</b>	<u><u>249,405.30</u></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 27 items	-22,060.81
Deposits and Credits - 1 item	372.25
<b>Total Uncleared Transactions</b>	<u>-21,688.56</u>
<b>Register Balance as of 01/31/2020</b>	<u><u>227,716.74</u></u>
<b>New Transactions</b>	
Checks and Payments - 2 items	-4,221.33
Deposits and Credits - 1 item	2,686.79
<b>Total New Transactions</b>	<u>-1,534.54</u>
<b>Ending Balance</b>	<u><u>226,182.20</u></u>

3:40 PM

02/06/20

**Inter-Canyon Fire Protection District - New  
Reconciliation Summary  
100-107 · First Bank Savings, Period Ending 01/31/2020**

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	<u>Jan 31, 20</u>
Beginning Balance	31,253.44
Cleared Transactions	
Deposits and Credits - 1 item	<u>1.37</u>
Total Cleared Transactions	<u>1.37</u>
Cleared Balance	<u><b>31,254.81</b></u>
Register Balance as of 01/31/2020	31,254.81
Ending Balance	31,254.81

10:55 AM

02/11/20

**Inter-Canyon Fire Protection District - New  
Reconciliation Summary  
100-105 · ColoTrust Account, Period Ending 01/31/2020**

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	<u>Jan 31, 20</u>
<b>Beginning Balance</b>	1,700,187.62
<b>Cleared Transactions</b>	
Checks and Payments - 1 item	-175,000.00
Deposits and Credits - 2 items	77,127.61
	<u>-97,872.39</u>
<b>Total Cleared Transactions</b>	
<b>Cleared Balance</b>	<u><u>1,602,315.23</u></u>
<b>Register Balance as of 01/31/2020</b>	1,602,315.23
<b>Ending Balance</b>	1,602,315.23



Account Number: [REDACTED]

**Billing Questions:**

303-237-5000  
1-800-964-3444

**Website:**

efirstbank.com

**Send Billing Inquiries To:**

FirstBank, P.O. Box 150427, Lakewood, CO 80215

**FIRSTBANK CREDIT CARD CENTER Credit Card Account Statement**  
December 25, 2019 to January 24, 2020

**SUMMARY OF ACCOUNT ACTIVITY**

Previous Balance	\$3,708.54
- Payments	\$3,708.54
- Other Credits	\$246.27
+ Purchases	\$1,527.68
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$1,281.41

**PAYMENT INFORMATION**

New Balance:	\$1,281.41
Minimum Payment Due:	\$38.00
Payment Due Date:	February 18, 2020

Account Number	[REDACTED]
Credit Limit	\$10,000.00
Available Credit	\$8,718.00
Statement Closing Date	January 24, 2020
Days in Billing Cycle	31

**TRANSACTIONS**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
12/24	12/25	7449215B6RS1085LW	PAYPAL *EBAY IOTABLE 40293577 CREDIT MCC: 5999 MERCHANT ZIP: 95131	\$246.27-
01/15	01/15	7473120QZ00XSRMLX	PAYMENT - THANK YOU	\$3,708.54-
12/27	12/29	2432300B905JSK7JN	STOP 4 GAS MORRISON CO MCC: 5542 MERCHANT ZIP: 80465	\$54.78
12/30	12/31	2444500BQ8PP6VRER	KING SOOPERS #0127 LAKEWOOD CO MCC: 5411 MERCHANT ZIP: 80226	\$19.30
12/30	12/31	2444500BQ8PP6VRQ7	KING SOOPERS #0127 LAKEWOOD CO	\$40.22

Transactions continued on next page

NOTICE: SEE REVERSE SIDE OF PAGE 1 FOR IMPORTANT ACCOUNT AND ANNUAL FEE INFORMATION

5547 0001 BHH 001 7 16 200124 0

PAGE 1 of 2

15 3390 2000 VBUS 01AD5547

4795

FIRSTBANK CREDIT CARD CENTER  
PO BOX 150427  
LAKEWOOD CO 80215-0427



Account Number: [REDACTED]

New Balance: \$1,281.41

Minimum Payment Due: \$38.00

Payment Due Date: February 18, 2020

Please use enclosed envelope to remit payment.

Amount Enclosed: \$ [REDACTED]

Indicate name or address change on reverse side and check here.

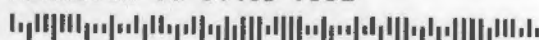
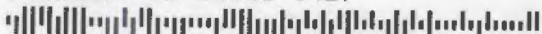
Please return this portion of the statement with payment.

Make Check Payable to:

