

**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, May 11, 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
Dan May, Director	Term Expires May 2025
George Allen, Secretary	Term Expires May 2027
Megan Kelly, Director	Term Expires May 2027
Susan Turnbull, Director	Term Expires May 2025

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**AGENDA**

- 1. Call to Order**
- 2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures**
- 3. Oaths of Affirmation/Appointment of Officers**
- 4. Approval of Agenda**
- 5. Chief's Report**
- 6. Approval of Board Meeting Minutes-** from the meeting on April 13, 2023 (included in packet).
- 7. Treasurer Report**
  - a. Acceptance of Unaudited Financial Statements as of April 30, 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 \$\_\_\_\_\_
- 8. Equipment Report**
  - a. Update on 862
  - b. Generator
- 9. New Business**
- 10. Old Business**
  - a. Finalize Employee Handbook
  - b. New Vehicle
  - c. Domain Name Progress
- 11. Public Comment** (Items Not on the Agenda Only. Comments limited to 3 minutes per person)

**12. Other Business**

- a. Next Meeting scheduled for June 8, 2023, at 6:30PM.

**13. Adjournment**





**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
GREEN MOUNTAIN FALLS / CHIPITA PARK FIRE PROTECTION DISTRICT  
HELD APRIL 13, 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, April 13, 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  
Dan May, Board Member Elect

1. Call to Order: Mr. Noel 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.
3. Approval of the Agenda: Director Florence moved to approve the Agenda as presented; seconded by Director Kelly. Motion passed unanimously.
4. Chief's Report: Chief Murphy presented the Chief's Report. There will be an evacuation tabletop exercise on April 14<sup>th</sup> with Pikes Peak Office of Emergency Management and local fire and police departments. The fire mitigation chipping event will be held June 10<sup>th</sup> and June 11<sup>th</sup>. There were 31 calls in March and 129 calls total for 2023. The Board discussed that an increase in traffic is one reason for the increase of calls since 2008.
5. Approval of Board Meeting Minutes from March 9, 2023 Meeting: After review, Director Kelly moved to approve the March 9, 2023 Meeting Minutes as presented; seconded by Director Florence. Motion passed unanimously.
6. Treasurer Report
  - a. Acceptance of Unaudited Financial Statements as of March 31, 2023 – Balance Sheet and Profit and Loss/Budget Report: Director Florence presented the Unaudited Financial Statements as of

March 31, 2023 including the Balance Sheet and Profit and Loss/Budget Report. After review, President Walsh moved to accept the Unaudited Financial Statements as presented; seconded by Director Turnbull. Motion passed unanimously.

- b. Reading of Monthly Bills & Cash Transfer Bills Were Submitted in the Amount of \$12,718.21, Transfer of \$13,000: The Board reviewed the monthly bills. Mr. Noel noted the payroll tax payments are paid by check, and the Comcast bill has already been paid by autopay. After review, Director Allen moved to approve the monthly bills of \$12,718.21, and the transfer of \$13,000; seconded by Director Kelly. Motion passed unanimously.
- c. New Bank Discussion: The Board discussed moving the Emergency Ops and Capital Equipment accounts to Kirkpatrick Bank since it is the best local option that deals with Public Deposit Protection Act (PDPA) accounts and offers FDIC protection above \$250,000. President Walsh noted the Directors have received their new PDPA numbers. Director Turnbull moved to move the two accounts, Capital Equipment and Emergency Ops to Kirkpatrick Bank; seconded by President Walsh. Motion passed unanimously.
- d. Moving Bills to Credit Card: President Walsh confirmed that three bills are now being paid on autopay by credit card to avoid late fees.
- e. Reoccurring Monthly Bills: The Board discussed the process for approving monthly bills.

#### 7. Equipment Report

- a. Update on 862: Director Florence noted he will stay on until the end of the month to assist with closing out this issue since his signature is on a lot of the paperwork.
- b. Generator: There was no discussion.

#### 8. New Business:

- a. Gary Florence – Resignation: Director Florence’s resignation will be effective on April 30<sup>th</sup>. The Board discussed and thanked Director Florence for his honorable service on the Board and for the District.

