

**INTER-CANYON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING  
MINUTES OF MEETING  
ICFPD Station 3 @ 6 pm  
8445 S Highway 285, Morrison, CO 80465  
February 14, 2024**

**1. Call to Order**

The ICFPD Board meeting was called to order by Board President, Bob Scott at 6:02pm 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 / Guests**

**Board Members Present:**

Bob Scott, President  
Ginny Riley, Treasurer  
Jackie White, Secretary  
Mike Swenson, Director

**Board Members Absent, Excused:**

Natalie Arnett, Director

**Guests Present**

Barbara Davis	-Grant consultant	
Sharon Trilk	-MMT / ECFPD	sharont@mymountaintown.com

**5. Approval of Minutes**

**a. Jan. 10, 2024 Board Meeting**

**MOTION:** A motion by Jackie White, with a second by Mike Swenson, to approve the minutes from the January 10, 2024 board meeting. All in favor, the motion is approved.

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

The District has completed most of the fieldwork for the annual audit. There may be adjustments to the 2023 financials as a result of those preparations. There have been no significant proposed audit adjustments. The audit will complete once we receive statements from our patient billing contractor. We will be sending out legal representation letters at the end of February. Once those two items are complete, we should be able to wrap up the audit and get the report issued.

**Cash:**

Items of note:

Jefferson County property taxes received	\$6959	
Donations	\$2300	These were from individuals
General liability insurance	-\$16155	Paid quarterly
Blue Sky	-\$7580	Repair and replace heater at station
JCMARS	-\$7333	Annual payment for ICFPD portion of expense
W/C	-\$4279	Quarterly workers compensation insurance expense

All other disbursements were in the ordinary course of business and monthly expenses.

**Budget to Actual:**

There were no significant variances from budget in January.

**P&L by Month:**

As noted on the balance sheet review, the District received \$6959 for property taxes. Payments were made as noted in the discussion related to cash. There were no other unusual items in January.

**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 Mike Swenson, with a second by Jackie White, to approve the January 2024 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 January. Calls are down. A decrease in calls has been noted for all neighboring and regional districts.

An overview provided for new Volunteer Incentive program, details still being fleshed out.

Response zones planning with the other districts continues to move forward. Working directly with JeffCom with good reception there. The target for implementation is tentatively summer.

Tower and communications

District continues to work with the county on permitting and still waiting on weather window.

Aging infrastructure – buildings, fleet, etc.

Looking to replace aging bunker gear, fire hose and radios with capital expenditure budget. Replacement plan detail provided.

Consolidation - No comments.

**b. Wildland Captain Mandl** - Wildland fire and mitigation – No comments.

**c. Training Captain Buckles**

Academy graduation occurred earlier in the month. A good event with a good turnout.

Currently setting up standards for training and have completed a training schedule for the next quarter.

**d. Board Committee** - Recruitment and Retention

No comments at this time.

**8. Unfinished Business** – None

**9. New Business** - None

**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 6:37 pm by Bob Scott, President, ICFPD Board of Directors.

Minutes recorded by Toni McManus, District Administrator

Submitted by:

**/s/ Jackie White**

Jackie White  
Secretary,  
ICFPD Board of Directors

Attested by:

**/s/ Bob Scott**

Bob Scott  
President,  
ICFPD Board of Directors