FIRSTBANK  
PO BOX 150427  
LAKEWOOD CO 80215-0427

[REDACTED]  
INTER-CANYON FIRE PRO  
7939 S TURKEY CREEK RD  
MORRISON CO 80465-9552

4795



⑆03390 2000⑆ ⑆800 2076 18⑆



**TRANSACTIONS (continued)**

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
12/31	01/01	2469216BD2XGGH9FW	MCC: 5411 MERCHANT ZIP: 80226 ALTITUDE TICKETS 720-727-6628 CO	\$300.00
01/01	01/02	2432300QH05JSKFN7	MCC: 7922 MERCHANT ZIP: 80204 STOP 4 GAS MORRISON CO	\$82.86
01/07	01/09	2424760QREJ89SL86	MCC: 5542 MERCHANT ZIP: 80465 EGNYTE INC 650-968-4018 CA	\$90.00
01/09	01/10	2432300QS05JSKY6P	MCC: 5734 MERCHANT ZIP: 94043 STOP 4 GAS MORRISON CO	\$80.77
01/09	01/10	2469216QT2X9T8BT4	MCC: 5542 MERCHANT ZIP: 80465 AMZN Mktp US*BZ1X928V3 Amzn.com/bill WA	\$78.32
01/11	01/12	2442806QW01A876X6	MCC: 5942 MERCHANT ZIP: 98109 TILTED KILT - COLORADO S COLORADO SPRI CO	\$45.76
01/11	01/12	2444500QV8PNGNMD2	MCC: 5812 MERCHANT ZIP: 80919 RED ROBIN NO 96 CASTLE ROCK CO	\$45.95
01/13	01/14	2449215QXRTTY1BTT	MCC: 5812 MERCHANT ZIP: PAYPAL *HOTDIGITAL EBAY H402-935-7733 CA	\$551.11
01/13	01/14	2469216QX2XY88HDM	MCC: 5311 MERCHANT ZIP: 95131 AMZN Mktp US*RU78L69J3 Amzn.com/bill WA	\$23.77
01/15	01/16	2432300D005JSL7G4	MCC: 5942 MERCHANT ZIP: 98109 STOP 4 GAS MORRISON CO	\$82.31
01/15	01/16	2449215QZJHYSWXR0	MCC: 5542 MERCHANT ZIP: 80465 SP * DECKED STORAGE HTTPSDECKEDTE ID	\$32.53
			MCC: 5533 MERCHANT ZIP: 83340	

**REWARDS SUMMARY**

PREVIOUS FIRSTCASH BALANCE	=	\$124.17
DOLLARS EARNED THIS STATEMENT	+	\$12.81
DOLLARS ISSUED THIS STATEMENT	-	\$0.00
DOLLARS FORFEITED THIS STATEMENT	-	\$0.00
ENDING FIRSTCASH BALANCE	=	\$136.98

TOTAL \*FINANCE CHARGE\* PAID IN 2019 \$0.00

**INTEREST CHARGE CALCULATION**

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	16.65% (v)	\$0.00	31	\$0.00
Cash Advances	19.65% (v)	\$0.00	31	\$0.00

(v) - variable

\*\*Interest Charge adjustments are not in this amount, but will appear in the body of the statement\*\*

NOTICE: SEE REVERSE SIDE OF PAGE 1 FOR IMPORTANT ACCOUNT AND ANNUAL FEE INFORMATION

Date:	Amount:	Description:	Total:
12/27/2019	\$54.78	Fuel for command vehicle	\$1,281.41
12/30/2019	\$19.30	King Soopers coffee thank you to dispatch	
12/30/2019	\$40.22	King Soopers breakfast thank you to dispatch	
12/31/2019	\$300.00	Team building, dodge ball for fire/police	
1/1/2020	\$82.86	Fuel for command vehicle	
1/7/2020	\$90.00	egnyte	
1/9/2020	\$80.77	Fuel for command vehicle	
1/9/2020	\$78.32	Amazon, extrication tool for command vehicle	
1/11/2020	\$45.76	Dinner at Wildland Acadamy	
1/11/2020	\$45.95	Dinner at Wildland Acadamy	
1/13/2020	\$551.11	Amazon, EMS backboard, scoops	
1/13/2020	\$23.77	Amazon, EMS eye protection	
1/15/2020	\$82.31	Fuel for command vehicle	
1/15/2020	\$32.53	Storage for comand vehicle	
12/24/2020	(\$246.27)	Refund from EMS equipment not delivered/in stock	



Chief Skip Shirlaw  
Chief's Report to the Inter-Canyon Fire Protection Board Meeting  
February 12, 2020

Current Membership            Firefighters 28 (23 EMS are Included)  
   Rookies 6  
  
   Total Membership 34

**Call Comparisons:**  
**Year to date: 32**

**Last Year to date: 49**

<b>For the Month of January 2020</b>	<b>For the Month of January 2019</b>
Fire 2	Fire 2
Rescue & Emergency Medical 21	Rescue & Emergency Medical 25
Good Intent Calls 6	Good Intent Calls 7
False Alarm 2	False Alarm 1
Mutual Aid: 1 received 2 given	Mutual Aid: 16 received 7 given
<b>TOTAL for the Month: 31</b>	<b>TOTAL for the Month: 35</b>
Total Members Responding 209	Total Members Responding 181
Total Incident Hours 106.58	Total Staff Hours 121
Average Turnout Per Call 6.7	Average Turnout Per Call 7

**Training**

**This Month** Operations: Safety

Drill Meeting: SCBA and Mask Course

**VEHICLE MAINTENANCE  
INTERGOVERNMENTAL AGREEMENT**

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement) providing for vehicle maintenance is made and entered into this \_\_\_\_\_, by and between the EVERGREEN FIRE PROTECTION DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado, organized pursuant to Article 1, Title 32, C.R.S. ("District"), and INTER-CANYON FIRE PROTECTION DISTRICT ("Owner") a quasi-municipal corporation and political subdivision of the State of Colorado, each of which is referred to herein individually as "Party" and collectively as "Parties".

**RECITALS**

A. Article XIV, Section 18(2)(a) of the Constitution of the State of Colorado and Part 2, Article 1, Title 29, C.R.S., encourage and authorize intergovernmental agreements; and

B. Section 29-1-203, C.R.S., authorizes governments to cooperate and contract with one another to provide any function, service, or facility lawfully authorized to each; and

C. The Parties are each lawfully authorized to establish, operate and provide a service, maintenance and repair center for their motor vehicles ("Vehicle Maintenance Services"); and

D. The Parties desire to enter an agreement by which District will provide Vehicle Maintenance Services to Owner.

**AGREEMENT**

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties hereby agree as follows:

I. Vehicle Maintenance Services. As of \_\_\_\_\_, the District shall provide Owner with the following Vehicle Maintenance Services:

A. Repair Estimates. Prior to commencing any repairs in-house or referring such repairs to an outside third party, the manager of the Service Facility ("Manager") shall prepare and provide to Owner a written estimate of the total cost of repairs, including a description of the nature of the repairs; such written estimate may be communicated orally to the Owner and such oral communication shall be noted on the invoice.

