

**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, March 9, 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 February 9, 2023 (included in packet).
- 5. Treasurer Report**
  - a. Acceptance of Unaudited Financial Statements as of February 28, 2023 – Balance Sheet and Profit and Loss/Budget Report
  - b. Reading of Monthly Bills & Cash Transfer Bills Were Submitted in the Amount of \$\_\_\_\_\_, Transfer of \$\_\_\_\_\_
- 6. Equipment Report**
  - a. Discussion of Four Gas Meters
  - b. Update on 862
  - c. Generator
- 7. New Business**
  - a. Insurance Policy Renewal
  - b. Discussion of Bill Pay
  - c. Steve Murphy – Medical/Health Coverage
- 8. Old Business**
  - a. Finalize Employee Handbook
  - b. New Vehicle
  - c. Replacement of Station 2's Garage Heater
- 9. Public Comment** (Items Not on the Agenda Only. Comments limited to 3 minutes per person)

**10.Other Business**

- a. Next Meeting scheduled for April 13, 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 February 9, 2023, 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, February 9, 2023, 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  
Megan Kelly, Director  
Susan Turnbull, Director

Also in attendance were:

Adam Noel, WSDM District Managers  
Chief Stephen Murphy, Green Mountain Falls Fire

1. Call to Order: President Walsh called the meeting to order at 6:34 PM.

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

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

4. Approval of Board Meeting Minutes from January 12, 2023, Meeting: After review, Director Allen moved to approve the January 12, 2023 Meeting Minutes as presented; seconded by Director Kelly. Motion passed unanimously.

5. Treasurer Report

- a. Acceptance of Unaudited Financial Statements as of January 31, 2023 – Balance Sheet and Profit and Loss/Budget Report: Director Florence discussed the deposit from El Paso County for taxes. After review, Director Allen moved to accept the Unaudited Financial Statements as of January 31, 2023; seconded by President Walsh. Motion passed unanimously.
- b. Reading of Monthly Bills & Cash Transfer Bills Were Submitted in the Amount of \$12,357.70, Transfer of \$10,000: After review, Director Turnbull moved to transfer \$10,000 and accept the Payables; seconded by Director Allen. Motion passed unanimously.

## 6. Equipment Report

- a. Discussion of Four Gas Meters: Director Allen announced that all gas meters are installed on fire trucks.
- b. Update on 862: No discussion as there was no update available.
- c. Generator: Chief Murphy discussed that all preliminary measuring has been completed for the generator and that the power will need to be turned off to the station to install the switch when the time comes.

## 7. New Business:

- a. New Vehicle: Director Allen discussed that the volunteer firefighters are deciding on a new vehicle for the fleet and are looking into purchasing a Toyota Tacoma. They would first like to get pre-approval from the Fire District Board to purchase this depending on the bidding process. The cost is looking to be about \$42,000 plus an additional \$10,00 for the lights, sirens, and equipment installation. Director Turnbull will meet with Chief Murphy before the next meeting to come up with a capital improvement list that can be prioritized and decided on at the next meeting.
- b. May 2023 Election: Mr. Noel explained the upcoming May 2023 election process and announced that there will be four directors up for election. If we are to receive more than four self-nomination forms, then the election will be required, if there are only four self-nomination forms, then we will have the option to cancel said election.
- c. Replacement of Station 2's Garage Heater: Director Allen moved to approve no more than \$6,000 to be spent on Station 2's new garage heater to include installation, contingent on all approved permits; seconded by Director Kelly. Motion passed unanimously.
- d. FPPA Retirement Increase Discussion: Director Allen discussed the options of increasing the current retirement payment from \$350/month up to either \$375 or \$400/month. The FPPA charges \$1,400 to review these options and make a recommendation on what the District can afford in the August/September 2023 time-frame. Director Allen moved to approve the \$1,400 for FPPA to perform the analysis; seconded by Director Turnbull. Motion passed unanimously.

