

**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, February 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

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

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 January 12, 2023 (included in packet).
- 5. Treasurer Report**
 - Acceptance of Unaudited Financial Statements as of January 31, 2023 – Balance Sheet and Profit and Loss/Budget Report
 - Reading of Monthly Bills & Cash Transfer Bills Were Submitted in the Amount of \$_____, Transfer of \$_____
- 6. Equipment Report**
 - Discussion of Four Gas Meters
 - Update on 862
 - Generator
- 7. New Business**
 - New Vehicle
 - May 2023 Election
 - Replacement of Station 2's Garage Heater
 - FPPA Retirement Increase Discussion
- 8. Old Business**
 - Finalize Employee Handbook
 - Discussion on Merrett Construction
- 9. Public Comment** (Items Not on the Agenda Only. Comments limited to 3 minutes per person)

10. Other Business

- a. Next Meeting scheduled for March 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 JANUARY 12, 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, January 12, 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

1. Call to Order: President Walsh called the meeting to order at 6:39 PM.

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

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

4. Approval of Board Meeting Minutes from December 8, 2022, Meeting: After review, Director Florence moved to approve the December 8, 2022 Meeting Minutes as presented; seconded by Director Allen. Motion passed unanimously.

5. Treasurer Report

- a. Acceptance of Unaudited Financial Statements as of December 31, 2022 – Balance Sheet and Profit and Loss/Budget Report: Director Florence asked Mr. Noel to check into the deposit from El Paso County for taxes. After review, President Walsh moved to accept the Unaudited Financial Statements as of December 31, 2022; seconded by Director Allen. Motion passed unanimously.
- b. Reading of Monthly Bills & Cash Transfer Bills Were Submitted in the Amount of \$14,290.73, Transfer of \$12,000: After review, President Walsh moved to transfer \$12,000 and accept the Payables; seconded by Director Turnbull. Motion passed unanimously.
- c. Discussion of Bond Payment: Director Florence discussed the Bond Payment that was made on December 19, 2022.

6. Equipment Report

- a. Discussion of Four Gas Meters: Director Florence announced that the four gas meters have arrived and will be properly inspected prior to installation.
- b. Update on 862: No discussion as there was no update available.
- c. Generator: Director Florence discussed that the planning and permits are in place for the gas line and that the estimated arrival of the generator is April.

7. New Business:

- a. SAFER Grant Discussion: Mr. Noel discussed that the SAFER grant application is continuing to move forward and should be completed prior to the deadline.
- b. How We Do Business: The board discussed that with mostly brand new board members, they would like to see a shift from a personality-dependent structure to a role-oriented structure. There may be further discussion to moving the monthly meeting date in the future.
- c. [Amended – New Vehicle]: There was additional discussion regarding the potential of buying a new vehicle for the department; this item will be added to the February meeting agenda.
- d. [Amended – Station 2]: The board explained the function of Station 2 and possibilities for use in the future.

8. Old Business

- a. Finalize Employee Handbook: Mr. Noel discussed the final questions/items needed for the Employee Handbook to include part-time employees and schedules, including definitions in the beginning, the necessity of a domestic violence policy, and the need for a weapons policy. Final decisions tabled to next meeting.
- b. Discussion on Merrett Construction: No discussion.
- c. Domain Registration Discussion: The Board agreed to have Director Florence discuss offline with Mr. Noel.

9. Public Comment: There was no public comment.

10. Other Business

- a. Next Meeting scheduled for February 9, 2023, at 6:30 PM.

