

**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, September 14, 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**

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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, Treasurer	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. Chief's Report**
- 5. Approval of Board Meeting Minutes-** from the meeting on August 10, 2023 (included in packet).
- 6. Treasurer Report**
  - a. Acceptance of Unaudited Financial Statements as of August 31, 2023 – Balance Sheet and Profit and Loss/Budget Report
  - b. Reading of Monthly Bills & Cash Transfer Bills Were Submitted in the Amount of \$ \_\_\_\_\_, Transfer of \$ \_\_\_\_\_
  - c. Capital Project Fund Report
- 7. Equipment Report**
  - a. Update on 862
  - b. Generator
- 8. New Business**
  - a. Manager Report
  - b. Facilities Report
  - c. Maintenance Plans
  - d. Insurance Checks
  - e. Forensic Engineer
- 9. Old Business**
  - a. Covered Valve - Update
  - b. Chief Murphy Medical/Health Coverage

**10. Public Comment** (Items Not on the Agenda Only. Comments limited to 3 minutes per person)

**11. Other Business**

- a. Next Meeting scheduled for October 12, 2023, at 6:30 PM.

**12. Adjournment**





**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
GREEN MOUNTAIN FALLS / CHIPITA PARK FIRE PROTECTION DISTRICT  
HELD AUGUST 10, 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, August 10, 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, Secretary  
Megan Kelly, Director  
Susan Turnbull, Treasurer

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 6:34 PM.

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

3. Approval of the Agenda: The Board approved the Agenda as presented.

4. Chief's Report: Chief Murphy presented the Chief's Report. The Board and Chief Murphy discussed options to provide coverage during the Chief's medical leave including the concept of four volunteer firefighters working part-time. The Board directed Mr. Noel to research the law regarding part-time hours and volunteer firefighters.

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

6. Treasurer Report

- a. Acceptance of Unaudited Financial Statements as of July 31, 2023 – Balance Sheet and Profit and Loss/Budget Report: Mr. Noel presented the Unaudited Financial Statements as of July 31, 2023. After review, President Walsh moved to approve the Unaudited Financial Statements as of July 31, 2023; seconded by Director Allen. Motion passed unanimously.
- b. Reading of Monthly Bills & Cash Transfer Bills Were Submitted in the Amount of \$50,378.44, Transfer of \$12,700: Mr. Noel reported the monthly bills and cash transfer bills were submitted in

the amount of \$50,378.44 and there will be a transfer of \$12,700. After review, Director Kelly moved to approve the monthly bills totaling \$50,378.44 and transfer of \$12,700; seconded by Director May. Motion passed unanimously.

#### 7. Equipment Report

- a. Update on 862: The Board discussed that there is no record of the truck according to the State of Colorado. Mr. Gary Florence volunteered to take the paperwork to Denver so the truck can be registered.
- b. Generator: The Board discussed that the generator is installed and the remaining 10% payment is due once the heater comes in.

8. New Business: Director Allen reported leaks on the fire station roof and repairs will cost \$900. Station #2 roof is losing shingles and is possibly covered by insurance with a \$2,500 deductible and replacement would be \$13,190 for shingles. Director Allen noted another option of installing a metal roof and he will get an estimate. The Board discussed having an insurance adjuster come out to provide more information on what they will cover. Director Allen moved to approve the \$900 repair for the roof leak; seconded by President Walsh. Motion passed unanimously.

Director Allen reported cracks in the wall at the fire station. The Board viewed the cracks in the wall and discussed engaging a structural engineer. Director Allen will get an estimate for the structural engineer.

#### 9. Old Business

- a. Covered Valve – Communication with CSU: Director Allen reported he received an estimate to get the valve raised by All Purpose Paving for \$2,500. Once raised, CSU will inspect and take it over. Director Kelly moved to approve the \$2,500 to raise the valve; seconded by President Walsh. Motion passed unanimously.
- b. Tacoma Truck Build Progress: The Board discussed that the Tacoma truck is done.
- c. Chief Murphy Medical/Health Coverage: The Board discussed Chief Murphy's medical coverage and the compensation committee will continue to work on this item.

