

CASCADE FIRE PROTECTION DISTRICT NOTICE OF REGULAR MEETING AND AGENDA

Cascade Fire Station
8015 Severy Road Cascade, Colorado
Monday, March 11, 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 February 12, 2024 (included in packet).
5. **Financial Matters**
 - a. Acceptance of Unaudited Financial Statements as of February 29, 2024 – Balance Sheet and Profit and Loss/Budget Report (included in packet).
 - b. Ratification and Approval of Payables for the period ending March 11, 2024 (included in packet).
6. **Cascade Volunteer Fire Department Chief's Report**
7. **Old Business**
 - a. VHF Communications Tower Damage
 - b. Increased Response to Calls
8. **Legal Matters**
9. **New Business**
 - a. 2023 Audit Exemption
10. **Executive Session**
11. **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)

12. Other Business

- a. Next Meeting scheduled for April 8, 2024, at 6:30PM.

13. Adjournment



**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
CASCADE FIRE PROTECTION DISTRICT
HELD FEBRUARY 12, 2024, AT 6:30 PM**

A regular meeting of the Board of Directors of the Cascade Fire Protection District was held on Monday, February 12, 2024, at 6:30 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
Tane Brown, Pension Board
Erik Eide, Cascade Volunteer Fire Department

1. **Call to Order:** President Whittemore called the meeting to order at 6:31 p.m.
2. **Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures:** President Whittemore confirmed a quorum was present.
3. **Approval of Agenda:** Director Seachris moved to approve the Agenda as presented; seconded by Director Lewis. Motion passed unanimously.
4. **Pension Board Meeting:** The Board opened the Pension Board Meeting at 6:33 p.m.
5. **Approval of Board Meeting Minutes – January 8, 2024:** After review, Director Issacson moved to approve the January 8, 2024 Minutes; seconded by Director Seachris. Motion passed unanimously.
6. **Financial Matters**
 - a. Acceptance of Unaudited Financial Statements as of January 31, 2024 – Balance Sheet and Profit and Loss/Budget Report: Mr. Noel presented the Unaudited Financial Statements as of January 31, 2024. After review, President Whittemore moved to approve the Unaudited Financial Statements as of January 31, 2024; seconded by Director Seachris. Motion passed unanimously.
 - b. Ratification and Approval of Payables for the period ending February 12, 2024: Mr. Noel presented the Payables for the period ending February 12, 2024. After review, Director Seachris moved to approve the Payables for the period ending February 12, 2024; seconded by President Whittemore. Motion passed unanimously.

7. **Cascade Volunteer Fire Department Chief's Report:** Chief Bodine presented the Chief's Report. Chief Bodine presented a proposal that was approved by the fire department for five new Tecgen gear sets for \$3,731.25, and five pairs of boots would cost approximately \$2,000. The Board noted it would be within budget for capital improvements and had no objection. The Board and Chief Bodine discussed the importance of cooperation between the fire department and the District.
8. **Old Business**
 - a. FPPA Census: The Board discussed the FPPA Census and President Whittemore confirmed the Census Report was completed and filed in January.
 - b. VHF Communications Tower Damage: Mr. Noel discussed the VHF communications tower damage and noted they need to provide an email describing the issue and if it can be repaired to the Cascade Metro District who owns the property.
9. **Legal Matters:** There were no legal matters.
10. **New Business**
 - a. 2024 Discussion of Increased response to calls: The Board discussed the goal of providing adequate response to calls in 2024. Chief Bodine and the Board discussed options such as implementing a pay-per-call system and incentives to get certifications. The Board agreed to discuss this issue further at the next meeting, potentially under Executive Session for personnel matters.
 - b. Discussion of selling truck 1820: Chief Bodine reported that the mechanic is researching and will help determine the proper selling price and value for truck 1820.
 - c. 2024 Insurance Renewal – Effective 3.1.24: Mr. Noel presented the 2024 Insurance Renewal proposal. The Board discussed needing a more accurate value of the fire station for insurance purposes. After review, President Whittemore moved to approve the 2024 Insurance Renewal; seconded by Director Deramus. Motion passed unanimously.
 - d. The Board discussed the District's CDs are coming due in March and agreed to roll the funds over for comparable rates. Director Issacson moved to roll the funds over for a reasonable rate; seconded by Director Seachris. Motion passed unanimously. The Board discussed insurance coverage for the accounts and agreed to find more information.
11. **Public Comment:** There was no public comment.
12. **Other Business**
 - a. Next Meeting scheduled for March 11, 2024 at 6:30 p.m.
13. **Adjournment:** The Board unanimously adjourned the meeting at 8:24 p.m.