#### 9. Old Business

- a. Finalize Employee Handbook: The Board discussed the Employee Handbook draft. The Board agreed on 40 hours. Director Kelly and President Walsh will work on the final edits.
- b. New Vehicle: There was no discussion.
- c. Domain Name Progress: Mr. Noel explained the domain name is for the Director email addresses.
- d. Steve Murphy – Medical/Health Coverage: The Board discussed medical/health coverage for Chief Murphy. After discussion, the Board agreed to a flat-rate partial compensation for medical/health coverage for a full-time employee that will also be reflected in the Employee Handbook. The compensation amount for Chief Murphy is still to be determined.

10. Public Comment: Director Florence thanked Dan May for taking his place on the Board. Dan May introduced himself to the Board.

#### 11. Other Business

- a. Next Meeting scheduled for May 11, 2023, at 6:30 PM.

12. Adjournment: The Board unanimously adjourned the meeting at 8:08 PM.

Respectfully Submitted,  
WSDM District Managers

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By: Recording Secretary



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

05/08/23

## Balance Sheet

Accrual Basis

As of April 30, 2023

	Apr 30, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
BOTSJ - Checking 3979	6,653.16
BOTSJ - Capital Equipment 2761	291,049.43
BOTSJ - Emergency Operatrn 2745	72,751.76
BOTSJ - Holding - 9526	93,573.52
BOTSJ - Bond Repayment 2532	276,875.53
<b>Total Checking/Savings</b>	740,903.40
<b>Accounts Receivable</b>	
Property Tax Receivable - EPC	230,514.92
Property Tax Receivable - TC	13,531.36
<b>Total Accounts Receivable</b>	244,046.28
<b>Total Current Assets</b>	984,949.68
<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>	3,686,812.87
<b>Total Fixed Assets</b>	4,601,069.24
<b>TOTAL ASSETS</b>	<b>5,586,018.92</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	12,990.84
<b>Total Accounts Payable</b>	12,990.84
<b>Other Current Liabilities</b>	
Payroll Liabilities	1,010.64
Deferred Property Tax - EPC	230,514.92
Deferred Property Tax - TC	13,531.36
<b>Total Other Current Liabilities</b>	245,056.92
<b>Total Current Liabilities</b>	258,047.76
<b>Long Term Liabilities</b>	
Bond Payable	2,960,635.44
<b>Total Long Term Liabilities</b>	2,960,635.44
<b>Total Liabilities</b>	3,218,683.20

1:25 PM

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

05/08/23

**Balance Sheet**

Accrual Basis

As of April 30, 2023

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	<u>Apr 30, 23</u>
<b>Equity</b>	
Opening Balance Equity	1,524,271.25
Unrestricted Net Assets	708,325.89
Net Income	134,738.58
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<b>Total Equity</b>	<b>2,367,335.72</b>
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,586,018.92</b>
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# Green Mountain Falls & Chapita Park Fire Protec District

