

**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, January 11, 2024 - 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 November 9, 2023 (included in packet).
- 6. Treasurer Report**
  - a. Acceptance of Unaudited Financial Statements as of December 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. Legal Matters**
- 8. Equipment Report**
- 9. New Business**
  - a. FPPA Retirement/Pension Board Meeting
  - b. Bill.com Alternatives
  - c. Domain/Email Discussion
- 10. Old Business**
  - a. Facilities Report
  - b. Maintenance plans
- 11. Public Comment (Items Not on the Agenda Only. Comments limited to 3 minutes per person)**

**12. Other Business**

- a. Next Meeting scheduled for February 8, 2024, 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 NOVEMBER 9, 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, November 9, 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 (Excused)  
George Allen, Secretary  
Megan Kelly, Director  
Susan Turnbull, Treasurer

Also in attendance were:

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

1. Call to Order: President Walsh called the meeting to order at 6:30 p.m.

2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures: President Walsh confirmed a quorum was present with Director May excused.

3. Approval of the Agenda: Director Kelly moved to approve the Agenda as presented; seconded by President Walsh. Motion passed unanimously.

4. Chief's Report: Chief Murphy presented the Chief's Report.

5. Approval of Board Meeting Minutes from October 12, 2023 Meeting: After review, Director Allen moved to approve the October 12, 2023 Meeting Minutes; seconded by Director Turnbull. Motion passed unanimously.

6. Treasurer Report

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

in the amount of \$9,072.03 and a transfer of \$12,400. Director Allen moved to approve the transfer of \$ and the monthly bills of \$; seconded by President Walsh. Motion passed unanimously.

- c. Capital Project Fund Report: Director Turnbull discussed that she is making progress on creating a capital project fund report.
- d. Budget Hearing for the 2024 Budget and Consider Approval of Resolution Adopting 2024 budget: President Walsh opened the Public Hearing on the 2024 Budget. Mr. Walker presented the 2024 Budget. After no public comment, the public hearing was closed. The Board reviewed the 2024 Budget in detail. Director Kelly moved to enter Executive Session pursuant to (§24-6-402(4)(f) C.R.S.) to discuss personnel matters; seconded by President Walsh. Motion passed unanimously at 7:40 p.m. President Walsh moved to exit Executive Session; seconded by Director Allen. Motion passed unanimously at 7:50 p.m. After review, Director Turnbull moved to approve the 2024 Budget and Resolution Adopting 2024 Budget as amended and to include the lower levy for general operating expenses at 7.372 mills; seconded by Director Allen. Motion passed unanimously.
- e. Gift Card Discussion: The Board discussed giving gift cards to show appreciation for the volunteer firefighters and Fire Chief. President Walsh moved to approve \$250 gift cards for volunteers and \$1000 for the Fire Chief; seconded by Director Kelly. Motion passed with Director Allen abstaining.

## 7. Legal Matters

- a. Review and Consider Approval of the 2024 Annual Administrative Resolution: Mr. Noel presented the 2024 Annual Administrative Resolution. After review, President Walsh moved to approve the 2024 Annual Administrative Resolution; seconded by Director Turnbull. Motion passed unanimously.
- b. Review and Consider Approval of the 2024 WSDM Engagement Letter: Mr. Noel presented the 2024 WSDM Engagement Letter. Director Allen commented that he would like additional options for district management or negotiate the rate with WSDM. The Board discussed exploring other options this year and preparing for the 2025 district management contract. After discussion, Director Turnbull moved to approve the 2024 WSDM Engagement Letter; seconded by Director Kelly. Motion passed with Director Allen voting against.

## 8. Equipment Report

- a. Generator: The Board discussed that this item can be removed from the Agenda.

## 9. New Business:

- a. FPPA Retirement/Pension Board Meeting: The Board tabled this item for the January meeting.
- b. Bill.com Alternatives: The Board discussed issues with Bill.com. The Board discussed looking into alternatives and noted that switching would require a transition period.

