



INTER-CANYON FIRE PROTECTION DISTRICT
MEETING OF DIRECTORS AGENDA
ICFPD Station 3 with Zoom Webinar
October 13, 2021

1. Call to Order
2. Changes to Agenda
3. Approval of Absences
4. Acknowledge Guests
5. Approval of the minutes of the September 18, 2021, meeting.
6. Approval of the minutes of the September 18, 2021, strategic meeting.
7. Treasurers Report
8. Chiefs Report
 - a. General Updates
 - b. Project Updates
9. Officers Report
10. Building Committee Report
11. Professional Consultants Report - none
12. Unfinished business
13. New business and special orders
 - a. 2022 Fire Marshal Fees
 - b. Resolution 21-003 to Adopt IWUI Code
14. Executive session, if needed
15. 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.
16. 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
October 13, 2021

1. Call to Order:

The ICFPD Board meeting was called to order by Mike Swenson at 17:49 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:

None

4. Guests Present

Deborah Brobst, Canyon Courier

Barbara Davis

Jackie White

Gayla Logan

Olivia Love

Mike Swenson welcomed guests.

5. Approval of Minutes

MOTION: There was a motion by Bob Scott with a second by Kerry Prielipp to approve the minutes from the September 18, 2021, Board Meeting. The motion passed unanimously.

MOTION: There was a motion by Kerry Prielipp with a second by Dmitiry Pantyukhin to approve the minutes from the September 18, 2021, Strategic Meeting.

6. Treasurer's Report

6a. Karl Firor confirmed we are now live on QuickBooks Online and we are live on the First Bank Treasury Management System. We will be setting directors up to access financial information on QuickBooks. Today's reports are a new online version, a bit different format. If you have used the desktop version, it will not help in learning the online version. If you have not, QuickBooks Online will be easier.

Reports show at the end of September there is \$2.4M in the bank as compared with last year at \$2.5M. There is \$5,700 in payables. There is a net \$341k positive cash flow through 9/30. The Summary shows September activity and year to

date numbers of \$48k received and \$1.6M in the bank. Next is the comparison to budget with the difference of \$1.4M versus \$1.5M. The big difference is the capital expenditures is that more expenses were anticipated. We will catch up soon with communications towers. There is currently \$1.1M in reserves. Karl noted the new reports are nicer, a good change.

MOTION: There was a motion by Bob Scott with a second by Kerry Prielipp to approve the October 13, 2021, Treasurer's Report. The motion passed unanimously.

7. Chief's Report

a. General Updates

Chief Shirlaw advised the Station 4 tower is up. We did get a call from an adjacent neighbor requesting a visual improvement. We will be presenting a couple of reasonable offers. The contractors did a wonderful job. The engineer reviewed the installation and stated they did an amazing job. We are waiting on the permit process to begin work at Station 5. Construction took a total of 4 days to complete, the concrete and the tower went quick. We are still in a good weather window for Station 5.

Mt Lindo, we are waiting for the IGA to be approved. The Motorola bid is in process. Motorola was out for a site visit recently. The microwave RFP has been received and the price is at the mid \$300'sk as expected. We are making progress.

We do need to start replacing Motorola radios. Current radios are not commercial grade and don't do well with water. Current radios are aging. We have an opportunity to purchase radios that will be going out of service in 5 years. New radios are normally \$2700 to \$3200, we can get these for \$1800.

The consolidation study is nearing completion. We have requested they add pros and cons. We should have the report soon.

Chief Shirlaw noted he sent a draft of the advertisement for the new administrative position to directors for approval. Chief Shirlaw plans to post for 3 to 4 weeks. We can interview at the end of November with the goal to get someone started in December. This provides several weeks for Kelley to work with the new hire.

We are recruiting for next year's Academy together with surrounding districts. Capt Mandl and Capt Yelland are looking for places to put up recruitment information.

ICFPD new recruits Sean McConnel and John Mills are now Firefighter I and Hazmat certified. Both are now in the process of being signed off on rigs. Sean is also EMT-P. Andrew Roiger is in class and is progressing. Capt Mandl and Capt Shane Buckles are now full blown EMT's.

A combined newsletter with Elk Creek is coming out. In the newsletter, we talk about why we are considering merging. You should see the newsletter in the mail soon.

Barbara's work has been amazing, the DOLA grant application is in and has been accepted. Huge thanks to Barbara. She kept us on track, meeting every week, editing and formatting. We are waiting to see what is next. We expect in early December, the 6 or 7th to do a short presentation. Mike asked about potential grants on communications and radios. Chief Shirlaw indicated we were not successful. Barbara advised she is still working alternatives. Kerry Prielipp inquired

as to if we are unsuccessful on a grant, are we able to reapply. Barbara indicated she is looking for opportunities and yes there are grant cycles. Chief advised we will go for a RETAC grant if necessary.

Chief Shirlaw advised Community Connect through the First Due app is working. The community can reach out to us and provide information on their home as to hazards, who lives there, are there pets, elderly residents, phone numbers, etc. It is a great way for them to update us on their unique issues. Mike asked if it is live. Chief Shirlaw confirmed yes. Chief Shirlaw advised we are keeping IAR due to the messaging system. First Due is working, Chief Shirlaw offered to show a demo to directors. Chief Shirlaw noted Elk Creek Fire and Evergreen Fire are using First Due as well, we are able see neighboring district information.

Chief Shirlaw noted a reminder about Proposition 120. This is an effort to reduce the assessment rate. If it passes, it will be a reduction in our budget. We could lose potential projects. The proposition is going to be challenged by Bill 293. The vote is less than 3 weeks away. Karl advised the district's current rate is 7.2. Chief Shirlaw stated this could be very damaging to all special districts. We can all work to educate the community. On Oct 18th an interview with Chief Hatlestad and neighboring chiefs will air on Channel 7 News.

