



INTER-CANYON FIRE PROTECTION DISTRICT
MEETING OF DIRECTORS AGENDA
ICFPD Station 3 with Public Via Zoom Webinar (until further notice)
August 11, 2021

1. Call to Order
2. Changes to Agenda
3. Approval of Absences
4. Acknowledge Guests
5. Approval of the minutes of the July 14, 2021, meeting.
6. Treasurers Report
7. Chiefs Report
 - a. General Updates
 - b. Project Updates
8. Officers Report
9. Building Committee Report
10. Professional Consultants Report - none
11. Unfinished business
 - a. Procurement Policy
12. New business and special orders
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.)
Consistent with provisions of Section 18 9 108, C.R.S., district residents wishing to make a comment will have three minutes to speak and are asked to keep comments on topic and respectful.
15. Adjournment. (to be followed by signing of documents)

**INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
MINUTES OF MEETING
ICFPD Station 3
8445 S Highway 285., Morrison, CO 80465
Public Attendance in Person or Virtual Meeting via Zoom
August 11, 2021**

1. Call to Order:

The ICFPD Board meeting was called to order by Mike Swenson at 19:00 hours.

2. Changes to Agenda

3. Approval of Absences

Board Members Present:

Mike Swenson, President

Kerry Prielipp, Secretary

Bob Scott, Director

Karl Firor, Treasurer

Dmitiry Pantyukhin, Director

Excused Absence:

4. Guests Present

Deborah Brobst, Canyon Courier

Barbara Davis

Barbara Ford

Nancy Strelau

Nicole Leroux

Mike Swenson welcomed guests.

5. Approval of Minutes

MOTION: There was a motion by Kerry Prielipp with a second by Dmitiry Pantyukhin to approve the minutes from the July 7, 2021, Board Meeting. The motion passed unanimously.

6. Treasurer's Report

6a. Karl Firor reviewed the Balance Sheet noting a balance of \$2,600,000 at the end of July, same as last year. These are funds for towers and future building. There was \$5,200 in accounts payable, same as prior year. We have deposited \$334k in the bank and are at \$221k positive cash for July, \$541k year to date. Comparing with last year we are \$52k ahead as far as when tax revenue was received. We have spent only \$391k of the \$569k we budgeted. We have \$99k in Open Purchase Orders for Station 4 radio tower. Karl asked how the permit for the tower is coming along. Chief Shirlaw indicated we are waiting. Chief Shirlaw advised we do not need to rezone for fire department use but if we rent space on the tower in the future we will be required to rezone at that time. Chief Shirlaw added he has also applied for the permit for Station 5. Karl stated we are online with the budget, \$177k was not yet spent in capital but will be spent by the end of year. Kerry inquired that is mostly F&D and Karl confirmed.

MOTION: There was a motion by Bob Scott with a second by Kerry Prielipp to approve the August 11, 2021, Treasurer's Report. The motion passed unanimously.

7. Chief's Report

a. General Updates

Chief Shirlaw advised call volume is increasing, acuity of calls is increasing and EMS calls are more complex. We are doing more mutual aid with Elk Creek Fire as they are experiencing an increase of multiple calls at the same time.

We are back to fire training. Elk Creek attended our Mass Casualty Incident Training last Thursday. We will be attending their trainings on Wednesdays.

We are moving forward with the Community Paramedic program. Capt. Epperson is working with Evergreen Fire in building the program. Kerry asked what are the top 2 opportunities with this program? Chief Shirlaw responded we are taking elderly to the hospital on slips, trips, falls and medication. With the program we can do preemptive work where we may see a cardiac or neurological issue developing and can get a patient in to see a doctor. We will be addressing medications. We may see medications that contradict each other and be able to get patients to see a doctor. We can provide life safety assessment and provide smoke and carbon monoxide detectors and help to prevent slip and fall hazards. We have had a recent patient with mental health and alcohol issues. We were able to get that patient connected with the alcohol rehab center located in our district. Evergreen Fire also provides walkers, canes, crutches, to people in need of those items, we would like to do that also. The program helps to allow people to age in their home. We can also help with medical paperwork as in making sure DNR forms are understood and completed. Kerry asked if Evergreen Fire promotes the program. Chief Shirlaw indicated yes as well as when on calls paramedics, EMTs may recognize patients that may benefit from the program. They can schedule an appointment while on the call. Evergreen works with medical agencies and hospice in the area where they receive referrals. We are looking at a mountain area program. Ideally insurance companies and hospitals will recognize the cost benefit to them. Chief Shirlaw added that Capt Epperson has her paramedicine certificate and is heading up the program for Inter-Canyon.

Chief Shirlaw advised we are moving forward with Station 4 and 5 towers. Chief Shirlaw has contacted homeowners near Station 4 and will be meeting to review plans. The study at Mt Lindo is complete, we are updating guide wires.

