

CASCADE FIRE PROTECTION DISTRICT NOTICE OF REGULAR MEETING AND AGENDA

Cascade Fire Station
8015 Severy Road Cascade, Colorado
Monday, April 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 March 11, 2024 (included in packet).
- 5. Financial Matters**
 - Acceptance of Unaudited Financial Statements as of March 31, 2024 – Balance Sheet and Profit and Loss/Budget Report (included in packet).
 - Ratification and Approval of Payables for the period ending April 8, 2024 (included in packet).
- 6. Cascade Volunteer Fire Department Chief's Report**
- 7. Old Business**
 - VHF Communications Tower Damage
 - Increased Response to Calls
- 8. Legal Matters**
- 9. New Business**
- 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 May 13, 2024, at 6:30PM.

13.Adjournment



**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
CASCADE FIRE PROTECTION DISTRICT
HELD MARCH 11, 2024, AT 6:30 PM**

A regular meeting of the Board of Directors of the Cascade Fire Protection District was held on Monday, March 11, 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 (Excused)
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 6:30 p.m.
2. **Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures:** President Whittemore confirmed a quorum was present.
3. **Approval of Agenda:** Director Issacson moved to approve the Agenda as presented; seconded by Director Lewis. Motion passed unanimously.
4. **Approval of Board Meeting Minutes – February 12, 2024:** After review, Director Lewis moved to approve the February 12, 2024 Minutes; seconded by Director Seachris. Motion passed unanimously.
5. **Financial Matters**
 - a. Acceptance of Unaudited Financial Statements as of February 29, 2024 – Balance Sheet and Profit and Loss/Budget Report: Mr. Noel presented the Unaudited Financial Statements as of February 29, 2024. After review, President Whittemore moved to approve the Unaudited Financial Statements as of February 29, 2024; seconded by Director Seachris. Motion passed unanimously.
 - b. Ratification and Approval of Payables for the period ending March 11, 2024: Mr. Noel presented the Payables for the period ending March 11, 2024. After review, Director Seachris moved to approve the Payables for the period ending March 11, 2024; seconded by Director Issacson. Motion passed unanimously.
6. **Cascade Volunteer Fire Department Chief’s Report:** Chief Bodine presented the Chief’s Report. She noted the ISO rating has moved up from a 5 to a 4 which is an

improvement due to water source and education/training. She reported that Fire Engine #1820 is at the CSFD repair shop due to a pump issue.

7. Old Business

- a. VHF Communications Tower Damage: Mr. Noel discussed the VHF communications tower damage and noted that Cascade Metro District has provided written approval to allow the repairs needed.
- b. Increased Response to Calls: The Board discussed and reviewed the stipulations and differences between employees and contractors regarding the Cascade volunteer fire department staff and how the District can provide an increased response to calls. President Whittemore provided a review of the volunteer fire department member program requirements including the compensation model and requiring that department members apply for the program. The Board requested Chief Bodine present this program model to the fire department members and provide feedback.

8. Legal Matters: There were no legal matters.

9. New Business

- a. 2023 Audit Exemption: Mr. Noel presented the Resolution for the 2023 Audit Exemption. After review, President Whittemore moved to approve the Resolution for the 2023 Audit Exemption; seconded by Director Seachris. Motion passed unanimously.

10. Executive Session: The Board determined there was no need for an executive session.

11. Public Comment: There was no public comment.

12. Other Business

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

13. Adjournment: The Board unanimously adjourned the meeting at 7:30 p.m.

Respectfully submitted,

By:

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MARCH 11, 2024 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