## 8. Old Business

- a. Finalize Employee Handbook: Mr. Noel discussed what is needed from the Board to move forward with the draft employee handbook. Director Allen discussed his concerns that the draft handbook does not accurately reflect the needs and vision of the Fire District and would like to discuss further options with the Employers Council. Mr. Noel recommended that the Board do everything under the approved and signed engagement letter with Employers Council prior to making any final decisions. The board will further review their options separately and notify Mr. Noel when/if they would like him to reach back out to Sue Bias with Employers Council.
- b. Discussion on Merrett Construction: No discussion.

## 9. Public Comment: There was no public comment.

## 10. Other Business

- a. Mr. Noel discussed the outstanding SAFER grant and that the application process opens on February 13, 2023. The board tabled any further discussion regarding the merger with Cascade Fire Protection District and/or creation of a Fire Authority until further notice.
- b. Next Meeting scheduled for March 9, 2023, at 6:30 PM.

## 11. Adjournment: The Board adjourned the meeting at 8:09 PM.

Respectfully Submitted,  
WSDM District Managers

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By: Recording Secretary



**Green Mountain Falls & Chapita Park Fire Protec District**  
**Balance Sheet**  
As of February 28, 2023

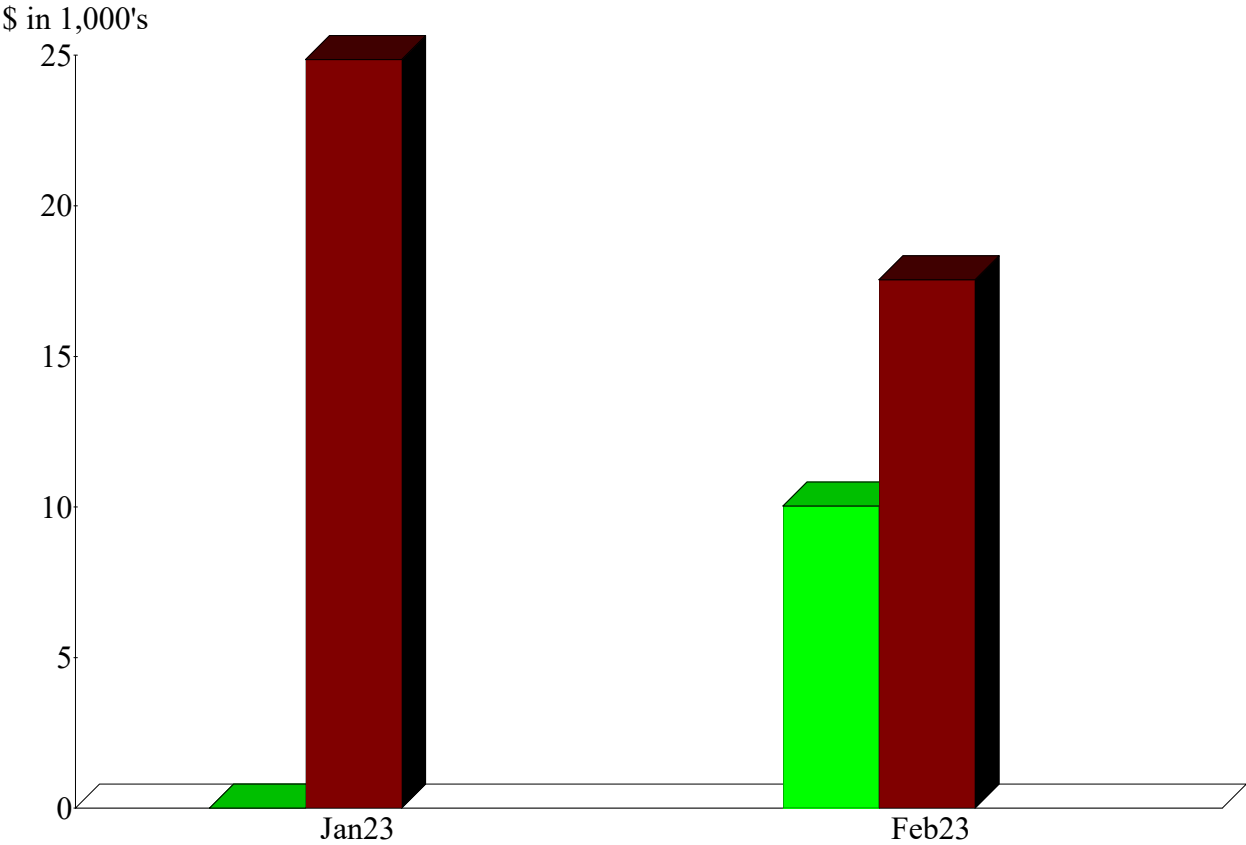
