



INTER-CANYON FIRE PROTECTION DISTRICT
MEETING OF DIRECTORS AGENDA
Via Zoom Webinar (until further notice)
January 13, 2021

1. Call to Order
2. Changes to Agenda
3. Approval of Absences
4. Acknowledge Guests
5. Approval of the minutes of the December 9, 2020 meeting.
6. Treasurers Report
 - a. December Report
7. Chiefs Report
 - a. General Updates
8. Officers Report
9. Building Committee Report
10. Professional Consultants Report - none
11. Unfinished business
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.)

Consistent with provisions of Section 18 9 108, C.R.S., district residents wishing to make a comment will have three minutes to speak and are asked to keep comments on topic and respectful.
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
January 13, 2021

1. Call to Order:

The ICFPD Board meeting was called to order by Mike Swenson at 19:17 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

Sharon Trilk

Gayla Logan

Mike Swenson welcomed guests and noted a full agenda. Public comment is item number 14 on the Agenda. We will do our best within Zoom capabilities to enable guests to provide "live" comment. We will go over details at that time, guests will have 3 minutes to comment. Please keep comments on topic and respectful.

5. Approval of Minutes

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

6. Treasurer's Report

6a. Karl Firor reviewed the Balance Sheet indicating \$2.1M in the bank at the end of December. Last year compared to this year there is a difference due to the truck cost still showing payable. The District had \$8,800k in accounts payable. The Net Income of \$360k is positive cash flow for 2020. The Profit and Loss Year to Date shows \$24k received in tax revenue. You will see the \$105k pension contribution as well as a transfer of funds to pay bills. The comparison report shows we put \$1,547,000 in the bank, \$1,540,000 was budgeted, we estimated close there. The District did not spend as much money in capital funds as the loan payment of \$150k was not spent. Karl noted the Accounts Payable and Open purchase Orders reports. There is still \$52k outstanding for the communication tower study plus a few smaller items.

MOTION: There was a motion by Bob Scott with a second by Kerry Prielipp to approve the January 13, 2021 Treasurer's Report as presented. The Motion passed unanimously.

7. Chief's Report

7a. General Updates

Chief Shirlaw greeted everyone with Happy New Year, good to see you. Chief Shirlaw noted his update will be short and indicated he is still working with other districts and there will be a meeting on Monday the 18th. Requests for Proposal (RFPs) have been sent to 4 consulting companies to look at a potential merger. Academy is delayed and will start mid-February with 2 participants. We will look at scheduling training and running calls together soon.

Chief Shirlaw noted the District received some great donations in December. Donations are being used to replace carbon monoxide gas detectors and to purchase a light-weight titanium litter to use on park rescues. The light-weight litter will be safer and much more efficient.

We hope to be attending in person trainings in February. Most of the membership will be vaccinated with second shots by that time. Chief Shirlaw stated he is looking forward to Board and command meeting in person as well.

The communications design by Pericle is still pending. Chief Shirlaw advised an agreement has been reached at \$600 per month for district equipment at Mt. Morrison, and he is awaiting a contract as well as site visits. The District can then move forward with the tower at Station 4.

673 is now back on the market with 631 back in service. Chief Shirlaw admitted he thought 631 might be valued at \$25k but to his surprise found the suggested price is \$150k. It is good to have the advice of someone in the sales business. One response to the for-sale ad has come in so far.

Chief Shirlaw shared his screen and presented a Power Point, 2020 Brief Year in Review. Please see attached. Chief Shirlaw stated he has been amazed at the great response by members during COVID and noted there are a lot of calls midday during the week. These calls emphasize the need to bolster personnel for call response. 681 is the most popular medic. 680 rolled a lot. Station 3 experiences the most calls followed by Station 1. Chief Shirlaw stated only 2 members have chosen not to take the vaccine. There are plenty of supplies in stock. Chief Shirlaw noted the UV box John Raber built to use for decontamination.