B. In-Shop Repairs. District shall perform in-shop repairs of motor, drive train, pump, body, tire repair and replacement, etc., which in the opinion of the Manager may be completed cost effectively at the Service Facility, subject to consultation with and prior consent of the Owner.

C. Preventative Maintenance. District shall perform routine preventative maintenance on Owner's vehicles according to an agreed upon schedule by and between the Parties.

D. Parts Ordering. Upon receipt of consent from the Owner to complete necessary repairs or maintenance, the Manager shall order any necessary parts to complete such repairs or maintenance from a reputable dealer or manufacturer. The selection of such dealer or manufacturer shall be at the sole discretion of the Manager.

E. Referrals for Complex Repairs. In the event the necessary maintenance or repair is beyond the scope and abilities of the personnel of the Service Facility, upon the consent of the Owner, the Manager shall locate a suitable service provider and provide Owner with a written referral to such other service provider.

F. Inspection of Third-Party Repairs. At the request of the Owner, District agrees to inspect the work of any third party service provider to whom the Manager may have referred the work. The consulting fee rate set forth in Exhibit A shall be assessed to cover such inspections.

G. Hours of Service. All Vehicle Maintenance Services shall be provided during the regularly scheduled work hours of the Service Facility Manager, unless otherwise agreed by the Parties and for additional compensation.

H. Off-Site Response. District shall locate and dispatch towing services to any stranded Owner vehicle, upon request. To the extent that the District has personnel and equipment available, as determined by the Manager, upon Operator's request, the District will respond to the location of a stranded Operator vehicle and provide maintenance or repair service. If the District is unavailable or is unable to provide remote service for stranded Operator vehicles, upon Operator's request, the District shall locate and dispatch towing services to deliver the stranded vehicle to the Service Facility.

II. District Services. District maintains an inventory of tools, equipment and parts to perform regular services contemplated under this Agreement. District shall provide such other services or functions reasonably related to motor vehicle service, maintenance and repair as they may be reasonably requested by Owner. To the extent

tools, equipment or parts not maintained by the District are needed to provide services to Owner, the District will acquire the same at Owner's cost, or the Owner shall make such tools, equipment or parts available for the District's use. Owner acknowledges that District provides Vehicle Maintenance Services to other entities and such services are provided to such other entities on similar terms and conditions. No entity receiving Vehicle Maintenance Services shall be given priority over any other entity paying for such services.

III. Vehicle Maintenance Services Cost. Charges to Owner for Vehicle Maintenance Services shall consist of three components and no others: (1) an hourly shop labor rate, which shall be determined annually by District; (2) a charge for parts and supplies; and (3) costs of outsourcing.

A. Hourly Rate. An hourly rate shall be charged to Owner for each vehicle serviced to pay for costs associated with providing the Vehicle Maintenance Services. During the first calendar year of operation, the hourly rates shall be as set forth in Exhibit A. In subsequent years, the District reserves the right to amend the rates set forth in Exhibit A. Notwithstanding any other provision to the contrary contained herein, the hourly rate charged to Owner shall be equal to the rate charged by District to any other entity for which District provides Vehicle Maintenance Services.

B. Costs of Parts. The costs of parts and supplies provided by District for Owner vehicles shall be paid by Owner. The costs of parts to Owner shall be at the rate set forth in Exhibit A. If Owner provides necessary parts there will be no parts charge by the District.

C. Outsourcing. The costs associated with any outsourced work shall be billed directly to the Owner, plus a consulting fee, as set forth in Exhibit A, shall be assessed by District to cover time expended to assess the need for outsourcing and locating a third-party capable of skillfully completing the necessary repairs. Such consulting fee shall be included in the monthly invoices as a separate line item.

D. Payments. The Manager shall prepare and provide monthly invoices to Owner for the Vehicle Maintenance Services completed by District and use best efforts to invoice services within thirty (30) days of completion. Payments shall be due within one month of the receipt of the invoice. Any payment required under this Agreement that is not paid when due shall accrue interest in the amount of ten percent (10%) per month until paid. Owner shall be responsible for paying for all services rendered including paying for warranty work that the warranty provider refuses to cover.

IV. Owner's Responsibilities. To facilitate the District providing the Vehicle Maintenance Services. Owner shall:

A. Designate in writing Owner's representative, through whom all communications between the District and the Owner shall be directed, and who will have Owner's authorization to request and consent to Vehicle Maintenance Services. Chief Skip Shirlaw is designated as Owner's initial representative.

B. Arrange for necessary personnel and deliver vehicles to the District for Vehicle Maintenance Services, as scheduled with the Service Facility Manager

V. Defective Service. In the event that any Vehicle Maintenance Services provided by District are defective, District shall promptly provide proper Vehicle Maintenance Services, and the provision of proper Vehicle Maintenance Services shall be the exclusive remedy available to Owner for said defective Vehicle Maintenance Services. District shall not be liable for consequential or third party damages resulting from its provision of defective Vehicle Maintenance Services or for any defective service provided by a third party. The Parties agree that the provisions of the Motor Vehicle Repair Act of 1977, Sections 42-9-10 I. et seq., C.R.S., do not apply to Vehicle Maintenance Services provided under this Agreement.

VI. Term and Termination.

A. Term. This Agreement shall become effective when it has been duly executed by both Parties. The term of this Agreement shall be unlimited, and shall extend until terminated as provided herein.

B. Termination. Either Party may terminate this Agreement by providing written notice to the other Party. The terminating party shall provide the other party at least thirty (30) days' notice of termination. Upon termination, Owner shall pay all invoices for Vehicle Maintenance Services provided by District, and the Parties shall have no other obligations pursuant to this Agreement.

VII. Notices. Any formal notice, demand or request provided for in this Agreement shall be in writing and shall be deemed properly served, given or made if delivered in person, by facsimile, or sent by registered or certified mail, postage prepaid to the Parties at the addresses as set forth on each signature page attached hereto, unless notice of such other address is provided as set forth in this paragraph.

