



INTER-CANYON FIRE PROTECTION DISTRICT
MEETING OF DIRECTORS AGENDA
Via Zoom Webinar (until further notice)
September 9, 2020

1. Call to Order
2. Changes to Agenda
3. Approval of Absences
4. Acknowledge Guests
5. Approval of the minutes of the August 12, 2020 meeting
6. Treasurers Report
7. Chiefs Report
 - a. Chipper
 - b. Radio Project
 - c. Stations
 - d. Consolidation
8. Officers Report
9. Building Committee Report
10. Professional Consultants Report - none
11. Unfinished business
12. New business and special orders
 - a. none
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
September 9, 2020

1. Call to Order:

The ICFPD Board meeting was called to order by Mike Swenson at 19:03 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

Debra Swearingin

Sharon Trilk

5. Approval of Minutes

MOTION: There was a motion by Kerry Prielipp with a second by Bob Scott to approve the minutes from the August 12, 2020 Board Meeting. The motion passed unanimously.

6. Treasurer's Report

Karl Firor noted at the end of August revenue is at \$2.5M, \$45k down from last year. Net income shows to be \$835k for the year to date. Karl advised the District received \$47k in tax revenue in August and spent about \$70k with a shortfall of about \$17k. Over the next 4 months we will see possibly \$10k to \$20k coming in and for this reason we have reserves. Karl reviewed Profit and Loss reports showing actual revenue thru August to be at \$1,447,000 as compared to last year \$1,264,000. The difference in budget of \$253k includes the assumed payment of \$12,500 each month. Karl noted the Open Purchase Orders Report shows we are still owing \$38k to Pericle as we have not yet received an invoice. The Accounts Payable Aging report shows the \$6000k paid for communications. Questions? Kerry asked what is the role of Leavitt Communications? Karl responded Leavitt is where new minitors and pagers are being purchased for new people coming in. Dmitriy inquired as to what expenses under line items for Stations 1 thru 5 are for. Karl advised these are utilities, water, electricity and the like along with repairs and maintenance.

MOTION: There was a motion by Bob Scott with a second by Dmitriy Pantyukhin to approve the September 9, 2020 Treasurer's Report as presented. The Motion passed unanimously.

7. Chief's Report

Chief Shirlaw reviewed the Chief's Report attached stating it has been very busy. We have had 3 fires, a barn fire, car fire and a small wildland fire of about 1 acre. We are lucky fires started in the evening with low winds. The fires were in critical areas and had it been midday under a red flag warning they could have easily blown up to a few 1000 acres. We had a great response from our department and neighboring departments as well. We are currently seeing 4 and 5 calls a day.

a. Chipper

We have run into some frustrating issues in contracting with Jeffco. A Genesee HOA got the chipper contract in error. Jeffco is writing a contract now for the District to share the chipper with the HOA. Jeffco has indicated we should have the contract soon. Dmitriy asked what the best eta at this time is. Chief Shirlaw indicated it is a 10-year old chipper at best and it is currently in the shop for repairs. The truck used to haul the chipper is also having some issues. The chipper and truck were used only for about a year and half and then sat unused for 9 years. There is wear on them. Currently it is estimated in October we may have access. Capt Mand is working on other avenues as well. We will bring this up at the strategic meeting. We are exploring other options.

b. Radio Project

Chief Shirlaw stated he was prepared to request to move forward with the project. The project will total about \$1M for a new microwave, tower and equipment on Double Header and Mt Morrison along with building of a tower at Station 4. We are still waiting to hear from UASI. We have followed up and had expected to hear today. We are wanting to know if we spend money on the tower now, will we be able to apply grant funds received later. The current estimate to complete the project is 6 months. Some of this time frame is dependent on weather. Completion is possible by next summer.

c. Station

Chief Shirlaw advised the building committee met with F&D last week and saw the very first rough drawings along with a rough estimate on costs. We are looking at moving the administration section from Station 1 to Station 3 as it makes sense in terms of consolidation. We are also hoping to have some cost savings. The price was high at \$350 per square foot. Bob Scott stated first drafts were impressive, but he has concern about the price. Bob reiterated we are not going to be building over budget. Bob stated \$350 per square foot is incredibly high. Bob believes this may be the get everything we want number. We are going to keep a close eye on cost. Mike stated when you are building a house there are general numbers, what is the ballpark you are sensing would be more appropriate? Bob stated it is primarily a metal building and should not be more than \$100 to \$150 per square foot. Adam of F&D indicated they do not believe they can save as much of current stations as originally thought which is part of the concern and the cost increase.

