

**INTER-CANYON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING  
MINUTES OF MEETING  
ICFPD Station 3  
8445 S Highway 285, Morrison, CO 80465  
October 12, 2022**

**1. Call to Order:**

The ICFPD Board meeting was called to order by the president, Mike Swenson at 6:19 pm. Mike Swenson explained the new agenda format including the new public input session prior to the regular business. This public comment is in addition to the public input session at the end of the meeting agenda.

**2. Public Input Session (3min. max. and 5 speakers max.) – no sign-ups**

**3. Changes to Agenda –**

a. Ginny Riley, Treasurer, requests an addition to approve the annual request for a contribution to the Pension Fund. This will need to be approved by a motion and/or vote.

b. Chief Shirlaw requests an addition for discussion and possible approval of the Turn Corps contract to begin consolidation surveys.

**4. Attendance/Approval of Absences**

**Board Members Present:**

Mike Swenson, President  
Bob Scott, Secretary  
Ginny Riley, Treasurer  
Natalie Arnett, Director

**Excused Absence –**

Jackie White, Director – delay in airline flight

**5. Guests Present**

Gayla Logan	Vees representative
Deb Brobst	Canyon Courier
Anne Westerberg	
Joe Westerberg	
Peggy Dunn	
Alan Dunn	
Craig Ferguson	

## **6. Approval of Minutes**

### **a. September 21, 2022 District Board Meeting**

**MOTION:** A motion by Ginny Riley, with a second by Natalie Arnett, to approve the minutes from the September 21, 2022 board meeting. All in favor, none opposed, the motion is approved.

## **7. Financial Report**

**a. Financials, Treasurer Ginny Riley** – There are no significant changes to the balance sheet from August to September of this year. There is \$1.6 million in the Colorado Trust Account, which has been accumulating in part to cover large future expenditures, including the tower construction. As an update to the accounts receivable prior to September 2021, the billing company has submitted all of them to insurance and is receiving EOBs. This is a 3 step process. To date they have collected \$1878 on those old receivables. We will have better information on these accounts in the next month.

A late addition to our packet for this meeting was the Profit and Loss by Month. We will present this going forward as it is a very informative way to review changes. We will present from August forward in 2022 due to the effects of audit adjustments in prior months. Those adjustments make it difficult to cull actual activity changes.

On the profit and loss, you can see on the P&L by month that the property tax collections continue to decline as expected due to where we are in the cycle. The grant for the updating of the website has been received and recorded. We had significant donations of \$8546 from the fundraiser from the Woodlands of \$7046 and from Mountain Air Ranch of \$1500. Payroll and benefits have declined from \$91,186 in August to \$41,592 in September. This is due to the recording of both July and August expenses allocated from Elk Creek which were paid in August. None have been billed to date for September. In addition, our quarterly workers' comp payment was made in August. That accounted for \$4272 of the higher August total. On page 2 of the P&L by Month conference expenses increased over \$2000. This is due to the SDA conference attended by 3 directors. Community Paramedicine Program fees were \$3000 in September for annual licensing. On page 3 of the P&L by Month First Due annual fees of \$4432 were paid and expensed in September. There were no other significant transactions or variations from prior months.

The monthly cash reconciliation was reviewed by Ginny Riley. There were no unusual items to report.

**MOTION:** A motion by Bob Scott, with a second by Natalie Arnett, to approve the Treasurer's Report as presented. All in favor, none opposed, the motion is approved.

### **b. Audit -**

The audit report was submitted to the Office of State Auditor as approved by the Board in August. The report was accepted by the State.

**c. 2023 Proposed Budget –**

**i. Review** - Chief Shirlaw, the District Administrator and Ginny Riley met to prepare a preliminary budget.

**ii. Set Budget Meeting/Hearing date for adoption**

**MOTION:** A motion by Ginny Riley, with a second by Natalie Arnett, to approve a Budget Meeting/Hearing date of December 14 ,or the date of the December board meeting if prior to that date. All in favor, none opposed, the motion is approved.