## 10. Old Business

- a. Manager Report: There was no update.
- b. Facilities Report: Director Allen provided a report on the facilities. The Board discussed the insurance payment for roof replacement. The Board agreed that the roof is in good condition and does not need to be replaced right now.
- c. Maintenance Plans: The Board reviewed the maintenance plans.
- d. Forensic Engineer: The Board discussed that this item can be removed from the Agenda.

11. Public Comment: There was no public comment.

## 12. Other Business

a. Next Meeting scheduled for December 14, 2023, at 6:30 p.m.

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

Respectfully Submitted,  
WSDM District Managers

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By: Recording Secretary



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

01/08/24

## Balance Sheet

Accrual Basis

As of December 31, 2023

	Dec 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
BOTSJ - Checking 3979	11,070.72
BOTSJ - Capital Equipment 2761	1,001.92
BOTSJ - Emergency Operatr 2745	1,000.68
BOTSJ - Holding - 9526	102,717.50
BOTSJ - Bond Repayment 2532	203,810.54
Kirkpatrick Bank Emerg - 3705	72,280.57
Kirkpatrick Bank Cap Imp - 3716	203,462.72
<b>Total Checking/Savings</b>	595,344.65
<b>Accounts Receivable</b>	
Property Tax Receivable - TC	1,227.48
<b>Total Accounts Receivable</b>	1,227.48
<b>Total Current Assets</b>	596,572.13
<b>Fixed Assets</b>	
<b>Land - Fire Station</b>	914,256.37
<b>Property &amp; Equipment</b>	
Accum Deprec - Buildings	-58,069.36
Land	201,449.99
Buildings	3,398,061.39
Equipment	205,437.90
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>	3,737,294.80
<b>Total Fixed Assets</b>	4,651,551.17
<b>TOTAL ASSETS</b>	<b>5,248,123.30</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	11,459.71
<b>Total Accounts Payable</b>	11,459.71
<b>Other Current Liabilities</b>	
Payroll Liabilities	1,942.05
A/P Visa	3,686.54
Deferred Property Tax - TC	1,227.48
<b>Total Other Current Liabilities</b>	6,856.07
<b>Total Current Liabilities</b>	18,315.78
<b>Long Term Liabilities</b>	
Bond Payable	2,882,440.95
<b>Total Long Term Liabilities</b>	2,882,440.95
<b>Total Liabilities</b>	2,900,756.73



2:25 PM

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

01/08/24

**Balance Sheet**

Accrual Basis

As of December 31, 2023

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	<u>Dec 31, 23</u>
<b>Equity</b>	
Opening Balance Equity	1,524,271.25
Unrestricted Net Assets	708,324.88
Net Income	114,770.44
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<b>Total Equity</b>	<b>2,347,366.57</b>
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,248,123.30</b>
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# Green Mountain Falls & Chapita Park Fire Protec District

