

**GREEN MOUNTAIN FALLS /CHIPITA PARK FIRE PROTECTION DISTRICT  
NOTICE OF REGULAR MEETING AND AGENDA**

Green Mountain Falls Fire Station  
2 Carsell Way, Green Mountain Falls, CO 80819  
Thursday, January 12, 2023 - 6:30 P.M.

From computer, tablet, or smartphone: <https://video.cloudoffice.avaya.com/join/571154981>

By phone United States: [+1 \(213\) 463-4500](tel:+12134634500) Access Code: 571154981

**Public invited to attend**

**Board of Directors**

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Steve Walsh, President	Term Expires May 2025
Gary Florence, Treasurer	Term Expires May 2023
George Allen, Secretary	Term Expires May 2023
Megan Kelly, Director	Term Expires May 2023
Susan Turnbull, Director	Term Expires May 2023

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**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 December 8, 2022 (included in packet).
- 5. Treasurer Report**
  - a. Acceptance of Unaudited Financial Statements as of December 31, 2022 – Balance Sheet and Profit and Loss/Budget Report
  - b. Reading of Monthly Bills & Cash Transfer Bills Were Submitted in the Amount of \$\_\_\_\_\_, Transfer of \$\_\_\_\_\_
  - c. Discussion of Bond Payment
- 6. Equipment Report**
  - a. Discussion of Four Gas Meters
  - b. Update on 862
  - c. Generator
- 7. New Business**
- 8. Old Business**
  - a. Finalize Employee Handbook
  - b. Discussion on Merrett Construction
  - c. Domain Registration Discussion
- 9. Public Comment** (Items Not on the Agenda Only. Comments limited to 3 minutes per person)
- 10. Other Business**
  - a. Next Meeting scheduled for February 9, 2023, at 6:30PM.

## **11.Adjournment**





**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
GREEN MOUNTAIN FALLS / CHIPITA PARK FIRE PROTECTION DISTRICT  
HELD DECEMBER 8, 2022 AT 6:30 P.M.**

Pursuant to posted notice, the regular meeting of the Board of Directors of the Green Mountain Falls / Chipita Park Fire Protection District was held on Thursday, December 8, 2022, at 6:30 PM, at Green Mountain Falls Fire Station, 2 Carsell Way, Green Mountain Falls, CO 80819, and via tele/video conference.

Attendance

In attendance were Directors:

Steve Walsh, President  
Gary Florence, Treasurer  
George Allen, Secretary  
Susan Turnbull, Director

Also in attendance were:

Adam Noel, WSDM District Managers

Excused Absence:

Megan Kelly, Director

1. Call to Order: President Walsh called the meeting to order at 6:37 PM.

2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures: Mr. Noel confirmed a quorum was present with Director Kelly excused.

3. Approval of the Agenda: Director Florence moved to approve the Agenda as presented; seconded by Director Allen. Motion passed unanimously.

4. Swearing in New Board Member: Susan Turnbull completed the Oath of Office and was officially sworn in as an appointed member of the Board.

5. Approval of Board Meeting Minutes from November 10, 2022 Meeting: Director Florence noted that Director Allen is a resident of Chipita Park, not Green Mountain Falls under the Attendance. After review, Director Florence moved to approve the November 10, 2022 Meeting Minutes as corrected; seconded by President Walsh. Motion passed unanimously.

6. Treasurer Report

- a. Acceptance of Unaudited Financial Statements as of November 30, 2022 – Balance Sheet and Profit and Loss/Budget Report: After review, Director Allen moved to accept the Unaudited Financial Statements as of November 30, 2022; seconded by President Walsh. Motion passed unanimously.

- b. Reading of Monthly Bills & Cash Transfer Bills Were Submitted in the Amount of \$\_\_\_\_, Transfer of \$\_\_\_\_: The monthly bills and cash transfer bills totaled \$14,764.46. Director Florence recommended a transfer of at least \$36,000 to cover the monthly payables owed plus the \$23,677 payment for FPPA. The Board agreed to transfer \$40,000. After review, President Walsh moved to transfer \$40,000 and accept the Payables; seconded by Director Allen. Motion passed unanimously.
- c. Discussion/Approval of FPPA Payment for \$23,677: After review, President Walsh moved to approve the FPPA payment for \$23,677; seconded by Director Allen. Motion passed unanimously.
- d. Discussion of Fire Chief's Year-End Bonus: The Board discussed the Fire Chief's year-end bonus. Director Allen moved to approve a \$500 year-end bonus for the Fire Chief; seconded by President Walsh. Motion passed unanimously.
- e. Discussion of Gift Cards for Seven Volunteers: The Board discussed giving gift cards for the seven volunteers to show appreciation. Director Florence moved to approve \$200 gift cards for the seven volunteers plus the administrative costs; seconded by Director Allen. Motion passed unanimously.
- f. Discussion of Bond Payment: Director Florence explained the bond payment of \$61,382.92 is paid quarterly on the 19<sup>th</sup> of the last month of the quarter.

