



INTER-CANYON FIRE PROTECTION DISTRICT  
MEETING OF DIRECTORS AGENDA  
Via Zoom Webinar (until further notice)  
July 8, 2020

1. Call to Order
2. Changes to Agenda
3. Approval of Absences
4. Acknowledge Guests
5. Approval of the minutes of the June 10, 2020 meeting
6. Treasurers Report
7. Chiefs Report
  - a. General Update
8. Officers Report
9. Building Committee Report
10. Professional Consultants Report - none
11. Unfinished business
12. New business and special orders
  - a. Resolution
13. Executive session, if needed
14. Public input (for matters not otherwise on the agenda/3-minute time limit/no disrupting, pursuant to Section 18 9 108, C.R.S.)
15. Adjournment. (to be followed by signing of documents)

**INTER-CANYON FIRE PROTECTION DISTRICT**  
**BOARD OF DIRECTORS**  
**MINUTES OF MEETING**  
**Virtual Meeting via Zoom/MS Teams**  
**July 8, 2020**

**1. Call to Order:**

The ICFPD Board meeting was called to order by Mike Swenson at 19:14 hours.

**2. Changes to Agenda**

**3. Approval of Absences**

**Board Members Present:**

Mike Swenson, President

Karl Firor, Treasurer

Kerry Prielipp, Secretary

Bob Scott, Director

Dmitiry Pantyukhin, Director

**4. Guests Present**

Nicole Leroux

Gayla Logan

Debra Swearingin

Barbara Davis

**5. Approval of Minutes**

**MOTION:** There was a motion by Bob Scott with a second by Dmitiry Pantyukhin to approve the minutes from the June 10, 2020 Board Meeting. The motion passed unanimously.

**6. Treasurer's Report**

Karl Firor noted financials reflect the 2019 Audit has been completed. Financials now include adjusting journal entries and tie to accounts in the 12/31/19 audit report. Mainly, accounts receivables were affected, no change to cash reporting. There is a \$470k increase from last year. Prepaid insurance has been adjusted. Capital assets moved over to \$229k in improvements and you can see depreciation. This is what we are looking at to budget for next year. We will know in the next few months what the assessment from the County will be. At June 30 under liabilities, long term, we are seeing the pension liability of \$786k. Under equity we see \$589k net cash flow year to date. It was noted the PNL Budget Comparison January thru June report is missing. Karl indicated in June we received \$141k of budgeted \$133k in tax revenue and are ahead of this time last year. The District has received \$1,051,000 year to date. We are \$63k ahead of what was budgeted. Total expenses, the real number is \$461k of an anticipated \$745k. We budgeted for \$228k in capital expenditures and we assumed we would be paying \$12k per month. We will send the missing report to you. There were no questions.

**MOTION:** There was a motion by Bob Scott with a second by Kerry Prielipp to approve the July 8, 2020 Treasurer's Report as presented. The Motion passed unanimously.

2019 Audit. The Audit Report has been distributed due to a deadline on a grant application. Mike noted Karl reviewed the audit at the study session and there were no issues. No other questions.

**MOTION:** There was a motion by Dmitriy Pantyukhin with a second by Bob Scott to approve the 2019 Audit as presented. The motion passed unanimously.

## **7. Chief's Report**

With Chiefs unable to attend due to active fire calls directors considered postponing the meeting. Kelley noted Chief Shirlaw had indicated he did not have much to report for the agenda, only some general updates. Most topics were covered at the Study Session. All agreed to proceed. Mike noted the Chiefs report in the packet and mentioned there are currently some 6 volunteer applicants who may become rookies. Academy will not be happening this fall due to COVID. Mike observed year to date calls are down slightly from last year. Mike indicated a couple topics at the study session were that the communications study is underway and work on IGA's with neighboring districts continue. Districts are working together in training, grant applications and the like.

## **8. Officers Report**

No reports due to fire calls. Kelley advised Capt Mandl would have likely given an update on the CWPP this evening. Kelley advised the second mitigation grant work has been completed and the grant funds have been paid this week. This was a large area of mitigation work and the resident made a \$7k plus investment.

