



INTER-CANYON FIRE PROTECTION DISTRICT
MEETING OF DIRECTORS AGENDA
Via Zoom Webinar (until further notice)
August 12, 2020

1. Call to Order
2. Changes to Agenda
3. Approval of Absences
4. Acknowledge Guests
5. Approval of the minutes of the July 8, 2020 meeting
6. Treasurers Report
7. Chiefs Report
 - a. General Update
8. Officers Report
9. Building Committee Report
10. Professional Consultants Report - none
11. Unfinished business
 - a. Inclusion Policy
 - b. First Due Contract
12. New business and special orders
 - a. none
13. Executive session, if needed
14. Public input (for matters not otherwise on the agenda/3-minute time limit/no disrupting, pursuant to Section 18 9 108, C.R.S.)
15. Adjournment. (to be followed by signing of documents)

INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
MINUTES OF MEETING
Virtual Meeting via Zoom/MS Teams
August 12, 2020

1. Call to Order:

The ICFPD Board meeting was called to order by Mike Swenson at 19:04 hours.

2. Changes to Agenda

3. Approval of Absences

Board Members Present:

Mike Swenson, President

Karl Firor, Treasurer

Kerry Prielipp, Secretary

Bob Scott, Director

Dmitiry Pantyukhin, Director

4. Guests Present

Debra Swearingin

Barbara Davis

Sharon Trilk

5. Approval of Minutes

MOTION: There was a motion by Karl Firor with a second by Bob Scott to approve the minutes from the July 8, 2020 Board Meeting. The motion passed unanimously.

6. Treasurer's Report

Karl Firor indicated \$330k in tax revenue was received in July. There is \$2,600,000 in bank and \$765 owing at month end. Karl reviewed the Profit and Loss Year to Date showing \$73k having been spent, including the first payment of \$6900 to F&D International toward the building project. Payment numbers for F&D will grow through the year. Related to the Budget year to date, \$1,395,000 is really the District's tax revenue with revenue of \$1,475,000 having been budgeted. The District may receive another \$80k more, there is a possibility the District will not receive all the tax revenue. The big change this year, more money went toward payroll with less toward capital improvements. The command vehicle and anticipated \$12,500 for building were included in the budget, we are within about \$46k, not far off, numbers fluctuate with timing. Accounts payable \$765. PO's still have Pericle Communications, we will be writing that check soon. Karl noted there is more to come with buildings and communications. Mike Swenson asked for a status with Pericle Communications, is there more payables due? Karl responded Pericle has not yet been paid and Karl anticipates an invoice soon. Karl stated the big numbers to come will be the building project and we should know more on that in the next 60 days. We will have to solve the communication issue. Karl hopes to know where costs will be soon.

MOTION: There was a motion by Kerry Prielipp with a second by Bob Scott to approve the August 12, 2020 Treasurer's Report as presented. The Motion passed unanimously.

7. Chief's Report

a. General Update

Chief Shirlaw noted calls are going up. Most agencies are seeing an increase. A lot of medical calls and some fires in surrounding areas. Big thanks to Kelley, Kelley has been working hard over 2 ½ years to update the SOG/SOPs. Kelley did a great job, thank you Kelley. Kelley thanked Chief Shirlaw for the acknowledgement.

COVID update, Colorado is currently looking good with a slight decline in cases. Hospitalizations and deaths are staying low. We anticipate a potential increase with school starting along with the upcoming flu season. Mike asked about the number of cases that have occurred in District. Chief Shirlaw noted there have not been many. On calls we perform diagnostics and all our responders are wearing at least N95 masks and eye protection. We are cleaning masks with UV lights and cleaning ambos. Chief Shirlaw indicated he has been working on a resiliency plan for our members. This will help members to manage difficulties in a healthy way. We are exploring and putting in programs to build resiliency. Especially with COVID, people struggle with isolation and with going on calls. Chief Shirlaw quoted "Good back, good knees, good mind."

First Due IGA. Chief Shirlaw advised all districts are on board and are signing. We are hoping to move forward with the board's approval tonight. First Due provides us with a very robust program.