8. Officers Report

Capt Mandl

Julia has announced she is moving, her last day is the 28th. Julia will still be available for oversight. We have worked quickly to fill the position. 4 individuals from ICFPD applied for the position. One has been recommended. Chiefs will have announce a decision next week.

Assessments, as of October 12 there have been 202 for the year. Julia did a great job. We are looking at added benefits to the position as well as to better define the role.

Fuels crew is out chipping. One seasonal employee left early in September unexpectedly and went back to school. This put us in a tight spot. To date chipping has taken place at 600 homes so far and we are on track for 700 this year. 7000 piles have been chipped this season, it has been phenomenal.

CWPP, we are at the end of the tunnel. We've included both districts and divided up in sections. Capt Mandl and Capt Yelland have been ground trooping every road, loading construction density, water supply, etc. We are on our last 20 and have spent a lot of time. Chief Shirlaw noted Captains are verifying water sources as well as accessibility by air and by vehicle. The work they are doing is incredible. Commendations are in order for both John and Ben.

A meeting with neighborhood ambassadors is coming up. The contractor writing the CWPP will be meeting with ambassadors to provide insight and how to present the plan to the community. Ambassadors will understand the CWPP and be able to describe then recommend mitigation efforts. Chief's signatures will be done by mid-November and then it will be signed by the State Forester. A hazard mitigation plan will be provided at the community level. Colorado State Forest Service (CSFS) is providing the first plan. We are determining what the product will look like. Evergreen had one done in the past, we are starting with that template.

Ambassador program is alive and well. We are at 27 ambassadors for the district. The goal is to have least one for each planning unit for a total of 46.

Mike stated his thanks for the chipping program.

9. **Building Committee Report –**

Chief Shirlaw advised there was recently a great meeting with Adam. Bob Scott agreed it was a great meeting with F&D. We decided on contract language and put key dates in place. We expect to be out for bid October 15th. Expecting to receive bids by November 29. A site meeting with contractors is set on October 29 at Stations 1 and 3. All questions are due back by November 5. A contract will be in place by January 1, 2022. We are asking for project completion by March 31, 2023. On November 6 we will host an Open House for the community at Station 3. Renditions and Adam will be available. Should be about a 4-hour window. We are excited about dates and moving forward. Kerry asked if dates and timelines are based on a normal pace. Bob responded we pushed dates out to accommodate for potential weather delays. Asked for individual projects and then how to manage if done concurrently. Chief Shirlaw noted Bob's expertise has been invaluable, it is incredible having Bob on our side.

Bob advised invoices will be net 30. We are asking for a 2-year warranty, usually it is a 1-year warranty. Bob stated we can discuss in more detail. Kerry asked how many contractors are expected to bid. Bob expects no less than 3 but we could receive up to a dozen. Kerry asked if there are plans to invite specific contractors. Bob replied there is an invitation to bid for contractors who are local, several have expressed interest. Bob stated we will get this down to 3 qualified contractors and have those 3 do a presentation. Adam specified on purpose to bring expertise to the table and focus on how contractors can do things more cost effectively and drive costs down. Mike noted the more collaborative it is, it drives both sides in innovative ways to be more cost effective. We want the contractor and the project to be successful. Bob gave an example of ceiling proposals; the contractor will submit materials the contractor plans to use. We will be able work with them when there are other products that may be more cost effective. Mike noted encouragement in sustainability and how the process is done is important.

10. **Professional Consultants Report – None**

11. **Unfinished Business - None**

12. **New Business and Special Orders**

a. 2022 Fire Code Inspections, Permit Fees,

Mike noted the document is in the meeting packet. Chief Shirlaw stated Roger Parker proposed the fee schedule. Elk Creek is adopting the fee schedule. Many of the fees listed will not be used but it is good to have an outline of fees in case a need arises. Chief Shirlaw recommended adopting the schedule.

MOTION: There was a motion by Karl Firor with a second by Bob Scott to adopt the 2022 Fire Code Review, Inspection & Permit Fees as written. The motion passed unanimously.

Bob inquired as to whether fees are in line with industry standard. Chief Shirlaw advised Roger is 40 years in the industry and he trusts they are in line although he did not personally verify.

b. Resolution 21-003 IWUI Code Adoption

Chief Shirlaw noted directors adopted the IWUI Code at the September Board Meeting. These are a few revisions based on Roger having met with Jeffco. There are some items that will change in the future. There is a very collaborative effort with fire districts and Jeffco. Kerry noted this is an improvement, there is nothing in place today. Chief confirmed.

RESOLUTION: There was a motion by Kerry Prielipp with a second by Bob Scott to Adopt the Resolution 21-003 IWUI Code as written. The motion passed unanimously.

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.)

Gayla mentioned the holiday party is coming along.

15. Adjournment

There being no further business before the Board, the meeting was adjourned at 18:23hours.

Minutes by Kelley D. Wood, District Administrator

Submitted by:

Kerry Prielipp

Kerry Prielipp

Secretary

ICFPD Board of Directors

Approved by:

Michael Swenson

Michael Swenson

President

ICFPD Board of Directors

Attachments:

1. Meeting Agenda
2. Treasurer's Report
3. Chief's Report
4. Inspection Fees
5. Resolution 21-003

Inter-Canyon Fire Protection District

Balance Sheet Comparison

As of September 30, 2021

	TOTAL		
	AS OF SEP 30, 2021	AS OF SEP 30, 2020 (PY)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
100-000 Cash	2,443,763.65	2,502,454.61	-58,690.96
Total Bank Accounts	\$2,443,763.65	\$2,502,454.61	\$ -58,690.96
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	\$3,875,153.62	\$3,895,605.58	\$ -20,451.96
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	\$7,111,539.59	\$7,131,991.55	\$ -20,451.96

