

CASCADE FIRE PROTECTION DISTRICT NOTICE OF REGULAR MEETING AND AGENDA

Cascade Fire Station

8015 Severy Road Cascade, Colorado

Monday, January 10, 2021, 7:00 P.M.

From computer, tablet or smartphone. <https://global.gotomeeting.com/join/130451757>

By phone United States: +1 (872) 240-3412 Access Code: 130-451-757

Public invited to attend

Board of Directors

Mike Whittemore, President	Term Expires May 2022
Steve Lewis, Treasurer	Term Expires May 2023
Quentin Deramus, Assistant Secretary	Term Expires May 2023
Farris Issacson, Assistant Secretary	Term Expires May 2022
Bruce Seachris, Assistant Secretary	Term Expires May 2022

AGENDA

1. Call to Order

2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures

3. Approval of Board Meeting Minutes from the meeting on December 13, 2021 (enclosure)

4. Financial Matters

- a. Acceptance of Unaudited Financial Statements as of December 31, 2021 – Balance Sheet and Profit and Loss/Budget Report (see attached draft, final available at meeting)
- b. Ratification and Approval of Payables for the period ending January 10, 2021 (available at meeting)
- c. Authorize Treasurer and Accountant to transfer 2021 net gain to savings account (final amount available at meeting)
- d. Transfer of management of the Shoemaker Building from Department to District

5. Cascade Volunteer Fire Department Chief's Report

6. Old Business

- a. Remaining work to be done to Station and upper barn
- b. Grant update
- c. Election process update
- d. Accident Reporting and repair authorization discussion

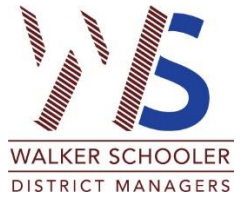
7. New Business

8. Public Comment (Items Not on the Agenda Only. Comments limited to 3 minutes per person and taken in Order In Which They Appear on Sign-Up Sheet)

9. Other Business

- a. Next Meeting scheduled for February 14, 2022, at 7:00 PM.

10. Adjournment



**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
CASCADE FIRE PROTECTION DISTRICT
HELD DECEMBER 13, 2021**

A regular meeting of the Board of Directors of the Cascade Fire Protection District was held on Monday, December 13, 2021, at 7:00 PM. The meeting was open to the public.

Directors in Attendance:

Mike Whittmore
Quentin Deramus
Steve Lewis
Farris Issacson
Bruce Seachris

Also in Attendance:

Kevin Walker, Walker Schooler District Managers

1. **Call to Order:** President Whittmore called the meeting to order at 7:03 PM.
2. **Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures:** President Whittmore confirmed a quorum was present.
3. **Approval of Board Meeting Minutes** from the meeting on November 8, 2021: After review, Director Issacson moved to approve the November 8, 2021 Minutes; seconded by Director Seachris. Motion passed unanimously.
4. **Financial Matters**
 - a. Acceptance of Unaudited Financial Statements as of November 30, 2021 – Balance Sheet and Profit and Loss/Budget Report: Mr. Walker presented the Unaudited Financial Statements as of November 30, 2021 including the Balance Sheet, Profit and Loss, and Budget Report. Director Deramus joined the meeting. After review, Director Deramus moved to accept the Unaudited Financial Statements; seconded by Director Issacson. Motion passed unanimously.
 - b. Ratification and Approval of Payables for the period ending December 13, 2021: Mr. Walker presented the Payables for the period ending December 13, 2021. The Board discussed repairs made to the fire trucks by fire department staff without informing the Board of the incidents and repairs. The Board agreed that all incidents require an incident report including #1850 and the Board does not authorize repairs to the fire trucks without prior approval and an accident report. The Board agreed to hold the payment for the repairs on #1850 until the incident report is received. The Board discussed submitting payment for the State grant by the end of the year. After review, Director Lewis moved to ratify and approve Payables for the period ending December 13, 2021 with the exception of the \$200 payment to Wagner’s Fire Engine Repair and Body Shop;

seconded by Director Seachris. Motion passed unanimously.