There are high numbers for communications, we are working to catch up on a 25-year decline of the system. Cost numbers are reflecting this, and the fix will be expensive. The District will install microwaves on Mount Morrison which is in the Red Rocks region. We will add a 50-foot tower at Station 4 and connect to Double Header. There will be a few upgrades at Critchel. The price tag is \$1M. The price is high, but this is a life safety issue. Chief Shirlaw would like to bring a proposal to the board next month. Chief Shirlaw is happy to go into details and stated with the improvements redundancy will be there along with back up which is important. Sites will all have generators. Microwaves arc out and cross each other to provide redundancy. This will be a solid long-lasting system and will increase coverage of Red South West along with the entire mountain area. Chief Hatlestad is in Glacier Nat'l Park this evening but is following up with the UASI grant. We are waiting. It is a difficult year. This is a regional grant and we feel positive. Mike asked if by the September meeting will be talking more solid numbers. Chief Shirlaw indicated yes and the hope is to put the work out for bid. Mike asked about the time frame for a grant request turn around. Chief Shirlaw responded it is usually quick. Once approved we would be able spend if needed prior to receipt of funds. We have as good a chance as anyone. The Pericle Communications Study helped us to state the districts communications issues. Kerry asked what is the organization offering grants? Urban Area Security Initiative. Kerry asked if grant funds are federal, state, or private. Chief responded State and advised SCBA Packs were replaced thru the UASI grant. UASI also helped with JCMARS.

Chief Shirlaw has been in contact with Adam at F&D who is working on schematics. Chief Shirlaw is expecting preliminary plans the 3rd or 4th week of August. The plans will provide a 30,000-foot view. Kelley asked for timing on scheduling of the Strategic meeting in September. Chief Shirlaw recommended the meeting be the week of September 21. Directors will email Kelley their availability for the week of Sept 21.

Consolidation, we continue to work on this with other districts. We are working on job description for Training Chief and we are planning to run academy in January. Mike should be receiving an email from Gary Bennett, President of the Elk

Creek Fire Board. Chiefs are looking for a board member from each district to meet and keep up on things as we move along.

Chief Shirlaw announced receipt of the new Challenge Coins. Very exciting. ICFPD is the first in the area to have created Challenge Coins. Except for Karl and Bob, directors will find coins in the Board mailbox. Chief Shirlaw thanked Lt Carcone, Capt Mandl and Chief Araki who helped to design the coin. Showing the coin, Chief Shirlaw noted the coin is very nice, it is a heavy coin and of very good quality. Fender's Junction is engraved on the side of the coin as it was the first fire station and was located below the meeting room at Station 1. Chief Shirlaw explained the history of the challenge coin and thanked directors for having approved purchase of the coins.

8. Officers Report

Capt Mandl advised he is still going down the path with the CWPP with Elk Creek Fire. CWIPP, mapping of area is complete. The community will rank priority of work to be done and results will be incorporated in the final document. Hoping to finish in 2 months.

Tactical mapping. Evergreen just finished theirs, this is a nice system. We are working on 285 Corridor to do the same. We are looking for grants to fund tactical mapping. The First Due app and tablets will be helpful. Info can be downloaded to tablets while on the way to a call and the app works with mutual aid. Very exciting.

Capt Mandl spent a long 4 days at Elk Creek Fire in a Wildfire Prepare Class. Elk Creek Fire and Evergreen Fire developed a program with funding of the class. Elk Creek Fire Wildland Capt Ben is the original developer of the program. We discussed IGA's and discussed my coming under the vail of Elk Creek Fire to work on the program. The program is where we get called by a residence to do mitigation, we can access information on a tablet and come up with plan and generate a report. If residents hit key points, we can issue certificates. The certificates will be recognized by insurance companies and the realtor MLS. We will be training more of our members to work in the program

Capt Mandl will be submitting a Purchase Order for brush truck toolboxes and noted wildland is under budget overall. With regard to the chipper from Jeffco, Darren, who was working on paperwork left, his last day was August 3. The paperwork was not completed. There is a temporary person taking on the role who is aware of the paperwork and is following up diligently. The program should ramp up this fall.