Inter-Canyon Fire Protection District

Balance Sheet Comparison

As of September 30, 2021

	TOTAL		
	AS OF SEP 30, 2021	AS OF SEP 30, 2020 (PY)	CHANGE
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
200-200 Accounts Payable	5,757.16	21,916.52	-16,159.36
Total Accounts Payable	\$5,757.16	\$21,916.52	\$ -16,159.36
Other Current Liabilities			
200-208 Accrued Interest	0.00	0.00	0.00
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
200-226 Capital Lease - 3	0.00	0.00	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	\$1,395,798.75	\$1,386,131.11	\$9,667.64
Long-Term Liabilities			
210-360 Captial Lease - 3	0.00	0.00	0.00
210-399 Net Pension Oblgation	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	\$2,259,235.75	\$2,249,568.11	\$9,667.64
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	341,826.51	732,123.84	-390,297.33
Total Equity	\$4,852,303.84	\$4,882,423.44	\$ -30,119.60
TOTAL LIABILITIES AND EQUITY	\$7,111,539.59	\$7,131,991.55	\$ -20,451.96

Inter-Canyon Fire Protection District

Profit and Loss

September 2021

	TOTAL	
	SEP 2021	JAN - SEP, 2021 (YTD)
Income		
300-000 Revenues	8,835.83	1,598,607.53
300-660 Donated Funds	1,500.00	11,668.75
Services	37,847.39	37,847.39
Total Income	\$48,183.22	\$1,648,123.67
GROSS PROFIT	\$48,183.22	\$1,648,123.67
Expenses		
400-000 Administrative	3,955.36	152,965.41
425-101 Payroll & Benefits	52,322.65	400,596.19
500-000 FireFighting	2,307.51	28,313.87
550-550 EMS Services	3,498.27	31,178.15
600-000 FF Apparatus/Equip Maintenance	4,484.32	62,790.94
660-000 Firefighter General Expenses	599.30	9,810.74
665-000 Auxiliary Operations		2,105.00
670-000 Station 1	1,429.64	19,241.91
680-000 Station 2	367.46	9,663.75
690-000 Station 3	1,052.60	13,327.75
691-000 Station 4	709.51	9,997.57
692-000 Station 5	283.39	5,372.88
700-000 Communications	8,862.87	46,494.94
900-000 Capital Expenditures	48,028.50	514,445.98
Total Expenses	\$127,901.38	\$1,306,305.08
NET OPERATING INCOME	\$ -79,718.16	\$341,818.59
NET INCOME	\$ -79,718.16	\$341,818.59

Inter-Canyon Fire Protection District

Profit and Loss

January - September, 2021

	TOTAL	
	JAN - SEP, 2021	JAN - SEP, 2021 (YTD)
Income		
300-000 Revenues	1,598,607.53	1,598,607.53
300-660 Donated Funds	11,668.75	11,668.75
Services	37,847.39	37,847.39
Total Income	\$1,648,123.67	\$1,648,123.67
GROSS PROFIT	\$1,648,123.67	\$1,648,123.67
Expenses		
400-000 Administrative	152,965.41	152,965.41
425-101 Payroll & Benefits	400,596.19	400,596.19
500-000 FireFighting	28,313.87	28,313.87
550-550 EMS Services	31,178.15	31,178.15
600-000 FF Apparatus/Equip Maintenance	62,790.94	62,790.94
660-000 Firefighter General Expenses	9,810.74	9,810.74
665-000 Auxiliary Operations	2,105.00	2,105.00
670-000 Station 1	19,241.91	19,241.91
680-000 Station 2	9,663.75	9,663.75
690-000 Station 3	13,327.75	13,327.75
691-000 Station 4	9,997.57	9,997.57
692-000 Station 5	5,372.88	5,372.88
700-000 Communications	46,494.94	46,494.94
900-000 Capital Expenditures	514,445.98	514,445.98
Total Expenses	\$1,306,305.08	\$1,306,305.08
NET OPERATING INCOME	\$341,818.59	\$341,818.59
NET INCOME	\$341,818.59	\$341,818.59

Inter-Canyon Fire Protection District

Budget vs. Actuals: FY_2021 - FY21 P&L

January - September, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
300-000 Revenues	1,598,607.53	1,432,957.13	165,650.40	111.56 %
300-502 Specific Ownership Taxes		0.00	0.00	
300-570 Inter-Governmental Revenues		0.00	0.00	
300-660 Donated Funds	11,668.75	0.00	11,668.75	
Services	37,847.39		37,847.39	
Total Income	\$1,648,123.67	\$1,432,957.13	\$215,166.54	115.02 %
GROSS PROFIT	\$1,648,123.67	\$1,432,957.13	\$215,166.54	115.02 %
Expenses				
400-000 Administrative	152,965.41	100,331.00	52,634.41	152.46 %
425-101 Payroll & Benefits	400,596.19	435,886.00	-35,289.81	91.90 %
500-000 FireFighting	28,313.87	108,945.00	-80,631.13	25.99 %
550-550 EMS Services	31,178.15	44,102.00	-12,923.85	70.70 %
600-000 FF Apparatus/Equip Maintenance	62,790.94	86,921.82	-24,130.88	72.24 %
660-000 Firefighter General Expenses	9,810.74	8,250.00	1,560.74	118.92 %
665-000 Auxiliary Operations	2,105.00	4,600.00	-2,495.00	45.76 %
670-000 Station 1	19,241.91	21,463.35	-2,221.44	89.65 %
680-000 Station 2	9,663.75	10,758.25	-1,094.50	89.83 %
690-000 Station 3	13,327.75	18,756.11	-5,428.36	71.06 %
691-000 Station 4	9,997.57	13,011.51	-3,013.94	76.84 %
692-000 Station 5	5,372.88	5,674.44	-301.56	94.69 %
700-000 Communications	46,494.94	50,996.32	-4,501.38	91.17 %
750-000 Depreciation Expense		0.00	0.00	
800-900 Pension-State Contribution		0.00	0.00	
800-902 Pension-Contribution GOVT-WIDE		0.00	0.00	
900-000 Capital Expenditures	514,445.98	1,632,030.00	-1,117,584.02	31.52 %
Total Expenses	\$1,306,305.08	\$2,541,725.80	\$ -1,235,420.72	51.39 %
NET OPERATING INCOME	\$341,818.59	\$ -1,108,768.67	\$1,450,587.26	-30.83 %
NET INCOME	\$341,818.59	\$ -1,108,768.67	\$1,450,587.26	-30.83 %

