

INTER-CANYON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
MINUTES OF MEETING
Virtual Meeting via Zoom/MS Teams
December 9, 2020

1. Call to Order:

The ICFPD Board meeting was called to order by Mike Swenson at 19:00 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

Barbara Davis

Deb Brobst, Canyon Courier

Robert Tonsing

Peggy Dunn

Gayla Logan

Dave Berton

Mike Swenson acknowledged attendees thanking them for joining the meeting. Mike noted Agenda Item 14.A, Public Comment. Mike advised guests they would have an opportunity to comment during the agenda item on public comment via the Zoom Question and Answer tool. Due to COVID, meetings cannot take place in person. The Question and Answer tool has been chosen to keep Zoom meetings safe.

5. Approval of Minutes

MOTION: There was a motion by Kerry Prielipp with a second by Bob Scott to approve the minutes from the November 11, 2020 Board Meeting. The motion passed unanimously.

6. Treasurer's Report

6a. Karl Firor reviewed the Balance Sheet noting at the end of November between all accounts there is \$2,295,000 in the bank. For November there was a total of \$16k in liabilities. Cash flow is a positive \$530k. Karl noted in November deposits totaled \$16k with \$77k spent. The remaining \$530k will pay for expenses until the District begins receiving tax revenue again in the spring. Karl advised the \$105k pension contribution was paid last week and we have applied for the grant for matching funds of \$18,500 from the State. The Profit and Loss Comparison shows \$1.5M in revenue received, \$1.3M was anticipated. Expenses total \$980k of the projected \$1,168,000. The expense total is less than anticipated due to unspent capital expenditures. Karl noted the Accounts Payable and Open Purchase Order Reports and asked if there were any questions. Kerry

Prielipp inquired as to the November payable to CSDPL, is this the insurance premiums? Karl confirmed yes, payments are for general liability and Worker's Compensation insurance for the first quarter of 2021. Bob Scott asked if there is a forecast on F&D invoicing for December. Karl advised he spoke with Chief Shirlaw who indicated work is minimal at this time. Karl is prepared to receive an invoice of possibly \$25k in the next couple weeks.

MOTION: There was a motion by Bob Scott with a second by Dmitriy Pantyukhin to approve the December 9, 2020 Treasurer's Report as presented. The Motion passed unanimously.

6b. 2021 Budget Resolutions

Karl reviewed the annual budget resolutions. The first page is the cover letter to the County noting the mill of 13.561, the same as last year. Karl advised property value increased and the tax revenue will go up slightly. Next is the DLG 70 to be filed with the County showing the total assessed value. Next year District revenue will be \$1,625,000. Karl reviewed the spreadsheet noting revenue is flat. With \$1.5M expenses are expected to be \$3,100,000 to include the radio tower and moving forward with stations. The first resolution sets the mill levy at 13.561. The County has certified the assessed value. The following resolution is to appropriate expenditures of \$1,192,000 along with the \$105k pension contribution. We are looking to spend \$1,800,000 from cash. Last, we have the Resolution to Adopt the Budget. We need to approve each one and file with the County by the 15th. Karl advised the resolutions if approved, will be filed tomorrow. Kerry asked for clarification on other income items of \$253k. Karl clarified other income includes anything other than property tax, i.e. licensing fees, EMS revenue.

MOTION: There was a motion by Bob Scott with a second by Kerry Prielipp to Adopt the Resolution to Set the 2021 Mill Levy at 13.561. The motion passed unanimously.

MOTION: There was a motion by Kerry Prielipp with a second by Bob Scott to Adopt the Resolution to Appropriate 2021 Sums of Money.

MOTION: There was a motion by Bob Scott with a second by Dmitriy Pantyukhin to approve the Resolution to Adopt the 2021 Budget.

7. Chief's Report

7a. General Updates

Chief Shirlaw greeted and wished everyone Happy Holidays. Chief Shirlaw advised COVID numbers are drastically on the rise. We have gone back to having no in person trainings and limiting people in stations. Battalion Chief Hatlestad is working at Station 4, Chief Shirlaw is at Station 1 along with Capt Mandl. All members are wearing masks, on calls N95 or 3M masks are worn. There has been an increase in COVID related transports. As you may know, vaccines are coming. Currently First Responders will receive vaccines in the he first wave, second tier. First responders will receive vaccines after hospital workers.

631 is back tonight, looks great. We will be restocking 631 and driving to assure all is well. Work continues on the new brush truck. 673 was back in service while 631 was out and is now back on the market.

Chief Shirlaw advised as you may know with COVID, the Christmas party has been cancelled. Chief Shirlaw stated he is not sure what we will do in place of the party yet, but we are discussing options, maybe via Zoom, will keep you posted.

The communications study is on hold as we are waiting for pricing on Mt Morrison.

Fire Academy was to begin in January however, due to COVID, will be pushed back a few months. The shared Training Chief, Mark Wesseldine has been hired and we are working with him to determine when it will be safe to proceed with Academy.

Bob asked about the vaccine process, are you requiring full time staff to get the vaccine? Chief Shirlaw responded one of our staff is required by her employer. We have had several conversations. I believe everyone will be getting the vaccine, but it will not be mandated. Bob asked are you considering staggering in case of side effects? Chief Shirlaw indicated Jeffco will distribute vaccines through Arvada Fire and West Metro Fire. We may not have the ability to make that decision. One of our members will be getting the vaccine a week or two before the other 3 and will give us a gauge. We are working on communication with the County on how the vaccines will be distributed. We may be asked to help distribute vaccines. Meetings continue.

8. Officers Report

Capt Mandl reported the CWPP rewrite is moving forward. We will be hitting it hard in January with people in district gathering notes and working to rewrite these outdated documents.

9. Building Committee Report - Above

Chief Shirlaw indicated there is not much to update, he is keeping in contact with Adam. We will probably not hear much more until mid- February.

10. Professional Consultants Report – None

11. Unfinished Business - None

12. New Business and Special Orders- None

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 advised guests to use the Q&A tool to type in comments. There was some discussion on why the Q&A format was chosen for public comment. Mike responded meetings on Zoom have limitations. Dmitriy asked why the format had been changed, is there a technical limitation. Mike Wood responded the Q&A is the format we have been using however, it is possible to open microphones. Robert Tonsing wrote in, Mike Swenson read his comments out loud. Mike thanked Robert for his input and encouraged Robert to email with any additional comments. Mike advised the design process is at mid stage and is moving along. Mike stated as a board we are working to be financially responsible, we all want to be proud of the finished project. Mike noted we are in line with all statutes and we are working with attorneys to make sure we are doing things correctly. The conceptual design reflects input by the professionals who will use the facility as well as input from those professionals who have designed such facilities. Mike stated to guests, your input is welcome.

Robert Tonsing then wrote in questions and Mike read the questions out loud. Mike responded F&D International has overseen the construction process on other fire departments in Colorado. Mike noted he is not sure why we have used the term vendor. Mike stated we published the concept pieces for the public, we have offered full transparency and we will continue to do so. We will continue to consider community input. Mike acknowledged meetings are tougher with

COVID and not being able to meet in person. Mike stated your points have been helpful and certainly welcome. We will consider your comment on citizen participation.

15. Adjournment

There being no further business before the Board, the meeting was adjourned at 19:38 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. Budget Resolutions
4. Chief's Report
5. Q&A Public Comment