



INTER-CANYON FIRE PROTECTION DISTRICT
MEETING OF DIRECTORS AGENDA
Via Zoom Webinar (until further notice)
October 14, 2020

1. Call to Order
2. Changes to Agenda
3. Approval of Absences
4. Acknowledge Guests
5. Approval of the minutes of the September 9, 2020 meeting and the September 23, 2020 strategic meeting
6. Treasurers Report
7. Update on Financial Institutions/lending for Station Improvements and Radio Tower
8. Chiefs Report
 - a. General Updates
9. Officers Report
10. Building Committee Report
11. Professional Consultants Report - none
12. Unfinished business
13. New business and special orders
 - a. none
14. Executive session, if needed
15. Public input (for matters not otherwise on the agenda/3-minute time limit/no disrupting, pursuant to Section 18 9 108, C.R.S.)
16. 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
October 14, 2020

1. Call to Order:

The ICFPD Board meeting was called to order by Mike Swenson at 19:12 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

Nicole Leroux

Deb Brobst, Canyon Courier

Mack

Barbara Davis

David Logan

Gayla Logan

Sharon Trilk

5. Approval of Minutes

MOTION: There was a motion by Bob Scott with a second by Kerry Prielipp to approve the minutes from the September 9, 2020 Board Meeting. The motion passed unanimously.

MOTION: There was a motion by Bob Scott with a second by Dmitriy Pantyukhin to approve the minutes from the September 23, 2020 Strategic Board Meeting. The motion passed unanimously.

6. Treasurer's Report

Karl Firor reviewed the Balance Sheet showing \$2.5M in the bank. We have \$64k in payables and \$54k in outstanding items. Year to date you can see \$747k net cash flow. Karl noted \$22k in tax revenue was received and that is it for the next few months. The next report shows a comparison this year versus last year. \$187k more was received this year with \$80k more in capital expenditures. There is \$480k net positive. District operations will cost \$80k per month November thru March when tax revenue comes in. We will be paying \$105k to the pension. Karl indicated he has received the preliminary assessed valuation which shows a slight increase, property tax value stays whole for the next year. Other reports include Open Purchase Orders and Accounts Payable which is minimal. Kerry asked what the \$6k payable to Evergreen Fire Rescue was for.

Karl responded there was a leak in one of the truck tanks which needed repair. Chief Shirlaw added the tank on the tender had a giant rock stuck inside and Evergreen Fire also completed this year's pump testing.

MOTION: There was a motion by Bob Scott with a second by Kerry Prielipp to approve the October 14, 2020 Treasurer's Report as presented. The Motion passed unanimously.

7. Update on financial institutions.

Karl spoke with First Bank and indicated he has provided them with the last 3 years financial statements. Karl has not addressed the bank further as it has been tax season which ends tomorrow. First Bank did indicate they are able to make this kind of loan. Mike asked what the timing is for having funds to move forward. Karl responded we will not be doing groundwork, there are no payables except for the architect. Mike clarified the question, as to the radio tower, we are not holding up progress, correct? Karl indicated there is money in the bank for the tower. Nothing is being held up by the finance process. There are leasing costs to work through. We should know about financing before it is time for construction.

7. Chief's Report

7a. General Updates

Chief Shirlaw commented this is good Segway to information on the tower. The Mt Morrison tower was quoted at \$1000 per month per tower for \$2000 total a month. We met with owner at the tower sight and it is looking favorable. The owner is listening to offers for a much lower monthly number as the second tower may be more beneficial. Chief Shirlaw passed this information on to Brian Singer to check on sight to Station 4. Chief Shirlaw indicated the engineering of tower at 4 has been put on hold. The visit with Jeff of Bear Creek was good.

Chief Shirlaw referenced the Chiefs Report, this was a busy month with 59 calls, the highest total for a long time. We are looking at a record number of calls for this year. The number of responders has gone up. Usually response is at a 15% to 20% range, as of now the response is at 40% to 50%. 20 plus members are attending at every training which is fantastic. You might hear other districts are being asked to go to the Cameron Peak fire, they are requesting as much assistance as possible. We are not going because most of our qualified people would then be out of district and we would not have needed apparatus. Our first priority is to ICFPD. Most of our neighboring districts are following the same procedure.

