

**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, August 10, 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 July 13, 2023 (included in packet).
- 6. Treasurer Report**
  - a. Acceptance of Unaudited Financial Statements as of July 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 \$ \_\_\_\_\_
- 7. Equipment Report**
  - a. Update on 862
  - b. Generator
- 8. New Business**
- 9. Old Business**
  - a. Covered Valve – Communication with CSU
  - b. Tacoma Truck Build Progress
  - c. 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 September 14, 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 JULY 13, 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, July 13, 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 (Excused)  
Susan Turnbull, Treasurer

Also in attendance were:

Adam Noel, WSDM District Managers

1. Call to Order: President Walsh called the meeting to order at 6:35 PM.

2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures: Mr. Noel confirmed a quorum was present with Director Kelly excused. He noted that Chief Murphy is unable to attend the meeting.

3. Appointment of Susan Turnbull/Board Officers: Mr. Noel noted this item was supposed to be removed from the Agenda.

4. Approval of the Agenda: Director May moved to approve the Agenda; seconded by Director Turnbull. Motion passed unanimously. Director May moved to add Agenda item 9.b. Discussion on hiring of a part-time employee; seconded by Director Turnbull. Motion passed unanimously.

5. Chief's Report: Mr. Noel presented the Chief's Report provided by Chief Murphy. The Board discussed the hiring process for a part-time employee, and ultimately agreed to add an Agenda item for formal discussion later.

6. Approval of Board Meeting Minutes from June 8, 2023 Meeting: After review, Director May moved to approve the June 8, 2023 Minutes; seconded by Director Allen. Motion passed unanimously.

7. Treasurer Report

- a. Acceptance of Unaudited Financial Statements as of June 30, 2023 – Balance Sheet and Profit and Loss/Budget Report: Mr. Noel presented the Unaudited Financial Statements as of June 30, 2023.

After a detailed review, Director Allen moved to approve the Unaudited Financial Statements as of June 30, 2023; seconded by Director May. Motion passed unanimously.

- b. Reading of Monthly Bills & Cash Transfer Bills Were Submitted in the Amount of \$12,405.11, Transfer of \$12,500: After review, President Walsh moved to approve the monthly and cash transfer bills in the amount of \$12,405.11 and the transfer of \$12,500; seconded by Director Turnbull. Motion passed unanimously.

#### 8. Equipment Report

- a. Update on 862: Mr. Noel reported that the paperwork for #862 was resubmitted.
- b. Generator: Mr. Noel reported the conduit and gas line were installed and the next step is to have the concrete pad poured and the asphalt replaced.

#### 9. New Business:

- a. Board Communication – Billing Process: Mr. Noel explained the billing process with Bill.com.
- b. Discussion on hiring of a part-time employee: The Board and Mr. Noel discussed the hiring of a temporary, part-time employee to fill in for calls during Chief Murphy’s medical time off. The Board discussed the requirements and qualifications for the position. It was discussed that the job posting will be advertised in the Ute Pass Courier, Facebook and Indeed. The Board agreed to meet with Chief Murphy to review the job listing and requirements. The Board also discussed the possibility of hiring a long-term, part-time employee in the future.

#### 10. Old Business

- a. Covered Valve – Communication with CSU: Mr. Noel reported he has been having trouble contacting Colorado Civil Construction regarding this matter. The Board discussed getting a bid from an excavation company.
- b. Tacoma Truck Build Progress: The build progress is on schedule and the truck will be put in service once it’s done with the outfit scheduled in July.
- c. Chief Murphy Medical/Health Coverage: The Board discussed that it was decided to pay up to \$500 per month for medical/health coverage effective August 1, 2023 through December 2023. Director Turnbull noted that Chief Murphy is still deciding on a plan with the insurance broker. The Compensation Committee will continue to work on this item.

11. Public Comment: There was no public comment.

#### 12. Other Business

- a. Next Meeting scheduled for August 10, 2023, at 6:30 PM.