Chief Shirlaw announced the 2020 Firefighter/EMT of the Year is Tracy Elkins. Thanks to Capt Mandl for thinking of a great way to present the plaque in person and over the radio during a training. Many members had great call stats. Tracy responded to 235 calls and was on two-thirds of the transports as an EMT. She has enthusiasm, empathy and ethics. The award was well deserved.

Kerry inquired as to whether there were any surprises out of the data, any insights, suggestions for change. Chief Shirlaw responded one thing was that so many calls are close to Station 3, this reiterates the need to put bunkers there. Chief Ware has indicated most of Elk Creek Fire calls are near Aspen Park, the Safeway and Meyer Ranch, this also pushes emphasis on Station 3. Of course, Station 1 has a lot of calls also. 633, the older engine and 681 the oldest medic roll most on calls. We are considering rotating apparatus. Kerry questioned, for that exact example, is there a personal preference on apparatus grabbing. Chief Shirlaw noted there is a little bit of that, but as an example, if there is a call in the Homestead Chief Hatlestad is not going to grab 684. There are times when it is more effective to grab an ambulance out of Station 1. The Fullers are nearest to and pull from Station 2. We try to encourage members to not pass the station, that way we have apparatus for that second call. Stats are showing an increase in multiple calls.

8. Officers Report

Chief Hatlestad advised he is meeting with a representative of Ball Corporation and with Western Recycling. The goal is to install recycling systems to compact and bag aluminum cans minimizing material. ICFPD is a prototype for Ball Corporation, Ball will provide the systems at no charge. This will clean up appearance at Stations and continue to provide the community resource.

Capt Mandl has nothing to report and is ramping up for the new year.

8. Building Committee Report –

Mike began, as a foundation, he would like to spend a few minutes on the responsibilities of the Board and how we got to this point in the process. Mike stated we directors are fiduciaries who guide the District toward a sustainable future by adopting sound, ethical and legal governance and financial management policies to advance the District's mission. Each of us has a duty to exercise good faith, business sense and astuteness on behalf of the District. We are working to make decisions that are cost effective, fiscally responsible and in the best interests of the District. We adhered to those principles when we determined Station 1 and 3 do not meet the current long term needs of the District.

How have we made these decisions? Mike described the details, we selected F&D using the process growing from our role as fiduciaries and we used the best resources to select F&D International. We found F&D to be the best organization to provide planning, architectural, engineering and project management services to the District. For people who do not realize how long we have been deliberating on this, the history of the process is clear in the Board Meeting Minutes on our website at www.intercanyonfire.org At the September 2017 Strategic Planning Meeting we discussed the needs for facilities improvements, especially Stations 1 and 3. In the spring and summer of 2018 there were community meetings where we met with residents at Tamaris and several Homeowner Associations to discuss the wildfire protection issues as well as the long-range needs of the district including facilities improvement. That was when I got interested in the District and started attending Board meetings.

In the fall of 2018, there were public meetings leading up to the ballot issue for a mill increase. At those meetings, initial planning of facilities was discussed. With voter approval of the mill increase we moved into 2019 where the plans got more detailed. In summer and fall of 2019 we researched potential companies to provide architectural, engineering and project management services. Through a deliberate, detailed process F&D emerged as the strongest candidate for this role. We negotiated with F&D to achieve a fair, cost-effective relationship. Some have asked whether this should have been a Request for Proposal (RFP) process. The answer is no, a Special District is not required to use an RFP process to secure such services and it would not have been helpful.

Mike emphasized members of the Board spent months researching, contacting and evaluating organizations that potentially had the capability, expertise and experience to provide these services. We spent time contacting organizations with the expertise to provide these services which led us to choose F&D International and we think it is a good decision. F&D International is a highly qualified Colorado based organization that provides service for public and private clients. F&D provides necessary services on small and major construction projects, projects just like ours. The Building Committee of the Board is being led by Director Bob Scott. We are grateful for Bob's expertise. Bob volunteered time to assist the District prior to becoming a board member. Bob has spent a 42-year career working with architects, designers, engineers and developers across North America on both large and small projects. Mike tossed the floor to Bob for the Building Committee Report.