Chief Shirlaw announced we have recently started two new traditions. We are wearing red shirts on Fridays to support all who are deployed. We also have done shirts with pink lettering supporting Breast Cancer Awareness Month.

Chief Shirlaw and officers are keeping busy and are continuing talks on consolidation. Chiefs are moving close to finding a consultant and will be meeting with a company on the 23rd.

8. Officers Report

Battalion Chief Hatlestad followed up on the radio tower stating we believe Mt Morrison will provide an exceptional link to Station 4. We had a recent call in Deer Creek Canyon Park where communications was an issue. The tower will improve response and firefighter safety. Chief Hatlestad stated he was concerned about a link to Station 4 from Mt Morrison however after the meeting believes we can hit Station 4 and Station 4 is a very viable option for upgrades. Kerry asked if this changes the need for higher height of the tower. Chief Hatlestad responded it could reduce from 40 ft to 30 ft, nothing higher than 40 ft. Dimitry asked if there are 2 towers on Mt. Morrison. Chief

Hatlestad responded correct, the south side is red and white with 3 TV station and 2 radio stations along with several federal level agencies. The tower we are looking at is north east and is better to reach station 4 and is coming in for a much lower cost in monthly rent.

We continue to work on gaining funds from grants and potentially sharing of funds with Jeffco Emergency Communications Authority. We are working to acquire funds outside of grant channels. Barbara Davis is currently working on 3 different grants for ICFPD. Chief Hatlestad is continuing to work on grants for the communications system. We are looking for as many opportunities as we can.

Mike asked relative to calls, are we seeing any impact of what appears to be another wave of COVID. Chief Hatlestad indicated he does not see any COVID specific issues. Across the state and in Jeffco specifically the percentage of positives is at 5% and there is a significant raise in hospitalization. We are still incurring costs for PPE, masks, gloves and eye protection. We are currently seeing more traditional types of responses. Mike asked related to that, maybe a question for Kelley, to what date did we extend the emergency proclamation? Kelley confirmed the Board left the date open ended and a new date is not needed at this time. The process was not clear for anyone, we followed Arvada Fire's document.

Capt John Mandl had nothing new and advised he is still working on mitigation and community outreach.

9. Building Committee Report

Bob advised he, Skip, Capt Mandl and Chief Ware went over the next edition of Stations 1 and 3. We made major progress on Station 1 and at the next meeting Bob indicated he expects more on Station 3 due to accommodations on Station 1. We will be close at the next meeting. Bob advised it appears F&D plans to bounce initial blueprints to construction companies to make sure we are where numbers should be. Bob is still concerned about numbers the numbers could put big strains on the District, we need to hear from preliminary contractors. Chief Shirlaw added Station 1 will probably be finalized in 2 weeks, Station 3 maybe this meeting, maybe one more. Dmitriy asked if drawings will be in 3 D form. Bob indicated this will be a conceptual drawing. Without spending money on too much detail we are working on capturing the wants before moving on to mechanical and electric. At that point we can start deciding on the right timing for a community meeting.

10. Professional Consultants Report – None

11. Unfinished Business

- a. none

12. New Business and Special Orders

Mike thanked Capt Mandl and the HEAT world as well as Kerry stating in the Homestead we had a slash weekend. Jan and I were very pleased to have received extra help. It was great. Dmitriy noted his neighborhood also did serious mitigation in Hilldale Pines, this was a great community effort.

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.)

Mike asked if there is any news from Vees. Nicole Leroux indicated she met with Battalion Chief Hatlestad to discuss how to get Vees back doing something helpful. The meeting was good, and Nicole did follow up with an email outlining items discussed. Nicole advised right now the only thing we are doing is working to be ready for the Christmas dinner if we are able to have the party.