13. Adjournment: The Board unanimously adjourned the meeting at 8:20 PM.

Respectfully Submitted,  
WSDM District Managers

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By: Recording Secretary



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

08/08/23

## Balance Sheet

Accrual Basis

As of July 31, 2023

	Jul 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
BOTSJ - Checking 3979	20,958.76
BOTSJ - Capital Equipment 2761	240,683.80
BOTSJ - Emergency Operatrn 2745	72,855.53
BOTSJ - Holding - 9526	161,551.91
BOTSJ - Bond Repayment 2532	306,607.32
<b>Total Checking/Savings</b>	802,657.32
<b>Accounts Receivable</b>	
Property Tax Receivable - EPC	21,487.74
Property Tax Receivable - TC	5,242.09
<b>Total Accounts Receivable</b>	26,729.83
<b>Total Current Assets</b>	829,387.15
<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>	3,735,728.80
<b>Total Fixed Assets</b>	4,649,985.17
<b>TOTAL ASSETS</b>	<b>5,479,372.32</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	35,881.76
<b>Total Accounts Payable</b>	35,881.76
<b>Other Current Liabilities</b>	
Payroll Liabilities	1,010.62
A/P Visa	2,929.22
Deferred Property Tax - EPC	21,487.74
Deferred Property Tax - TC	5,242.09
<b>Total Other Current Liabilities</b>	30,669.67
<b>Total Current Liabilities</b>	66,551.43
<b>Long Term Liabilities</b>	
Bond Payable	2,922,855.65
<b>Total Long Term Liabilities</b>	2,922,855.65
<b>Total Liabilities</b>	2,989,407.08

12:02 PM

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

08/08/23

**Balance Sheet**

Accrual Basis

As of July 31, 2023

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	<u>Jul 31, 23</u>
Equity	
Opening Balance Equity	1,524,271.25
Unrestricted Net Assets	708,324.88
Net Income	257,369.11
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Total Equity	2,489,965.24
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,479,372.32</b>
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# Green Mountain Falls & Chapita Park Fire Protec District

## Profit & Loss Budget vs. Actual

### January through July 2023

	TOTAL				
	Jul 23	Jan - Jul 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
Property Tax - O&M EPC	54,003.19	257,226.66	269,913.00	-12,686.34	95.3%
Spec Ownership Tax - O&M EPC	2,385.01	13,632.15	18,894.00	-5,261.85	72.15%
Prior Year Tax - O&M EPC	0.00	12.01			
Delinquent Interest - O&M EPC	83.58	145.83			
Property Tax - O&M TC	2,951.13	11,627.36	14,722.00	-3,094.64	78.98%
Spec Ownership Tax - O&M TC	139.64	799.14	1,031.00	-231.86	77.51%
State Senior/Vet Fund - O&M TC	3.69	496.57			
Property Tax - Debt EPC	37,465.04	178,452.62	187,254.00	-8,801.38	95.3%
Spec Ownership Tax - Debt EPC	1,654.62	9,457.39	13,108.00	-3,650.61	72.15%
Prior Year Tax - Debt EPC	0.00	8.33			
Delinquent Interest - Debt EPC	57.98	101.15			
Property Tax - Debt TC	2,047.37	8,066.56	10,214.00	-2,147.44	78.98%
Spec Ownership Tax - Debt TC	96.88	554.44	715.00	-160.56	77.54%
State Senior/Vet Fund - Debt TC	2.56	344.51			
Interest Income	4.68	75.04			
<b>Total Income</b>	<b>100,895.37</b>	<b>480,999.76</b>	<b>515,851.00</b>	<b>-34,851.24</b>	<b>93.24%</b>
<b>Expense</b>					
<b>Administrative Expenses</b>					
Audit	0.00	0.00	12,000.00	-12,000.00	0.0%
Bank Fees	1.03	15.03			
Director Fees	200.00	1,550.00	3,000.00	-1,450.00	51.67%
Election Expense	0.00	0.00	1,500.00	-1,500.00	0.0%
Insurance - Volunteer Firefight	3,594.00	11,949.00	15,000.00	-3,051.00	79.66%
Insurance - Workers Comp	509.00	2,687.00	3,000.00	-313.00	89.57%
Legal Fees	0.00	48.00	3,000.00	-2,952.00	1.6%
Management & Accounting	2,500.00	17,512.60	30,000.00	-12,487.40	58.38%
Retirement Fund Contribution	189.44	1,300.67	26,750.52	-25,449.85	4.86%
Payroll Expenses	426.23	9,789.29	30,000.00	-20,210.71	32.63%
Salaries - Fire Chief	5,571.75	38,270.55	65,000.00	-26,729.45	58.88%
Contingent Firefighter	0.00	0.00	44,000.00	-44,000.00	0.0%
Supplies & Expenses	16.74	4,184.26	30,000.00	-25,815.74	13.95%
<b>Total Administrative Expenses</b>	<b>13,008.19</b>	<b>87,306.40</b>	<b>263,250.52</b>	<b>-175,944.12</b>	<b>33.17%</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-Dispatch	375.00	750.00	1,200.00	-450.00	62.5%
Communications-Supplies & Exp.	619.10	1,293.85	8,000.00	-6,706.15	16.17%
Firefighting-Supplies & Exp's	240.00	9,066.20	20,000.00	-10,933.80	45.33%
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, ...	1,454.46	3,835.20	12,000.00	-8,164.80	31.96%
Traning Classes	0.00	1,347.22	1,000.00	347.22	134.72%
<b>Total Fire Department's Budgets</b>	<b>2,688.56</b>	<b>17,482.71</b>	<b>46,200.00</b>	<b>-28,717.29</b>	<b>37.84%</b>