Mike commented the HEAT is on, people are mitigating, it is working. Mike stated his neighbor cleaned their property, it looks great. There is now peer pressure. Capt Mandl noted feedback from HEAT is that there is a lot of community participation, even those who they were not expecting to participate. Once the document is complete, people will really see the issues clearly.

9. Building Committee Report

See Chiefs report

10. Professional Consultants Report – None

11. Unfinished Business

a. Inclusions Kelley noted the issue had not been finalized at the last meeting. There are not many inclusions requested, there may be a group in the Homestead at some point. The cost has gone up to between \$1200 and \$1500, the District has paid half in the past. Costs are mainly legal fees to provide for drafting and signing of documents and process thru Jeffco. The process requires a hearing on the inclusion. No change is necessary, we have one resident

waiting for cost information. Chief Shirlaw checked and Elk Creek Fire, they have no policy. Chief Shirlaw stated he agrees with Kelley, there will be few requests. Mike suggested the district stay with paying half the cost for residents on inclusions. All agreed.

b. First Due IGA

Mike stated he has read through the agreement and sees no issues. No one had issues with the document. Karl for curiosity's sake asked how Elk Creek Fire and Evergreen Fire came to conclusion to pay \$5500 and all others are based on relative assessed value. Chief Shirlaw responded both are paying the maximum cost on the contract, it is a slight benefit for them.

MOTION: There was a motion by Bob Scott with a second by Karl Firor to approve the First Due IGA as written. The motion passed Unanimously.

12. New Business and Special Orders

Chief Shirlaw advised 4 new volunteers have been hired. 3 live in district, 1 is a paramedic, 1 is an EMT and 1 is a Jeffcom employee who is knowledgeable. Orientation is scheduled for Monday, August 17 at 1800 hours at Station 1. Board members are welcome to stop in to say hi. We are excited to have 4 great new recruits.

13. Executive session, not needed

14. Public Input (for matters not otherwise on the agenda/3-minute time limit/no disrupting, pursuant to Section 18 9 108, C.R.S.)

Vees President Nicole Leroux advised she and Vice President Mary Holmstrom met with Tom from Tomari's and Red Rocks Grill to go over plans for the Christmas dinner. If we get to have the dinner, we will have it set up with a 2-week COVID cancellation clause. The Woodlands Event Center was donated again this year. Nicole advised Mary is hosting a get together for the Vees at her home this weekend.

Barbara Davis has been looking for resources for the CWPP implementation. Capt Mandl added Barbara is looking into grant's available. Barbara indicated she has not been able to find any application currently open. Please let Barbara know if you need help on construction grants.

15. Adjournment

There being no further business before the Board, the meeting was adjourned at 20:55 hours.
Minutes by Kelley D. Wood, District Administrator

Submitted by:



Kerry Prielipp
Secretary
ICFPD Board of Directors

Approved by:



Michael Swenson
President
ICFPD Board of Directors

Attachments:

