

**GREEN MOUNTAIN FALLS /CHIPITA PARK FIRE PROTECTION DISTRICT
NOTICE OF REGULAR MEETING AND AGENDA**

Green Mountain Falls Fire Station
2 Carsell Way, Green Mountain Falls, CO 80819
Thursday, June 8, 2023 - 6:30 P.M.

From computer, tablet, or smartphone: <https://video.cloudoffice.avaya.com/join/571154981>

By phone United States: [+1 \(213\) 463-4500](tel:+12134634500) Access Code: 571154981

Public invited to attend

Board of Directors

Steve Walsh, President	Term Expires May 2025
Dan May, Director	Term Expires May 2025
George Allen, Secretary	Term Expires May 2027
Megan Kelly, Director	Term Expires May 2027
Susan Turnbull, Director	Term Expires May 2025

AGENDA

- 1. Call to Order**
- 2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures**
- 3. Appointment of Susan Turnbull/Board Officers**
- 4. Approval of Agenda**
- 5. Chief's Report**
- 6. Approval of Board Meeting Minutes-** from the meeting on May 11, 2023 (included in packet).
- 7. Treasurer Report**
 - Acceptance of Unaudited Financial Statements as of May 31, 2023 – Balance Sheet and Profit and Loss/Budget Report
 - Reading of Monthly Bills & Cash Transfer Bills Were Submitted in the Amount of \$_____, Transfer of \$_____
- 8. Equipment Report**
 - Update on 862
 - Generator
- 9. New Business**
 - Tacoma Truck Build Progress
- 10. Old Business**
 - Finalize Employee Handbook
 - Covered Valve – Communication with CSU
 - Chief Medical Contribution
- 11. Public Comment** (Items Not on the Agenda Only. Comments limited to 3 minutes per person)

12. Other Business

- a. Next Meeting scheduled for July 13, 2023, at 6:30 PM.

13. Adjournment





**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
GREEN MOUNTAIN FALLS / CHIPITA PARK FIRE PROTECTION DISTRICT
HELD MAY 11, 2023, AT 6:30 P.M.**

Pursuant to posted notice, the regular meeting of the Board of Directors of the Green Mountain Falls / Chipita Park Fire Protection District was held on Thursday, May 11, 2023, at 6:30 PM, at Green Mountain Falls Fire Station, 2 Carsell Way, Green Mountain Falls, CO 80819, and via tele/video conference.

Attendance

In attendance were Directors:

Steve Walsh, President
Dan May, Director
George Allen, Treasurer
Megan Kelly, Director
Susan Turnbull, Director (Excused)

Also in attendance were:

Adam Noel, WSDM District Managers
Chief Stephen Murphy, Green Mountain Falls Fire

1. Call to Order: President Walsh called the meeting to order at 6:33 PM.

2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures: Mr. Noel confirmed a quorum was present with Director Turnbull excused.

3. Oaths of Affirmation/Appointment of Officers: Dan May, George Allen, and Megan Kelly completed their Oath of Affirmation. Mr. Noel noted he will reach out to Susan Turnbull regarding theirs.

4. Approval of the Agenda: Director Kelly moved to approve the Agenda as presented; seconded by Director Allen. Motion passed unanimously.

5. Chief's Report: Chief Murphy presented the Chief's Report. The Board discussed that a thermal drone was donated to the Fire Department. Chief Murphy reported there were 36 calls ran last month. Chief Murphy discussed the new emergency response truck that is replacing #870. Director Allen moved to approve up to \$62,000 to spend for the new truck and accessories; seconded by Director May. Motion passed unanimously.

6. Approval of Board Meeting Minutes from April 13, 2023 Meeting: After review, Director May moved to approve the April 13, 2023 Meeting Minutes as presented; seconded by Director Allen. Motion passed unanimously.

