

**INTER-CANYON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING  
MINUTES OF MEETING  
ICFPD Station 3 @ 6 pm  
8445 S Highway 285, Morrison, CO 80465  
May 8, 2024**

**1. Call to Order**

The ICFPD Board meeting was called to order by Board President, Bob Scott at 6:00 pm 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 –**

a. Regarding the item under Unfinished Business – Capt. Mandl / PIO Urban request to push the PIO specific chat to June. They are still defining some roles and responsibilities with the Chief and have not had that meeting yet. Any related discussion on the Annual Report issue individually would be at the discretion of the Board.

**4. Attendance / Guests**

**Board Members Present:**

Bob Scott, President

Jackie White, Secretary

Ginny Riley, Treasurer

Mike Swenson

**Excused absences:**

Natalie Arnett – excused, personal

**Guests Present –**

none

**5. Approval of Minutes**

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

**MOTION:** A motion by Mike Swenson, with a second by Jackie White, to approve the minutes from the April 10, 2024 board meeting. Three directors in favor. Director Riley abstains, she was not present at April meeting. Motion passes.

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

**a. March/April Financial Report**

Cash:

Items of note in March:

Jefferson County property taxes received	\$657,129
651 Brush truck pump replacement	-\$8347
Station 1 generator repair	-\$5033

Items of note in April:

Jefferson County property taxes received	\$179,798
Insurance repair on 689	-\$11,458
Budgeted purchase of 10 SCBA air packs and masks	-\$75,380

As a result of the large inflow of cash from property taxes in the two months, \$500,000 was transferred from the general operating fund to the investment account at ColoTrust. We will continue to monitor cash on hand and make transfers to optimize interest income as appropriate. All other disbursements were in the ordinary course of business and monthly expenses.

Budget to Actual:

Interest income was budgeted at \$7405 through April 2024. Actual is \$22,801. There were no other significant variances YTD April.

P&L by Month:

As noted on the balance sheet review, the District received a total of \$836,927 for property taxes in March and April combined. Payments were made as noted in the discussion related to cash. April was a 3 payroll month, hence the increase from prior months. 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 Jackie White, with a second by Mike Swenson, to approve the 2024 March and April financial report as presented. All in favor, none opposed, the motion is approved.

**b. Audit Financials final approval –**

The 2023 audit financials were delivered to the board prior to the April meeting. The final approval was moved to the May meeting due to the absence of Director Riley in April. The board declined discussion having no questions.

**MOTION:** A motion by Mike Swenson, with a second by Jackie White, to approve the 2023 final audit financials as presented. All in favor, none opposed, the motion is approved.

**c. Resolution 2024-02: Investment Policy establishment review**

Having no previously established policy this resolution will establish the authority to create a governing investment policy. The policy resolution itself will be set for approval at the June 2024 board meeting and provided to the board for review in the interim.

**MOTION:** A motion by Jackie White, with a second by Mike Swenson, to approve Resolution 2024-02: Resolution Establishing Investment Policy as presented. All in favor, none opposed, the motion is approved.

**7. District Reports**

**a. Chief Shirlaw**

An offer of employment has been extended and accepted by Tara James. She is a current paramedic, will be joining at the level of Captain and will be taking over from Dan Hatlestad who is returning to volunteer status this summer.

Mark Hansen has moved off rookie status. He has put in a lot of hard work and is a great addition to our team.

District response stats were provided for the month of April.

Tower and communications

No new significant comments or updates at this time. Still pending permit.

Aging infrastructure – buildings, fleet, etc.

New SCBAs have been ordered as planned and also putting in the order for new bunker gear soon, including a new option “tech suits”.

Consolidation –

No new comments. Discussion on future prospects between the three districts. Information was provided on a possible IGA to help out with some pending staff shortages.

The District will also be exploring a North Fork model of using PRNs to supplement critical point staffing. The initials PRN stand for the Latin phrase pro re nata, which means “as the situation demands” or hiring contract employees “as needed”.

The Chief asked the board to consider or be aware of the following items:

- a. The continued need to provide two public comment sessions at board meetings. In an effort to avoid future complications, would the board consider returning to one session. Pros and cons of two sessions or one was discussed and the reasoning supporting having public comments and the pros and cons of limiting any public comment session.

**MOTION:** A motion by Ginny Riley, with a second by Bob Scott, to approve changing the board meeting agenda to have only one public comment session. All in favor, none opposed, the motion is approved.

**MOTION:** A motion by Ginny Riley, with a second by Mike Swenson, to have the one public comment session held at the beginning of the board meeting. All in favor, none opposed, the motion is approved.

**MOTION:** A motion by Ginny Riley, with a second by Jackie White, that public comment be limited to 3 minutes per speaker with a maximum of 7 speakers, unless the President of the Board, with the consensus of the Board, determines that more speakers will be allowed for that specific meeting only. All in favor, none opposed, the motion is approved.

b. Property tax proposals at the state level regarding district revenues are currently in the works. Nothing is in stone at this point, just keep an ear to the ground for information.

The Chief provided a personal thank you to the Board for their professionalism in leading the District through the consolidation efforts especially but also as examples of leadership working together toward the benefit of the District.

**b. Wildland Captain Mandl**

Wildland fire and mitigation – Unable to attend due to recent injury.

**c. Training Captain Buckles**

Current training is focusing on wildland event preparation and for next month it will be on park rescue training. Looking forward to board members participating in a firefighter training component that will enable a peek into how firefighters train.

**d. Board Committee**

Recruitment and Retention

Jackie White requests confirmation or thoughts from the board about the direction of this committee. Pros and cons and what the intent was in forming this committee were given including what its purpose is and what is the board's expectation from this topic. Discussion on what goals might be and if there is value to keep exploring options or if those resources are better spent because of the demographics the district faces. The board determined to establish a strategic planning session on August 16<sup>th</sup> from 9am – 1pm to further discuss this topic.

**8. Unfinished Business**

**a. Public Outreach Efforts – annual report, PIO position, coordination of info**

**\*\*\* moved to the June 12<sup>th</sup> meeting\*\*\***

**9. New Business**

**a. Resolution 2024-03: Property Inclusions and Exclusions, Fees and Policy**

Discussion of the specifics of the resolution and how they were obtained by the legal team.

**MOTION:** A motion by Ginny Riley, with a second by Mike Swenson, to approve Resolution 2024-03: Resolution Establishing Property Inclusion and Exclusion Fees and Policy as presented. All in favor, none opposed, the motion is approved.

**10. Executive session – not needed**

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

- a. No comments provided. This public input session will be discontinued per a motion of the board approved earlier in this meeting.

**12. Adjournment**

There being no further business before the Board, the meeting was adjourned at 8:19 pm by Bob Scott, President, ICFPD Board of Directors.

Minutes recorded by Toni McManus, District Administrator, per Board appointment.

Submitted by:



Jackie White  
Secretary,  
ICFPD Board of Directors

Attested by:



Bob Scott  
President,  
ICFPD Board of Directors