Bob stated it is not clear on where all that increased money is coming from and he cannot imagine it being anywhere near \$350k per square foot. Bob stated they may be coming in high with plan to come in lower. Bob commented both Chiefs and Capt Mandl did a great job at looking at the long-term effect. In about 4 to 6 weeks we should have the next set of drawings and a better picture. Chief Hatlestad added Station 3 would be training and administration, Station 1 would house crews more centrally serving all parts of the district. The change assures meeting space and saves on office space between districts. Rapid access will be possible throughout the district. Chief Shirlaw commented it was a productive meeting. Mike inquired, going back to the sad news, do we know how Todd will be replaced. Chief Shirlaw indicated Adam was assigned as lead architect in the beginning. The biggest challenge may be DOLA and the grant application. Mike Reddy got us a good start with DOLA. At the end of the recent meeting Chief felt confident with Adam and believes we are in good hands. Chief Hatlestad agreed, many extensive notes

were taken at the meeting, F&D was very receptive to changes. Bob reiterated we expect them to provide a payment structure we can plan from. Adam assured us F&D will survive and continue to move forward.

d. Consolidation

Chief Shirlaw advised we are still working headlong with Elk Creek Fire. We are meeting tomorrow to further explore projects to work on together to include CWPP, mitigation, SOGs, gear, etc. Mike Swenson attended a meeting with other district board members two weeks ago. A rough timeline of 2022 was introduced. The meeting was very productive, and all districts indicated interest in moving forward. Indian Hills and North Fork are looking at a later timeline. In 2022 we hope to be running calls together with Elk Creek Fire.

Currently Elk Creek Fire is working with consultants on a consolidation process. Both Mountain View and another fire department south of Greely used a consulting firm. It is good to have an outsider come in and look at the budget, mill levies etc. to give some advice on how to consolidate. Dmitriy asked with consolidation and building at Station 3, is there a way to possibly spread some of the costs between districts? Bob indicated that is a great question, we did discuss this post meeting. If it is determined we consolidate, should Elk Creek Fire help with costs of the flagship station. We should be thinking about that as we come to some decisions about consolidation in the future.

Bob noted when we talk about the radio project and station construction, the radio project is a safety issue and is important to get done. If we are not successful with grant piece, we must consider if we will need to postpone a station if necessary. Chief Shirlaw noted it is an excellent point and agrees communication is a firefighter and EMT safety issue. The communication issue was highlighted by the Deer Creek Fire in the canyon last year along with several calls where firefighters have not been able to reach dispatch and visa versa. This puts firefighters at great risk. To lose the communication piece could be very harmful, it is a critical component. When you look at any line of duty death communication problems is in the top 3 causes. Mayday is an all stop signal and all the team focuses on helping that firefighter(s). Firefighters have died in a fire where communication was lost, and dispatch was unable to get the Mayday call. Communication is our top priority and communication can be addressed and rectified in a short period of time. Chief Shirlaw stated he hopes to hear from UASI soon. If we are unsuccessful, we will apply again. Mike commented last year when we faced the communication problem, the board recognized how important improvement is and frankly, that tied into the new command vehicle with communication capability embedded in the truck. Clearly this is our number one priority. Chief Shirlaw indicated we have been testing the mobile communications in the truck and it has been working great. Our vehicle was requested by another district.

8. Officers Report

Chief Hatlestad noted the information Kelley sent out earlier today relating to the State COVID grant money of \$17k. we should see the funds hit our bank account any day. The grant covered costs incurred related to COVID. Today a second grant submitted for \$9,300. The criteria for the second grant are different, there is no overlapping. We have good justification and documentation. Assistance to Firefighter grants though FEMA is another opportunity we are considering. We have also applied for a grant to send our EMT's to the EMS conference this fall. Grant applications are multiplying, and success has been good.

Capt Mandl indicated he is looking at another chipper opportunity. In case we do not end up with the county chipper, we may want to have more opportunities. Capt Mandl advised he has been meeting with the wildland coordinator at Elk Creek Fire to discuss how to handle a chipping program and a wildland module should there be a

consolidation. We recently utilized Elk Creek mods, Chief Ware has been more than kind in offering services. Good energy and cooperation.

