

CASCADE FIRE PROTECTION DISTRICT NOTICE OF REGULAR MEETING AND AGENDA

Cascade Fire Station
8015 Severy Road Cascade, Colorado
Monday, November 8, 2021
7:00 P.M.

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/130451757>

You can also dial in using your phone.
United States: +1 (872) 240-3412

Access Code: 130-451-757

Public invited to attend

Board of Directors

Mike Whittemore, President	Term Expires May 2022
Steve Lewis, Treasurer	Term Expires May 2023
Quentin Deramus, Assistant Secretary	Term Expires May 2023
Farris Issacson, Assistant Secretary	Term Expires May 2022
Bruce Seachris, Assistant Secretary	Term Expires May 2022

AGENDA

- 1. Call to Order**
- 2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures**
- 3. Approval of Board Meeting Minutes** from the meetings on August 9, 2021 (tabled at the September meeting) and October 11, 2021 (enclosure)
- 4. Financial Matters**
 - a. Acceptance of Unaudited Financial Statements as of October 31, 2021 – Balance Sheet and Profit and Loss/Budget Report (available at meeting)
 - b. Ratification and Approval of Payables for the period ending November 8, 2021 (available at meeting)
 - c. Public Hearing on the Adoption of a Resolution approving the 2022 Budget (see attached draft budget)
- 5. Cascade Volunteer Fire Department Chief's Report**
- 6. Old Business**
 - a. Remaining work to be done to Station and upper barn
 - b. Grant update
 - c. Pension fund update

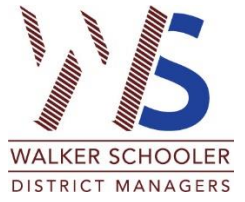
7. New Business

8. Public Comment (Items Not on the Agenda Only. Comments limited to 3 minutes per person and taken in Order In Which They Appear on Sign-Up Sheet)

9. Other Business

- a. Next Meeting scheduled for December 13, 2021 at 7:00 PM.

10. Adjournment



**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
CASCADE FIRE PROTECTION DISTRICT
HELD AUGUST 9, 2021**

A regular meeting of the Board of Directors of the Cascade Fire Protection District was held on Monday, August 9, 2021, at 7:00 PM. The meeting was open to the public.

Directors in Attendance:

Mike Whittemore
Quentin Deramus
Steve Lewis
Farris Issacson
Bruce Seachris

Also in Attendance:

Chief Karen Bodine

1. **Call to Order** – Pension Board: The Pension Board Meeting was called to order at 7:02 PM by President Whittemore. President Whittemore reviewed the forms and procedures in order to transfer duties from Mr. Bruce Seachris to Mr. Tane Brown as the new incoming Pension Board President. The Pension Board adjourned at 7:14 PM.
2. **Call to Order** – Cascade Fire Protection District Board Meeting: President Whittemore called the meeting to order at 7:15 PM.
3. **Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures:** President Whittemore confirmed a quorum was present.
4. **Approval of Board Meeting Minutes** from the meeting on July 12, 2021: There was a correction made to the July 12, 2021 Minutes that Director Seachris was not in attendance, it was Mr. Erik Eide. There was also a correction on the Agenda that the date of the meeting was incorrect as it listed September 9, 2021 at 5:30 PM. Director Lewis moved to approve the July 12, 2021 Meeting Minutes as amended; seconded by Director Deramus. Motion passed unanimously.
5. **Financial Matters**
 - a. Acceptance of Unaudited Financial Statements as of July 31, 2021 – Balance Sheet and Profit and Loss/Budget Report: Director Lewis moved to accept the Unaudited Financial Statements as of July 31, 2021; seconded by Director Deramus. Motion passed unanimously.
 - b. Ratification and Approval of Payables for the period ending August 9, 2021: Director Lewis moved to ratify and approve the Payables for the period ending August 9, 2021; seconded by Director Deramus. Motion passed unanimously.