Respectfully submitted,

By:

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL FEBRUARY 12, 2024
MINUTES OF THE CASCADE FIRE PROTECTION DISTRICT BY THE BOARD OF
DIRECTORS SIGNING BELOW:

Mike Whittmore

Quentin Deramus

Steve Lewis

Farris Issacson

Bruce Seachris



Cascade Fire Protection District

Balance Sheet

As of February 29, 2024

03/07/24

Accrual Basis

	<u>Feb 29, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
ENT (00) Savings	68,192.47
ENT (10) CHECKING	126,867.93
Ent (57) 3 month CD	204,790.16
Ent (54) - 13 Month CD	105,024.40
Ent (55) - 13 Month CD	81,616.80
Ent (56) - 13 Month CD	52,427.38
Total Checking/Savings	<u>638,919.14</u>
Accounts Receivable	
Property Tax Receivable	174,421.00
Total Accounts Receivable	<u>174,421.00</u>
Total Current Assets	<u>813,340.14</u>
TOTAL ASSETS	<u>813,340.14</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,100.28
Total Accounts Payable	<u>3,100.28</u>
Other Current Liabilities	
Deferred Property Tax	174,421.00
Total Other Current Liabilities	<u>174,421.00</u>
Total Current Liabilities	<u>177,521.28</u>
Total Liabilities	177,521.28
Equity	
Unrestricted Net Assets	477,967.13
Opening Balance Equity	171,098.07
Net Income	-13,246.34
Total Equity	<u>635,818.86</u>
TOTAL LIABILITIES & EQUITY	<u>813,340.14</u>

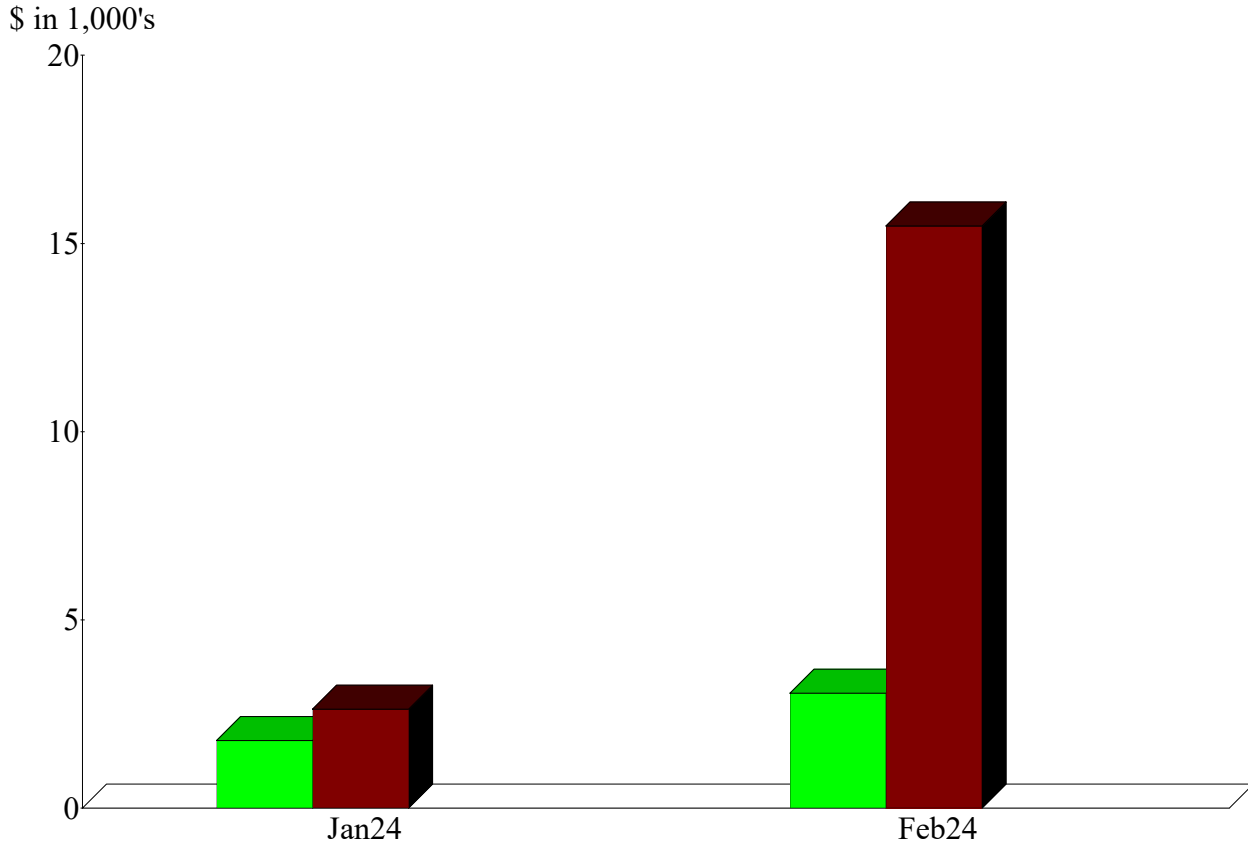
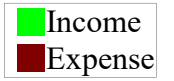
Cascade Fire Protection District