10. Public Comment: There was no public comment.

#### 11. Other Business

- a. Next Meeting scheduled for September 14, 2023, at 6:30 PM. Director Turnbull discussed preparing for the upcoming Budget season and an Agenda item will be added for the next meeting to discuss.

12. Adjournment: The Board unanimously adjourned the meeting at 8:06 PM.

Respectfully Submitted,  
WSDM District Managers

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By: Recording Secretary



## Green Mountain Falls &amp; Chapita Park Fire Protec District

## Balance Sheet

09/12/23

As of August 31, 2023

Accrual Basis

	Aug 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
BOTSJ - Checking 3979	17,767.93
BOTSJ - Capital Equipment 2761	1,001.85
BOTSJ - Emergency Operatr 2745	1,000.61
BOTSJ - Holding - 9526	165,476.70
BOTSJ - Bond Repayment 2532	306,913.50
Kirkpatrick Bank Emerg - 3705	71,902.78
Kirkpatrick Bank Cap Imp - 3716	202,133.69
<b>Total Checking/Savings</b>	<b>766,197.06</b>
<b>Accounts Receivable</b>	
Property Tax Receivable - EPC	9,266.97
Property Tax Receivable - TC	4,748.19
<b>Total Accounts Receivable</b>	<b>14,015.16</b>
<b>Total Current Assets</b>	<b>780,212.22</b>
<b>Fixed Assets</b>	
Land - Fire Station	914,256.37
<b>Property &amp; Equipment</b>	
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	86,524.93
Accum Deprec - Vehicles	-352,928.00
Accum Amort - Bond Costs	-6,719.00
<b>Total Property &amp; Equipment</b>	<b>3,735,728.80</b>
<b>Total Fixed Assets</b>	<b>4,649,985.17</b>
<b>TOTAL ASSETS</b>	<b>5,430,197.39</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	5,212.59
<b>Total Accounts Payable</b>	<b>5,212.59</b>
<b>Other Current Liabilities</b>	
Payroll Liabilities	1,008.64
A/P Visa	5,982.46
Deferred Property Tax - EPC	9,266.97
Deferred Property Tax - TC	4,748.19
<b>Total Other Current Liabilities</b>	<b>21,006.26</b>
<b>Total Current Liabilities</b>	<b>26,218.85</b>
<b>Long Term Liabilities</b>	
Bond Payable	2,922,855.65
<b>Total Long Term Liabilities</b>	<b>2,922,855.65</b>
<b>Total Liabilities</b>	<b>2,949,074.50</b>

**Green Mountain Falls & Chapita Park Fire Protec District**

**Balance Sheet**

As of August 31, 2023

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	<u>Aug 31, 23</u>
<b>Equity</b>	
Opening Balance Equity	1,524,271.25
Unrestricted Net Assets	708,324.88
Net Income	248,526.76
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<b>Total Equity</b>	<b>2,481,122.89</b>
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,430,197.39</b>
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## Green Mountain Falls & Chapita Park Fire Protec District