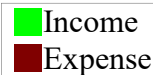
	<u>Feb 28, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
BOTSJ - Checking 3979	3,630.06
BOTSJ - Capital Equipment 2761	246,036.43
BOTSJ - Emergency Operatr 2745	72,648.09
BOTSJ - Holding - 9526	45,288.78
BOTSJ - Bond Repayment 2532	<u>240,184.97</u>
<b>Total Checking/Savings</b>	607,788.33
<b>Accounts Receivable</b>	
Property Tax Receivable - EPC	451,535.27
Property Tax Receivable - TC	<u>24,461.58</u>
<b>Total Accounts Receivable</b>	<u>475,996.85</u>
<b>Total Current Assets</b>	1,083,785.18
<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	<u>-6,719.00</u>
<b>Total Property &amp; Equipment</b>	<u>3,686,812.87</u>
<b>Total Fixed Assets</b>	<u>4,601,069.24</u>
<b>TOTAL ASSETS</b>	<u><u>5,684,854.42</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	<u>5,862.41</u>
<b>Total Accounts Payable</b>	5,862.41
<b>Other Current Liabilities</b>	
Payroll Liabilities	1,823.98
Deferred Property Tax - EPC	451,535.27
Deferred Property Tax - TC	<u>24,461.58</u>
<b>Total Other Current Liabilities</b>	<u>477,820.83</u>
<b>Total Current Liabilities</b>	483,683.24
<b>Long Term Liabilities</b>	
Bond Payable	<u>2,998,123.30</u>
<b>Total Long Term Liabilities</b>	<u>2,998,123.30</u>
<b>Total Liabilities</b>	3,481,806.54
<b>Equity</b>	
Opening Balance Equity	1,524,271.25
Unrestricted Net Assets	711,141.34
Net Income	<u>-32,364.71</u>
<b>Total Equity</b>	<u>2,203,047.88</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>5,684,854.42</u></u>