As for the CWPP, Ben Yelland and myself are tweaking the final product a bit. We have been looking to Forest Guild however, the Colorado State Forest service has a product that is great for providing data. We would have a CWPP for the district but then it would be broken down to be congruent to eliminate a CWIPP for each of the neighborhoods. The product looks good. Kerry asked what impact shifting gears might have on HEAT and others working on CWIPPs. Capt Mandl responded we will continue those in progress to enable use of that tool and continue to make progress. What we are looking for could replace the current plan but will be more community driven. We are finalizing a document to prioritize neighborhoods and define where to begin. The work can be overwhelming. There are several miles of roadway we need to nip away at and pepper in smaller areas so that the community can see continuous progress.

With communication with Jeffco Evergreen Fire can now mitigate county roadside easements. We are going down this path together with Elk Creek Fire. The County will not come after a homeowner for mitigating, but with this agreement in place it removes any potential liability to the homeowner for not having had permission. Documents are in place already with Evergreen Fire, a name change to the documents should be easy.

We have an HOA gaining momentum. Dmitriy will be meeting with this group about our role in Hilldale. Capt Mandl stated he expects success with this group to be like the HEAT group. Jeffco is looking at Meyers Ranch and other parks. We will be seeing some huge results that are beneficial for our community and other districts.

Mike asked what is the status of the new dispatch system First Due? Chief Shirlaw indicated First Due is collecting information from the entire mountain area and putting the information into the system. Elk Creek Fire and Evergreen Fire are already in the system. We are providing member and equipment information. Indian Hills Fire lost IAR and due to need, is currently working with First Due. Chief Shirlaw stated all district should be on First Due by year end.

Mike, on behalf of the Board, stated congratulations to Wesley Fuller for his promotion to Lieutenant of Station 2 and 4.

Chief Shirlaw added there is one more grant update. We should have word on the El Pomar grant for CPR devices within the next 3 weeks.

9. Building Committee Report

10. Professional Consultants Report – None

11. Unfinished Business

- a. none

12. New Business and Special Orders

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.)

Vees President Nicole Leroux advised she has been rethinking what the Vees are and what their future might be in helping the fire department. When looking at the roster she noted we need new Vees, new recruits. Chief Hatlestad stated he is happy to meet and discuss these items. Nicole indicated she has spoken with Ray Cronk with the Evergreen Fire Auxiliary and they have a lively group who are doing things that are helpful. Nicole stated she would like to restart and reimagine the Vees role.

Sharon Trilk messaged Ken Shine is working with Elk Creek Fire on communication related to Academy. Chief Shirlaw acknowledged and knows Ken Shine.

15. Adjournment

There being no further business before the Board, the meeting was adjourned at 19:54 hours.

Minutes by Kelley D. Wood, District Administrator

Submitted by:

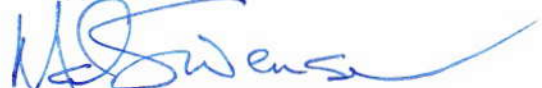


Kerry Prielipp

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

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

	<u>Aug 31, 20</u>	<u>Aug 31, 19</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
100-000 · Cash	2,589,890.58	2,104,803.23	485,087.35
Total Checking/Savings	2,589,890.58	2,104,803.23	485,087.35
Accounts Receivable			
120-000 · Accounts Receivable	1,382,178.52	1,276,679.94	105,498.58
Total Accounts Receivable	1,382,178.52	1,276,679.94	105,498.58
Other Current Assets			
140-143 · Prepaid Insurance	10,972.45	1,641.50	9,330.95
Total Other Current Assets	10,972.45	1,641.50	9,330.95
Total Current Assets	3,983,041.55	3,383,124.67	599,916.88
Fixed Assets			
170-000 · Capital Assets	2,769,783.97	2,813,291.18	-43,507.21
Total Fixed Assets	2,769,783.97	2,813,291.18	-43,507.21
Other Assets			
185-000 · Deferred Outflow	466,602.00	237,515.00	229,087.00
Total Other Assets	466,602.00	237,515.00	229,087.00
TOTAL ASSETS	<u>7,219,427.52</u>	<u>6,433,930.85</u>	<u>785,496.67</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
200-200 · Accounts Payable	5,831.01	164,951.08	-159,120.07
Total Accounts Payable	5,831.01	164,951.08	-159,120.07
Other Current Liabilities			
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
Total Other Current Liabilities	1,364,214.59	1,298,637.95	65,576.64
Total Current Liabilities	1,370,045.60	1,463,589.03	-93,543.43
Long Term Liabilities			
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
Total Long Term Liabilities	863,437.00	596,902.00	266,535.00
Total Liabilities	2,233,482.60	2,060,491.03	172,991.57
Equity			
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	835,645.32	455,697.75	379,947.57
Total Equity	4,985,944.92	4,373,439.82	612,505.10
TOTAL LIABILITIES & EQUITY	<u>7,219,427.52</u>	<u>6,433,930.85</u>	<u>785,496.67</u>