VIII. No Third Party Beneficiaries. Nothing in this Agreement shall be deemed to create any third party benefits or beneficiaries, or create a right or cause of action for the enforcement of its terms, in any entity or person not a Party to this Agreement.

IX. Indemnification of District. Owner shall be solely responsible for the actions of its agents and employees while on District property, and, to the extent permitted by law, shall hold District harmless from and indemnify District from any

liability for theft or damage to Owner's vehicles, equipment or apparatus, except as caused by District's agents, employees and invitees, and for all injury to persons or property caused by Owner's agents and employees.

X. Indemnification of Owner. District shall be solely responsible for the actions of its agents, employees and invitees while performing services under this Agreement, and, to the extent permitted by law, shall hold Owner harmless from and indemnify Owner from any liability for theft or damage to District's vehicles, equipment, apparatus, or the Service Facility, except as caused by Owner's agents and employees, and for all injury to persons or property caused by District's agents, employees and invitees.

XI. Non-appropriation. Notwithstanding anything in this Agreement to the contrary, this Agreement is specifically subject to annual appropriation of sufficient funds to pay for the services to be provided and the obligations incurred as provided by this Agreement.

XII. Severability. In the event that any of the terms, covenants or conditions of this Agreement or their application shall be held invalid as to any Party or circumstance by any court having competent jurisdiction, the remainder of this Agreement and the application of its terms, covenants or conditions to such Party or circumstances shall not be affected thereby.

XIII. Entire Agreement. This Agreement represents the entire agreement of the Parties and it shall be amended only by written document approved by formal action of and signed by the governing bodies of the Parties; provided, however, that such amendment will not affect outstanding financial obligations of the Parties unless provision for full satisfaction of such obligations, by escrow or otherwise, has been made.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of the 12th day of FEBRUARY, 2020

INTER-CANYON FIRE  
PROTECTION DISTRICT (Owner)

By: 

Name: Michael Swenson

Title: President ICFPD

Address: Inter-Canyon Fire Protection District  
7939 S. Turkey Creek Rd., Morrison, CO 80465



EVERGREEN FIRE PROTECTION  
DISTRICT

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

Title: \_\_\_\_\_

## EXHIBIT A

### RATES FOR VEHICLE MAINTENANCE SERVICES

Shop Charges (regularly scheduled hours)	\$90.00/hour
Shop Charges (after hours or overtime)	\$135.00/hour
Road Service Charges:	
During Regularly Scheduled Hours	\$90.00/hour
Outside Regularly Scheduled Hours	\$135.00/hour
Holidays	\$175.00/hour
Consultation Charges	\$90.00/hour
Parts Charges	Cost Plus 20%

#### Additional Terms and Conditions:

1. No charge shall be assessed for returns due to warranty parts failure or additional service performed for the same or related problem within a reasonable time.
2. After hours work must be requested by and consented to by Owner.
3. The cost of miscellaneous shop parts including screws, bolts, cotter pins, wire ties, rivets, etc. shall be covered by the ten percent assessed for parts and not billed separately.



## Evergreen Fire/Rescue

1802 Bergen Pkwy  
Evergreen, CO 80439

Phone: 303 679-4731 Fax: 303 670-1879

### **EFR Maintenance Fee Schedule 2020**

General Maintenance (Monday-Friday 7am-2:30pm)	\$90 hour
Emergency Maintenance (After Hours Monday-Friday, Saturday and/or Sunday)	\$135 hour
Apparatus Pick Up & Delivery	\$55 hour + travel

### **Field Service Diagnosis & Repair**

During Work Hours	\$90 hour+ travel
After Work Hours	\$135 hour
Holiday Hours (2 hour minimum)	\$175 hour
Travel (after the first 10 miles)	\$2.20 mile
Facility Use for Pump Testing	\$50 per vehicle or \$280/day
Annual, non UL Pump Testing (if EFR performs)	\$325 per vehicle
Parts	EFR cost + 20% up to \$100
Invoice Processing Charge	5% of labor per invoice up to \$15

**INTERGOVERNMENTAL AGREEMENT**  
**BETWEEN ELKCREEK FIRE PROTECTION DISTRICT**  
**AND INTER CANYON FIRE PROTECTION DISTRICT**  
**FOR FIRE PREVENTION SERVICES**

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is entered into by and between Elk Creek Fire Protection District ("Elk Creek") and Inter Canyon Fire Protection District ("Inter Canyon"), both quasi-municipal corporations organized pursuant to Title 32, C.R.S. to provide fire protection and prevention services.

**RECITALS**

- 1 Elk Creek is organized pursuant to Title 32, C.R.S., and operates as a fire protection district as defined by Section 32-1-1001, C.R.S. within Jefferson and Park Counties, Colorado; and
- 2 Inter Canyon is organized pursuant to Title 32, C.R.S., and operates as a fire protection district as defined by Section 32-1-1001, C.R.S., within Jefferson and Clear Creek Counties Colorado; and
- 3 Inter Canyon has determined that it requires outsourcing of certain fire prevention services as defined herein and
- 4 Elk Creek has the ability and capacity to provide those services; and
- 5 Both agencies find that the public benefits from increased efficiency and cooperation and view this Agreement as a method to provide effective fire prevention services within their contiguous borders in an efficient manner.

**AGREEMENT**

- 1 Fire Prevention Services. Commencing January 1, 2020, Elk Creek agrees to provide fire prevention services utilizing Elk Creek's Fire Marshal, as directed by Inter Canyon and within the boundaries of Inter Canyon to include:
  - a Development plan review and approval;
  - b Testing and approval of fire protection and alarm systems in new construction;
  - c Code interpretation and enforcement in new construction;
  - d Occupancy inspections
- 2 Compensation. Inter Canyon agrees to pay Elk Creek the following:

Forty-Four Dollars and Fifty Cents (\$44.50) per hour for the services of the Fire Marshal
- 3 Term. Subject to the budget and annual appropriation of funds therefore, this Agreement shall commence on January 1, 2020 and shall remain in effect until terminated by either party as provided in paragraph 7 below.