Bob Scott thanked Mike and stated he will be diving into more detail. Bob noted it is important to know the amount of teamwork that has taken place, not just from the Board but also from our first responders. There has been significant input from Elk Creek Fire Chief Ware as well as other fire districts members. Bob made the point it is important to know

the initial scope contained dozens of items where we compared wants versus needs. We started at that point with F&D to create a design that makes sense, is fiscally responsible, addresses future needs and the needs of first responders, includes a potential merger, has sustainability and is in alignment with the culture we are trying to create. We are designing a culture of leadership that attracts and retains talent as we have seen a decline in the base of volunteers. Bob advised the footprint for both stations has been decided on and approved. F&D is currently working on construction documents, mechanical, plumbing and electrical. We expect construction documents in the next few weeks for first review. Once construction documents have been thoroughly vetted, we will put forth an RFP. Mike inquired, in talking about the next round with F&D, are we closer to that. Bob did not have specific dates however, indicated when they last spoke, F&D was shooting for end of February. Chief Shirlaw advised he spoke with Adam on Monday and confirmed documents are expected sometime in February.

Chief Shirlaw acknowledged Bob and Mike have done an excellent job of talking about this project. Chief Shirlaw indicated he wanted to explain how we brought F&D into our lives. In 2016 a review of response and training made us realize we were having issues with facilities. Chief Shirlaw and Chief Hatlestad met F&D at a conference after which meetings with F&D began in 2017. We found F&D to be extremely helpful. We reviewed Stations and needs. The mill increase request represented more staff and apparatus replacement. We then focused on Stations 1 & 3. We are looking at what 5 and 10 years needs will bring. What is the technology going to be at that time? It is likely we will we have solar, possibly electric cars and apparatus. Chief Shirlaw stated let's be prepared for the future.

Chief Shirlaw described F&D as an international multi-disciplined capital asset consulting firm based out of Boulder. F&D staff has vast experience in architecture, consulting, engineering, design and includes capital fiancé specialists. Chief Shirlaw noted research shows F&D has a history of working with fire and special districts and has worked with over 9 fire districts in Colorado mostly rural in nature and made up of a volunteer/combination. F&D has an understanding for financing from loaning institutions, FEMA, USDA, DOLA etc. As a bonus F&D has been successful with DOLA grants from \$200k to \$1M. F&D staff are experts in applying for and obtaining grants.

Chief Shirlaw reflected, as we look back to 2016, we were able to address some immediate needs. We are now focusing on the needs in 10 to 20 years, i.e., the footprint is included to house a potential ladder truck. We are focusing on firefighter safety, keeping with NFPA standards and fiduciary responsibility. Kerry inquired as to the next phase of deliverables. Bob indicated footprints for 1 and 3 have been approved. F&D is converting those to CAD drawings to include mechanical, electrical and plumbing. Construction documents are coming next. Bob advised we have not yet done value engineering or material selection, that all comes at a later date. Mike reflected on Chief Shirlaw's comment about the beginning when we were looking at this massive undertaking and how to get from where we were to successful completion and stated getting a successful project manager was invaluable. No one on our staff can do this. We truly needed this resource.

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 explained we were burned early on with Zoom and admitted at that point in time we were more hesitant in the online meeting process. We have Kelley and Hootie who are our experts. At this time, we will invite guests to provide comments. Mike instructed guests to click on Q&A and indicate you would like to make comments. Hootie as our technical manager will open the audio channel for 3 minutes of comment. Please keep comments on topic and respectful. Thank you for your understanding and perhaps we will be able to meet in person in 2021. Mike thanked Barb Davis for all she does to support the District. There was no public comment.