## Green Mountain Falls & Chapita Park Fire Protec District

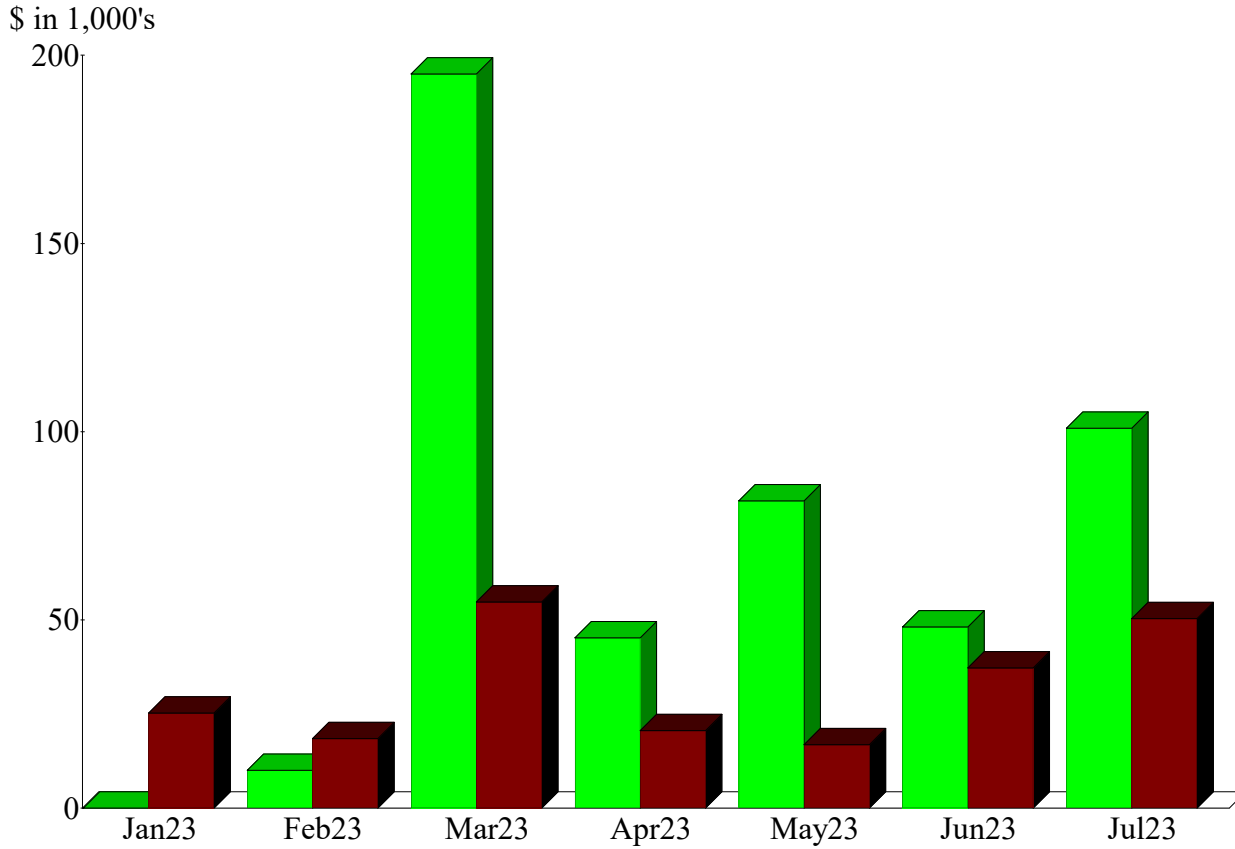
### Profit & Loss Budget vs. Actual

January through July 2023

	TOTAL				
	Jul 23	Jan - Jul 23	Budget	\$ Over Budget	% of Budget
<b>Stations &amp; Buildings</b>					
Capital Improvements	28,611.90	39,092.90			
Snow Removal	0.00	650.00			
Supplies & Expenses	3,591.20	13,663.09			
Utilities	961.39	10,808.99	10,000.00	808.99	108.09%
<b>Total Stations &amp; Buildings</b>	<b>33,164.49</b>	<b>64,214.98</b>	<b>10,000.00</b>	<b>54,214.98</b>	<b>642.15%</b>
<b>Treasurer Fees</b>					
Teller County - Debt	61.50	242.13	306.00	-63.87	79.13%