5. **Cascade Volunteer Fire Department Chief's Report:** President Whittemore presented the Cascade Volunteer Fire Department that was submitted by email from Chief Bodine. Current year to date incidents at 476. Mutual Aid calls with Green Mountain Falls FD at 216 year to date. 73% CVFD response rate, with 27% no CVFD response. There are 9 current members, 1 of those retired active, and 3 AXE members. Fire Truck #1810 has been serviced and working properly. 2 outstanding invoices for the truck repair have been requested from the mechanic for the 2021 budget billing and will be sent to District as soon as they have been submitted. Grant update will be provided by Director Deramus, need invoices for the EMP order and radio order to submit to the grant. Open agenda items for 2022 will be the completion of the upper railing cover and some additional clean up on CVFD stations and properties. CVFD celebration dinner will be on January 29th with invitations sent after the holidays.
6. **Old Business**
 - a. Remaining work to be done to Station and upper barn: There were no additional updates.
 - b. Grant updates: Director Deramus reported they are going to reduce the radio count. The Board discussed reducing equipment purchases to the number of active members plus 1-2 extras for backup to be cost-effective.
7. **New Business**
 - a. Resolution calling for 2022 election and naming Designated Election Official: Mr. Walker presented the Resolution calling for 2022 election and naming Designated Election Official. Mr. Walker noted the requirements to publish the notice of election in the newspaper. Mr. Walker will provide Self-Nomination forms at the next Board meeting.
