



INTER-CANYON FIRE PROTECTION DISTRICT
MEETING OF DIRECTORS AGENDA
Via Zoom Webinar (until further notice)
November 11, 2020

1. Call to Order
2. Changes to Agenda
3. Approval of Absences
4. Acknowledge Guests
5. Approval of the minutes of the October 14, 2020 meeting.
6. Treasurers Report
7. Chiefs Report
 - a. General Updates
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
November 11, 2020**

1. Call to Order:

The ICFPD Board meeting was called to order by Mike Swenson at 19:01 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

Capt Shane Buckles

Vees President Nicole Leroux

Gayla Logan

Sharon Trilk

Deb Brobst, Canyon Courier

Mack

Barbara Davis

Lance

5. Approval of Minutes

MOTION: There was a motion by Bob Scott with a second by Kerry Prielipp to approve the minutes from the October 14, 2020 Board Meeting. The motion passed unanimously.

6. Treasurer's Report

Karl Firor reviewed the Balance Sheet showing \$2,300,000 in the bank. At the end of October there is \$4,400 in payables as compared to \$173k in payables last year with the vehicle payment due. Net cash flow is at \$589,000. We received \$26k in revenue for October and spent \$168k using reserves as is expected. Karl reviewed the Profit and Loss Comparison Report with \$1,497,000 in revenue for 2020 we are ahead of the \$1,298,000 last year. We will not see much more revenue come in this year as we are at total cash receipts. Year to date a difference of \$147k is simply timing on capital expenditures. Karl noted Accounts Payable, outstanding Purchase Orders of \$54k between now and end of year, largely the comms study. We will spend \$105k on the pension contribution the first of next month. Kerry inquired, if I am projecting toward end of year, with the pension budget item and comms at \$155k additional expense, will that bring the variance to \$233k for the year? Karl responded we will spend \$100k in operating expenses with \$155k eating into cash

flow. We will probably see another \$30k to \$50k invoice from F&D. We will spend a bit more. We will still end up with somewhere in the \$250k plus from last year, a better number to start with for 2021.

MOTION: There was a motion by Bob Scott with a second by Kerry Prielipp to approve the November 11, 2020 Treasurer's Report as presented. The Motion passed unanimously.

7. Chief's Report

7a. General Updates

Chief Shirlaw referenced the Chiefs Report indicating we are on track for call totals from last year. There has been a drastic increase for the last 3 months. We have moved back to online training due to increased COVID numbers. The State and Jeffco are moving to the COVID orange status limiting the number of people you can be in contact with. EMS was already online so not a change. On the fire side we are hindered by not training in person. Typically, in November and December we do slow down with the holidays. Supplies are in good shape with PPE, N95 masks and we have some 3M half masks. Glove and eye protection are good as well.

On communications, pricing was high, we are negotiating a lower number. Negotiations are looking good to put equipment on Mt. Morrison. This would allow us to move forward with work at Station 4. We are currently waiting for a counter proposal.

We have had good meetings on consolidation. Mike Swenson and I attended a meeting last week. The group met with and spoke to a consultant to begin a feasibility study. ESCI is the company. Chiefs are meeting next week to put together a Request for Proposal (RFP) for ESCI. Mike stated when looking at the organization, Mike thinks we will be getting the expertise we need to see where we are and where other departments are as far as what is the game plan, potential hold ups, issues and resolutions. Mike stated he felt positive about the company and noted the price tag for ICFPD will be under \$20k. This would be a logical investment to figure out if consolidation is a good idea. Chief Shirlaw agreed and commented it was nice to have one board member and a chief from each district. Everyone seems excited about where we are going. Mike added we will be tapping into the skills of PIO Hatlestad. We discussed communication needs and the importance of starting at the front end with a good understanding in an open, honest and direct way. We discussed how to keep community involved all the way through. We will need Chief Hatlestad's skills along with other districts PIOs. Chief Shirlaw advised Chief Hatlestad met with the ECFR PIO and will talk more about that later in the meeting.

Chief Shirlaw announced we have a new brush truck in the bay downstairs, it is gorgeous. We will be meeting with Mike Onken next week to discuss moving equipment into the vehicle. If you have a chance stop by Station 1 and look.

We are moving forward with First Due app which will be replacing I Am Responding (IAR) in next 2 to 3 months. The app includes preplans, the plans we use when going to a structure or wildland fire. The app gives us a lot more information. First Due has been made available for members to start using.

The new shared Training Chief has been hired by Elk Creek Fire. Mark Wesseldine comes with years of experience. Most recently he was Chief at Platte Canyon Fire, and prior was with Elk Creek Fire. Mark was at FDNY for 20 years. Mark has a vast amount of experience. Chief Wesseldine will be organizing and running the 2021 fire academy with 4 maybe 5 recruits. Chief Shirlaw clarified Chief Wesseldine is an employee of ECFR.