- 6. Cascade Volunteer Fire Department Chief's Report:** Chief Karen Bodine presented the Cascade Volunteer Fire Department Chief's Report. Chief Bodine reported that she acquired a donation of SCBA packs that will be tested and placed into service. She also reported the communications grant is still pending. There were incidents in July 2021 with a 74% response rate with 26% unanswered by Cascade Fire.
- 7. Old Business:**
- a. Combining Department and District into one entity: There was no discussion.
 - b. Remaining work to be done to Station and upper barn: Chief Bodine is working on getting the communication antenna wires relocated on the outside of the building. The painting on both stations continues as work in progress. The stucco project has been completed on both stations with the exception of a few touch-up areas.
 - c. Grant update: There was no discussion.
 - d. Pension fund update: There was no discussion.
- 8. New Business:** Director Lewis is going to transfer the Board's certificate of deposit from savings into checking as it pays more interest. President Whittemore will contact Mr. Walker regarding the bill from Pinnacle audit. President Whittemore is going to speak with Mr. Walker regarding paying bills through Bills.com in order to expedite payments.
- 9. Public Comment:** There was no public comment.
- 10. Other Business:**
- a. Next Meeting scheduled for September 13, 2021 at 7:00 PM.
- 11. Adjournment:** Director Lewis moved to adjourn at 7:58 PM; seconded by Director Deramus. Motion passed unanimously.

Respectfully submitted,

By: _____

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL AUGUST 9, 2021 MINUTES OF THE CASCADE FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Mike Whittemore

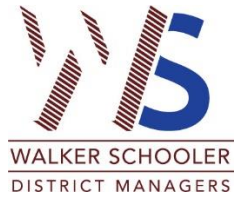
Quentin Deramus

Steve Lewis

Farris Issacson

Bruce Seachris

DRAFT



**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
CASCADE FIRE PROTECTION DISTRICT
HELD OCTOBER 11, 2021**

A regular meeting of the Board of Directors of the Cascade Fire Protection District was held on Monday, October 11, 2021, at 7:00 PM. The meeting was open to the public.

Directors in Attendance:

Mike Whittemore
Quentin Deramus
Steve Lewis
Farris Issacson
Bruce Seachris

Also in Attendance:

Kevin Walker, Walker Schooler District Managers

1. **Call to Order** – Cascade Fire Protection District Board Meeting: President Whittemore called the meeting to order at 7:05 PM.
2. **Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures:** President Whittemore confirmed a quorum was present.
3. **Approval of Board Meeting Minutes** from the meeting on September 13, 2021: After review, Director Seachris moved to approve the September 13, 2021 Minutes; seconded by Director Lewis. Motion passed unanimously.
4. **Financial Matters**
 - a. Acceptance of Unaudited Financial Statements as of September 30, 2021 – Balance Sheet and Profit and Loss/Budget Report: Mr. Walker presented the Unaudited Financial Statements as of September 30, 2021. Director Seachris moved to approve the Unaudited Financial Statements as of September 30, 2021; seconded by Director Lewis. Motion passed unanimously.
 - b. Ratification and Approval of Payables for the period ending October 11, 2021: Mr. Walker presented the Payables for the period ending October 11, 2021. After review, Director Lewis moved to approve the Payables for the period ending October 11, 2021; seconded by Director Issacson. Motion passed unanimously.
 - c. 2022 Budget Draft Discussion: Mr. Walker presented the draft 2022 Budget to the Board. The Board discussed budget line items in detail. Mr. Walker noted there will need to be a line item for costs related to the 2022 Election. The public Budget Hearing will be held at the next Board meeting on November 8, 2021 at 7:00 PM.
5. **Cascade Volunteer Fire Department Chief's Report:** President Whittemore presented the

Cascade Volunteer Fire Department Chief's Report that was sent by Chief Karen Bodine via email. 384 calls have been received, 162 were Green Mountain Falls. Response rates are 27% calls were no response, 73% calls were responded to by Cascade. There has been no change in membership. The grant is currently in process and the invoice from EMP is needed to be submitted.

6. Old Business:

- a. Remaining work to be done to Station and upper barn: The Board directed Mr. Walker to pay the invoice for painting that was completed.
- b. Grant update: There was no additional discussion.
- c. Pension fund update: The Board discussed getting the Pension Fund Financial Reports to review at the next meeting.
- d. Fire fighter staffing discussion: The Board engaged in discussion regarding the fire fighter staffing issue. The Board discussed the option of paying for coverage just on evenings and weekends since Chief Murphy covers the Monday – Friday 8 AM to 5 PM hours. Mr. Walker reported there is a grant the District can apply for in January to complete a study about ways to solve this staffing problem.

