

AGENDA

GREEN MOUNTAIN FALLS/CHIPITA PARK FIRE PROTECTION DISTRICT

MEETING OF THE BOARD OF DIRECTORS August 11, 2022

Call to Order

Present:

Absent:

- I. Approval of July 14, 2022 Minutes
 - a. Motion to Approve

- II. Treasurer Report for July 2022
 - a. Motion to approve

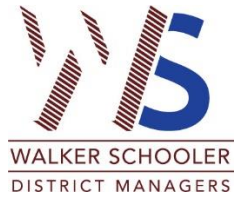
- III. Reading of the Monthly Bills & Cash Transfer
 - a. Bills were submitted in the amount of \$_____, Transfer of \$_____
 - b. Additions, subtractions or corrections
 - c. Motion to approve

- IV. Equipment Report

- V. Upcoming Purchases - Updates
 - a. Generator(s) for Apparatus Bay door.
 - b. Street Lighting

- VI. Old Business
 - a. Update on Employee to help Chief Murphy
 - b. Issues with Comcast/Xfinity Bill
 - c. Set up Bills on Auto Pay
 - d. Unemployment Check

- VII. New Business
 - a. Credit Card Rewards Program
- VIII. Fire Station Bond Comments:
- IX. Other Business
- X. Adjournment



MINUTES
GREEN MOUNTAIN FALLS/CHIPITA PARK
FIRE PROTECTION DISTRICT

MEETING OF THE BOARD OF DIRECTORS
JULY 14, 2022

Meeting was called to order by Bowman at 6:32p.m.

Present: Bowman, Florence, Grassa, Walsh, Fuller

Also Present: Kevin Walker, Walker Schooler

Absent:

- I. Approval of June 9, 2022 Minutes
Motion to approve by Florence, seconded by Grassa. Motion carried unanimously.
- II. Treasurer's Report and Reading of the Monthly Bills & Cash Transfer for July 2022
 - a. Bills were submitted in the amount of \$16,167.00. Need to transfer \$0.00 to checking.
 - b. Additions, subtractions or corrections - None
Motion to approve Treasurer's Report and bills made by Fuller, seconded by Walsh. Motion carried unanimously.
- III. Presentation of Audit - Florence moved to approve the Audit as presented, Bowman seconded the Motion. Motion carried unanimously.
- IV. Equipment Report
 - a. None
- V. Upcoming purchases
 - a. Generator(s) for Apparatus Bay door – Rich met with an electrician and they would run the electric from start to finish for approximately \$6,000.00. Rich will seek out another bid for the generator since the total project is over \$50,000.00.
 - b. Street Lighting – One light has been purchased but a pole is needed to put it on.

VI. Old Business:

- a. Discussion on whether contingent firefighters will be employees of the District or under contract. There is currently one employee working. Bowman suggested a background check and drug test be done for all employees. Kevin Walker will start the background check process. Bowman moved that the firefighters be employees of the District, Grassa seconded the Motion. Motion carried unanimously.
- b. Discussion on pay for part-time contingent firefighters. Fuller moved that any part-time employee's pay be \$18.75 per hour, Walsh seconded the Motion. Motion carried unanimously.

VII. New Business:

- a. Review and discussion of Personnel Manual. Before approving, we need to seek advice from the attorney as to hours worked with respect to part-time vs. full-time. Firefighters may have different rules than other employees.

VIII. Fire Station Bond Comments:

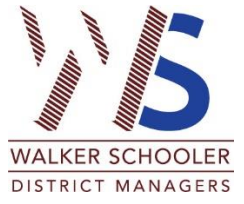
- a. Paid \$61,490.00 June 19, 2022.

IX. Other Business:

- a. November election items – Nothing to discuss
- b. FAMLI Information – Gary reviewed and we need to vote by the end of the year to opt in or out.
- c. Gary Florence turned in his letter of resignation as Treasurer as of August 2022.

Being no further business, Walsh moved to adjourn the Meeting at 7:53 p.m. Florence seconded the Motion. Motion carried unanimously.

