

INTER-CANYON FIRE PROTECTION DISTRICT MEETING OF DIRECTORS AGENDA ICFPD Station 3 with Zoom Webinar Option November 10, 2021

- 1. Call to Order
- 2. Changes to Agenda
- 3. Approval of Absences
- 4. Acknowledge Guests
- 5. Approval of the minutes of the October 13, 2021, meeting.
- 6. Treasurers Report
- 7. Chiefs Report
 - a. General Updates
 - b. Project Updates
- 8. Officers Report
- 9. Building Committee Report
- 10. Professional Consultants Report none
- 11. Unfinished business
- 12. New business and special orders
- 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

ICFPD Station 3, Zoom Webinar Option 8445 S Highway 285., Morrison, CO 80465 November 10, 2021

1. Call to Order:

The ICFPD Board meeting was called to order by Mike Swenson at 17:32 hours.

2. Changes to Agenda

3. Approval of Absences

Board Members Present:

Mike Swenson, President
Kerry Prielipp, Secretary
Bob Scott, Director
Karl Firor, Treasurer
Dmitiry Pantyukhin, Director

Excused Absence:

None

4. Guests Present

Deborah Brobst, Canyon Courier Barbara Davis Jackie White Sandy Onken

Mike Swenson welcomed guests.

5. Approval of Minutes

MOTION: There was a motion by Kerry Prielipp with a second by Bob Scott to approve the minutes from the October 13, 2021, Board Meeting. The motion passed unanimously.

6. Treasurer's Report

6a. Financial Report

Karl Firor advised the report you received today reflects updated allocations to firefighting accounts. You will see 2 reports, one through today as well as budget year to date. These reports indicate what is left to spend. \$29k more was spent for firefighting than originally budgeted. Karl referenced the regular monthly reports noting the Balance Sheet balance of \$2M in revenue. As of 10/31/21 cash flow is a positive \$141k year to date. Next is a breakdown of actual numbers, you will see \$1.4M last year in revenue and \$1.6M in revenue this year. The difference is mainly due to ownership taxes. Operations costs will be covered over the next several months. In the month of October \$17k in revenue was received with \$170k spent. Karl noted Open Purchase Orders and Accounts Payable Reports. \$57k went for the fuel crew and Training Chief. Mike asked about the account allocations. Karl advised the \$28K balance in firefighting is now \$187k, that includes the fuels crews, assessment program and training chief. We are caught up with payables to Elk Creek Fire. Kerry noted he did not see anything year to date on the pension. Karl advised the \$105k to

the volunteer pension fund will not be paid until December. As for benefits to paid staff, those are paid as incurred. We will be close in all categories except for capital expenditures and there will be no need to amend the budget.

Karl announced tonight is his last meeting as Treasurer as he has officially moved out of district.

MOTION: There was a motion by Bob Scott with a second by Kerry Prielipp to approve the November 10, 2021, Treasurer's Report. The motion passed unanimously.

Mike noted all is positive with the budget. It appears the election wording in 2018 protected the District mill levy. We were advised by our attorney the District would have been okay even if Proposition 120 had passed. Chief Shirlaw noted we do not know the impact of 293. 293 effects mainly commercial, impact, if any should be minimal.

7. Chief's Report

a. General Updates

As to the microwave, we are currently meeting with vendors. We met with 1 of the 3 so far and are hoping to have a recommendation for the board within two weeks. Work will likely be in Q1 of 2022 as we will need good weather. On Station 5 we are communicating with Jeffco. Mike Swenson signed an Inter-governmental Agreement on Mt. Lindo with Indian Hills Fire. We will mainly be adding guide wires. Bob asked if Chief Shirlaw has looked at ongoing maintenance as it pertains to painting of the tower. Chief Shirlaw stated he will check into the matter. Chief Shirlaw advised we are still waiting on Motorola.

The consolidation study is close to finalization. We plan to visit some districts around the state that are similar, to ask about pros and cons to gain some insight on their experience with consolidation. We are planning public presentations as we move forward.

We posted the administrative position to ICFPD members and to districts in the area. Chief Shirlaw noted it would be nice to have someone local. If we do not get a good response, we will put on social media and the website.