7. New Business: The Board discussed the new tiny home development planned in Chipita Park.

8. Public Comment: There was no public comment.

9. Other Business

- a. Next Meeting scheduled for November 8, 2021 at 7:00 PM.

10. Adjournment: The Board adjourned the meeting at 8:13 PM.

Respectfully submitted,

By:

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL OCTOBER 11, 2021 MINUTES OF THE CASCADE FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

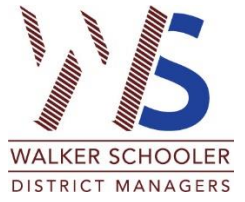
Mike Whittemore

Quentin Deramus

Steve Lewis

Farris Issacson

Bruce Seachris



Cascade Fire Protection District

Balance Sheet

As of October 31, 2021

	Oct 31, 21
ASSETS	
Current Assets	
Checking/Savings	
ENT (00) Savings	128,971.43
ENT (10) CHECKING	289,546.89
ENT (52) 7-Month CD	51,435.10
ENT (53) 25-Month CD	26,341.04
Total Checking/Savings	496,294.46
Accounts Receivable	
Property Tax Receivable	1,383.95
Total Accounts Receivable	1,383.95
Total Current Assets	497,678.41
TOTAL ASSETS	497,678.41
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,543.69
Total Accounts Payable	1,543.69
Other Current Liabilities	
Deferred Property Tax	1,383.95
Total Other Current Liabilities	1,383.95
Total Current Liabilities	2,927.64
Total Liabilities	2,927.64
Equity	
Unrestricted Net Assets	233,417.88
Opening Balance Equity	171,098.07
Net Income	90,234.82
Total Equity	494,750.77
TOTAL LIABILITIES & EQUITY	497,678.41