Dana Fuller, Secretary



Green Mountain Falls & Chapita Park Fire Protec District
Balance Sheet
 As of July 31, 2022

| | <u>Jul 31, 22</u> |
|--|----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| BOTSJ - Checking 3979 | 8,826.21 |
| BOTSJ - Capital Equipment 2761 | 248,451.05 |
| BOTSJ - Emergency Operatr 2745 | 72,642.00 |
| BOTSJ - Holding - 9526 | 203,003.65 |
| BOTSJ - Bond Repayment 2532 | <u>337,143.01</u> |
| Total Checking/Savings | 870,065.92 |
| Accounts Receivable | |
| Property Tax Receivable - EPC | 27,484.08 |
| Property Tax Receivable - TC | <u>2,297.36</u> |
| Total Accounts Receivable | <u>29,781.44</u> |
| Total Current Assets | 899,847.36 |
| Fixed Assets | |
| Land - Fire Station | 914,256.37 |
| Property & Equipment | |
| Accum Deprec - Buildings | -58,069.36 |
| Land | 201,449.99 |
| Buildings | 3,397,061.39 |
| Equipment | 204,871.90 |
| Equipment Acquired | 14,805.48 |
| Accum Deprec - Equipment | -176,632.00 |
| Furniture | 16,670.47 |
| Vehicles | 408,693.00 |
| Vehicles Acquired | 37,609.00 |
| Accum Deprec - Vehicles | -352,928.00 |
| Accum Amort - Bond Costs | <u>-6,719.00</u> |
| Total Property & Equipment | <u>3,686,812.87</u> |
| Total Fixed Assets | <u>4,601,069.24</u> |
| TOTAL ASSETS | <u>5,500,916.60</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | <u>12,519.16</u> |
| Total Accounts Payable | 12,519.16 |
| Other Current Liabilities | |
| Payroll Liabilities | 782.58 |
| Deferred Property Tax - EPC | 27,484.08 |
| Deferred Property Tax - TC | <u>2,297.36</u> |
| Total Other Current Liabilities | <u>30,564.02</u> |
| Total Current Liabilities | 43,083.18 |
| Long Term Liabilities | |
| Bond Payable | <u>3,072,216.23</u> |
| Total Long Term Liabilities | <u>3,072,216.23</u> |
| Total Liabilities | 3,115,299.41 |
| Equity | |
| Opening Balance Equity | 1,524,271.25 |
| Unrestricted Net Assets | 559,694.63 |
| Net Income | <u>301,651.31</u> |
| Total Equity | <u>2,385,617.19</u> |
| TOTAL LIABILITIES & EQUITY | <u>5,500,916.60</u> |