## **9. Building Committee Report**

Bob Scott advised the building committee met with F&D recently. F&D is actively working on producing preliminary documentation to review. We should have the information in late August, early September. We hope to have some idea what the budgetary items may look like along with payable amounts to be incurred during the design phase. That is the high-level view of the conversation.

## **10. Professional Consultants Report – None**

## **11. Unfinished Business**

None

## **12. New Business and Special Orders**

### **a. Resolutions**

Mike noted directors discussed the Resolution Authorizing Integrated Contract Delivery at the Study Session on Monday. Kelley received the document from ICFPD attorney and sent the document out earlier today. Are there any relative questions or issues? There were none.

**MOTION:** There was a motion by Bob Scott with a second by Kerry Prielipp to approve the Resolution Authorizing Integrated Contract Delivery as written. The motion passed unanimously.

Kelley updated directors on the status of other resolutions discussed at the Study Session. Kelley was able to locate the Resolution appointing the District Administrator as the Records Custodian. Kelley spoke with the State Archivist today and found a Resolution to Adopt the State Records Manual had been filed. The State Archivist will be providing the document for ICFPD files. Each year the SDA Workshop provides insight into whether ICFPD records are complete. Kelley stated she was happy to find these two items had been completed, records are looking good.

Mike recalled discussion about inclusions and Kelley had sent some documentation out this week on procedure, documentation needed and costs. Kelley noted the cost for an inclusion is about \$1200 and in the past the District has split the cost in half with the residents. What is done for one must be done for the all. Inclusions do not happen often, there may be a few coming up in the Homestead where costs might be a little higher but that is probably okay. Mike agreed, we will see the benefit in tax revenue. All agreed a formal process should be in place.

**13. Executive session, not needed**

**14. Public Input** (for matters not otherwise on the agenda/3-minute time limit/no disrupting, pursuant to Section 18 9 108, C.R.S.)

Mike asked is there anything to report from the Vees? Vees President Nicole Leroux advised they are working on Christmas party plans and lining things up in case we are able to have the party.

Mike asked if Barb Davis had any updates. Barb stated nothing new, she has not had time to look into CWPP grants. There are few possibilities and Barb is waiting to see about the DOLA grant on construction. Barb added the grant for automated CPR devices has been submitted. There will be a meeting on July 23, hopes are to hear not too long after the meeting.

Mike thanked Gayla and Debra for attending.

Kerry advised the HEAT group has organized community work parties to help residents with slash on their properties. This weekend is slash pickup. The team organized a truck and trailer brigade to pick up slash for some of the residents. Barb asked Kerry how to get in touch with them. Kerry indicated he will email Barb with contact information, tonight is the last chance to sign up.

Dmitriy asked if there are any updates to the Jeffco chipper program. Kelley responded she has not heard any news but will ask Capt Mandl to update the board via email.

**15. Adjournment**

There being no further business before the Board, the meeting was adjourned at 19:41 hours.

Minutes by Kelley D. Wood, District Administrator

Submitted by:



Kerry Prielipp  
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. Resolutions