Cascade Fire Protection District

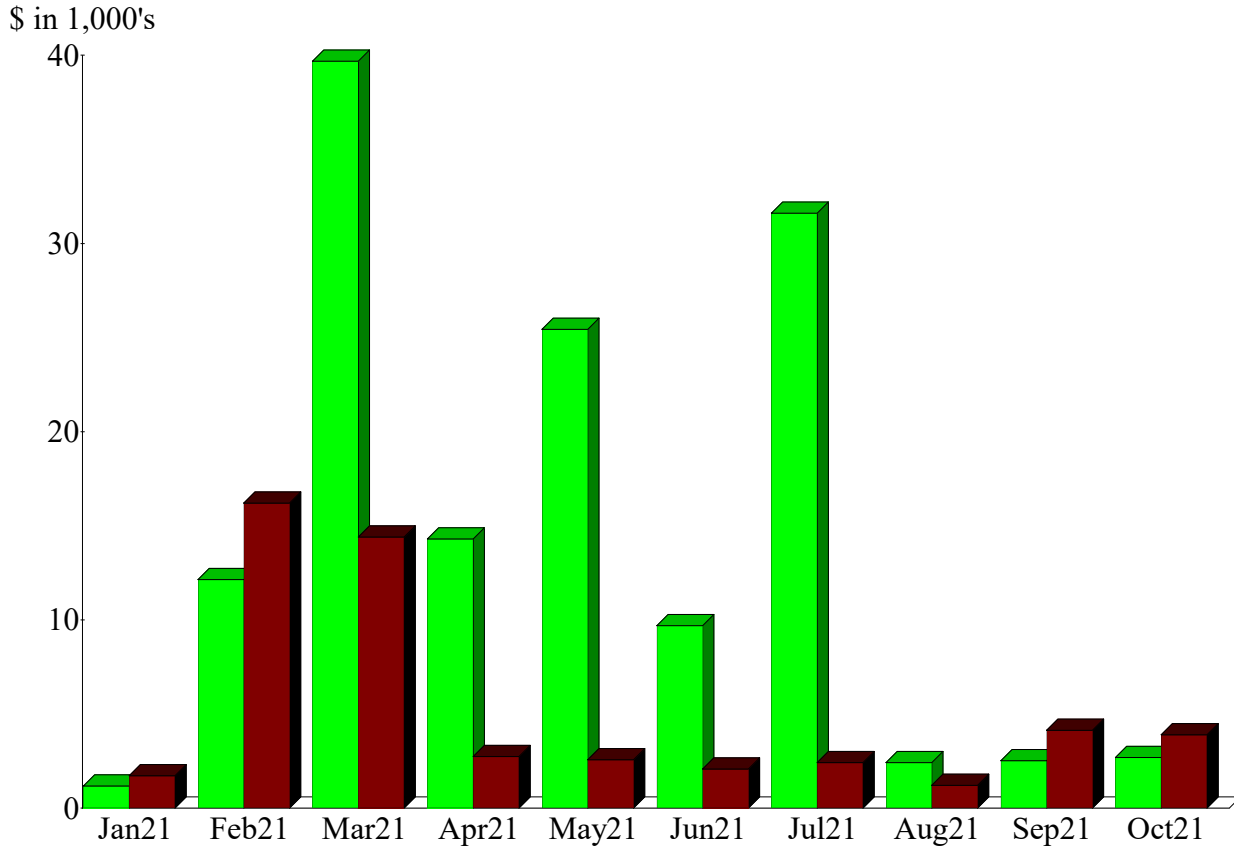
Profit & Loss Budget vs. Actual

January through October 2021

	TOTAL				
	Oct 21	Jan - Oct 21	Budget	\$ Over Budget	% of Budget
Income					
Income					
Delinquent Tax	859.65	892.68	50.00	842.68	1,785.36%
General Property Tax	462.99	127,090.04	127,080.09	9.95	100.01%
Vehicle Registration Tax	1,227.71	12,325.46	8,895.61	3,429.85	138.56%
Interest earned	139.80	1,372.21	500.00	872.21	274.44%
State Match funds (Pension)	0.00	0.00	5,857.31	-5,857.31	0.0%
Total Income	2,690.15	141,680.39	142,383.01	-702.62	99.51%
Expense					
District Budget					
Administrative / Operations	800.00	8,146.89	10,000.00	-1,853.11	81.47%
Bank Fees	0.00	0.00	100.00	-100.00	0.0%
Collection-Treasurer's Fees	20.66	1,922.63	1,920.00	2.63	100.14%
Insurance	0.00	8,797.00	9,000.00	-203.00	97.74%
Pension-State Match	0.00	0.00	5,891.00	-5,891.00	0.0%
Pension	0.00	0.00	11,781.00	-11,781.00	0.0%
Rent	0.00	0.00	5,000.00	-5,000.00	0.0%
Tax Abatements	0.00	1,379.98	100.00	1,279.98	1,379.98%
Total District Budget	820.66	20,246.50	43,792.00	-23,545.50	46.23%
Stations & Buildings					
Operations	2,238.56	5,375.70	2,500.00	2,875.70	215.03%
Building Capital	0.00	12,500.00	20,000.00	-7,500.00	62.5%
Total Stations & Buildings	2,238.56	17,875.70	22,500.00	-4,624.30	79.45%
Fire Department's Budgets					
Communications-Capital Outlay	0.00	0.00	2,000.00	-2,000.00	0.0%
Communications-Supplies & Exp.	0.00	350.18	1,500.00	-1,149.82	23.35%
Communications-Dispatch	250.00	1,000.00	1,000.00	0.00	100.0%
Emergency Reporting Company	0.00	0.00	2,021.00	-2,021.00	0.0%
Radio User Fees	0.00	0.00	6,000.00	-6,000.00	0.0%
Radio M&R contract	0.00	0.00	2,430.00	-2,430.00	0.0%
Firefighting-Capital Outlay	0.00	0.00	20,000.00	-20,000.00	0.0%
Firefighting-Supplies & Exp's	0.00	3,015.31	19,000.00	-15,984.69	15.87%
Medical Services-Supplies & Exp	0.00	1,733.33	2,000.00	-266.67	86.67%
Medical Services-Capital Outlay	0.00	0.00	1,000.00	-1,000.00	0.0%
Training-Supplies & Expenses	0.00	3,000.00	4,000.00	-1,000.00	75.0%
Repair Svc Contr.(Committed)	0.00	0.00	2,700.00	-2,700.00	0.0%
Supplies & Expenses-Trucks, ...	591.93	4,224.55	3,500.00	724.55	120.7%
Total Fire Department's Budgets	841.93	13,323.37	67,151.00	-53,827.63	19.84%
Total Expense	3,901.15	51,445.57	133,443.00	-81,997.43	38.55%
Net Income	-1,211.00	90,234.82	8,940.01	81,294.81	1,009.34%