Mountain Metro Wildfire Mitigation signed a contract for continued facilitation. They set up the agenda for meetings and take minutes. We will be billing other districts, likely next year.

Barbara Davis is working diligently every Friday on the DOLA Grant. Thank goodness for Barbara. Teri with F&D is coming Friday, Clay from DOLA will be here on the 27th. We will get a lot of feedback from Teri and Clay.

Chief Shirlaw has tasked selling of the tender to Chief Hatlestad.

State Wildfire Matters Committee and State Representative Lisa Cutter will be helping us to find grants and other funding. The grant for mitigation is available now.

Dmitriy asked what is the first cash reward on First Bank Statement, was that a grant of sorts? Kelley clarified those are points for credit card usage.

8. Officers Report

Capt John Mandl

Capt Mandl advised we were successful on a \$262k grant written by Julia for home assessment cost. \$250k of that grant is going back to the community. If a resident has an assessment, they are eligible to get a matching grant toward mitigation work they complete. The grant is expected to be \$2500 for the first 100 homeowners. Residents will have to sign up online. There is a lot of advantage to mitigation on lots that average 1 to 2 acres. Capt Mandl advised the district received \$262k from over \$14M in grants requested of which \$6M was allocated statewide. The program is starting to catch on in other districts. Evergreen Fire and Genesee are on board along with Platte Canyon and West Metro. We want this to become a countywide recognized program

The Ambassador Program is going strong we have 24 ambassadors on board. Ambassadors are knocking it out of the park on slash collection days, etc. They were successful with a grant to get materials and T-shirts for ambassadors at no cost to the district.

The CWPP is going full steam ahead, weekly meetings continue. Maps have been laid out. Capt Mandl is driving each road, ground trooping all the information with Ben Yelland. We are identifying hazards and bringing them to the community level. Polygons are a tool being used with Jeffcom to assist with evacuation paths and to identify boundaries. Residents will be identified by zones and will hear what zone they are in through the outreach of programs. For example, people will know they are in zone x, y or z and there will be no second guessing as to whether they are in an evacuation zone. The next meeting with Ember Alliance will include the State Forest Service, Open Space, Denver Parks and Xcel Energy. We will be looking at how to protect communities and wildland areas. We are hoping to have the CWPP finished by the end of October, early November.

Crews, the wildfire module just returned from deployment. They are a good resource here. They are increasing their qualifications and getting positive reviews back on their abilities.

The fuels crew is chipping in zone 3. Each zone is about 100 homes. They do come across piles that people have put out because others have put piles out. They do chip those piles. We will need to stress the need to sign up better next year.

Joint chip staging sight. Community members were asking if the site is a fire hazard concern. Capt Mandl fielded those calls and was able to put them at ease. Mike asked who has been piling along the road. Capt Mandl indicated Jeffco Open Space. The piles are gone now. They had some issues with their chip truck that caused delay.

We were successful with \$75k Aim grant. The match was for the chipper. At the first quarterly reporting we will see funds come in through Elk Creek Fire.

651 lights are all done. Mike Onken did a fabulous job. Chief Shirlaw added the mod is also chipping and broadcasting material people still want on their property. The mod is working with the fuels crew, there are 2 chippers running simultaneously.

9. Building Committee Report –

Chief Shirlaw stated we have received 100 % of the bid set. Adam is preparing paperwork for RFP to be sent out.

10. Professional Consultants Report – None

11. Unfinished Business

a. Purchase Order Vs. Procurement Policy

Kelley advised the Procurement Policy was sent by Bob Cole to be considered. Kelley sent copies out for directors to review and determine if there should be any changes. Kerry recommended the State Statute citations be added to the existing policy and numbers should stay as is. Bob agreed with the recommendation, the policy is strong. Is there any value to asking Bob Cole to review the policy once citations are added? All agreed. Kelley advised once added she will forward to Bob Cole. If Bob has comments Kelley will forward to directors and if Bob has no concerns the subject will be considered resolved.

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.)

Nancy Strelau introduced herself and her neighbor Barbara Ford. Nancy is an attorney and Barbara is a licensed civil engineer who have lived in the area a long time. Nancy proceeded to present their concerns about the driveway leading to the Bedrena property that was outlined in a recent letter to the Chief and Board. Nancy stated she believes the County is attempting to pass the approval of the driveway on to the fire district. Jeffco would not approve the road. Nancy stated intend to restore the driveway to its condition prior to having been widened by the Bedrena's. Nancy stated her request is that the fire district retract approval of the private driveway because it fails to meet minimum standards.

Barbara Ford stated her agreement with Nancy. As a licensed engineer she would not lower standards. The road fails to meet the standards. Barbara would like to see approval on the road fall back to the County. Mike acknowledged and thanked Nancy and Barbara for their comments noting directors now have a better understanding of what is being requested. Directors will take the letter and comments under advisement.