Inter-Canyon Fire Protection District

A/P Aging Summary

As of September 30, 2021

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Barbara Davis	1,774.50					\$1,774.50
Colorado Natural Gas Inc.	54.32					\$54.32
CORE Electric Cooperative	87.46					\$87.46
Eldorado Artesian Springs, Inc	56.39					\$56.39
Elk Creek Fire Protection District	133.50					\$133.50
Holly Shirlaw	70.00					\$70.00
Interconnected Technologies LLC	785.10					\$785.10
Matt White	1,318.03					\$1,318.03
Peggy Lucatuorto	8.75					\$8.75
Rhinehart Oil Company Inc.	1,369.11					\$1,369.11
Squeaks Services	100.00					\$100.00
TOTAL	\$5,757.16	\$0.00	\$0.00	\$0.00	\$0.00	\$5,757.16

Inter-Canyon Fire Protection District

Open Purchase Orders Detail
January - September, 2021

DATE	NUM	VENDOR	PRODUCT/SERVICE	ACCOUNT	QTY	RECEIVED QTY	BACKORDERED QTY	TOTAL AMT	RECEIVED AMT	OPEN BALANCE
FF Training Books/Supplies										
09/17/2021	1003	Matt White	FF Training Books/Supplies	500-501 FireFighting:Training and Certification	1.00	0.00	1.00	215.00	0.00	215.00
09/17/2021	1003	Matt White	FF Training Books/Supplies	500-501 FireFighting:Training and Certification	1.00	0.00	1.00	50.00	0.00	50.00
09/17/2021	1003	Matt White	FF Training Books/Supplies	500-501 FireFighting:Training and Certification	1.00	0.00	1.00	100.00	0.00	100.00
09/17/2021	1003	Matt White	FF Training Books/Supplies	500-501 FireFighting:Training and Certification	1.00	0.00	1.00	210.00	0.00	210.00
Total for FF Training Books/Supplies					4.00	0.00	4.00	\$575.00	\$0.00	\$575.00
Station 4 Radio Tower										
07/21/2021	21-0016	Advanced Tower Services Inc.	Station 4 Radio Tower	900-372 Capital Expenditures:Station 4 Radio Tower	1.00	0.00	1.00	99,943.76	0.00	99,943.76
Total for Station 4 Radio Tower					1.00	0.00	1.00	\$99,943.76	\$0.00	\$99,943.76
Station 5 Radio Tower										
07/21/2021	21-0017	Ridgeline Engineering Company	Station 5 Radio Tower	900-000 Capital Expenditures	1.00	0.00	1.00	10,050.00	0.00	10,050.00
Total for Station 5 Radio Tower					1.00	0.00	1.00	\$10,050.00	\$0.00	\$10,050.00
Not Specified										
09/17/2021	1003	Matt White		500-508 FireFighting:Wildland Training				1,318.03	0.00	1,318.03
09/20/2021	1002	Rocky Mountain Generator		900-375 Capital Expenditures:Station 5 Radio Tower				13,107.00	0.00	13,107.00
09/20/2021	1002	Rocky Mountain Generator		900-372 Capital Expenditures:Station 4 Radio Tower				13,107.00	0.00	13,107.00
Total for Not Specified								\$27,532.03	\$0.00	\$27,532.03
TOTAL					6.00	0.00	6.00	\$138,100.79	\$0.00	\$138,100.79

Date:	Amount:	Description:	Total:
8/24/2021	\$86.57	Fuel for command vehicle	\$1,420.90
8/27/2021	\$563.75	Permit for station 4 tower	
8/30/2021	\$26.11	Amazon; EMS safety glasses	
8/31/2021	\$97.48	Fuel for command vehicle	
8/31/2021	\$16.92	Amazon; EMS 1 ml Luer lock syringe	
9/2/2021	\$10.00	Parking at State Capitol, presentation to Wildfire Committee	
9/11/2021	\$148.28	IHOP; breakfast for 9/11 stair climb participants	
9/12/2021	\$93.84	Fuel for command vehicle	
9/12/2021	\$9.39	Amazon; EMS, additional safety glasses	
9/13/2021	\$41.80	Zoom	
9/14/2021	\$90.00	Intuit, Quickbooks Online	
9/21/2021	\$17.82	King Soopers; Station 1 supplies	
9/22/2021	\$218.94	Gift Cards for Department Members	



