

**INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES OF MEETING
ICFPD Station 3
8445 S Highway 285, Morrison, CO 80465
February 08, 2023**

1. Call to Order

The ICFPD Board meeting was called to order by Board President, Mike Swenson at 6:00 pm.
A welcome to the guests present. The ICFPD Mission Statement was read.

Mission Statement

The members of Inter-Canyon Fire Protection District are dedicated to:

Providing quality, timely, and professional emergency services to those who live in, work in, and visit the Inter-Canyon Fire Protection District.

Respecting each other through trust, pride, diversity, integrity, camaraderie and training.

Working together to achieve the highest levels of preparedness, prevention, and community involvement with a dedication to purpose.

This is a new practice enacted to remind the board and the community of our goals for the District.

2. Public Input Session I (3 min. max. and 5 speakers max.)

a. none

3. Changes to Agenda -

a. none

4. Attendance/Approval of Absences

Board Members Present:

Mike Swenson, President

Bob Scott, Secretary

Ginny Riley, Treasurer

Jackie White, Director

Natalie Arnett, Director

Excused Absence – n/a

5. Guests Present

Joe Musca, resident

Peggy & Alan Dunn, residents

Sharon Trilk, ECFPD, My Mountain Town

Roger Greel, resident

Jason & Sarah Winkler, residents

Gayla Logan, ICFPD Vees

Craig & Nayda Feguson (sp?), residents

Francoise Jarry, resident

Linda & Richard Mans, residents

Anna & Joe Westerberg, residents

6. Approval of Minutes

a. January 11, 2023 Board Meeting

MOTION: A motion by Natalie Arnett, with a second by Jackie White, to approve the minutes from the January 11, 2023 board meeting. All in favor, none opposed, the motion is approved.

b. January 20, 2023 Special Board Meeting

MOTION: A motion by Natalie Arnett, with a second by Ginny Riley, to approve the minutes from the January 20, 2023 board meeting. All in favor, none opposed, the motion is approved.

7. Financial Report – Treasurer, Ginny Riley

Cash:

Cash declined from \$2.3 million at November 30, 2022 to \$1.4 million at January 31, 2023. Other than cash outlay for operations in excess of receipts in those months, the District dispersed funds for the Motorola equipment of \$450,000, the KNS Communications Cisco switches and tower work of \$86,000 and the 401k Contribution of \$106,000 in December. In addition, \$49,000 was dispersed to KNS Communications and \$38,000 for the community paramedic vehicle in January. All of these items had previously been authorized by the Board. A transfer of \$400,000 from the Trust account was required to cover these expenditures.

Budget to Actual:

The District operated at or below budget in all categories for 2022. The revenues in excess of expenditures allowed the District to fund planned capital expenditures as detailed in my report today, with \$400,000 being transferred from reserves for more than \$1M in capital expenditures for 2022. Capital expenditures and communications were \$781,000 over budget. The Motorola and KNS quote process started in November and December of 2021. At that time, no contract amounts were known and the treasurer was unaware of the pending projects. These projects were all approved in 2018/2019 by the Board. This gap in approval and contract acquisition caused this large budget variance. The 2023 budget does include all approved projects as estimated at year end.

January 2023 Salaries & Benefits (S&B) budget was calculated as total annual S&B spread over 12 months equally. Due to the nature of hiring and the billing structure from Elk Creek, some months' actual expense will vary significantly from the budget due to these timing issues. That is the case in January: several positions are being recruited for but are unfilled at this time. The open positions include Fleet Assistant, District Operations Assistant, and Fire Marshall. Elk Creek billing is anticipated in February. We expect that over the course of 2023 actual will approximate budget but significant monthly variances will persist.

P&L by Month:

On the profit and loss monthly report, there were no unusual variances or transactions to note in revenues. Payroll and benefits include 2 months Elk Creek shared expenses in October and December, which comprise the entire fluctuation in that line item. FF Apparatus/Equipment Maintenance increased in December due to the toppers, lights and emblems added to previously purchased vehicles. Communications expense in January was due to the previously mentioned KNS invoice for \$49,000. As mentioned previously, the annual pension fund contribution was expensed in December in the amount of \$106,000. Capital expenditures in December were the Motorola equipment purchase of \$450,000.

Cash Reconciliation:

The monthly cash reconciliation was reviewed by Ginny Riley. There were no unusual items to report.

MOTION: A motion by Bob Scott, with a second by Jackie White, to approve the December and January financial reports as presented. All in favor, none opposed, the motion is approved.

8. Officers Reports

a. Chief Shirlaw

Tower and Communications System – Engineers have been to the new site and report good compatibility. Naming the location of this site is still pending official acceptance by the ownership. There is positive feedback from the owner and price is being negotiated. There are some prep items that will need to be addressed and still checking interference with other agencies. Coverage will be gaining in some areas and losing in others compared to previously entertained locations. We would own the tower with a long term lease, ideally.

Recruitment and Retention – We have 3 new interested recruits with 2 previously in the on-boarding process. The newly formed board committee will provide a more information on planning at the next board meeting.

Aging infrastructure – buildings, fleet, etc. - Station #3 build is on hold pending the result of consolidation plans this year. North Fork, Elk Creek, and Inter Canyon would like to take this project on together for future planning.

Consolidation Report – Turn Corps is working on an FAQ page, a slide deck for education purposes, reaching out to HOAs and other groups for informational meetings. The complete survey is located on the district website for public review.

b. Wildland Capt. Mandl

Wildland Fire and Mitigation Response – Highlights for 2022:

HOME ASSESSMENTS –

153 home assessments signed up for and given last year.

1 certificate of completion was issued.

5 more completions are in the inspection phase to achieve that certification.

Specialist Kelley, is expanding wildland knowledge and has begun EMR medical training.

We currently have 46 ambassadors covering 31 planning units over the two districts of ICFPD and ECFPD.

Working with North Fork to incorporate their area – about 5 more units - for residential coverage into the ambassador program.

Fuels Crew

480 address points chipped last year with no injuries.

2023 Chipping program will open up in the next few weeks, will push out on social media. The crew does anticipate to fill up fast.

There is an allowance for a minimum of 400 address points this year. Adding more will be schedule dependent so anything above that we try to accommodate but there is no guarantee.

A lot of research is going into biomass disposal for this year.

Wildfire Prep & Training – ramping up for the wildfire season, this last year was helpfully wet but initiating incidents were attacked aggressively and stopped.

Grant - for 75k was successful and will be used to purchase another chip truck that will support both the MOD and the Fuels crew.

c. Battalion Chief Hatlestad

EMT Class of 2022 completed by 10 students of which 8 have passed their EMT exam with 2 more still waiting for their testing date. These are above average results already and positive reports are coming in on them. We will be preparing for another class this fall.

Community Paramedic program went live today, we expect to see feedback in the coming weeks to begin utilizing this program for our community.

9. Unfinished Business – none

10. New Business – none

11. Executive session – not needed

12. Public Input Session II (3 min each)

a. Joe Musca – comments on a video display of the financial reports for the meeting and recognition to the dept on a recent personal medical response.

13. Adjournment

There being no further business before the Board, the meeting was adjourned at 6:44 pm by Mike Swenson.

Minutes recorded by Toni Lucero, District Administrator

Submitted by:



Bob Scott
Secretary,
ICFPD Board of Directors

Attested by:



Mike Swenson
President,
ICFPD Board of Directors