**Green Mountain Falls & Chapita Park Fire Protec District**  
**Profit & Loss Budget vs. Actual**  
January through February 2023

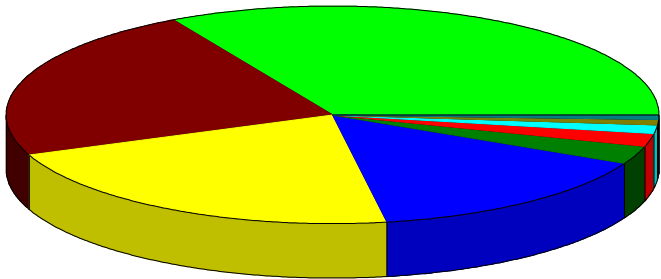
	TOTAL				
	Feb 23	Jan - Feb 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
Property Tax - O&M EPC	3,324.99	3,324.99	269,913.00	-266,588.01	1.23%
Spec Ownership Tax - O&M EPC	2,181.91	2,181.91	18,894.00	-16,712.09	11.55%
Property Tax - O&M TC	280.10	280.10	14,722.00	-14,441.90	1.9%
Spec Ownership Tax - O&M TC	136.08	136.08	1,031.00	-894.92	13.2%
Property Tax - Debt EPC	2,306.74	2,306.74	187,254.00	-184,947.26	1.23%
Spec Ownership Tax - Debt EPC	1,513.72	1,513.72	13,108.00	-11,594.28	11.55%
Property Tax - Debt TC	194.32	194.32	10,214.00	-10,019.68	1.9%
Spec Ownership Tax - Debt TC	94.40	94.40	715.00	-620.60	13.2%
Interest Income	4.09	9.43			
<b>Total Income</b>	<b>10,036.35</b>	<b>10,041.69</b>	<b>515,851.00</b>	<b>-505,809.31</b>	<b>1.95%</b>
<b>Gross Profit</b>	<b>10,036.35</b>	<b>10,041.69</b>	<b>515,851.00</b>	<b>-505,809.31</b>	<b>1.95%</b>
<b>Expense</b>					
<b>Administrative Expenses</b>					
Audit	0.00	0.00	12,000.00	-12,000.00	0.0%
Bank Fees	6.00	14.00			
Director Fees	300.00	450.00	3,000.00	-2,550.00	15.0%
Election Expense	0.00	0.00	1,500.00	-1,500.00	0.0%
Insurance - Volunteer Firefight	0.00	3,984.00	15,000.00	-11,016.00	26.56%
Insurance - Workers Comp	508.00	508.00	3,000.00	-2,492.00	16.93%
Legal Fees	0.00	0.00	3,000.00	-3,000.00	0.0%
Management & Accounting	2,500.00	5,012.60	30,000.00	-24,987.40	16.71%
Retirement Fund Contribution	189.44	353.47	26,750.52	-26,397.05	1.32%
Payroll Expenses	4,038.53	5,778.80	30,000.00	-24,221.20	19.26%
Salaries - Fire Chief	4,840.25	9,680.50	65,000.00	-55,319.50	14.89%
Contingent Firefighter	0.00	0.00	44,000.00	-44,000.00	0.0%
Supplies & Expenses	0.00	1,798.85	30,000.00	-28,201.15	6.0%
<b>Total Administrative Expenses</b>	<b>12,382.22</b>	<b>27,580.22</b>	<b>263,250.52</b>	<b>-235,670.30</b>	<b>10.48%</b>
Bond Interest Payment	0.00	0.00	95,133.00	-95,133.00	0.0%
Miscellaneous	0.00	0.00	5,000.00	-5,000.00	0.0%
<b>Fire Department's Budgets</b>					
Communications-Dispatch	0.00	0.00	1,200.00	-1,200.00	0.0%
Communications-Supplies & Exp.	134.95	269.90	8,000.00	-7,730.10	3.37%
Firefighting-Supplies & Exp's	1,437.86	4,510.40	20,000.00	-15,489.60	22.55%
Medical Services-Supplies & Exp	775.19	775.19	3,000.00	-2,224.81	25.84%
Radio User Fees	0.00	0.00	1,000.00	-1,000.00	0.0%
Supplies & Expenses-Trucks, ...	0.00	0.00	12,000.00	-12,000.00	0.0%
Traning Classes	0.00	1,347.22	1,000.00	347.22	134.72%
<b>Total Fire Department's Budgets</b>	<b>2,348.00</b>	<b>6,902.71</b>	<b>46,200.00</b>	<b>-39,297.29</b>	<b>14.94%</b>
<b>Stations &amp; Buildings</b>					
Snow Removal	0.00	300.00			
Supplies & Expenses	691.42	3,297.90			
Utilities	2,027.72	4,226.86	10,000.00	-5,773.14	42.27%
<b>Total Stations &amp; Buildings</b>	<b>2,719.14</b>	<b>7,824.76</b>	<b>10,000.00</b>	<b>-2,175.24</b>	<b>78.25%</b>
<b>Treasurer Fees</b>					
Teller County - Debt	5.83	5.83	306.00	-300.17	1.91%
Teller County - O&M	8.40	8.40	441.66	-433.26	1.9%
El Paso County - Debt	34.60	34.60	2,809.00	-2,774.40	1.23%
El Paso County - O&M	49.88	49.88	4,048.69	-3,998.81	1.23%
<b>Total Treasurer Fees</b>	<b>98.71</b>	<b>98.71</b>	<b>7,605.35</b>	<b>-7,506.64</b>	<b>1.3%</b>
<b>Total Expense</b>	<b>17,548.07</b>	<b>42,406.40</b>	<b>427,188.87</b>	<b>-384,782.47</b>	<b>9.93%</b>
<b>Net Income</b>	<b>-7,511.72</b>	<b>-32,364.71</b>	<b>88,662.13</b>	<b>-121,026.84</b>	<b>-36.5%</b>