Green Mountain Falls & Chapita Park Fire Protec District

Profit & Loss Budget vs. Actual

January through July 2022

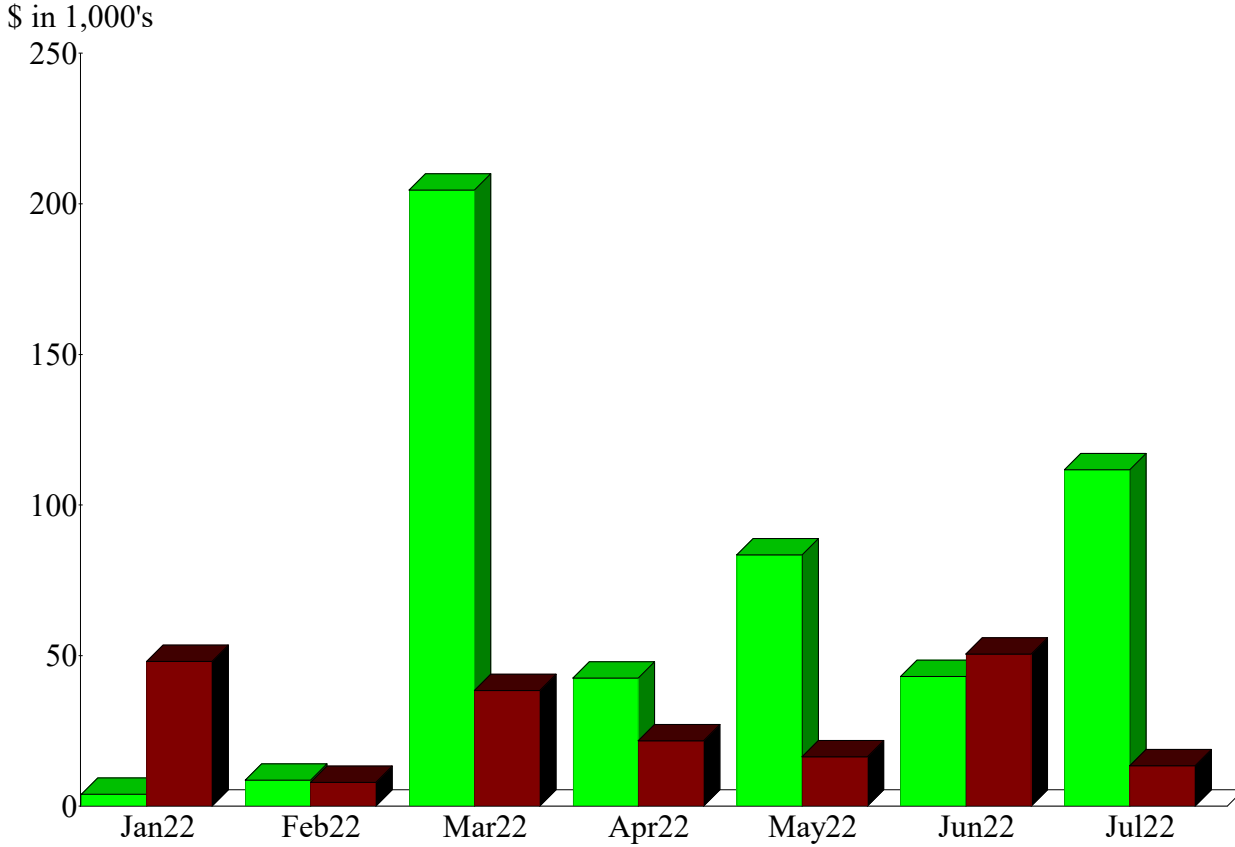
| | TOTAL | | | | |
|--------------------------------------|-------------------|-------------------|-------------------|--------------------|---------------|
| | Jul 22 | Jan - Jul 22 | Budget | \$ Over Budget | % of Budget |
| Income | | | | | |
| Property Tax - O&M EPC | 58,690.14 | 262,370.06 | 278,597.00 | -16,226.94 | 94.18% |
| Spec Ownership Tax - O&M EPC | 2,501.80 | 16,230.18 | 19,502.00 | -3,271.82 | 83.22% |
| Prior Year Tax - O&M EPC | 148.93 | 150.34 | | | |
| Delinquent Interest - O&M EPC | 40.68 | 95.21 | | | |
| Tax Abatement - O&M EPC | 0.00 | -390.78 | | | |
| Interest Abatment - O&M EPC | 0.00 | -19.54 | | | |
| Property Tax - O&M TC | 4,404.51 | 13,797.53 | 15,154.00 | -1,356.47 | 91.05% |
| Spec Ownership Tax - O&M TC | 137.73 | 840.16 | 1,061.00 | -220.84 | 79.19% |
| Delinquent Interest - O&M TC | 0.00 | 19.79 | | | |
| State Senior/Vet Fund - O&M TC | 0.00 | 432.76 | | | |
| Property Tax - Debt EPC | 40,716.65 | 182,020.86 | 193,278.00 | -11,257.14 | 94.18% |
| Spec Ownership Tax - Debt EPC | 1,735.64 | 11,259.78 | 13,529.00 | -2,269.22 | 83.23% |
| Prior Year Tax - Debt EPC | 103.32 | 104.30 | | | |
| Delinquent Interest - Debt EPC | 28.22 | 66.05 | | | |
| Tax Abatement - Debt EPC | 0.00 | -271.11 | | | |
| Interest Abatement - Debt EPC | 0.00 | -13.55 | | | |
| Property Tax - Debt TC | 3,055.65 | 9,572.11 | 10,513.00 | -940.89 | 91.05% |
| Spec Ownership Tax - Debt TC | 95.56 | 634.63 | 736.00 | -101.37 | 86.23% |
| Delinquent Tax | 0.00 | 0.17 | | | |
| State Senior/Vet Fund - Debt TC | 0.00 | 300.23 | | | |
| Interest Income | 8.37 | 52.72 | 120.00 | -67.28 | 43.93% |
| Miscellaneous Income | 0.00 | 775.00 | | | |
| Total Income | 111,667.20 | 498,026.90 | 532,490.00 | -34,463.10 | 93.53% |
| Gross Profit | 111,667.20 | 498,026.90 | 532,490.00 | -34,463.10 | 93.53% |
| Expense | | | | | |
| Administrative Expenses | | | | | |
| Contract Labor | 0.00 | 1,452.50 | | | |
| Audit | 433.75 | 433.75 | 12,000.00 | -11,566.25 | 3.62% |
| Bank Fees | 0.00 | 6.00 | | | |
| CPA Fees | 0.00 | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| Director Fees | 250.00 | 1,650.00 | 3,000.00 | -1,350.00 | 55.0% |
| Insurance - Volunteer Firefight | 0.00 | 5,259.90 | 12,000.00 | -6,740.10 | 43.83% |
| Insurance - Workers Comp | 0.00 | 1,603.00 | 9,400.00 | -7,797.00 | 17.05% |
| Legal Fees | 0.00 | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| Management & Accounting | 2,500.00 | 8,750.00 | 16,000.00 | -7,250.00 | 54.69% |
| Retirement Fund Contribution | 164.03 | 26,880.81 | 27,500.00 | -619.19 | 97.75% |
| Payroll Expenses | 123.44 | 3,057.00 | 5,000.00 | -1,943.00 | 61.14% |
| Salaries - Fire Chief | 4,840.25 | 33,881.75 | 61,510.00 | -27,628.25 | 55.08% |
| Salaries - Secretary | 0.00 | 0.00 | 24,000.00 | -24,000.00 | 0.0% |
| Contingent Firefighter | 0.00 | 1,256.25 | 20,000.00 | -18,743.75 | 6.28% |
| Supplies & Expenses | 102.23 | 6,137.18 | 30,000.00 | -23,862.82 | 20.46% |
| Total Administrative Expenses | 8,413.70 | 90,368.14 | 225,410.00 | -135,041.86 | 40.09% |
| Bond Interest Payment | 0.00 | 49,827.28 | 95,021.00 | -45,193.72 | 52.44% |