**8. Officers Reports**

**a. Chief Shirlaw –**

The Turn Corps contract was chosen from the submitted proposals by the consolidated Boards and Chiefs. Upon approval by the three district boards, we will meet to begin.

The next lease was signed with Mt. Morrison.

The consolidation chiefs and boards continue to meet regularly.

Fire billing net revenue was roughly \$30,000 on a shortened deployment. Pleased with the first foray and the learning experience gained.

We have a fleet addition. A lightly used and certified 2019 command vehicle has been acquired and once outfitted will replace the current vehicle of Capt. Mandl which is in very bad condition. Total cost is considerable under what was budgeted. Fleet manager is looking for another to replace Batt. Chief Hatlestad's vehicle.

Community Paramedicine program continues to progress. Slow going in establishing the ground work necessary.

**b. Battalion Chief Hatlestad –** nothing at this time.

**Wildland Captain Mandl –**

Capt. Mandl covered a description of a tour of the North Fork District. He spoke on the status of the Home Assessments program, highlighting the 1<sup>st</sup> property was certified last month plus 2 more are on the horizon. A review was given of the ambassador program over the previous Month and an update of the COSWAP agreements process. Fuels crew chipping program was updated on timeline and progress. A proposed program with a new utilization of CRRF resources to the benefit of the Districts was outlined. Capt. Mandl then answered a few inquiries to the discussed topics.

**c. Committee Reports –** none

**d. Professional Consultants Report -** none

**9. Unfinished Business - none**

**10. New Business and Special Orders**

**a. Request for Annual Contribution to the Volunteer Pension Fund**

Based upon the January 1, 2021 FPPA actuarial valuation report for the District, a contribution of \$105,679 is required by the District and \$18,500 by the State for 5 years to fully fund the current plan. Based upon these calculations, Director Riley recommended that the Board approve the calculated contribution for 2022. Barring any significant changes in the valuation at the 2 year review in 2023, this contribution supports the plan to overcome the under-funded status of the volunteer pension plan.

**MOTION:** A motion by Ginny Riley, with a second by Bob Scott, to approve a contribution of \$105,679.00 to the pension fund in 2022. All in favor, none opposed, the motion is approved.

**b. Turn Corps Contract**

Chief Shirlaw stated the consolidated board members and chiefs are in agreement to go with the Turn Corps proposal. The Elk Creek District attorney has reviewed the document and found no issues and therefore final approval from the district boards is now requested. There are two agreements in the contract. 1. The actual consulting agreement and 2. The statement of work, which is phase 1. An overview was given as to what it covers and the cost, fees will be split between the 3 districts. There is no condition to progress to phase 2, it is dependent upon the result of phase 1. Chief Shirlaw asked for approval to the consulting agreement. The same is being asked of Elk Creek tomorrow and North Fork next week at their respective board meetings. The fees will be paid by Elk Creek and they will invoice the other two districts for their portion.

Questions were asked by the board and answered by Chief Shirlaw on several points of the contract. A discussion by the board followed.

**MOTION:** A motion by Ginny Riley, with a second by Natalie Arnett, to approve the contract and provide payment as presented. All in favor, none opposed, the motion is approved.

**11. Executive session, if needed - not needed**

**12. Public Input Session – 3 min each**

- a. Craig Ferguson – made comments on the Station 5 tower and the significance to the community it impacts.

**13. Adjournment**

There being no further business before the Board, the meeting was adjourned at 7:06 pm by Mike Swenson.

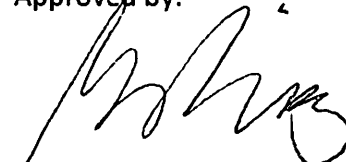
Minutes recorded by Toni Lucero, District Administrator

Submitted by:



Bob Scott  
Secretary,  
ICFPD Board of Directors

Approved by:



Michael Swenson GINNY RIVER  
President, ~~ICFPD~~  
ICFPD Board of Directors