7. Equipment Report: The Board discussed what the procedure should be for unusual purchase requests that come up. The Board discussed routine and repetitive purchases for office supplies do not require Board approval and Fire Chief Murphy can use his credit card. Unusual, not routine purchases would require Board approval. The Board discussed setting a dollar amount based on the operational budget after discussion with Fire Chief Murphy.

- a. Discussion of Four Gas Meters: The Board discussed the two new meters that check four different gases that will need to be tested and calibrated once they are delivered.
- b. Update on 862: Director Florence explained the background that Colorado does not require license plates on fire trucks, but all of the gas vehicles have license plates except for 862. When trying to get a license plate, it was discovered that 862 had never been titled. Director Florence reported he has been working on getting the appraisal done for the title, but it has been delayed. Director Florence noted the title has been done for the ambulance.
- c. Generator: Director Florence reported he is still waiting on a call back from the electric company.

#### 8. New Business

- a. Discussion on Merrett Construction: The Board discussed Merrett Construction who built the fire station has been unresponsive regarding the repairs needed for the building. The Board discussed the option of not releasing the bond if they do not make the repairs.
- b. Jan Pro Contract Renewal: The Board reviewed the Jan Pro Contract renewal.
- c. Director Allen discussed registering a domain name for Board member and Fire Chief email addresses. Domain registration for 10 years and 6 email addresses for 36 months would cost \$980.
- d. The Board discussed the mutual response and hiring of employees being discussed with Cascade Fire Protection District. Mr. Noel reported the employee handbook should be finalized in the next day or so.

#### 9. Old Business

- a. Bank Card Signing: There was no discussion.

10. Public Comment: There was no public comment.

#### 11. Other Business

- a. Next Meeting scheduled for January 12, 2023, at 6:30 PM.

12. Adjournment: The Board adjourned the meeting at 8:11 PM.

Respectfully Submitted,  
WSDM District Managers

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By: Recording Secretary



## Green Mountain Falls &amp; Chapita Park Fire Protec District

## Balance Sheet

01/09/23

As of December 31, 2022

Accrual Basis

	Dec 31, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
BOTSJ - Checking 3979	3,195.73
BOTSJ - Capital Equipment 2761	246,036.43
BOTSJ - Emergency Operatrn 2745	72,648.09
BOTSJ - Holding - 9526	80,858.22
BOTSJ - Bond Repayment 2532	232,767.39
<b>Total Checking/Savings</b>	<b>635,505.86</b>
<b>Accounts Receivable</b>	
Property Tax Receivable - EPC	3,387.52
Property Tax Receivable - TC	733.11
<b>Total Accounts Receivable</b>	<b>4,120.63</b>
<b>Total Current Assets</b>	<b>639,626.49</b>
<b>Fixed Assets</b>	
Land - Fire Station	914,256.37
<b>Property &amp; Equipment</b>	
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	-6,719.00
<b>Total Property &amp; Equipment</b>	<b>3,686,812.87</b>
<b>Total Fixed Assets</b>	<b>4,601,069.24</b>
<b>TOTAL ASSETS</b>	<b>5,240,695.73</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	5,385.02
<b>Total Accounts Payable</b>	<b>5,385.02</b>
<b>Other Current Liabilities</b>	
Payroll Liabilities	1,185.73
Deferred Property Tax - EPC	3,387.52
Deferred Property Tax - TC	733.11
<b>Total Other Current Liabilities</b>	<b>5,306.36</b>
<b>Total Current Liabilities</b>	<b>10,691.38</b>
<b>Long Term Liabilities</b>	
Bond Payable	2,998,123.30
<b>Total Long Term Liabilities</b>	<b>2,998,123.30</b>
<b>Total Liabilities</b>	<b>3,008,814.68</b>