1. Meeting Agenda
2. Treasurer's Report
3. Chief's Report
4. First Due IGA

**Inter-Canyon Fire Protection District - New
 Balance Sheet Prev Year Comparison
 As of July 31, 2020**

	<u>Jul 31, 20</u>	<u>Jul 31, 19</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
100-000 · Cash	2,606,182.76	2,132,916.52	473,266.24
Total Checking/Savings	<u>2,606,182.76</u>	<u>2,132,916.52</u>	<u>473,266.24</u>
Accounts Receivable			
120-000 · Accounts Receivable	1,382,178.52	1,276,679.94	105,498.58
Total Accounts Receivable	<u>1,382,178.52</u>	<u>1,276,679.94</u>	<u>105,498.58</u>
Other Current Assets			
140-143 · Prepaid Insurance	10,972.45	1,641.50	9,330.95
Total Other Current Assets	<u>10,972.45</u>	<u>1,641.50</u>	<u>9,330.95</u>
Total Current Assets	<u>3,999,333.73</u>	<u>3,411,237.96</u>	<u>588,095.77</u>
Fixed Assets			
170-000 · Capital Assets	2,769,783.97	2,813,291.18	-43,507.21
Total Fixed Assets	<u>2,769,783.97</u>	<u>2,813,291.18</u>	<u>-43,507.21</u>
Other Assets			
185-000 · Deferred Outflow	466,602.00	237,515.00	229,087.00
Total Other Assets	<u>466,602.00</u>	<u>237,515.00</u>	<u>229,087.00</u>
TOTAL ASSETS	<u><u>7,235,719.70</u></u>	<u><u>6,462,044.14</u></u>	<u><u>773,675.56</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
200-200 · Accounts Payable	765.91	168,699.68	-167,933.77
Total Accounts Payable	<u>765.91</u>	<u>168,699.68</u>	<u>-167,933.77</u>
Other Current Liabilities			
200-209 · Deferred Revenue	1,356,548.85	1,215,895.16	140,653.69
200-225 · Accrued Liabilities	2,462.91	82,742.79	-80,279.88
200-230 · Accrued PTO	5,202.83	0.00	5,202.83
Total Other Current Liabilities	<u>1,364,214.59</u>	<u>1,298,637.95</u>	<u>65,576.64</u>
Total Current Liabilities	<u>1,364,980.50</u>	<u>1,467,337.63</u>	<u>-102,357.13</u>
Long Term Liabilities			
210-399 · Net Pension Obligation	786,351.00	504,869.00	281,482.00
280-000 · Deferred Inflows	77,086.00	92,033.00	-14,947.00
Total Long Term Liabilities	<u>863,437.00</u>	<u>596,902.00</u>	<u>266,535.00</u>
Total Liabilities	<u>2,228,417.50</u>	<u>2,064,239.63</u>	<u>164,177.87</u>
Equity			
290-291 · Equity	3,155,777.20	3,155,777.20	0.00
290-300 · Net Assets - Prior Year	1,406,656.75	1,254,748.75	151,908.00
290-999 · Designated-Current	-372,610.23	-549,965.02	177,354.79
320-000 · Unrestricted Net Assets	-39,524.12	57,181.14	-96,705.26
Net Income	857,002.60	480,062.44	376,940.16
Total Equity	<u>5,007,302.20</u>	<u>4,397,804.51</u>	<u>609,497.69</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,235,719.70</u></u>	<u><u>6,462,044.14</u></u>	<u><u>773,675.56</u></u>

Inter-Canyon Fire Protection District - New
Profit & Loss
July 2020

	<u>Jul 20</u>	<u>Jan - Jul 20</u>
Income		
300-000 · Revenues	342,247.79	1,390,237.08
300-660 · Donated Funds	868.00	5,041.00
Total Income	<u>343,115.79</u>	<u>1,395,278.08</u>
Gross Profit	343,115.79	1,395,278.08
Expense		
400-000 · Administrative	4,398.75	68,157.69
425-101 · Payroll & Benefits	40,865.32	285,131.43
500-000 · FireFighting	10,935.36	31,411.47
550-550 · EMS Services	855.54	17,181.57
600-000 · FF Apparatus/Equip Maintenance	2,825.65	32,620.58
660-000 · Firefighter General Expenses	1,849.58	4,160.12
665-000 · Auxiliary Operations	0.00	242.20
66900 · Reconciliation Discrepancies	0.00	0.20
670-000 · Station 1	1,668.06	15,142.69
680-000 · Station 2	311.22	6,138.18
690-000 · Station 3	713.24	11,148.94
691-000 · Station 4	528.70	6,565.89
692-000 · Station 5	295.89	3,627.85
700-000 · Communications	1,601.22	47,508.03
900-000 · Capital Expenditures	6,900.00	9,238.64
Total Expense	<u>73,748.53</u>	<u>538,275.48</u>
Net Income	<u><u>269,367.26</u></u>	<u><u>857,002.60</u></u>