### Profit & Loss Budget vs. Actual

January through August 2023

	TOTAL				
	Aug 23	Jan - Aug 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
Property Tax - O&M EPC	7,215.19	264,441.85	269,913.00	-5,471.15	97.97%
Spec Ownership Tax - O&M EPC	2,254.23	15,886.38	18,894.00	-3,007.62	84.08%
Prior Year Tax - O&M EPC	0.00	12.01			
Delinquent Interest - O&M EPC	201.03	346.86			
Property Tax - O&M TC	291.60	11,918.96	14,722.00	-2,803.04	80.96%
Spec Ownership Tax - O&M TC	142.49	941.63	1,031.00	-89.37	91.33%
State Senior/Vet Fund - O&M TC	8.75	505.32			
Property Tax - Debt EPC	5,005.58	183,458.20	187,254.00	-3,795.80	97.97%
Spec Ownership Tax - Debt EPC	1,563.88	11,021.27	13,108.00	-2,086.73	84.08%
Prior Year Tax - Debt EPC	0.00	8.33			
Delinquent Interest - Debt EPC	139.46	240.61			
Property Tax - Debt TC	202.30	8,268.86	10,214.00	-1,945.14	80.96%
Spec Ownership Tax - Debt TC	98.86	653.30	715.00	-61.70	91.37%
State Senior/Vet Fund - Debt TC	6.07	350.58			
Interest Income	241.09	316.13			
<b>Total Income</b>	<b>17,370.53</b>	<b>498,370.29</b>	<b>515,851.00</b>	<b>-17,480.71</b>	<b>96.61%</b>
<b>Gross Profit</b>	<b>17,370.53</b>	<b>498,370.29</b>	<b>515,851.00</b>	<b>-17,480.71</b>	<b>96.61%</b>
<b>Expense</b>					
<b>Administrative Expenses</b>					
Audit	0.00	0.00	12,000.00	-12,000.00	0.0%
Bank Fees	47.83	80.82			
Director Fees	250.00	1,800.00	3,000.00	-1,200.00	60.0%
Election Expense	0.00	0.00	1,500.00	-1,500.00	0.0%
Insurance - Volunteer Firefight	0.00	11,949.00	15,000.00	-3,051.00	79.66%
Insurance - Workers Comp	509.00	3,196.00	3,000.00	196.00	106.53%
Legal Fees	0.00	48.00	3,000.00	-2,952.00	1.6%
Management & Accounting	2,500.00	20,012.60	30,000.00	-9,987.40	66.71%
Retirement Fund Contribution	189.44	1,490.11	26,750.52	-25,260.41	5.57%
Payroll Expenses	426.24	10,215.53	30,000.00	-19,784.47	34.05%
Salaries - Fire Chief	5,571.75	43,842.30	65,000.00	-21,157.70	67.45%
Contingent Firefighter	0.00	0.00	44,000.00	-44,000.00	0.0%
Supplies & Expenses	16.74	4,382.19	30,000.00	-25,617.81	14.61%
<b>Total Administrative Expenses</b>	<b>9,511.00</b>	<b>97,016.55</b>	<b>263,250.52</b>	<b>-166,233.97</b>	<b>36.85%</b>
Bond Interest Payment	0.00	47,496.19	95,133.00	-47,636.81	49.93%
Miscellaneous	0.00	0.00	5,000.00	-5,000.00	0.0%
<b>Fire Department's Budgets</b>					
Communications-Capital Outlay	22.10	22.10			
Communications-Dispatch	0.00	750.00	1,200.00	-450.00	62.5%
Communications-Supplies & Exp.	0.00	1,293.85	8,000.00	-6,706.15	16.17%
Firefighting-Supplies & Exp's	9,302.45	18,624.18	20,000.00	-1,375.82	93.12%
Medical Services-Supplies & Exp	0.00	1,190.24	3,000.00	-1,809.76	39.68%
Radio User Fees	0.00	0.00	1,000.00	-1,000.00	0.0%
Supplies & Expenses-Trucks, ...	2,528.74	6,363.94	12,000.00	-5,636.06	53.03%