15. Adjournment

There being no further business before the Board, the meeting was adjourned at 19:41 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

**Inter-Canyon Fire Protection District - New
Balance Sheet Prev Year Comparison
As of September 30, 2020**

	<u>Sep 30, 20</u>	<u>Sep 30, 19</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
100-000 · Cash	2,502,440.26	2,063,041.24	439,399.02
Total Checking/Savings	2,502,440.26	2,063,041.24	439,399.02
Accounts Receivable			
120-000 · Accounts Receivable	1,382,178.52	1,276,679.94	105,498.58
Total Accounts Receivable	1,382,178.52	1,276,679.94	105,498.58
Other Current Assets			
140-143 · Prepaid Insurance	10,972.45	1,641.50	9,330.95
Total Other Current Assets	10,972.45	1,641.50	9,330.95
Total Current Assets	3,895,591.23	3,341,362.68	554,228.55
Fixed Assets			
170-000 · Capital Assets	2,769,783.97	2,813,291.18	-43,507.21
Total Fixed Assets	2,769,783.97	2,813,291.18	-43,507.21
Other Assets			
185-000 · Deferred Outflow	466,602.00	237,515.00	229,087.00
Total Other Assets	466,602.00	237,515.00	229,087.00
TOTAL ASSETS	<u>7,131,977.20</u>	<u>6,392,168.86</u>	<u>739,808.34</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
200-200 · Accounts Payable	6,416.55	168,853.34	-162,436.79
Total Accounts Payable	6,416.55	168,853.34	-162,436.79
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	1,364,214.59	1,298,637.95	65,576.64
Total Current Liabilities	1,370,631.14	1,467,491.29	-96,860.15
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	863,437.00	596,902.00	266,535.00
Total Liabilities	2,234,068.14	2,064,393.29	169,674.85
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	747,609.46	410,033.50	337,575.96
Total Equity	4,897,909.06	4,327,775.57	570,133.49
TOTAL LIABILITIES & EQUITY	<u>7,131,977.20</u>	<u>6,392,168.86</u>	<u>739,808.34</u>

Inter-Canyon Fire Protection District - New

Profit & Loss

September 2020

10/09/20

Accrual Basis

	<u>Sep 20</u>	<u>Jan - Sep 20</u>
Income		
300-000 · Revenues	19,782.68	1,462,367.55
300-660 · Donated Funds	3,004.90	8,145.90
Total Income	<u>22,787.58</u>	<u>1,470,513.45</u>
Gross Profit	22,787.58	1,470,513.45
Expense		
400-000 · Administrative	2,463.53	80,686.65
425-101 · Payroll & Benefits	33,017.05	360,780.11
500-000 · FireFighting	11,367.84	46,332.21
550-550 · EMS Services	2,412.75	22,059.08
600-000 · FF Apparatus/Equip Maintenance	11,570.79	52,306.47
660-000 · Firefighter General Expenses	568.86	5,683.98
665-000 · Auxiliary Operations	0.00	242.20
66900 · Reconciliation Discrepancies	0.00	0.20
670-000 · Station 1	1,792.43	18,626.76
680-000 · Station 2	683.46	7,303.87
690-000 · Station 3	938.14	13,143.87
691-000 · Station 4	629.82	8,095.14
692-000 · Station 5	341.67	4,360.05
700-000 · Communications	5,396.17	58,014.52
900-000 · Capital Expenditures	37,407.24	46,645.88
Total Expense	<u>108,589.75</u>	<u>724,280.99</u>
Net Income	<u><u>-85,802.17</u></u>	<u><u>746,232.46</u></u>