11. Adjournment: The Board adjourned the meeting at 9:08 PM.

Respectfully Submitted,
WSDM District Managers

By: Recording Secretary



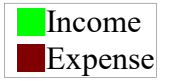
Green Mountain Falls & Chapita Park Fire Protec District
Balance Sheet
As of January 31, 2023

	<u>Jan 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
BOTSJ - Checking 3979	864.13
BOTSJ - Capital Equipment 2761	246,036.43
BOTSJ - Emergency Operatn 2745	72,648.09
BOTSJ - Holding - 9526	59,423.60
BOTSJ - Bond Repayment 2532	<u>236,112.56</u>
Total Checking/Savings	615,084.81
Accounts Receivable	
Property Tax Receivable - EPC	457,167.00
Property Tax Receivable - TC	<u>24,936.00</u>
Total Accounts Receivable	<u>482,103.00</u>
Total Current Assets	1,097,187.81
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	4,601,069.24
TOTAL ASSETS	<u><u>5,698,257.05</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	1,090.09
Deferred Property Tax - EPC	457,167.00
Deferred Property Tax - TC	<u>24,936.00</u>
Total Other Current Liabilities	<u>483,193.09</u>
Total Current Liabilities	483,193.09
Long Term Liabilities	
Bond Payable	<u>2,998,123.30</u>
Total Long Term Liabilities	<u>2,998,123.30</u>
Total Liabilities	3,481,316.39
Equity	
Opening Balance Equity	1,524,271.25
Unrestricted Net Assets	711,411.24
Net Income	<u>-18,741.83</u>
Total Equity	<u>2,216,940.66</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,698,257.05</u></u>

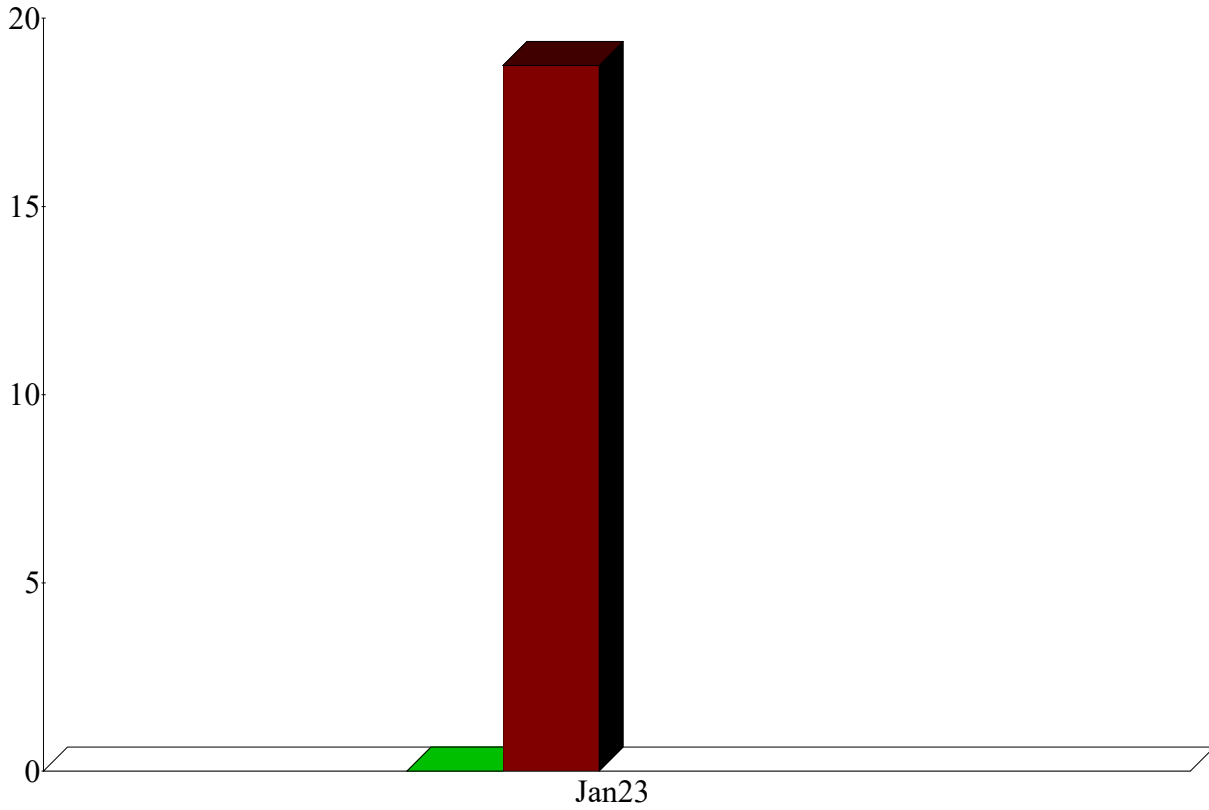
Green Mountain Falls & Chapita Park Fire Protec District
Profit & Loss Budget vs. Actual
January 2023