## Green Mountain Falls & Chapita Park Fire Protec District

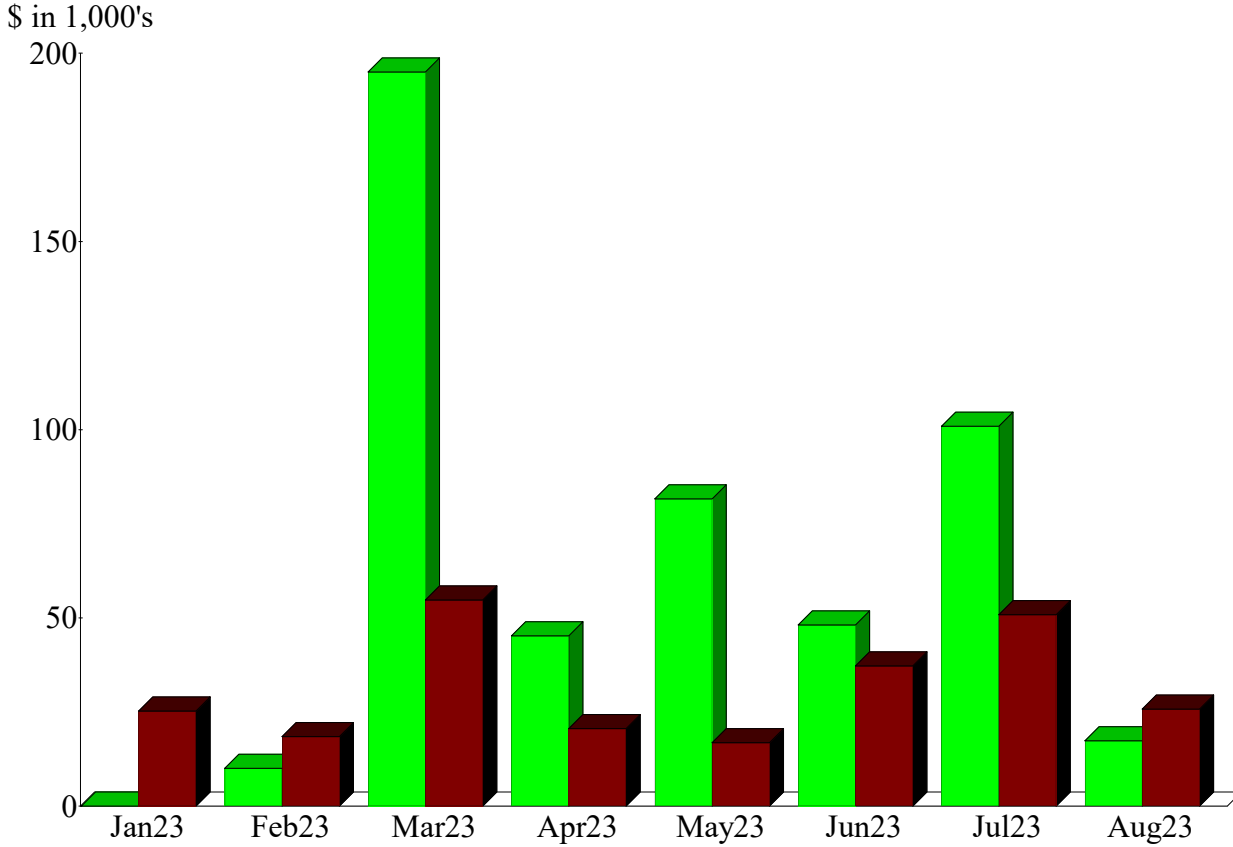
### Profit & Loss Budget vs. Actual

January through August 2023

	TOTAL				
	Aug 23	Jan - Aug 23	Budget	\$ Over Budget	% of Budget
Traning Classes	64.15	1,411.37	1,000.00	411.37	141.14%
<b>Total Fire Department's Budgets</b>	<b>11,917.44</b>	<b>29,655.68</b>	<b>46,200.00</b>	<b>-16,544.32</b>	<b>64.19%</b>
<b>Stations &amp; Buildings</b>					
Capital Improvements	0.00	39,092.90			
Snow Removal	0.00	650.00			
Supplies & Expenses	3,208.90	16,871.99			
Utilities	917.28	11,726.17	10,000.00	1,726.17	117.26%
<b>Total Stations &amp; Buildings</b>	<b>4,126.18</b>	<b>68,341.06</b>	<b>10,000.00</b>	<b>58,341.06</b>	<b>683.41%</b>
<b>Treasurer Fees</b>					
Teller County - Debt	6.25	248.38	306.00	-57.62	81.17%
Teller County - O&M	9.01	358.01	441.66	-83.65	81.06%
El Paso County - Debt	77.18	2,755.63	2,809.00	-53.37	98.1%
El Paso County - O&M	111.24	3,972.03	4,048.69	-76.66	98.11%
<b>Total Treasurer Fees</b>	<b>203.68</b>	<b>7,334.05</b>	<b>7,605.35</b>	<b>-271.30</b>	<b>96.43%</b>
<b>Total Expense</b>	<b>25,758.30</b>	<b>249,843.53</b>	<b>427,188.87</b>	<b>-177,345.34</b>	<b>58.49%</b>
<b>Net Income</b>	<b>-8,387.77</b>	<b>248,526.76</b>	<b>88,662.13</b>	<b>159,864.63</b>	<b>280.31%</b>