Green Mountain Falls & Chapita Park Fire Protec District
Profit & Loss Budget vs. Actual
January through July 2022

| | TOTAL | | | | |
|--|-------------------------|--------------------------|--------------------------|--------------------------|-----------------------|
| | Jul 22 | Jan - Jul 22 | Budget | \$ Over Budget | % of Budget |
| Miscellaneous | 0.00 | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| Fire Department's Budgets | | | | | |
| Training Office Salary | 0.00 | 0.00 | 500.00 | -500.00 | 0.0% |
| Communications-Capital Outlay | 0.00 | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| Communications-Dispatch | 375.00 | 750.00 | 12,000.00 | -11,250.00 | 6.25% |
| Communications-Supplies & Exp. | 134.95 | 12,591.42 | 5,000.00 | 7,591.42 | 251.83% |
| Firefighting-Capital Outlay | 0.00 | 0.00 | 8,000.00 | -8,000.00 | 0.0% |
| Firefighting-Supplies & Exp's | 828.96 | 14,533.10 | 10,000.00 | 4,533.10 | 145.33% |
| Medical Services-Supplies & Exp | 105.00 | 1,282.58 | 3,000.00 | -1,717.42 | 42.75% |
| Radio User Fees | 0.00 | 0.00 | 12,000.00 | -12,000.00 | 0.0% |
| Supplies & Expenses-Trucks, ... | 0.00 | 8,684.80 | | | |
| Traning Classes | 0.00 | 0.00 | 500.00 | -500.00 | 0.0% |
| Total Fire Department's Budgets | <u>1,443.91</u> | <u>37,841.90</u> | <u>54,000.00</u> | <u>-16,158.10</u> | <u>70.08%</u> |
| Stations & Buildings | | | | | |
| Capital Improvements | 0.00 | 0.00 | 7,000.00 | -7,000.00 | 0.0% |
| Snow Removal | 0.00 | 970.00 | | | |
| Supplies & Expenses | 1,343.75 | 8,433.23 | 15,000.00 | -6,566.77 | 56.22% |
| Utilities | 536.10 | 1,561.23 | 15,000.00 | -13,438.77 | 10.41% |
| Total Stations & Buildings | <u>1,879.85</u> | <u>10,964.46</u> | <u>37,000.00</u> | <u>-26,035.54</u> | <u>29.63%</u> |
| Treasurer Fees | | | | | |
| Teller County - Debt | 91.68 | 287.43 | 315.00 | -27.57 | 91.25% |
| Teller County - O&M | 132.14 | 414.28 | 455.00 | -40.72 | 91.05% |
| El Paso County - Debt | 612.72 | 2,732.87 | 2,899.00 | -166.13 | 94.27% |
| El Paso County - O&M | 883.20 | 3,939.23 | 4,179.00 | -239.77 | 94.26% |
| Total Treasurer Fees | <u>1,719.74</u> | <u>7,373.81</u> | <u>7,848.00</u> | <u>-474.19</u> | <u>93.96%</u> |
| Total Expense | <u>13,457.20</u> | <u>196,375.59</u> | <u>424,279.00</u> | <u>-227,903.41</u> | <u>46.29%</u> |
| Net Income | <u><u>98,210.00</u></u> | <u><u>301,651.31</u></u> | <u><u>108,211.00</u></u> | <u><u>193,440.31</u></u> | <u><u>278.76%</u></u> |