2:17 PM

**Green Mountain Falls & Chapita Park Fire Protec District**

01/09/23

**Balance Sheet**

Accrual Basis

As of December 31, 2022

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	<u>Dec 31, 22</u>
<b>Equity</b>	
<b>Opening Balance Equity</b>	1,524,271.25
<b>Unrestricted Net Assets</b>	559,640.08
<b>Net Income</b>	147,969.72
	<hr/>
<b>Total Equity</b>	2,231,881.05
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,240,695.73</b>
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## Green Mountain Falls & Chapita Park Fire Protec District

### Profit & Loss Budget vs. Actual

January through December 2022

	TOTAL				
	Dec 22	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
Property Tax - O&M EPC	12.01	276,596.76	278,597.00	-2,000.24	99.28%
Spec Ownership Tax - O&M EPC	2,215.71	28,838.65	19,502.00	9,336.65	147.88%
Prior Year Tax - O&M EPC	29.89	180.23			
Delinquent Interest - O&M EPC	1.97	688.28			
Tax Abatement - O&M EPC	0.00	-390.78			
Interest Abatment - O&M EPC	0.00	-19.54			
Property Tax - O&M TC	0.00	14,721.07	15,154.00	-432.93	97.14%
Spec Ownership Tax - O&M TC	112.42	1,515.00	1,061.00	454.00	142.79%
Delinquent Interest - O&M TC	0.00	47.49			
State Senior/Vet Fund - O&M TC	0.00	432.76			
Property Tax - Debt EPC	8.33	191,890.72	193,278.00	-1,387.28	99.28%
Spec Ownership Tax - Debt EPC	1,537.17	20,099.50	13,529.00	6,570.50	148.57%
Prior Year Tax - Debt EPC	20.73	125.03			
Delinquent Interest - Debt EPC	1.36	477.47			
Tax Abatement - Debt EPC	0.00	-271.11			
Interest Abatement - Debt EPC	0.00	-13.55			
Property Tax - Debt TC	0.00	10,212.82	10,513.00	-300.18	97.15%
Spec Ownership Tax - Debt TC	77.99	1,010.33	736.00	274.33	137.27%
Delinquent Tax	0.00	19.39			
State Senior/Vet Fund - Debt TC	0.00	300.23			
Interest Income	11.12	110.28	120.00	-9.72	91.9%
Miscellaneous Income	0.00	775.00			
<b>Total Income</b>	<b>4,028.70</b>	<b>547,346.03</b>	<b>532,490.00</b>	<b>14,856.03</b>	<b>102.79%</b>
<b>Gross Profit</b>	<b>4,028.70</b>	<b>547,346.03</b>	<b>532,490.00</b>	<b>14,856.03</b>	<b>102.79%</b>
<b>Expense</b>					
<b>Administrative Expenses</b>					
Audit	0.00	11,078.67	12,000.00	-921.33	92.32%
Bank Fees	100.00	114.00			
Contract Labor	0.00	1,452.50			
CPA Fees	0.00	0.00	2,000.00	-2,000.00	0.0%
Director Fees	250.00	2,550.00	3,000.00	-450.00	85.0%
Insurance - Volunteer Firefight	0.00	13,802.90	12,000.00	1,802.90	115.02%
Insurance - Workers Comp	489.00	2,092.00	9,400.00	-7,308.00	22.26%
Legal Fees	0.00	1,146.00	3,000.00	-1,854.00	38.2%
Management & Accounting	1,250.00	15,000.00	16,000.00	-1,000.00	93.75%
Retirement Fund Contribution	23,841.03	52,149.33	27,500.00	24,649.33	189.63%
Payroll Expenses	2,360.66	14,347.30	5,000.00	9,347.30	286.95%
Salaries - Fire Chief	4,840.25	58,083.00	61,510.00	-3,427.00	94.43%
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	211.14	7,125.05	30,000.00	-22,874.95	23.75%
<b>Total Administrative Expenses</b>	<b>33,342.08</b>	<b>180,197.00</b>	<b>225,410.00</b>	<b>-45,213.00</b>	<b>79.94%</b>
Bond Interest Payment	24,186.97	98,498.19	95,021.00	3,477.19	103.66%

