

# CASCADE FIRE PROTECTION DISTRICT NOTICE OF REGULAR MEETING AND AGENDA

Cascade Fire Station  
8015 Severy Road Cascade, Colorado  
Monday, April 10, 2023 - 7:00 P.M.

From computer, tablet or smartphone. <https://video.cloudoffice.avaya.com/join/974517436>  
By phone United States: +1 (213) 463-4500 Access Code: 974517436

## Public invited to attend

### Board of Directors

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Mike Whittimore, President	Term Expires May 2025
Steve Lewis, Treasurer	Term Expires May 2023
Quentin Deramus, Assistant Secretary	Term Expires May 2023
Farris Issacson, Assistant Secretary	Term Expires May 2025
Bruce Seachris, Assistant Secretary	Term Expires May 2025

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### AGENDA

- 1. Call to Order**
- 2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures**
- 3. Approval of Agenda**
- 4. BiggsKofford – 2022 Audit Presentation**
  - Q&A – Braden Hammond
- 5. Approval of Board Meeting Minutes-** from the meeting on March 13, 2023 (included in packet).
- 6. Financial Matters**
  - Acceptance of Unaudited Financial Statements as of March 31, 2023 – Balance Sheet and Profit and Loss/Budget Report
  - Ratification and Approval of Payables for the period ending April 10, 2023
- 7. Cascade Volunteer Fire Department Chief's Report**
- 8. Old Business**
- 9. New Business**
- 10. 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)
- 11. Other Business**
  - Next Meeting scheduled for May 8, 2023, at 7:00PM.
- 12. Adjournment**



**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
CASCADE FIRE PROTECTION DISTRICT  
HELD MARCH 13, 2023, AT 7:00 PM**

A regular meeting of the Board of Directors of the Cascade Fire Protection District was held on Monday, March 13, 2023, at 7:00 PM, at Cascade Fire Station, 8015 Severy Road, Cascade, CO, and via video teleconference. The meeting was open to the public.

**Directors in Attendance:**

Mike Whittemore  
Quentin Deramus  
Steve Lewis  
Farris Issacson  
Bruce Seachris

**Also in Attendance:**

Adam Noel, WSDM District Managers  
Chief Karen Bodine, Cascade Volunteer Fire Department  
Tane Brown, Pension Board  
Members of the Cascade Volunteer Fire Department

1. **Call to Order:** 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 Agenda:** President Whittemore requested the Call Response Discussion be moved up after the Approval of Agenda. Director Seachris moved to approve the Agenda as amended; seconded by Director Deramus. Motion passed unanimously.
4. **Call Response Discussion:** Chief Bodine introduced the firefighters that were in attendance. President Whittemore explained the Board has a fiduciary responsibility to the taxpayers and they must provide a solution for the fire and emergency services in the District. The Board has been considering other options such as coordinating with Green Mountain Falls Fire Protection District and funding a firefighter. A proposal was drafted, but a few months ago Green Mountain Falls FPD got a whole new Board, and they have some concerns about the proposal. Mr. Noel noted the new Board is open to the discussion and they understand the need. The Board discussed potential solutions for call response with the members of the Cascade Volunteer Fire Department.

5. **Approval of Board Meeting Minutes – from the meeting on February 13, 2023:** After review, Director Issacson moved to approve the February 13, 2023 Meeting Minutes with the correction in item 7 to, “yearly increase to get up to the \$25,000;” seconded by Director Seachris. Motion passed unanimously.
6. **Financial Matters**
  - a. Acceptance of Unaudited Financial Statements as of February 28, 2023 – Balance Sheet and Profit and Loss/Budget Report: Mr. Noel presented the Unaudited Financial Statements as of February 28, 2023. After review, Director Deramus moved to accept the Unaudited Financial Statements as presented; seconded by Director Seachris. Motion passed unanimously.
  - b. Ratification and Approval of Payables for the period ending March 13, 2023: Mr. Noel presented the Payables for the period ending March 13, 2023. After review, Director Seachris moved to ratify and approve the Payables for period ending March 13, 2023; seconded by Director Deramus. Motion passed unanimously.
7. **Cascade Volunteer Fire Department Chief’s Report:** Chief Karen Bodine presented the Chief’s Report. She noted pest control is needed at the fire station and she will provide quotes to the Board. The Board and Chief Bodine discussed the sale of the trailer. The Board and Chief Bodine discussed the proposed agreement for call response with Colorado Springs Fire Department. Colorado Springs Fire Department proposed \$10,000 for coverage for 2023 and the District would like an increase option to \$25,000. The Board discussed capabilities and responding to calls if possible.
8. **Old Business**
  - a. SAFER Grant: Mr. Noel reported the SAFER Grant may not be available for the District this year due to red tape and submission issues but he will submit what he can by the deadline next week. Mr. Noel noted he will be taking grant writing workshops this year which could help with grant submissions in the future for both Cascade FPD and Green Mountain Falls FPD. The Board discussed the benefits of coordinating with Green Mountain Falls FPD and establishing a potential fire authority.
9. **New Business:** There was no new business.
10. **Public Comment:** There was no public comment.
11. **Other Business**
  - a. Next Meeting Scheduled for April 10, 2023, at 7:00 PM.
12. **Adjournment:** Director Lewis moved to adjourn at 8:50 PM; seconded by Director Deramus. Motion passed unanimously.