INTER-CANYON FIRE PROTECTION DISTRICT

ICFPD BANK STATEMENTS
ARE AVAILABLE BY REQUEST

PLEASE CONTACT
DISTRICT ADMINISTRATOR KELLEY WOOD

303-697-4413

kwood@icfpd.net



INTER-CANYON FIRE PROTECTION DISTRICT

FIRE CODE PLAN REVIEW, INSPECTION & PERMIT FEES EFFECTIVE JANUARY 1, 2022

FIRE CODE PLAN REVIEWS & INSPECTIONS	
<i>For multi-building projects fees are per building</i>	
Base fee for any fire code plan review and permit processing. Includes: new construction, tenant finish, fire alarm system, fire alarm control panel replacement, wireless fire alarm system transmitter installation, fire sprinkler system, underground fireline, standpipe, fire pump, fire hydrant system, cistern, draft site, kitchen hood extinguishing system, alternative fire extinguishing system (water, mist, foam, CO2, clean agent, halon, chemical, etc.), fire apparatus access, fire protection water supply, automatic fire apparatus access gate, controlled egress doors, delayed egress locks, flammable and/or combustible liquid tank, L-P gas system, medical gas system, compressed gas system, spray area, spray room, spray booth, mixing room, dip tank, HazMat container, HazMat tank, Hazmat process, Carbon Dioxide system, Carbon Dioxide detection system, smoke control system, battery system, high-piled storage plan, Firefighter Air System (FAS), emergency responder radio system, and any other fire code permit not listed.	\$180.00
Additional fee per square foot for new commercial construction and tenant finish work.	\$0.03
Additional fee per sprinkler for single family 13D sprinkler installation or modification.	\$0.03
Additional fee per sprinkler for 13 or 13R sprinkler installation or modification.	\$2.50
Additional fee per device for fire alarm system installation or modification.	\$2.50
Additional fee for each additional kitchen hood extinguishing system installed in same location at the same time.	\$90.00
Additional fee for each sprinkler connection and fire hydrant for fire hydrant systems.	\$150
Additional fee for cistern easement agreement legal review and approval. Reviewed by Fire Marshal, Fire Chief and Fire District Attorney.	Actual Cost
Voluntary Wildfire Assessment	\$100.00
Mandatory Wildfire Assessment	\$60 hour
ADMINISTRATIVE REVIEWS & LETTERS	
Additional plan reviews required by changes, additions or revisions (minimum one hour)	\$60 hour
Insurance Company letters. No charge for letter not requiring site visit. Minimum one hour fee for site visit.	\$60 hour
County letters: Proof of Fire Protection or residential site plan review for fire access, fire water supply, etc. No charge for letter not requiring site visit. Minimum one hour fee for site visit.	\$60 hour
Administrative Fee (minimum one hour)	\$60 hour
Trip Charge for out of district travel to and from inspections (per hour)	\$60 hour
Fire Marshal Review of IWUIC Fire Protection Plan (minimum one hour)	\$60 hour
Fire Marshal Review of Alternative Materials and Methods Request (minimum one hour)	\$60 hour
Fire Marshal Review of Technical Assistance Request (minimum one hour)	\$60 hour
Fire Marshal Review of Code Modification Request (minimum one hour)	\$60 hour
Expedited Plan Review (based on staff availability, fee doubled)	Double
Outsource Review Fee (actual cost, plus administrative fee)	Cost
Board Appeal	\$300.00



INTER-CANYON FIRE PROTECTION DISTRICT

MORRISON, CO

INSPECTION & STANDBY RELATED FEES	
Re-inspection fees (minimum one hour)	\$60 hour
Additional inspections required by changes, additions or revisions (minimum one hour)	\$60 hour
After Hours Inspections (based on staff availability, minimum two hours overtime)	\$90 hour
Investigation inspection fee (work commencing before permit issuance - IFC 106.3)	\$300.00
Investigation inspection fee (removal of Stop Work Order - IFC 112)	\$300.00
Firewatch, standby firefighters and/or emergency medical personnel and apparatus as required by the <i>fire chief</i>	CRRF RATES
TEMPORARY USE PERMIT FEES	
<i>Temporary use permit fees include one plan review and one inspection conducted during normal business hours. Expedited plan reviews, additional inspections, inspections outside normal business hours, firewatch personnel, standby personnel and apparatus are additional.</i>	
Temporary Use - Carnival, Fair, Circus, Haunt or Other Public Special Event - 30 Days	\$200.00
Temporary Use - Amusement Building - 30 Days (must have sprinkler system 3103.3.1)	\$400.00
Temporary Use - Fuel Tank & Dispensing	\$120.00
Temporary Use - LP Gas - Construction Site Use of Containers Over 100 lbs.	\$120.00
Temporary Use - Tent or Membrane Structure >400 sq. ft. or Canopy >700 sq. ft.	\$120.00
Temporary Use - Outdoor Assembly Event where planned attendance exceeds 1000 persons	\$120.00
Temporary Use - Fire Apparatus Access Road (Maximum 120 Days)	\$1000.00
Temporary Use - Fire Protection Water Supply (Maximum 120 Days)	\$500.00
Temporary Use - Consumer Fireworks Retail Sales - 30 Days	\$1500.00
Temporary Use - Consumer Fireworks Wholesale Distribution and/or Storage - 30 Days	\$3000.00
Temporary Use - Fireworks Display - Each New Location	\$300.00
Temporary Use - Fireworks Display - Repeat Location Previously Approved	\$200.00
Temporary Use - Pyrotechnics Display or Flame Effects	\$200.00
Other fire code related temporary use permits not listed (minimum one hour)	\$60 hour
EMERGENCY FIRE ALARM RESPONSE FEES	
<i>NOTE: The emergency fire alarm response fee is for response to fire alarms where the inspection or investigation of the fire alarm reveals that the fire alarm was caused by a system malfunction due to: improper system maintenance, improper system installation due to changes in building or facility use after system acceptance, or by improper action or coordination by the alarm monitoring center and fire alarm installation/maintenance or testing company or their representative. For multiple building facilities, the fee schedule is applicable to each individual fire alarm panel whether monitored or not.</i>	
First 3 alarms per year.	\$0.00
4 th alarm per calendar year.	\$200.00
Each additional alarm per calendar year progressively increases at \$200.00 increments for each additional fire alarm.	\$200.00 x alarm #
Construction related emergency fire alarm response fee. (<i>improper protection of fire alarm system from construction or remodel activity</i>)	\$200.00
BURN RESPONSE FEES	
Responses caused by burning without a permit, burning with a permit during burn season and failing to call Dispatch, burning with a permit during non-burn times, burning during a fire ban or other restrictions, or violations of the permit conditions. Use current CRRF Agreement cost per firefighter/paramedic and fire truck/ambulance.	CRRF RATES
Responses to wildland or structure fire caused by an illegal burn. Use current CRRF Agreement cost per firefighter/paramedic and fire truck/ambulance.	CRRF RATES



INTER-CANYON FIRE PROTECTION DISTRICT

FIRE CODE VIOLATIONS	
Violation of the Fire Code (\$250.00 per violation, per day) Each day in which a violation occurs, after due notice has been served, shall constitute a separate offense.	\$250.00 Per day

Fee payment. All fees are to be paid by applicant, developer or contractor upon completion of plan reviews, prior to issuance of a permit.

