

**INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES OF MEETING
ICFPD Station 3
8445 S Highway 285, Morrison, CO 80465
September 21, 2022**

1. Call to Order:

The ICFPD Board meeting was called to order by the president, Mike Swenson at 6:00 pm.

2. Changes to Agenda –

- a. Ginny Riley asked to add a Community Comment discussion to the agenda. Mike Swenson agreed to add it to New Business.

3. 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

4. Guests Present

Barbara Davis	ICFPD, grant consultant	davisgrantconsulting@gmail.com
Gayla Logan	Vees representative	
Joe Musca	Homestead neighborhood	
Sharon Trilk	Elk Creek FPD	

5. Approval of Minutes

a. August 17, 2022 District Board Meeting

MOTION: A motion by Bob Scott, with a second by Natalie Arnett, to approve the minutes from the August 17, 2022 board meeting. All in favor, none opposed, the motion is approved.

6. Financial Report, Treasurer - Ginny Riley

a. Financials – On the balance sheet, cash was \$2,778,000 at July reporting. The balance is \$2,530,000 as of 8/31/22. This reduction is normal given the revenue process of the District. Most revenues for the year have already been received from taxes. This is apparent from the YTD income statement. Property tax revenue, which accounts for 85% of the District's revenues YTD, is at 100% of budget in August. Expense items which exceed budget are the same as detailed in the July review: General liability insurance, audit services. Payroll and benefits continue to track well below budget.

As of 8/31/22, we believe that all needed significant adjustments related to the cash management issues have been recognized in the financial statements.

Total credit card limit has been raised with FirstBank from \$25,000 to \$35,000 to accommodate the addition of a credit card for maintenance and a credit card for fire assignments. Those cards are held by the District Administrator to be given to staff as needed. As agreed in last month's Board meeting, only Shane Buckles, John Mandl, and Skip Shirlaw have been assigned cards.

MOTION: A motion by Jackie White, with a second by Natalie Arnett, to approve the Treasurer's Report as presented. All in favor, none opposed, the motion is approved.

a. Audit Review – Directors White and Swenson had several questions regarding the audit. Director White requested information regarding the process of follow up on outstanding ambulance accounts receivable. Specifically, the management letter for the audit indicated that prior year A/R for ambulance were written off without Board approval. History: In September, 2021 the billing agency was changed. In the transition, neither the old nor the new agency followed up on outstanding receivables billed by the old company. The old company was unwilling to follow up as ICFPD represents such a small client. The new agency was unwilling at the time to take on the A/R either. With the change in Operations Director and two changes in treasurer, this slipped through the cracks. We have since entered into an agreement with the new agency and they are pursuing the old A/R.

Director White also requested explanation of the decrease in current liabilities. This is always due to the timing issues inherent in payables. In this case, there was a significant current liability accrued during the 2020 audit that was subsequently paid.

Director White requested explanation of what firefighting expenses were. This category covers a variety of costs associated with the background support of the firefighters, such as:

- Training and Certification costs (district pays for training fees and exam fees for certifications)
- Rookie Academy (district covers the cost to attend for volunteers who qualify)
- Conference (there is a state Chief's conference, Wildland conference, etc., this is for leadership members)
- Clothing and Uniforms
- Bunker Gear
- Wellness
- Wildland Training
- Firefighting Tools
- Wildland Tools
- Background checks and Physicals
- Immunizations
- Recruitment
- Training Chief payroll
- Fuels Crew and Mitigation costs
- UAV (drone)
- Fire Assessment Program costs

Director Swenson requested explanation of how certain issues brought up in the management letter have been addressed. Specifically, he has asked about the recommendations regarding government-wide accounting and fund accounting, accrual adjustments, cash and accounts receivable. Regarding government accounting, we are working with the auditors to determine the best presentation method so that the financials are not confusing to the Board, who generally have a private sector financial perspective. This has historically been

recommended every audit year and must be until the District changes its accounting methods. It has NO impact on the financial results or the audited financials. It is just an annual audit adjustment that is required.