Income and Expense by Month  
January through February 2023



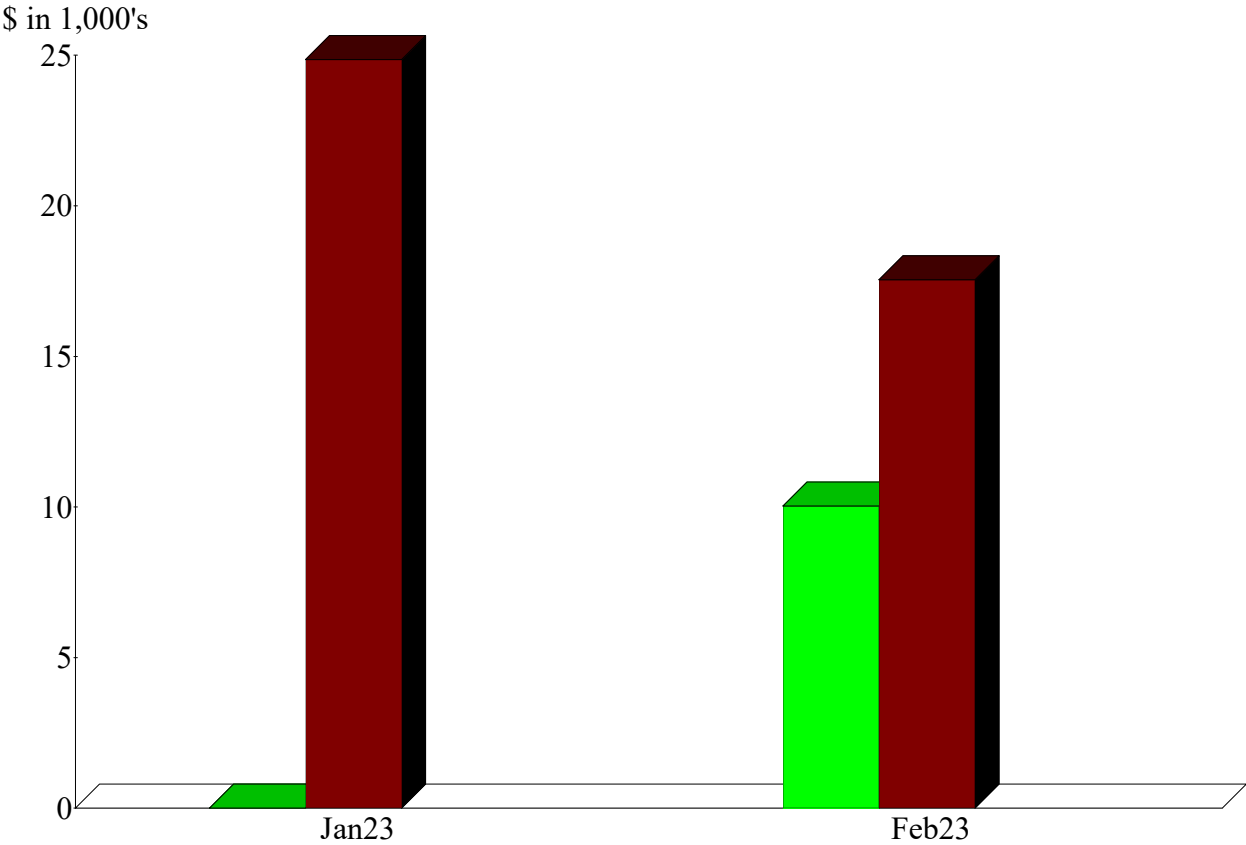
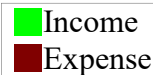
Income Summary  
January through February 2023