15. Adjournment

There being no further business before the Board, the meeting was adjourned at 20:01 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. 2020 Year in Review PPT

Inter-Canyon Fire Protection District - New Balance Sheet Prev Year Comparison

01/06/21

Accrual Basis

As of December 31, 2020

	Dec 31, 20	Dec 31, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
100-000 · Cash	2,117,609.39	1,939,731.22	177,878.17
Total Checking/Savings	2,117,609.39	1,939,731.22	177,878.17
Accounts Receivable			
120-000 · Accounts Receivable	1,382,178.52	1,382,178.52	0.00
Total Accounts Receivable	1,382,178.52	1,382,178.52	0.00
Other Current Assets			
140-143 · Prepaid Insurance	10,972.45	10,972.45	0.00
Total Other Current Assets	10,972.45	10,972.45	0.00
Total Current Assets	3,510,760.36	3,332,882.19	177,878.17
Fixed Assets			
170-000 · Capital Assets	2,769,783.97	2,769,783.97	0.00
Total Fixed Assets	2,769,783.97	2,769,783.97	0.00
Other Assets			
185-000 · Deferred Outflow	466,602.00	466,602.00	0.00
Total Other Assets	466,602.00	466,602.00	0.00
TOTAL ASSETS	6,747,146.33	6,569,268.16	177,878.17
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
200-200 · Accounts Payable	8,842.14	191,316.97	-182,474.83
Total Accounts Payable	8,842.14	191,316.97	-182,474.83
Other Current Liabilities			
200-209 · Deferred Revenue	1,356,548.85	1,356,548.85	0.00
200-225 · Accrued Liabilities	2,462.91	2,462.91	0.00
200-230 · Accrued PTO	5,202.83	5,202.83	0.00
Total Other Current Liabilities	1,364,214.59	1,364,214.59	0.00
Total Current Liabilities	1,373,056.73	1,555,531.56	-182,474.83
Long Term Liabilities			
210-399 · Net Pension Obligation	786,351.00	786,351.00	0.00
280-000 · Deferred Inflows	77,086.00	77,086.00	0.00
Total Long Term Liabilities	863,437.00	863,437.00	0.00
Total Liabilities	2,236,493.73	2,418,968.56	-182,474.83
Equity			
290-291 · Equity	3,155,777.20	3,155,777.20	0.00
290-300 · Net Assets - Prior Year	1,406,656.75	1,406,656.75	0.00
290-999 · Designated-Current	-372,610.23	-372,610.23	0.00
320-000 · Unrestricted Net Assets	-39,524.12	57,181.14	-96,705.26
Net Income	360,353.00	-96,705.26	457,058.26
Total Equity	4,510,652.60	4,150,299.60	360,353.00
TOTAL LIABILITIES & EQUITY	6,747,146.33	6,569,268.16	177,878.17

Inter-Canyon Fire Protection District - New

01/07/21

Profit & Loss

Accrual Basis

December 2020

	<u>Dec 20</u>	<u>Jan - Dec 20</u>
Income		
300-000 · Revenues	24,047.99	1,527,812.49
300-660 · Donated Funds	9,514.00	19,328.90
Total Income	<u>33,561.99</u>	<u>1,547,141.39</u>
Gross Profit	33,561.99	1,547,141.39
Expense		
400-000 · Administrative	8,815.28	110,637.20
425-101 · Payroll & Benefits	48,985.42	496,732.70
500-000 · FireFighting	1,171.43	62,546.24
550-550 · EMS Services	2,551.11	30,667.84
600-000 · FF Apparatus/Equip Maintenance	6,241.30	62,980.50
660-000 · Firefighter General Expenses	4,151.28	11,002.48
665-000 · Auxiliary Operations	4,590.00	4,832.20
66900 · Reconciliation Discrepancies	0.00	0.20
670-000 · Station 1	1,982.75	25,371.65
680-000 · Station 2	271.67	9,075.38
690-000 · Station 3	1,364.48	17,017.94
691-000 · Station 4	668.97	10,198.03
692-000 · Station 5	406.50	5,558.69
700-000 · Communications	5,089.59	84,813.62
800-902 · Pension-Contribution GOVT-WIDE	105,679.00	105,679.00
900-000 · Capital Expenditures	10,440.00	149,674.72
Total Expense	<u>202,408.78</u>	<u>1,186,788.39</u>
Net Income	<u>-168,846.79</u>	<u>360,353.00</u>