**Inter-Canyon Fire Protection District - New
 Profit & Loss Budget vs. Actual
 January through July 2020**

	Jan - Jul 20	Budget	\$ Over Budget
Income			
300-000 · Revenues	1,390,237.08	1,207,500.00	182,737.08
300-660 · Donated Funds	5,041.00	0.00	5,041.00
Total Income	<u>1,395,278.08</u>	<u>1,207,500.00</u>	<u>187,778.08</u>
Gross Profit	1,395,278.08	1,207,500.00	187,778.08
Expense			
400-000 · Administrative	68,157.69	77,524.20	-9,366.51
425-101 · Payroll & Benefits	285,131.43	259,585.81	25,545.62
500-000 · FireFighting	31,411.47	66,097.00	-34,685.53
550-550 · EMS Services	17,181.57	20,690.00	-3,508.43
600-000 · FF Apparatus/Equip Maintenance	32,620.58	55,069.34	-22,448.76
660-000 · Firefighter General Expenses	4,160.12	4,481.00	-320.88
665-000 · Auxiliary Operations	242.20	2,950.00	-2,707.80
670-000 · Station 1	15,142.69	15,212.50	-69.81
680-000 · Station 2	6,138.18	7,104.50	-966.32
690-000 · Station 3	11,148.94	15,118.20	-3,969.26
691-000 · Station 4	6,565.89	8,227.02	-1,661.13
692-000 · Station 5	3,627.85	2,899.50	728.35
700-000 · Communications	47,508.03	40,678.24	6,829.79
900-000 · Capital Expenditures	9,238.64	240,500.00	-231,261.36
Total Expense	<u>538,275.48</u>	<u>816,137.31</u>	<u>-277,861.83</u>
Net Income	<u><u>857,002.60</u></u>	<u><u>391,362.69</u></u>	<u><u>465,639.91</u></u>

11:20 AM

08/05/20

Inter-Canyon Fire Protection District - New

A/P Aging Detail

As of July 31, 2020

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Bill Pmt -Check	07/31/2020	40267	Subcarrier Communicati...			-371.32
Bill	07/23/2020	985930...	Verizon Wireless	08/02/2020		397.06
Bill	07/24/2020	7/24/20 ...	Staples Credit Plan	08/03/2020		76.07
Bill	07/27/2020	IN1481...	MES Rocky Mountains	08/06/2020		594.10
Total Current						695.91
1 - 30						
Total 1 - 30						
31 - 60						
Bill	06/15/2020	6/15/20 ...	Rachel Shirlaw	06/25/2020	36	70.00
Total 31 - 60						70.00
61 - 90						
Total 61 - 90						
> 90						
Total > 90						
TOTAL						765.91

**Inter-Canyon Fire Protection District - New
OPEN PURCHASE ORDERS**

All Transactions

Date	Num	Name	Source Name	Memo	Deliv Date	Qty	Rcv'd	Backordered	Amount	Open Balance
Parts										
Apparatus/Equipment R&M										
08/04/2020	20-018	Super Vacuum Ma...	Super Vacuum Ma...	number plac...	08/04/2020	48	0	48	2,436.96	2,436.96
Total Apparatus/Equipment R&M						48	0	48	2,436.96	2,436.96
Clothing/Uniforms										
07/01/2020	20-013	Cascade Fire Equi...	Cascade Fire Equi...	2 pairs wild...	07/01/2020	2	0	2	560.00	560.00
07/21/2020	20-015	MES Rocky Mount...	MES Rocky Mount...	5.11 Boonie ...	07/21/2020	50	0	50	850.00	850.00
Total Clothing/Uniforms						52	0	52	1,410.00	1,410.00
Comms Equipment										
05/14/2020	20-008	Pericle Communic...	Pericle Communic...	Consulting ...	05/14/2020	1	0	1	38,792.50	38,792.50
Total Comms Equipment						1	0	1	38,792.50	38,792.50
EMS Training Books/Supplies										
07/28/2020	20-016	Henry Schein Med...	Henry Schein Med...	IV Class Su...	07/28/2020	357.01	0	357.01	357.01	357.01
07/28/2020	20-017	BoundTree Medical	BoundTree Medical	Supplies for ...	07/28/2020	1	0	1	774.17	774.17
Total EMS Training Books/Supplies						358.01	0	358.01	1,131.18	1,131.18
Total Parts						459.01	0	459.01	43,770.64	43,770.64
TOTAL						459.01	0	459.01	43,770.64	43,770.64



