

CASCADE FIRE PROTECTION DISTRICT NOTICE OF REGULAR MEETING AND AGENDA

Cascade Fire Station
8015 Severy Road Cascade, Colorado
Monday, January 8, 2024 - 6:30 P.M.

From computer, tablet or smartphone. <https://video.cloudoffice.avaya.com/join/915629954>
By phone United States: +1 (213) 463-4500 Access Code: 915629954

Public invited to attend

Board of Directors

Mike Whittemore, 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 November 13, 2023 (included in packet).
- 5. Financial Matters**
 - Acceptance of Unaudited Financial Statements as of December 31, 2023 – Balance Sheet and Profit and Loss/Budget Report (included in packet).
 - Ratification and Approval of Payables for the period ending January 8, 2024 (included in packet).
- 6. Cascade Volunteer Fire Department Chief's Report**
- 7. Old Business**
- 8. Legal Matters**
- 9. New Business**
 - 2024 District Goals
 - FPPA Census
- 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 February 12, 2024, at 6:30PM with first Pension Board Meeting of 2024.

12. Adjournment



**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
CASCADE FIRE PROTECTION DISTRICT
HELD NOVEMBER 13, 2023, AT 7:00 PM**

A regular meeting of the Board of Directors of the Cascade Fire Protection District was held on Monday, November 13, 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 (Excused)

Also in Attendance:

Adam Noel, WSDM District Managers
Chief Karen Bodine, Cascade Volunteer Fire Department
Tane Brown, Pension Board President
Erik Eide, Cascade Volunteer Fire Department

1. **Call to Order:** President Whittemore called the meeting to order at 7:02 PM.
2. **Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures:** President Whittemore confirmed a quorum was present.
3. **Approval of Agenda:** Mr. Noel added item 4. Pension Board Meeting. Director Issacson moved to approve the Agenda as amended; seconded by Director Deramus. Motion passed unanimously.
4. **Pension Board Meeting:** The Board conducted the Pension Board Meeting.
5. **Approval of Board Meeting Minutes – October 9, 2023:** After review, Director Lewis moved to approve the October 9, 2023 Minutes; seconded by Director Issacson. Motion passed unanimously.
6. **Financial Matters**
 - a. Acceptance of Unaudited Financial Statements as of October 31, 2023 – Balance Sheet and Profit and Loss/Budget Report: Mr. Noel presented the Unaudited Financial Statements as of October 31, 2023. After review, Director Issacson moved to approve the Unaudited Financial Statements as presented; seconded by Director Deramus. Motion passed unanimously.
 - b. Ratification and Approval of Payables for the period ending November 13, 2023: Mr. Noel presented the Payables for the period ending November 13, 2023 and added the

invoice for \$5,500 for the rent payment to the Cascade Volunteer Fire Department. After review, Director Issacson moved to approve the Payables as amended; seconded by Director Deramus. Motion passed unanimously.

7. Cascade Volunteer Fire Department Chief's Report: Chief Bodine presented the Chief's Report.

8. Old Business

- a. CSFD/PPAM Agreement Update: Chief Bodine reported that the CSFD/PPAM Agreement is ready for signatures.

9. Legal Matters

- a. Review and Consider Approval of the 2024 Annual Administrative Resolution: Mr. Noel presented the 2024 Annual Administrative Resolution. The Board scheduled 2024 Regular Board Meetings for the second Monday of every month at 6:30 p.m. After review, President Whittemore moved to approve the 2024 Annual Administrative Resolution; seconded by Director Issacson. Motion passed unanimously.
- b. Review and Consider Approval of the 2024 WSDM Engagement Letter: After review, Director Issacson moved to approve the 2024 WSDM Engagement Letter; seconded by Director Deramus. Motion passed unanimously.

10. New Business

- a. Budget Hearing for the 2024 Budget and Consider Approval of Resolution Adopting 2024 Budget: President Whittemore opened the Public Hearing on the 2024 Budget; seconded by Director Lewis. Motion passed unanimously. After no public comment, the public hearing was closed. Mr. Noel presented the 2024 Budget. Mr. Noel informed the Board of potential new legislation that could impact property tax revenue. After review, President Whittemore moved to approve the 2024 Budget as presented; seconded by Director Deramus. Motion passed unanimously.

11. Public Comment: There was no public comment.

12. Other Business

- a. Next Meeting Scheduled for December 11, 2023, at 7:00 p.m.