# Inter-Canyon Fire Protection District - New Balance Sheet Prev Year Comparison

As of June 30, 2020

	Jun 30, 20	Jun 30, 19	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
100-000 · Cash	2,355,258.52	1,883,120.24	472,138.28
<b>Total Checking/Savings</b>	2,355,258.52	1,883,120.24	472,138.28
<b>Accounts Receivable</b>			
120-000 · Accounts Receivable	1,382,178.52	1,276,679.94	105,498.58
<b>Total Accounts Receivable</b>	1,382,178.52	1,276,679.94	105,498.58
<b>Other Current Assets</b>			
140-143 · Prepaid Insurance	10,972.45	1,641.50	9,330.95
<b>Total Other Current Assets</b>	10,972.45	1,641.50	9,330.95
<b>Total Current Assets</b>	3,748,409.49	3,161,441.68	586,967.81
<b>Fixed Assets</b>			
170-000 · Capital Assets	2,769,783.97	2,813,291.18	-43,507.21
<b>Total Fixed Assets</b>	2,769,783.97	2,813,291.18	-43,507.21
<b>Other Assets</b>			
185-000 · Deferred Outflow	466,602.00	237,515.00	229,087.00
<b>Total Other Assets</b>	466,602.00	237,515.00	229,087.00
<b>TOTAL ASSETS</b>	<b>6,984,795.46</b>	<b>6,212,247.86</b>	<b>772,547.60</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
200-200 · Accounts Payable	16,869.46	20,503.70	-3,634.24
<b>Total Accounts Payable</b>	16,869.46	20,503.70	-3,634.24
<b>Other Current Liabilities</b>			
200-209 · Deferred Revenue	1,356,548.85	1,215,895.16	140,653.69
200-225 · Accrued Liabilities	2,462.91	82,742.79	-80,279.88
200-230 · Accrued PTO	5,202.83	0.00	5,202.83
<b>Total Other Current Liabilities</b>	1,364,214.59	1,298,637.95	65,576.64
<b>Total Current Liabilities</b>	1,381,084.05	1,319,141.65	61,942.40
<b>Long Term Liabilities</b>			
210-399 · Net Pension Obligation	786,351.00	504,869.00	281,482.00
280-000 · Deferred Inflows	77,086.00	92,033.00	-14,947.00
<b>Total Long Term Liabilities</b>	863,437.00	596,902.00	266,535.00
<b>Total Liabilities</b>	2,244,521.05	1,916,043.65	328,477.40
<b>Equity</b>			
290-291 · Equity	3,155,777.20	3,155,777.20	0.00
290-300 · Net Assets - Prior Year	1,406,656.75	1,254,748.75	151,908.00
290-999 · Designated-Current	-372,610.23	-549,965.02	177,354.79
320-000 · Unrestricted Net Assets	-39,524.12	57,181.14	-96,705.26
Net Income	589,974.81	378,462.14	211,512.67
<b>Total Equity</b>	4,740,274.41	4,296,204.21	444,070.20
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,984,795.46</b>	<b>6,212,247.86</b>	<b>772,547.60</b>

## Inter-Canyon Fire Protection District - New

## Profit &amp; Loss

07/02/20

June 2020

Accrual Basis

	<u>Jun 20</u>	<u>Jan - Jun 20</u>
<b>Income</b>		
300-000 · Revenues	141,568.62	1,047,989.29
300-660 · Donated Funds	328.00	3,923.00
<b>Total Income</b>	<u>141,896.62</u>	<u>1,051,912.29</u>
<b>Gross Profit</b>	141,896.62	1,051,912.29
<b>Expense</b>		
400-000 · Administrative	2,791.06	63,382.20
425-101 · Payroll & Benefits	47,126.38	244,266.11
500-000 · FireFighting	5,230.68	20,476.11
550-550 · EMS Services	1,448.96	16,090.57
600-000 · FF Apparatus/Equip Maintenance	7,254.95	28,249.30
660-000 · Firefighter General Expenses	337.66	2,310.54
665-000 · Auxiliary Operations	0.00	242.20
66900 · Reconciliation Discrepancies	0.00	0.20
670-000 · Station 1	1,462.28	13,268.62
680-000 · Station 2	376.43	5,826.96
690-000 · Station 3	903.48	10,371.29
691-000 · Station 4	785.21	5,927.88
692-000 · Station 5	286.51	3,280.05
700-000 · Communications	4,431.67	45,906.81
900-000 · Capital Expenditures	0.00	2,338.64
<b>Total Expense</b>	<u>72,435.27</u>	<u>461,937.48</u>
<b>Net Income</b>	<u><u>69,461.35</u></u>	<u><u>589,974.81</u></u>