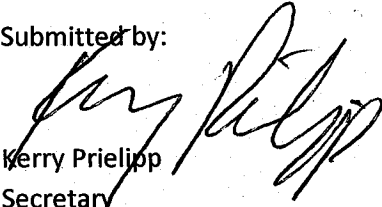
Nicole Leroux advised the Veas had their first in person meeting since COVID last month. Sandy Onken is working on possible a Christmas dinner and exploring options in hopes it is okay to have the party. Veas are just getting back on their feet and Nicole along with Sandy Onken, Christine Tuell and Sherry Parce attended the Tiny Town event. Mike stated all that the Veas do is very much appreciated.

15. Adjournment

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

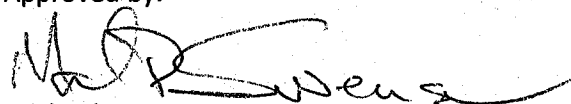
Minutes by Kelley D. Wood, District Administrator

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. Procurement Policy
5. Colorado Revised Statutes Title 32

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

As of July 31, 2021

Accrual Basis

	Jul 31, 21	Jul 31, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
100-000 · Cash	2,605,190.37	2,606,197.11	-1,006.74
Total Checking/Savings	2,605,190.37	2,606,197.11	-1,006.74
Accounts Receivable			
120-000 · Accounts Receivable	1,411,604.52	1,382,178.52	29,426.00
Total Accounts Receivable	1,411,604.52	1,382,178.52	29,426.00
Other Current Assets			
140-143 · Prepaid Insurance	19,785.45	10,972.45	8,813.00
Total Other Current Assets	19,785.45	10,972.45	8,813.00
Total Current Assets	4,036,580.34	3,999,348.08	37,232.26
Fixed Assets			
170-000 · Capital Assets	2,769,783.97	2,769,783.97	0.00
Total Fixed Assets	2,769,783.97	2,769,783.97	0.00
Other Assets			
185-000 · Deferred Outflow	466,602.00	466,602.00	0.00
Total Other Assets	466,602.00	466,602.00	0.00
TOTAL ASSETS	7,272,966.31	7,235,734.05	37,232.26
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
200-200 · Accounts Payable	5,263.58	4,805.62	457.96
Total Accounts Payable	5,263.58	4,805.62	457.96
Other Current Liabilities			
200-209 · Deferred Revenue	1,382,375.85	1,356,548.85	25,827.00
200-225 · Accrued Liabilities	2,462.91	2,462.91	0.00
200-230 · Accrued PTO	5,202.83	5,202.83	0.00
Total Other Current Liabilities	1,390,041.59	1,364,214.59	25,827.00
Total Current Liabilities	1,395,305.17	1,369,020.21	26,284.96
Long Term Liabilities			
210-399 · Net Pension Obligation	786,351.00	786,351.00	0.00
280-000 · Deferred Inflows	77,086.00	77,086.00	0.00
Total Long Term Liabilities	863,437.00	863,437.00	0.00
Total Liabilities	2,258,742.17	2,232,457.21	26,284.96
Equity			
290-291 · Equity	3,155,777.20	3,155,777.20	0.00
290-300 · Net Assets - Prior Year	1,034,046.52	1,406,656.75	-372,610.23
290-999 · Designated-Current	0.00	-372,610.23	372,610.23
320-000 · Unrestricted Net Assets	320,653.61	-39,524.12	360,177.73
Net Income	503,746.81	852,977.24	-349,230.43
Total Equity	5,014,224.14	5,003,276.84	10,947.30
TOTAL LIABILITIES & EQUITY	7,272,966.31	7,235,734.05	37,232.26

Inter-Canyon Fire Protection District - New

Profit & Loss

July 2021

08/04/21

Accrual Basis

	<u>Jul 21</u>	<u>Jan - Jul 21</u>
Income		
300-000 · Revenues	333,832.76	1,439,734.88
300-660 · Donated Funds	965.00	9,850.75
Total Income	<u>334,797.76</u>	<u>1,449,585.63</u>
Gross Profit	334,797.76	1,449,585.63
Expense		
400-000 · Administrative	5,803.67	57,326.01
425-101 · Payroll & Benefits	38,794.47	303,378.44
500-000 · FireFighting	1,588.65	24,647.87
550-550 · EMS Services	5,699.17	24,874.50
600-000 · FF Apparatus/Equip Maintenance	8,539.81	48,804.40
660-000 · Firefighter General Expenses	662.40	7,871.83
665-000 · Auxiliary Operations	0.00	135.00
670-000 · Station 1	1,254.42	16,398.68
680-000 · Station 2	422.20	8,941.53
690-000 · Station 3	993.99	11,372.13
691-000 · Station 4	702.42	8,545.48
692-000 · Station 5	357.34	4,739.40
700-000 · Communications	934.33	36,451.82
900-000 · Capital Expenditures	48,028.50	391,928.98
Total Expense	<u>113,781.37</u>	<u>945,416.07</u>
Net Income	<u><u>221,016.39</u></u>	<u><u>504,169.56</u></u>