## Profit & Loss Budget vs. Actual

### January through April 2023

	TOTAL				
	Apr 23	Jan - Apr 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
Property Tax - O&M EPC	22,558.68	133,816.23	269,913.00	-136,096.77	49.58%
Spec Ownership Tax - O&M EPC	2,401.91	6,800.53	18,894.00	-12,093.47	35.99%
Delinquent Interest - O&M EPC	5.63	5.63			
Property Tax - O&M TC	1,590.55	6,733.34	14,722.00	-7,988.66	45.74%
Spec Ownership Tax - O&M TC	137.72	388.30	1,031.00	-642.70	37.66%
Property Tax - Debt EPC	15,650.22	92,835.85	187,254.00	-94,418.15	49.58%
Spec Ownership Tax - Debt EPC	1,666.34	4,717.91	13,108.00	-8,390.09	35.99%
Delinquent Interest - Debt EPC	3.90	3.90			
Property Tax - Debt TC	1,103.46	4,671.30	10,214.00	-5,542.70	45.73%
Spec Ownership Tax - Debt TC	95.54	269.39	715.00	-445.61	37.68%
Interest Income	4.94	36.70			
<b>Total Income</b>	<b>45,218.89</b>	<b>250,279.08</b>	<b>515,851.00</b>	<b>-265,571.92</b>	<b>48.52%</b>
<b>Gross Profit</b>	<b>45,218.89</b>	<b>250,279.08</b>	<b>515,851.00</b>	<b>-265,571.92</b>	<b>48.52%</b>
<b>Expense</b>					
<b>Administrative Expenses</b>					
Audit	0.00	0.00	12,000.00	-12,000.00	0.0%
Bank Fees	0.00	14.00			
Director Fees	250.00	950.00	3,000.00	-2,050.00	31.67%
Election Expense	0.00	0.00	1,500.00	-1,500.00	0.0%
Insurance - Volunteer Firefight	3,594.00	7,578.00	15,000.00	-7,422.00	50.52%
Insurance - Workers Comp	0.00	911.00	3,000.00	-2,089.00	30.37%
Legal Fees	0.00	48.00	3,000.00	-2,952.00	1.6%
Management & Accounting	2,500.00	10,000.00	30,000.00	-20,000.00	33.33%
Retirement Fund Contribution	189.44	732.35	26,750.52	-26,018.17	2.74%
Payroll Expenses	427.12	8,510.58	30,000.00	-21,489.42	28.37%
Salaries - Fire Chief	5,571.75	21,555.30	65,000.00	-43,444.70	33.16%
Contingent Firefighter	0.00	0.00	44,000.00	-44,000.00	0.0%
Supplies & Expenses	12.36	2,921.85	30,000.00	-27,078.15	9.74%
<b>Total Administrative Expenses</b>	<b>12,544.67</b>	<b>53,221.08</b>	<b>263,250.52</b>	<b>-210,029.44</b>	<b>20.22%</b>
Bond Interest Payment	0.00	23,894.06	95,133.00	-71,238.94	25.12%
Miscellaneous	0.00	0.00	5,000.00	-5,000.00	0.0%
<b>Fire Department's Budgets</b>					
Communications-Dispatch	375.00	375.00	1,200.00	-825.00	31.25%
Communications-Supplies & Exp.	134.95	539.80	8,000.00	-7,460.20	6.75%
Firefighting-Supplies & Exp's	3,834.95	8,345.35	20,000.00	-11,654.65	41.73%
Medical Services-Supplies & Exp	0.00	796.12	3,000.00	-2,203.88	26.54%
Radio User Fees	0.00	0.00	1,000.00	-1,000.00	0.0%
Supplies & Expenses-Trucks, ...	0.00	2,044.04	12,000.00	-9,955.96	17.03%
Traning Classes	0.00	1,347.22	1,000.00	347.22	134.72%
<b>Total Fire Department's Budgets</b>	<b>4,344.90</b>	<b>13,447.53</b>	<b>46,200.00</b>	<b>-32,752.47</b>	<b>29.11%</b>
<b>Stations &amp; Buildings</b>					
Capital Improvements	0.00	5,800.00			
Snow Removal	0.00	550.00			