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

Respectfully submitted,

By:

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL NOVEMBER 13, 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

01/05/24

As of December 31, 2023

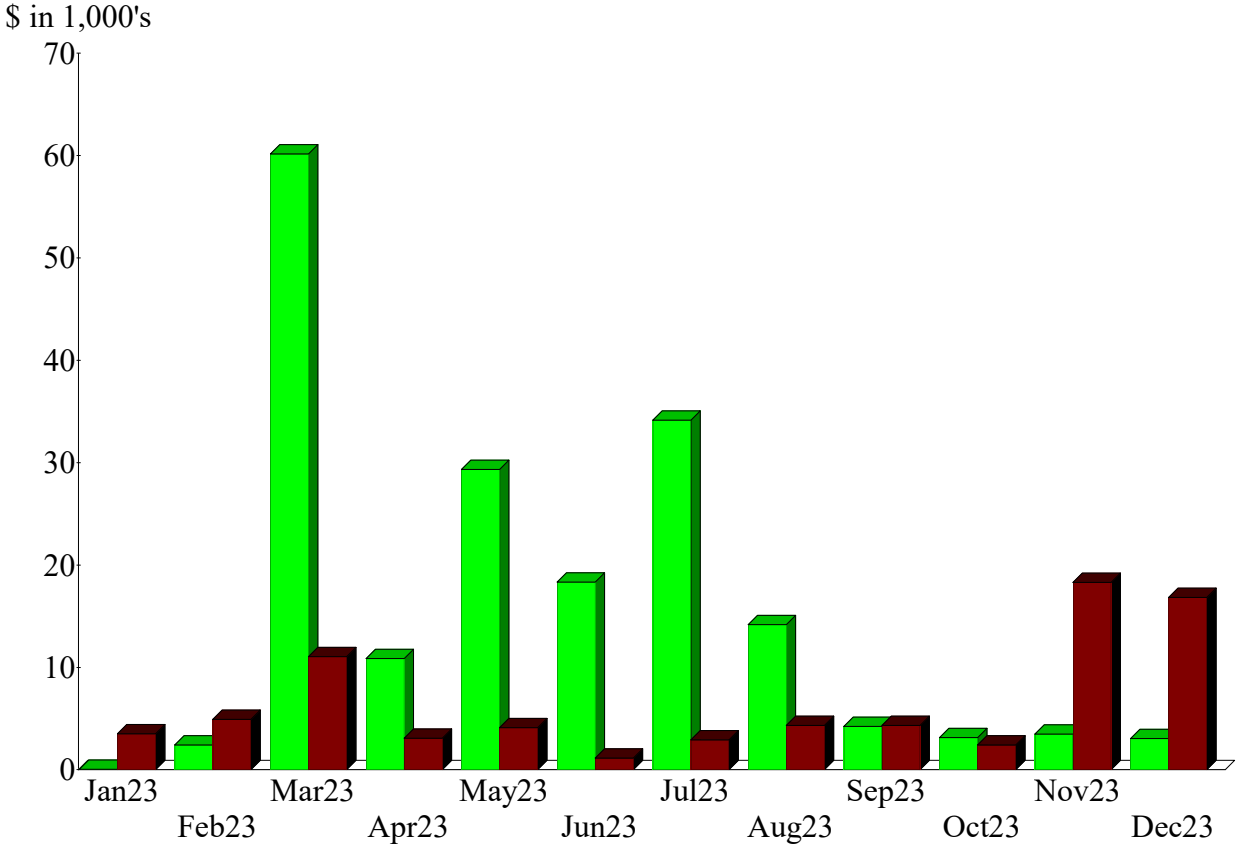
Accrual Basis

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
ENT (00) Savings	68,186.86
ENT (10) CHECKING	149,488.79
Ent (57) 3 month CD	203,153.86
Ent (54) - 13 Month CD	104,243.26
Ent (55) - 13 Month CD	81,009.76
Ent (56) - 13 Month CD	52,037.44
Total Checking/Savings	<u>658,119.97</u>
Total Current Assets	<u>658,119.97</u>
TOTAL ASSETS	<u>658,119.97</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	4,347.59
Total Accounts Payable	<u>4,347.59</u>
Total Current Liabilities	<u>4,347.59</u>
Total Liabilities	4,347.59
Equity	
Unrestricted Net Assets	376,251.31
Opening Balance Equity	171,098.07
Net Income	106,423.00
Total Equity	<u>653,772.38</u>
TOTAL LIABILITIES & EQUITY	<u>658,119.97</u>

