

CASCADE FIRE PROTECTION DISTRICT NOTICE OF REGULAR MEETING AND AGENDA

Cascade Fire Station
8015 Severy Road Cascade, Colorado
Monday, October 9, 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 Whittimore, President	Term Expires May 2025
Steve Lewis, Treasurer	Term Expires May 2027
Quentin Deramus, 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. **Approval of Agenda**
4. **Approval of Board Meeting Minutes-** from the meeting on September 11, 2023 (included in packet).
5. **Financial Matters**
 - a. Acceptance of Unaudited Financial Statements as of September 30, 2023 – Balance Sheet and Profit and Loss/Budget Report (included in packet).
 - b. Ratification and Approval of Payables for the period ending October 9, 2023 (included in packet).
6. **Cascade Volunteer Fire Department Chief's Report**
7. **Old Business**
 - a. CSFD/PPAM Agreement Update
 - b. Pikes Peak Library Lease Discussion
8. **New Business**
9. **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)
10. **Other Business**
 - a. Next Meeting scheduled for November 13, 2023, at 7:00PM.

11. **Adjournment**



**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
CASCADE FIRE PROTECTION DISTRICT
HELD SEPTEMBER 11, 2023, AT 7:00 PM**

A regular meeting of the Board of Directors of the Cascade Fire Protection District was held on Monday, September 11, 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

1. **Call to Order:** President Whittemore called the meeting to order at 7:03 PM.
2. **Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures:** Mr. Noel confirmed a quorum was present.
3. **Approval of Agenda:** Mr. Noel added item 5.c. Assessed Valuation Financial Analysis Report, and 8.a. Pikes Peak Library Lease Discussion. Director Issacson moved to approve the Agenda as amended; seconded by Director Lewis. Motion passed unanimously.
4. **Approval of Board Meeting Minutes – August 14, 2023:** The Board noted the misspelling of Assistant Chief Wupper’s name. After review, Director Issacson moved to approve the August 14, 2023 Minutes as corrected; seconded by Director Seachris. Motion passed unanimously.
5. **Financial Matters**
 - a. **Acceptance of Unaudited Financial Statements as of August 31, 2023 – Balance Sheet and Profit and Loss/Budget Report:** Mr. Noel presented the Unaudited Financial Statements as of August 31, 2023 including the balance sheet and profit and loss/budget report. After review, Director Issacson moved to approve the Unaudited Financial Statements as presented; seconded by Director Seachris. Motion passed unanimously.
 - b. **Ratification and Approval of Payables for the period ending September 11, 2023:** Mr. Noel presented the payables for the period ending September 11, 2023 and noted there

were additions made today for the battery tender and dashcam cameras. After review, President Whittemore moved to approve the Payables in the amount of \$2,377.01; seconded by Director Seachris. Motion passed unanimously.

- c. Assessed Valuation Financial Analysis Report: Mr. Noel presented the Assessed Valuation Financial Analysis Report. He noted an almost 30% increase in assessed valuations. The Board discussed the option of lowering the O&M mill levy to offset the increase in property taxes. Mr. Noel and the Board discussed Proposition HH which would lower assessed valuations by 7-15% and eliminate TABOR, if it passes in November.

6. Cascade Volunteer Fire Department Chief's Report: Chief Bodine presented the Chief's Report. The Board and Chief Bodine discussed the new ESO software.

7. Old Business

- a. CSFD/PPAM Agreement Update: Chief Bodine presented the revised CSFD/PPAM Agreement. The Agreement will go back to CSFD's legal for final review.

8. New Business

- a. Pikes Peak Library Lease Discussion: The Board discussed updating the District's lease with Pikes Peak Library. The comparable rental prices for municipal buildings in the area is \$1.00/sqft to \$1.15/sqft. The Board agreed to meet with the Library to discuss and negotiate the new lease agreement.

9. Public Comment: There was no public comment.

10. Other Business

- a. Next Meeting Scheduled for October 9, 2023, at 7:00 PM.