Chief Shirlaw stated we have had some good meetings with F&D and we did sign off on drawings of Stations 1 and 3. Plans are located at Station 1 if you would like to see. Chief Shirlaw has slides he can share as well. Bob Scott asked

Chief Shirlaw to show a couple of the layouts. Layouts were screen shared. Bob noted it was a productive meeting. F&D put their creativity hat on budget included. The good news is not only are we able to move on with construction documents, F&D also had preliminary budget numbers much more like what we originally thought they would be. Bob stated he is very encouraged. The project team was pleasantly surprised. Kerry asked why do you think the budget numbers will be at a more reasonable number, was there significant value engineering or fine tuning? Bob responded both, taking some aspects from Station 1 and moving to Station 3 helped to eliminate some construction costs. F&D recently completed a project in Green Mtn Falls, that project came in at \$236 per sq ft, however the project required much more landscaping. With that in mind this plan is conceivable and it will be much less than originally projected. Conceptual drawings of Station 3 and Station 1 were reviewed. It was noted there is a little more color at Station 3 it being a flagship station. Chief Shirlaw indicated we and ECFR agree Station 3 will become administration for both districts. Mike asked about the photo regarding administration offices. Chief Shirlaw explained the layout noting administration includes 8 offices and a community room. The third level is for crew quarters with ability to build out in the future. Bob added F&D has designed the roof with support for future construction this helps with bang on buck for future budget. Dmitriy asked for clarity on outside stairs. Chief Shirlaw confirmed there are stairs outside and inside along with an elevator to the top level. Bob added we will not know actual landscaping plans until later. Bob noted the conceptual looks fancy but clarified this is a steel structure with steel siding, the materials are cost effective. Mike stated the team did a good job.

Chief Shirlaw stated we are busy but doing well. We have great relationships with neighbors and with the county. A lot of exciting things are coming.

8. Officers Report

Chief Hatlestad advised he met with 2 PIOs who work for ECFR and discussed how to approach a consistent and uniform message to the public. In the next 2 years we want to make sure the public understands the need for this kind of consolidation. Looking out 2 years, we have a year or less to present this information. We need this out before decisions are made by boards. Our goal is to meet with Chiefs next week and discuss how to move forward working together today to lay groundwork for information to the community. Sharon Trilk who is working with ECFR and Bethany Urban will have helpful information next week. Once we have that meeting, we will pull in North Fork Fire and Indian Hills Fire to see if there is interest in participating in community messaging.

Capt Mandl indicated meetings have been good regarding the CWPP which will include both ECFR and ICFPD. Capt Mandl stated he is expecting a contract on scope of work with costs this week. The CWPIP is a little behind schedule due to family matters. We are close to final draft which will go out to HEAT for review. Capt Mandl clarified the CWPIP is not something ICFPD puts together on its own, the plan is created together with community input. Capt Mandl stated he is excited about the plan and is expecting a finished document in early to mid-December. We are working on a grant to supply a good amount of funding for the chipping program. Capt Mandl applauded Barbara Davis, she has been a great help and has been amazing. Capt Mandl noted with consolidation in the works he has been meeting regularly with Capt Ben Yelland of ECFR on wildland, fuels and mitigation.

9. Building Committee Report - Above

10. Professional Consultants Report – None

11. Unfinished Business - None

12. New Business and Special Orders- None

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 what the Veeps have to share. Nicole Leroux advised Mary Holmstrom resigned from the Veeps. Nicole advised Vee Sherry Parce came up with an alternative to give gift cards to firefighters in place of the dinner due to COVID restrictions. Nicole spoke with Chief Shirlaw and will be looking at the alternative as we get closer to the date. Nicole advised we do have a 2-week COVID clause. Chief Shirlaw indicated we should have a decision by mid-week.

No other questions or comments from guests.

15. Adjournment

There being no further business before the Board, the meeting was adjourned at 19: 36 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 October 31, 2020

	Oct 31, 20	Oct 31, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
100-000 · Cash	2,342,782.78	2,031,763.99	311,018.79
Total Checking/Savings	2,342,782.78	2,031,763.99	311,018.79
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	3,735,933.75	3,310,085.43	425,848.32
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	6,972,319.72	6,360,891.61	611,428.11
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
200-200 · Accounts Payable	4,417.58	173,854.11	-169,436.53
Total Accounts Payable	4,417.58	173,854.11	-169,436.53
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	1,368,632.17	1,472,492.06	-103,859.89
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	2,232,069.17	2,069,394.06	162,675.11
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	589,950.95	373,755.48	216,195.47
Total Equity	4,740,250.55	4,291,497.55	448,753.00
TOTAL LIABILITIES & EQUITY	6,972,319.72	6,360,891.61	611,428.11

