

**INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES OF MEETING
ICFPD Station 3 @ 6 pm
8445 S Highway 285, Morrison, CO 80465
October 11, 2023**

1. Call to Order

The ICFPD Board meeting was called to order by Board President, Bob Scott at 6:49 pm and the ICFPD Mission Statement was read.

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

No speakers

3. Changes to Agenda –

None

4. Attendance/Approval of Absences/ Guests present

Board Members Present:

Bob Scott, President

Ginny Riley, Treasurer

Mike Swenson, Director

Excused Absence – n/a

Jackie White, Secretary

Natalie Arnett, Director

Guests Present

Gayla Logan

-ICFPD

Sharon Trilk

-My Mountain Town

Deb Brobst

-Canyon Courier

Richard & Linda Marrs

-Residents

Alan & Peggy Dunn

-Residents

5. Approval of Minutes

a. September 22, 2023 Board Meeting

MOTION: A motion by Ginny Riley, with a second by Mike Swenson, to approve the minutes from the September 22, 2023 board meeting. All in favor, none opposed, the motion is approved.

6. Financial Report – Treasurer, Ginny Riley

Cash:

The District received \$27,210 from Jefferson County for property tax in September. The District received \$26,271 from Colorado FY2022 EMS cost report. The reimbursement is for Medicaid patient transports. A reimbursement for hail damage of \$10,458 was received from SCDPL Insurance. This was for damage to a District vehicle. The District paid \$13767 to Pericle Communications for an engineering study to improve radio coverage as previously approved by the Board. 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 \$1,165,817. 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 \$40,600 due to rising interest rates. Legal and accounting fees exceeded budget year to date by \$25,891 due primarily to issues related to Station 5 tower and the new lease site for the communications tower and due to increased audit fees as discussed in September. 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 September. Total District expenditures continue to lag behind budget, with budget at \$1,641,000 and actual year to date expenditures of \$1,465,000.

P&L by Month:

As noted in the previous cash discussion, the District received \$26,271 from Colorado FY2022 EMS cost report. In September the District received a catch-up invoice from Elk Creek FPD for seasonal wildland staff in May, June and July. That invoice was recorded in July. The July financials in the P&L by Month in this month's Board packet includes a retroactive adjustment in July for that invoice of \$26,857 and amends the July financials as previously presented and approved. Additionally, the August financials in the monthly report have been adjusted to increase line 300-307 by \$115,200 to reflect equipment received from DFPC Direct Distribution funding through House Bill 22-1194. An offsetting increase in expenses in Line 900-380 Equipment was also recorded and amends the August financials as previously presented. The September financials include a catch-up adjustment for August total Elk Creek shared expense and full expense for wildland seasonal staff, a total increase of \$11,000. Line item 600-601 is a credit in September due to the receipt of the hail insurance claim noted in the previous cash discussion. Line item 700-000 increased in September due to the annual fees for First Due of \$4432. Line item 900-000 Capital Expenditures increased due to the \$13767 communications payments to Pericle as discussed previously in relation to cash expenditures. No other line items varied significantly from budget.

Cash Reconciliation:

The monthly cash reconciliations were reviewed by Ginny Riley. There were no unusual items to report. There were no old, un-cleared transactions.

MOTION: A motion by Mike Swenson, with a second by Bob Scott, to approve the September 2023 financial report as presented. All in favor, none opposed, the motion is approved.

7. District Reports**a. Chief Shirlaw (called out mid-meeting on an emergency tone)****Tower and communications system –**

Per Bob Scott, president, the communications tower is under contract with nothing having been actually built at this point.

Aging infrastructure – buildings, fleet, etc.

No comments provided due to the Fire Chief being called out.

Consolidation Report –

Per Ginny Riley, treasurer, consolidated committee continues to meet regularly to discuss details in moving forward with consolidation.

b. **Chief Shirlaw ILO Wildland Captain Mandl –**
No comments provided due to the Fire Chief being called out.

c. **Board Committee - Recruitment and Retention**
Nothing to report as committee members are both excused for this meeting.

8. Unfinished Business – None

9. New Business

a. 2024 Proposed Budget

i. Draft Budget presentation, Chief and Treasurer

Three separate budgets covering different 2023 ballot contingencies were provide for Board review.

ii. Set Budget Hearing Date for adoption of budget

A discussion of the need to set a budget hearing date agreed upon to be held at the regular December board meeting.

MOTION: A motion by Ginny Riley, with a second by Mike Swenson, to approve the 2023 Budget Hearing date of December 13, 2023 at the regular December board meeting. All in favor, none opposed, the motion is approved.

b. Approval for Volunteer Pension Fund Annual contribution

A discussion on the amount of the contribution and how many years that has contributed to the pension fund.

MOTION: A motion by Ginny Riley, with a second by Mike Swenson, to approve the Volunteer Pension Fund annual contribution of \$105,679. All in favor, none opposed, the motion is approved.

10. Executive session – not needed

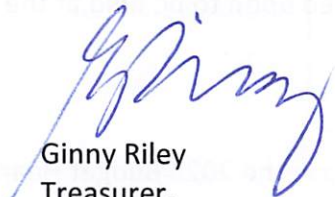
11. Public Input Session II (3 min each) - none

12. Adjournment


There being no further business before the Board, the meeting was adjourned at 7:09 pm by Bob Scott, President, ICFPD Board of Directors.

Minutes recorded by Toni Lucero, District Administrator

Submitted by:


Ginny Riley
Treasurer,
ICFPD Board of Directors

Attested by:


Bob Scott
President,
ICFPD Board of Directors