

**INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES OF MEETING
ICFPD Station 3
8445 S Highway 285, Morrison, CO 80465
July 12, 2023**

1. Call to Order

The ICFPD Board meeting was called to order by Board President, Bob Scott at 6:25 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)

a. Linda Mars – concerns regarding missing postings of website minutes

3. Changes to Agenda –

None

4. Attendance/Approval of Absences/ Guests present

Board Members Present:

Bob Scott, President

Ginny Riley, Treasurer

Jackie White, Secretary

Natalie Arnett, Director

Excused Absence – n/a

Mike Swenson, Director

Guests Present

Barbara Davis -Grant Consultant, ICFPD

Gayla Logan -ICFPD Veas

Sharon Trilk -Elk Creek FPD

Deb Brobst -Canyon Courier

Anne & Joe Westerberg -resident

Linda & Richard Marrs -resident

5. Approval of Minutes

a. June 14, 2023 Board Meeting

MOTION: A motion by Natalie Arnett, with a second by Ginny Riley, to approve the minutes from the June 14, 2023 board meeting. All in favor, none opposed, the motion is approved.

6. Financial Report – Treasurer, Ginny Riley

Cash:

The District received \$192,112 from Jefferson County for property tax in June. A May invoice for Pericle Communications was paid in June. The expense side can be seen on the month by month P&L under 900-000 for the month of May.

Budget to Actual:

Revenues continue to be slightly ahead of budget due to a higher early receipt of property taxes than budgeted. Total 2023 estimated property taxes remain unchanged: this is strictly a timing issue. Line item 670-000 Station 1 exceeds YTD budget due to the \$16,000 renovations to add offices at Station 1 noted last month. Line item 700-000 exceeds budget due to prior year budgeted expenditure of \$48,891 to KNS Communications Consultant for the microwave portion of the radio communication project. Again, this variance was noted last month. No current month expenditures exceeded budget. Line item 900-000 is lower than budgeted due to delays in completing the new tower. There were no capital expenditures paid in June other than the Pericle May invoice noted under the Cash review.

P&L by Month:

As noted on the balance sheet review, the District received \$192,112 for property taxes against a monthly budget of \$217,102. Line items 700-000 and 670-000 exceed budget YTD due to items noted in previous meetings. There were no capital expenditures in June and no line items varied significantly from budget, other than Salaries & Benefits which continue to lag behind budget.

Cash Reconciliation:

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

Audit Update:

An audit extension will be filed with the State. The review process within the audit firm is not complete. It is anticipated by all parties that the audit report will be filed well before the deadline by the State. At this time there are no material audit adjustments identified or anticipated.

MOTION: A motion by Natalie Arnett, with a second by Jackie White, to approve the June 2023 financial report as presented. All in favor, none opposed, the motion is approved.

7. District Reports

a. Chief Shirlaw

District statistics over the month of July was provided for call response.

New volunteer statuses were reviewed. Synopsis review of a new program that is beginning with the disabled community.

Tower and Communications System – Motorola continues to complete equipment deliveries. Engineering on the tower is almost complete.

Aging infrastructure – buildings, fleet, etc.

Applying for a grant with the state to replace equipment that is older than 10 yrs.
A command vehicle for Cpt Buckles is being acquired with board approval. Fleet manager has already found a possibility.

Consolidation Report – Update on current consolidation status and review of timeline and deadlines. Working with county assessor to solidify tax information.

- a. Discussion of Resolution to Set Ballot Language and Appoint DEO.
Review and discussion of legal considerations
- b. Discussion of Draft Consolidation Ballot Language
Review and discussion of legal considerations

Clarification of bullet points requested in the Chiefs report.

b. Wildland Capt. Mandl

Wildland Fire and Mitigation Response –

Specialist, Kelley, booked into August now.

Fuels crew is on schedule for chipping. Also assisting with fuels moisture data collecting.

Both crew and Kelley are helping with the prescribed burn down near North Fork.

Ambassadors are ready to interact with the public at Elevation Celebration, happy to see that program growing. Information provided as to the stats within the program, the regional areas and intent for expansion to North Fork district.

Battalion Chief Dan Hatlestad – EMT class 2023 is gearing up to start and details provided as to the goals of class and what the target areas for students are.

c. Board Committee - Recruitment and Retention

No updates at this time.

8. Unfinished Business – none
none

9. New Business – none
None

10. **Executive session – not needed**

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

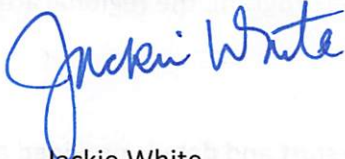
None

12. **Adjournment**

There being no further business before the Board, the meeting was adjourned at 7:25 pm by Bob Scott, President, ICFPD Board of Directors.

Minutes recorded by Toni Lucero, District Administrator

Submitted by:



Jackie White
Secretary,
ICFPD Board of Directors

Attested by:



Bob Scott
President,
ICFPD Board of Directors