Regarding accrual adjustments, this is a yearend entry. Prior to the audit, the District will review all expenses up to the start of the audit for any expenses that relate to the prior year and will provide the auditors with adjusted financials. Again, this has no financial impact. It is strictly a presentation issue.

Finally, regarding the cash management program, the District had turned off the interface with the bank prior to discussion with the auditors. The interface will not be turned on as it serves no beneficial purpose. This error in procedure was a result of change in staff and Board positions in September 2021 to February 2022. In addition, the Treasurer is reviewing in great detail the reconciliation monthly. Since the audit, there are no outstanding items that are not verified with the vendors for whom the check was written. That follow up has virtually eliminated stale items. On the August 31 bank reconciliation, there was one outstanding check prior to August. That check was confirmed with the vendor as undeposited but outstanding.

There were no other items related to the audit presented by any Board members from their reviews that were brought to the attention of the staff or Treasurer.

MOTION: A motion by Bob Scott, with a second by Natalie Arnett, to approve the 2021 Audit Report. All in favor, none opposed, the motion is approved.

c. Budget Planning - Chief Shirlaw has begun preliminary work on budget planning in preparation for the initial Budget Planning Meeting occurring later this month with the Treasurer and District Administrator. Reports on progress will be provided through completion.

7. Officers Reports

a. Chief Shirlaw –

New members – Happy to announce three new volunteer applicants have been accepted and are in process to prepare for official on-boarding. Once background checks and physicals have been completed, for which no potential issues are foreseen, they will be added to the roster.

Communications – all of the microwave and Motorola equipment are in. A meeting with the immediate community near Station 5 tower is scheduled for later this month as a result of the planning and zoning hearing at the end of August. Generators are still on backorder.

Grant Received – per House Bill 1194: funding for personal protective equipment - for SCBAs, will provide for a quantity of ten new units. \$115,000 award. Replacing current models and will stagger the replacement out so nothing will be expiring all at once.

Statistics – Chief provided various department statistics and responders statistics for the month. Announcement of a new fire academy in January.

Information – Timer switch has been installed to turn off pump to fuel tank to discourage theft.

b. Battalion Chief Hatlestad –

EMT class has officially begun. Classes are Monday eve, Wednesday eve and every other Saturday and will have an end total of about 200 hours class time. Class ends December 17. Aim is to teach at a higher level to include real life skills and field ready graduates in addition to the typical focus of knowledge in order to pass the exam.

A SIPA grant of \$6500 was awarded for updating and building our website. \$5000 to be used for web development and \$1500 for training on self-management of the site.

Wildland Captain Mandl –

Home Assessment program is still going strong. First official certified home has been completed and issued certificate.

Ambassador Program is growing and residents are stepping up to the communities needing representation. Response is positive and going well at outreach events.

Fuels / Module - fuel break almost at completion in Glenelk. Module is providing great representation of the program for out of state fire response. Fuels crew did lose one member to a line staff position at Elk Creek FPD. This is actually a good indicator of achieving a lesser goal of the program which is to develop knowledgeable resources for incorporation to the departments. Chipping program continues. 291 addresses have been completed so far. They are running a bit behind as the max allowable stacks are much higher than in years past. Therefore more biomass per household than previously.

CORE has been key in assisting with 30 households being chipped with their equipment and crews to meet demand. Idea in requesting their help was originated by HEAT director Jackie White as she saw a need that they had the means to fulfill. She made the phone call and CORE was agreeable. This could be a single time occurrence but we are grateful for the assist.

c. Committee Reports –

i. Joint Consolidation Board and Chief's meeting notes, Director White

Director White went over her notes to summarize, clarify and answer questions. Discussed the RFP responses received and the pros and cons of submissions.

d. Professional Consultants Report - none

8. Unfinished Business

a. Conifer Wildland IGA, revised –

The IGA has been added to since the Aug meeting. It was given more definition as to the scope covered. Chief Shirlaw defined the intention to keep the scope more general in order to be fluid in future representation. Discussion as to North Fork participation in this IGA. Changes made were identified to the board. Questions were fielded as to financials that could be involved with equipment, personnel, and growth. Also, how grants are covered encompassing the three entities involved. This IGA will allow flexibility by not duplicating efforts as separate entities.