## Profit & Loss Budget vs. Actual

January through December 2023

	TOTAL				
	Dec 23	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
Delinquent Int - Debt - TC	100.94	100.94			
Property Tax - O&M EPC	0.00	270,084.01	269,913.00	171.01	100.06%
Spec Ownership Tax - O&M EPC	2,460.63	26,082.28	18,894.00	7,188.28	138.05%
Prior Year Tax - O&M EPC	0.00	12.01			
Delinquent Interest - O&M EPC	0.00	613.27			
Property Tax - O&M TC	2,078.64	13,997.60	14,722.00	-724.40	95.08%
Spec Ownership Tax - O&M TC	118.42	1,491.42	1,031.00	460.42	144.66%
Delinquent Interest - O&M TC	145.50	145.50			
State Senior/Vet Fund - O&M TC	0.00	505.32			
Property Tax - Debt EPC	0.00	187,372.48	187,254.00	118.48	100.06%
Spec Ownership Tax - Debt EPC	1,707.07	18,094.73	13,108.00	4,986.73	138.04%
Prior Year Tax - Debt EPC	0.00	8.33			
Delinquent Interest - Debt EPC	0.00	481.50			
Property Tax - Debt TC	1,442.07	9,710.93	10,214.00	-503.07	95.08%
Spec Ownership Tax - Debt TC	82.15	1,034.71	715.00	319.71	144.72%
State Senior/Vet Fund - Debt TC	0.00	350.58			
Interest Income	440.53	2,040.44			
<b>Total Income</b>	<b>8,575.95</b>	<b>532,126.05</b>	<b>515,851.00</b>	<b>16,275.05</b>	<b>103.16%</b>
<b>Gross Profit</b>	<b>8,575.95</b>	<b>532,126.05</b>	<b>515,851.00</b>	<b>16,275.05</b>	<b>103.16%</b>
<b>Expense</b>					
<b>Administrative Expenses</b>					
Audit	0.00	0.00	12,000.00	-12,000.00	0.0%
Bank Fees	100.00	180.82			
Director Fees	200.00	2,650.00	3,000.00	-350.00	88.33%
Election Expense	0.00	0.00	1,500.00	-1,500.00	0.0%
Insurance - Volunteer Firefight	0.00	19,139.00	15,000.00	4,139.00	127.59%
Insurance - Workers Comp	0.00	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	30,012.60	30,000.00	12.60	100.04%
Retirement Fund Contribution	0.00	1,874.76	26,750.52	-24,875.76	7.01%
Payroll Expenses	653.01	12,928.83	30,000.00	-17,071.17	43.1%
Salaries - Fire Chief	6,071.75	68,129.30	65,000.00	3,129.30	104.81%
Contingent Firefighter	0.00	0.00	44,000.00	-44,000.00	0.0%
Supplies & Expenses	24.72	7,048.82	30,000.00	-22,951.18	23.5%
<b>Total Administrative Expenses</b>	<b>9,549.48</b>	<b>145,208.13</b>	<b>263,250.52</b>	<b>-118,042.39</b>	<b>55.16%</b>
Bond Interest Payment	59,044.51	129,845.33	95,133.00	34,712.33	136.49%
Miscellaneous	0.00	135.00	5,000.00	-4,865.00	2.7%
<b>Fire Department's Budgets</b>					
Communications-Capital Outlay	0.00	22.10			
Communications-Dispatch	0.00	1,125.00	1,200.00	-75.00	93.75%
Communications-Supplies & Exp.	497.53	7,920.13	8,000.00	-79.87	99.0%
Firefighting-Supplies & Exp's	3,191.59	31,453.64	20,000.00	11,453.64	157.27%
Medical Services-Supplies & Exp	0.00	1,190.24	3,000.00	-1,809.76	39.68%