Inter-Canyon Fire Protection District - New

01/07/21

Profit & Loss Budget vs. Actual

Accrual Basis

January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget
Income			
300-000 · Revenues	1,527,812.49	1,462,000.00	65,812.49
300-502 · Specific Ownership Taxes	0.00	60,000.00	-60,000.00
300-570 · Inter-Governmental Revenues	0.00	18,500.00	-18,500.00
300-660 · Donated Funds	19,328.90	0.00	19,328.90
Total Income	1,547,141.39	1,540,500.00	6,641.39
Gross Profit	1,547,141.39	1,540,500.00	6,641.39
Expense			
400-000 · Administrative	110,637.20	115,034.20	-4,397.00
425-101 · Payroll & Benefits	496,732.70	450,489.96	46,242.74
500-000 · FireFighting	62,546.24	104,172.00	-41,625.76
550-550 · EMS Services	30,667.84	49,910.96	-19,243.12
600-000 · FF Apparatus/Equip Maintenance	62,980.50	87,389.68	-24,409.18
660-000 · Firefighter General Expenses	11,002.48	10,756.00	246.48
665-000 · Auxiliary Operations	4,832.20	10,100.00	-5,267.80
670-000 · Station 1	25,371.65	25,566.00	-194.35
680-000 · Station 2	9,075.38	12,002.00	-2,926.62
690-000 · Station 3	17,017.94	25,145.20	-8,127.26
691-000 · Station 4	10,198.03	13,819.08	-3,621.05
692-000 · Station 5	5,558.69	5,034.00	524.69
700-000 · Communications	84,813.62	60,379.84	24,433.78
800-900 · Pension-State Contribution	0.00	18,500.00	-18,500.00
800-902 · Pension-Contribution GOVT-WIDE	105,679.00	105,679.00	0.00
900-000 · Capital Expenditures	149,674.72	303,000.00	-153,325.28
Total Expense	1,186,788.39	1,396,977.92	-210,189.53
Net Income	360,353.00	143,522.08	216,830.92

Inter-Canyon Fire Protection District - New

01/06/21

A/P Aging Detail

As of December 31, 2020

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Bill	12/21/2020	20-38808	Colorado Division of Fire...	12/31/2020		100.00
Bill	12/24/2020	12/24/2...	First Bank	01/03/2021		2,329.40
Bill	12/25/2020	0535-00...	Republic Services #535	01/04/2021		143.93
Bill	12/18/2020	15388	ADPI	01/05/2021		353.65
Bill	12/28/2020	21C-00...	CO Firefighter Heart and...	01/07/2021		97.20
Bill	12/29/2020	ESO-44...	ESO Solutions Inc.	01/08/2021		3,576.73
Bill	12/29/2020	12/29/2...	Homestead Water	01/08/2021		79.00
Bill	12/29/2020	12/29/2...	Suzannah Epperson	01/08/2021		150.27
Bill	12/29/2020	713971...	Xcel Energy	01/08/2021		284.94
Bill	12/30/2020	IN-1756...	Rhinehart Oil Company I...	01/09/2021		1,041.71
Bill	12/18/2020	3648175	Eldorado Artesian Sprin...	01/10/2021		105.46
Bill	12/18/2020	ESO-44...	ESO Solutions Inc.	01/10/2021		509.85
Bill	12/20/2020	12/20/2...	Holly Shirlaw	01/10/2021		70.00
Total Current						8,842.14
1 - 30						
Total 1 - 30						
31 - 60						
Total 31 - 60						
61 - 90						
Total 61 - 90						
> 90						
Total > 90						
TOTAL						8,842.14