The Open House for station builds took place on Saturday. We had about 15 residents. Responses at the event and on social media have been favorable. Kerry inquired if there is a ICFPD presence on You Tube. Chief Shirlaw responded not currently although we do have Twitter, FaceBook and Nextdoor.com. We are working on developing a You Tube channel for our district and plan to provide information on upcoming trainings, news, etc. 80 to 90% of consumers go to You Tube, it would provide a lot of opportunity. South Metro and West Metro Fire profile positions, people, Academy, etc., on You Tube. Chief Hatlestad has experience with You Tube.

Station bid requests are out and we are waiting for response. Kerry asked about the timeline, is there any change from the last meeting. Bob advised based on feedback, we moved Station 3 out to the second week of December. Station 1 is due around Thanksgiving.

We continue to work with Elk Creek Fire on calls and trainings. Academy starts in January. We are accepting applications. We had to pull signs down as we received so many applications. 2 or 3 applicants live within our district. We met with a local resident today who applied and will be interviewing in a week or two. Mike commented it is interesting to have a good response to recruiting efforts. Chief Shirlaw advised we have been advertising everywhere. Interviews begin in December. Ideally, we may have 20 to 25 recruits in Academy.

8. Officers Report

Capt Mandl

The fuels crew has finished up. We had a nice end of season gathering. The quality work was very good in general and there was not much turnover. The mod is intact, and no new hires are needed. It is really a quality program.

We are working to dial in on the grant and where it will be best applied. Waiting for high hazards defined by CWPP.

Home assessment is going well. 38 have been completed to date. We were looking at 200 for the year for both districts. Kaleigh McConaughey replaced Julie and is doing great. Kaleigh fits the position well and her experience is solid.

There are 25 ambassadors in the 2 districts. They are sharing information, starting new people off well. We are impacting the community well by reaching more people.

CWPP, the light is at end of tunnel. Ember Alliance meetings continue. Ground trooping is complete. Mapping was used on the recent Stonegate Wildland Fire. Mapping worked well. There is a big meeting coming up with public a presentation on December 7th at 6:30 p.m. at West Jeff Middle School. Ember alliance will be there to answer questions.

\$5k on personnel grant will be closed out and money will be coming through soon. That was for the fuels crew and will go to seasonal and fulltime payroll.

On the Stonegate Fire, West Metro responded with their drone. On day 2 they flew the drone and you can see on our website and social media it shows where hot spots are. It is an amazing tool. Having a drone for smoke checks would be super helpful, it can also be used for park rescues. Response times will be shorter. On a structure fire the drone can hover over scene to watch for spread to wildland. There are lot of applications. Several of us are thinking of taking some classes and working to develop a program. Chief Shirlaw noted grants are available. West Metro Fire received \$25k. As we talk about our social media presence, a drone will also help with that.

Capt Mandl described the Stonegate Fire on Wednesday. We were toned to smoke in area near the antenna which houses radio and cellular, the terrain is steep. Weather was in our favor. Inter-Canyon, Elk Creek, Indian Hills and West Metro Fire responded. Indian Hills was toned to the same smoke check. Elk Creek winter crew responded including Ben and Kaleigh. West Metro with the drone and a crew of 4. It was a great collaborative response. It is great we are working together and building relationships with these districts. Bob asked who took command. Capt Mandl responded Chief Shirlaw was initial command, Capt Mandl took command Thursday and Friday, and over the weekend. Monday all was cold and wet. The start is undetermined. Chief Matt Araki, West Metro and Rachel Rush, who is training, investigated. No power lines, no lightning. Chief Shirlaw acknowledged our volunteers and career staff who responded, we had 8 people and advanced life support in district. This is a testament to our volunteers who put in a lot of work and continued throughout. 18 of our members were on this fire. Capt Mandl noted 651 Brush Truck was awesome. It was a challenging drive the truck did great. 672 had fuse issue. Apparatus worked well. No one was injured.

9. Building Committee Report -

Chief Shirlaw advised we are in a holding pattern. Mike stated he looked at plans on Saturday and commended Bob for his leadership along with Adam and Chief Shirlaw. Mike noted the one word he has stuck to is "appropriate", and this is what he wants people to see when they drive by Stations 1 and 3. Chief Hatlestad indicated we had very positive comments, "looks like what firefighter's need", "long overdue". Chief Shirlaw advised all renderings are at Station 1 right now. Kerry liked the commonality of the structures. Good work.

