

**INTER-CANYON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING  
MINUTES OF MEETING  
ICFPD Station 3  
8445 S Highway 285, Morrison, CO 80465  
August 17, 2022**

**1. Call to Order:**

The ICFPD Board meeting was called to order by the president, Mike Swenson at 6:22 pm.

**2. Changes to Agenda –**

Jackie White requested to add two items to the meeting agenda. She would like to talk about the Community Ambassador program and also about Consolidation issues. Mike Swenson agreed to add both topics to the agenda under New Business.

**2. Approval of Absences**

**Board Members Present:**  
Mike Swenson, President  
Bob Scott, Secretary  
Jackie White, Director  
Ginny Riley, Treasurer  
Natalie Arnett, Director

**Excused Absence – n/a**

**3. Guests Present**

Sherry Weinstein – Deer Creek Mesa  
Reda Martin – Deer Creek Mesa  
Tim Pleune – White Deer Valley  
Larry Weinstein – Deer Creek Mesa  
Steve Humbard – Hilldale Pines  
Joe Musca – Homestead  
Mike Wise (sp?) – White Deer Valley  
Leila Ahmed (sp?) – White Deer Valley  
Sharon Trilk – Elk Creek FPD  
Shane Buckles – Captain, ICFPD

**4. Approval of Minutes**

a. Meeting on July 20, 2022

**MOTION:** A motion by Ginny Riley, with a second by Natalie Arnett, to approve the minutes from the July 20, 2022 board meeting. The motion passed unanimously.

## **5. Financial Report, Treasurer Ginny Riley**

- a. Financials – Ginny Riley, treasurer indicated there is change in the financial documents previously presented in the financial report. She will be providing financial reports that are more easily understood and evaluated for a more transparent review of account status to the board. Please ask Ginny if any director would like to see any or all of the previous reports reinstated. A review of the account balance sheets, budget vs Actuals year to date, profit and loss comparison was given and an explanation of the accounts receivable report. An accounting of the history of transferring to the new (as of this year) ambulance billing company was provided, how they are serving the District and the potential collections revenue left over from the previous company that our new company will be handling for us. Other reports given for review were the open purchase orders detail, Reconciliation Reports and the credit card detail.
- b. Audit update – the audit is completed and adjustments have been posted. The audit report is anticipated to be ready for the September board meeting for review and approval of the audit. The District must submit the audit report to state by September 30 following approval. We will need to put that on the September agenda to be included in the public minutes.
- c. New credit card request - a request for the approval of two new credit cards. One for the fleet manager to purchase directly which will make billing less complicated and stop secondary billing through Elk Creek. Another to be used solely for fire assignment purchases and incidentals. Questions were answered about specific users and how each expense detail would be accounted for and monitored.

**MOTION:** A motion by Ginny Riley, with a second by Bob Scott, to approve a maintenance credit card with a \$10,000 limit and a fire assignment credit card only for use by Chief Shirlaw, Capt. Buckles or Capt. Mandl. The motion passed unanimously.

The financial report being complete, Mike Swenson called for a motion to approve.

**MOTION:** A motion by Bob Scott, with a second by Jackie White, to approve a maintenance credit card with a \$10,000 limit and a fire assignment credit card, only for use by Chief Shirlaw, Capt. Buckles or Capt. Mandl. The motion passed with no opposition.

## **6. Officers Reports**

### **a. Chief Shirlaw –**

Consolidation – there is an August 30 monthly meeting of the Chiefs. The RFP, request for proposal, posted for the consolidation consultant closes on September 1 and will be the topic for that meeting. A report on those results will be prepared for the September Board meeting.

Communications – The planning and zoning hearing was continued to Sept 28 with an agreement to meet in the interim with the Hilldale Pines group to address their concerns. That meeting will occur on September 8th at Station 3 at 6pm. We will have 2 reps there from the engineering firm and the tower engineer will also be there.