Property Tax - O&M EPC	33.11%
Property Tax - Debt EPC	22.97
Spec Ownership Tax - O&M EPC	21.73
Spec Ownership Tax - Debt EPC	15.07
Property Tax - O&M TC	2.79
Property Tax - Debt TC	1.94
Spec Ownership Tax - O&M TC	1.36
Spec Ownership Tax - Debt TC	0.94
Interest Income	0.09
Total	\$10,041.69



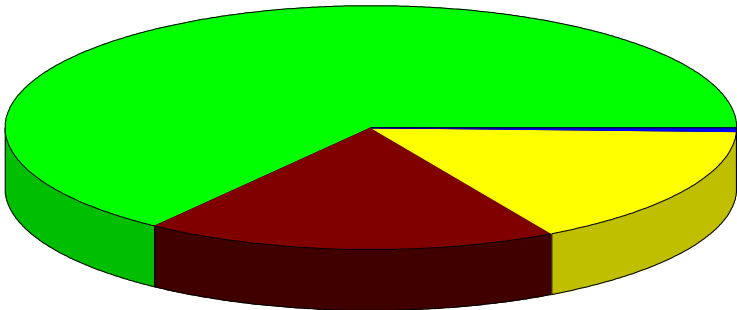
By Account

Income and Expense by Month  
January through February 2023



Expense Summary  
January through February 2023

Administrative Expenses	65.04%
Stations & Buildings	18.45
Fire Department's Budgets	16.28
Treasurer Fees	0.23
Total	\$42,406.40



By Account



# Green Mountain Falls Chipita Park Fire District

## PAYMENT REQUEST

3/9/2023

### GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
Megan Kelly	30923	3/9/2023	\$ 50.00	
Gary Florence	30923	3/9/2023	\$ 50.00	
Stephen Walsh	30923	3/9/2023	\$ 50.00	
Sue Turnbull	30923	3/9/2023	\$ 50.00	
George Allen	30923	3/9/2023	\$ 50.00	
1st Bankcard Center	122322	2/25/2023	\$ 1,137.98	Paid Online
Bullseye	45634594	2/25/2023	\$ 165.96	
Century Link	22023	2/20/2023	\$ 20.54	
Colorado Springs Utilities	4895014031	3/2/2023	\$ 24.92	
Colorado Springs Utilities	9015963319	3/2/2023	\$ 372.07	
Comcast	849790080280401	2/13/2023	\$ 199.80	
Flair Data Systems	89521	2/21/2023	\$ 134.95	
Flair Data Systems	87647	8/11/2023	\$ 134.95	
Flair Data Systems	88918	12/17/2023	\$ 134.95	
Jan-Pro Franchise Development	303740	2/1/2023	\$ 564.00	
Pinnacol	21179933	2/7/2023	\$ 508.00	Paid Online
ROI Fire & Ballistics Equipment, Inc	19028	2/25/2023	\$ 1,275.00	
Superheat Mechanical	111	3/5/2023	\$ 5,800.00	
WEX	0202-00-108388-0	2/28/2023	\$ 162.86	Paid Online
WSDM District Managers	7361	2/28/2023	\$ 2,500.00	
Xfinity	84979000080280	2/11/2023	\$ 61.40	
<b>TOTAL</b>		<b>1</b>	<b>\$ 13,447.38</b>	

\$13,447.38

Green Mountain Falls Chipita Park Fire District