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

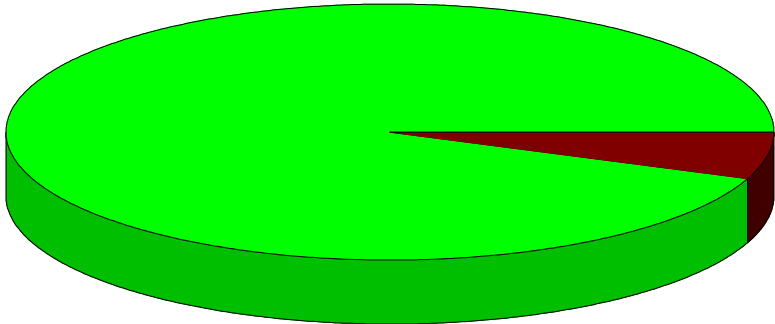
	TOTAL				
	Dec 23	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Income					
Income					
Delinquent Interest	0.00	291.78			
General Property Tax	0.00	145,061.70	145,025.00	36.70	100.03%
Vehicle Registration Tax	1,322.65	14,017.33	10,152.00	3,865.33	138.08%
Interest earned	1,792.29	13,354.59			
Total Income	3,114.94	172,725.40	155,177.00	17,548.40	111.31%
Grants received	0.00	0.00	20,000.00	-20,000.00	0.0%
Other Types of Income					
Shoemaker Building Income	-67.00	6,291.00	6,445.00	-154.00	97.61%
Miscellaneous Revenue	0.00	4,384.00			
Total Other Types of Income	-67.00	10,675.00	6,445.00	4,230.00	165.63%
Total Income	3,047.94	183,400.40	181,622.00	1,778.40	100.98%
Expense					
District Budget					
Administrative / Operations	1,898.00	13,405.09	12,000.00	1,405.09	111.71%
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	0.00	2,180.30	2,175.00	5.30	100.24%
Insurance	565.00	10,971.00	11,000.00	-29.00	99.74%
Pension	13,368.78	13,368.78	13,369.00	-0.22	100.0%
Rent	0.00	5,519.45	5,000.00	519.45	110.39%
Tax Abatements	0.00	0.00	100.00	-100.00	0.0%
Total District Budget	15,831.78	45,697.35	43,744.00	1,953.35	104.47%
Stations & Buildings					
Operations	314.69	6,545.90	5,000.00	1,545.90	130.92%
Building Capital	0.00	0.00	8,000.00	-8,000.00	0.0%
Total Stations & Buildings	314.69	6,545.90	13,000.00	-6,454.10	50.35%
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	2,600.00	3,000.00	-400.00	86.67%
Radio User Fees	0.00	8,112.80	6,000.00	2,112.80	135.21%
Firefighting-Capital Outlay	0.00	0.00	10,000.00	-10,000.00	0.0%
Firefighting-Supplies & Exp's	240.85	7,311.67	9,000.00	-1,688.33	81.24%
Medical Services-Supplies & Exp	448.81	1,169.84	2,000.00	-830.16	58.49%
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, ...	0.00	2,789.14	6,000.00	-3,210.86	46.49%
Total Fire Department's Budgets	689.66	24,734.15	44,700.00	-19,965.85	55.33%
Contract Services					
Firefighter	0.00	0.00	125,000.00	-125,000.00	0.0%
Total Contract Services	0.00	0.00	125,000.00	-125,000.00	0.0%
Total Expense	16,836.13	76,977.40	226,444.00	-149,466.60	33.99%
Net Income	-13,788.19	106,423.00	-44,822.00	151,245.00	-237.44%