7. Treasurer Report

- a. Acceptance of Unaudited Financial Statements as of April 30, 2023 – Balance Sheet and Profit and Loss/Budget Report: The Board reviewed the Unaudited Financial Statements as of April 30, 2023 including the Balance Sheet and Profit and Loss/Budget Report. After review, President Walsh moved to accept the Unaudited Financial Statements as of April 30, 2023; seconded by Director May. Motion passed unanimously.
- b. Reading of Monthly Bills & Cash Transfer Bills Were Submitted in the Amount of \$16,638.45, Transfer of \$17,000: The Board reviewed the monthly bills. Mr. Noel will verify the Pinnacle and CSU invoices. Director May moved to approve the monthly bills and cash transfer of \$17,000; seconded by President Walsh. Motion passed unanimously.

8. Equipment Report

- a. Update on 862: President Walsh noted they are still waiting to hear back about the title.
- b. Generator: The Board discussed that there is a meeting to tie in the gas and install the conduit for the new generator.

9. New Business:

- a. The Board discussed the Appointment of Officers. Steve Walsh will remain as President, George Allen tentatively as Treasurer unless Susan Turnbull would like to take on the position, and Dan May as Secretary.
- b. The Board discussed the Kirkpatrick Bank accounts and the requirement to assign two custodians. Director Kelly moved to assign President Walsh and Director Allen as the two custodians for Kirkpatrick Bank; seconded by Director May. Motion passed unanimously. President Walsh moved to transfer the \$62,000 from the capital improvement account to the holding account; seconded by Director Allen. Motion passed unanimously.
- c. The Board discussed a situation regarding the water line and valve at the fire station. CSU will not take ownership of the water line until everything is functional and the valve is not working. The valve is located under the asphalt and would need to be uncovered for repairs and to be brought up to surface level. The original contractor is no longer responding. Mr. Noel will reach out to CSU and request they provide their requirements in writing. The Board discussed asking CSU if they would complete the work and bill the District.

10. Old Business

- a. Finalize Employee Handbook: The Board reviewed the Employee Handbook draft. The Board will take time to review the final changes before approving.
- b. New Vehicle: There was no additional discussion.
- c. Domain Name Progress: Mr. Noel confirmed the Directors all have new email addresses.

11. Public Comment: There was no public comment.

12. Other Business

- a. Next Meeting scheduled for June 8, 2023, at 6:30 PM.

13. Adjournment: The Board unanimously adjourned the meeting at 8:30 PM.

Respectfully Submitted,
WSDM District Managers

By: Recording Secretary



Green Mountain Falls & Chapita Park Fire Protec District

06/06/23

Balance Sheet

Accrual Basis

As of May 31, 2023

	May 31, 23
ASSETS	
Current Assets	
Checking/Savings	
BOTSJ - Checking 3979	9,231.65
BOTSJ - Capital Equipment 2761	246,058.79
BOTSJ - Emergency Operatrn 2745	72,751.76
BOTSJ - Holding - 9526	116,589.64
BOTSJ - Bond Repayment 2532	309,844.49
Total Checking/Savings	754,476.33
Accounts Receivable	
Property Tax Receivable - EPC	156,079.46
Property Tax Receivable - TC	10,865.31
Total Accounts Receivable	166,944.77
Total Current Assets	921,421.10
Fixed Assets	
Land - Fire Station	914,256.37
Property & Equipment	
Accum Deprec - Buildings	-58,069.36
Land	201,449.99
Buildings	3,397,061.39
Equipment	204,871.90
Equipment Acquired	14,805.48
Accum Deprec - Equipment	-176,632.00
Furniture	16,670.47
Vehicles	408,693.00
Vehicles Acquired	84,282.94
Accum Deprec - Vehicles	-352,928.00
Accum Amort - Bond Costs	-6,719.00
Total Property & Equipment	3,733,486.81
Total Fixed Assets	4,647,743.18
TOTAL ASSETS	5,569,164.28
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	8,325.33
Total Accounts Payable	8,325.33
Other Current Liabilities	
Payroll Liabilities	1,010.64
A/P Visa	4,377.68
Deferred Property Tax - EPC	156,079.46
Deferred Property Tax - TC	10,865.31
Total Other Current Liabilities	172,333.09
Total Current Liabilities	180,658.42
Long Term Liabilities	
Bond Payable	2,960,635.44
Total Long Term Liabilities	2,960,635.44
Total Liabilities	3,141,293.86