4. Indemnity for Acts or Omissions under the Direction of the other Agency.
  - a. To the extent permitted by law, Elk Creek agrees to indemnify, hold harmless and defend Inter Canyon, its officers, agents and employees, from and against any and all claims, losses and liability for injuries, including injury to employees of Inter Canyon, or property damage arising from and proximately caused by any negligent error, act or omission of Elk Creek, its officers, agents or employees in performing the actions required of Inter Canyon by the Agreement.
  - b. To the extent permitted by law, Inter Canyon agrees to indemnify, hold harmless and defend Elk Creek, its officers, agents and employees, from and against any and all claims losses and liability for injuries, including injury to employees in performing the actions required of Elk Creek by this Agreement.
5. Property-Records-Ownership of Work Product. No real or personal property will be jointly acquired as a result of this Agreement. The services provided shall be provided utilizing resources available to Elk Creek Fire Marshal. Any records of services provided pursuant to this Agreement shall be and become the property of Inter Canyon and shall be retained by Inter Canyon in accordance with public records and any other applicable law.
6. Administration. No separate legal or administrative entity is created by this Agreement. The Fire Chief of Inter Canyon and the Fire Chief of Elk Creek shall jointly administer this Agreement.
7. Termination. Either party may terminate this Agreement as follows:
  - a. For Cause. Either party may terminate this agreement at any time for a material breach of the Agreement by the other party by providing thirty days written notice to the other party of the intent to terminate for cause. If during such thirty days the breaching party cures its breach, the Agreement shall not terminate.
  - b. For Convenience. Either party may terminate this Agreement without cause by providing thirty days' notice of intent to terminate.
  - c. Survival of Indemnity. The indemnity provisions of paragraph 4 shall survive termination by either party under the provisions of this paragraph 7 as to any injury or damage arising out of any error, act or omission occurring prior to the effective date of termination.
  - d. For non-appropriation. Inter Canyon may terminate this agreement at any time if the Board of Directors fails to appropriate adequate funds to continue to meet the obligations of the Agreement, with the only obligation for such termination being that any services rendered prior to such termination shall be paid to Elk Creek within thirty days of termination. The parties understand and agree that the Agreement is a pay for service type of Agreement and is not intended to create a multiple fiscal year obligation for either party.
8. Notices. Any notices to be given under this Agreement shall be delivered in person or mailed to the parties at the following addresses:

Elk Creek Fire Protection District  
PO Box 607  
Conifer, CO 80433

Inter Canyon Fire Protection District  
7939 Couth Turkey Creek Road  
Morrison, CO 80465

9. Litigation. In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the parties agree that such actions shall be initiated in the Jefferson County Courts. The prevailing party shall be entitled to recover costs, including reasonable attorney fees, in addition to any other award.
10. Severability. In the event that any section, clause or paragraph of this Agreement is held to be invalid by any court of competent jurisdiction, the remainder of the Agreement shall not be affected and shall remain in full force and effect.
11. No Waiver. Any party's failure to insist upon strict performance of another party's covenants, agreements and rights shall not be deemed a waiver or relinquishment by such party and such covenants, agreements and rights shall continue in full force and effect.
12. No Third-Party Rights. This Agreement shall not create any rights in any party that has not signed it.
13. Entire Agreement. This Agreement constitutes the entire agreement and understanding between parties regarding the subject matter hereof, and may be modified only by a written instrument signed by both parties. There are no verbal or other agreements that modify, or effect is agreement.
14. No Agency Relationship/Independent Contractor. The parties agree that no agency or employment relationship is created by entering into this Agreement. Each Party is responsible for workers' compensation and any other insurance or benefit available to its own employees and members.

Elk Creek Fire Protection District



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Inter Canyon Fire Protection District



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INTER-CANYON FIRE PROTECTION DISTRICT

# **Director Introduction and Orientation**

## **Congratulations and Welcome to ICFPD!**



# INTER-CANYON FIRE PROTECTION DISTRICT



## Table of Contents

1. Org Chart
2. Map of District
3. Mission Statement
4. About the District
5. Introductions
6. What to Expect
7. Resources
8. Attend SDA Conference
9. Tour of District
10. Values