Teller County - O&M	88.64	349.00	441.66	-92.66	79.02%
El Paso County - Debt	562.85	2,678.45	2,809.00	-130.55	95.35%
El Paso County - O&M	811.30	3,860.79	4,048.69	-187.90	95.36%
<b>Total Treasurer Fees</b>	<b>1,524.29</b>	<b>7,130.37</b>	<b>7,605.35</b>	<b>-474.98</b>	<b>93.76%</b>
<b>Total Expense</b>	<b>50,385.53</b>	<b>223,630.65</b>	<b>427,188.87</b>	<b>-203,558.22</b>	<b>52.35%</b>
<b>Net Income</b>	<b>50,509.84</b>	<b>257,369.11</b>	<b>88,662.13</b>	<b>168,706.98</b>	<b>290.28%</b>

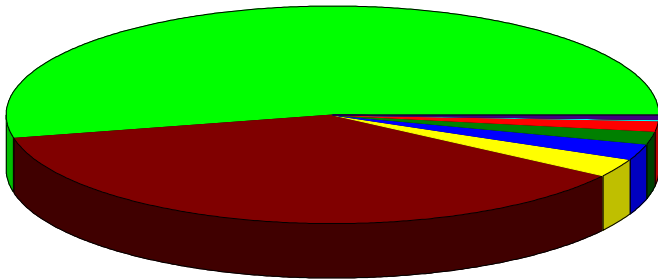
Income and Expense by Month  
January through July 2023