04/04/24

Balance Sheet

Accrual Basis

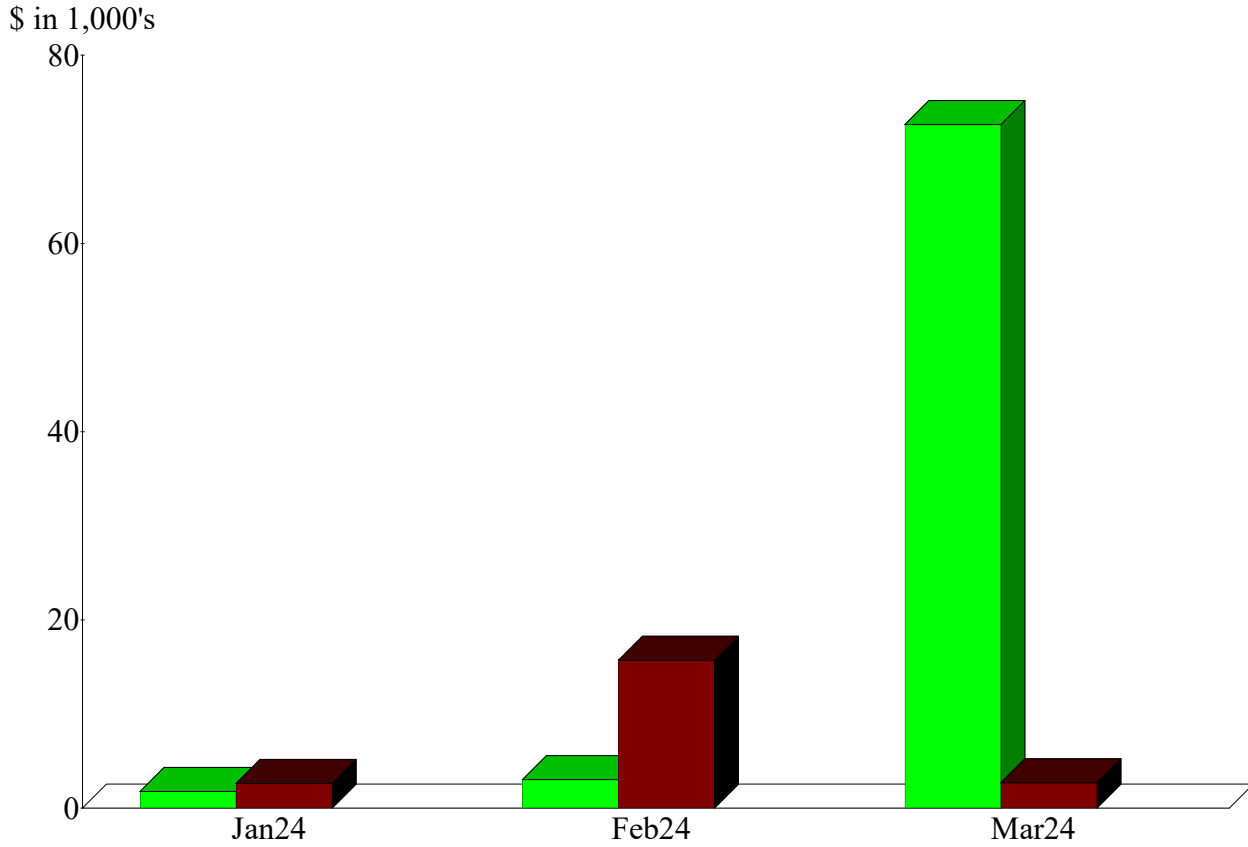
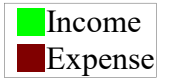
As of March 31, 2024

	<u>Mar 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
ENT (00) Savings	68,195.37
ENT (10) CHECKING	180,696.45
Ent (57) 3 month CD	205,676.20
Ent (54) - 13 Month CD	-36.69
Ent (55) - 13 Month CD	81,955.87
Ent (56) - 13 Month CD	52,645.19
ENT (58) - 5 Month CD	105,474.54
Total Checking/Savings	<u>694,606.93</u>
Accounts Receivable	
Accounts Receivable	12,738.00
Property Tax Receivable	127,661.79
Total Accounts Receivable	<u>140,399.79</u>
Total Current Assets	<u>835,006.72</u>
TOTAL ASSETS	<u>835,006.72</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,812.95
Total Accounts Payable	<u>1,812.95</u>
Other Current Liabilities	
Deferred Property Tax	127,661.79
Total Other Current Liabilities	<u>127,661.79</u>
Total Current Liabilities	<u>129,474.74</u>
Total Liabilities	129,474.74
Equity	
Unrestricted Net Assets	477,967.13
Opening Balance Equity	171,098.07
Net Income	56,466.78
Total Equity	<u>705,531.98</u>
TOTAL LIABILITIES & EQUITY	<u>835,006.72</u>

Cascade Fire Protection District Profit & Loss Budget vs. Actual January through March 2024