**Inter-Canyon Fire Protection District - New
Profit & Loss Budget vs. Actual
January through July 2021**

08/04/21

Accrual Basis

	<u>Jan - Jul 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
300-000 · Revenues	1,439,734.88	1,387,398.73	52,336.15
300-660 · Donated Funds	9,850.75	0.00	9,850.75
Total Income	<u>1,449,585.63</u>	<u>1,387,398.73</u>	<u>62,186.90</u>
Gross Profit	1,449,585.63	1,387,398.73	62,186.90
Expense			
400-000 · Administrative	57,326.01	74,293.00	-16,966.99
425-101 · Payroll & Benefits	303,378.44	334,628.00	-31,249.56
500-000 · FireFighting	24,647.87	95,735.00	-71,087.13
550-550 · EMS Services	24,874.50	26,846.00	-1,971.50
600-000 · FF Apparatus/Equip Maintenance	48,804.40	70,828.65	-22,024.25
660-000 · Firefighter General Expenses	7,871.83	4,975.00	2,896.83
665-000 · Auxiliary Operations	135.00	3,500.00	-3,365.00
670-000 · Station 1	16,398.68	17,242.57	-843.89
680-000 · Station 2	8,941.53	9,141.50	-199.97
690-000 · Station 3	11,372.13	15,562.10	-4,189.97
691-000 · Station 4	8,545.48	10,536.17	-1,990.69
692-000 · Station 5	4,739.40	4,534.14	205.26
700-000 · Communications	36,451.82	35,812.89	638.93
900-000 · Capital Expenditures	391,928.98	569,690.00	-177,761.02
Total Expense	<u>945,416.07</u>	<u>1,273,325.02</u>	<u>-327,908.95</u>
Net Income	<u>504,169.56</u>	<u>114,073.71</u>	<u>390,095.85</u>

Inter-Canyon Fire Protection District - New
OPEN PURCHASE ORDERS
January through July 2021

Date	Num	Name	Source Name	Memo	Deliv Date	Qty	Rcv'd	Backordered	Amount	Open Balance
Parts										
Administration										
07/07/2021	21-0...	First Bank Credit ...	First Bank Credit ...	laptop for fu...	07/07/2021	1	0	1	899.00	899.00
07/07/2021	21-0...	First Bank Credit ...	First Bank Credit ...	Dual usb-c t...	07/07/2021	1	0	1	59.99	59.99
Total Administration						2	0	2	958.99	958.99
Station 4 Radio Tower										
07/21/2021	21-0...	Advanced Tower ...	Advanced Tower ...	Station 4 To...	07/21/2021	1	0	1	99,943.76	99,943.76
Total Station 4 Radio Tower						1	0	1	99,943.76	99,943.76
Station 5 Radio Tower										
07/21/2021	21-0...	Ridgeline Enginee...	Ridgeline Enginee...	Engineering...	07/21/2021	1	0	1	10,050.00	10,050.00
Total Station 5 Radio Tower						1	0	1	10,050.00	10,050.00
Total Parts						4	0	4	110,952.75	110,952.75
TOTAL						4	0	4	110,952.75	110,952.75

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08/04/21

Inter-Canyon Fire Protection District - New A/P Aging Detail As of July 31, 2021

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Bill	07/23/2021	7/23/21 ...	First Bank	08/02/2021		3,063.25
Bill	07/23/2021	988473...	Verizon Wireless	08/02/2021		464.57
Bill	07/25/2021	0535-00...	Republic Services #535	08/04/2021		233.28
Bill	07/26/2021	96600238	Henry Schein Medical	08/05/2021		246.99
Bill	07/27/2021	000039...	HOV Services	08/06/2021		734.17
Bill	07/27/2021	96584846	Henry Schein Medical	08/06/2021		20.40
Bill	07/27/2021	7/27/21 ...	IREA	08/06/2021		85.14
Bill	07/27/2021	741442...	Xcel Energy	08/06/2021		99.41
Bill	07/30/2021	12362	Clint Clark	08/09/2021		225.00
Bill	07/31/2021	7/31/21 ...	Ken Caryl Ranch Water	08/10/2021		51.12
Total Current						5,223.33
1 - 30						
Bill Pmt -Check	07/23/2021	40952	Subcarrier Communicati...			-382.50
Total 1 - 30						-382.50
31 - 60						
Total 31 - 60						
61 - 90						
Total 61 - 90						
> 90						
Total > 90						
TOTAL						4,840.83