	<u>Jan 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
Property Tax - O&M EPC	0.00	269,913.00	-269,913.00	0.0%
Spec Ownership Tax - O&M EPC	0.00	18,894.00	-18,894.00	0.0%
Property Tax - O&M TC	0.00	14,722.00	-14,722.00	0.0%
Spec Ownership Tax - O&M TC	0.00	1,031.00	-1,031.00	0.0%
Property Tax - Debt EPC	0.00	187,254.00	-187,254.00	0.0%
Spec Ownership Tax - Debt EPC	0.00	13,108.00	-13,108.00	0.0%
Property Tax - Debt TC	0.00	10,214.00	-10,214.00	0.0%
Spec Ownership Tax - Debt TC	0.00	715.00	-715.00	0.0%
Interest Income	5.34			
Total Income	<u>5.34</u>	<u>515,851.00</u>	<u>-515,845.66</u>	<u>0.0%</u>
Gross Profit	5.34	515,851.00	-515,845.66	0.0%
Expense				
Administrative Expenses				
Audit	0.00	12,000.00	-12,000.00	0.0%
Bank Fees	8.00			
Director Fees	150.00	3,000.00	-2,850.00	5.0%
Election Expense	0.00	1,500.00	-1,500.00	0.0%
Insurance - Volunteer Firefight	3,984.00	15,000.00	-11,016.00	26.56%
Insurance - Workers Comp	0.00	3,000.00	-3,000.00	0.0%
Legal Fees	0.00	3,000.00	-3,000.00	0.0%
Management & Accounting	0.00	30,000.00	-30,000.00	0.0%
Retirement Fund Contribution	164.03	26,750.52	-26,586.49	0.61%
Payroll Expenses	1,740.27	30,000.00	-28,259.73	5.8%
Salaries - Fire Chief	4,840.25	65,000.00	-60,159.75	7.45%
Contingent Firefighter	0.00	44,000.00	-44,000.00	0.0%
Supplies & Expenses	1,448.85	30,000.00	-28,551.15	4.83%
Total Administrative Expenses	<u>12,335.40</u>	<u>263,250.52</u>	<u>-250,915.12</u>	<u>4.69%</u>
Bond Interest Payment	0.00	95,133.00	-95,133.00	0.0%
Miscellaneous	0.00	5,000.00	-5,000.00	0.0%
Fire Department's Budgets				
Communications-Dispatch	0.00	1,200.00	-1,200.00	0.0%
Communications-Supplies & Exp.	0.00	8,000.00	-8,000.00	0.0%
Firefighting-Supplies & Exp's	2,816.40	20,000.00	-17,183.60	14.08%
Medical Services-Supplies & Exp	0.00	3,000.00	-3,000.00	0.0%
Radio User Fees	0.00	1,000.00	-1,000.00	0.0%
Supplies & Expenses-Trucks, ...	0.00	12,000.00	-12,000.00	0.0%
Traning Classes	0.00	1,000.00	-1,000.00	0.0%
Total Fire Department's Budgets	<u>2,816.40</u>	<u>46,200.00</u>	<u>-43,383.60</u>	<u>6.1%</u>
Stations & Buildings				
Supplies & Expenses	2,015.06			
Utilities	1,580.31	10,000.00	-8,419.69	15.8%
Total Stations & Buildings	<u>3,595.37</u>	<u>10,000.00</u>	<u>-6,404.63</u>	<u>35.95%</u>
Treasurer Fees				
Teller County - Debt	0.00	306.00	-306.00	0.0%
Teller County - O&M	0.00	441.66	-441.66	0.0%
El Paso County - Debt	0.00	2,809.00	-2,809.00	0.0%
El Paso County - O&M	0.00	4,048.69	-4,048.69	0.0%
Total Treasurer Fees	<u>0.00</u>	<u>7,605.35</u>	<u>-7,605.35</u>	<u>0.0%</u>
Total Expense	<u>18,747.17</u>	<u>427,188.87</u>	<u>-408,441.70</u>	<u>4.39%</u>
Net Income	<u>-18,741.83</u>	<u>88,662.13</u>	<u>-107,403.96</u>	<u>-21.14%</u>