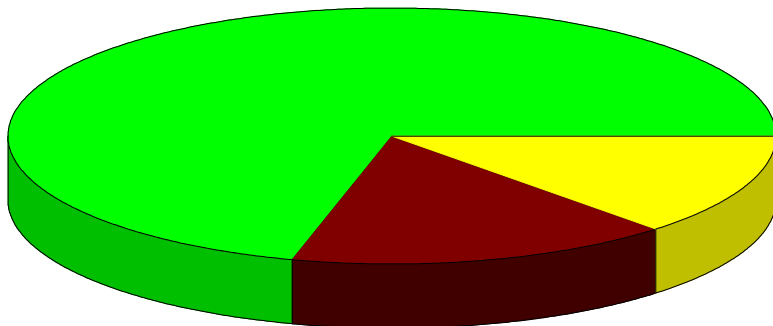
	TOTAL				
	Mar 24	Jan - Mar 24	Budget	\$ Over Budget	% of Budget
Income					
Income					
General Property Tax	46,747.57	46,759.21	186,916.00	-140,156.79	25.02%
Vehicle Registration Tax	1,349.62	2,780.72	13,084.00	-10,303.28	21.25%
Interest earned	1,895.20	5,373.33	4,000.00	1,373.33	134.33%
Total Income	<u>49,992.39</u>	<u>54,913.26</u>	<u>204,000.00</u>	<u>-149,086.74</u>	<u>26.92%</u>
Direct Public Support					
Individ, Business Contributions	10,000.00	10,000.00			
Total Direct Public Support	<u>10,000.00</u>	<u>10,000.00</u>			
Other Types of Income					
Shoemaker Building Income	12,655.75	12,588.75	13,860.00	-1,271.25	90.83%
Total Other Types of Income	<u>12,655.75</u>	<u>12,588.75</u>	<u>13,860.00</u>	<u>-1,271.25</u>	<u>90.83%</u>
Total Income	<u>72,648.14</u>	<u>77,502.01</u>	<u>217,860.00</u>	<u>-140,357.99</u>	<u>35.57%</u>
Expense					
District Budget					
Administrative / Operations	1,021.00	3,818.23	12,000.00	-8,181.77	31.82%
Bank Fees	0.00	0.00	300.00	-300.00	0.0%
Collection-Treasurer's Fees	701.20	701.37	2,804.00	-2,102.63	25.01%
Insurance	100.00	12,900.00	11,500.00	1,400.00	112.17%
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>1,822.20</u>	<u>17,419.60</u>	<u>48,834.00</u>	<u>-31,414.40</u>	<u>35.67%</u>
Stations & Buildings					
Operations	728.56	3,148.68	6,000.00	-2,851.32	52.48%
Building Capital	0.00	0.00	10,000.00	-10,000.00	0.0%
Total Stations & Buildings	<u>728.56</u>	<u>3,148.68</u>	<u>16,000.00</u>	<u>-12,851.32</u>	<u>19.68%</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	69.54	227.18	9,000.00	-8,772.82	2.52%
Medical Services-Supplies & Exp	67.27	67.27	2,000.00	-1,932.73	3.36%
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, ...	0.00	172.50	4,000.00	-3,827.50	4.31%
Total Fire Department's Budgets	<u>136.81</u>	<u>466.95</u>	<u>44,700.00</u>	<u>-44,233.05</u>	<u>1.05%</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>2,687.57</u>	<u>21,035.23</u>	<u>234,534.00</u>	<u>-213,498.77</u>	<u>8.97%</u>
Net Income	<u><u>69,960.57</u></u>	<u><u>56,466.78</u></u>	<u><u>-16,674.00</u></u>	<u><u>73,140.78</u></u>	<u><u>-338.65%</u></u>