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Chief Shirlaw noted one of the Vees is here. Would this be a good place for Sandy Onken to speak.

10. Professional Consultants Report - None

11. Unfinished Business - None

Mike agreed. Vees Vice President Sandy Onken thanked Chief Shirlaw and Kelley Wood for their assistance with the upcoming party. Sandy did experience an issue with caterers due to rising costs, it worked out well. The event center people are awesome, they have been very helpful. Sandy advised Vees will be working hard to get things set up for the party and take down after. Sandy indicated we are needing to find out what people would like to eat as they can choose gluten free meat or veggie lasagna or Chicken Piccata. We worked really hard to find a caterer, not many were available. Chief Shirlaw noted Sandy has worked tirelessly to pull this together and has gently nudged for our response to RSVP. Thanks to Sandy for her long-standing dedication, love and care for us and for her leadership of the Vees.

12. New Business and Special Orders

Mike noted we have thanked our dear friend Karl and we are wishing him well. Karl has agreed to provide us continued support in treasurer responsibilities.

Mike with that, added we have an open board position and we have had interest from the community. Jackie White has attended the past couple of meetings and expressed an interest to serve.

MOTION: Mike Swenson made a motion with a second by Bob Scott that at the December Board Meeting we ask Jackie White to serve as director on the ICFPD Board. The motion passed unanimously.

Kerry noted, are we asking unilaterally. Jackie responded she agrees to serve as director.

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.)

Jackie White thanked Karl for his service. Jackie commented at a recent HOA meeting we did a survey and had great feedback about the chipping program. Comments were about how impressed people were with the chipping crew and ICFPD.

Chief Shirlaw stated as we know 10 years ago we were in crisis. If it weren't for Karl, no way would be where we are today. I cannot thank you enough on behalf of the District and the surrounding area. You have set the tone for what a professional department should look like. Karl thanked everyone in return.

15. Adjournment

There being no further business before the Board, the meeting was adjourned at 18:19 hours.

Minutes by Kelley D. Wood, District Administrator

Submitted hv.

Kerry Prielio

Approved by:

Michael Swenson

Secretary ICFPD Board of Directors

President

ICFPD Board of Directors

Attachments:

- Meeting Agenda
- 2. Treasurer's Report
- 3. Chief's Report

Balance Sheet Comparison As of October 31, 2021

		TOTAL	
	AS OF OCT 31, 2021	AS OF OCT 31, 2020 (PY)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
100-000 Cash	2,312,763.97	2,345,645.83	-32,881.86
Total Bank Accounts	\$2,312,763.97	\$2,345,645.83	\$ -32,881.86
Accounts Receivable			
120-000 Accounts Receivable	1,411,604.52	1,382,178.52	29,426.00
Total Accounts Receivable	\$1,411,604.52	\$1,382,178.52	\$29,426.00
Other Current Assets			
140-143 Prepaid Insurance	19,785.45	10,972.45	8,813.00
Total Other Current Assets	\$19,785.45	\$10,972.45	\$8,813.00
Total Current Assets	\$3,744,153.94	\$3,738,796.80	\$5,357.14
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	\$6,980,539.91	\$6,975,182.77	\$5,357.14

Balance Sheet Comparison As of October 31, 2021

		TOTAL	
	AS OF OCT 31, 2021	AS OF OCT 31, 2020 (PY)	CHANGE
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
200-200 Accounts Payable	74,819.67	5,171.54	69,648.13
Total Accounts Payable	\$74,819.67	\$5,171.54	\$69,648.13
Other Current Liabilities			
200-208 Accrued Interest	0.00	0.00	0.00
200-209 Deferred Revenue	1,382,375.85	1,356,548.85	25,827.00
200-225 Accrued Liabilities	2,462.91	2,462.91	0.00
200-226 Capital Lease - 3	0.00	0.00	0.00
200-230 Accrued PTO	5,202.83	5,202.83	0.00
Total Other Current Liabilities	\$1,390,041.59	\$1,364,214.59	\$25,827.00
Total Current Liabilities	\$1,464,861.26	\$1,369,386.13	\$95,475.13
Long-Term Liabilities			
210-360 Captial Lease - 3	0.00	0.00	0.00
210-399 Net Pension Oblgation	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	\$2,328,298.26	\$2,232,823.13	\$95,475.13
Equity			
290-291 Equity	3,155,777.20	3,155,777.20	0.00
290-300 Net Assets - Prior Year	1,034,046.52	1,406,656.75	-372,610.23
290-999 Designated-Current	0.00	-372,610.23	372,610.23
320-000 Unrestricted Net Assets	320,653.61	-39,524.12	360,177.73
Net Income	141,764.32	592,060.04	-450,295.72
Total Equity	\$4,652,241.65	\$4,742,359.64	\$ -90,117.99
TOTAL LIABILITIES AND EQUITY	\$6,980,539.91	\$6,975,182.77	\$5,357.14