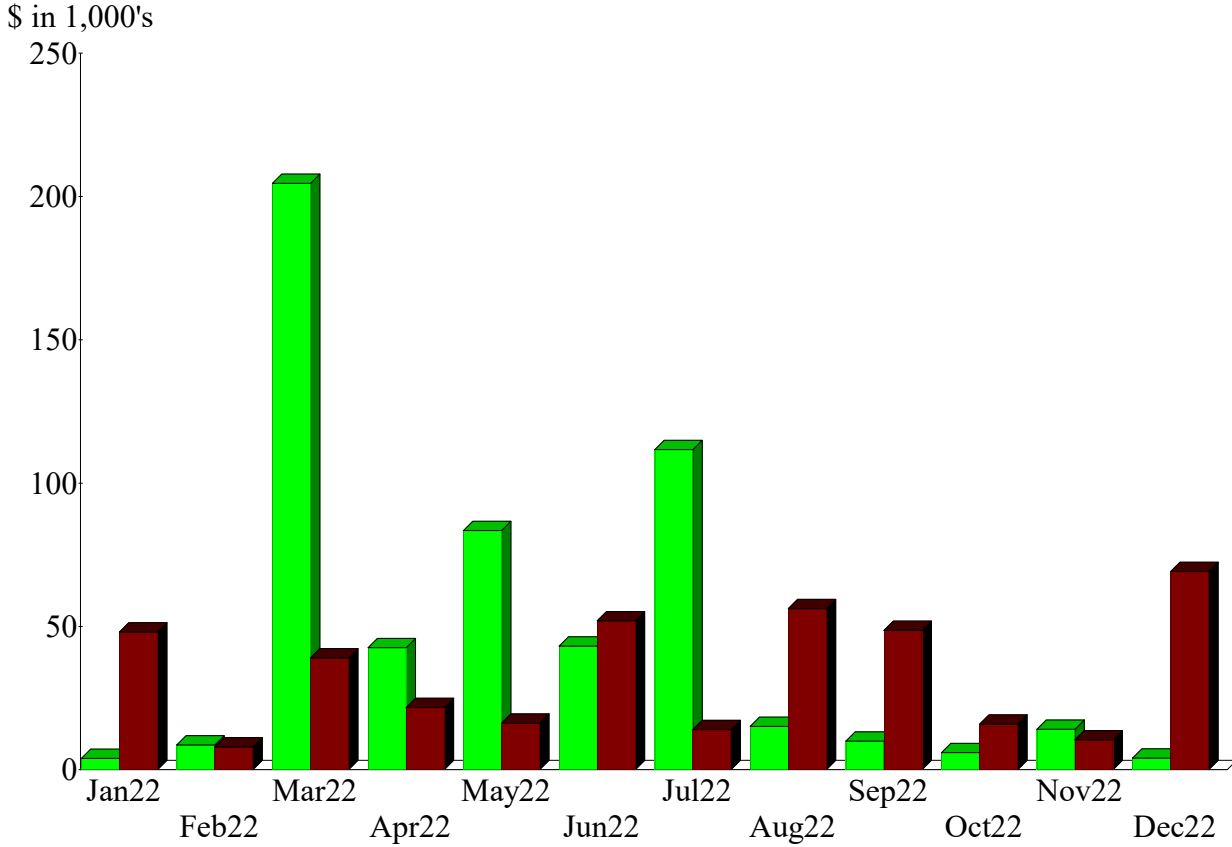
## Green Mountain Falls & Chapita Park Fire Protec District

