

**INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES OF MEETING
2:00 pm – September 22, 2023
MEETING HOSTED ON ZOOM**

1. Call to Order

The ICFPD Board meeting was called to order by Board President, Bob Scott at 2:00 pm.

2. Attendance / Absences

Board Members Present:

Bob Scott, President
Ginny Riley, Treasurer
Mike Swenson, Director
Natalie Arnett, Director

Excused Absence –

Jackie White, Secretary

Guests Present - 0 # count of Guests on Zoom attending

3. Approval of Minutes

a. August 09, 2023 Board Meeting

MOTION: A motion by Ginny Riley, with a second by Mike Swenson, to approve the minutes from the August 09, 2023 board meeting. All in favor, none opposed, the motion is approved.

4. Financial Report – Treasurer, Ginny Riley

a. August 2023 Financial Report

Cash:

The District received \$28,038 from Jefferson County for property tax in August and \$21,514 in a grant from RETAC. The District purchased a command vehicle in August in the amount of \$27,256. All other disbursements were in the ordinary course of business.

Budget to Actual:

Revenues continue to be slightly ahead of budget. Total 2022 estimated property taxes are \$1,588,606. Year to date received from Jeffco is \$1,535,574. There has been no indication that the total 2022 taxes to be received have increased. Year to date interest income exceeds budget by \$40,161 due to rising interest rates. Legal and accounting fees exceeded budget year to date by \$28,714 due primarily to issues related to Station 5 tower and the new lease site for the communications tower. Audit fees increased from prior year \$6000 due to an adjustment to market rates and additional footnote disclosure work related to the pension footnote. The pension footnote is increasingly complicated and a subject matter expert was engaged to ensure disclosure adequacy and completeness. In addition, there was additional unanticipated audit

work related to cash and fixed assets to ensure proper reporting. Station 1 year to date variance is due to the renovations for additional office space in April. There were no other unusual items to report in August.

P&L by Month:

The District purchased a command vehicle in August for \$27,256. An annual PTO accrual adjustment was made in August in the amount of \$4504. No other line items varied significantly from budget, other than Salaries & Benefits which continue to lag behind budget, and Legal and Accounting, as discussed above.

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 Natalie Arnett, with a second by Mike Swenson, to approve the August 2023 financial report as presented. All in favor, none opposed, the motion is approved.

b. Resolution 2023-03 to amend 2022 Budget

This resolution provides transparency of the reserves transferred into the regular budget for use toward the communications project.

MOTION: A motion by Ginny Riley, with a second by Natalie Arnett, to approve Resolution 2023-03 as presented. All in favor, none opposed, the motion is approved.

c. 2022 Audit review and approval

Ginny reviewed the audit highlights and notations for the board.

MOTION: A motion by Ginny Riley, with a second by Natalie Arnett, to approve the 2022 Audit as presented. All in favor, none opposed, the motion is approved.

5. New Business

a. 2023 Fire Marshal IGA

The new fire marshal, Rachel Rush, began full time earlier this year and this IGA has already been signed by the Elk Creek FPD Board.


MOTION: A motion by Ginny Riley, with a second by Natalie Arnett, to approve the Inter-Governmental Agreement for Fire Marshal with Elk Creek. All in favor, none opposed, the motion is approved.

6. Adjournment


There being no further business before the Board, the meeting was adjourned at 2:29 pm by Bob Scott, President, ICFPD Board of Directors.

Minutes recorded by Toni Lucero, District Administrator

Submitted by:


~~Jackie White~~ **GINNY RILEY**
~~Secretary;~~ **TREASURER**
ICFPD Board of Directors

Attested by:


Bob Scott
President,
ICFPD Board of Directors