Income  
Expense



Income Summary  
January through July 2023

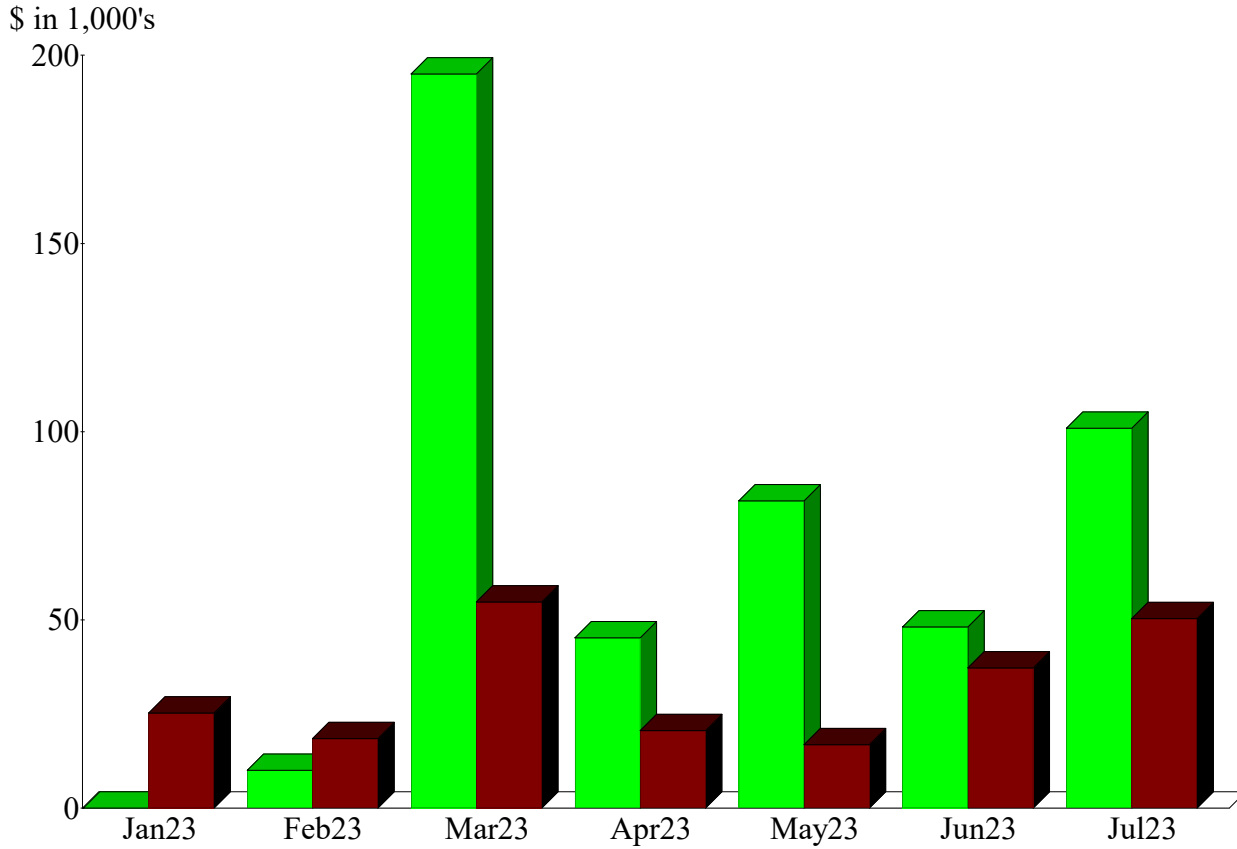
Property Tax - O&M EPC	53.48%
Property Tax - Debt EPC	37.10
Spec Ownership Tax - O&M EPC	2.83
Property Tax - O&M TC	2.42
Spec Ownership Tax - Debt EPC	1.97
Property Tax - Debt TC	1.68
Spec Ownership Tax - O&M TC	0.17
Spec Ownership Tax - Debt TC	0.12
State Senior/Vet Fund - O&M TC	0.10
State Senior/Vet Fund - Debt TC	0.07
Other	0.07
<b>Total</b>	<b>\$480,999.76</b>