Profit & Loss Budget vs. Actual

January through February 2024

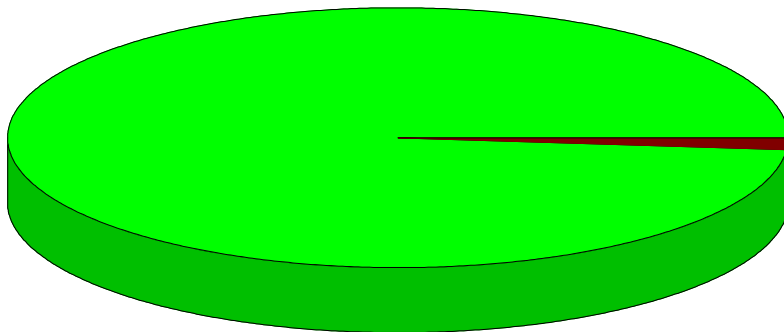
	TOTAL				
	Feb 24	Jan - Feb 24	Budget	\$ Over Budget	% of Budget
Income					
Income					
General Property Tax	11.64	11.64	186,916.00	-186,904.36	0.01%
Vehicle Registration Tax	1,431.10	1,431.10	13,084.00	-11,652.90	10.94%
Interest earned	1,683.52	3,478.13	4,000.00	-521.87	86.95%
Total Income	<u>3,126.26</u>	<u>4,920.87</u>	<u>204,000.00</u>	<u>-199,079.13</u>	<u>2.41%</u>
Other Types of Income					
Shoemaker Building Income	-67.00	-67.00	13,860.00	-13,927.00	-0.48%
Total Other Types of Income	<u>-67.00</u>	<u>-67.00</u>	<u>13,860.00</u>	<u>-13,927.00</u>	<u>-0.48%</u>
Total Income	<u>3,059.26</u>	<u>4,853.87</u>	<u>217,860.00</u>	<u>-213,006.13</u>	<u>2.23%</u>
Expense					
District Budget					
Administrative / Operations	1,716.78	2,716.78	12,000.00	-9,283.22	22.64%
Bank Fees	0.00	0.00	300.00	-300.00	0.0%
Collection-Treasurer's Fees	0.17	0.17	2,804.00	-2,803.83	0.01%
Insurance	12,314.00	12,800.00	11,500.00	1,300.00	111.3%
Pension-State Match	0.00	0.00	17,230.00	-17,230.00	0.0%
Rent	0.00	0.00	5,000.00	-5,000.00	0.0%
Total District Budget	<u>14,030.95</u>	<u>15,516.95</u>	<u>48,834.00</u>	<u>-33,317.05</u>	<u>31.78%</u>
Stations & Buildings					
Operations	1,164.42	2,253.12	6,000.00	-3,746.88	37.55%
Building Capital	0.00	0.00	10,000.00	-10,000.00	0.0%
Total Stations & Buildings	<u>1,164.42</u>	<u>2,253.12</u>	<u>16,000.00</u>	<u>-13,746.88</u>	<u>14.08%</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	0.00	2,000.00	-2,000.00	0.0%
Communications-Dispatch	0.00	0.00	1,000.00	-1,000.00	0.0%
Radio User Fees	0.00	0.00	6,000.00	-6,000.00	0.0%
Radio M&R contract	0.00	0.00	3,000.00	-3,000.00	0.0%
Firefighting-Capital Outlay	0.00	0.00	10,000.00	-10,000.00	0.0%
Firefighting-Supplies & Exp's	98.73	157.64	9,000.00	-8,842.36	1.75%
Medical Services-Supplies & Exp	0.00	0.00	2,000.00	-2,000.00	0.0%
Medical Services-Capital Outlay	0.00	0.00	1,000.00	-1,000.00	0.0%
Training-Supplies & Expenses	0.00	0.00	2,000.00	-2,000.00	0.0%
Repair Svc Contr.(Committed)	0.00	0.00	2,700.00	-2,700.00	0.0%
Supplies & Expenses-Trucks, ...	172.50	172.50	4,000.00	-3,827.50	4.31%
Total Fire Department's Budgets	<u>271.23</u>	<u>330.14</u>	<u>44,700.00</u>	<u>-44,369.86</u>	<u>0.74%</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>15,466.60</u>	<u>18,100.21</u>	<u>234,534.00</u>	<u>-216,433.79</u>	<u>7.72%</u>
Net Income	<u><u>-12,407.34</u></u>	<u><u>-13,246.34</u></u>	<u><u>-16,674.00</u></u>	<u><u>3,427.66</u></u>	<u><u>79.44%</u></u>