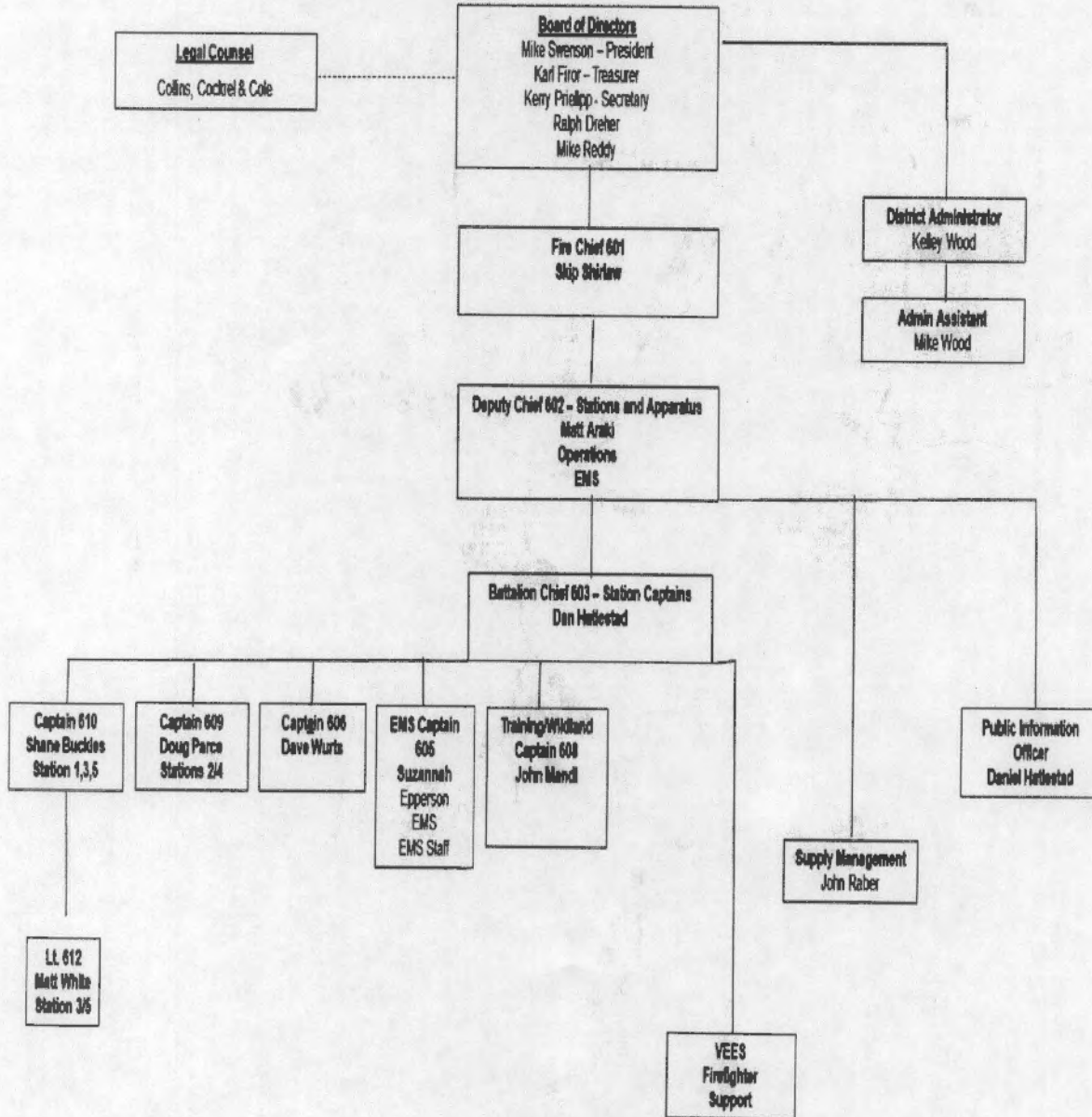


# INTER-CANYON FIRE PROTECTION DISTRICT



## Inter-Canyon Fire Protection District Organization 2019

January 2020

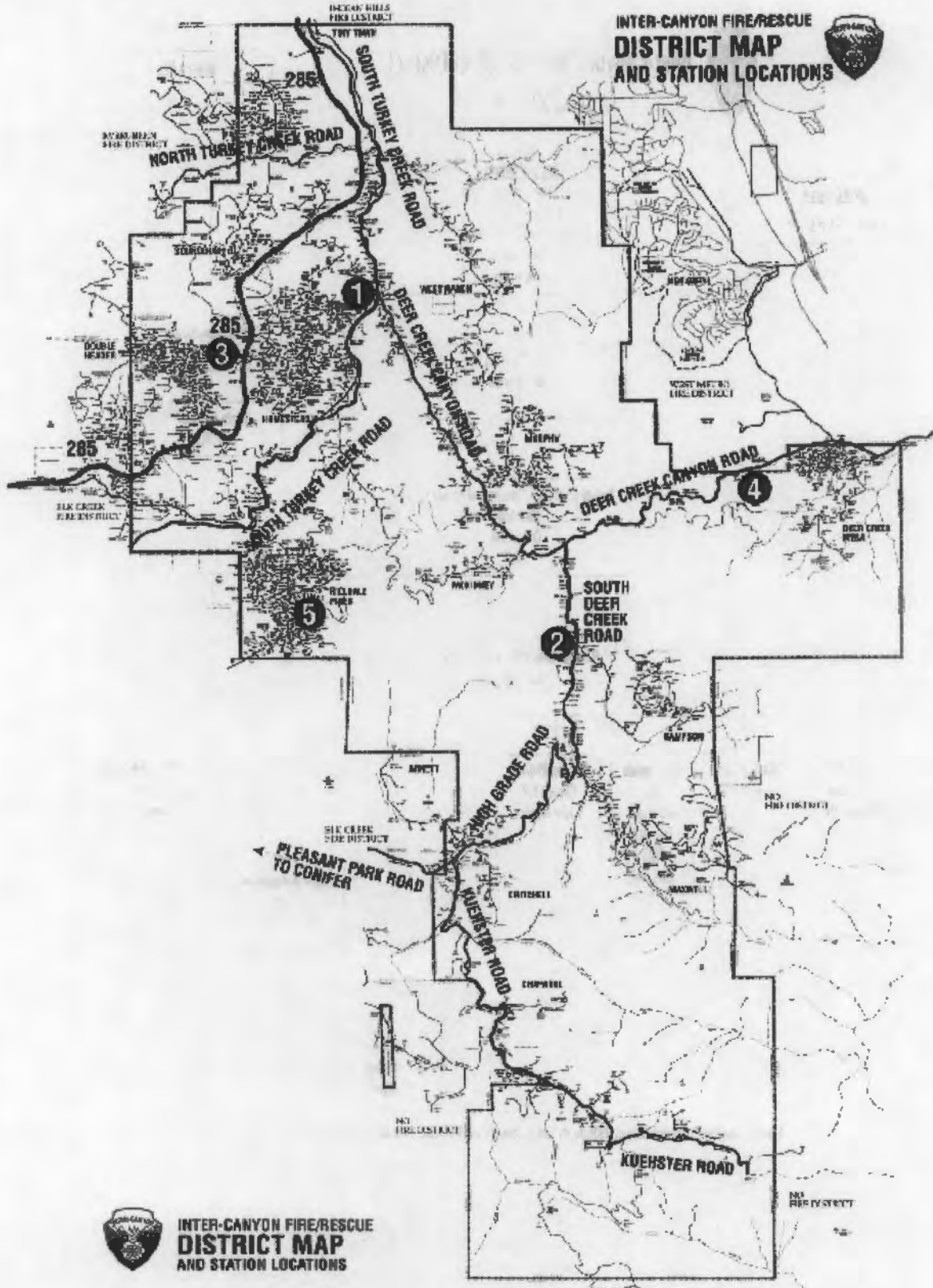


Inter-Canyon Fire Protection District, 7939 South Turkey Creek Road, Morrison, Colorado, 80465 303-697-4413