INTER-CANYON FIRE PROTECTION DISTRICT

ICFPD BANK STATEMENTS
ARE AVAILABLE BY REQUEST

PLEASE CONTACT
DISTRICT ADMINISTRATOR KELLEY WOOD

303-697-4413

kwood@icfpd.net

3:12 PM

08/03/21

**Inter-Canyon Fire Protection District - New
Reconciliation Summary**
100-105 · ColoTrust Account, Period Ending 07/31/2021

	<u>Jul 31, 21</u>
Beginning Balance	1,832,713.73
Cleared Transactions	
Deposits and Credits - 1 item	<u>7.95</u>
Total Cleared Transactions	<u>7.95</u>
Cleared Balance	<u>1,832,721.68</u>
Register Balance as of 07/31/2021	1,832,721.68
Ending Balance	1,832,721.68

2:53 PM

08/03/21

Inter-Canyon Fire Protection District - New
Reconciliation Summary
100-106 · First Bank Checking, Period Ending 07/31/2021

	<u>Jul 31, 21</u>
Beginning Balance	633,095.75
Cleared Transactions	
Checks and Payments - 88 items	-194,213.81
Deposits and Credits - 6 items	326,958.65
Total Cleared Transactions	<u>132,744.84</u>
Cleared Balance	<u>765,840.59</u>
Uncleared Transactions	
Checks and Payments - 20 items	-12,816.78
Deposits and Credits - 2 items	8,181.06
Total Uncleared Transactions	<u>-4,635.72</u>
Register Balance as of 07/31/2021	<u>761,204.87</u>
New Transactions	
Deposits and Credits - 1 item	525.00
Total New Transactions	<u>525.00</u>
Ending Balance	<u>761,729.87</u>

3:09 PM

08/03/21

**Inter-Canyon Fire Protection District - New
Reconciliation Summary
100-107 · First Bank Savings, Period Ending 07/31/2021**

	<u>Jul 31, 21</u>
Beginning Balance	11,263.72
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.10</u>
Total Cleared Transactions	<u>0.10</u>
Cleared Balance	<u>11,263.82</u>
Register Balance as of 07/31/2021	11,263.82
Ending Balance	11,263.82

Date:	Amount:	Description:	Total:
6/24/2021	\$27.81	Big R, station 3 excersise equipment	\$3,063.25
6/25/2021	\$88.64	Fuel for command vehicle	
6/26/2021	\$233.94	Leatherman, EMS tools, shears,	
6/26/2021	\$72.56	Amazon, supplies for community paramedic program	
6/25/2021	\$102.00	Alert All Corp, kids fire hats, stickers for community events	
6/30/2021	\$246.78	H6 Tactical, radio harness	
7/1/2021	\$394.30	Keystone reservation, lodging	
7/3/2021	\$87.51	Fuel for command vehicle	
7/6/2021	\$88.65	Amazon, EMS supplies, emesis bag,	
7/7/2021	\$41.78	Amazon, EMS supplies, neo-synephrine	
7/8/2021	\$47.99	Best Buy, Fuels crew laptop, usp port	
7/9/2021	\$899.99	Best buy. Laptop for fuels crew leader	
7/10/2021	\$59.00	Dell, EMS laptop repair	
7/13/2021	\$41.80	Zoom	
7/13/2021	\$87.50	Fuel for command vehicle	
7/13/2021	\$88.79	Qudoba, food for EMS meeting	
7/12/2021	\$277.00	Alert All Corp	
7/14/2021	\$15.66	Amazon, EMS supplies, Advil	
7/21/2021	\$126.45	Dell, EMS laptop repaire parts	
7/21/2021	\$9.41	Dell, EMS laptop support parts	
7/21/2021	\$49.00	Dell, EMS laptop repair via mail in service	
7/21/2021	\$178.70	Dell, EMS laptop motherboard	
7/22/2021	\$29.99	OnXmaps annual fee	
7/23/2021	(\$232.00)	Firstcash reward dollars issued	



Chief Skip Shirlaw
Chief's Report to the Inter-Canyon Fire Protection Board Meeting
August 11, 2021

Current Membership Firefighters 30 (25 EMS are Included)
 Rookies 3

 Total Membership 33

Call Comparisons:
Year to date: 8/5 248

Last Year to date: 8/5 243

For the Month of July 2021	For the Month of July 2020
Fire 3	Fire 1
Rescue & Emergency Medical 31	Rescue & Emergency Medical 26
Good Intent Calls 7	Good Intent Calls 9
False Alarm 5	False Alarm 1
Mutual Aid: 3 received 3 given	Mutual Aid: 0 received 5 given
TOTAL for the Month: 46	TOTAL for the Month: 37
Total Members Responding 302	Total Members Responding 328
Total Incident Hours 153.54	Total Incident Hours 222.5
Average Turnout Per Call 6.6	Average Turnout Per Call 8.9

**DISTRICT
PROCUREMENT POLICY**

1. Procurement/Purchasing. All expenditures shall be made in compliance with the Colorado Revised Statutes, as amended; shall adhere to all District policies issued relative to the purchase of goods and services; and shall be within approved budgeted amounts. Purchases or contracts made contrary to this policy will not be binding upon the District and the person making the purchase may be held personally liable.