Inter-Canyon Fire Protection District - New

Profit & Loss

11/05/20

October 2020

Accrual Basis

	<u>Oct 20</u>	<u>Jan - Oct 20</u>
Income		
300-000 · Revenues	26,357.32	1,488,724.87
300-660 · Donated Funds	218.00	8,363.90
Total Income	<u>26,575.32</u>	<u>1,497,088.77</u>
Gross Profit	26,575.32	1,497,088.77
Expense		
400-000 · Administrative	10,445.65	91,403.92
425-101 · Payroll & Benefits	41,951.03	402,731.14
500-000 · FireFighting	14,049.15	60,381.36
550-550 · EMS Services	1,900.13	23,959.21
600-000 · FF Apparatus/Equip Maintenance	6,503.82	58,810.29
660-000 · Firefighter General Expenses	742.10	6,426.08
665-000 · Auxiliary Operations	0.00	242.20
66900 · Reconciliation Discrepancies	0.00	0.20
670-000 · Station 1	1,589.03	20,215.79
680-000 · Station 2	304.16	7,608.03
690-000 · Station 3	799.72	13,943.59
691-000 · Station 4	626.54	8,721.68
692-000 · Station 5	341.00	4,701.05
700-000 · Communications	5,399.64	77,164.16
900-000 · Capital Expenditures	84,183.24	130,829.12
Total Expense	<u>168,835.21</u>	<u>907,137.82</u>
Net Income	<u><u>-142,259.89</u></u>	<u><u>589,950.95</u></u>

Inter-Canyon Fire Protection District - New

11/05/20

Profit & Loss Budget vs. Actual

Accrual Basis

January through October 2020

	Jan - Oct 20	Budget	\$ Over Budget
Income			
300-000 · Revenues	1,488,724.87	1,298,000.00	190,724.87
300-660 · Donated Funds	8,363.90	0.00	8,363.90
Total Income	1,497,088.77	1,298,000.00	199,088.77
Gross Profit	1,497,088.77	1,298,000.00	199,088.77
Expense			
400-000 · Administrative	91,403.92	101,184.20	-9,780.28
425-101 · Payroll & Benefits	402,731.14	372,208.30	30,522.84
500-000 · FireFighting	60,381.36	92,022.00	-31,640.64
550-550 · EMS Services	23,959.21	44,260.96	-20,301.75
600-000 · FF Apparatus/Equip Maintenance	58,810.29	74,475.51	-15,665.22
660-000 · Firefighter General Expenses	6,426.08	8,261.00	-1,834.92
665-000 · Auxiliary Operations	242.20	5,100.00	-4,857.80
670-000 · Station 1	20,215.79	20,987.00	-771.21
680-000 · Station 2	7,608.03	9,335.00	-1,726.97
690-000 · Station 3	13,943.59	20,726.00	-6,782.41
691-000 · Station 4	8,721.68	11,559.60	-2,837.92
692-000 · Station 5	4,701.05	4,219.00	482.05
700-000 · Communications	77,164.16	51,499.20	25,664.96
900-000 · Capital Expenditures	130,829.12	278,000.00	-147,170.88
Total Expense	907,137.82	1,093,837.77	-186,699.95
Net Income	589,950.95	204,162.23	385,788.72

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11/05/20

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

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Bill	10/27/2020	10/27/2...	IREA	11/06/2020		102.41
Bill	10/27/2020	IN1512...	MES Rocky Mountains	11/06/2020		880.00
Bill	10/27/2020	706273...	Xcel Energy	11/06/2020		106.83
Bill	10/28/2020	008259...	AV Tech Electronics	11/07/2020		358.50
Bill	10/29/2020	10/29/2...	Homestead Water	11/08/2020		79.00
Bill	10/30/2020	19048-1	Colorado Department of ...	11/09/2020		35.00
Bill	10/31/2020	103120	Elk Creek Fire Protectio...	11/10/2020		689.75
Bill	10/31/2020	10/31/2...	Ken Caryl Ranch Water	11/10/2020		40.97
Bill	10/23/2020	10/23/2...	First Bank	11/23/2020		2,044.91
Bill	10/23/2020	986553...	Verizon Wireless	11/23/2020		319.04
Bill	10/25/2020	0535-00...	Republic Services #535	11/23/2020		132.49
Total Current						4,788.90
1 - 30						
Bill Pmt -Check	10/23/2020	40444	Subcarrier Communicati...			-371.32
Total 1 - 30						-371.32
31 - 60						
Total 31 - 60						
61 - 90						
Total 61 - 90						
> 90						
Total > 90						
TOTAL						4,417.58