11. Adjournment: The Board unanimously adjourned the meeting at 8:44 PM.

Respectfully submitted,

By:

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL SEPTEMBER 11, 2023 MINUTES OF THE CASCADE FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Mike Whitemore

Quentin Deramus

Steve Lewis

Farris Issacson

Bruce Seachris



Cascade Fire Protection District

Balance Sheet

As of September 30, 2023

10/09/23

Accrual Basis

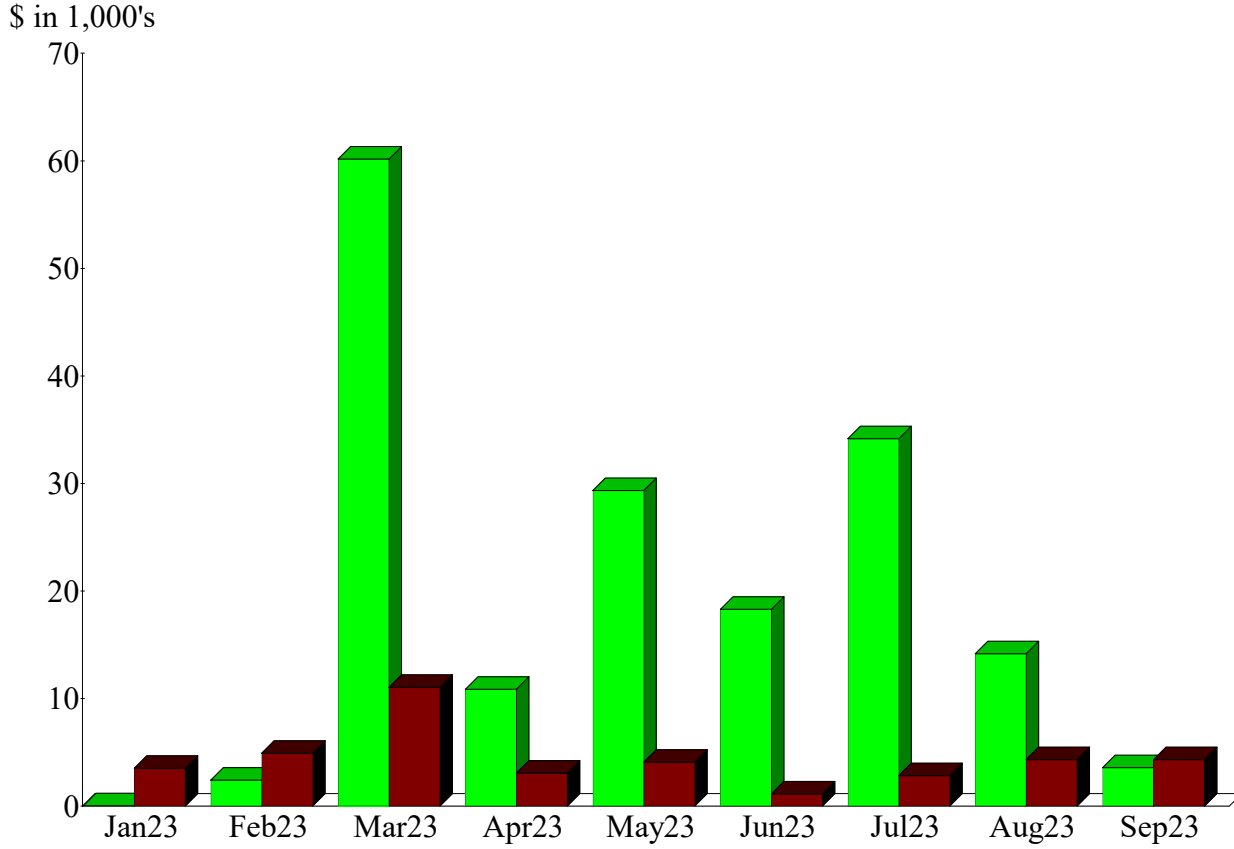
	<u>Sep 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
ENT (00) Savings	68,178.26
ENT (10) CHECKING	179,872.58
Ent - 3 month CD	200,000.00
Ent (54) - 13 Month CD	103,056.83
Ent (55) - 13 Month CD	80,087.76
Ent (56) - 13 Month CD	51,445.19
Total Checking/Savings	<u>682,640.62</u>
Accounts Receivable	
Property Tax Receivable	6,497.89
Total Accounts Receivable	<u>6,497.89</u>
Total Current Assets	<u>689,138.51</u>
TOTAL ASSETS	<u>689,138.51</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,513.58
Total Accounts Payable	<u>1,513.58</u>
Other Current Liabilities	
Deferred Property Tax	6,497.89
Total Other Current Liabilities	<u>6,497.89</u>
Total Current Liabilities	<u>8,011.47</u>
Total Liabilities	8,011.47
Equity	
Unrestricted Net Assets	376,251.31
Opening Balance Equity	171,098.07
Net Income	133,777.66
Total Equity	<u>681,127.04</u>
TOTAL LIABILITIES & EQUITY	<u>689,138.51</u>

