

CASCADE FIRE PROTECTION DISTRICT NOTICE OF REGULAR MEETING AND AGENDA

Cascade Fire Station
8015 Severy Road Cascade, Colorado
Monday, August 14, 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

Mike Whittemore, President	Term Expires May 2025
Steve Lewis, Treasurer	Term Expires May 2027
Vacant, Assistant Secretary	Term Expires May 2025
Farris Issacson, Assistant Secretary	Term Expires May 2025
Bruce Seachris, Assistant Secretary	Term Expires May 2025

AGENDA

- 1. Call to Order**
- 2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures**
- 3. Quentin Deramus Appointment/Oath of Office**
- 4. Approval of Agenda**
- 5. Approval of Board Meeting Minutes-** from the meeting on May 8, 2023 (included in packet).
- 6. Financial Matters**
 - Acceptance of Unaudited Financial Statements as of June 30, 2023 and/or July 31, 2023 – Balance Sheet and Profit and Loss/Budget Report
 - Ratification and Approval of Payables for the period ending August 14, 2023
- 7. Cascade Volunteer Fire Department Chief's Report**
- 8. Old Business**
- 9. New Business**
 - CSFD/PPAM Agreement
- 10. Public Comment** (Items Not on the Agenda Only. Comments are 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 September 11, 2023, at 7:00PM.
- 12. Adjournment**



**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
CASCADE FIRE PROTECTION DISTRICT
HELD MAY 8, 2023, AT 7:00 PM**

A regular meeting of the Board of Directors of the Cascade Fire Protection District was held on Monday, May 8, 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 (Excused)
Quentin Deramus (Excused)
Steve Lewis
Farris Issacson
Bruce Seachris

Also in Attendance:

Adam Noel, WSDM District Managers
Chief Karen Bodine, Cascade Volunteer Fire Department

1. **Call to Order:** Mr. Noel called the meeting to order at 7:07 PM.
2. **Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures:** Mr. Noel confirmed a quorum was present. Mr. Noel explained that Directors Lewis and Deramus will need to complete their Oaths of Office.
3. **Pension Board Meeting:** Mr. Noel noted that Mr. Brown was unable to attend the meeting. Chief Bodine reported he is finishing up the new members in the FTPA and the last check for the 2022 Actuarial has not been done yet.
4. **Oaths of Office:** Director Lewis completed and signed his Oath of Office.
5. **Approval of Agenda:** Director Issacson moved to approve the Agenda as presented; seconded by Director Seachris. Motion passed unanimously.
6. **Approval of Board Meeting Minutes – April 10, 2023:** After review, Director Lewis moved to approve the April 10, 2023 Board Meeting Minutes; seconded by Director Seachris. Motion passed unanimously.
7. **Financial Matters**
 - a. Acceptance of Unaudited Financial Statements as of April 30, 2023 – Balance Sheet and Profit and Loss/Budget Report: Mr. Noel presented the Unaudited Financial Statements as of April 30, 2023. Director Lewis noted the CDs have already gained interest. After review, Director Seachris moved to accept the Unaudited Financial Statements as

- presented; seconded by Director Issacson. Motion passed unanimously.
- b. Ratification and Approval of Payables for the period ending May 8, 2023: Mr. Noel presented the Payables for the period ending May 8, 2023. After review, Director Issacson moved to ratify and approve the Payables for the period ending May 8, 2023; seconded by Director Seachris. Motion passed unanimously.
- 8. Cascade Volunteer Fire Department Chief's Report:** Chief Karen Bodine presented the Chief's Report. She discussed a situation with their reporting system, and they are currently out of compliance with the medical reports since April. She is working with ESO to transition to the new medical reporting system which will put them back in compliance but will cost more. The fire reporting system will also need to be transitioned to a new system but not until September. After discussion, Director Seachris moved to approve the \$1,885 quote for patient care reporting to be back in compliance; seconded by Director Issacson. Motion passed unanimously. Chief Bodine presented two quotes for pest control at the fire station buildings and library. She recommended proceeding with High Country based on their affordable quote. After review, Director Issacson moved to approve the quote for High Country pest control for all three buildings for \$245 setup and \$167 quarterly; seconded by Director Seachris. Motion passed unanimously.
- 9. Old Business:** There was no discussion.
- 10. New Business:** There was no discussion.
- 11. Public Comment:** There was no public comment.
- 12. Other Business**
- a. Next Meeting Scheduled for June 12, 2023, at 7:00 PM.
- 13. Adjournment:** The Board unanimously adjourned the meeting at 7:30 PM.