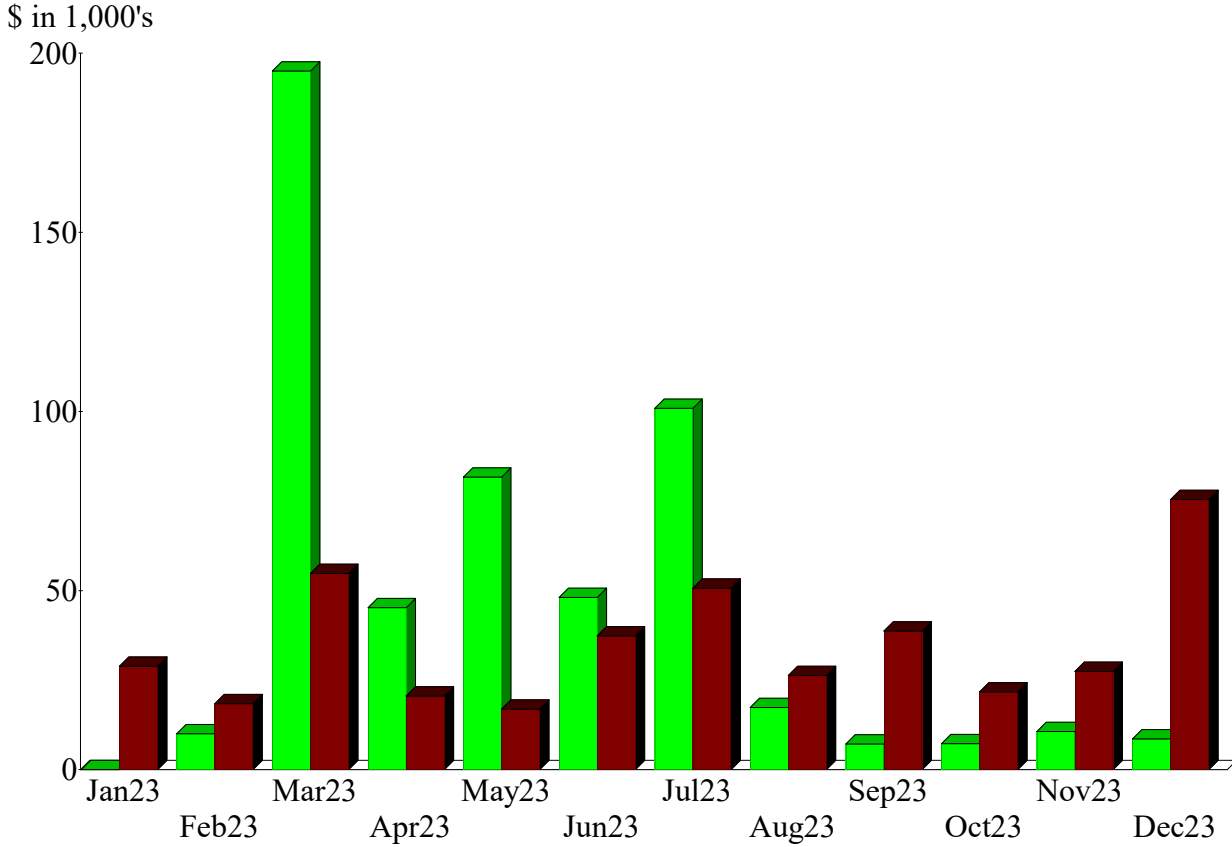
## Green Mountain Falls & Chapita Park Fire Protec District

### Profit & Loss Budget vs. Actual

January through December 2023

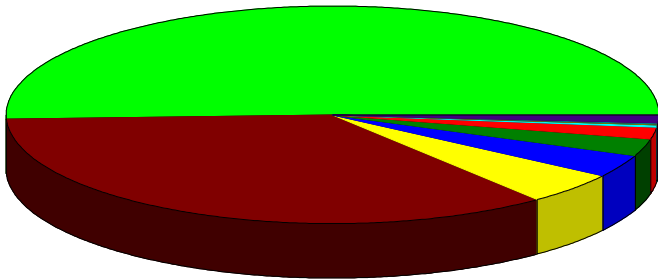
	TOTAL				
	Dec 23	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Radio User Fees	0.00	0.00	1,000.00	-1,000.00	0.0%
Supplies & Expenses-Trucks, ...	0.00	8,916.85	12,000.00	-3,083.15	74.31%
Traning Classes	0.00	1,793.24	1,000.00	793.24	179.32%
<b>Total Fire Department's Budgets</b>	<b>3,689.12</b>	<b>52,421.20</b>	<b>46,200.00</b>	<b>6,221.20</b>	<b>113.47%</b>
<b>Stations &amp; Buildings</b>					
Capital Improvements	0.00	40,192.90			
Snow Removal	0.00	650.00			
Supplies & Expenses	1,730.54	25,234.69			
Utilities	1,335.35	16,070.33	10,000.00	6,070.33	160.7%
<b>Total Stations &amp; Buildings</b>	<b>3,065.89</b>	<b>82,147.92</b>	<b>10,000.00</b>	<b>72,147.92</b>	<b>821.48%</b>
<b>Treasurer Fees</b>					
Teller County - Debt	46.29	294.67	306.00	-11.33	96.3%
Teller County - O&M	66.73	424.74	441.66	-16.92	96.17%
El Paso County - Debt	0.00	2,817.48	2,809.00	8.48	100.3%
El Paso County - O&M	0.00	4,061.14	4,048.69	12.45	100.31%
<b>Total Treasurer Fees</b>	<b>113.02</b>	<b>7,598.03</b>	<b>7,605.35</b>	<b>-7.32</b>	<b>99.9%</b>
<b>Total Expense</b>	<b>75,462.02</b>	<b>417,355.61</b>	<b>427,188.87</b>	<b>-9,833.26</b>	<b>97.7%</b>
<b>Net Income</b>	<b><u>-66,886.07</u></b>	<b><u>114,770.44</u></b>	<b><u>88,662.13</u></b>	<b><u>26,108.31</u></b>	<b><u>129.45%</u></b>