Income and Expense by Month
January through December 2023



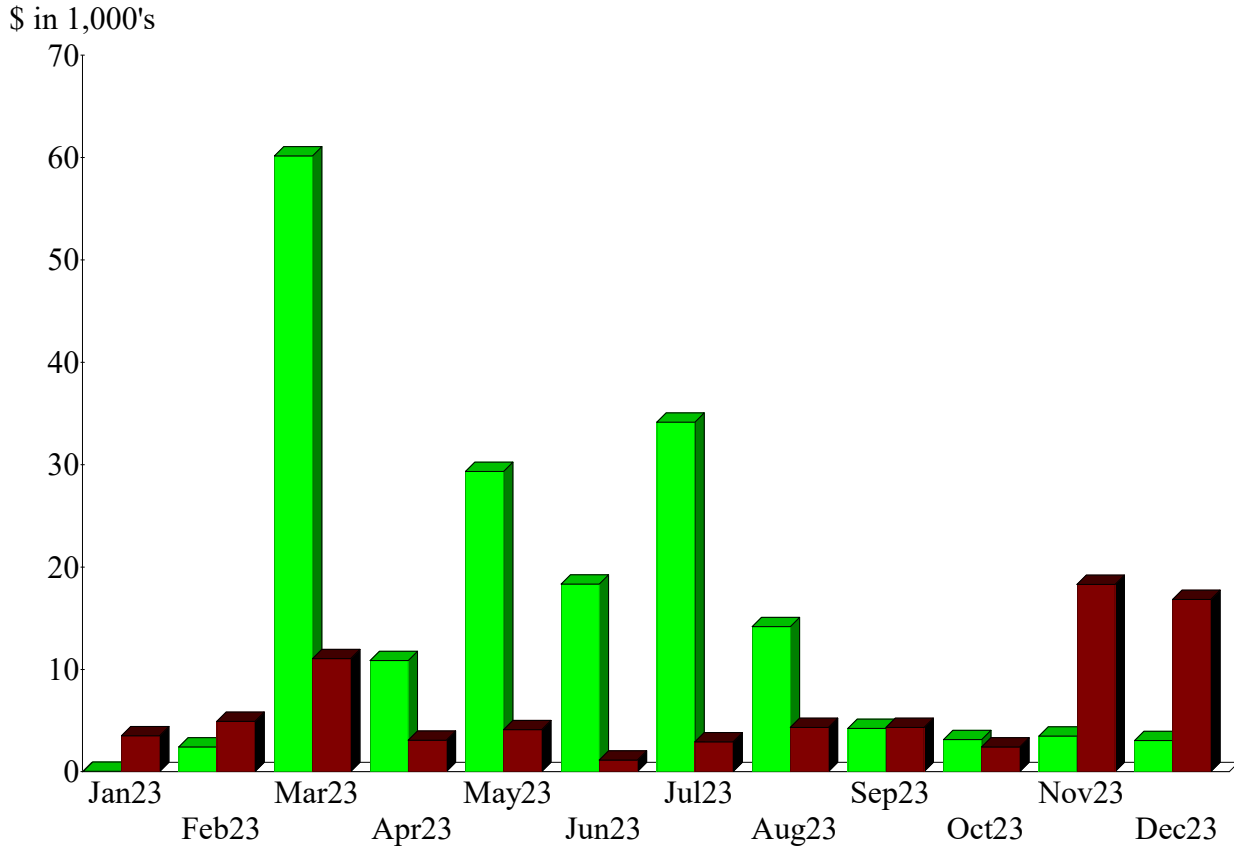
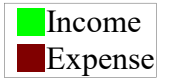
Income Summary
January through December 2023

Income	94.18%
Other Types of Income	5.82
Total	\$183,400.40



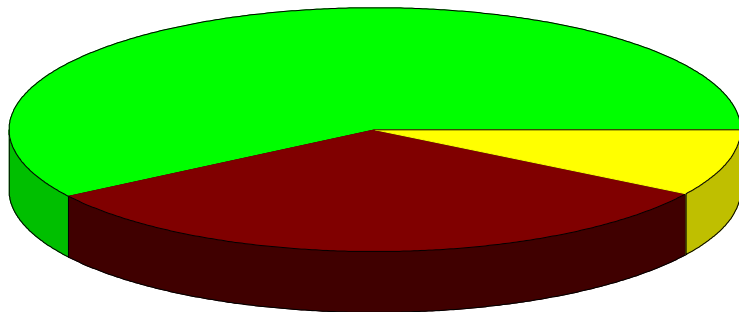
By Account

Income and Expense by Month
January through December 2023



Expense Summary
January through December 2023

District Budget	59.36%
Fire Department's Budgets	32.13
Stations & Buildings	8.50
Total	\$76,977.40



By Account



Cascade Fire Protection District
PAYMENT REQUEST
1/4/2024

Company	Invoice	Date	Amount	Comments
Black Hills Energy	7132643370	1/2/2024	\$ 90.70	
Cascade Metropolitan District	10624	1/6/2024	\$ 133.34	Paid VIA ACH
Colorado Springs Utilities	6595858371	1/2/2024	\$ 148.78	
Colorado Springs Utilities	9562766079	1/2/2024	\$ 23.88	
Emergency Medical Products	2602194	12/6/2023	\$ 448.81	
Karl Kreuzer	121523	12/15/2023	\$ 67.56	Reimbursement
Steve Lewis	1012024	1/1/2024	\$ 405.00	
Teller County Waste	101130414150	1/3/2024	\$ 67.00	
WEX	0490-00-81888-0	12/23/2023	\$ 58.91	Paid VIA ACH
Wines of Colorado	12082023	12/8/2023	\$ 650.00	Paid with CK#615
Witmer Public Safety Group	365074	11/28/2023	\$ 2,731.22	
WSDM District Managers	7801	12/31/2023	\$ 1,000.00	
TOTAL			\$ 5,825.20	

TOTAL FOR ALL FUNDS

\$ 5,825.20

_____, President