Inter-Canyon Fire Protection District - New

Profit & Loss Budget vs. Actual

January through September 2020

10/09/20

Accrual Basis

	<u>Jan - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
300-000 · Revenues	1,462,367.55	1,283,500.00	178,867.55
300-660 · Donated Funds	8,145.90	0.00	8,145.90
Total Income	<u>1,470,513.45</u>	<u>1,283,500.00</u>	<u>187,013.45</u>
Gross Profit	1,470,513.45	1,283,500.00	187,013.45
Expense			
400-000 · Administrative	80,686.65	98,774.20	-18,087.55
425-101 · Payroll & Benefits	360,780.11	337,867.47	22,912.64
500-000 · FireFighting	46,332.21	89,647.00	-43,314.79
550-550 · EMS Services	22,059.08	37,130.96	-15,071.88
600-000 · FF Apparatus/Equip Maintenance	52,306.47	67,983.51	-15,677.04
660-000 · Firefighter General Expenses	5,683.98	7,751.00	-2,067.02
665-000 · Auxiliary Operations	242.20	3,950.00	-3,707.80
670-000 · Station 1	18,626.76	18,845.50	-218.74
680-000 · Station 2	7,303.87	8,421.50	-1,117.63
690-000 · Station 3	13,143.87	18,766.40	-5,622.53
691-000 · Station 4	8,095.14	10,448.74	-2,353.60
692-000 · Station 5	4,360.05	3,782.50	577.55
700-000 · Communications	58,014.52	49,558.88	8,455.64
900-000 · Capital Expenditures	46,645.88	265,500.00	-218,854.12
Total Expense	<u>724,280.99</u>	<u>1,018,427.66</u>	<u>-294,146.67</u>
Net Income	<u>746,232.46</u>	<u>265,072.34</u>	<u>481,160.12</u>

9:54 AM

10/09/20

**Inter-Canyon Fire Protection District - New
Open Purchase Orders
All Transactions**

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Deliv Date</u>	<u>Amount</u>	<u>Open Balance</u>
Purchase Order	05/14/2020	Pericle Communicati...	20-008	05/14/2020	38,792.50	38,792.50
Purchase Order	08/04/2020	Super Vacuum Man...	20-018	08/04/2020	2,436.96	2,436.96
Purchase Order	09/01/2020	Ridgeline Engineerin...	20-021	09/01/2020	7,300.00	7,300.00
Purchase Order	10/07/2020	MES Rocky Mountai...	20-025	10/07/2020	5,875.00	5,875.00
Total					54,404.46	54,404.46

**Inter-Canyon Fire Protection District - New
A/P Aging Detail
As of September 30, 2020**

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Bill	09/21/2020	288323	Mike Onken	10/01/2020		240.00
Bill	09/21/2020	288325	Mike Onken	10/01/2020		240.00
Bill	09/22/2020	9/22/2...	Evergreen Fire/Resc...	10/02/2020		6,051.70
Bill	09/23/2020	3393463	Eldorado Artesian S...	10/03/2020		59.83
Bill	09/23/2020	9/23/2...	Staples Credit Plan	10/03/2020		87.70
Bill	09/23/2020	288324	Mike Onken	10/03/2020		240.00
Bill	09/25/2020	656292	Sandy Onken	10/05/2020		52.50
Bill	09/25/2020	288322	Mike Onken	10/05/2020		240.00
Bill	09/25/2020	0535-...	Republic Services #...	10/05/2020		182.92
Bill	09/28/2020	9/28/2...	Holly Shirlaw	10/08/2020		70.00
Bill	09/28/2020	09/28/...	Daniel Hatlestad	10/08/2020		712.84
Bill	09/28/2020	169555	Peggy Lucatuorto	10/08/2020		78.75
Bill	09/28/2020	9/28/2...	IREA	10/08/2020		70.11
Bill	09/28/2020	9/28/2...	O'Reilly Auto Parts	10/08/2020		620.67
Bill	09/28/2020	70231...	Xcel Energy	10/08/2020		100.38
Bill	09/29/2020	9/29/2...	Madison O'Dell	10/09/2020		97.32
Bill	09/29/2020	9/29/20	Homestead Water	10/09/2020		79.00
Bill	09/30/2020	9/30/2...	Independent Propan...	10/10/2020		285.91
Bill	09/30/2020	9/30/2...	Ken Caryl Ranch W...	10/10/2020		50.37
Total Current						9,560.00
1 - 30						
Bill	08/25/2020	8/25/2...	First Bank	09/04/2020	26	784.13
Bill Pmt -Check	09/04/2020	40329	Jeffcom 911			-3,601.25
Bill	09/10/2020	51200	Littleton Imprints	09/20/2020	10	1,377.00
Bill	09/12/2020	01646...	Galls	09/22/2020	8	44.99
Bill Pmt -Check	09/25/2020	40379	Subcarrier Communi...			-371.32
Total 1 - 30						-1,766.45
31 - 60						
Total 31 - 60						
61 - 90						
Total 61 - 90						
> 90						
Total > 90						
TOTAL						7,793.55