Additional plan review fees. When submittal documents are incomplete or changed so as to require additional plan reviews, or when an additional plan review is required, an additional plan review fee shall be charged.

Re-inspection fees. A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when required corrections are not made. Re-inspection fees may be assessed when the inspection record card is not posted or otherwise available on the work site, when the *approved construction documents* are not readily available to the inspector, for failure to provide access on the date for which inspection is requested, for deviating from *construction documents* requiring the approval of the *fire code official* or for failure to post a readily visible address. To obtain a re-inspection, the applicant shall request a re-inspection and pay the re-inspection fee in advance. In instances where re-inspection fees have been assessed, no additional inspection of the work shall be performed until the required fees have been paid.

Fee refund application. The *fire chief* may authorize the refunding of any fee paid hereunder that was erroneously paid or collected upon receipt of a completed Refund Request Form filed by the original permittee not later than sixty (60) days after the date of the fee payment. Applicants shall use the Refund Request Form provided by Elk Creek Fire Protection District for all fee refund requests.

Fee waivers. The *fire chief* may authorize the waiver of fees for temporary use permits issued to non-profit organizations.

**2021 International Wildland Urban Interface Code
Amendments Inter Canyon Fire Protection District
Resolution 2021-03**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
INTER CANYON FIRE PROTECTION DISTRICT
TO ADOPT THE 2021 INTERNATIONAL WILDLAND
URBAN INTERFACE CODE**

WHEREAS, the Inter Canyon Fire Protection District ("District") provides fire protection services to a part of the unincorporated limits of the County of Jefferson; and

WHEREAS, from time to time the Board of Directors ("Board") has adopted a fire code to provide for uniformity of the requirements within the total District, to assist in the preservation of property and lives, to clarify relations between this and neighboring Districts, and to promote the prevention of fire and damage within the District; and

WHEREAS, the Colorado State Legislature, through the adoption of the House Bill 1320, has provided in section 1002[d] of Title 32, Article 1 of the Colorado Revised Statutes, for the adoption and enforcement of fire codes by the Colorado Fire Protection Districts; and

WHEREAS, House Bill 1320 also requires that the Board of County Commissioners approve all fire codes adopted by the fire districts which are also within unincorporated portions of a county; and

WHEREAS, the Board desires to adopt to the same code as adopted by other fire districts in Jefferson County to provide uniformity; and

WHEREAS, the Board also desires to adopt as promulgated by the International Code Council; and

WHEREAS, the Board also desires to adopt the International Wildland Urban Interface Code [2021 Edition].

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS
OF THE INTER CANYON FIRE PROTECTION DISTRICT THAT:**

- I. Adoption of Code: The International Wildland Interface Code [2021 Edition] as promulgated by the International Code Council and the Amendments as attached hereto, is hereby adopted.
- II. From and after this date, said Code shall be administered and enforced by the Fire Chief of the Inter Canyon Fire Protection District or his authorized representative, as required and provided for in Section 1002 of Title 32, Article 1 of the Colorado Revised Statutes.
- III. The Fire Chief of Inter Canyon Fire Protection District for the purpose of enforcing said Code shall be considered an authorized representative of the Fire Chief. This section shall not limit the designation of additional authorized representatives if the Chief, with approval by the Board, deems it necessary for the effective enforcement of the Code.
- IV. The Code will become effective for unincorporated areas of Jefferson County within the District upon the approval by the Board of County Commissioners.
- V. Nothing contained herein shall be construed as modifying or limiting the powers, duties, and responsibilities of the Fire Chief of the Inter Canyon Fire Protection District or his authorized representative to carry out and fulfill those powers and obligations set forth and enumerated in Section 1002 of Title 32, Article I of the Colorado Revised Statutes as amended.
- VI. The International Wildland Interface Code [2021 Edition] is amended and changed in the following respects:
 - ❖ 1. Chapter 1, §101.1 shall be replaced and amended as follows:

101.1 Title. These regulations shall be known as the Wildland-Urban Interface Code of Inter Canyon Fire Protection District, hereinafter referred to as “this code”.
 - ❖ 2. Chapter 1, §101.5.1 add to read:

101.5.1 Additions. Additions to property located in Wildfire Zone 1 as specified in the Wildfire Hazard Overlay District of the Jefferson County Zoning Resolution.
 - ❖ 3. Chapter 1, §103.1 shall be replaced and amended as follows:

The Inter Canyon Fire Protection District is hereby created and the official in charge thereof shall be known as the *code official*. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.
 - ❖ 4. Chapter 1, §104.3 shall be amended by the addition of the following sentence:

Nothing herein shall be construed as a waiver of immunities provided by §24-10-101, *et seq.*, C.R.S. or by other statutes, or by the common law.
 - ❖ 5. Chapter 1, §106.2 shall be amended as follows:

10. Open Burning shall be deleted.
 - ❖ 6. Chapter 1, §109.2.1 and 109.2.2 add to read:

109.2.1 Pursuant to §32-1-1002 (1)(e)(II) CRS, the Board may fix and from time to time may increase or decrease fees and charges, at its discretion, for inspections, operational permits, and review of plans and specifications, which are:

1. Requested or mandated for existing structures, buildings and improvements; and
2. Necessitated in conjunction with any county regulation, resolution or condition of development; or
3. Performed in conjunction with the construction of new structures, buildings, and improvements.