Budget vs. Actuals: FY_2021 - FY21 P&L January - December 2021

		TOTA	AL .	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
300-000 Revenues	1,655,349.97	1,406,552.35	248,797.62	117.69 %
300-502 Specific Ownership Taxes		50,000.00	-50,000.00	
300-570 Inter-Governmental Revenues		18,500.00	-18,500.00	
300-660 Donated Funds	11,668.75	0.00	11,668.75	
Total Income	\$1,667,018.72	\$1,475,052.35	\$191,966.37	113.01 %
GROSS PROFIT	\$1,667,018.72	\$1,475,052.35	\$191,966.37	113.01 %
Expenses				
400-000 Administrative	193,926.10	130,023.00	63,903.10	149.15 %
425-101 Payroll & Benefits	464,746.05	580,848.00	-116,101.95	80.01 %
500-000 FireFighting	28,373.87	118,060.00	-89,686.13	24.03 %
550-550 EMS Services	33,016.53	55,585.81	-22,569.28	59.40 %
600-000 FF Apparatus/Equip Maintenance	69,609.43	111,130.79	-41,521.36	62.64 %
660-000 Firefighter General Expenses	11,020.88	10,300.00	720.88	107.00 %
665-000 Auxiliary Operations	2,105.00	10,700.00	-8,595.00	19.67 %
670-000 Station 1	20,784.09	29,185.81	-8,401.72	71.21 %
680-000 Station 2	10,528.16	15,053.36	-4,525.20	69.94 %
690-000 Station 3	15,563.13	25,759.60	-10,196.47	60.42 %
691-000 Station 4	10,794.28	17,295.45	-6,501.17	62.41 %
692-000 Station 5	5,955.41	7,848.41	-1,893.00	75.88 %
700-000 Communications	62,277.11	62,155.99	121.12	100.19 %
750-000 Depreciation Expense		0.00	0.00	
800-900 Pension-State Contribution		18,500.00	-18,500.00	
800-902 Pension-Contributuion GOVT-WIDE		105,679.00	-105,679.00	
900-000 Capital Expenditures	599,984.73	1,827,040.00	-1,227,055.27	32.84 %
Total Expenses	\$1,528,684.77	\$3,125,165.22	\$ -1,596,480.45	48.92 %
NET OPERATING INCOME	\$138,333.95	\$ -1,650,112.87	\$1,788,446.82	-8.38 %
NET INCOME	\$138,333.95	\$ -1,650,112.87	\$1,788,446.82	-8.38 %

Profit and Loss October 2021

	TOTAL
Income	
300-000 Revenues	17,934.13
Total Income	\$17,934.13
GROSS PROFIT	\$17,934.13
Expenses	
400-000 Administrative	19,119.79
425-101 Payroll & Benefits	58,384.54
500-000 FireFighting	60.00
550-550 EMS Services	1,087.31
600-000 FF Apparatus/Equip Maintenance	4,229.94
660-000 Firefighter General Expenses	748.47
670-000 Station 1	1,384.36
680-000 Station 2	513.72
690-000 Station 3	1,906.38
691-000 Station 4	559.95
692-000 Station 5	303.65
700-000 Communications	14,880.02
900-000 Capital Expenditures	84,975.00
Total Expenses	\$188,153.13
NET OPERATING INCOME	\$ -170,219.00
NET INCOME	\$ -170,219.00

