

**INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES OF MEETING
ICFPD Station 3 @ 6 pm
8445 S Highway 285, Morrison, CO 80465
January 10, 2024**

1. Call to Order

The ICFPD Board meeting was called to order by Board President, Bob Scott at 6:11 pm and the ICFPD Mission Statement was read.

2. Public Input Session I (3 min. maximum and 5 speakers maximum, sign in sheet prior to meeting)

a. No sign-ups

3. Changes to Agenda – None

4. Attendance/ Absences/ Guests

Board Members Present:

Bob Scott, President

Ginny Riley, Treasurer

Mike Swenson, Director

Jackie White, Secretary

Natalie Arnett, Director

Guests Present

Barbara Davis

-Grant consultant

Sharon Trilk

-MMT / ECFPD

5. Approval of Minutes

a. Dec 13, 2023 Board Meeting

MOTION: A motion by Ginny Riley, with a second by Jackie White, to approve the minutes from the December 13, 2023 board meeting. All in favor, the motion is approved.

6. Financial Report – Treasurer, Ginny Riley

The District is in the process of preparing for the annual audit. There may be adjustments to the 2023 financials as a result of those preparations. Any significant changes recorded during the closing of the year will be brought to the Board at the February 2024 regular meeting.

Cash:

Items of note:

Jefferson County property taxes received	\$22080	
Fire assignment revenue received	\$28341	Related expense has been accrued in Sal&Bene
1Q24 Genl liability and w/c insurance paid	-\$20434	To be expensed in January 2024
Advanced Tower Services	-\$14935	Tower repair and update per contract
New tower lease	-\$4500	Lease payment for Jul-Nov 2023
Pine Mountain Electric	-\$7385	Generator and gas line install for tower

All other disbursements were in the ordinary course of business.

Budget to Actual:

Property tax revenue YTD are \$1,664,532 against a budget of \$1,679,185. Year to date interest income exceeds budget by \$60,218 due to rising interest rates. Communications continues to lag behind and the District anticipates those projects to be completed early 2024. Therefore, the 2024 budget approved by the Board includes these anticipated expenses.

P&L by Month:

As noted on the balance sheet review, the District received \$22080 for property taxes and \$28341 in fire assignment revenue. Fire assignment expenses in the amount of \$20075 were accrued related to the revenue received as noted in the cash overview. The District paid \$22320 toward communications capital projects. There were no other unusual items in December.

Overall the District ended the year \$384,000 underbudget on the expenditures, primarily due to capital projects delayed until 2024 and salaries and benefits, which were overbudgeted due to a duplication of burden rates. A waiver from the State of Colorado is not anticipated. Total net income exceeded budget for all of 2023 due to these expenditures items and due to unbudgeted income items such as donations, grants and fire assignment revenues.

Cash Reconciliation:

The monthly cash reconciliations were reviewed by Ginny Riley. There were no unusual items to report. There were no old uncleared transactions.

MOTION: A motion by Jackie White, with a second by Natalie Arnett, to approve the December 2023 financial report as presented. All in favor, none opposed, the motion is approved.

7. District Reports

a. Chief Shirlaw

The Chief provided the response statistics for the month of December.

Tower and communications

Tower construction is still waiting on the permit and then a weather opening.

Aging infrastructure – buildings, fleet, etc.

No new comments here.

Consolidation

The three chiefs have been looking at how to respond together, as one unit and response plan by working with the county GIS dept and JeffComm. Upcoming meetings should provide some definitive direction to the plan to help each other at the borders of the mutual districts.

Chief provided an overview of the revision to the assessed valuation mandated by the state, as it applies to the 2024 budget.

b. Wildland Captain Mandl - Wildland fire and mitigation

A presentation by Cpt. Ben Yellin and Cpt. John Mandl of the Conifer Wildland Division Annual Operational Report 2023 completed by Ben Moses and Jayson Papenfus. Report encompasses the 2023 final status, accomplishments and new goals for 2024 of the Wildland Division.

c. Training Captain Buckles

First training in 2024 to be a combined training with Elk Creek and instructed by Rachel Rush, Fire Marshal and IC Firefighter of the Year. A focus this year toward leadership training is moving forward with some exciting plans. Feb 3rd, at West Jefferson Middle School is the 2023 Fire Academy graduation. Invites extended to Board to attend.

d. Board Committee - Recruitment and Retention

No comments at this time.

8. Unfinished Business – None

9. New Business

- a. Public Notice of meeting posting** – In accordance with the Colorado Open Meetings Law, section 24-6-402(2)(c), C.R.S.), the ICFPD board designates the District website, inter-canyonfpd.colorado.gov, for the purpose of posting notice of board meetings and agendas.

10. Executive session – not needed

11. Public Input Session II (3 min each) -

- a. none**

12. Adjournment

There being no further business before the Board, the meeting was adjourned at 7:34 pm by Bob Scott, President, ICFPD Board of Directors.

Minutes recorded by Toni McManus, District Administrator

Submitted by:



Jackie White
Secretary,
ICFPD Board of Directors

Attested by:



Bob Scott
President,
ICFPD Board of Directors