### Profit & Loss Budget vs. Actual

January through December 2022

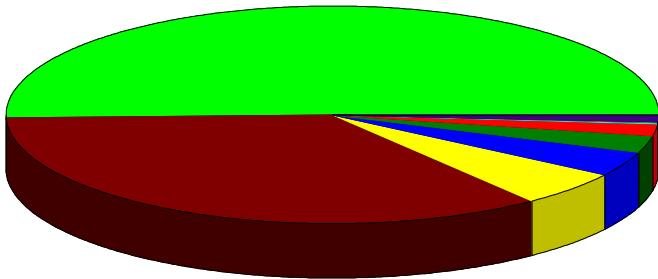
	TOTAL				
	Dec 22	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Miscellaneous	0.00	0.00	5,000.00	-5,000.00	0.0%
<b>Fire Department's Budgets</b>					
Training Office Salary	0.00	0.00	500.00	-500.00	0.0%
Communications-Capital Outlay	0.00	0.00	3,000.00	-3,000.00	0.0%
Communications-Dispatch	0.00	1,125.00	12,000.00	-10,875.00	9.38%
Communications-Supplies & Exp.	4,886.87	19,124.14	5,000.00	14,124.14	382.48%
Firefighting-Capital Outlay	0.00	0.00	8,000.00	-8,000.00	0.0%
Firefighting-Supplies & Exp's	3,562.88	21,864.06	10,000.00	11,864.06	218.64%
Medical Services-Supplies & Exp	0.00	2,244.91	3,000.00	-755.09	74.83%
Radio User Fees	0.00	160.00	12,000.00	-11,840.00	1.33%
Supplies & Expenses-Trucks, ...	0.00	10,534.79			
Traning Classes	0.00	900.00	500.00	400.00	180.0%
<b>Total Fire Department's Budgets</b>	<b>8,449.75</b>	<b>55,952.90</b>	<b>54,000.00</b>	<b>1,952.90</b>	<b>103.62%</b>
<b>Stations &amp; Buildings</b>					
Capital Improvements	0.00	31,791.00	7,000.00	24,791.00	454.16%
Snow Removal	300.00	1,270.00			
Supplies & Expenses	1,029.60	16,117.26	15,000.00	1,117.26	107.45%
Utilities	1,884.77	7,750.54	15,000.00	-7,249.46	51.67%
<b>Total Stations &amp; Buildings</b>	<b>3,214.37</b>	<b>56,928.80</b>	<b>37,000.00</b>	<b>19,928.80</b>	<b>153.86%</b>
<b>Treasurer Fees</b>					
Teller County - Debt	0.00	307.23	315.00	-7.77	97.53%
Teller County - O&M	0.00	442.82	455.00	-12.18	97.32%
El Paso County - Debt	0.45	2,887.39	2,899.00	-11.61	99.6%
El Paso County - O&M	0.66	4,161.98	4,179.00	-17.02	99.59%
<b>Total Treasurer Fees</b>	<b>1.11</b>	<b>7,799.42</b>	<b>7,848.00</b>	<b>-48.58</b>	<b>99.38%</b>
<b>Total Expense</b>	<b>69,194.28</b>	<b>399,376.31</b>	<b>424,279.00</b>	<b>-24,902.69</b>	<b>94.13%</b>
<b>Net Income</b>	<b>-65,165.58</b>	<b>147,969.72</b>	<b>108,211.00</b>	<b>39,758.72</b>	<b>136.74%</b>

Income and Expense by Month  
January through December 2022



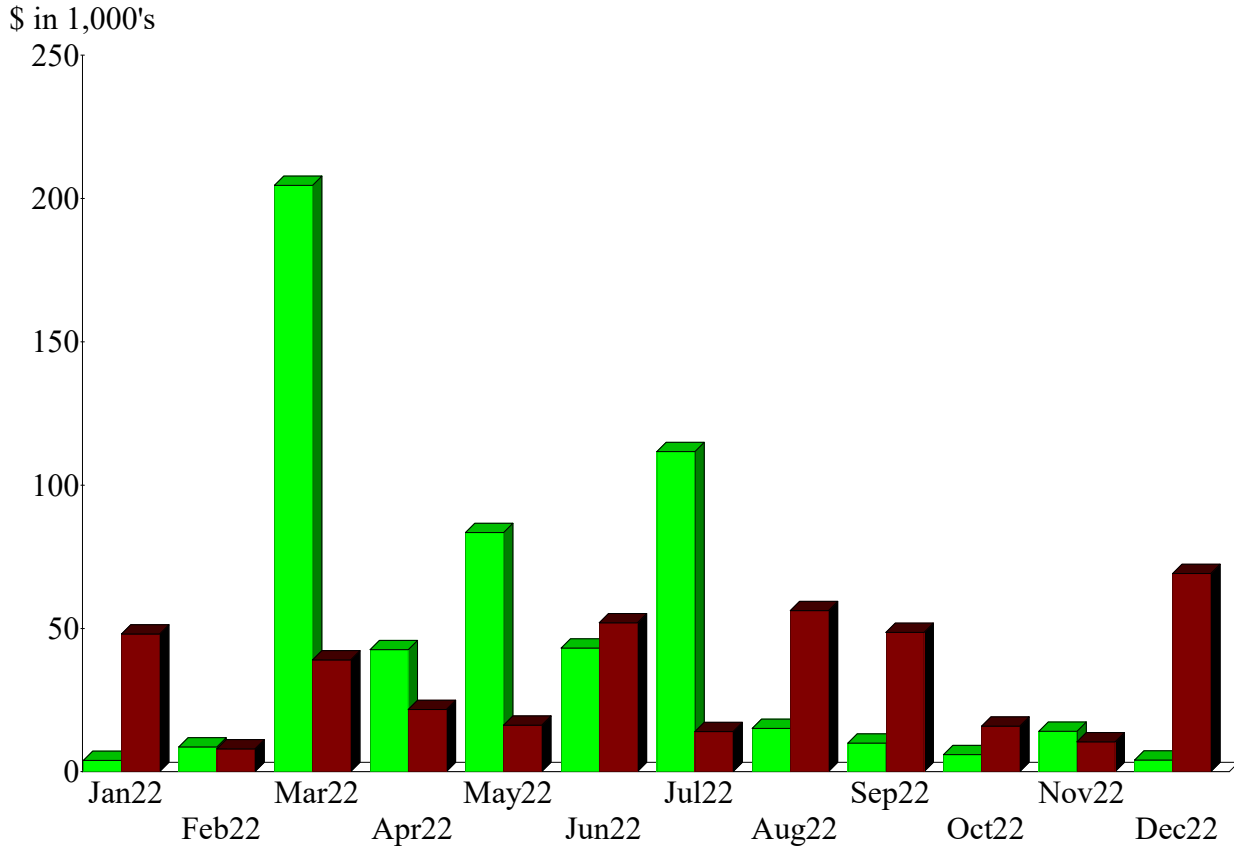
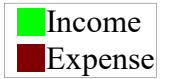
Income Summary  
January through December 2022