MORRISON, CO

# INTER-CANYON FIRE PROTECTION DISTRICT



**INTER-CANYON FIRE/RESCUE DISTRICT MAP AND STATION LOCATIONS**



## INTER-CANYON FIRE PROTECTION DISTRICT

**ICFPD is a Colorado Special District providing services supported by residential and commercial taxes**

### **MISSION STATEMENT**

The members of Inter-Canyon Fire Protection District are dedicated to:

Providing quality, timely, and professional emergency services to those who live in, work in, and visit the Inter-Canyon Fire Protection District.

Respecting each other through trust, pride, diversity, integrity, camaraderie and training.

Working together to achieve the highest levels of preparedness, prevention, and community involvement with a dedication to purpose.



## INTER-CANYON FIRE PROTECTION DISTRICT

### ABOUT THE DISTRICT

The District covers 52 square miles. All of ICFPD falls with the Wildland Urban Interface (WUI) as established by the Colorado State Forest Service (CSFS). ICFPD is both a suburban and rural area remote from mutual aid.

The District borders Indian Hills Fire on the north side near Highway 285 and Parmalee Gulch Road, Evergreen Fire to the West near North Turkey Creek Rd. and High Dr., Elk Creek Fire to the South at Meyer's Ranch and Highway 285, North Fork to the South East at the end of Kuehster Rd., and West Metro Fire to the East at Cougar Rd..

The District began in 1956 and currently serves approximately 2500 properties and 8,000 residents. ICFPD is primarily a bedroom community. Two Thirds of the residents are age 50 and older. The average cost of a property is \$400k. 90 percent of funding comes from tax revenue.

The average number of calls is 425 per year and growing. 70% of calls are medical.

The District was successful in the 2018 election to increase by 3 mills resulting in a current mill levy of 13.561. The current revenue budget is \$1,360,900.

### SERVICES

- Structural Firefighting – ISO ratings
- Wildland Firefighting – Greatest risk
- Emergency Medical Services – Highway 285 corridor
- Lift and personal assist – aging population
- Animal rescue
- Smoke Investigations

### CHALLENGES IN FIGHTING WILDLAND FIRES

- Aircraft may not be available or cannot fly due to high winds
- Engines are assigned to protect defensible homes
- Firefighters dig line around fire front – major roads act as firebreaks
- Wildland firefighting is grueling and exhausting work requiring dozens to hundreds of firefighters



MORRISON, CO

## INTER-CANYON FIRE PROTECTION DISTRICT

### CALL VOLUME

- Call volume increased 22% from 2016 (407 responses) to 2018 (483 response)
- Most (70%) are for medical care – EMS
- Patient acuity continues to rise – patients are older and have more health issues
- Reimbursement for medical care is declining

There are an average of 35 firefighters and EMS volunteer personnel. Currently there are:

30 firefighters

12 EMTs

3 EMT-Intermediates

3 Paramedics

ICFPD faces the same national issues of a declining volunteer base and response, acute during weekday hours.

Paid fire/EMS staff includes a full time Chief, a half time Battalion Chief, a full time Wildland/Training Captain and a half time EMS Captain.

### INTRODUCTIONS

#### Command Staff

Chief Skip Shirlaw

Deputy Chief Matt Araki

Battalion Chief Dan Hatlestad

#### Administrative Staff

District Administrator Kelley Wood

The District Administrator supports all personnel as well as the Board of Directors. Please contact the District Administrator for assistance with and questions about any of the topics in the Board Orientation or other information.



## INTER-CANYON FIRE PROTECTION DISTRICT

### **CURRENT DIRECTORS**

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

### **WHAT TO EXPECT**

As a new director you will receive an access FOB to stations and an ID Card.

You will be provided with an ICFPD email to be used when communicating all ICFPD related business. You will receive informational emails as they are sent out to all members. You will also receive Board specific emails. Please do not respond "all" to emails as 3 Board Members present (even on email) make a quorum and will be considered a meeting open to public.

You will be registered with I Am Responding (IAR) and if you chose to, you may receive text/email information on both calls and other informational messages.

A current Roster, Employee Handbook, SOGs and other helpful information is available on the Members Website. You may also request documents from the District Administrator.

The District Website is: [www.intercanyonfire.org](http://www.intercanyonfire.org)

On the home page, in the lower left column you will find the logon to the members website. The logon and password will be provided in a separate communication.

### **WHAT IS EXPECTED**

ICFPD is currently working on several major projects including 2 new Station Buildings, Station 1 and Station 3. In addition, there is much communication with neighboring district boards and command staff about a potential Inter-Governmental Agreements to join resources. Directors are working to build relationships with neighboring district boards to create strategic plans in order to best serve the community both now and in the future.

The ICFPD Board benefits from individuals willing to serve who have a background in business and strategic planning, finance, fire and construction.