2. Purchasing Authority. Purchases of \$5,000 or less that have been budgeted and appropriated may be approved by the [President of the Board of Directors] [Fire Chief] [District Manager]. All purchases in excess of \$5,000, or which have not been budgeted for the budget year of the purchase, require the approval of the Board.

3. Informal Quotes - Purchases \$5,000 to \$25,000. Informal purchase procedures may be used for the procurement of standard, non-complex goods or services costing more than \$5,000 but less than \$25,000, and not provided for in other District contracts. The purchaser shall obtain more than one price quote, either in person, by telephone or fax to obtain prices for the purchase of the required supplies, materials, equipment or services and shall select the appropriate vendor based on the quoted price to the lowest dollar responsible and responsive person or provider. The District reserves the right to reject any and all quotes, and to select, in its discretion, the supplies, materials, equipment or services determined to be in the District's best interest.

4. Formal Competitive Bid/Quote Requirement - Purchases \$25,000 or More. Notice by newspaper publication and a competitive bid or proposal shall be required for purchases in excess of \$25,000. The award shall be made to the bidder whose bid or proposal, in the sole determination of the District Board represents the best value for the money. The District reserves the right to reject any and all bids and to waive all formalities in bids, and to select, in its discretion, the bid determined to be in the District's best interest.

5. Construction Contracts.

(a) Competitive Sealed Bids or Proposals. Notice by newspaper publication and a competitive sealed bid or proposal shall be required for any construction contract in excess of the limits established by Section 32-1-1001, C.R.S, for notice and bidding of special district construction contracts. For contracts procured pursuant to Section 32-1-1001, C.R.S., the award shall be made to the lowest responsive and responsible bidder whose bid or proposal complies with the detail specifications contained in the Invitation for Bid or Request for Proposals. The District reserves the right to reject any and all bids and to waive all formalities in bids, and to select, in its

discretion, the bid determined to be in the District's best interest. For contracts procured pursuant to Part 18 of Article 1, Title 32, proposals shall be evaluated pursuant to criteria established by the District, and the award shall be made to the party submitting a proposal which represents the best value to the District.

(b) Construction contracts involving costs less than the threshold amount provided in Section 32-1-1001, C.R.S., for notice and bidding are subject to the other provisions and requirements of this Policy, except that the Informal Quote procedure may be utilized for construction contracts from \$5,000 up to the threshold amount provided in Section 32-1-1001, C.R.S., for notice and bidding.

6. Exceptions to Bid/Quote Requirement.

- (a) Sole Source Vendor selected by Board;
- (b) State or Federal Pricing;
- (c) Contracts with other governmental units;
- (d) Legal, accounting and auditing services;
- (e) Professional services of less than \$50,000 that are selected from a pre-qualified vendor list;
- (f) Emergency purchases (as defined in this Policy); and
- (g) Determination of Board that a negotiated contract with a single vendor is in the best interest of the District.

7. Purchase Order/Encumbrance Requirements. Unless exempted below, purchases in excess of \$5,000 that will require payment of multiple invoices over time, or when payment is anticipated to be made in excess of 60 days from date of order or contract, require the issuance of a purchase order and encumbrance of budget. Award of formal bids/requests for proposal also require the issuance of a purchase order to document the award and encumber the committed funds.

8. Exceptions to Purchase Order/Encumbrance Requirement. When budgeted and appropriated:

- (i) Utilities;
- (ii) Contributions and grants;
- (iii) Insurance;
- (iv) Advertising;

- (v) Allocations to outside agencies;
- (vi) Postage;
- (vii) Legal, accounting and auditing; and
- (viii) Seminars, conferences and related travel expenses.

9. Sole Source Purchases. Sole source purchases are appropriate when a product is available from only a single supplier. The purchaser shall make a written determination as to why the purchase should be sole source, and shall negotiate the price, terms and delivery of the procurement action. Examples of when sole source procurement may be appropriate are:

- (a) Compatibility of equipment, accessories, replacement parts or other products or services to be purchased are of paramount consideration;
- (b) Required and appropriate specifications can be met by only a single source; or
- (c) A sole supplier's product or services are needed for trial or testing.