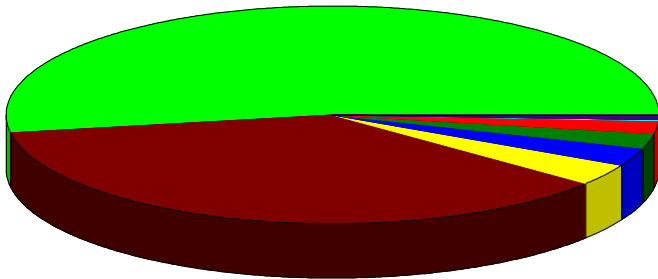
Income and Expense by Month
January through July 2022

Income
Expense



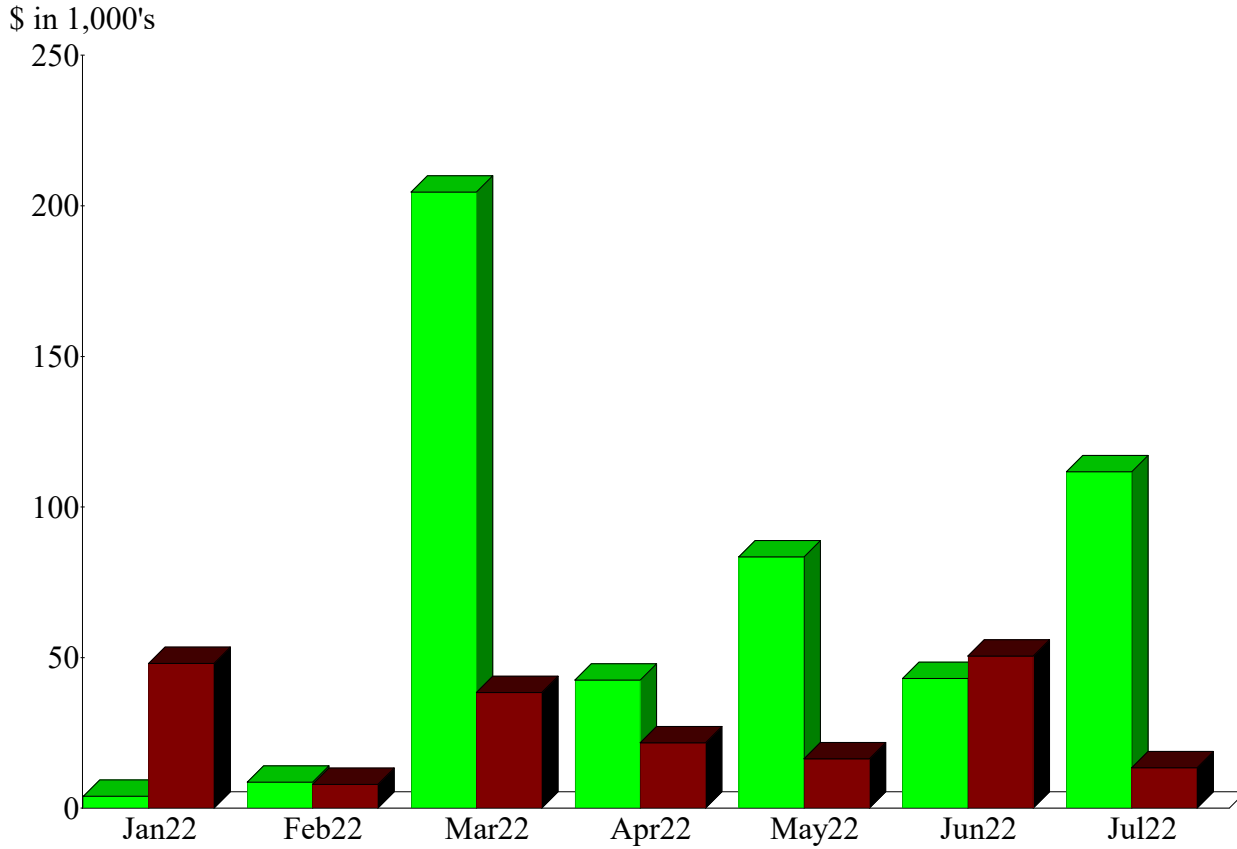
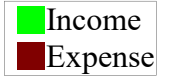
Income Summary
January through July 2022