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

	TOTAL				
	Sep 23	Jan - Sep 23	Budget	\$ Over Budget	% of Budget
Income					
Income					
Delinquent Interest	35.98	253.95			
General Property Tax	1,225.59	144,558.24	145,025.00	-466.76	99.68%
Vehicle Registration Tax	1,467.66	10,004.45	10,152.00	-147.55	98.55%
Interest earned	919.51	7,381.15			
Total Income	<u>3,648.74</u>	<u>162,197.79</u>	<u>155,177.00</u>	<u>7,020.79</u>	<u>104.52%</u>
Grants received	0.00	0.00	20,000.00	-20,000.00	0.0%
Other Types of Income					
Shoemaker Building Income	-67.00	6,492.00	6,445.00	47.00	100.73%
Miscellaneous Revenue	0.00	4,384.00			
Total Other Types of Income	<u>-67.00</u>	<u>10,876.00</u>	<u>6,445.00</u>	<u>4,431.00</u>	<u>168.75%</u>
Total Income	<u>3,581.74</u>	<u>173,073.79</u>	<u>181,622.00</u>	<u>-8,548.21</u>	<u>95.29%</u>
Expense					
District Budget					
Administrative / Operations	1,000.00	9,507.09	12,000.00	-2,492.91	79.23%
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	18.92	2,172.19	2,175.00	-2.81	99.87%
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>1,018.92</u>	<u>22,357.46</u>	<u>43,744.00</u>	<u>-21,386.54</u>	<u>51.11%</u>
Stations & Buildings					
Operations	207.69	4,696.15	5,000.00	-303.85	93.92%
Building Capital	0.00	0.00	8,000.00	-8,000.00	0.0%
Total Stations & Buildings	<u>207.69</u>	<u>4,696.15</u>	<u>13,000.00</u>	<u>-8,303.85</u>	<u>36.12%</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	2,610.00	6,000.00	-3,390.00	43.5%
Firefighting-Capital Outlay	0.00	0.00	10,000.00	-10,000.00	0.0%
Firefighting-Supplies & Exp's	727.49	3,728.20	9,000.00	-5,271.80	41.42%
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%
Training-Supplies & Expenses	0.00	75.44	0.00	75.44	100.0%
Repair Svc Contr.(Committed)	0.00	0.00	2,700.00	-2,700.00	0.0%
Supplies & Expenses-Trucks, ...	2,375.44	2,432.59	6,000.00	-3,567.41	40.54%
Total Fire Department's Budgets	<u>3,102.93</u>	<u>12,242.52</u>	<u>44,700.00</u>	<u>-32,457.48</u>	<u>27.39%</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>4,329.54</u>	<u>39,296.13</u>	<u>226,444.00</u>	<u>-187,147.87</u>	<u>17.35%</u>
Net Income	<u><u>-747.80</u></u>	<u><u>133,777.66</u></u>	<u><u>-44,822.00</u></u>	<u><u>178,599.66</u></u>	<u><u>-298.46%</u></u>

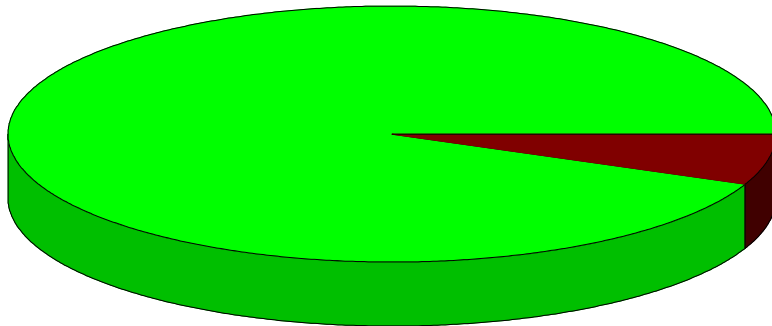
Income and Expense by Month
January through September 2023