## Inter-Canyon Fire Protection District - New Profit & Loss Budget vs. Actual

07/02/20

June 2020

Accrual Basis

	Jun 20	Budget	\$ Over Budget
<b>Income</b>			
<b>300-000 · Revenues</b>	141,568.62	124,500.00	17,068.62
<b>300-660 · Donated Funds</b>	328.00	0.00	328.00
<b>Total Income</b>	141,896.62	124,500.00	17,396.62
<b>Gross Profit</b>	141,896.62	124,500.00	17,396.62
<b>Expense</b>			
<b>400-000 · Administrative</b>	2,791.06	10,940.00	-8,148.94
<b>425-101 · Payroll &amp; Benefits</b>	47,126.38	34,340.83	12,785.55
<b>500-000 · FireFighting</b>	5,230.68	18,100.00	-12,869.32
<b>550-550 · EMS Services</b>	1,448.96	2,700.00	-1,251.04
<b>600-000 · FF Apparatus/Equip Maintenance</b>	7,254.95	9,957.00	-2,702.05
<b>660-000 · Firefighter General Expenses</b>	337.66	605.00	-267.34
<b>665-000 · Auxiliary Operations</b>	0.00	1,000.00	-1,000.00
<b>670-000 · Station 1</b>	1,462.28	1,941.50	-479.22
<b>680-000 · Station 2</b>	376.43	563.50	-187.07
<b>690-000 · Station 3</b>	903.48	1,886.60	-983.12
<b>691-000 · Station 4</b>	785.21	1,110.86	-325.65
<b>692-000 · Station 5</b>	286.51	431.50	-144.99
<b>700-000 · Communications</b>	4,431.67	1,940.32	2,491.35
<b>900-000 · Capital Expenditures</b>	0.00	30,500.00	-30,500.00
<b>Total Expense</b>	72,435.27	116,017.11	-43,581.84
<b>Net Income</b>	<b>69,461.35</b>	<b>8,482.89</b>	<b>60,978.46</b>

**Inter-Canyon Fire Protection District - New**  
**A/P Aging Detail**  
**As of June 30, 2020**

Type	Date	Num	Name	Due Date	Aging	Open Balance
<b>Current</b>						
Bill	06/21/2020	656280	Sandy Onken	07/01/2020		52.50
Bill	06/22/2020	309045	Peggy Lucatuorto	07/02/2020		78.75
Bill	06/22/2020	6/22/2...	Rachel Shirlaw	07/02/2020		70.00
Bill	06/22/2020	171	Colorado State Fire ...	07/02/2020		400.00
Bill	06/23/2020	6/23/2...	First Bank	07/03/2020		1,142.50
Bill	06/23/2020	98572...	Verizon Wireless	07/03/2020		390.49
Bill	06/24/2020	IN-07...	Rhinehart Oil Comp...	07/04/2020		619.84
Bill	06/25/2020	104540	Super Vacuum Man...	07/05/2020		243.50
Bill	06/25/2020	6/25/2...	IREA	07/05/2020		66.01
Bill	06/26/2020	6/26/2...	Brandon Fox	07/06/2020		423.03
Bill	06/26/2020	83686...	A&E Tire Inc.	07/06/2020		2,246.76
Bill	06/26/2020	288304	Mike Onken	07/06/2020		560.00
Bill	06/28/2020	6/28/2...	Rachel Shirlaw	07/08/2020		70.00
Bill	06/28/2020	656281	Sandy Onken	07/08/2020		52.50
Bill	06/29/2020	20-32...	Colorado Division of...	07/09/2020		70.00
Bill	06/29/2020	50704	Imprints Littleton	07/09/2020		4,031.00
Bill	06/29/2020	6/29/2...	Homestead Water	07/09/2020		79.00
Bill	06/29/2020	309046	Peggy Lucatuorto	07/09/2020		43.75
Bill	06/30/2020	063021	Elk Creek Fire Prote...	07/10/2020		356.00
Bill	06/30/2020	6/30/2...	Holly Shirlaw	07/10/2020		31.00
Bill	06/30/2020	6/30/2...	John Mandl	07/10/2020		387.63
Total Current						11,414.26
<b>1 - 30</b>						
Bill	05/31/2020	5/31/2...	Collins, Cockrel & C...	06/10/2020	20	4,742.05
Bill	06/13/2020	288303	Mike Onken	06/23/2020	7	210.00
Bill	06/16/2020	78360...	Henry Schein Medical	06/26/2020	4	54.99
Bill	06/19/2020	5644	ADPI	06/29/2020	1	448.16
Total 1 - 30						5,455.20
<b>31 - 60</b>						
Total 31 - 60						
<b>61 - 90</b>						
Total 61 - 90						
<b>&gt; 90</b>						
Total > 90						
<b>TOTAL</b>						<b>16,869.46</b>