| | |
|--------------------------------|---------------------|
| Property Tax - O&M EPC | 52.68% |
| Property Tax - Debt EPC | 36.55 |
| Spec Ownership Tax - O&M EPC | 3.26 |
| Property Tax - O&M TC | 2.77 |
| Spec Ownership Tax - Debt EPC | 2.26 |
| Property Tax - Debt TC | 1.92 |
| Spec Ownership Tax - O&M TC | 0.17 |
| Miscellaneous Income | 0.16 |
| Spec Ownership Tax - Debt TC | 0.13 |
| State Senior/Vet Fund - O&M TC | 0.09 |
| Other | 0.02 |
| Total | \$498,026.90 |



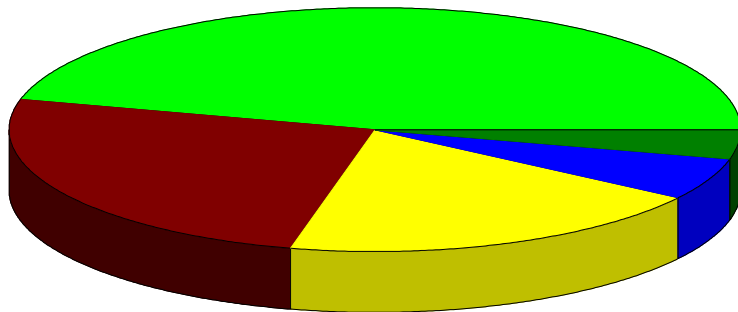
By Account

Income and Expense by Month
January through July 2022

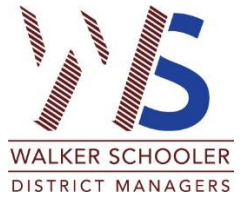


Expense Summary
January through July 2022

| | |
|---------------------------|---------------------|
| Administrative Expenses | 46.02% |
| Bond Interest Payment | 25.37 |
| Fire Department's Budgets | 19.27 |
| Stations & Buildings | 5.58 |
| Treasurer Fees | 3.75 |
| Total | \$196,375.59 |



By Account



Green Mountain Falls Chipita Park Fire District

PAYMENT REQUEST

8/11/2022

GENERAL FUND ACCOUNT

| Company | Invoice | Date | Amount | Comments |
|-----------------------------------|------------------|-----------|---------------------|-------------|
| Dana Fuller | 71422 | 7/14/2022 | \$ 50.00 | |
| Gary Florence | 71422 | 7/14/2022 | \$ 50.00 | |
| Nicole Grassa | 71422 | 7/14/2022 | \$ 50.00 | |
| Richard Bowman | 71422 | 7/14/2022 | \$ 50.00 | |
| Stephen Walsh | 71422 | 7/14/2022 | \$ 50.00 | |
| Black Hills Energy | 2402362520 | 8/7/2022 | \$ 71.57 | |
| Bullseye | 43582995 | 7/25/2022 | \$ 165.83 | |
| Colorado Springs Utilities | 4895014031 | 8/1/2022 | \$ 26.54 | |
| Colorado Springs Utilities | 9015963319 | 8/1/2022 | \$ 376.72 | |
| Comcast | 849790080280401 | 7/13/2022 | \$ 159.80 | |
| Flair Data Systems | 87342 | 7/13/2022 | \$ 134.95 | |
| Jan-Pro Franchise Development | 99337 | 7/1/2022 | \$ 495.00 | |
| ROI | 18227 | 6/16/2022 | \$ 9,960.00 | |
| Walker Schooler District Managers | 7136 | 7/31/2022 | \$ 1,250.00 | |
| WEX | 0202-00-108388-0 | 7/31/2022 | \$ 302.32 | Paid Online |
| TOTAL | | | \$ 13,192.73 | |

\$13,192.73

Green Mountain Falls Chipita Park Fire District