

**INTER-CANYON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING  
MINUTES OF MEETING  
ICFPD Station 3  
8445 S Highway 285, Morrison, CO 80465  
July 20, 2022**

**1. Call to Order:**

The ICFPD Board meeting was called to order by the president, Mike Swenson at 6:23 pm.

**2. Changes to Agenda - none**

Jackie White – invited The Woodlands owners the Stathams to talk about a fund raising event.

**3. Approval of Absences**

**Board Members Present:**

Mike Swenson, President  
Kerry Prielipp, Treasurer  
Jackie White, Director  
Ginny Riley, director  
Natalie Arnett, director

**Excused Absence – n/a**

**4. Guests Present**

Barbara Davis, ICFPD grant writer  
Stephen & Janelle Statham, The Woodlands (event center)  
Sharon Trilk, Elk Creek Fire Protection District  
Liz Fedyna, of Doubleheader  
Deb Brobst, Canyon Courier  
Steve Humbard, of Hilldale Pines

**5. Approval of Minutes**

a. Meeting on June 08, 2022

**MOTION:** A motion by Jackie White, with a second by Natalie Arnett , to approve the minutes from the June 08, 2022 board meeting. The motion passed unanimously.

**6. Financial Report, Treasurer Ginny Riley**

Ginny Riley stated there is no presentation of the financial report this month due to the following. ICFPD is currently working on the annual audit. Through the audit, it has been found that the Quickbooks interface is causing incorrect entries due to the way the information is imported. As a result, the audit submission date will be extended. This is not uncommon. Financials will be reported in full at the August meeting for board approval. The import error will result in a net increase to cash and net decrease to expenses for both 2021 and 2022. The portion of the interface that caused the error has been turned off. A discussion regarding the checks and balances already in place ensued. There were no incorrect payments. There were no unauthorized payments. The approval process in place is adequate.

## **7. Officers Reports**

### **a. Chief Shirlaw –**

**Consolidation-** Resulting from the request of the resolution 2022-001, three districts have approved to go forward and are looking at proposals to bring in a 3<sup>rd</sup> party consulting firm to assist with public input. This will happen in the next few days. The proposal search will close by September 1<sup>st</sup>, hopefully a contract by September 16 . Discussion about the type of agency being hired and the focus points they will implement occurred.

**Fleet IGA and Conifer Wildland Division IGA for the three Districts –** agreements to work together to define the obstacles that will need to be overcome in working together. Discussion about what those IGAs encompass and how the public receives the information are happening. This will tie in with what the consultant does professionally. Discussion on what this will look like generally and what type of budget this will encompass occurred.

**Communications progress -** supplies are coming in for the microwave project. Possible projections can be made on the tower construction process and generators have been delayed again.

**JCMARS –** Jefferson County Mountain Area Radio System – network for radio towers that supply the various districts to communicate. Chief spoke on how that system works mechanically and operationally and changes in maintenance contracts that will be incurring future cost soon.

**RETAC Grant successful –** Barb Davis credited with the extensive work and success.

**Fire Assignment Deployment -** Discussion of the Chief's recent deployment and the income it will generate. Experience gained has already been put to use on district incidents. Moving forward this will be a benefit for the future. June 13 – 24 were the dates and seasonally we will be looking at the shoulders of the fire seasons to utilize this resource, June and Sept specifically.

**Volunteerism subject for the August meeting.** Chief spoke of more and recent breakdowns in volunteer hours. Background information to support and track volunteer info will be collected, as available, per requested by Director White. Details of data requested were related by Jackie for reference. Discussion of the relevance of time spent to research this data ensued by the board. Discussion of the July 4th holiday weekend response levels and the type of calls vs. the response. If there was a large incident, the response would be lacking to deal with it and dependence is heavily relied upon with neighboring districts.

### **b. Officers –**

**Battalion Chief Hatlestad –** EMT Class begins in Sept. with 12 – 14 students.

**Wildland Captain Mandl –** Wildfire Prepared stats were given. Home assessment and mitigation stats given. The Ambassador Program will have a booth at the Elevation Celebration to promote community awareness. Glenelk fuel break project is pretty much completed. The benefits of this project were listed. Overview of various wildland projects and status. Fuels crew status and progress and stats were given of the work already completed.

c. **Committee Reports – none.**

d. **Professional Consultants Report - none**

**8. Unfinished Business**

**a. Review of Tower Proposals for Stations 4 & 5**

Proposals have been presented. RFQ given out to three vendors and received two back. Advanced Tower has the low bid but that price is old and unsure it is still good. Discussion of competitive pricing and value. Jackie suggests a to return to each company to request a slim down in price and move the final decision to the August meeting pending those answers.

**b. Website Accessibility Progress**

Issued three requests for proposals and received 1 comprehensive one and 1 non response and the 3<sup>rd</sup> had a verbal but vague proposal. Comprehensive proposal included is the same company that Elk Creek Fire Protection District is using for the same purposes. Being that we have a dual interest with the shared wildland site it is also a good value to use the same company. Discussion of state requirements and compatibility happened. Proposal was reviewed by the board.

**MOTION:** A motion by Bob Scott , with a second by Natalie Arnett, to approve the Website Restructuring Proposal. The motion passed unanimously.

**9. New Business and Special Orders**

**a. Board Order of Inclusion – Stein property, 10973 Mill Hollow Rd.** Explanation of location with maps for reference and a discussion of the property value and added revenue to the District.

**MOTION:** A motion by Ginny Riley, with a second by Jackie White , to approve the Stein property on 10973 Mill Hollow Rd. to the Inter-Canyon Fire Protection District. The motion passed unanimously.

**b. SDA – Special District Association information and updates**

Information given on the purpose and resources of the SDA. Information on the September annual conference given and the topics available for attendance.

**c. Fuels Crew additional Permanent Position**

The crew is reaching critical operating capacity. So much is happening and in order to manage it we really need to implement a paid position to free up the current management to be a greater resource to the mutual districts. This will be a year-round position and will encompass the supervision of winter projects. Cost increases and offsets were spec'd out as it applies to the current budget. It would be moving a seasonal crew member to a permanent position. Discussion of the budget breakdown as it applies to the fuel crew and cost projections and the value they provide historically and potentially.

**Motion:** A motion was made to approve the position by Ginny Riley, with a 2<sup>nd</sup> by Natalie Arnett. No opposition and the motion passed unanimously.

**d. Fundraising Event at The Woodlands**

A fundraising event is in progress for an even split of donations to ICFPD and the Jeffco Sherriff support organization. Aug 1<sup>st</sup> tickets will be available at a count of 200 . It is anticipated to be a sell out. There will be food vendors, bar service and significantly a silent auction. An invitation for the department to be there as a focus presence and for community outreach if desired. Event is open to adults and kids.

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

**11. Public Input - none**

\*3-minute time limit/no disrupting, pursuant to Section 18 9 108, C.R.S.

\*\* comments are to be on topic and respectful.

**12. Adjournment**

There being no further business before the Board, the meeting was adjourned at 7:50 pm by Mike Swenson.

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

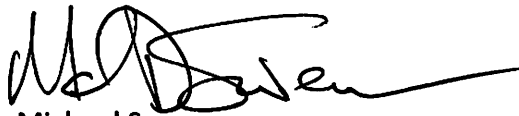
Minutes recorded by Toni Lucero, District Administrator

Submitted by:



Bob Scott  
Secretary,  
ICFPD Board of Directors

Approved by:



Michael Swenson  
President,  
ICFPD Board of Directors