Income and Expense by Month
January 2023

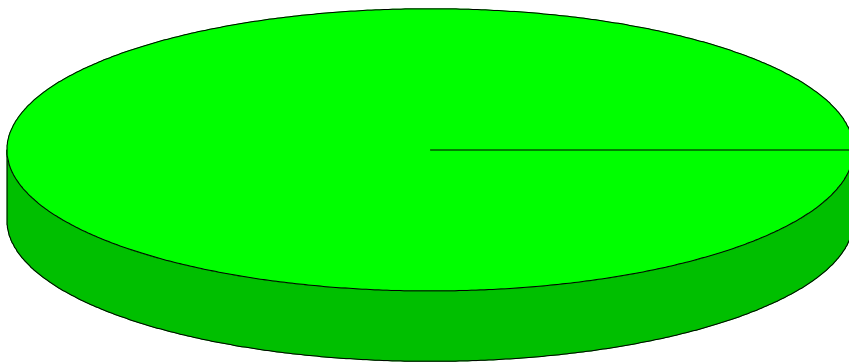


\$ in 1,000's



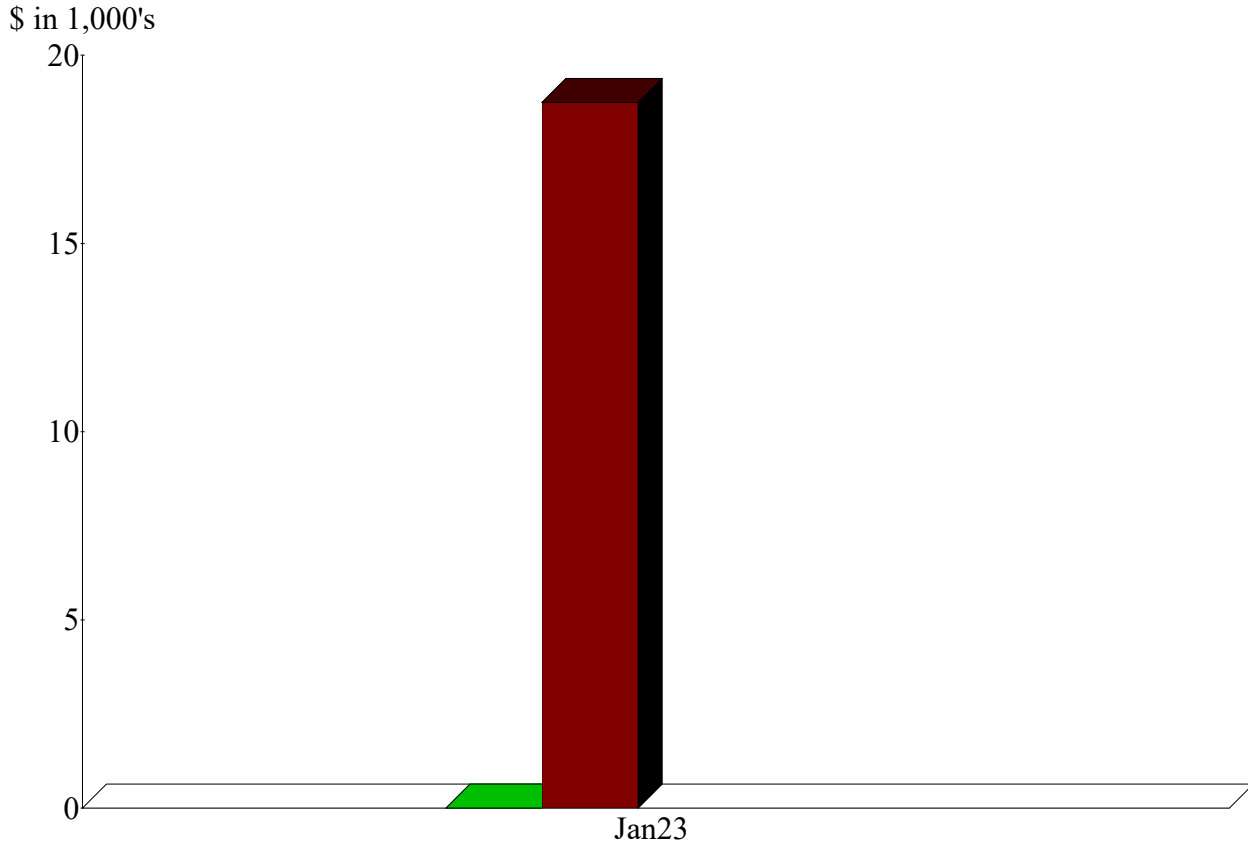
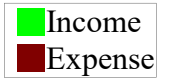
Income Summary
January 2023