## Inter-Canyon Fire Protection District - New OPEN PURCHASE ORDERS

January through June 2020

Date	Num	Name	Source Name	Memo	Deliv Date	Qty	Rcv'd	Backordered	Amount	Open Balance
<b>Parts</b>										
<b>Bunker Gear</b>										
05/14/2020	20-0...	MES Rocky Mo...	MES Rocky Mo...	4 sets bun...	05/14/2020	4	0	4	8,900.00	8,900.00
05/14/2020	20-0...	MES Rocky Mo...	MES Rocky Mo...	4 sets leat...	05/14/2020	4	0	4	1,400.00	1,400.00
Total Bunker Gear						8	0	8	10,300.00	10,300.00
<b>Comms Equipment</b>										
05/14/2020	20-0...	Pericle Commu...	Pericle Commu...	Consulting...	05/14/2020	1	0	1	38,792.50	38,792.50
Total Comms Equipment						1	0	1	38,792.50	38,792.50
<b>FF Reward</b>										
06/18/2020	20-0...	Custom Challe...	Custom Challe...	Challenge...	06/18/2020	300	0	300	1,200.00	1,200.00
Total FF Reward						300	0	300	1,200.00	1,200.00
Total Parts						309	0	309	50,292.50	50,292.50
<b>TOTAL</b>						<b>309</b>	<b>0</b>	<b>309</b>	<b>50,292.50</b>	<b>50,292.50</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

Date:	Amount:	Description:	Total:
5/26/2020	\$146.36	BlueHost	\$1,142.50
5/27/2020	\$223.33	Weight vest, packtest, workouts, etc.	
5/27/2020	\$71.60	Uline, storage bins for EMS, wildland, etc.	
5/27/2020	\$48.21	Fuel for command vehicle	
6/3/2020	\$275.54	CostCo, supplies, food for station 1	
6/7/2020	\$90.00	Egnyte	
6/9/2020	\$1.36	Zoom	
6/11/2020	\$69.61	Fuel for command vehicle	
6/13/2020	\$41.80	Zoom, webinar	
6/18/2020	\$174.69	Savvik, EMS supplies, touchless thermometer	

9:27 AM

07/02/20

**Inter-Canyon Fire Protection District - New**  
**Reconciliation Summary**  
**100-105 · ColoTrust Account, Period Ending 06/30/2020**

---

	<u>Jun 30, 20</u>
<b>Beginning Balance</b>	1,606,215.88
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 2 items</b>	<u>500,330.92</u>
<b>Total Cleared Transactions</b>	<u>500,330.92</u>
<b>Cleared Balance</b>	<b><u>2,106,546.80</u></b>
<b>Register Balance as of 06/30/2020</b>	2,106,546.80
<b>Ending Balance</b>	2,106,546.80

12:41 PM

07/02/20

**Inter-Canyon Fire Protection District - New  
Reconciliation Summary  
100-107 · First Bank Savings, Period Ending 06/30/2020**

---

	<u>Jun 30, 20</u>
<b>Beginning Balance</b>	31,256.87
<b>Cleared Transactions</b>	
<b>Deposits and Credits - 2 items</b>	<u>100,000.61</u>
<b>Total Cleared Transactions</b>	<u>100,000.61</u>
<b>Cleared Balance</b>	<b><u>131,257.48</u></b>
<b>Register Balance as of 06/30/2020</b>	131,257.48
<b>Ending Balance</b>	131,257.48

1:13 PM

07/02/20

**Inter-Canyon Fire Protection District - New  
Reconciliation Summary  
100-106 · First Bank Checking, Period Ending 06/30/2020**

---

	<u>Jun 30, 20</u>
<b>Beginning Balance</b>	665,447.93
<b>Cleared Transactions</b>	
Checks and Payments - 68 items	-687,165.98
Deposits and Credits - 6 items	150,021.92
<b>Total Cleared Transactions</b>	<u>-537,144.06</u>
<b>Cleared Balance</b>	<u><b>128,303.87</b></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 14 items	-10,849.63
<b>Total Uncleared Transactions</b>	<u>-10,849.63</u>
<b>Register Balance as of 06/30/2020</b>	<u><b>117,454.24</b></u>
<b>New Transactions</b>	
Checks and Payments - 24 items	-18,492.00
Deposits and Credits - 1 item	3,361.32
<b>Total New Transactions</b>	<u>-15,130.68</u>
<b>Ending Balance</b>	<u><u><b>102,323.56</b></u></u>