1:00 PM

Inter-Canyon Fire Protection District - New

Profit & Loss

09/03/20

August 2020

Accrual Basis

	<u>Aug 20</u>	<u>Jan - Aug 20</u>
Income		
300-000 · Revenues	52,347.79	1,442,584.87
300-660 · Donated Funds	100.00	5,141.00
Total Income	<u>52,447.79</u>	<u>1,447,725.87</u>
Gross Profit	52,447.79	1,447,725.87
Expense		
400-000 · Administrative	8,806.16	77,945.63
425-101 · Payroll & Benefits	42,631.63	327,763.06
500-000 · FireFighting	2,036.18	34,725.18
550-550 · EMS Services	1,684.10	19,328.95
600-000 · FF Apparatus/Equip Maintenance	4,931.63	38,260.74
660-000 · Firefighter General Expenses	955.00	5,115.12
665-000 · Auxiliary Operations	0.00	242.20
66900 · Reconciliation Discrepancies	0.00	0.20
670-000 · Station 1	1,315.96	16,611.21
680-000 · Station 2	412.84	6,620.41
690-000 · Station 3	913.23	12,205.73
691-000 · Station 4	640.68	7,386.75
692-000 · Station 5	341.98	4,018.38
700-000 · Communications	5,110.32	52,618.35
900-000 · Capital Expenditures	0.00	9,238.64
Total Expense	<u>69,779.71</u>	<u>612,080.55</u>
Net Income	<u><u>-17,331.92</u></u>	<u><u>835,645.32</u></u>

Inter-Canyon Fire Protection District - New

09/03/20

Profit & Loss Budget vs. Actual

Accrual Basis

January through August 2020

	Jan - Aug 20	Budget	\$ Over Budget
Income			
300-000 · Revenues	1,442,584.87	1,264,000.00	178,584.87
300-660 · Donated Funds	5,141.00	0.00	5,141.00
Total Income	1,447,725.87	1,264,000.00	183,725.87
Gross Profit	1,447,725.87	1,264,000.00	183,725.87
Expense			
400-000 · Administrative	77,945.63	90,334.20	-12,388.57
425-101 · Payroll & Benefits	327,763.06	303,526.64	24,236.42
500-000 · FireFighting	34,725.18	68,772.00	-34,046.82
550-550 · EMS Services	19,328.95	34,430.96	-15,102.01
600-000 · FF Apparatus/Equip Maintenance	38,260.74	61,526.34	-23,265.60
660-000 · Firefighter General Expenses	5,115.12	5,191.00	-75.88
665-000 · Auxiliary Operations	242.20	3,950.00	-3,707.80
670-000 · Station 1	16,611.21	17,004.00	-392.79
680-000 · Station 2	6,620.41	7,633.00	-1,012.59
690-000 · Station 3	12,205.73	16,879.80	-4,674.07
691-000 · Station 4	7,386.75	9,337.88	-1,951.13
692-000 · Station 5	4,018.38	3,341.00	677.38
700-000 · Communications	52,618.35	47,618.56	4,999.79
900-000 · Capital Expenditures	9,238.64	253,000.00	-243,761.36
Total Expense	612,080.55	922,545.38	-310,464.83
Net Income	835,645.32	341,454.62	494,190.70