By Account

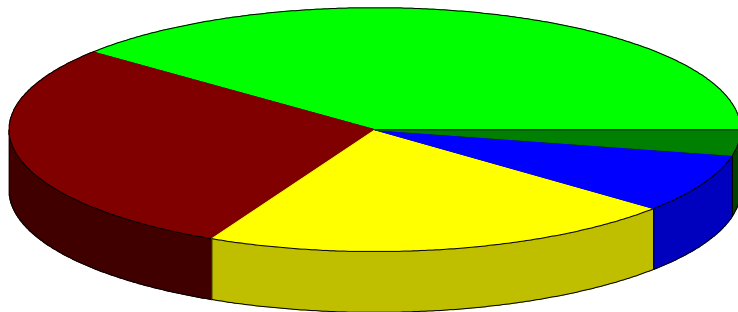
Income and Expense by Month  
January through July 2023

Income  
Expense



Expense Summary  
January through July 2023

Administrative Expenses	39.04%
Stations & Buildings	28.71
Bond Interest Payment	21.24
Fire Department's Budgets	7.82
Treasurer Fees	3.19
<b>Total</b>	<b>\$223,630.65</b>



By Account



# Green Mountain Falls Chipita Park Fire District

## PAYMENT REQUEST

7/13/2023

### GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
Megan Kelly	81023	8/10/2023	\$ 50.00	
Stephen Walsh	81023	8/10/2023	\$ 50.00	
Dan May	81023	8/10/2023	\$ 50.00	
Sue Turnbull	81023	8/10/2023	\$ 50.00	
George Allen	81023	8/10/2023	\$ 50.00	
ACME Fire & Safety Equip	135996	6/1/2023	\$ 957.50	
Air Tech HVAC	2010-4407	7/17/2023	\$ 527.50	
All Purpose Paving	18351	7/18/2023	\$ 2,500.00	
Bullseye	47090106	7/25/2023	\$ 189.27	
Colorado Springs Utilities	9015963319	8/3/2023	\$ 316.38	
Digitcom Electronics	80423	8/4/2023	\$ 9,026.45	
El Paso County Finance Services	23010999-RI	7/11/2023	\$ 375.00	
Flair Data Systems	90998	7/12/2023	\$ 134.95	
Jan-Pro Franchise Development	306902	7/1/2023	\$ 564.00	
Jan-Pro Franchise Development	307495	8/1/2023	\$ 564.00	
Legendary Welding, LLC	557	8/7/2023	\$ 560.00	
Lenz electric	988	7/31/2023	\$ 28,611.90	
Pikes Peak Chiefs Forum	23-018	7/25/2023	\$ 100.00	
WEX	0202-00-108388-0	7/31/2023	\$ 255.53	Paid Online
WSDM District Managers	7615	7/31/2023	\$ 2,516.74	
Amazon	62223	6/22/2023	\$ 29.97	Credit Card Charge
Amazon	71323	7/13/2023	\$ 65.00	Credit Card Charge
Amazon	71723	7/17/2023	\$ 221.76	Credit Card Charge
Battary Mart	1299813	7/7/2023	\$ 197.39	Credit Card Charge
Colorado Motor Vehicle Dept	L104032335	7/20/2023	\$ 4.36	Credit Card Charge
Comcast	849790080280401	7/13/2023	\$ 189.80	Credit Card Charge
Innovative Controls	82063.5	6/30/2023	\$ 133.34	Credit Card Charge
Napa Auto Parts	831957	7/11/2023	\$ 559.97	Credit Card Charge
Pinnacol	21353561	7/7/2023	\$ 509.00	Credit Card Charge
R&M Window Tint	117734	7/3/2023	\$ 890.13	Credit Card Charge
Teller County Waste	70723	7/7/2023	77.00	Credit Card Charge
Xfinity	84979000080280	7/1/2023	\$ 51.50	Credit Card Charge
<b>TOTAL</b>		<b>1</b>	<b>\$ 50,378.44</b>	