Statistics were presented of our monthly calls and a breakdown of type, transports and responses. Busy times, percentage of overlapping calls and mutual aid calls, time on scene, etc. were also provided.

**b. Officers –**

**Battalion Chief Hatlestad –** A meeting held today with the contractor for our new website to discuss details and timeline. They will provide us with three models of websites supported by SIPA to review and choose a format from that will support our needs.

**Wildland Captain Mandl –** none

**7. Committee Reports – none.**

**8. Professional Consultants Report - none**

**9. Unfinished Business**

- a. September Board meeting –** board approval requested to move the September board meeting from the second week to the third week, Sept. 21, 2022, in deference to the directors and staff attending the SDA conference.

**MOTION:** A motion by Ginny Riley, with a second by Jackie White, to approve moving the next board meeting to September 21, 2022, same time and place otherwise. The motion passed unanimously.

**b. Approval of Tower Proposal for Stations 4 & 5**

Reached out to both companies for price discount. No changes offered to original pricing by either company but given the long time frame since proposal both are agreeing to honor their original pricing outside of the proposal term.

There was a discussion on the abilities, references and merits of both companies. Comments then focused on the Advanced Tower proposal having worked with them previously already and they being the lower bid.

**MOTION:** A motion by Bob Scott, with a second by Ginny Riley, to approve the proposal contract for Advanced Tower Services. A vote and the motion passed unanimously.

**10. New Business and Special Orders**

- a. Approval of Second Addendum to JCMARS IGA –** Chief Shirlaw. The reason this addendum is needed is due to the fiber backup currently in place was paid for by JCECA, 911 surcharge fees. They have declined to pay for it any longer and so the districts using it must absorb the cost between them.

**MOTION:** A motion by Ginny Riley, with a second by Natalie Arnett, to approve the Second Addendum to the JCMARS IGA. The motion passed unanimously.

- b. Conifer Wildland Division IGA –** Chief Shirlaw. This will be a three district IGA, including Inter-Canyon, Elk Creek and North Fork. Currently under the working Elk Creek IGA, this will expand that scope to include North Fork. It is an agreement to work together as a unit and also to represent a significant land protection unit at various county and grant meetings.

There is no cost involved here. Jackie indicated that there are components she feels are potentially missing from this IGA and requests it be more detailed before voting on it. Bob Scott indicated that with no financial impact is there actually a need to be financially specific to include the additional district and formulate a business plan. Discussion of the pros and cons and the benefits of what can be done with it in place versus not having it. A question posed as to it being critical to be approved now or can it be postponed for further review. Jackie White stated the services provided are not defined and should be.

**MOTION:** A motion by Jackie White, with a second by Natalie Arnett, to revisit the Conifer Wildland Division IGA when more detail is added. Vote: Ayes - 3 ,Opposed - 2 The motion carried. It is requested of Chief Shirlaw to revise the IGA to include more detail as to services provided and financial structure.

**c. Volunteer retention and recruitment discussion**

Jackie White restated her original intent on the proposed topic from a previous meeting. A history was given by Chief Shirlaw of how volunteers were originated when the district was younger and the changes that have happened since then including the training, certifications, standards, etc. that are required today, which are significant, as opposed to then. Discussion of the obstacles of past volunteers and reasons for losses in volunteerism. Talked about what is being done currently to generate response to recruitment. Timeline of entry to readiness for a new volunteer. Requirements before, during and after academy training. Questions from the board were fielded by the Chiefs and captains present. How current inquiries are handled, etc. Jackie shared that Evergreen Fire seems to have a successful format which centers around strike while the iron is hot i.e. the process happens quickly and the momentum builds. Discussion of the differences in those two specific programs. Board addressed what action to take moving forward. Mike Swenson suggested this should be put on the strategy meeting scheduled for potentially for October.