1:09 PM

Green Mountain Falls & Chapita Park Fire Protec District

06/06/23

Balance Sheet

Accrual Basis

As of May 31, 2023

	<u>May 31, 23</u>
Equity	
Opening Balance Equity	1,524,271.25
Unrestricted Net Assets	708,325.89
Net Income	195,273.28
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Total Equity	2,427,870.42
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TOTAL LIABILITIES & EQUITY	5,569,164.28
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Green Mountain Falls & Chapita Park Fire Protec District

Profit & Loss Budget vs. Actual

January through May 2023

	TOTAL				
	May 23	Jan - May 23	Budget	\$ Over Budget	% of Budget
Income					
Property Tax - O&M EPC	43,946.97	177,763.20	269,913.00	-92,149.80	65.86%
Spec Ownership Tax - O&M EPC	2,094.10	8,894.63	18,894.00	-9,999.37	47.08%
Delinquent Interest - O&M EPC	0.92	6.55			
Property Tax - O&M TC	1,574.05	8,307.39	14,722.00	-6,414.61	56.43%
Spec Ownership Tax - O&M TC	114.98	503.28	1,031.00	-527.72	48.82%
State Senior/Vet Fund - O&M TC	490.57	490.57			
Property Tax - Debt EPC	30,488.49	123,324.34	187,254.00	-63,929.66	65.86%
Spec Ownership Tax - Debt EPC	1,452.79	6,170.70	13,108.00	-6,937.30	47.08%
Delinquent Interest - Debt EPC	0.63	4.53			
Property Tax - Debt TC	1,092.00	5,763.30	10,214.00	-4,450.70	56.43%
Spec Ownership Tax - Debt TC	79.78	349.17	715.00	-365.83	48.84%
State Senior/Vet Fund - Debt TC	340.34	340.34			
Interest Income	6.13	52.19			
Total Income	81,681.75	331,970.19	515,851.00	-183,880.81	64.35%
Gross Profit	81,681.75	331,970.19	515,851.00	-183,880.81	64.35%
Expense					
Administrative Expenses					
Audit	0.00	0.00	12,000.00	-12,000.00	0.0%
Bank Fees	0.00	14.00			
Director Fees	200.00	1,150.00	3,000.00	-1,850.00	38.33%
Election Expense	0.00	0.00	1,500.00	-1,500.00	0.0%
Insurance - Volunteer Firefight	0.00	7,578.00	15,000.00	-7,422.00	50.52%
Insurance - Workers Comp	1,267.00	2,178.00	3,000.00	-822.00	72.6%
Legal Fees	0.00	48.00	3,000.00	-2,952.00	1.6%
Management & Accounting	2,500.00	12,500.00	30,000.00	-17,500.00	41.67%
Retirement Fund Contribution	189.44	921.79	26,750.52	-25,828.73	3.45%
Payroll Expenses	426.24	8,936.82	30,000.00	-21,063.18	29.79%
Salaries - Fire Chief	5,571.75	27,127.05	65,000.00	-37,872.95	41.73%
Contingent Firefighter	0.00	0.00	44,000.00	-44,000.00	0.0%
Supplies & Expenses	1,191.03	4,112.88	30,000.00	-25,887.12	13.71%
Total Administrative Expenses	11,345.46	64,566.54	263,250.52	-198,683.98	24.53%
Bond Interest Payment	0.00	23,894.06	95,133.00	-71,238.94	25.12%
Miscellaneous	0.00	0.00	5,000.00	-5,000.00	0.0%
Fire Department's Budgets					
Communications-Dispatch	0.00	375.00	1,200.00	-825.00	31.25%
Communications-Supplies & Exp.	134.95	674.75	8,000.00	-7,325.25	8.43%
Firefighting-Supplies & Exp's	146.28	13,172.63	20,000.00	-6,827.37	65.86%
Medical Services-Supplies & Exp	214.12	1,010.24	3,000.00	-1,989.76	33.68%
Radio User Fees	0.00	0.00	1,000.00	-1,000.00	0.0%
Supplies & Expenses-Trucks, ...	148.00	2,207.43	12,000.00	-9,792.57	18.4%
Traning Classes	0.00	1,347.22	1,000.00	347.22	134.72%
Total Fire Department's Budgets	643.35	18,787.27	46,200.00	-27,412.73	40.67%