Property Tax - O&M EPC	50.53%
Property Tax - Debt EPC	35.06
Spec Ownership Tax - O&M EPC	5.27
Spec Ownership Tax - Debt EPC	3.67
Property Tax - O&M TC	2.69
Property Tax - Debt TC	1.87
Spec Ownership Tax - O&M TC	0.28
Spec Ownership Tax - Debt TC	0.18
Miscellaneous Income	0.14
Delinquent Interest - O&M EPC	0.13
Other	0.18
<b>Total</b>	<b>\$547,346.03</b>



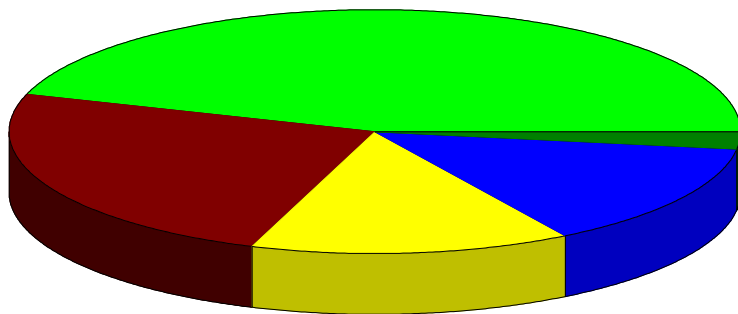
By Account

Income and Expense by Month  
January through December 2022



Expense Summary  
January through December 2022

Administrative Expenses	45.12%
Bond Interest Payment	24.66
Stations & Buildings	14.25
Fire Department's Budgets	14.01
Treasurer Fees	1.95
<b>Total</b>	<b>\$399,376.31</b>



By Account



# Green Mountain Falls Chipita Park Fire District

## PAYMENT REQUEST

1/2/2023

### GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
Gary Florence	11223	1/12/2023	\$ 50.00	
Stephen Walsh	11223	1/12/2023	\$ 50.00	
Sue Turnbull	11223	1/12/2023	\$ 50.00	
George Allen	11223	1/12/2023	\$ 50.00	
Black Hills Energy	10923	1/9/2023	\$ 1,147.05	
Bullseye	45032776	12/25/2022	\$ 161.83	
Century Link	7196847758	12/25/2022	\$ 100.62	
Colorado Springs Utilities	4895014031	1/3/2023	\$ 25.57	
Colorado Springs Utilities	9015963319	1/3/2023	\$ 407.69	
Comcast	849790080280401	12/13/2022	\$ 176.43	
ESO Solutions, Inc	100030	1/2/2023	\$ 2,617.40	
Jan-Pro Franchise Development	302923	12/1/2022	\$ 495.00	
Pinnacol	21124495	12/22/2022	\$ 489.00	
Safeware, Inc	30036499	12/9/2022	\$ 2,318.00	
Steve Lewis	122922	12/29/2022	\$ 200.00	
Walker Schooler District Managers	7289	12/31/2022	\$ 1,250.00	
WEX	0202-00-108388-0	12/31/2022	\$ 139.59	Paid Online
Xfinity	84979000080280	12/11/2022	\$ 54.55	
<b>TOTAL</b>		<b>1</b>	<b>\$ 9,782.73</b>	

\$9,782.73

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Green Mountain Falls Chipita Park Fire District