109.2.2 Said fees and charges may, at the discretion of the Board, include a charge for reimbursement to the district of any consultation fees, expenses or costs incurred by the district in the performance of the assessments, responses, inspections or review of the plans and specifications.

- ❖ 7. Chapter 1, §110.4.7 shall be replaced and amended as follows:

110.4.7 Violation penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the *approved construction documents* or directive of the *code official*, or of a permit or certificate used under provisions of this code, shall be guilty of a Code Violation. County resolutions shall stipulate what the offense(s) will be. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

- ❖ 8. Chapter 1, §110.4.9 add to read:

110.4.9 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to a fee, fine and/or imprisonment up to the maximum specified in §32-1-1001 and §32-1-1002, CRS. County resolutions shall stipulate what the offense(s) will be.

- ❖ 9. Chapter 1, §113.1 shall be replaced and amended as follows:

113.1 General. In order to hear and decide appeals of orders, decisions or determinations made by the *code official* relative to the application and interpretation of this code, there shall be and is hereby created a board of appeals. The board of appeals shall a subcommittee of three members of the Board, designated annually by the Board as members of the Appeal Committee. The board shall adopt rules of procedure for conducting its business and shall render all decisions and findings in writing to the appellant, with a duplicate copy to the *code official*. The decision of the Appeal Committee shall be deemed as final agency action for purposes of any grievant seeking judicial review of an adverse decision.

- ❖ 10. Chapter 1, §113.5 add to read:

113.5 Written agreements. The Board, upon recommendation of the Appeals Committee or the chief or upon its own motion, may enter into written agreements for enforcement or compliance with the owner, lessee, occupant or authorized agent thereof, of any property, building or structure, or any interested person directly affected by the application of this code. Said agreements may extend the time for compliance with this code, and may contain such terms and conditions that the Board deems appropriate to adequately protect the life, health, property, security and welfare of the general public.

- ❖ 11. Chapter 1, §114.4 add to read:

114.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a

violation or unsafe condition, shall be subject to a fee, fine and/or imprisonment up to the maximum specified in §32-1-1001 and §32-1-1002, CRS. County resolutions shall stipulate what the offense(s) will be.

- ❖ 12. Chapter 2, The following definitions shall be deleted:
 - IGNITION-RESISTANT CONSTRUCTION, CLASS 1.** A schedule of additional requirements for construction in wildland-urban interface areas based on extreme fire hazard.
 - IGNITION-RESISTANT CONSTRUCTION, CLASS 2.** A schedule of additional requirements for construction in wildland-urban interface areas based on high fire hazard.
 - IGNITION-RESISTANT CONSTRUCTION, CLASS 3.** A schedule of additional requirements for construction in wildland-urban interface areas based on moderate fire hazard.
- ❖ 13. Chapter 2, Add the following definitions:
 - BOARD OF DIRECTORS.** Those persons elected by statute under Colorado Revised Statutes, Title 32, that govern the Inter Canyon Fire Protection District.
 - COUNTY.** The County of Jefferson, Colorado.
 - DISTRICT.** The legally defined boundaries of the Inter Canyon Fire Protection District within Jefferson, Colorado.
 - FOREST MANAGEMENT PLAN.** As defined by the Colorado State Forest Service.
 - WILDFIRE ZONE 1.** Wildfire Hazard Overlay District as defined in the Jefferson County Zoning Resolution, Section 39.
- ❖ 14. Chapter 3, §302.1 shall be replaced and amended as follows:

302.1 Declaration. The Jefferson County Board of County Commissioners shall declare the wildland-urban interface areas within Jefferson County. The wildland-urban interface areas shall be based on the findings of fact. The wildland-urban interface area boundary shall correspond to natural or man-made features.
- ❖ 15. Chapter 3, §302.3 shall be replaced and amended as follows:

302.3 Review or wildland urban interface areas. The *code official* and *Wildland Taskforce* shall reevaluate and recommend modification to the *wildland urban interface areas* in accordance with Section 302.1 on a 3-year basis or more frequently as deemed necessary by the legislative body.
- ❖ 16. Chapter 4, §402.1 shall be replaced and amended as follows:

402.1 Subdivisions. Subdivisions shall comply with Sections 402.1.1 and 402.1.2.

 - 402.1.1 Access. New subdivisions, as determined by this jurisdiction, shall be provided with fire apparatus access roads in accordance with the *International Fire Code* current *Jefferson County Land Development Regulations and Jefferson County Transportation Design and Construction Manual*.
 - 402.1.2 Water supply. New subdivisions as determined by this jurisdiction shall be provided with water supply in accordance with Section 404 and current *Jefferson County Land Development Regulations*.
- ❖ 17. Chapter 4, §402.2 shall be replaced and amended as follows:

402.2 Individual structures. Individual structures shall comply with Sections 402.2.1 and 402.2.2.

 - 402.2.1 Access. Individual structures hereafter constructed or relocated into or within *wildland-urban interface areas* shall be provided with fire apparatus access in

accordance with the *International Fire Code*, current *Jefferson County Land Development Regulations* and *Jefferson County Transportation Design and Construction Manual*. Marking of fire protection equipment shall be provided in accordance with Section 403.5 and address markers shall be provided in accordance with Section 403.6.

402.2.2 Water supply. Individual structures hereafter constructed or relocated into or within *wildland-urban interface areas* shall be provided with a conforming water supply in accordance with Section 404 and current *Jefferson County Land Development Regulations*.

Exceptions:

1. Buildings containing only private garages, carports, sheds and agricultural buildings with a floor area of not more than 600 square feet (56 m²).