Respectfully submitted,

By:

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MAY 8, 2023 MINUTES OF THE CASCADE FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Mike Whittlemore

Quentin Deramus

Steve Lewis

Farris Issacson

Bruce Seachris



Cascade Fire Protection District

Balance Sheet

As of July 31, 2023

	<u>Jul 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
ENT (00) Savings	118,170.10
ENT (10) CHECKING	320,621.31
Ent (54) - 13 Month CD	102,277.62
Ent (55) - 13 Month CD	79,482.22
Ent (56) - 13 Month CD	51,056.22
Total Checking/Savings	<u>671,607.47</u>
Accounts Receivable	
Property Tax Receivable	6,497.89
Total Accounts Receivable	<u>6,497.89</u>
Total Current Assets	<u>678,105.36</u>
TOTAL ASSETS	<u>678,105.36</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,061.02
Total Accounts Payable	<u>1,061.02</u>
Other Current Liabilities	
Deferred Property Tax	6,497.89
Total Other Current Liabilities	<u>6,497.89</u>
Total Current Liabilities	<u>7,558.91</u>
Total Liabilities	7,558.91
Equity	
Unrestricted Net Assets	376,251.31
Opening Balance Equity	171,098.07
Net Income	123,197.07
Total Equity	<u>670,546.45</u>
TOTAL LIABILITIES & EQUITY	<u>678,105.36</u>

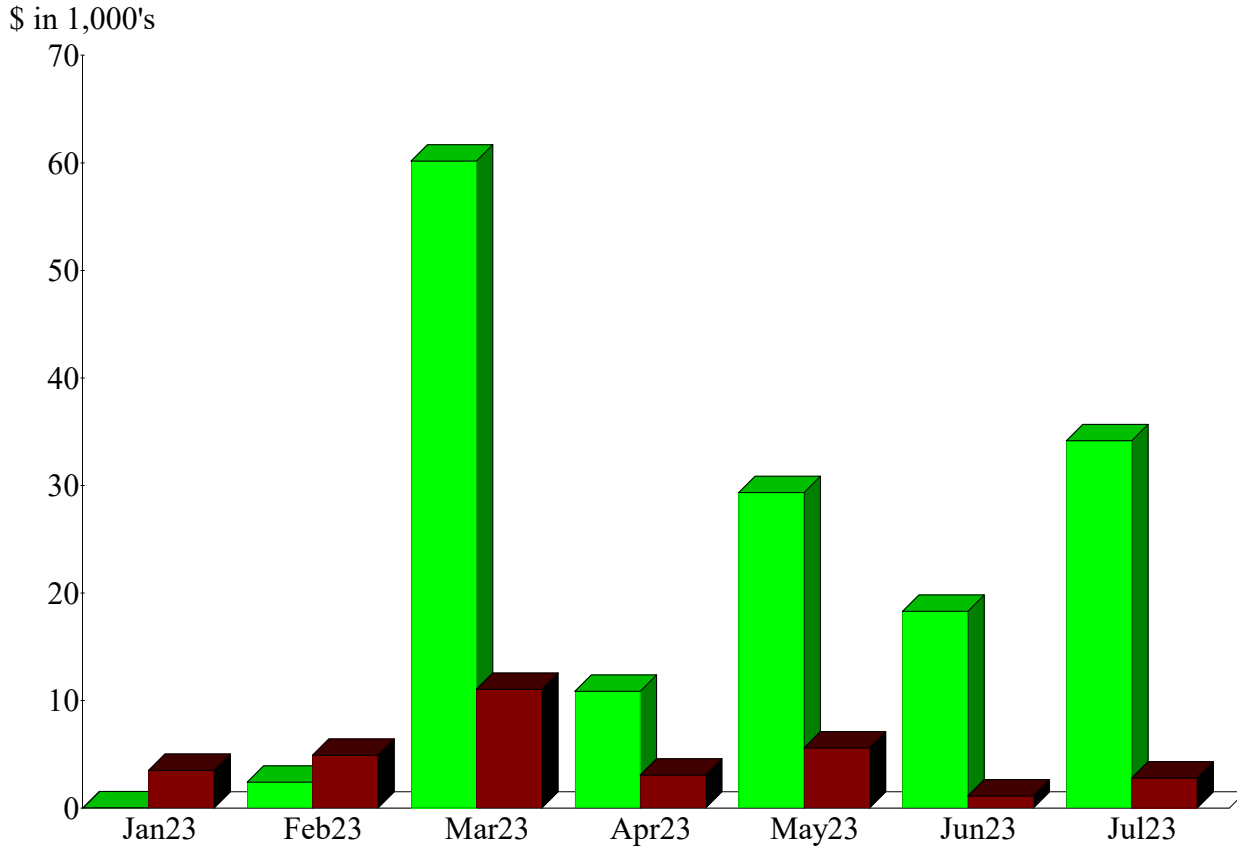
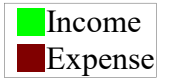
Cascade Fire Protection District Profit & Loss Budget vs. Actual