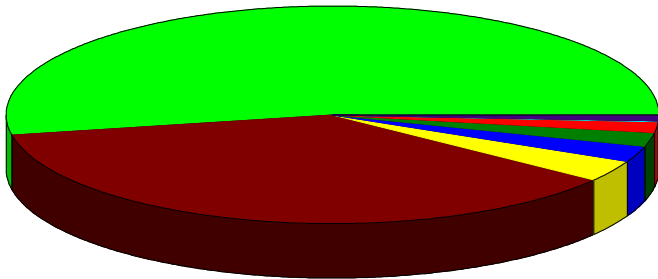
Income and Expense by Month  
January through August 2023

Income  
Expense



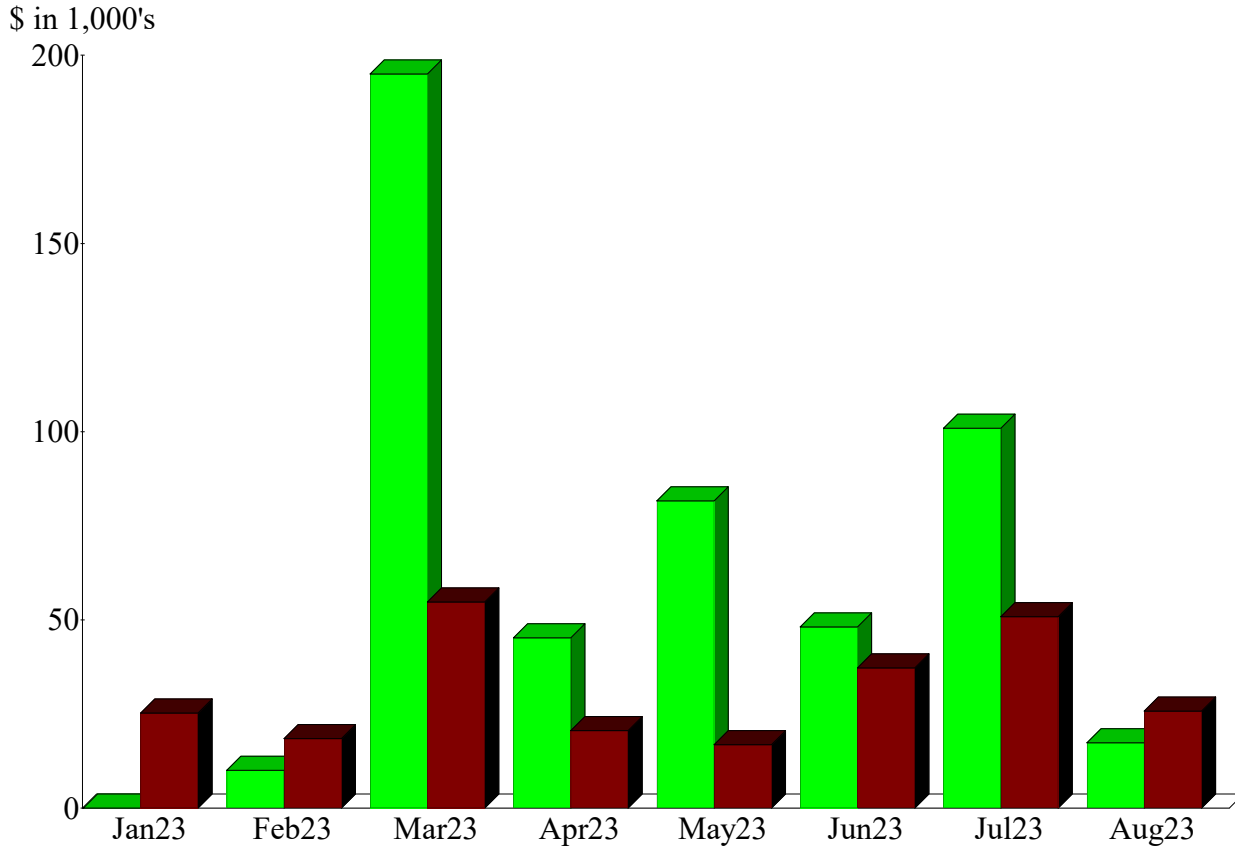
Income Summary  
January through August 2023