Income and Expense by Month
January through February 2024



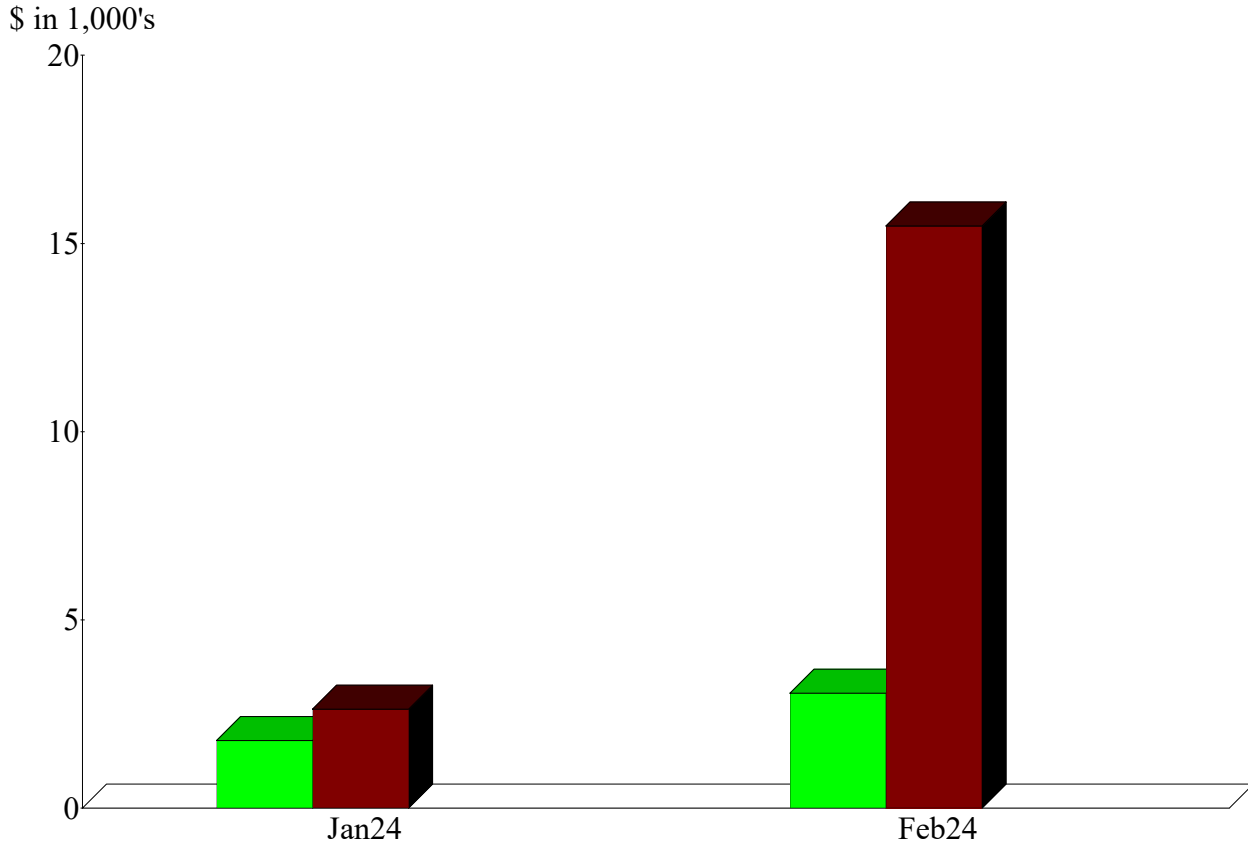
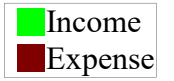
Income Summary
January through February 2024