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										
Apparatus/Equipment R&M										
08/04/2020	20-018	Super Vacuum Ma...	Super Vacuum Ma...	number plac...	08/04/2020	48	0	48	2,436.96	2,436.96
Total Apparatus/Equipment R&M						48	0	48	2,436.96	2,436.96
Comms Equipment										
05/14/2020	20-008	Pericle Communic...	Pericle Communic...	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
Station 4 Radio Tower										
09/01/2020	20-021	Ridgeline Enginee...	Ridgeline Enginee...	Radio Tower...	09/01/2020	1	0	1	7,300.00	7,300.00
Total Station 4 Radio Tower						1	0	1	7,300.00	7,300.00
Wildland Tools										
08/19/2020	20-019	Ledom's Performa...	Ledom's Performa...	Diamond Pl...	08/19/2020	9	0	9	9,838.30	9,838.30
Total Wildland Tools						9	0	9	9,838.30	9,838.30
Total Parts						59	0	59	58,367.76	58,367.76
TOTAL						59	0	59	58,367.76	58,367.76

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

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Bill	08/23/2020	986136...	Verizon Wireless	09/02/2020		379.62
Bill	08/25/2020	81869147	Henry Schein Medical	09/04/2020		50.15
Bill	08/25/2020	0535-00...	Republic Services #535	09/04/2020		182.80
Bill	08/25/2020	7069698	Leavitt Communications ...	09/04/2020		4,281.50
Bill	08/26/2020	698179...	Xcel Energy	09/05/2020		98.22
Bill	08/27/2020	8/27/20 ...	IREA	09/06/2020		67.94
Bill	08/28/2020	8/28/20 ...	Daniel Hatlestad	09/07/2020		923.10
Bill	08/28/2020	8/28/20 ...	Homestead Water	09/07/2020		79.00
Bill	08/30/2020	8/20/20 ...	Holly Shirlaw	09/09/2020		70.00
Bill	08/30/2020	656289	Sandy Onken	09/09/2020		70.00
Total Current						6,202.33
1 - 30						
Bill Pmt -Check	08/28/2020	40321	Subcarrier Communicati...			-371.32
Total 1 - 30						-371.32
31 - 60						
Total 31 - 60						
61 - 90						
Total 61 - 90						
> 90						
Total > 90						
TOTAL						5,831.01



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:
7/31/2020	\$100.02	Brooks Tavern, lunch for crew	\$597.93
8/4/2020	\$70.58	Fuel for command vehicle	
8/6/2020	\$110.61	CostCo, supplies for station 1	
8/7/2020	\$90.00	Egnyte	
8/13/2020	\$41.80	Zoom	
8/17/2020	\$67.74	Fuel for command vehicle	
8/17/2020	\$58.89	King Soopers, food for Orientation for new members	
8/20/2020	\$31.99	EMS supplies;	
8/20/2020	\$26.30	EMS supplies;	

1:23 PM

09/02/20

**Inter-Canyon Fire Protection District - New
Reconciliation Summary
100-106 · First Bank Checking, Period Ending 08/31/2020**

	<u>Aug 31, 20</u>
Beginning Balance	393,379.35
Cleared Transactions	
Checks and Payments - 77 items	-81,117.80
Deposits and Credits - 8 items	52,244.51
Total Cleared Transactions	<u>-28,873.29</u>
Cleared Balance	<u>364,506.06</u>
Uncleared Transactions	
Checks and Payments - 20 items	-12,950.24
Total Uncleared Transactions	<u>-12,950.24</u>
Register Balance as of 08/31/2020	<u>351,555.82</u>
New Transactions	
Deposits and Credits - 1 item	806.83
Total New Transactions	<u>806.83</u>
Ending Balance	<u>352,362.65</u>

11:26 AM

09/02/20

**Inter-Canyon Fire Protection District - New
Reconciliation Summary
100-107 · First Bank Savings, Period Ending 08/31/2020**

	<u>Aug 31, 20</u>
Beginning Balance	131,258.67
Cleared Transactions	
Deposits and Credits - 1 item	<u>1.04</u>
Total Cleared Transactions	<u>1.04</u>
Cleared Balance	<u>131,259.71</u>
Register Balance as of 08/31/2020	131,259.71
Ending Balance	131,259.71

9:39 AM

09/03/20

Inter-Canyon Fire Protection District - New
Reconciliation Summary
100-105 · ColoTrust Account, Period Ending 08/31/2020

	<u>Aug 31, 20</u>
Beginning Balance	2,106,874.87
Cleared Transactions	
Deposits and Credits - 1 item	<u>200.18</u>
Total Cleared Transactions	<u>200.18</u>
Cleared Balance	<u>2,107,075.05</u>
Register Balance as of 08/31/2020	2,107,075.05
Ending Balance	2,107,075.05