INTER-CANYON FIRE PROTECTION DISTRICT

ICFPD BANK STATEMENTS
ARE AVAILABLE BY REQUEST

PLEASE CONTACT
DISTRICT ADMINISTRATOR KELLEY WOOD

303-697-4413

kwood@icfpd.net

10:19 AM

08/05/20

**Inter-Canyon Fire Protection District - New
Reconciliation Summary
100-105 · ColoTrust Account, Period Ending 07/31/2020**

	<u>Jul 31, 20</u>
Beginning Balance	2,106,546.80
Cleared Transactions	
Deposits and Credits - 1 item	<u>328.07</u>
Total Cleared Transactions	<u>328.07</u>
Cleared Balance	<u>2,106,874.87</u>
Register Balance as of 07/31/2020	2,106,874.87
Ending Balance	2,106,874.87

10:25 AM

08/05/20

**Inter-Canyon Fire Protection District - New
Reconciliation Summary
100-107 · First Bank Savings, Period Ending 07/31/2020**

	<u>Jul 31, 20</u>
Beginning Balance	131,257.48
Cleared Transactions	
Deposits and Credits - 1 item	<u>1.19</u>
Total Cleared Transactions	<u>1.19</u>
Cleared Balance	<u>131,258.67</u>
Register Balance as of 07/31/2020	131,258.67
Ending Balance	131,258.67

10:48 AM

08/05/20

**Inter-Canyon Fire Protection District - New
Reconciliation Summary
100-106 · First Bank Checking, Period Ending 07/31/2020**

	<u>Jul 31, 20</u>
Beginning Balance	128,303.87
Cleared Transactions	
Checks and Payments - 62 items	-77,713.38
Deposits and Credits - 9 items	342,788.86
Total Cleared Transactions	<u>265,075.48</u>
Cleared Balance	<u>393,379.35</u>
Uncleared Transactions	
Checks and Payments - 37 items	-25,330.13
Total Uncleared Transactions	<u>-25,330.13</u>
Register Balance as of 07/31/2020	<u>368,049.22</u>
New Transactions	
Deposits and Credits - 1 item	159.00
Total New Transactions	<u>159.00</u>
Ending Balance	<u><u>368,208.22</u></u>

Date:	Amount:	Description:	Total:
6/24/2020	\$173.72	CostCo, supplies for station 1	\$2,983.07
6/24/2020	\$89.00	Colorado Heating/Cooling, seasonal start station 1 swampclr	
6/25/2020	\$69.88	Fuel for command vehicle	
6/25/2020	\$1,200.00	Challenge coins (PO#20-012)	
7/1/2020	\$280.00	Cascade fire equipment, wildland PPE	
7/2/2020	\$104.26	Brooks Place, thank you lunch for crew	
7/7/2020	\$282.59	Wildland boots	
7/7/2020	\$90.00	Egnyte	
7/8/2020	\$422.55	Rooney Road Recycling, disposal of fire foam	
7/9/2020	\$73.79	Fuel for command vehicle	
7/9/2020	\$37.34	Tomaris's, coffee for training	
7/14/2020	\$41.80	Zoom	
7/20/2020	\$202.97	CostCo, supplies for station 1	
7/22/2020	\$28.62	Amazon, EMS supplies, <i>Gauze sponge-pads</i>	
7/22/2020	\$29.99	OnX maps renewal	
7/23/2020	\$75.48	Fuel for command vehicle	
7/24/2020	(\$218.92)	FirstCash Reward Dollars issued	

