

**INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES OF MEETING
ICFPD Station 3 @ 6 pm
8445 S Highway 285, Morrison, CO 80465
March 13, 2024**

1. Call to Order

The ICFPD Board meeting was held via Zoom online due to weather, notification and access to the Zoom meeting posted to website. This 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 required 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

Natalie Arnett, Director

Guests Present – Jane Reuter, Katrina (last name unknown)

5. Approval of Minutes

a. February 14, 2024 Board Meeting

Director Arnett requests to remove her attendance at the February meeting from the minutes, she was absent from this meeting.

MOTION: A motion by Jackie White, with a second by Mike Swenson, to approve the minutes from the February 14, 2024 board meeting inclusive of the noted change. All in favor, the motion is approved.

6. Financial Report – Treasurer, Ginny Riley

a. February Financial report

Cash:

Items of note:

Jefferson County property taxes received	\$18785
Purchase of additional station door locks	-\$3949
Audit fees 2023	-\$18000

Election ballot measure expenses Jeffco	-\$4185
Echelon training series	-7215
Radios—4 BK with accessories	-\$10673

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

Budget to Actual:

Interest income was budgeted at \$3553 through February 2024. Actual is \$10,489. There were no other significant variances in February.

P&L by Month:

As noted on the balance sheet review, the District received \$18785 for property taxes. Payments were made as noted in the discussion related to cash. There were no other unusual items in February.

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 February 2024 financial report as presented. All in favor, none opposed, the motion is approved.

b. Audit Financials Draft review

The District has completed 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. We have sent out legal representation letters. Once those are received, we are prepared to approve the audited financials. We anticipate that approval will be in the April board meeting.

A few highlights of note:

Pg IV of the report. Our net position was restated due to the previous auditor duplicating the depreciation in the prior year. Does not impact operations or financials but must be stated.

Pg VII final paragraph states: *The District's finances are strong, sound and stable because of solid, dedicated and committed financial management. The changes in net position displayed subsequently show the governmental activities during the previous two fiscal years. The increase in net position for each year represents the extent to which expenses were less than revenues during the year.*

Pg IX The district has a restriction under Tabor. Cannot allow for cash to get below 62, 000 for our limit – no concerns with that.

Pg 17 of financial reports. The long term debt section concerning a new GASB requirement for leases entered into must go into the balance sheet as a liability indicating monthly output and totals.

7. District Reports

a. Chief Shirlaw

The Chief provided the response statistics for the month of February. EMS calls the highest count, this being typical.

Newer member Mark Hansen completed academy this year and has been working diligently to get cleared. He looks to be off rookie status shortly.

Preparing to use the capital outlay slated for bunker gear to purchase additional equipment. Should be seeing a PO to order within the next 60 days.

We have been hosting a disabled adults group 3x now – introducing to different aspects that might affect them, very positive.

Tower and communications

Chief mountain being altered. Current design exceeded a county height requirement at that location and engineers have submitted a new design for approval to meet that. Discussion ensued on impact to the District of this development.

Aging infrastructure – buildings, fleet, etc.

none

Consolidation - ~~No comments.~~

Still in talks with JeffCom to define boundaries, procedures, and advice to connect the resources between the three districts. Desiring to reconvene the group board representatives to be talking about and working together to be all on the same page with how the districts would like to work together. Discussion initially to be on potential agendas, issues between districts, where are the districts at, fostering communications, assistance, combining resources for training, etc.

b. Wildland Captain Mandl - Wildland fire and mitigation –

Chipping sign-ups have completed. Went well with using a new platform. Sign-ups were completely filled up in 2 hours. Wildfire training season ramping up for fire season around the corner.

c. Training Captain Buckles

We recently rolled out an accountability system for on scene safety for responders. Have recently had some really good mutual aid opportunities for our firefighters and experience opportunities for our younger members.

d. Board Committee - Recruitment and Retention

No comments at this time.

8. Unfinished Business – None

9. New Business –

a. Discussion Topic: Creating a District Annual Report

Jackie White summarized a suggestion for creating an annual report. Ideally this should support active communication with the community. Research on other districts' annual reports found information that we could easily incorporate into something of our own and perhaps additionally use as a recruiting tool. Discussion ensued with the board understanding this topic meshes with other public outreach efforts in discussion. A board requests a continuation discussion at the May 8 meeting to include updates on those efforts and how that might affect a decision to produce an annual report.

10. Executive session – not needed

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

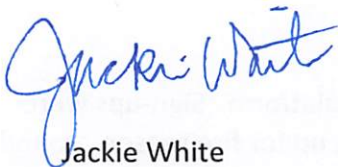
a. none

12. Adjournment

There being no further business before the Board, the meeting was adjourned at 7:24 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