 - b. President Whittemore discussed that the District owns the schoolhouse and rents it to the library and the revenue is designated back to the schoolhouse for maintenance. President Whittemore asked if the District can take over managing the revenue from the Fire Department's Treasurer who has been managing it. Mr. Walker confirmed he does not see any issue with the District taking that over and would recommend the District do so. The Board discussed including the schoolhouse in an Audit report and getting a new insurance quote for next year. Mr. Walker will research if there is a TABOR issue. President Whittemore will discuss the takeover with the Fire Department's Treasurer.
8. **Public Comment:** There was no public comment.
9. **Other Business**
 - a. Next Meeting scheduled for January 10, 2022 at 7:00 PM.
10. **Adjournment:** The Board adjourned the meeting at 8:15 PM.

Respectfully submitted,

By:

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL DECEMBER 13, 2021 MINUTES
OF THE CASCADE FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS
SIGNING BELOW:

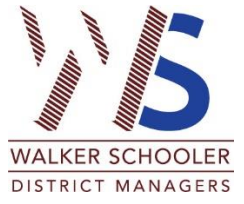
Mike Whitemore

Quentin Deramus

Steve Lewis

Farris Issacson

Bruce Seachris



Cascade Fire Protection District

Balance Sheet

01/07/22

As of December 31, 2021

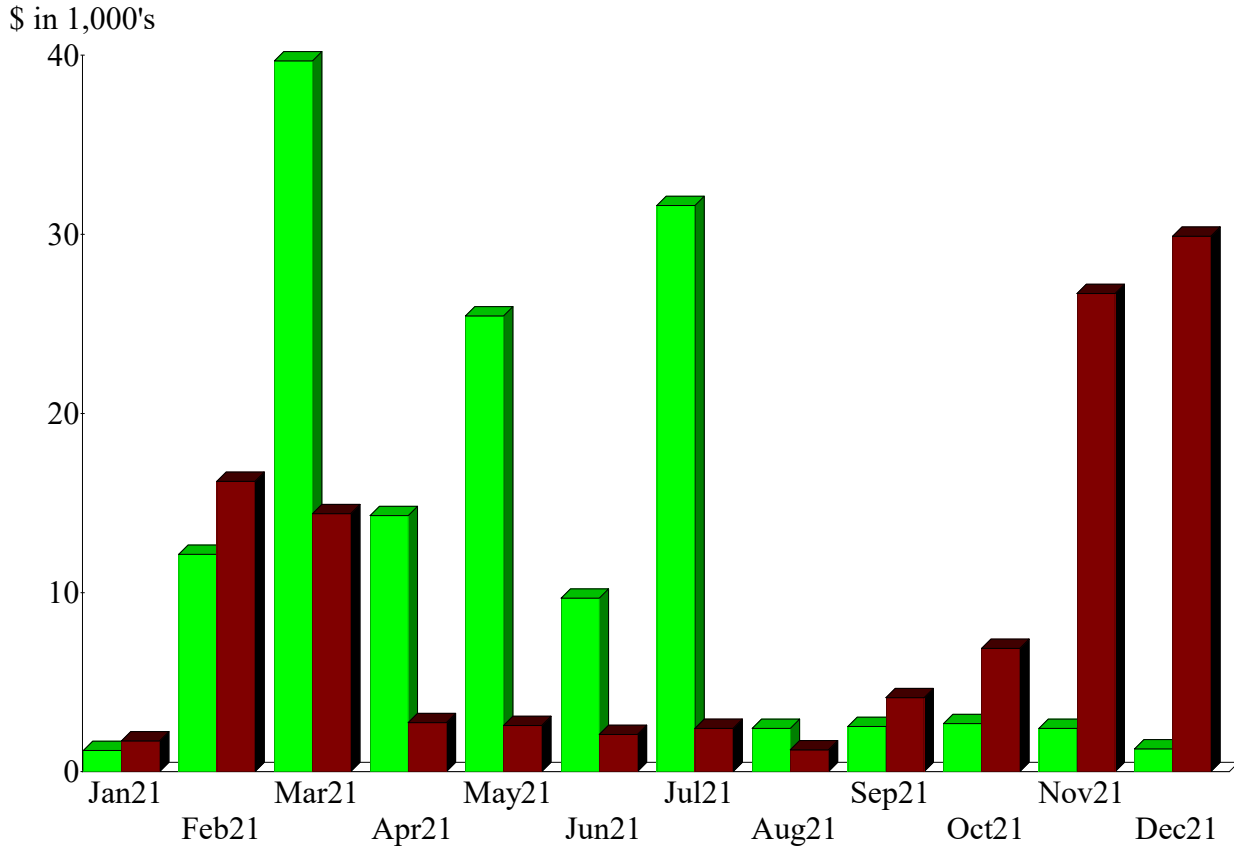
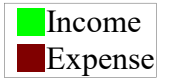
Accrual Basis