Green Mountain Falls & Chapita Park Fire Protec District

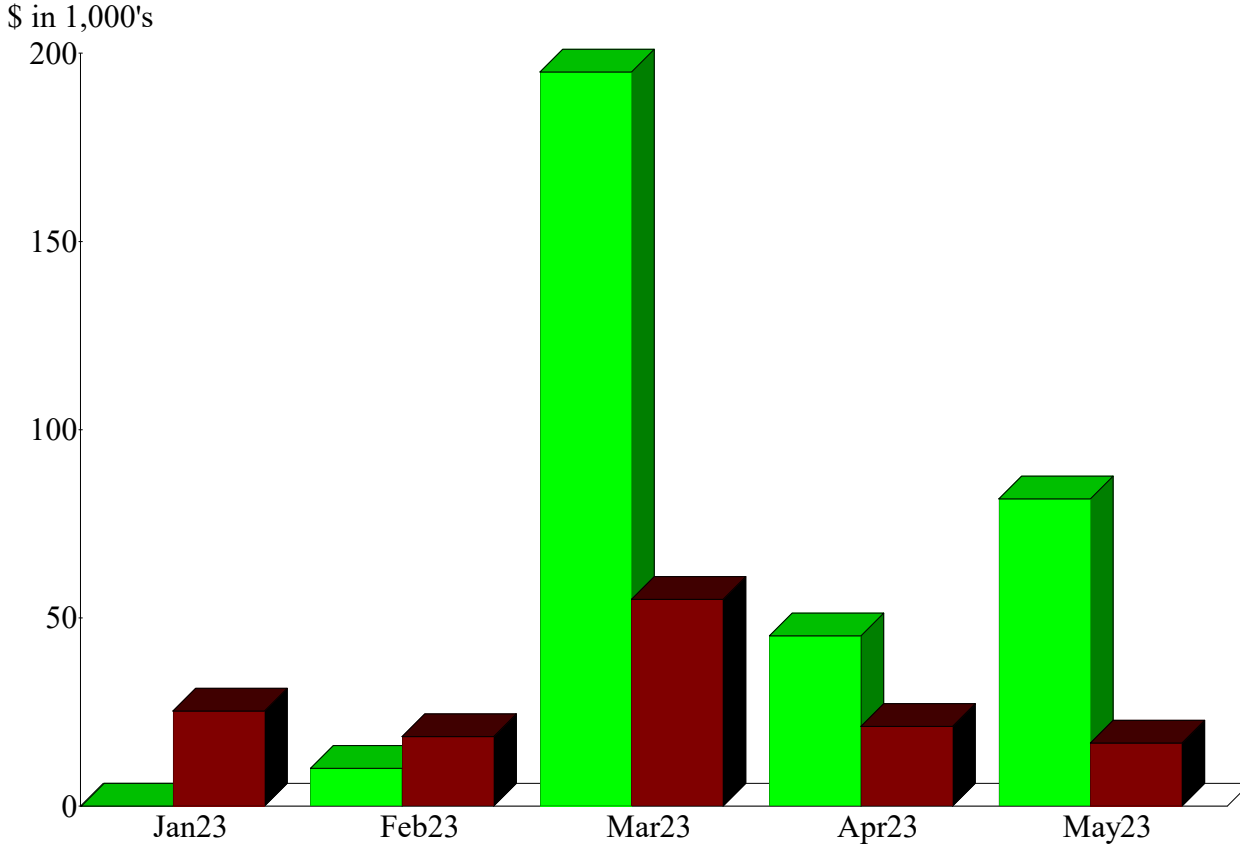
Profit & Loss Budget vs. Actual

January through May 2023

	TOTAL				
	<u>May 23</u>	<u>Jan - May 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Stations & Buildings					
Capital Improvements	0.00	5,800.00			
Snow Removal	100.00	650.00			
Supplies & Expenses	1,616.14	8,272.77			
Utilities	1,891.11	9,787.65	10,000.00	-212.35	97.88%
Total Stations & Buildings	<u>3,607.25</u>	<u>24,510.42</u>	<u>10,000.00</u>	<u>14,510.42</u>	<u>245.1%</u>
Treasurer Fees					
Teller County - Debt	32.77	172.91	306.00	-133.09	56.51%
Teller County - O&M	47.23	249.22	441.66	-192.44	56.43%