Respectfully submitted,

By:

\_\_\_\_\_  
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MARCH 13, 2023, 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

04/06/23

## Balance Sheet

Accrual Basis

As of March 31, 2023

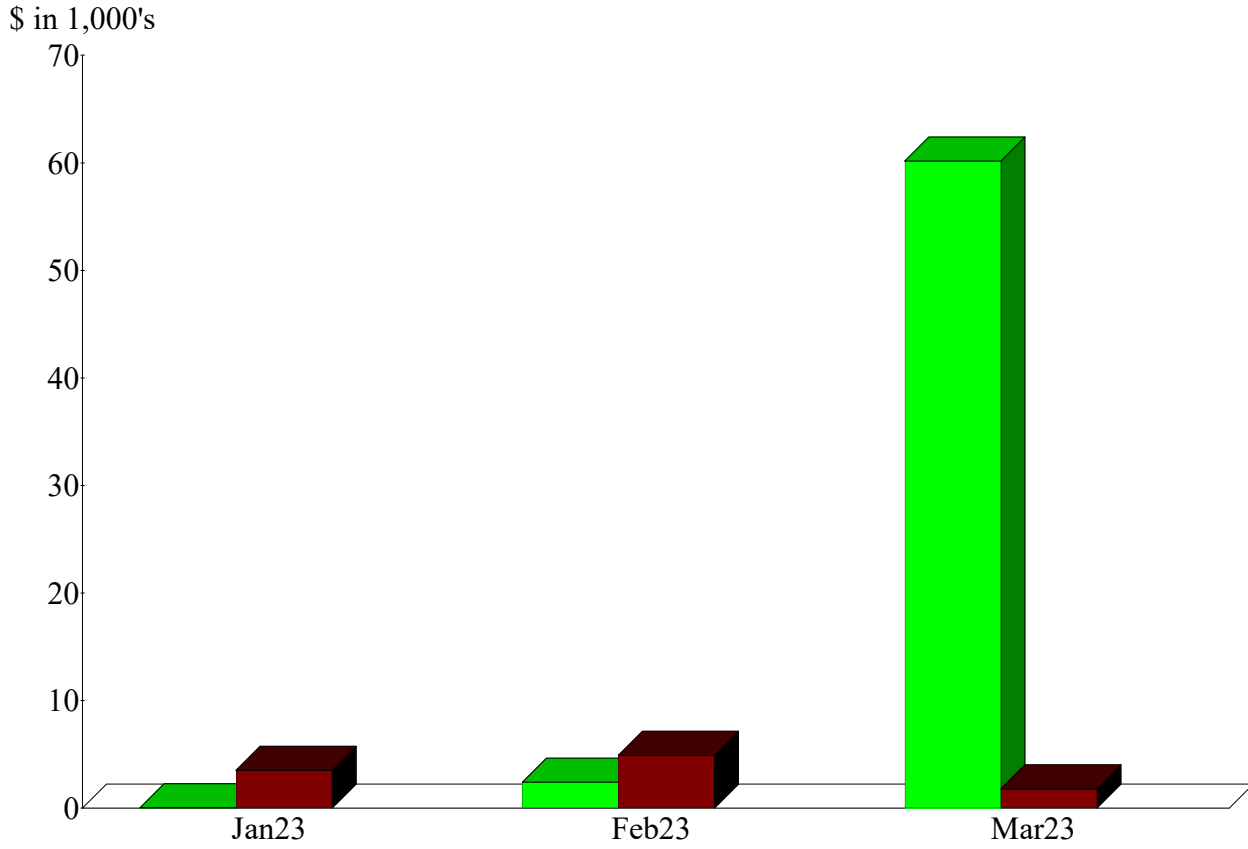
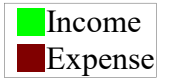
	<u>Mar 31, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
ENT (00) Savings	113,766.62
ENT (10) CHECKING	258,654.33
Ent (54) - 13 Month CD	100,736.83
Ent (55) - 13 Month CD	78,284.85
Ent (56) - 13 Month CD	50,093.49
<b>Total Checking/Savings</b>	<u>601,536.12</u>
<b>Accounts Receivable</b>	
Property Tax Receivable	86,087.80
<b>Total Accounts Receivable</b>	<u>86,087.80</u>
<b>Other Current Assets</b>	<u>0.00</u>
<b>Total Current Assets</b>	<u>687,623.92</u>
<b>TOTAL ASSETS</b>	<b><u>687,623.92</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	1,822.27
<b>Total Accounts Payable</b>	<u>1,822.27</u>
<b>Other Current Liabilities</b>	
Deferred Property Tax	86,087.80
<b>Total Other Current Liabilities</b>	<u>86,087.80</u>
<b>Total Current Liabilities</b>	<u>87,910.07</u>
<b>Total Liabilities</b>	87,910.07
<b>Equity</b>	
Unrestricted Net Assets	376,251.31
Opening Balance Equity	171,098.07
Net Income	52,364.47
<b>Total Equity</b>	<u>599,713.85</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>687,623.92</u></b>

