

Inter-Canyon Fire Protection District

Pursuant to section 32-1-809, Colorado Revised Statutes for Transparency Notices may be filed with Special District Association of Colorado. This information must be provided annually to the eligible electors of the district no later than January 15 of each year.

***Note that some information provided herein may be subject to change after the notice is posted.**

District's Principal Business Office

Name	Inter-Canyon Fire Protection District
Address	7939 S. Turkey Creek Road, Morrison, Colorado 80465
Phone	(303) 697-4413

District's Physical Location

Counties	Jefferson County
-----------------	------------------

Regular Board Meeting Information

Location	Fire Station No. 3
Address	8445 S. Highway 285, Morrison, Colorado
Day(s)	2nd Wednesday of Every Month
Time	7:00pm

Posting Place for Meeting Notice

Location	www.intercanyonfire.org
Address	Fire Station No. 1 7939 S. Turkey Creek Road, Morrison, Colorado

Notice of Proposed Action to Fix or Increase Fees, Rates, Tolls, Penalties or Charges for Domestic Water or Sanitary Sewer Services

Location
Address
Date
Notice

Current District Mill Levy

Mills	13.561
--------------	--------

Ad Valorem Tax Revenue

Revenue reported may be incomplete or unaudited as of the date this Notice was posted.

Amount(\$)	1,371,567
-------------------	-----------

Date of Next Regular Election

Date

5/17/2022

Pursuant to 24-72-205 C.R.S

The district's research and retrieval fee is **\$30.00** per hour

District Policy

INTER-CANYON FIRE PROTECTION DISTRICT

A RESOLUTION TO ADOPT COLORADO OPEN RECORDS ACT (CORA) POLICY
ON RESPONDING TO OPEN RECORDS REQUESTS

WHEREAS, the Inter-Canyon Fire Protection District is a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Colorado Revised Statutes; and

WHEREAS, the Board of Directors of the District fully supports, and complies with, all Federal and State laws relating to the retention, protection, and disclosure of the District's records including, but not limited to, the Colorado Open Records Act, Title 24, Article 72, Par 2, C.R.S. ("CORA"), House Bill 14-1193, the Health Insurance Portability and Accountability Act of 1996 ("HIP AA"), and the Privacy Rule promulgated by the U.S. Department of Health and Human Services which interprets and implements HIPAA; and

WHEREAS, it is the policy of the District that all public records, as defined by CORA, shall be open for inspection by any person at reasonable times, except as provided bylaw.

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Inter-Canyon Fire Protection District, as follows:

Section 1. The District's general policies concerning the release of public records, as defined by CORA, are stated in the District's RESPONSE TO OPEN RECORDS REQUESTS POLICY, which is attached hereto and which may be amended from time to time.

Section 2. Recitals Incorporated. The recitals to this Resolution are incorporated herein and into the attached policy as if set out fully herein and therein.

Section 3. Effective Date. This Resolution shall take effect as of July 1, 2014, and said policy shall be enforced immediately thereafter and shall supersede any previous policy or resolution related to Open Records Act. This Resolution shall be implemented and administered by the District to conform generally with the requirements of the Open Records Act (CORA), as modified from time to time.

The foregoing Resolution was approved and adopted this 9111 day of September, 2014.

Jo~e~

ATTEST:

Leslie Caimi, Secretary

┘

COLORADO OPEN RECORDS ACT (CORA)

POLICY ON RESPONDING TO OPEN RECORDS REQUESTS FOR THE
INTER-CANYON FIRE PROTECTION DISTRICT

It is the policy of the Inter-Canyon Fire Protection District that all public records shall be open for inspection by any person at reasonable times, except as provided by law.

Public records are defined by CORA as all writings made or maintained by the District, regardless of the format or medium of the records, subject to certain exceptions. Public records expressly include e-mail communications. The District maintains an archive of all email messages for emergency backup purposes only; such archived e-mail communications are not individually retrievable and are specifically not intended to create a public record.

By action of the Board of Directors of the District, the District Administrator is hereby designated as the official Custodian of Records responsible for the maintenance, care and keeping of all records of the District. The official Custodian of Records shall have authority to designate such agents as he/she shall determine appropriate to perform any and all acts necessary to enforce and execute the provisions of this policy.

District's general policies concerning the release of records:

Section I. Requests by any person, entity, Federal or State agency, subpoena, Administrative or Court Order, or other legal process, to inspect and/or copy any District record (collectively referred to as a "Records Request") shall be considered received by the Custodian of Records when submitted in approved format and is accompanied by a deposit in an amount to be determined by the Custodian of Records.

Section 2. If any question arises as to the propriety of fully complying with a Records Request, the Custodian of Records shall immediately forward it to the District's legal counsel.

The District's legal counsel shall determine the District's obligations under the applicable

Federal and/or State law(s). If the District is permitted to comply with the Records Request in whole or in part, the District's legal counsel will so notify the District's Custodian of Records, who will assemble the disclosable requested documents for inspection and/or copying in accordance with applicable Federal or State law(s).

Section 3. If the District's legal counsel determines the District is not permitted by Federal or State law(s) to comply with the Records Request in whole or in part, legal counsel shall provide a written response to the party submitting the Records Request stating the legal basis upon which the Records Request in whole or in part is being denied.