	<u>Dec 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
ENT (00) Savings	128,982.21
ENT (10) CHECKING	233,560.08
ENT (52) 7-Month CD	51,453.16
ENT (53) 25-Month CD	26,357.33
Total Checking/Savings	<u>440,352.78</u>
Accounts Receivable	
Property Tax Receivable	0.02
Total Accounts Receivable	<u>0.02</u>
Total Current Assets	<u>440,352.80</u>
TOTAL ASSETS	<u>440,352.80</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,474.72
Total Accounts Payable	<u>1,474.72</u>
Other Current Liabilities	
Deferred Property Tax	0.02
Total Other Current Liabilities	<u>0.02</u>
Total Current Liabilities	<u>1,474.74</u>
Total Liabilities	1,474.74
Equity	
Unrestricted Net Assets	233,417.88
Opening Balance Equity	171,098.07
Net Income	34,362.11
Total Equity	<u>438,878.06</u>
TOTAL LIABILITIES & EQUITY	<u>440,352.80</u>

Cascade Fire Protection District Profit & Loss Budget vs. Actual January through December 2021

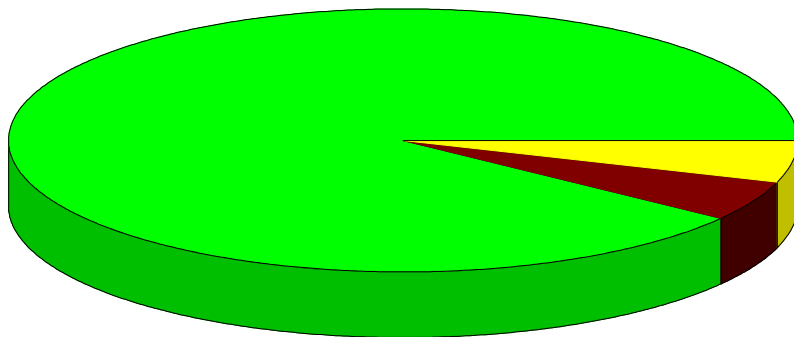
	TOTAL				
	Dec 21	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
Income					
Income					
Delinquent Tax	0.00	947.93	50.00	897.93	1,895.86%
General Property Tax	0.00	128,010.92	127,080.09	930.83	100.73%
Vehicle Registration Tax	1,203.42	14,893.10	8,895.61	5,997.49	167.42%
Interest earned	80.46	1,533.29	500.00	1,033.29	306.66%
State Match funds (Pension)	0.00	0.00	5,857.31	-5,857.31	0.0%
Total Income	<u>1,283.88</u>	<u>145,385.24</u>	<u>142,383.01</u>	<u>3,002.23</u>	<u>102.11%</u>
Expense					
District Budget					
Administrative / Operations	800.00	9,835.61	10,000.00	-164.39	98.36%
Bank Fees	0.00	0.00	100.00	-100.00	0.0%
Collection-Treasurer's Fees	0.00	1,937.27	1,920.00	17.27	100.9%
Insurance	502.00	9,299.00	9,000.00	299.00	103.32%
Pension-State Match	0.00	0.00	5,891.00	-5,891.00	0.0%
Pension	0.00	11,800.43	11,781.00	19.43	100.17%
Rent	0.00	5,000.00	5,000.00	0.00	100.0%
Tax Abatements	0.00	1,379.98	100.00	1,279.98	1,379.98%
Total District Budget	<u>1,302.00</u>	<u>39,252.29</u>	<u>43,792.00</u>	<u>-4,539.71</u>	<u>89.63%</u>
Stations & Buildings					
Operations	319.99	5,808.38	2,500.00	3,308.38	232.34%
Building Capital	0.00	12,500.00	20,000.00	-7,500.00	62.5%
Total Stations & Buildings	<u>319.99</u>	<u>18,308.38</u>	<u>22,500.00</u>	<u>-4,191.62</u>	<u>81.37%</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	2,824.98	1,500.00	1,324.98	188.33%
Communications-Dispatch	0.00	1,000.00	1,000.00	0.00	100.0%
Emergency Reporting Company	0.00	0.00	2,021.00	-2,021.00	0.0%
Radios	24,750.00	24,750.00			
Radio User Fees	0.00	8,550.00	6,000.00	2,550.00	142.5%
Radio M&R contract	0.00	0.00	2,430.00	-2,430.00	0.0%
Firefighting-Capital Outlay	0.00	0.00	20,000.00	-20,000.00	0.0%
Firefighting-Supplies & Exp's	474.72	3,790.21	19,000.00	-15,209.79	19.95%
Medical Services-Supplies & Exp	344.39	2,077.72	2,000.00	77.72	103.89%
Medical Services-Capital Outlay	0.00	0.00	1,000.00	-1,000.00	0.0%
Training-Supplies & Expenses	0.00	3,000.00	4,000.00	-1,000.00	75.0%
Repair Svc Contr.(Committed)	0.00	0.00	2,700.00	-2,700.00	0.0%
Supplies & Expenses-Trucks, ...	2,700.00	7,469.55	3,500.00	3,969.55	213.42%
Total Fire Department's Budgets	<u>28,269.11</u>	<u>53,462.46</u>	<u>67,151.00</u>	<u>-13,688.54</u>	<u>79.62%</u>
Total Expense	<u>29,891.10</u>	<u>111,023.13</u>	<u>133,443.00</u>	<u>-22,419.87</u>	<u>83.2%</u>
Net Income	<u><u>-28,607.22</u></u>	<u><u>34,362.11</u></u>	<u><u>8,940.01</u></u>	<u><u>25,422.10</u></u>	<u><u>384.36%</u></u>