MOTION: A motion by Ginny Riley, with a second by Natalie Arnett, to approve the Conifer Wildland IGA as presented. All in favor, none opposed, the motion is approved.

b. Community Ambassador Program discussion

A review of the existing program and the question previously presented as to Director Jackie White holding position as both a director on the board while also being a community ambassador. A Code of Ethics clause restricting such dual positions was incorporated for participating members and Elk Creek has decided they will not remove this wording from the Ambassador agreement.

Discussion ensued of what is a conflict of interest in this situation. Discussion ensued over the confusion of roles to the community representation. Input clarified that this is not so much legal definition conflict of interest as much as an ethical issue of position. Perception and transparency to the community deemed a top priority in discussion. Director White is willing to step down as Community Ambassador to the Homestead in deference to the concerns of the board as stated.

9. New Business and Special Orders

a. Colorado FAMLI Program introduction

A presentation of the program details and its scope. A discussion of the pro and cons of the program and its options. Confirmation given that Elk Creek does plan to opt in to the program and also North Fork.

MOTION: A motion by Jackie White, with a second by Natalie Arnett, to opt in to the FAMLI program and approve the District paying 100% of Colorado FAMLI program cost as a benefit to employees. All in favor, none opposed, the motion is approved.

b. Strategic Planning discussion

Discussion on availability of the board and staff, what planning encompasses, deadlines and priorities. Agreement was reached to schedule a meeting on Friday, October 28, 9am – 1pm at ICFPD Station 3.

c. Employee benefits (CEBT) and Insurance (CSDP) renewals

Renewing insurance premiums with no change. There is a standard rise in premiums for all.

d. Move Public Input session to beginning of agenda –

Discussion as to format options for this and the pros and cons of doing so. Board agreed this item should be at both the beginning and the end of the agenda to enable public comment prior to business that could take a lot of time and after to capture any comment on the business attended to. Information detailing the process would be posted on the website and to social media by the Public Information Officer.

MOTION: A motion by Bob Scott, with a second by Jackie White, to modify the agenda so that there will be an opportunity for public comment at the beginning of the board meeting, after the call to order, for up to 5 speakers of 3 minutes each who have signed up in advance to address the board. The board will also continue with a public input session after the completion of business and before adjournment as currently done. The meeting agendas will reflect this change moving

forward after this meeting. The District Bylaws regarding agenda format will be amended at the next annual review. All in favor, none opposed, the motion is approved.

10. Executive session, if needed - not needed

11. Public Input Session – 3 min

- a. Joe Musca - thank you to staff and board for contribution of time and services. Offered two suggestions for the board. Pulls this advice from experience as a member of the local water board of directors. First, a recommendation for goals of a strategic meeting. Second, a recommendation that public comment should have an allowance to be heard while that topic is underway.
- b. Gayla Logan – representing the Veas. Stated brief overview of recent Veas meeting.
- c. Sharon Trilk – invited board attendance to the SIPA conference on Tuesday, September 27th. Offered the volunteer services of her husband, a strategic planner professional to the board and staff for their planning meetings.

12. Adjournment

There being no further business before the Board, the meeting was adjourned at 8:05 pm by Mike Swenson.

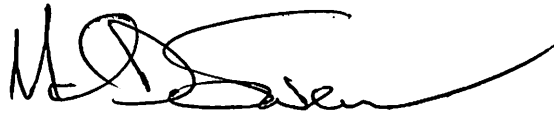
Minutes recorded by Toni Lucero, District Administrator

Submitted by:



Bob Scott
Secretary,
ICFPD Board of Directors

Approved by:



Michael Swenson
President,
ICFPD Board of Directors