Income and Expense by Month  
January through December 2023



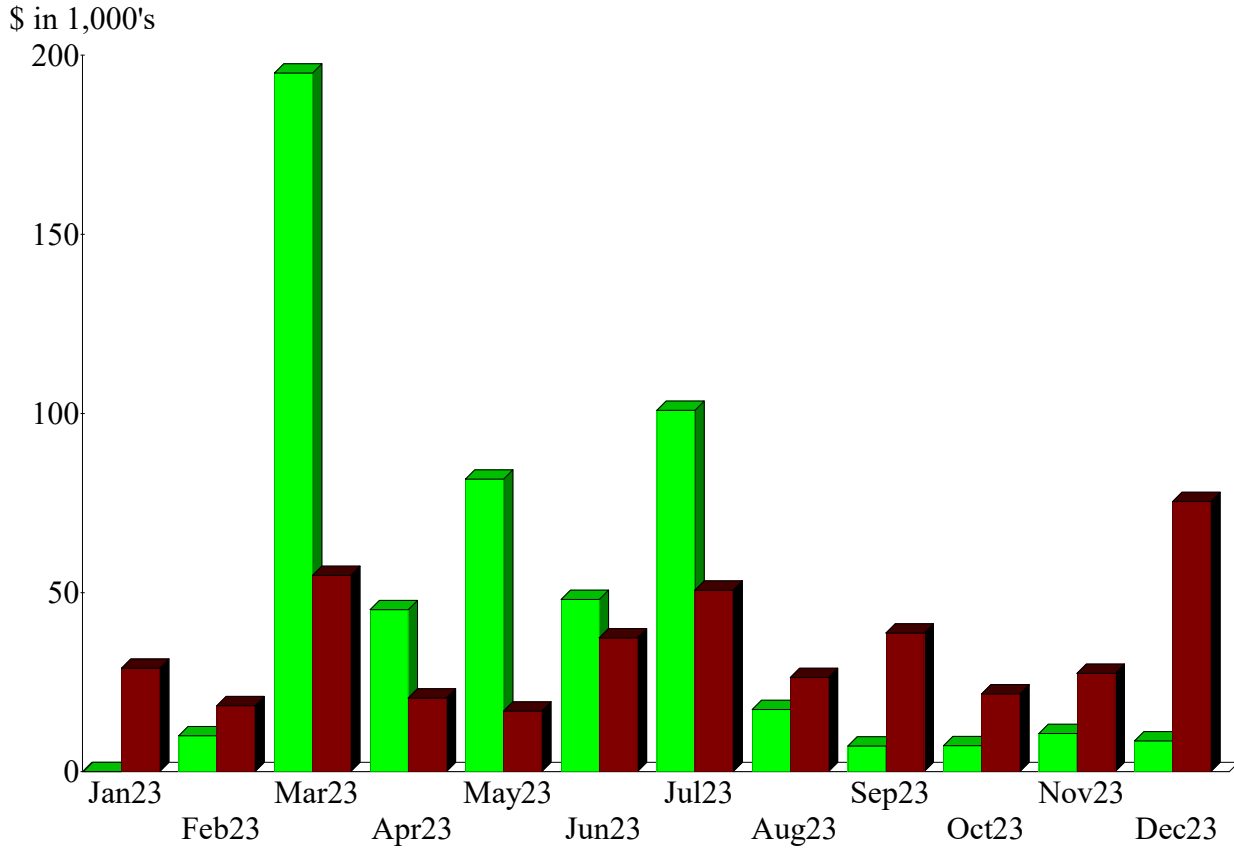
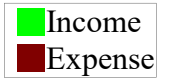
Income Summary  
January through December 2023