Income and Expense by Month
January through December 2021



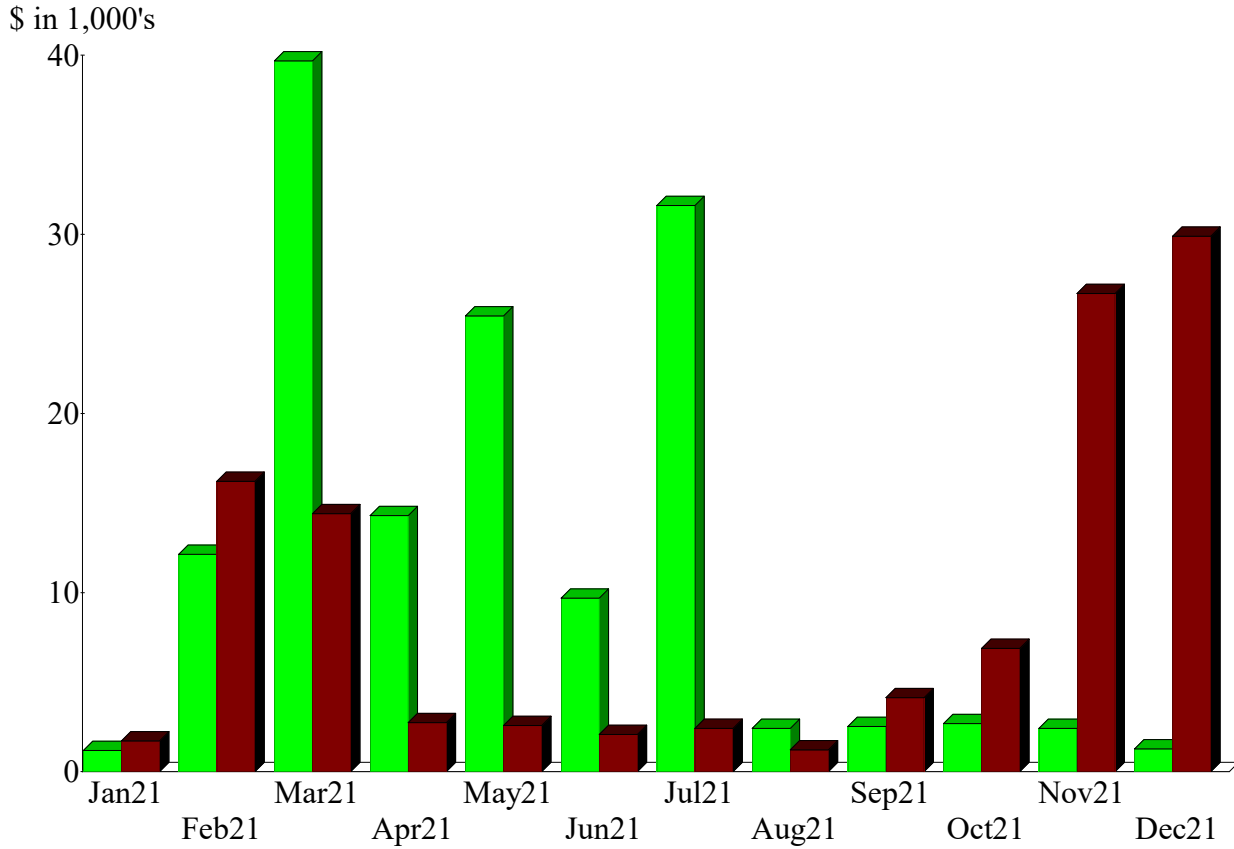
Income Summary
January through December 2021

Income	94.73%
Government Grants	\$-8,080.00
Grants received	5.27
Sub-Total	\$145,385.24



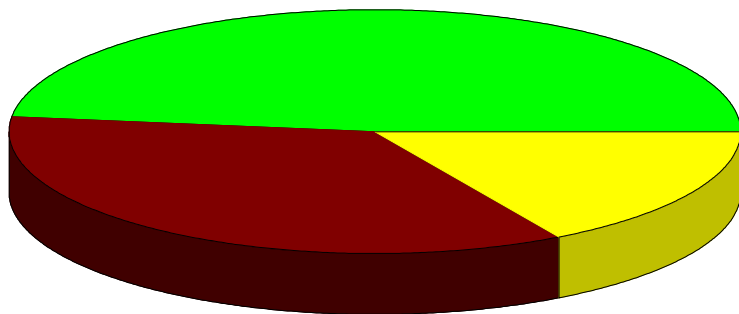
By Account

Income and Expense by Month
January through December 2021

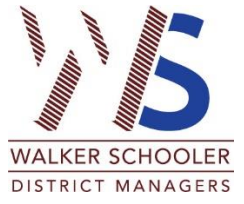


Expense Summary
January through December 2021

Fire Department's Budgets	48.15%
District Budget	35.36
Stations & Buildings	16.49
Total	\$111,023.13



By Account



Cascade Fire Protection District
PAYMENT REQUEST
1/6/2022

Company	Invoice	Date	Amount	Amount this Draw	Comments
Black Hills Energy	7132643370	4/4/1928	\$ 57.30	\$ 57.30	
Cascade Metropolitan District	147.01	1/7/2022	\$ 89.50	\$ 89.50	Paid VIA ACH
Colorado Springs Utilities	9562766079	1/3/2022	\$ 24.38	\$ 24.38	
Colorado Springs Utilities	6595858371	1/3/2022	\$ 176.47	\$ 176.47	
Fire Apparatus Service Specialists, LLC	2626	11/4/2021	\$ 402.50	\$ 402.50	
Fire Apparatus Service Specialists, LLC	3/11/1907	12/8/2002	\$ 460.00	\$ 460.00	
Karen Bodine	122821	12/28/2021	\$ 186.73	\$ 186.73	
Walker Schooler District Managers	6955	12/31/2021	\$ 800.00	\$ 800.00	
WEX	0490-00-81888-0	12/23/2021	\$ 287.99	\$ 287.99	
TOTAL				\$ 2,484.87	

TOTAL FOR ALL FUNDS

\$ 2,484.87

_____, President