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										
Administration										
10/16/2020	20-027	First Bank Credit ...	First Bank Credit ...	DEA Licens...	10/16/2020	1	0	1	888.00	888.00
Total Administration						1	0	1	888.00	888.00
Comms Study										
05/14/2020	20-008	Pericle Communic...	Pericle Communic...	Consulting ...	05/14/2020	1	0	1	38,792.50	38,792.50
Total Comms Study						1	0	1	38,792.50	38,792.50
SCBA Replacement										
10/07/2020	20-025	MES Rocky Mount...	MES Rocky Mount...	4500 SCBA ...	10/07/2020	5	0	5	5,875.00	5,875.00
Total SCBA Replacement						5	0	5	5,875.00	5,875.00
Station 1 R&M										
10/16/2020	20-028	GoKeyLess	GoKeyLess	Station Lock...	10/16/2020	2	0	2	1,137.44	1,137.44
10/16/2020	20-028	GoKeyLess	GoKeyLess	shipping	10/16/2020	1	0	1	50.00	50.00
Total Station 1 R&M						3	0	3	1,187.44	1,187.44
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
Total Parts						11	0	11	54,042.94	54,042.94
TOTAL						11	0	11	54,042.94	54,042.94



INTER-CANYON FIRE PROTECTION DISTRICT

ICFPD BANK STATEMENTS
ARE AVAILABLE BY REQUEST

PLEASE CONTACT
DISTRICT ADMINISTRATOR KELLEY WOOD

303-697-4413

kwood@icfpd.net

12:59 PM

11/05/20

**Inter-Canyon Fire Protection District - New
Reconciliation Summary**
100-105 · ColoTrust Account, Period Ending 10/31/2020

	<u>Oct 31, 20</u>
Beginning Balance	2,107,227.22
Cleared Transactions	
Deposits and Credits - 1 item	<u>131.61</u>
Total Cleared Transactions	<u>131.61</u>
Cleared Balance	<u>2,107,358.83</u>
Register Balance as of 10/31/2020	2,107,358.83
Ending Balance	2,107,358.83

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11/05/20

**Inter-Canyon Fire Protection District - New
Reconciliation Summary
100-106 · First Bank Checking, Period Ending 10/31/2020**

	<u>Oct 31, 20</u>
Beginning Balance	275,220.87
Cleared Transactions	
Checks and Payments - 74 items	-171,505.27
Deposits and Credits - 5 items	19,690.40
Total Cleared Transactions	<u>-151,814.87</u>
Cleared Balance	<u>123,406.00</u>
Uncleared Transactions	
Checks and Payments - 33 items	-26,138.71
Deposits and Credits - 2 items	6,894.72
Total Uncleared Transactions	<u>-19,243.99</u>
Register Balance as of 10/31/2020	<u>104,162.01</u>
New Transactions	
Deposits and Credits - 2 items	4,808.81
Total New Transactions	<u>4,808.81</u>
Ending Balance	<u>108,970.82</u>

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11/05/20

**Inter-Canyon Fire Protection District - New
Reconciliation Summary
100-107 · First Bank Savings, Period Ending 10/31/2020**

	<u>Oct 31, 20</u>
Beginning Balance	131,260.79
Cleared Transactions	
Deposits and Credits - 1 item	<u>1.15</u>
Total Cleared Transactions	<u>1.15</u>
Cleared Balance	<u>131,261.94</u>
Register Balance as of 10/31/2020	131,261.94
Ending Balance	131,261.94

Date:	Amount:	Description:	Total:
9/27/2020	\$102.22	Carreta Vieja, breakfast for Elk Creek/Inter Canyon meeting	\$2,044.91
9/28/2020	\$58.09	Fuel for command vehicle	
9/29/2020	\$149.44	CostCo, supplies for station 1	
9/30/2020	\$0.94	Co Motor vehicle service	
10/7/2020	\$90.00	Egnyte	
10/9/2020	\$259.89	Statpacks, equipment for EMS packs, park packs	
10/12/2020	\$56.44	Fuel for command vehicle	
10/13/2020	\$41.80	Zoom	
10/13/2020	\$108.06	Amazon, EMS, Aspirin, pulse oximeter, hand sanitizer	
10/21/2020	\$888.00	DEA registration for controlled substances, EMS/ALS	
10/21/2020	\$145.89	Statpacks, equipment for EMS packs, park packs	
10/22/2020	\$56.79	Fuel for command vehicle	
10/22/2020	\$87.35	Amazon, EMS, digital timers for ambulance phones	