Open Purchase Orders Detail January - October, 2021

DATE	NUM	VENDOR	PRODUCT/SERVICE	ACCOUNT	QTY	RECEIVED QTY	BACKORDERED QTY	TOTAL AMT	RECEIVED AMT	OPEN BALANCE
FF Training Boo	ks/Supp	lies								
09/17/2021	1003	Matt White	FF Training Books/Supplies	500-501 FireFighting:Training and Certification	1.00	0.00	1.00	210.00	0.00	210.00
09/17/2021	1003	Matt White	FF Training Books/Supplies	500-501 FireFighting:Training and Certification	1.00	0.00	1.00	100.00	0.00	100.00
09/17/2021	1003	Matt White	FF Training Books/Supplies	500-501 FireFighting:Training and Certification	1.00	0.00	1.00	215.00	0.00	215.00
09/17/2021	1003	Matt White	FF Training Books/Supplies	500-501 FireFighting:Training and Certification	1.00	0.00	1.00	50.00	0.00	50.00
Total for FF Tra	ining Boo	oks/Supplies			4.00	0.00	4.00	\$575.00	\$0.00	\$575.00
Not Specified										
09/17/2021	1003	Matt White		500-508 FireFighting:Wildland Training				1,318.03	0.00	1,318.03
09/20/2021	1002	Rocky Mountain Generator		900-372 Capital Expenditures:Station 4 Radio Tower				13,107.00	0.00	13,107.00
09/20/2021	1002	Rocky Mountain Generator		900-375 Capital Expenditures:Station 5 Radio Tower				13,107.00	0.00	13,107.00
10/11/2021	1004	Matt Araki		500-508 FireFighting:Wildland Training				449.24	0.00	449.24
10/11/2021	1004	Matt Araki		500-508 FireFighting:Wildland Training				369.54	0.00	369.54
10/29/2021	1005	Product Research Gear LLC		500-505 FireFighting:Bunker Gear				687.00	0.00	687.00
10/29/2021	1005	Product Research Gear LLC		500-505 FireFighting:Bunker Gear				458.00	0.00	458.00
10/29/2021	1005	Product Research Gear LLC		500-505 FireFighting:Bunker Gear				458.00	0.00	458.00
10/29/2021	1005	Product Research Gear LLC		500-505 FireFighting:Bunker Gear				80.00	0.00	80.00
Total for Not Sp	ecified							\$30,033.81	\$0.00	\$30,033.81
TOTAL					4.00	0.00	4.00	\$30,608.81	\$0.00	\$30,608.81

A/P Aging Summary As of October 31, 2021

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
CEBT	5,765.32	5,765.32				\$11,530.64
CORE Electric Cooperative	189.97					\$189.97
Eldorado Artesian Springs, Inc	58.02					\$58.02
Elk Creek Fire Protection District	36,782.81	21,038.12				\$57,820.93
Evergreen Fire/Rescue	2,475.00					\$2,475.00
First Bank	770.36					\$770.36
Henry Schein Medical	155.80					\$155.80
Holly Shirlaw	70.00					\$70.00
Interconnected Technologies LLC	635.10					\$635.10
Mike Onken	320.00	320.00	320.00			\$960.00
Peggy Lucatuorto	43.75					\$43.75
Rocky Mountain Air Solutions	40.10					\$40.10
Sandy Onken	70.00					\$70.00
TOTAL	\$47,376.23	\$27,123.44	\$320.00	\$0.00	\$0.00	\$74,819.67



ICFPD BANK STATEMENTS ARE AVAILABLE BY REQUEST PLEASE CONTACT DISTRICT ADMINISTRATOR KELLEY WOOD 303-697-4413 kwood@icfpd.net



Chief Skip Shirlaw Chief's Report to the Inter-Canyon Fire Protection Board Meeting November 10, 2021

Current Membership Firefighters 28 (24 EMS are Included)

Rookies 3

Total Membership 31

Call Comparisons:

Year to date: 11/5/21 369 Last Year to date: 11/6/21 399

For the Month of	October 2021
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Fire 0

Rescue & Emergency Medical 27

Good Intent Calls 6

False Alarm 1

Mutual Aid: 0 received 5 given **TOTAL for the Month: 24**Total Members Responding 208
Total Incident Hours 122.59

Average Turnout Per Call 6.1

For the Month of October 2020

Fire 2

Rescue & Emergency Medical 35

Good Intent Calls 12

False Alarm 3

Mutual Aid: 1 received 5 given **TOTAL for the Month: 52** Total Members Responding 429

Total Incident Hours 223

Average Turnout Per Call 8.3