## Cascade Fire Protection District Profit & Loss Budget vs. Actual January through March 2023

	TOTAL				
	Mar 23	Jan - Mar 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
<b>Income</b>					
General Property Tax	58,197.20	58,937.25	145,025.00	-86,087.75	40.64%
Vehicle Registration Tax	1,191.05	2,363.40	10,152.00	-7,788.60	23.28%
Interest earned	839.14	1,526.37			
<b>Total Income</b>	<b>60,227.39</b>	<b>62,827.02</b>	<b>155,177.00</b>	<b>-92,349.98</b>	<b>40.49%</b>
Grants received	0.00	0.00	20,000.00	-20,000.00	0.0%
<b>Other Types of Income</b>					
Shoemaker Building Income	-67.00	-211.00	6,445.00	-6,656.00	-3.27%
<b>Total Other Types of Income</b>	<b>-67.00</b>	<b>-211.00</b>	<b>6,445.00</b>	<b>-6,656.00</b>	<b>-3.27%</b>
<b>Total Income</b>	<b>60,160.39</b>	<b>62,616.02</b>	<b>181,622.00</b>	<b>-119,005.98</b>	<b>34.48%</b>
<b>Expense</b>					
<b>District Budget</b>					
Administrative / Operations	1,000.00	3,472.60	12,000.00	-8,527.40	28.94%
Ballot item/Mill Levy Increase	0.00	0.00	100.00	-100.00	0.0%
Bank Fees	0.00	252.73			
Collection-Treasurer's Fees	872.96	884.06	2,175.00	-1,290.94	40.65%
Insurance	209.00	1,065.00	11,000.00	-9,935.00	9.68%
Pension	0.00	0.00	13,369.00	-13,369.00	0.0%
Rent	0.00	0.00	5,000.00	-5,000.00	0.0%
Tax Abatements	0.00	0.00	100.00	-100.00	0.0%
<b>Total District Budget</b>	<b>2,081.96</b>	<b>5,674.39</b>	<b>43,744.00</b>	<b>-38,069.61</b>	<b>12.97%</b>
<b>Stations &amp; Buildings</b>					
Operations	609.88	2,357.03	5,000.00	-2,642.97	47.14%
Building Capital	0.00	0.00	8,000.00	-8,000.00	0.0%
<b>Total Stations &amp; Buildings</b>	<b>609.88</b>	<b>2,357.03</b>	<b>13,000.00</b>	<b>-10,642.97</b>	<b>18.13%</b>
<b>Fire Department's Budgets</b>					
Communications-Capital Outlay	0.00	0.00	2,000.00	-2,000.00	0.0%
Communications-Supplies & Exp.	0.00	0.00	2,000.00	-2,000.00	0.0%
Communications-Dispatch	0.00	1,000.00	1,000.00	0.00	100.0%
Radios - Repairs & Maintenance	0.00	0.00	3,000.00	-3,000.00	0.0%
Radio User Fees	0.00	0.00	6,000.00	-6,000.00	0.0%
Firefighting-Capital Outlay	0.00	0.00	10,000.00	-10,000.00	0.0%
Firefighting-Supplies & Exp's	-884.27	499.10	9,000.00	-8,500.90	5.55%
Medical Services-Supplies & Exp	0.00	721.03	2,000.00	-1,278.97	36.05%
Medical Services-Capital Outlay	0.00	0.00	1,000.00	-1,000.00	0.0%
Repair Svc Contr.(Committed)	0.00	0.00	2,700.00	-2,700.00	0.0%
Supplies & Expenses-Trucks, ...	0.00	0.00	6,000.00	-6,000.00	0.0%
<b>Total Fire Department's Budgets</b>	<b>-884.27</b>	<b>2,220.13</b>	<b>44,700.00</b>	<b>-42,479.87</b>	<b>4.97%</b>
<b>Contract Services</b>					
Firefighter	0.00	0.00	125,000.00	-125,000.00	0.0%
<b>Total Contract Services</b>	<b>0.00</b>	<b>0.00</b>	<b>125,000.00</b>	<b>-125,000.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>1,807.57</b>	<b>10,251.55</b>	<b>226,444.00</b>	<b>-216,192.45</b>	<b>4.53%</b>
<b>Net Income</b>	<b>58,352.82</b>	<b>52,364.47</b>	<b>-44,822.00</b>	<b>97,186.47</b>	<b>-116.83%</b>