Property Tax - O&M EPC	53.06%
Property Tax - Debt EPC	36.81
Spec Ownership Tax - O&M EPC	3.19
Property Tax - O&M TC	2.39
Spec Ownership Tax - Debt EPC	2.21
Property Tax - Debt TC	1.66
Spec Ownership Tax - O&M TC	0.19
Spec Ownership Tax - Debt TC	0.13
State Senior/Vet Fund - O&M TC	0.10
State Senior/Vet Fund - Debt TC	0.07
Other	0.19
<b>Total</b>	<b>\$498,370.29</b>



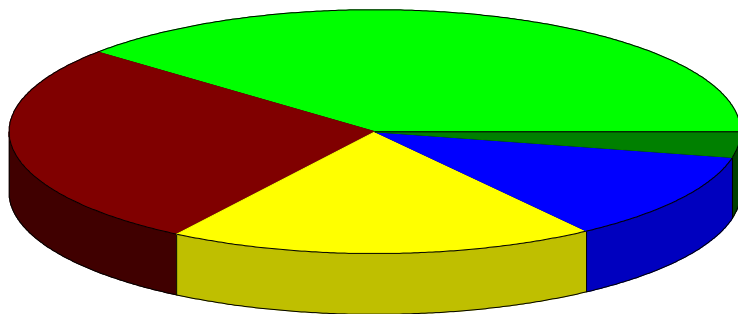
By Account

Income and Expense by Month  
January through August 2023



Expense Summary  
January through August 2023

Administrative Expenses	38.83%
Stations & Buildings	27.35
Bond Interest Payment	19.01
Fire Department's Budgets	11.87
Treasurer Fees	2.94
<b>Total</b>	<b>\$249,843.53</b>



By Account



# Green Mountain Falls Chipita Park Fire District

## PAYMENT REQUEST

9/12/2023

### GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
Megan Kelly	91223	9/12/2023	\$ 50.00	
Stephen Walsh	91223	9/12/2023	\$ 50.00	
Dan May	91223	9/12/2023	\$ 50.00	
Sue Turnbull	91223	9/12/2023	\$ 50.00	
George Allen	91223	9/12/2023	\$ 50.00	
All Purpose Paving	18368	8/14/2023	\$ 2,500.00	
Black Hills Energy	90823	9/8/2023	\$ 60.97	
Bullseye	47441941	8/25/2023	\$ 189.31	
Colorado Springs Utilities	9015963319	9/1/2023	\$ 314.63	
Eric Kelly	14-10462-81118	8/27/2023	\$ 64.15	
Eric Kelly	04-10507-85073	9/5/2023	\$ 381.87	
Hemphill Plumbing and Heating	1867	9/2/2023	\$ 135.00	
Napa Auto Parts	9624	7/31/2023	\$ 181.19	
WEX	0202-00-108388-0	8/31/2023	\$ 276.00	Paid Online
WSDM District Managers	7651	8/31/2023	\$ 2,516.74	
Late Fee	82223	8/22/2023	\$ 39.00	Credit Card Charge
Amazon	8823	8/8/2023	\$ 55.76	Credit Card Charge
Amazon	8923	8/9/2023	\$ 22.10	Credit Card Charge
Comcast	849790080280401	8/8/2023	\$ 51.40	Credit Card Charge
Comcast	849790080280401	8/10/2023	\$ 189.80	
Life Assist	8823	8/8/2023	\$ 603.80	
Life Assist	8823	8/8/2023	\$ 1,004.26	
Life Assist	8923	8/9/2023	\$ 1.68	
Life Assist	81523	8/15/2023	\$ 105.15	
Life Assist	81723	8/17/2023	\$ 78.82	
Pinnacol	21353561	7/26/2023	\$ 509.00	Credit Card Charge
Reynolds Auto Repair	8123	8/1/2023	\$ 115.00	
Reynolds Auto Repair	81623	8/16/2023	\$ 60.00	
Teller County Waste	72823	7/28/2023	77.00	Credit Card Charge
USPS	8423	8/4/2023	6.40	
Walmart	72823	7/28/2023	133.50	
<b>TOTAL</b>		<b>1</b>	<b>\$ 9,922.53</b>	

Green Mountain Falls Chipita Park Fire District

Total on Credit Card	\$	3,013.67	Bank Acct	
			Before Payable	\$ 17,767.93
			Payable 9/2023	\$ (9,922.53)
			Total in bank	
			after Payable	<b>\$ 7,845.40</b>