January through July 2023

TOTAL

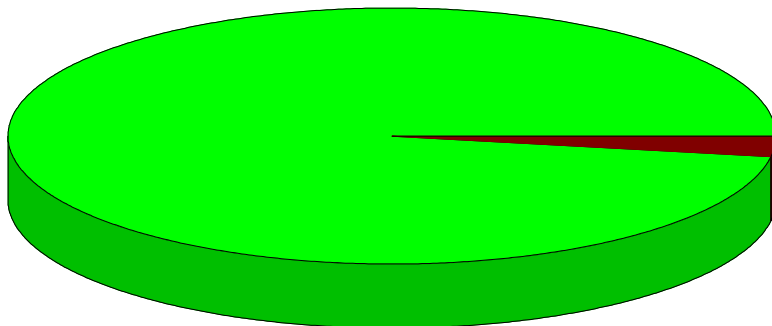
	<u>Jul 23</u>	<u>Jan - Jul 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
Income					
Delinquent Interest	39.59	73.50			
General Property Tax	31,740.91	138,527.16	145,025.00	-6,497.84	95.52%
Vehicle Registration Tax	1,281.47	7,325.58	10,152.00	-2,826.42	72.16%
Interest earned	1,157.50	5,487.89			
Total Income	<u>34,219.47</u>	<u>151,414.13</u>	<u>155,177.00</u>	<u>-3,762.87</u>	<u>97.58%</u>
Grants received	0.00	0.00	20,000.00	-20,000.00	0.0%
Other Types of Income					
Shoemaker Building Income	-67.00	-479.00	6,445.00	-6,924.00	-7.43%
Miscellaneous Revenue	0.00	4,384.00			
Total Other Types of Income	<u>-67.00</u>	<u>3,905.00</u>	<u>6,445.00</u>	<u>-2,540.00</u>	<u>60.59%</u>
Total Income	<u>34,152.47</u>	<u>155,319.13</u>	<u>181,622.00</u>	<u>-26,302.87</u>	<u>85.52%</u>
Expense					
District Budget					
Administrative / Operations	2,034.49	7,507.09	12,000.00	-4,492.91	62.56%
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	476.71	2,079.02	2,175.00	-95.98	95.59%
Insurance	0.00	10,406.00	11,000.00	-594.00	94.6%
Pension	0.00	0.00	13,369.00	-13,369.00	0.0%
Rent	0.00	19.45	5,000.00	-4,980.55	0.39%
Tax Abatements	0.00	0.00	100.00	-100.00	0.0%
Total District Budget	<u>2,511.20</u>	<u>20,264.29</u>	<u>43,744.00</u>	<u>-23,479.71</u>	<u>46.33%</u>
Stations & Buildings					
Operations	117.14	4,066.46	5,000.00	-933.54	81.33%
Building Capital	0.00	0.00	8,000.00	-8,000.00	0.0%
Total Stations & Buildings	<u>117.14</u>	<u>4,066.46</u>	<u>13,000.00</u>	<u>-8,933.54</u>	<u>31.28%</u>
Fire Department's Budgets					
Communications-Capital Outlay	0.00	0.00	2,000.00	-2,000.00	0.0%
Communications-Supplies & Exp.	0.00	1,675.26	2,000.00	-324.74	83.76%
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	187.79	4,395.02	9,000.00	-4,604.98	48.83%
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%
Total Fire Department's Budgets	<u>187.79</u>	<u>7,791.31</u>	<u>44,700.00</u>	<u>-36,908.69</u>	<u>17.43%</u>
Contract Services					
Firefighter	0.00	0.00	125,000.00	-125,000.00	0.0%
Total Contract Services	<u>0.00</u>	<u>0.00</u>	<u>125,000.00</u>	<u>-125,000.00</u>	<u>0.0%</u>
Total Expense	<u>2,816.13</u>	<u>32,122.06</u>	<u>226,444.00</u>	<u>-194,321.94</u>	<u>14.19%</u>
Net Income	<u><u>31,336.34</u></u>	<u><u>123,197.07</u></u>	<u><u>-44,822.00</u></u>	<u><u>168,019.07</u></u>	<u><u>-274.86%</u></u>