10. Emergency Purchases. An emergency condition is a situation that creates a threat to public health, welfare, or safety or a need to protect District assets. Potential causes include, but are not limited to, floods, epidemics, riots, equipment failures, operational work stoppages, or other similar reasons proclaimed by the President. Upon such proclamation and a determination that the existence of such condition creates an immediate and serious need for goods or services which could not be met using normal procurement methods in a timely manner, the President may temporarily suspend this policy for thirty (30) days, or until reinstated by proper Board action, whichever comes first. The Board may extend any temporary suspension of this policy for any period of time deemed appropriate. All emergency purchases shall be reported to and ratified by the Board at the next regular meeting of the Board.

11. Prohibition Against Subdivision. No procurement transaction shall be subdivided for the purpose of circumventing the dollar values provided in this policy.

12. Conflict of Interest. Every District Board member or employee is expressly prohibited from knowingly:

- (a) Underestimating or exaggerating requirements to a prospective bidder for the purpose of influencing bids.
- (b) Misrepresenting the quality of a bidder's products or services.

13. Administration. Prior to signing a purchase order or contract for goods or services, the preceding provisions of this policy shall be complied with. Contract administration begins with the signing of the purchase order or contract and continues throughout the life of the purchase order or contract. The complexity of the purchase order or contract dictates the level of administration required. A one-time delivery of supplies requires less administration than a multi-year requirements contract for complex services. The purchaser and the user are jointly responsible for adequate contract administration. As a minimum, the following shall be monitored:

- (a) Inspect and accept goods or services received.
- (b) Assure that the procurement action is completed successfully and in accordance with the terms and conditions of the purchase order or contract.
- (c) Communicate with suppliers/contractors to assure understanding of the requirements within the boundaries of the contract documents.
- (d) Evaluate contractor performance against contract requirements.
- (e) Review reports of completed work and test for actual completion of the work.
- (f) Process payments and contract closeout documents in a timely manner.
- (g) Maintain a complete documented procurement file of all the related purchasing actions.
- (h) All purchases shall be appropriately inventoried and tagged before being placed into service.

14. Compliance with Statutes. In addition to the requirements of this policy, the procurement of goods and services by the District is subject to, and shall comply with all applicable Colorado statutes, including but not limited to Sections 32-1-1001(1)(d)(I), 24-18-101, *et seq.*, 24-91-103.6, and 29-1-110, C.R.S.



PURCHASE ORDER

GENERAL ADMINISTRATION 10

PURPOSE: To accurately track expenses and major purchases for the purpose of ICFPD annual budgeting and to maintain transparency. The purchase order system is designated to track all purchases over \$300, and to prevent duplicate ordering, invoicing, late payments, and late fees.

IMPORTANT: This system shall not interfere with the daily operations of the ICFPD. Exceptions to policy and procedure may be necessary and submitted through a Chief officer in the case of an emergency to expedite necessary goods and services.

POLICY:

Purchase Order (PO) General Information

- No PO is required for specific materials or supplies consumed on a regular/monthly basis such as utilities, phone service, natural gas and fuel. Ask the Chief or District Administrator for clarification.
- A PO Request must be submitted and approved **prior** to making any purchase.
- A PO must be obtained for any item(s) or service(s) exceeding **\$300**.
- PO approval shall be provided by either the Treasurer or the President of the ICFPD Board for items **under \$2000.00**.
- Items and services **over \$2000.00** require dual signatures/approval from the ICFPD Board of Directors.

Obtaining a Purchase Order and Process

1. Provide written quote for the purposed purchase.
2. Complete the Purchase Order Request Form. Form is available on the Members website.
3. Email or otherwise deliver the PO Request to the Chief for approval and signature.
4. Chief will provide the signed PO Request to the District Administrator.
5. Requests \$300-\$1,999 will be reviewed by the Board Treasurer and President at the weekly Accounts Payable and Receivable review.
6. Purchase Requests over \$2000 require Board approval at the next Board Meeting.
7. Once approved the District Administrator will provide the individual making the PO Request a copy of the approved Purchase Order.

Notification of Change in Amount

Every effort should be made to obtain accurate pricing on the initial Purchase Order request. Should pricing increase, written documentation of the increase and a new Purchase Order Request is required to be submitted to the Chief or District Administrator. The new Purchase Order Request will go through the approval process as outlined above. Approval of the new PO Request is required prior to making the purchase.

Submittal of Invoice or Reimbursement

Copies of all Invoices, receipts and the approved Purchase Order must be submitted to the Chief or District Administrator for processing. Please refer to the Accounts Payable/Receivable GA 09.