Income	100.00%
Other Types of Income	\$-67.00
Sub-Total	\$4,853.87



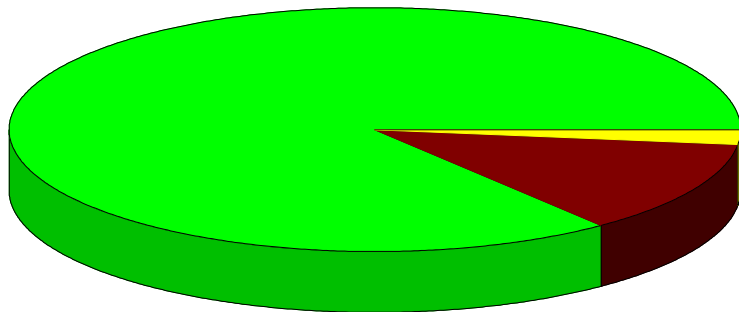
By Account

Income and Expense by Month
January through February 2024



Expense Summary
January through February 2024

District Budget	85.73%
Stations & Buildings	12.45
Fire Department's Budgets	1.82
Total	\$18,100.21



By Account



Cascade Fire Protection District
PAYMENT REQUEST
3/11/2024

Company	Invoice	Date	Amount	Comments
Black Hills Energy	7132643370	3/1/2024	\$ 83.48	
Cascade Metropolitan District	30624	3/6/2024	\$ 133.34	Paid VIA ACH
Colorado Springs Utilities	6595858371	3/1/2024	\$ 134.51	
Pinnacol	21594333	2/22/2024	\$ 486.00	
Special District Association	2024	2/24/2024	\$ 716.78	
Steve Lewis	22924	2/29/2024	\$ 725.00	
Teller County Waste	30424	3/4/2024	\$ 82.25	
UL, LLC	72020560258	2/14/2024	\$ 172.50	
WEX	0490-00-81888-0	2/29/2024	\$ 69.54	Paid VIA ACH
WSDM District Managers	7888	2/29/2024	\$ 1,000.00	
TOTAL			\$ 3,603.40	

TOTAL FOR ALL FUNDS

\$ 3,603.40

_____, President



**CASCADE FIRE PROTECTION DISTRICT
RESOLUTION FOR EXEMPTION FROM AUDIT**

A RESOLUTION APPROVING AN EXEMPTION FROM AUDIT FOR FISCAL YEAR 2023 FOR THE CASCADE FIRE PROTECTION DISTRICT, EL PASO COUNTY, COLORADO.

WHEREAS, the Board of Directors wishes to claim exemption from the audit requirements of Section 29-1-603, C.R.S.; and

WHEREAS, Section 29-1-604 C.R.S. states that any local government where neither revenue nor expenditures exceeds \$750,000, may with the approval of the state auditor, be exempt from the provisions of Section 29-1-603 C.R.S.; and

WHEREAS, neither revenues nor expenditures exceeded \$750,000 for fiscal year 2023;

WHEREAS, an application for exemption from audit has been prepared by the District Manager, WSDM, LLC with knowledge of government accounting; and

WHEREAS, said application for exemption from audit has been completed in accordance with regulations issued by the state auditor.

NOW THEREFORE, be it resolved by the Cascade Fire Protection District that the application for exemption from audit for the fiscal year ending December 31, 2023 has been reviewed and is hereby approved by a majority of the Board of Directors and that those Directors have signified their approval by signing below and that this Resolutions shall be attached to and become a part of the application for exemption from audit for the fiscal year ended December 31, 2023.

Adopted this 11th day of March 2024.

DIRECTORS:

Mike Whittemore

Steve Lewis

Quentin Deramus

Farris Issacson

Bruce Seachris