Income and Expense by Month
January through July 2023



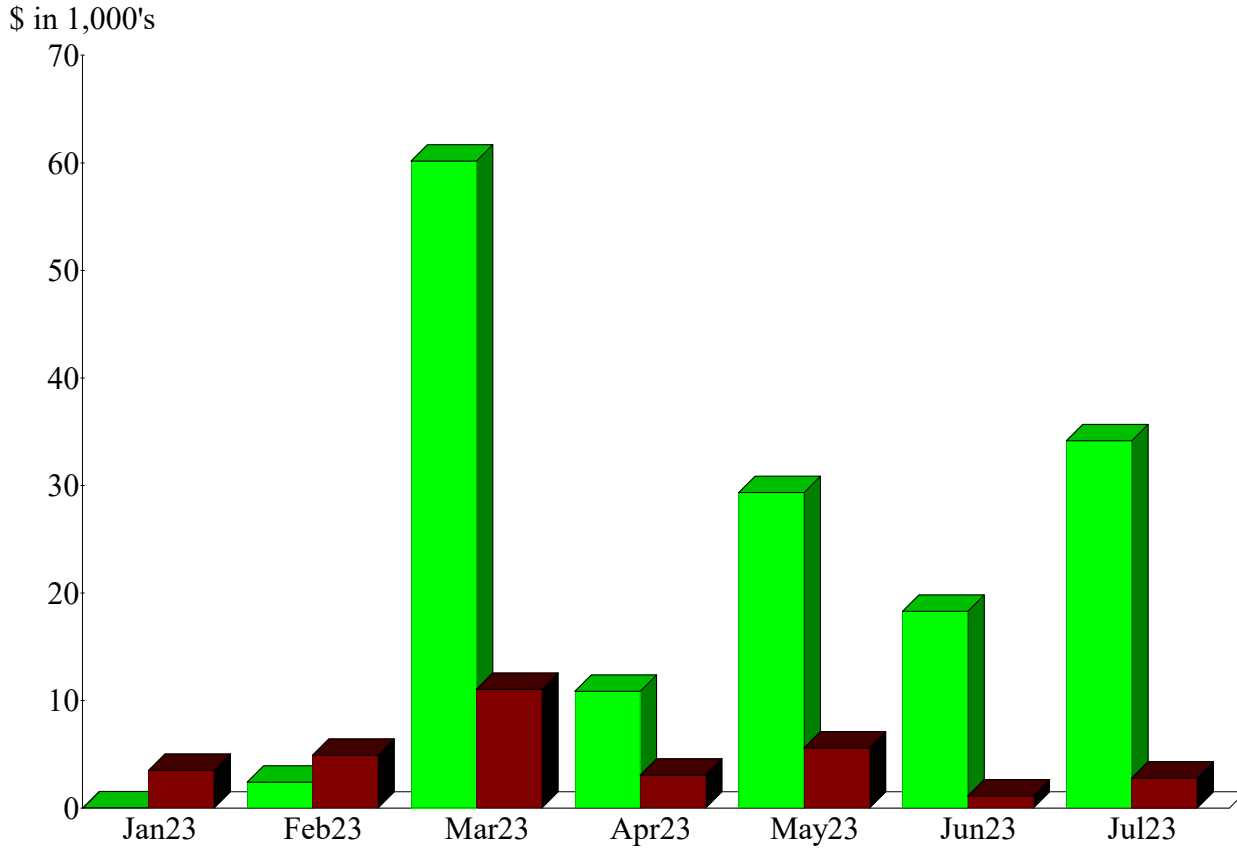
Income Summary
January through July 2023