MORRISON.CO

INTER-CANYON FIRE PROTECTION DISTRICT

ICFPD BANK STATEMENTS
ARE AVAILABLE BY REQUEST

PLEASE CONTACT
DISTRICT ADMINISTRATOR KELLEY WOOD

303-697-4413

kwood@icfpd.net

1:18 PM

10/02/20

**Inter-Canyon Fire Protection District - New
Reconciliation Summary
100-106 · First Bank Checking, Period Ending 09/30/2020**

	<u>Sep 30, 20</u>
Beginning Balance	364,506.06
Cleared Transactions	
Checks and Payments - 60 items	-111,795.52
Deposits and Credits - 9 items	22,510.33
	<u>-89,285.19</u>
Cleared Balance	<u>275,220.87</u>
Uncleared Transactions	
Checks and Payments - 26 items	-11,411.18
Deposits and Credits - 1 item	142.56
	<u>-11,268.62</u>
Register Balance as of 09/30/2020	<u>263,952.25</u>
New Transactions	
Checks and Payments - 15 items	-10,731.24
	<u>-10,731.24</u>
Ending Balance	<u>253,221.01</u>

10:00 AM

10/07/20

**Inter-Canyon Fire Protection District - New
Reconciliation Detail
100-105 · ColoTrust Account, Period Ending 09/30/2020**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,107,075.05
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	09/30/2020			X	152.17	152.17
Total Deposits and Credits					152.17	152.17
Total Cleared Transactions					152.17	152.17
Cleared Balance					152.17	2,107,227.22
Register Balance as of 09/30/2020					152.17	2,107,227.22
Ending Balance					152.17	2,107,227.22

**Inter-Canyon Fire Protection District - New
Reconciliation Detail
100-107 · First Bank Savings, Period Ending 09/30/2020**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						131,259.71
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	09/30/2020			X	1.08	1.08
Total Deposits and Credits					1.08	1.08
Total Cleared Transactions					1.08	1.08
Cleared Balance					1.08	131,260.79
Register Balance as of 09/30/2020					1.08	131,260.79
Ending Balance					1.08	131,260.79

Date:	Amount:	Description:	Total:
8/26/2020	\$53.80	Fuel for command vehicle 600-602	\$784.13
8/27/2020	\$7.99	Apple, app for wildland 800-570	
8/27/2020	\$4.99	Apple, app for wildland 500-570	
9/7/2020	\$56.54	Fuel for command vehicle 600-602	
9/7/2020	\$90.00	Egnyte 400-401	
9/8/2020	\$153.12	CostCo, supplies for station 1 670-807	
9/13/2020	\$41.80	Zoom 400-401	
9/15/2020	\$32.38	Amazon, EMS, programable outlet for ambulances 550-554	
9/15/2020	\$285.00	EMSAC membership renewal 550-552	
9/17/2020	\$58.51	Fuel for command vehicle 600-601	



Chief Skip Shirlaw
 Chief's Report to the Inter-Canyon Fire Protection Board Meeting
 October 14, 2020

Current Membership Firefighters 29 (24 EMS are Included)
 Rookies 6

Total Membership 35

Call Comparisons:
Year to date: 349

Last Year to date: 354

For the Month of September 2020	For the Month of September 2019
Fire 2	Fire 3
Rescue & Emergency Medical 31	Rescue & Emergency Medical 26
Good Intent Calls 22	Good Intent Calls 11
False Alarm 0	False Alarm 1
Mutual Aid: 2 received 3 given	Mutual Aid: 3 received 5 given
TOTAL for the Month: 55	TOTAL for the Month: 41
Total Members Responding 398	Total Members Responding 192
Total Incident Hours 526.28	Total Incident Hours 164.8
Average Turnout Per Call 7.4	Average Turnout Per Call 5

Training
This Month
 Virtual Operations Training