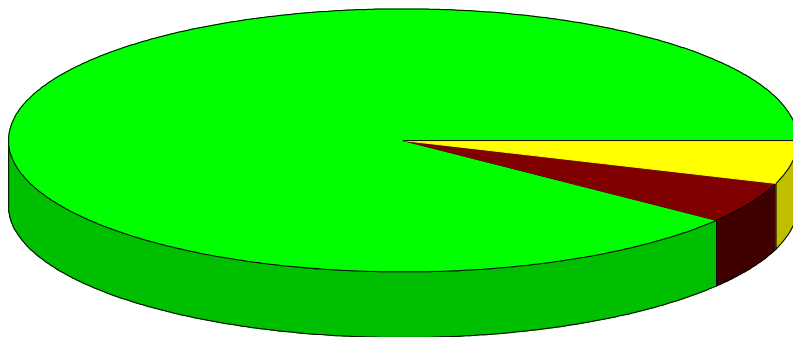
Income and Expense by Month January through October 2021

Income
Expense



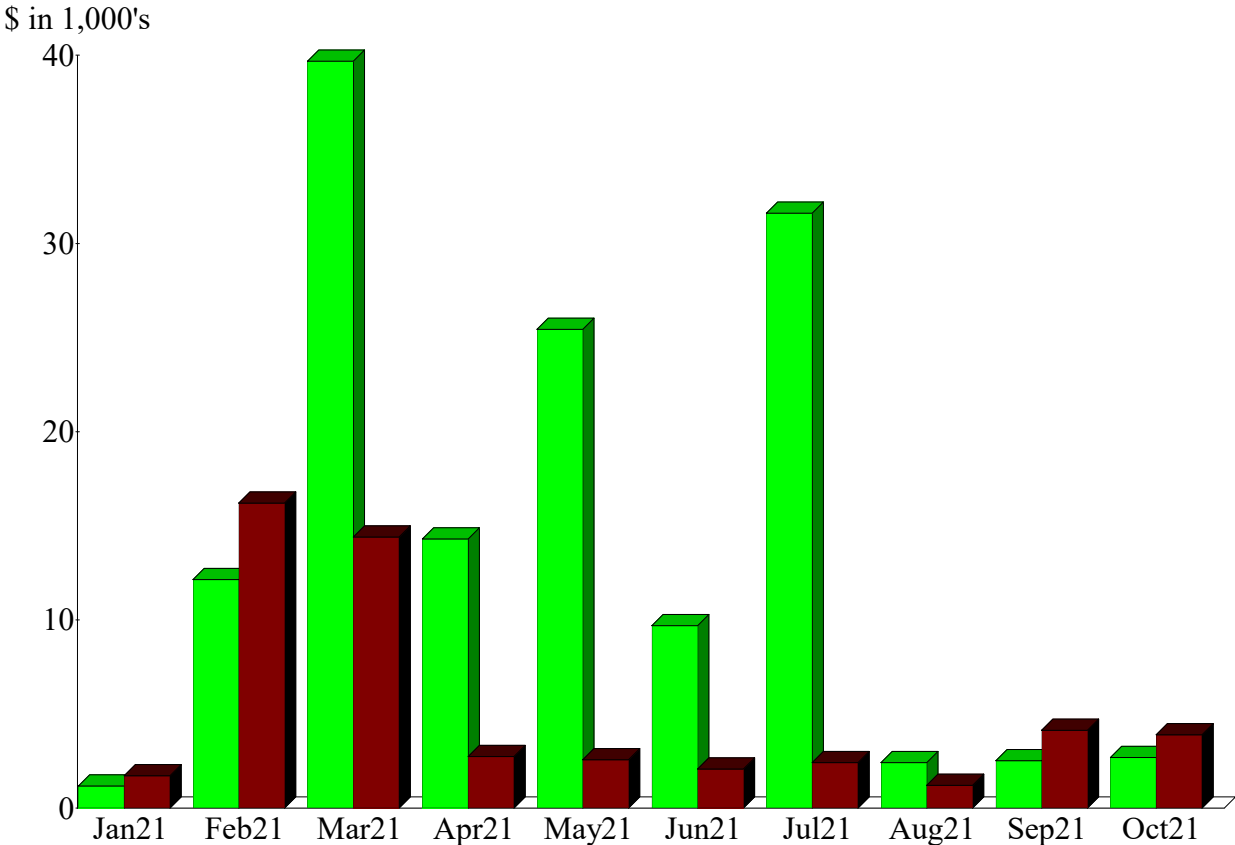
Income Summary January through October 2021