## INTER-CANYON FIRE PROTECTION DISTRICT

Tips for Directors provided for members by the Special District Association (SDA) please visit [www.sdaco.org](http://www.sdaco.org) for more information:

- Open and honest communications
- Trust
- No secret agendas
- Respect for all Opinions
- Avoid Cliques: Remember, we all ride for the same brand
- Cliques that try to line up their votes outside the board meeting will lead to divisions that will start to affect all board interaction, and can result in 3 – 2 votes on every issue
- Regular discussions between board members can lead to suspicions among other board members. Such discussions are not wrong, but spread it around, don't exclude others
- Avoid Ambush: Don't spring issues or charges by surprise, especially on the Chairman or Chief. If you want an issue discussed, bring it up in a time and manner to provide for review and discussion when everyone has had a chance to understand the background
- Everyone should strive to keep the focus on POLICY, not minutia
- Board Communications must be all-inclusive
- Everyone is responsible for outcome
- Remember, special district boards are non-partisan by design
- A good board seeks to peer into the future, and to set policies to get the district there
- Willing to Listen. Seek to find the gem of wisdom in everyone's contribution to discussion
- Is it a Board Issue, or is it a Chief's Issue?
- If it has been resolved before, what has changed for us to bring it up again?
- Once a Decision is made, it is the decision, and everyone should get behind it and support it. There are no minority reports in good boards

### MEETINGS

Monthly Board Meetings are on the 2<sup>nd</sup> Wednesday of every month at 7:00 p.m. at ICFPD Station 3, 8445 S. Highway 285, Morrison, CO 80465.

Monthly Study Sessions are on the 1<sup>st</sup> Monday of every month at 8:00 a.m. at ICFPD Station 3.

Strategic Planning meetings take place usually in August, September or October in order to plan the annual budget due for review at the October Board Meeting.

Special Meetings may be necessary from time to time.



## INTER-CANYON FIRE PROTECTION DISTRICT

### LENGTH OF TERM

Appointed Directors serve a 2-year term until the next scheduled election.

Elected Directors serve a 4-year term\*. 4-year terms are staggered, 2 and 3 to prevent all 5 directors from being up for election at one time.

Term limits are 8 consecutive years.

#### \*Special Note:

In 2020 even election years are transitioning to odd years. The first odd year will be 2023.

#### May 2020

- All four (4) year terms will be three (3) year terms expiring in May 2023.
- Any term of office expiring in May 2022, but became vacant mid-term, will still be a two (2) year term expiring in May 2022.
- There will be NO four (4) year terms.

#### May 2022

- All four (4) year terms will be three (3) year terms expiring in May 2025.
- Any term of office expiring in May 2023, but became vacant mid-term, will be a one (1) year term expiring in May 2023.
- There will be NO four (4) year terms.
- This is the LAST even year regular election.

#### May 2023

- NO more three (3) year terms.
- All terms of office expiring in May 2023 will be four (4) year terms expiring in May 2027.
- Any term of office expiring in May 2025, but became vacant mid-term, will be a two (2) year term expiring in May 2025.





## INTER-CANYON FIRE PROTECTION DISTRICT

### RESOURCES

ICFPD Website [www.intercanyonfire.org](http://www.intercanyonfire.org) You will find Board Meeting Minutes, Financial Reports, Public Notices, Social Media Postings and More.

### ICFPD BY-LAWS

A copy of the current by-laws is included with this packet.

### EGYNTTE FILE SERVER

Board documents, including By-laws, are maintained in a shared Board folder at [www.icfpd.egnyte.com](http://www.icfpd.egnyte.com). The logon and password will be provided to you in a separate communication.

Please visit the **Colorado Department of Local Affairs** at <https://dola.colorado.gov> for information on current terms and budget information.

For more information on responsibilities and what to expect please refer to the SDA Board Member Manual (to be provided) and can be obtained at the **Special District Association** <https://www.sdaco.org/>. The SDA offers an annual conference in Keystone, usually in September, it is recommended new board members attend the conference if possible. Cost of attendance and lodging will be paid by the District.

### TOUR OF DISTRICT

Please contact Battalion Chief Dan Hatlestad to schedule a tour of the District.



# INTER-CANYON FIRE PROTECTION DISTRICT

<b>ICFPD VALUES</b>		
<p><b>Know &amp; Live Our Mission</b></p> <p>The members of Inter-Canyon Fire Protection District are dedicated to:</p> <p>Providing quality, timely, and professional emergency services to those who live in, work in, and visit the Inter-Canyon Fire Protection District.</p> <p>Respecting each other through trust, pride, diversity, integrity, camaraderie and training.</p> <p>Working together to achieve the highest levels of preparedness, prevention, and community involvement with a dedication to purpose.</p>	<p><b>Behave Ethically</b></p> <p>Act truthfully, even if the message conflicts with your own self-interest.</p> <p>Contribute to an environment in which uncompromising integrity is the norm.</p> <p>Maintain an appropriate level of confidentiality. Respect the rights and privileges of officers, patients, staff and community.</p> <p>Avoid situations in which there may be even the appearance of a conflict of interest.</p>	<p><b>Be Accountable</b></p> <p>Meet your commitments.</p> <p>Take ownership for your actions and results (whether good or bad).</p> <p>Accept constructive feedback and act on it with a positive attitude.</p> <p>Adhere to your work schedule; be present for scheduled trainings and meetings; show up well prepared and on time.</p>
<p><b>Build Relationships, Internally &amp; Externally</b></p> <p>Provide excellent customer service.</p> <p>Develop and maintain positive, cooperative, collaborative, and respectful relationships; e.g., respect others' ideas, abilities and contributions; engage in open, honest discussions and respond constructively; share information and resources.</p>	<p><b>Exhibit Good Work Habits</b></p> <p>Plan and organize duty hours well.</p> <p>Follow policies and procedures and make efficient use of training and duty time.</p> <p>Keep gear, equipment and stations organized and neat.</p> <p>Complete training assignments correctly, completely and efficiently.</p>	<p><b>Demonstrate a Safety Mindset</b></p> <p>Comply with all established safety and environmental policies, procedures and practices.</p> <p>Take action is a potential safety threat is observed.</p> <p>Contribute to preventive and corrective actions with regard to incident reductions.</p>