**d. Community ambassador program** – floor given to Jackie as the topic was at her request. She stated this is a matter concerning a conflict of interest decision made on her behalf and she requests an opinion by the board on the matter. Jackie spoke to her forced resignation of acting as a Community Ambassador, when she has been acting in this role for years before the program existed, in lieu of her position on the District Board of Directors. For the record, she states being disappointed in the chain of command within the program and the department having not been contacted about the matter and the result happening without her knowledge. The chain of contact was detailed for accuracy. Ginny Riley suggested to get direction from SDA as to the legality or significance of a conflict of interest between the two roles. Agreement by the other members of the Board. Contact will be made with the SDA by all parties and an email sent to board as to the answer.

**e. Consolidation** – floor given to Jackie White as the topic was at her request. Jackie wants to provide updates on the meeting, August 1<sup>st</sup>, of the consolidation board group. They met and had a discussion on the challenges going on in the districts and established a formal meeting schedule to continue. There was an announcement that Indian Hills FPD formally removed themselves from the group considering consolidation. Jackie proposed going through the consolidation report by paragraph to discuss the outlook and specifics of the study and how the real-time mechanics will happen. Specifically, she has concerns about the mill levy. Specifically, she wants to know about the critical call responses which vary for each district. She stated it is a good idea, in her opinion, to slow down the process to research and focus on these details and

work out the answers before going too fast and blindly forward. Discussion continued about the parameters of what is happening, what does the community want and what has already been agreed to in previous meetings and how the consolidation timeline is progressing vs. real-time need and dwindling resources available to serve the community.

**10. Executive session, if needed - not needed**

**11. Public Input - none**

- c. Sherry Weinstein, Deer Creek Mesa – She indicated she received an email of importance from the Deer Creek HOA that attendance at the Board meeting was urgent as they would be discussing changes to the District. Has seen nothing on the agenda indicating such and would like to know why. She requests a meeting to be held with the Deer Creek HOA to address community concerns.
- d. Reda Martin, Deer Creek Mesa – She is appreciative of the collaboration of the local Districts that came to her home responding to a call. She is very supportive of the positive response times that consolidation represents, or however that collaboration happens. She stated that she supports the finding out of what will get that result consistently being of the utmost importance.
- e. Tim Pleune, White Deer Valley – He has seen the facilities conditions reports and the rfp. He understands changes are in the wind. He states the HOA does want to tell emergency services what it is specifically they are looking for in emergency response. Understands that efficiency is a given but what path that takes is not clear. He has been tasked with a question: When a person in White Deer Valley HOA dials 911 in middle of the night, what happens? Chief answer: – a facility located in Lakewood takes the call and determines the emergency, the district and the response service needed. Call then sent to dispatch. Depending on the nature of the call it takes 10 seconds to 2 minutes for that information to tone out to the specific district(s). Volunteer availability will dictate response to each call. Mutual aid will happen simultaneously as tones go out to the call. Depending on the call, what and where it is, will respond or stand down accordingly .
- f. Sharon Trilk, ECFPD – Wants to clear up some misinformation. The mill levy vote for Elk Creek Fire will be happen in 2023, regardless. Historically a need had to happen in order to get anything in place as to funding. Later on, the Elk Creek District voted positively for an increase. District residents do support what the Elk Creek department does. She is positive that the area will give the dept what they need to provide services needed. Asks that the board please look at the positives in what consolidation brings and not just the potential negatives. We are facing issues we cannot put the brakes on if we are to move forward with community support.
- g. Joe musca – Thank you for your service.

**12. Adjournment**

There being no further business before the Board, the meeting was adjourned at 8:44 pm by Mike Swenson.

\*Documents were signed thereafter by the board members required.

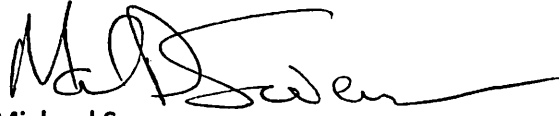
Minutes recorded by Toni Lucero, District Administrator

Submitted by:



Bob Scott  
Secretary,  
ICFPD Board of Directors

Approved by:



Michael Swenson  
President,  
ICFPD Board of Directors