El Paso County - Debt	457.34	1,849.93	2,809.00	-959.07	65.86%
El Paso County - O&M	659.22	2,666.56	4,048.69	-1,382.13	65.86%
Total Treasurer Fees	<u>1,196.56</u>	<u>4,938.62</u>	<u>7,605.35</u>	<u>-2,666.73</u>	<u>64.94%</u>
Total Expense	<u>16,792.62</u>	<u>136,696.91</u>	<u>427,188.87</u>	<u>-290,491.96</u>	<u>32.0%</u>
Net Income	<u><u>64,889.13</u></u>	<u><u>195,273.28</u></u>	<u><u>88,662.13</u></u>	<u><u>106,611.15</u></u>	<u><u>220.24%</u></u>

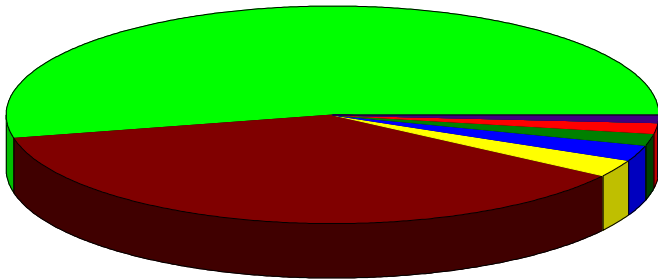
Income and Expense by Month
January through May 2023

Income
Expense



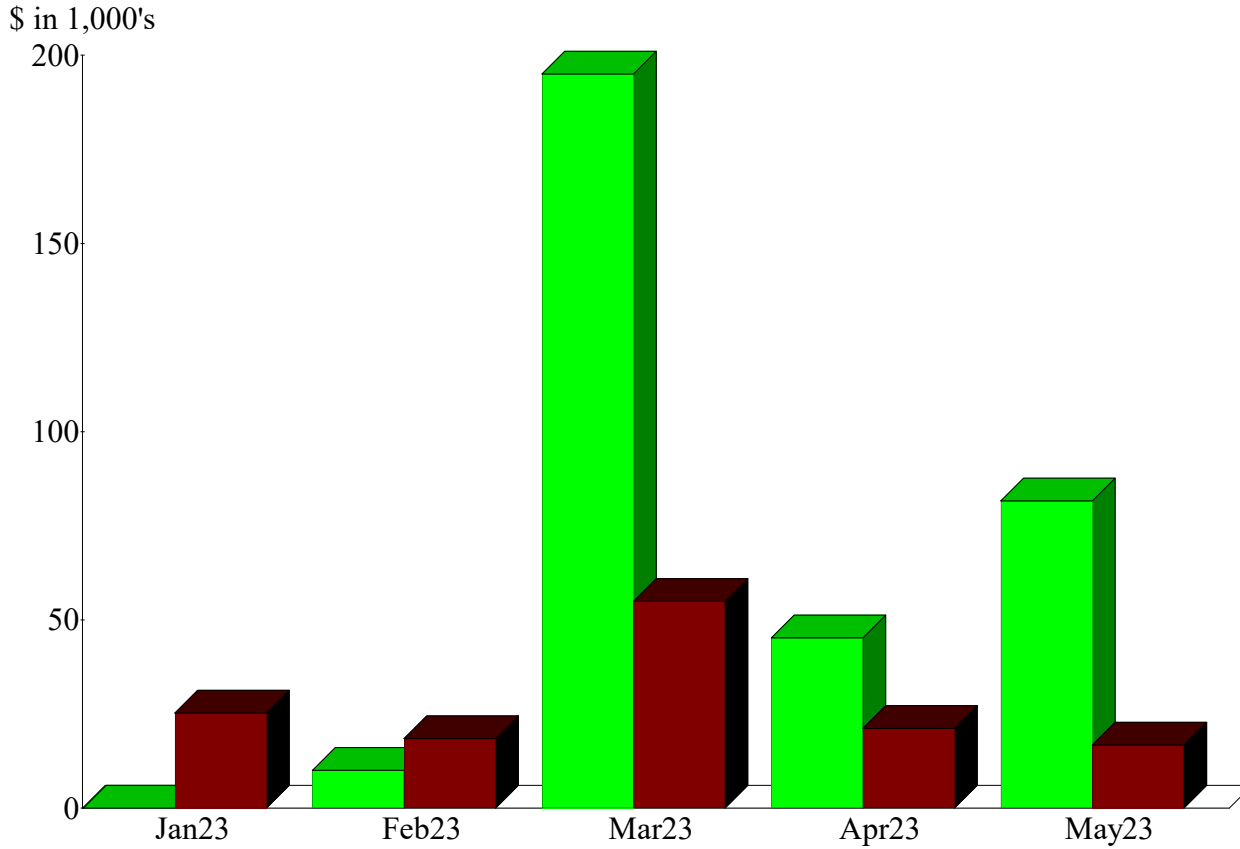
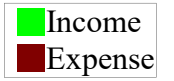
Income Summary
January through May 2023