Section 4. The Custodian of Records may set the time during normal office hours and the place for records to be inspected and require that the Custodian of Records or a delegated employee be present while the records are examined. Pursuant to CORA all records must be made available for inspection within three (3) working days from the date of receipt, unless extenuating circumstances exist. The deadline may be extended by seven (7) working days if extenuating circumstances exist and the requesting party is notified of the extension within the statutory period.

Section 5. A person or other approved entity granted the right to inspect District records will also be furnished copies requested at a cost not to exceed \$.25 per page in 1/2 standard size and format. The charge for providing a copy, printout or photograph of a public record in a format other than a standard page will be assessed at the actual cost of production. Additionally, in those cases where the location or existence of specific documents must be researched and the documents must be retrieved, sorted or reviewed for applicability to the request, and such process requires one or more hours of staff time, the District may charge a research and retrieval fee not to exceed \$30 per hour, and no charge shall be made for the first hour of time expended in connection with the research and retrieval of public records. Any fee charged for the research and retrieval will be the same for all requesting parties, whether the person requesting the records is an individual, a representative of the media, a public or private entity, or a for-profit or non-profit entity.

Section 6. Upon request for records transmission by a person seeking a copy of any public record, the custodian will transmit a copy of the record by U.S. Mail, other delivery service, facsimile, or electronic mail. No transmission fees will be charged to the records requester for transmitting public records via electronic mail. Within three days of receiving the request, the custodian will notify the record requestor that a copy of the record is available but will only be sent to the requestor once the custodian has received full payment for all costs associated with records transmission and for all other fees lawfully allowed, unless recovery of all or any portion of such costs or fees is fully covered by the deposit amount that accompanied the formal request.

Section 7. When practical, the copy, printout, or photograph of the requested record will be made in the place where the record is kept, but if it is impractical to do so, the Custodian of Records may allow arrangements to be made for the copy, printout, or photograph to be made at other facilities. If other facilities are necessary, the cost of providing requested records will be paid by the person making the request.

Section 8. This policy shall supersede any previous policy related to records requests. ADOPTED the 9 day of September, 2014.

ATTEST:

LESLIE CAIMI, Secretary

COLORADO OPEN RECORDS ACT (CORA)

REQUEST FOR OPEN RECORDS OF THE INTER-CANYON FIRE PROTECTION DISTRICT

Person Requesting Records:

Name:-----

Address:

-----~ Phone: _____ Email: _____

Itemize each document or piece of information being requested. Be specific as to Document Title, Dates and District personnel and/or other persons involved in the requested documents and communications.

- 1.
- 2.
- 3.
- 4.
- 5.

Fees Charged for Documents Request:

For the research, location, and retrieval of documents, there will be a \$30.00 per hour charge, with the first hour at no charge.

Copies in standard size and format will be charged at the rate of \$.25 per page. Copies for a format other than a standard page (such as photographs, large maps, printouts) will be charged at the actual cost of production.

A DEPOSIT IN THE AMOUNT OF FOR THE ABOVE CHARGES SHALL

ACCOMPANY THIS FORM. YOUR REQUEST SHALL NOT BE CONSIDERED RECEIVED UNTIL

BOTH FORM AND DEPOSIT HAVE BEEN SUBMITTED.

Please indicate how you would like transmission of the requested records:

_ inspect only. The Custodian of Records will cont act you to set a time and place during normal office hours and the place for the requested records to be inspected

__ Transmitted via: __ U.S. Priority Mail email

For Custodian use only:

Request (completed form and deposit) received: ___ _

Requester notified: documents ready for inspection/transmission: ___ _

Requester notified on that deadline for inspection/transmission is extended to:

District contact information for open records request:

Kelley D Wood

Names of District Board Members

Board President

Name Michael Swenson

Contact Info mike.swenson@intercanyonfire.org

Election **No**, this office will not be on the next regular election ballot

Board Member 2

Name Karl Firor

Contact Info karl.firor@intercanyonfire.org

Election Yes, this office will be on the next regular election ballot

Board Member 3

Name Kerry Prielipp

Contact Info

Election **Yes**, this office will be on the next regular election ballot

Board Member 4

Name Bob Scott

Contact Info

Election **No**, this office will not be on the next regular election ballot

Board Member 5

Name Dmitriy Pantyukhin

Contact Info

Election **Yes**, this office will be on the next regular election ballot

Board Member 6

Name N/A

Contact Info

Election **No**, this office will not be on the next regular election ballot

Board Member 7

Name N/A

Contact Info

Election **No**, this office will not be on the next regular election ballot

Board Candidate Self-Nomination Forms

Any eligible elector of the special district who desires to be a candidate for the office of special district director must file a self-nomination and acceptance form or letter with the designated election official.

Deadline for Self-Nomination Forms

Self-nomination and acceptance forms or letters must be filed not less than 67 days before the date of the regular election.

District Election Results

The district's election results will be posted on the website of the Colorado Secretary of State (www.sos.state.co.us) and the website indicated below, if any.

Website www.intercanyonfire.org

Permanent Mail-In Voter Status

Absentee voting and Permanent absentee voter status (formerly Permanent Mail-In voter status): Where to obtain and return forms.

Applications for absentee voting or for permanent absentee voter status are available from and must be returned to the Designated Election Official.

Crystal Schott, Designated Election Official 390 Union Boulevard, Suite 400, Lakewood, CO 80228

Notice Completed By

Name	Kelley Wood
Title	District Administrator
Email	kwood@icfpd.net
Dated	2021-15-Jan