**Inter-Canyon Fire Protection District - New
OPEN PURCHASE ORDERS
January through December 2020**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Source Name</u>	<u>Memo</u>	<u>Deliv Date</u>	<u>Qty</u>	<u>Rcv'd</u>	<u>Backordered</u>	<u>Amount</u>	<u>Open Balance</u>
Parts										
Comms Study										
05/14/2020	20-008	Pericle Communic...	Pericle Communic...	Consulting ...	05/14/2020	1	0	1	38,792.50	38,792.50
Total Comms Study						1	0	1	38,792.50	38,792.50
SCBA Replacement										
10/07/2020	20-025	MES Rocky Mount...	MES Rocky Mount...	4500 SCBA ...	10/07/2020	5	0	5	5,875.00	5,875.00
Total SCBA Replacement						5	0	5	5,875.00	5,875.00
Station 4 Radio Tower										
09/01/2020	20-021	Ridgeline Enginee...	Ridgeline Enginee...	Radio Tower...	09/01/2020	1	0	1	7,300.00	7,300.00
Total Station 4 Radio Tower						1	0	1	7,300.00	7,300.00
Total Parts						7	0	7	51,967.50	51,967.50
TOTAL						7	0	7	51,967.50	51,967.50



INTER-CANYON FIRE PROTECTION DISTRICT

ICFPD BANK STATEMENTS
ARE AVAILABLE BY REQUEST

PLEASE CONTACT
DISTRICT ADMINISTRATOR KELLEY WOOD

303-697-4413

kwood@icfpd.net

Date:	Amount:	Description:	Total:
11/23/2020	\$266.24	eBay, medical supplies EZ-IO drill	\$2,329.40
11/25/2020	\$55.12	Fuel for command vehicle	
11/25/2020	\$294.63	GovX, duty/wildland boots	
12/7/2020	\$90.00	Egnyte	
12/9/2020	\$58.87	Fuel for command vehicle	
12/13/2020	\$41.80	Zoom	
12/15/2020	\$99.00	49er communication, yearly subscription for radio repair	
12/16/2020	\$149.00	Bluehost	
12/22/2020	\$1,221.61	MFI medical, pulse Ox probes for ambulances	
12/23/2020	\$53.13	Fuel for command vehicle	

Inter-Canyon Fire Protection District - New
Reconciliation Summary
100-106 · First Bank Checking, Period Ending 12/31/2020

	<u>Dec 31, 20</u>	
Beginning Balance		61,761.72
Cleared Transactions		
Checks and Payments - 77 items	-194,101.10	
Deposits and Credits - 11 items	328,484.76	
Total Cleared Transactions	<u>134,383.66</u>	
Cleared Balance		<u>196,145.38</u>
Uncleared Transactions		
Checks and Payments - 33 items	-22,677.89	
Deposits and Credits - 1 item	350.00	
Total Uncleared Transactions	<u>-22,327.89</u>	
Register Balance as of 12/31/2020		<u>173,817.49</u>
New Transactions		
Deposits and Credits - 1 item	3,983.95	
Total New Transactions	<u>3,983.95</u>	
Ending Balance		<u>177,801.44</u>

2:36 PM

01/05/21

**Inter-Canyon Fire Protection District - New
Reconciliation Summary
100-107 · First Bank Savings, Period Ending 12/31/2020**

	<u>Dec 31, 20</u>
Beginning Balance	131,262.98
Cleared Transactions	
Checks and Payments - 2 items	-120,000.00
Deposits and Credits - 1 item	0.18
	<u>-119,999.82</u>
Total Cleared Transactions	
Cleared Balance	<u>11,263.16</u>
Register Balance as of 12/31/2020	11,263.16
Ending Balance	11,263.16