❖ 18. Chapter 4, §403.1.1 add to read:

403.1.1 Gates. It shall be unlawful for any person, firm or corporation to erect or construct a gate, regardless of height, across access that serves a parcel or parcels, a tract or tracts, or a lot or lots without first obtaining a permit from Jefferson County Planning and Zoning and approval from the appropriate Fire Protection District. The permit shall be valid for one year, all work must be completed within this time frame or a new or a renewal permit will be required. (*Zoning Resolution, Section D, 2, Page 5, Amended 5-21-19*).

❖ 19. Chapter 4, §403.2 shall be replaced and amended as follows:

403.2 Driveways. Driveways shall be provided in accordance with the *Jefferson County Transportation Design & Construction Manual* and the *International Fire Code* as amended by the district.

❖ 20. Chapter 4, §403.3 shall be deleted.

❖ 21. Chapter 4, §403.7 shall be replaced and amended as follows:

403.7 Grade. The gradient for fire apparatus access roads and driveways shall be in accordance with the *Jefferson County Transportation Design & Construction Manual* and the *International Fire Code* as amended by the district.

❖ 22. Chapter 4, §404.1 shall be replaced and amended as follows:

404.1 General. Where provided as required for new subdivisions and individual structures in accordance with Section 402.1.2 and 402.2.2, an approved water source shall have an adequate water supply for the use of the fire protection service to protect buildings and structures from exterior fire sources or to suppress structure fires within the wildland-urban interface area of the jurisdiction in accordance with this section.

Exception: Buildings containing only private garages, carports, sheds and agricultural buildings with a floor area of not more than 3,600 square feet.

❖ 23. Chapter 4, §404.5 shall be replaced and amended as follows:

404.5 Adequate water supply. Adequate water supply shall be determined for purposes of initial attack and flame front control as follows:

1. **New Subdivisions.** The minimum required water supply for one- and two-family dwelling subdivisions is 30,000 gallons. An approved 30,000 gallon water supply shall be located within 1,000 feet of every dwelling or an approved fire hydrant system shall be provided with an approved fire hydrant located within 1,000 feet of every dwelling. The fire hydrant shall flow a minimum of 500 gpm @20psi.

2. **New individual one- and two-family dwellings.** New individual one- and two-family dwellings built in Wildfire Zone 1 shall install an *approved* automatic sprinkler system. The installation of the automatic sprinkler systems shall be in accordance with nationally recognized standards.
3. Buildings other than one- and two-family dwellings. The water supply required for buildings other than one- and two-family dwellings shall be as approved by the *code official* but shall be not less than 1,500 gallons per minute (95 L/s) for a duration of 2 hours.

Exceptions: A reduction in required flow rate of up to ~~75~~ 50 percent, as approved by the *code official*, is allowed where the building is provided with an approved automatic sprinkler system. The resulting water supply shall not be less than 1,500 gallons per minute (94.6 L/s).

- ❖ 24. Chapter 4, §405.5 add to read:
405.5 Forest Management Plans. Forest Management Plans shall be in accordance with the *Jefferson County Land Development Regulations* and *Wildfire Mitigation Standards* of the Colorado State Forest Service.
- ❖ 25. Chapter 5 Delete Chapter 5 in its entirety and replace with the *2018 JEFFERSON COUNTY RESIDENTIAL CODE AND SUPPLEMENT, APPENDIX Z, SPECIAL BUILDING CONSTRUCTION REGULATIONS IN WILDFIRE ZONE 1*.
- ❖ 26. Chapter 6, §602.1 shall be replaced and amended as follows:
602.1 General. An *approved* automatic sprinkler system shall be installed in all occupancies in new buildings in Wildfire Zone 1. The installation of the automatic sprinkler systems shall be in accordance with nationally recognized standards.
Exception: Buildings containing only private garages, carports, sheds and agricultural buildings.
- ❖ 27. Chapter 6, §603.1 shall be replaced and amended as follows:
603.2 Fuel Modification. Buildings or structures, constructed in Wildfire Zone 1 shall comply with Jefferson County Regulations and Standards and Wildfire Mitigation Standards of the Colorado State Forest Service.
- ❖ 28. Chapter 7, REFERENCED STANDARDS. The following shall be replaced and amended as follows:
IBC: International Building Code® as adopted by the local jurisdiction.
IRC: International Residential Code® as adopted by the local jurisdiction.
IFC: International Fire Code® as adopted by the local jurisdiction.

VII: Penalties

- (a) Any owner, lessee, agent, or occupant of any building or premises maintaining any condition likely to cause fire or to constitute an additional fire hazard or any condition which impedes or prevents the egress of persons from such building or premises in violation of the provisions of CRS §32-1-1002(3), shall be deemed to be maintaining a fire hazard. Any person who violates any provision of said Section V, subsection (c) is guilty of a misdemeanor. Each day in which such violation occurs shall constitute a separate violation of CRS §32-1-1002(3).
- (b) The application of the above penalty shall not be construed to prevent the enforced removal or correction of prohibited conditions or other injunctive relief.

VIII: Repeal of Conflicting Ordinances or Resolutions:

All former ordinances or resolutions enacted by the District or parts thereof conflicting or inconsistent *with* the provisions of this resolution of the Code or standards hereby adopted are hereby repealed.

IX: Validity and Conflict:

The Board hereby declares that should any section, paragraph, sentence or word of *this* resolution or of the code or standards hereby adopted be declared for any reason to be invalid, it is the intent of the Board that it would have passed all other portions of this resolution independent of elimination here from of any such portion of this resolution or code or standards adopted herein to be interpreted in conflict with existing State law. In the event there is conflict between State law and this code, State law shall take precedent

X: Date of Effect:

This resolution shall take effect and be enforced within incorporated municipalities and unincorporated portions of Jefferson County, from and after its approval as set forth in CRS §32-1-1002(l)(d).

ADOPTED this 18th day September, 2021 by the Board of Directors of the Inter-Canyon Fire Protection District

Mike Swenson, Chairman
Inter-Canyon Fire Protection District

Attest:

Kerry Prielipp, Secretary