Income
Expense



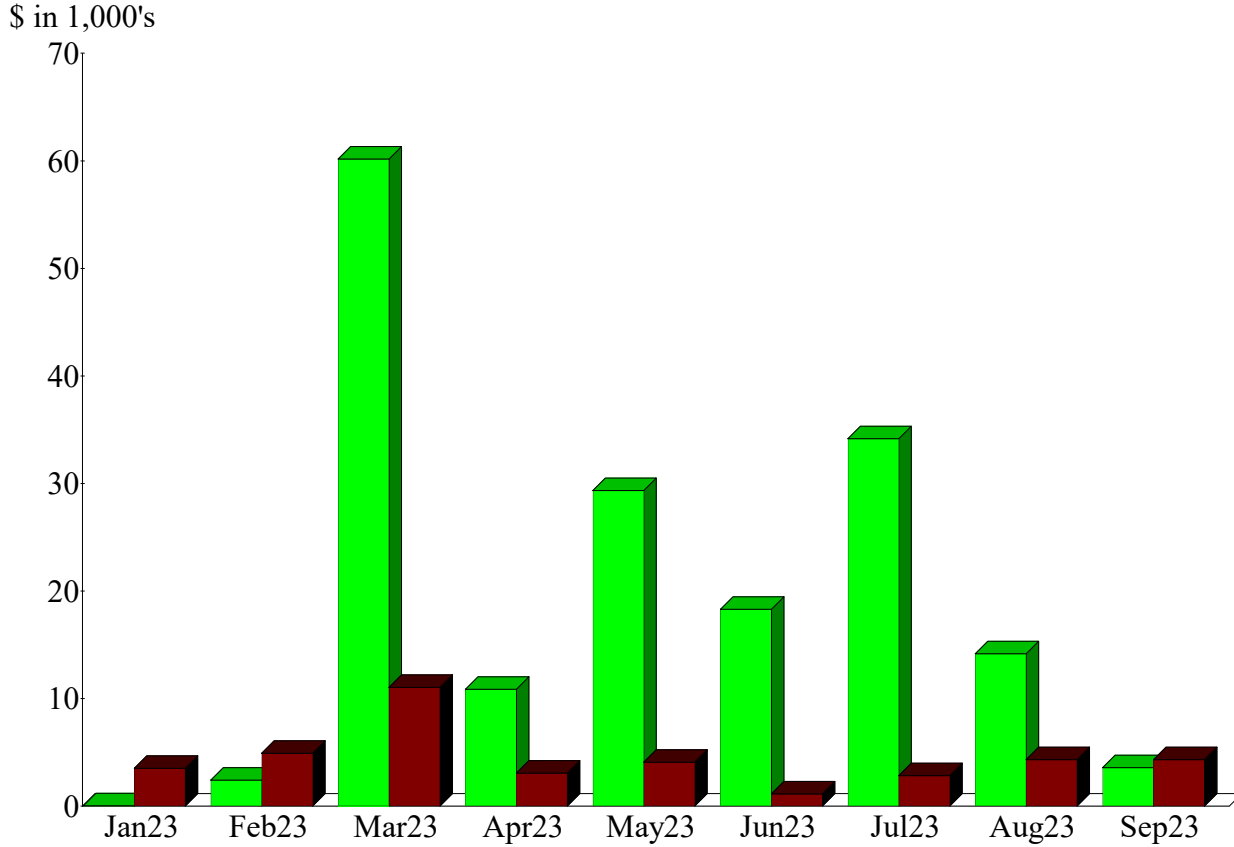
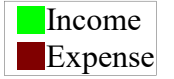
Income Summary
January through September 2023

Income	93.72%
Other Types of Income	6.28
Total	\$173,073.79



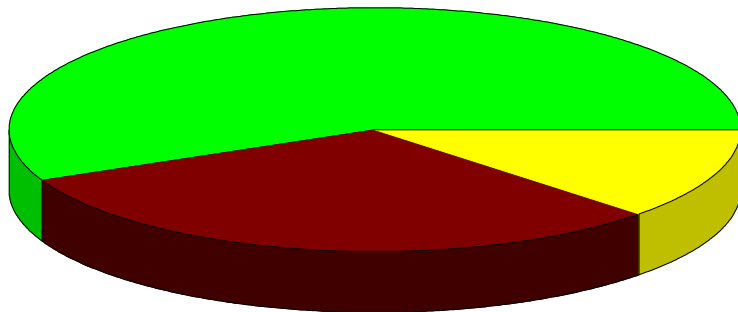
By Account

Income and Expense by Month
January through September 2023



Expense Summary
January through September 2023

District Budget	56.89%
Fire Department's Budgets	31.15
Stations & Buildings	11.95
Total	\$39,296.13



By Account



Cascade Fire Protection District
PAYMENT REQUEST
10/9/2023

Company	Invoice	Date	Amount	Comments
Black Hills Energy	7132643370	10/2/2023	\$ 20.88	
Cascade Metropolitan District	90623	10/6/2023	\$ 96.12	Paid VIA ACH
Colorado Springs Utilities	6595858371	10/3/2023	\$ 125.66	
Feld Fire	FF60462	9/11/2023	\$ 242.37	
Mike Whittemore	91223	9/12/2023	\$ 271.21	
Rex Tire	138786	9/26/2023	\$ 1,807.50	Paid Check #614
WEX	0490-00-81888-0	9/23/2023	\$ 232.10	Paid VIA ACH
WSDM District Managers	7678	9/30/2023	\$ 1,000.00	
TOTAL			\$ 3,795.84	

TOTAL FOR ALL FUNDS

\$ 3,795.84

_____, President



Lease Agreement

This Lease Agreement (the "Lease") is made between the Cascade Volunteer Fire District ("Landlord") and the Pikes Peak Library District ("Tenant"), for the lease of the facility located at 8010 Severy, Cascade, CO 80809 (the "Building").