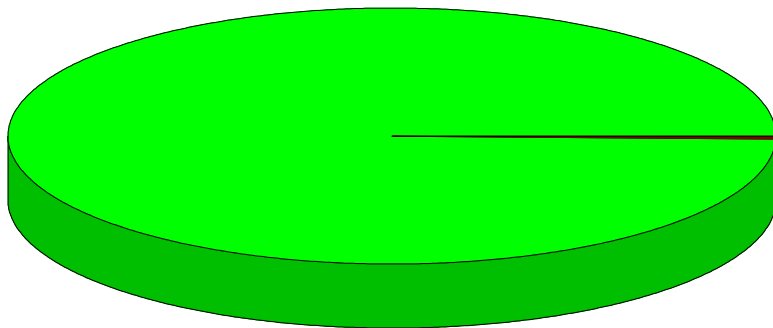


Income and Expense by Month  
January through March 2023



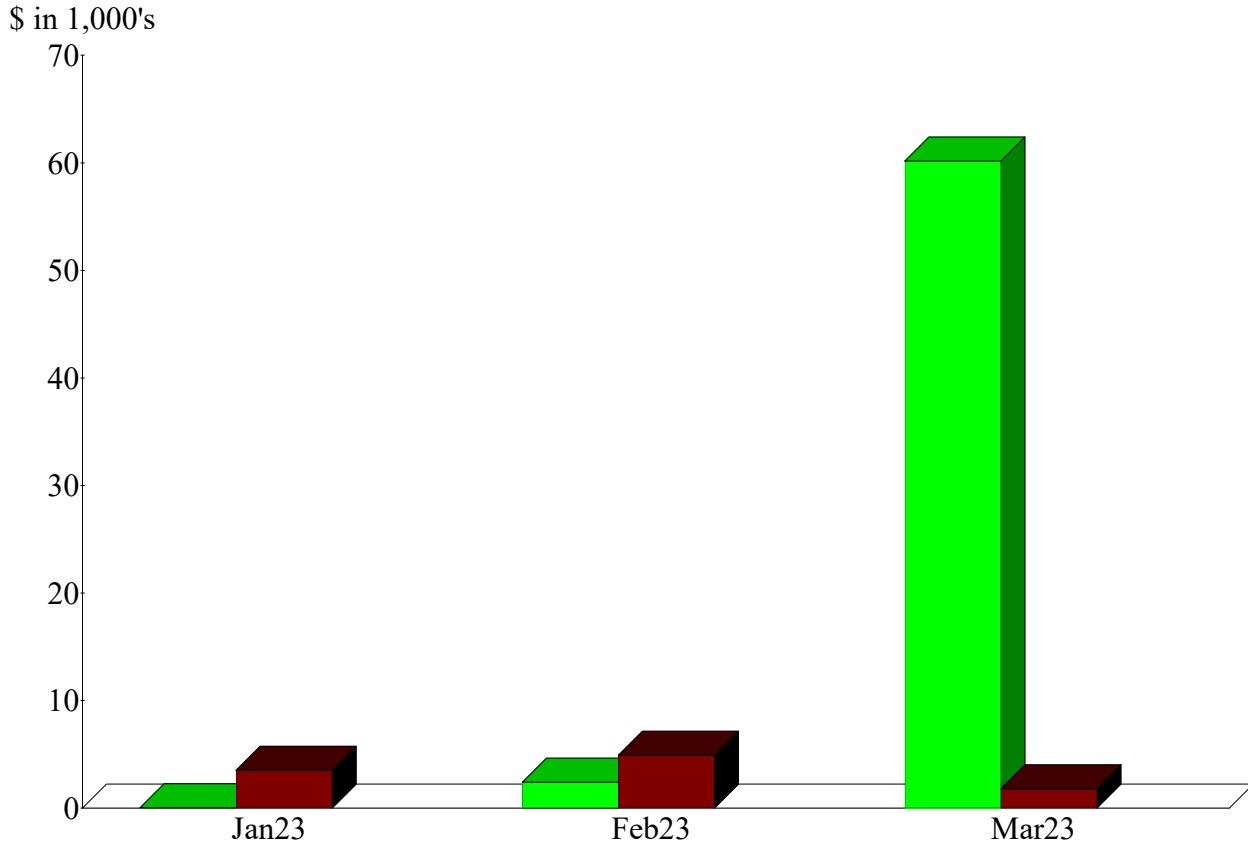
Income Summary  
January through March 2023

Income	100.00%
Other Types of Income	\$-211.00
Sub-Total	\$62,616.02



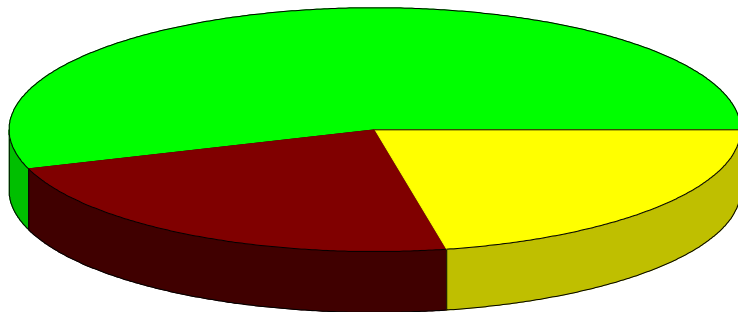
By Account

Income and Expense by Month  
January through March 2023



Expense Summary  
January through March 2023

District Budget	55.35%
Stations & Buildings	22.99
Fire Department's Budgets	21.66
<b>Total</b>	<b>\$10,251.55</b>



By Account



**Cascade Fire Protection District**  
**PAYMENT REQUEST**  
4/10/2023

<b>Company</b>	<b>Invoice</b>	<b>Date</b>	<b>Amount</b>	<b>Comments</b>
Black Hills Energy	7132643370	3/30/2023	\$ 117.23	
Cascade Metropolitan District	40623	4/6/2023	\$ 96.12	Paid VIA ACH
Colorado Springs Utilities	6595858371	4/3/2023	\$ 125.86	
Colorado Springs Utilities	9562766079	4/3/2023	16.63	
Pinnacol	21227020	3/22/2023	\$ 264.00	
Special District Association	2023	2/24/2023	\$ 441.04	
Teller County Waste	101130414150	4/4/2023	\$ 67.00	
WEX	0490-00-81888-0	3/23/2023	\$ 121.47	Paid VIA ACH
WSDM District Managers	7384	3/31/2023	\$ 1,000.00	
<b>TOTAL</b>			<b>\$ 2,249.35</b>	

**TOTAL FOR ALL FUNDS**

\$ 2,249.35

\_\_\_\_\_, President