Income	97.49%
Other Types of Income	2.51
Total	\$155,319.13



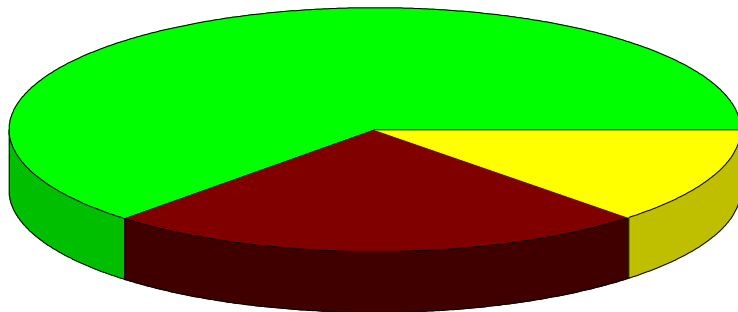
By Account

Income and Expense by Month
January through July 2023



Expense Summary
January through July 2023

District Budget	63.09%
Fire Department's Budgets	24.26
Stations & Buildings	12.66
Total	\$32,122.06



By Account



Cascade Fire Protection District
PAYMENT REQUEST
8/14/2023

Company	Invoice	Date	Amount	Comments
Black Hills Energy	7132643370	7/31/2023	\$ 21.02	
Cascade Metropolitan District	80723	8/7/2023	\$ 96.12	Paid VIA ACH
Cascade Volunteer Fire	72523	7/25/2023	\$ 20.00	
Cascade Volunteer Fire	80923	8/9/2023	\$ 20.00	
City Finance	RAD2324	8/2/2023	\$ 2,610.00	
Colorado Div of Fire Prevention & Contol	23-65276	7/31/2023	\$ 40.00	
Colorado Springs Utilities	6595858371	8/3/2023	\$ 120.84	
Colorado Springs Utilities	9562766079	8/3/2023	\$ 17.16	
Teller County Waste	101130414150	8/7/2023	\$ 67.00	
WEX	0490-00-81888-0	7/23/2023	\$ 73.09	Paid VIA ACH
WSDM District Managers	7604	7/31/2023	\$ 1,000.00	
TOTAL			\$ 4,085.23	

TOTAL FOR ALL FUNDS

\$ 4,085.23

_____, President



PPAM – CSFD agreement

New proposed agreement for responses on Pikes Peak Highway:

The new agreement will begin with a new fixed amount of \$10,000.00 to Cascade for the response to all hazards incidents on the Peak. The agreement will state that an annual review would occur to review funding is completed and that in the event of an economic impact to Cascade, an increase can be discussed and reviewed for the next year with the potential to raise the amount. The annual review would strictly be for funding and review of incidents unless deemed necessary for an additional review of the agreement. The agreement itself could go with an annual renewal, but all parties would have to resign each year, so the possibility of a 5 or 10 year contract/agreement with signatures with a stipulation that any parties in the contract can request a review for any reason of the contract, or it needs editing or review or other means of change.

The discussion was also had about the use of the City maintenance program for Cascade apparatus with the potential of no fees for maintenance to Cascade trucks and where applicable payment for specific services rendered requiring parts and disposal. This was all in the infancy stages of discussion with CSFD and would be discussed and returned to the table for further discussion as an additional support for the response to calls on the Peak by CSFD.

PPAM was in agreement with the funding and also supported the possibility of assisting Cascade with maintenance needs from the City shop. (Certified to work on fire equipment) There will also be new wording in there to allow Cascade Fire to access the Peak for personal use and not be taken from funds. Other wording about coverage during major events would also remain, for example PPIHC would still have its own safety staffing for that event and CVFD would not be responsible for coverage of such an event. Majority of the wording would remain intact for the response plans with medical stand downs and providing coverage by another partner if CVFD is not available, etc.

The Officers of Cascade feel that this is a very reasonable and good agreement to work with PPAM and CSFD. The lawyers for CSFD would draw up the proposed new agreement using the previous agreement as a baseline. Cascade would need to have a review completed as well. The availability of maintenance to our apparatus is also a great bonus to the agreement and we could benefit highly if that would come into play with our agreement. Cascade Fire is dedicated to protect and serve this beautiful mountain in our back yard, and we would like to maintain a working relationship with all the parties involved in this agreement.