Property Tax - O&M EPC	53.55%
Property Tax - Debt EPC	37.15
Spec Ownership Tax - O&M EPC	2.68
Property Tax - O&M TC	2.50
Spec Ownership Tax - Debt EPC	1.86
Property Tax - Debt TC	1.74
Spec Ownership Tax - O&M TC	0.15
State Senior/Vet Fund - O&M TC	0.15
Spec Ownership Tax - Debt TC	0.11
State Senior/Vet Fund - Debt TC	0.10
Other	0.02
Total	\$331,970.19



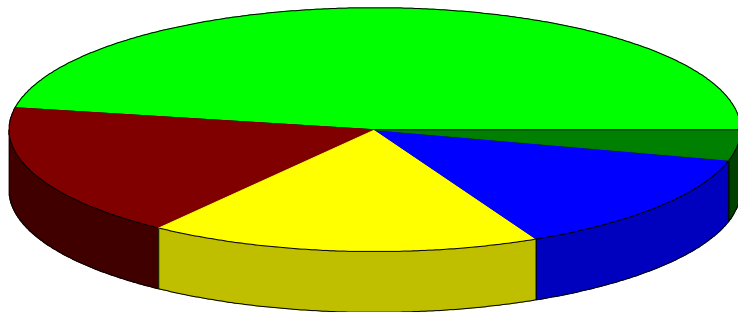
By Account

Income and Expense by Month
January through May 2023



Expense Summary
January through May 2023

Administrative Expenses	47.23%
Stations & Buildings	17.93
Bond Interest Payment	17.48
Fire Department's Budgets	13.74
Treasurer Fees	3.61
Total	\$136,696.91



By Account



Green Mountain Falls Chipita Park Fire District

PAYMENT REQUEST

6/8/2023

GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
Megan Kelly	60823	6/8/2023	\$ 50.00	
Stephen Walsh	60823	6/8/2023	\$ 50.00	
Sue Turnbull	60823	6/8/2023	\$ 50.00	
George Allen	60823	6/8/2023	\$ 50.00	
1st Bankcard Center	52423	5/24/2023	\$ 3,637.48	Paid Online
Bullseye	46532452	5/25/2023	\$ 161.99	
Casco Industrice, Inc	249401	3/17/2023	\$ 4,681.00	
Colorado Springs Utilities	4895014031	6/1/2023	\$ -	
Colorado Springs Utilities	9015963319	6/1/2023	\$ 316.11	
Comcast	849790080280401	5/13/2023	\$ 189.80	Paid with Credit Card
Employer Council Services	453043	5/1/2023	\$ 688.75	
Flair Data Systems	90338	5/10/2023	\$ 134.95	
Pinnacol	21284925	5/8/2023	\$ 509.00	Paid with Credit Card
Stevenson Toyota East	52723	5/27/2023	\$ 44,443.94	Paid with Check 1000
WEX	0202-00-108388-0	5/31/2023	\$ 146.28	Paid Online
WSDM District Managers	7445	5/31/2023	\$ 2,512.36	
Xfinity	84979000080280	5/11/2023	\$ 41.40	Paid with Credit Card
TOTAL		1	\$ 57,663.06	

Green Mountain Falls Chipita Park Fire District