 Interest Income	100.00%
Total	\$5.34



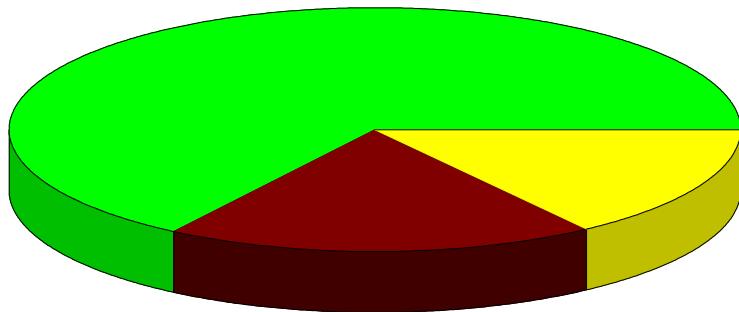
By Account

Income and Expense by Month
January 2023



Expense Summary
January 2023

■ Administrative Expenses	65.80%
■ Stations & Buildings	19.18
■ Fire Department's Budgets	15.02
Total	\$18,747.17



By Account



Green Mountain Falls Chipita Park Fire District

PAYMENT REQUEST

2/9/2023

GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
Megan Kelly	20923	2/9/2023	\$ 50.00	
Gary Florence	20923	2/9/2023	\$ 50.00	
Stephen Walsh	20923	2/9/2023	\$ 50.00	
Sue Turnbull	20923	2/9/2023	\$ 100.00	
George Allen	20923	2/9/2023	\$ 50.00	
1st Bankcard Center	122322	12/23/2022	\$ 3,463.91	Paid Online
1st Bankcard Center	12523	1/25/2023	\$ 902.61	Paid Online
Black Hills Energy	20623	2/6/2023	\$ 1,171.17	
Bullseye	45357603	1/25/2023	\$ 165.90	
Century Link	7196847758	1/25/2023	\$ 206.73	
CDPHE	WC231126615	1/1/2023	\$ 350.00	
Colorado Springs Utilities	4895014031	2/1/2023	\$ 22.92	
Colorado Springs Utilities	9015963319	2/1/2023	\$ 385.93	
Comcast	849790080280401	1/13/2023	\$ 184.80	
Eric Kelly	13123	1/31/2023	\$ 1,347.22	
Flair Data Systems	89250	1/23/2023	\$ 134.95	
Jan-Pro Franchise Development	302876	1/1/2023	\$ 564.00	
Steve Lewis	13023	1/30/2023	\$ 300.00	
WEX	0202-00-108388-0	1/31/2023	\$ 256.14	Paid Online
Woodland Hardware & Home	2716628	1/28/2023	\$ 27.42	
WSDM District Managers	7327	1/31/2023	\$ 2,512.60	
Xfinity	84979000080280	1/11/2023	\$ 61.40	
TOTAL		1	\$ 12,357.70	