Income and Expense by Month
January through March 2024



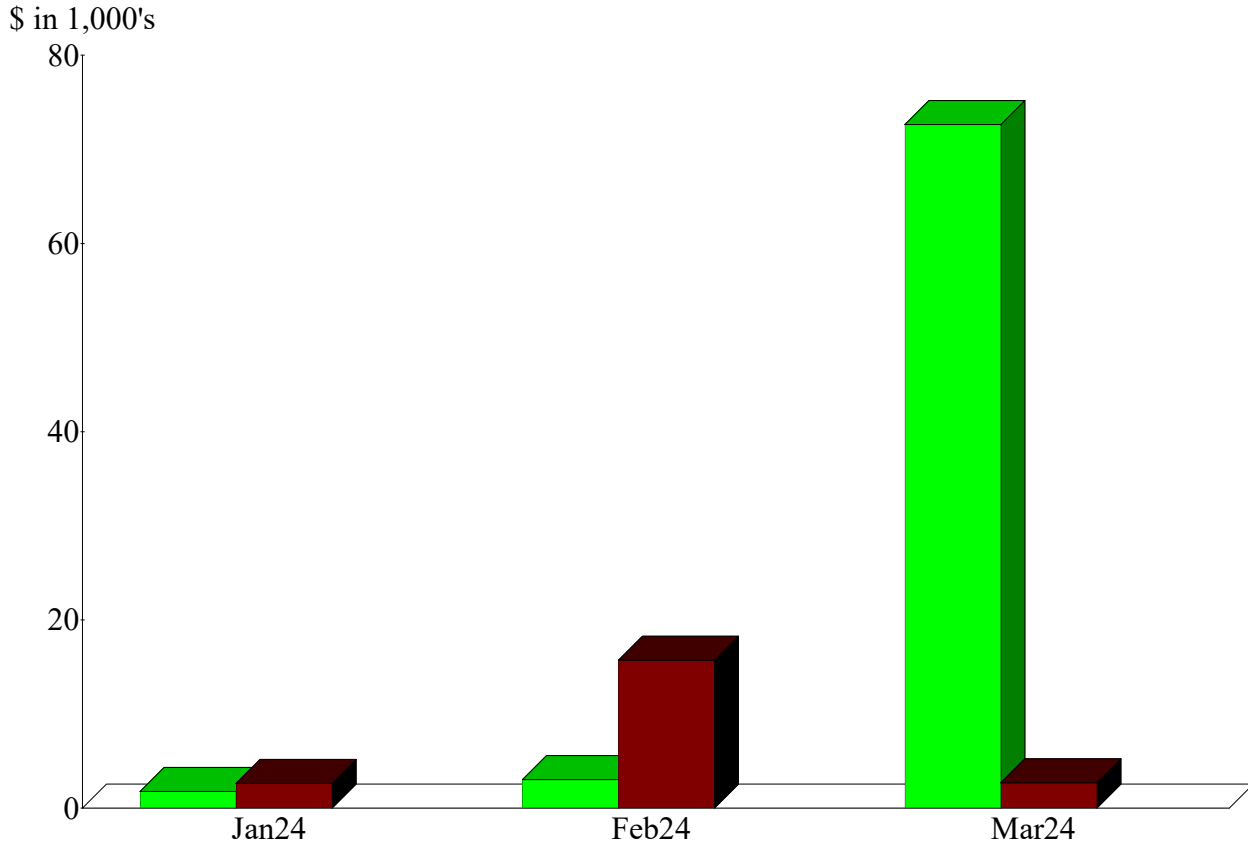
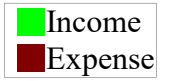
Income Summary
January through March 2024

Income	70.85%
Other Types of Income	16.24
Direct Public Support	12.90
Total	\$77,502.01



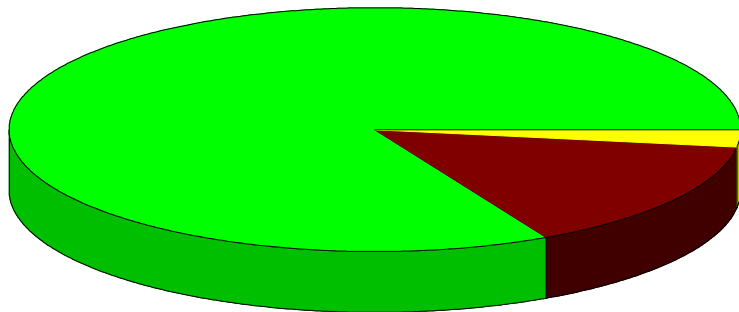
By Account

Income and Expense by Month
January through March 2024



Expense Summary
January through March 2024

District Budget	82.81%
Stations & Buildings	14.97
Fire Department's Budgets	2.22
Total	\$21,035.23



By Account



Cascade Fire Protection District
PAYMENT REQUEST
4/8/2024

Company	Invoice	Date	Amount	Comments
Black Hills Energy	7132643370	3/29/2024	\$ 82.23	
Cascade Metropolitan District	30624	3/6/2024	\$ 133.34	Paid VIA ACH
Colorado Springs Utilities	6595858371	4/2/2024	\$ 194.88	
Emergency Medical Products	2622837	3/11/2024	\$ 67.27	
High Country Pest Control	174324	2/28/2024	\$ 167.00	
Steve Lewis	33124	3/31/2024	\$ 295.00	
Teller County Waste	40124	4/1/2024	\$ 82.25	
Tribbett Agency LLC	6794	3/11/2024	\$ 100.00	
WEX	0490-00-81888-0	3/23/2024	\$ 10.00	Paid VIA ACH
WSDM District Managers	7888	2/29/2024	\$ 80.45	Postage Missed
WSDM District Managers	7933	3/31/2024	\$ 1,021.00	
TOTAL			\$ 2,233.42	

TOTAL FOR ALL FUNDS

\$ 2,233.42

_____, President