Lease of the Building

Landlord agrees to lease to the Tenant the Building, totaling 2123 square feet. The landlord shall lease the building to the Tenant on an annual basis as provided herein from January 1 to December 31 (the "Lease Year").

Initial Term

The initial term of the Lease is for ten (10) years commencing January 1, 2024, and ending December 31, 2034.

Options to Renew

The Lease may be renewed annually for one (1) year terms, subject to approval by both parties. The Lease will automatically renew from year to year unless the Tenant notifies the Landlord in writing by October 31 of the current Lease Year of its intention not to renew the Lease for the forthcoming Lease Year.

Initial Rent

The Tenant agrees to pay the Landlord \$12,738 (\$0.50 per square foot per month) by March 31, 2024, for the rental of the Building for the initial term.

Future Rent

The Landlord will gradually increase the rent over the first two (2) years to current market rates as follows:

- 2025: increase rate to \$0.75/sf per month
- 2026: increase rate to \$1.00/sf per month

The Landlord agrees to notify the Tenant in writing of increases in the annual rental amount no later than October 31 of the current Lease Year for increases projected for the next Lease Year. Any increase in the annual rent shall not exceed 3% of the prior Lease Year's rent.

The Tenant agrees to pay the Landlord the full amount of the annual rent by March 31 of the Lease Year. Rent payments shall be made to "CVFD, PO Box 366, Cascade, CO 80809."

Termination of Lease

The Lease may only be terminated by a party as a result of a material breach by the other party to the Lease. To terminate this Lease, other than by the Tenant's decision not to renew under the provisions of the "Options to Renew," the party intending to terminate must provide the other with written notice of the material breach and a reasonable opportunity to cure the breach. If the material breach is not cured within a reasonable time, the Lease shall terminate at the sole option of the non-breaching party.

Use of Building

The Tenant is permitted to use the Building for any legal purpose or business.

Landlord Responsibilities

The Landlord shall be responsible for all maintenance and repairs related to the exterior of the Building. This includes but is not limited to, repairs and maintenance for the roof, the chimney, the gutters, the sidewalk, the exterior walls (including paint and patches), the septic system, and windows.

The landlord shall be responsible for the replacement of any major systems that fail (heating, plumbing, electrical) or are determined not to comply with applicable building codes.

The landlord shall be responsible for all repairs, interior and exterior, that are required to maintain the Building in compliance with all State and Federal laws.

Tenant Responsibilities

The Tenant shall be responsible for maintenance and repairs related to the interior of the Building. This includes but is not limited to, the interior walls, the carpet and flooring, and all Tenant assets (library materials, computers, shelving).

The tenant is responsible for all operating costs such as janitorial, garbage pick-up, and security services.

The tenant is responsible for routine maintenance and repairs related to the furnace and hot water heater.

The tenant is responsible for any and all plumbing, electrical, and telecommunications repairs and maintenance.

The tenant is responsible for snow removal by all entrances/exits to the Building and the adjacent parking lot.

Utilities

The Tenant agrees to pay for all utility costs (electricity, water, gas, telephone line costs). The Tenant agrees to have all related accounts set up in its name and be billed directly by the utility companies.

Tenant Improvements

The tenant must obtain the Landlord's approval in writing for any and all improvements made to either the interior or exterior of the Building.

Insurance

Tenant is responsible for general liability insurance, and insurance coverage of the contents within the Building. The Landlord is responsible for property insurance including insurance of the structure itself.

Return of Premises

The Building will be returned to the Landlord at the end of the tenancy in the same condition as at the beginning of the tenancy, excluding (1) ordinary wear and tear, (2) damage by fire, and unavoidable casualty not the fault of the Tenant, and (3) Improvements or other alterations previously approved by the Landlord.

The Lease is approved on this ____ day of _____, 2023.

APPROVALS

Cascade Volunteer Fire District

Pikes Peak Library District

(Print Name and Title)

(Print Name and Title)

(Signature)

(Signature)

(Date)

(Date)