INTER-CANYON FIRE PROTECTION DISTRICT

PURCHASE ORDER

7939 S. Turkey Creek Rd.
 Morrison, CO 80465
 303-697-4413

The following number must appear on all related correspondence, shipping papers, and invoices:
 P.O. NUMBER: (to be assigned upon approval)

TO:

SHIP TO:
 ICFPD

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL

SALES TAX	
SHIPPING & HANDLING	
OTHER	
TOTAL	

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to:
 [Name]
 [Street Address]
 [City, ST ZIP Code]
 Phone [phone] Fax [fax]

Authorized by _____ Date _____

32-1-1001. Common powers - definitions

(1) For and on behalf of the special district the board has the following powers:

(a) To have perpetual existence;

(b) To have and use a corporate seal;

(c) To sue and be sued and to be a party to suits, actions, and proceedings;

(d)

(I) To enter into contracts and agreements affecting the affairs of the special district except as otherwise provided in this part 10, including contracts with the United States and any of its agencies or instrumentalities. Except in cases in which a special district will receive aid from a governmental agency or purchase through the state purchasing program, a notice shall be published for bids on all construction contracts for work or material, or both, involving an expense of sixty thousand dollars or more of public moneys. The special district may reject any and all bids, and, if it appears that the special district can perform the work or secure material for less than the lowest bid, it may proceed to do so.

(II) No contract for work or material including a contract for services, regardless of the amount, shall be entered into between the special district and a member of the board or between the special district and the owner of twenty-five percent or more of the territory within the special district unless a notice has been published for bids and such member or owner submits the lowest responsible and responsive bid.

(e) To borrow money and incur indebtedness and evidence the same by certificates, notes, or debentures, and to issue bonds, including revenue bonds, in accordance with the provisions of part 11 of this article, and to invest any moneys of the special district in accordance with part 6 of article 75 of title 24, C.R.S.;

(f) To acquire, dispose of, and encumber real and personal property including, without limitation, rights and interests in property, leases, and easements necessary to the functions or the operation of the special district; except that the board shall not pay more than fair market value and reasonable settlement costs for any interest in real property and shall not pay for any interest in real property which must otherwise be dedicated for public use or the special district's use in accordance with any governmental ordinance, regulation, or law;

(g) To refund any bonded indebtedness as provided in part 13 of this article or article 54 or 56 of title 11, C.R.S.;

(h) To have the management, control, and supervision of all the business and affairs of the special district as defined in this article and all construction, installation, operation, and maintenance of special district improvements;

(i) To appoint, hire, and retain agents, employees, engineers, and attorneys;

(j)

C.R.S. 32-1-1806

Copy Citation

Statutes current through Chapter 220 of the 2021 Regular Session and effective as of June 10, 2021. The inclusion of the 2021 legislation is not final. It will be final later in 2021 after reconciliation with the official statutes, produced by the Colorado Office of Legislative Legal Services.

- [Colorado Revised Statutes Annotated](#)
- [Title 32. Special Districts \(§§ 32-1-101 — 32-21-114\)](#)
- [Special District Act \(Art. 1\)](#)
- [Article 1. Special District Provisions \(Pts. 1 — 18\)](#)
- [Part 18. Public Improvements - Special District Contracts \(§§ 32-1-1801 — 32-1-1807\)](#)

32-1-1806. Requests for proposals - evaluation and award of integrated project delivery contracts

- (1) An agency shall prepare and, where it has not published a notice of request for qualifications pursuant to [section 32-1-1805 \(1\)](#), publish a notice of request for proposals for each IPD contract that may contain the following elements and such other elements as may be requested by the agency:
- (a) The procedures to be followed for submitting proposals;
 - (b) The criteria for evaluation of a proposal, which criteria may provide for selection of a proposal on a basis other than solely the lowest costs estimates submitted;
 - (c) The procedures for making awards;
 - (d) Required performance standards as defined by the participating entity;
 - (e) A description of the drawings, specifications, or other submittals to be provided with the proposal, with guidance as to the form and the acceptable level of completion of the drawings, specifications, or submittals;
 - (f) Relevant budget considerations or, for an IPD contract that includes operation or maintenance services, the life-cycle cost analysis for the contract;
 - (g) The proposed project scheduling; and
 - (h) The stipend, if any, to be paid to participating entities responding to the request for proposals who appear on the agency's short list pursuant to [section 32-1-1805 \(2\)](#) but whose proposals are not selected for award of the IPD contract.
- (2) After obtaining and evaluating proposals according to the criteria and procedures set forth in the request for proposals in accordance with the requirements of subsection (1) of this section, an agency may accept the proposal that, in its estimation, represents the best value to the agency. Acceptance of a proposal shall be by written notice to the participating entity that submitted the accepted proposal.
- (3) With respect to performance under each IPD contract, the participating entity shall comply with all laws applicable to public projects.
- (4) Notwithstanding any other provision of law, a participating entity selected for award of an IPD contract is not required to be licensed or registered to provide professional services as defined in [section 24-30-1402 \(6\), C.R.S.](#), if the person or firm actually performing any such professional services on behalf of the participating entity is appropriately licensed or registered and if the participating entity otherwise complies with applicable state licensing laws and requirements related to such professional services.