Income	94.60%
Government Grants	\$-8,080.00
Grants received	5.40
Sub-Total	\$141,680.39



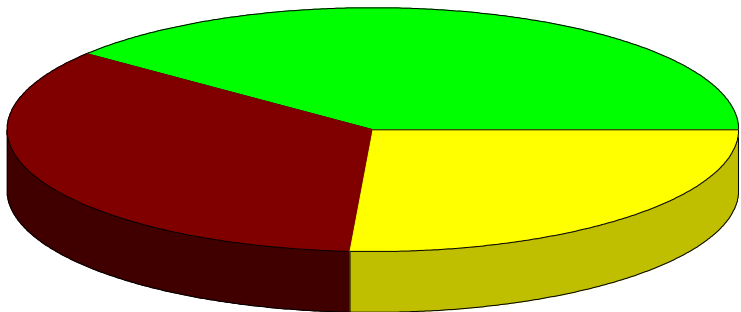
By Account

Income and Expense by Month January through October 2021

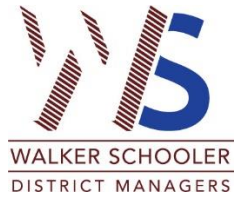


Expense Summary January through October 2021

District Budget	39.36%
Stations & Buildings	34.75
Fire Department's Budgets	25.90
Total	\$51,445.57



By Account



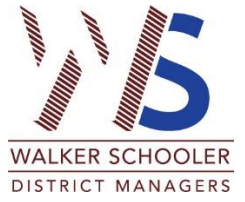
Cascade Fire Protection District
PAYMENT REQUEST
11/8/2021

Company	Invoice	Date	Amount	Amount this Draw	Comments
Black Hills Energy	7132643370	10/29/2021	\$ 21.04	\$ 21.04	
Cascade Metropolitan District	147.01	11/8/2021	\$ 89.50	\$ 89.50	Paid VIA ACH
Colorado Springs Utilities	9562766079	11/1/2021	\$ 23.19	\$ 23.19	
Colorado Springs Utilities	6595858371	10/28/2021	\$ 130.72	\$ 130.72	
Walker Schooler District Managers	6915	10/31/2021	\$ 1,391.93	\$ 1,391.93	
TOTAL				\$ 1,656.38	