Property Tax - O&M EPC	50.76%
Property Tax - Debt EPC	35.21
Spec Ownership Tax - O&M EPC	4.90
Spec Ownership Tax - Debt EPC	3.40
Property Tax - O&M TC	2.63
Property Tax - Debt TC	1.82
Interest Income	0.38
Spec Ownership Tax - O&M TC	0.28
Spec Ownership Tax - Debt TC	0.19
Delinquent Interest - O&M EPC	0.12
Other	0.30
<b>Total</b>	<b>\$532,126.05</b>



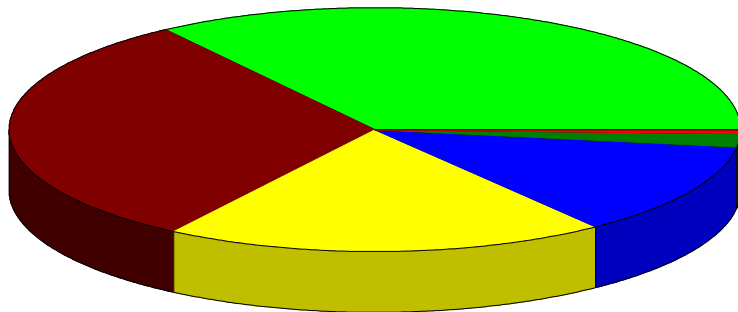
By Account

Income and Expense by Month  
January through December 2023



Expense Summary  
January through December 2023

Administrative Expenses	34.79%
Bond Interest Payment	31.11
Stations & Buildings	19.68
Fire Department's Budgets	12.56
Treasurer Fees	1.82
Miscellaneous	0.03
<b>Total</b>	<b>\$417,355.61</b>



By Account



# Green Mountain Falls Chipita Park Fire District

## PAYMENT REQUEST

1/11/2023

### GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
Bankcard Center	111023	11/10/2023	\$ 2,346.54	Credit Card Pmt
Bankcard Center	121723	12/17/2023	\$ 857.45	Credit Card Pmt
Black Hills Energy	120723	12/7/2023	Bill not Available	Set up for Autopay
Bullseye	48621259	12/25/2023	\$ 182.61	
Clare Corporation	AC-3288	10/10/2023	\$ 430.00	
CO Div of Fire Prevention & Control	23-70112	12/11/2023	\$ 20.00	
Colorado Springs Utilities	9015963319	1/2/2024	\$ 375.54	Set up for Autopay
Environment Control	12506-439	11/30/2023	\$ 283.00	
Environment Control	12-594-439	12/11/2023	\$ 129.71	
ESO Solutions, Inc	ESO-129589	1/2/2024	\$ 2,617.40	
Flair Data Systems	R00336	12/13/2023	\$ 134.95	
Olson Plumbing & Heating	158223	12/21/2023	\$ 1,490.28	
ROI	20027	12/14/2023	\$ 2,763.00	
The Insurance Center	0501-001	1/5/2024	\$ 3,595.00	
WEX	123123	12/31/2023	\$ 183.59	Paid Online
WSDM District Managers	7815	12/31/2023	\$ 2,524.72	
<b>TOTAL</b>			<b>\$ 17,933.79</b>	

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Green Mountain Falls Chipita Park Fire District