TOTAL FOR ALL FUNDS

\$ 1,656.38

_____, President



**CASCADE FIRE PROTECTION DISTRICT
2022 BUDGET**

	2020 ACTUAL	2021 Actual	2021 PROJECTED / AMENDED	2021 BUDGET	2022 BUDGET
BEGINNING BALANCE	\$ 425,409.87	\$ 500,264.41	\$ 500,264.41	\$ 416,213.24	\$577,720.76
REVENUES					
GENERAL PROPERTY TAX	\$ 119,290.30	\$ 126,627.05	\$ 126,627.05	\$ 127,080.09	\$ 148,188.78
SPECIAL OWNERSHIP / VEHICLE TAX	\$ 12,981.10	\$ 11,097.75	\$ 16,646.00	\$ 8,895.61	\$ 10,373.21
DELINQUENT TAX	\$ 71.55	\$ 33.03	\$ 33.03	\$ 50.00	
INTEREST	\$ 1,959.68	\$ 1,232.41	\$ 1,400.00	\$ 500.00	
GRANTS		\$ -			
STATE MATCH FUNDS (PENSION)	\$ 5,890.34		\$ 5,857.31	\$ 5,857.31	\$6,830.24
MISC.					
TOTAL REVENUES	\$ 140,192.97	\$ 138,990.24	\$ 150,563.39	\$ 142,383.00	\$ 165,392.23
TOTAL FUNDS AVAILABLE	\$ 565,602.84	\$ 639,254.65	\$ 650,827.80	\$ 558,596.24	\$ 743,112.99
EXPENSES					
ADMINISTRATIVE/ OPERATIONS	\$ 6,217.67	\$ 7,346.89	\$ 9,746.89	\$ 10,000.00	\$10,000.00
FUNDING FOR BALLOT ITEM / MILL LEVY INCREASE					
BANK FEES	\$ -			\$ 100.00	\$100.00
TAX ABATEMENTS	\$ -	\$ 1,379.98	\$ 1,600.00	\$ 100.00	\$100.00
COLLECTION - TREASURER'S FEES	\$ 1,790.00	\$ 1,901.97	\$ 1,901.97	\$ 1,920.00	\$ 2,222.83
INSURANCE	\$ 8,660.00	\$ 8,797.00	\$ 8,797.00	\$ 9,000.00	\$9,000.00
PENSION-STATE MATCH	\$ 5,890.34	\$ -	\$ -	\$ 5,891.00	-
PENSION (1 Mill Max)	\$ 11,780.68	\$ -	\$ 11,781.00	\$ 11,781.00	13,660.47
BUILDING OPERATIONS	\$ 3,745.63	\$ 3,248.94	\$ 4,000.00	\$ 2,500.00	3,500.00
BUILDING CAPITAL	\$ -	\$ 12,500.00	\$ 12,500.00	\$ 20,000.00	20,000.00
RENT W/ SNOW REMOVAL	\$ 5,000.00			\$ 5,000.00	5,000.00
COMMUNICATIONS					
800 MHZ (M&R)	\$ -		\$ 2,430.00	\$ 2,430.00	2,430.00
RADIO USER FEES/ YEAR	\$ 8,280.00	\$ -	\$ 6,000.00	\$ 6,000.00	6,000.00
CAPITAL OUTLAY				\$ 2,000.00	2,000.00
DISPATCH	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	1,000.00
SUPPLIES & EXP	\$ 478.48	\$ 350.18	\$ 350.18	\$ 1,500.00	1,500.00
EMERGENCY REPORTING INVOICE FOR USER FEE				\$ 2,021.00	2,021.00
FIREFIGHTING					
CAPITAL OUTLAY	\$ -			\$ 20,000.00	\$20,000.00
SUPPLIES & EXP'S	\$ 4,686.53	\$ 3,015.53	\$ 4,000.00	\$ 19,000.00	\$19,000.00
NEW TRUCK LEASE					
MEDICAL SERVICES					
CAPITAL OUTLAY	\$ -			\$ 1,000.00	\$1,000.00
SUPPLIES & EXP'S	\$ 1,029.99	\$ 1,733.33	\$ 2,000.00	\$ 2,000.00	\$2,000.00
REPAIR SERVICE CONTRACT (Committed)	\$ 2,700.00			\$ 2,700.00	\$2,700.00
SUPPLIES & EXPENSES					
TRUCKS	\$ 3,395.81	\$ 3,632.62	\$ 4,000.00	\$ 3,500.00	\$3,500.00
TRAINING	\$ 683.30	\$ 3,000.00	\$ 3,000.00	\$ 4,000.00	\$4,000.00
TOTAL EXPENSES	\$ 65,338.43	\$ 47,906.44	\$ 73,107.04	\$ 133,443.00	\$ 130,734.30
ENDING BALANCE	\$ 500,264.41	\$ 591,348.21	\$ 577,720.76	\$ 425,153.24	\$ 612,378.69
EMERGENCY RESERVE: State Required at 3%	\$ 3,874.33	\$ 3,874.33	\$ 3,874.33	\$ 4,003.29	\$ 3,922.03
ASSESSED VALUE	11,780,680.000	11,714,610.000	11,714,610.000	11,714,610.000	\$13,660,470.00
MILL LEVY	10.848	10.848	10.848	10.848	10.848