## Green Mountain Falls & Chapita Park Fire Protec District

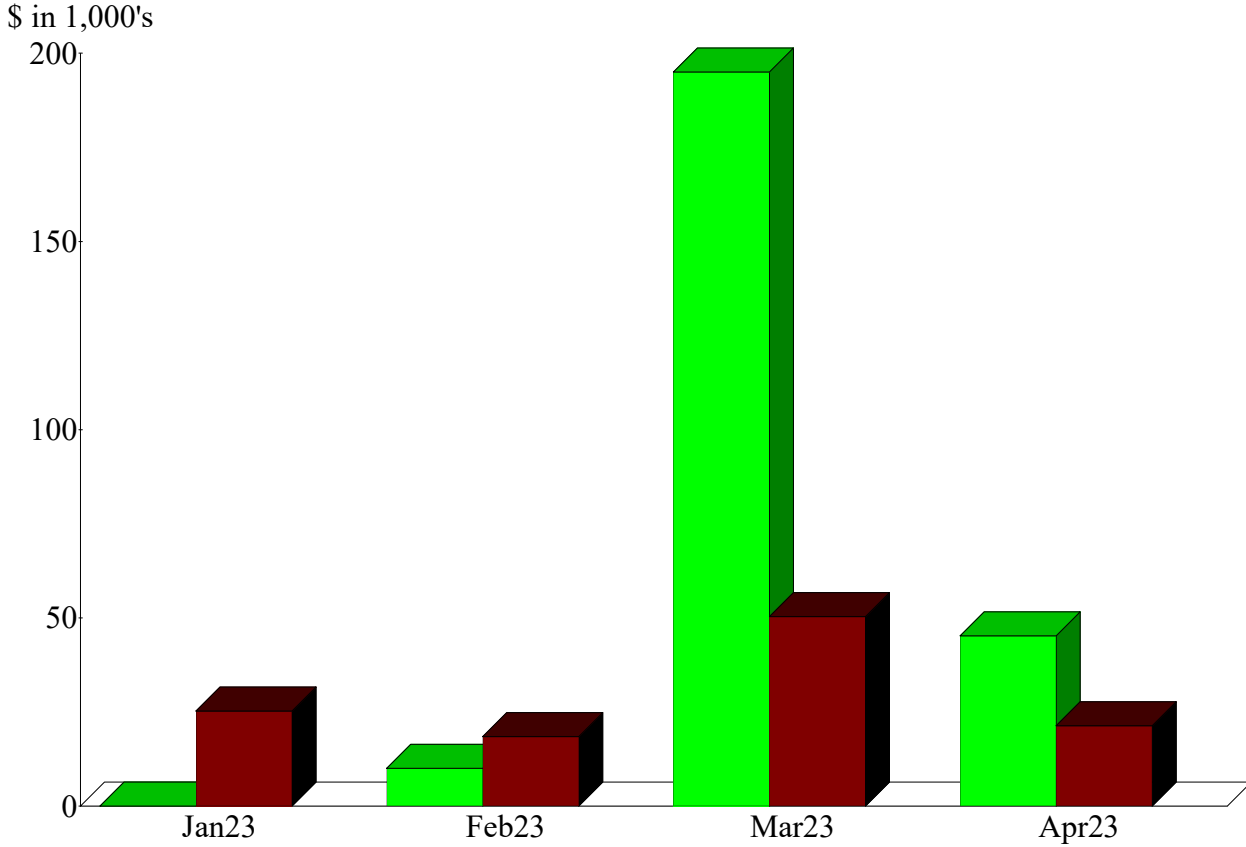
### Profit & Loss Budget vs. Actual

January through April 2023

	TOTAL				
	Apr 23	Jan - Apr 23	Budget	\$ Over Budget	% of Budget
Supplies & Expenses	1,703.00	6,643.60			
Utilities	2,167.29	8,242.17	10,000.00	-1,757.83	82.42%
<b>Total Stations &amp; Buildings</b>	3,870.29	21,235.77	10,000.00	11,235.77	212.36%
<b>Treasurer Fees</b>					
Teller County - Debt	33.10	140.14	306.00	-165.86	45.8%
Teller County - O&M	47.70	201.99	441.66	-239.67	45.73%
El Paso County - Debt	234.81	1,392.59	2,809.00	-1,416.41	49.58%
El Paso County - O&M	338.47	2,007.34	4,048.69	-2,041.35	49.58%
<b>Total Treasurer Fees</b>	654.08	3,742.06	7,605.35	-3,863.29	49.2%
<b>Total Expense</b>	21,413.94	115,540.50	427,188.87	-311,648.37	27.05%
<b>Net Income</b>	23,804.95	134,738.58	88,662.13	46,076.45	151.97%

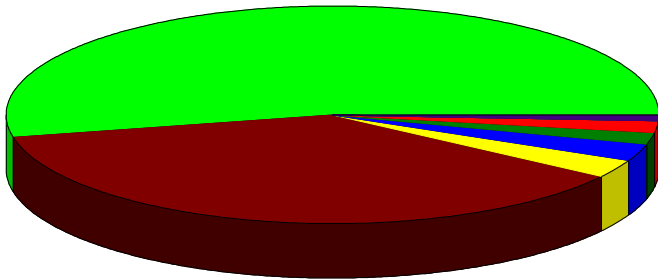
Income and Expense by Month  
January through April 2023

Income  
Expense



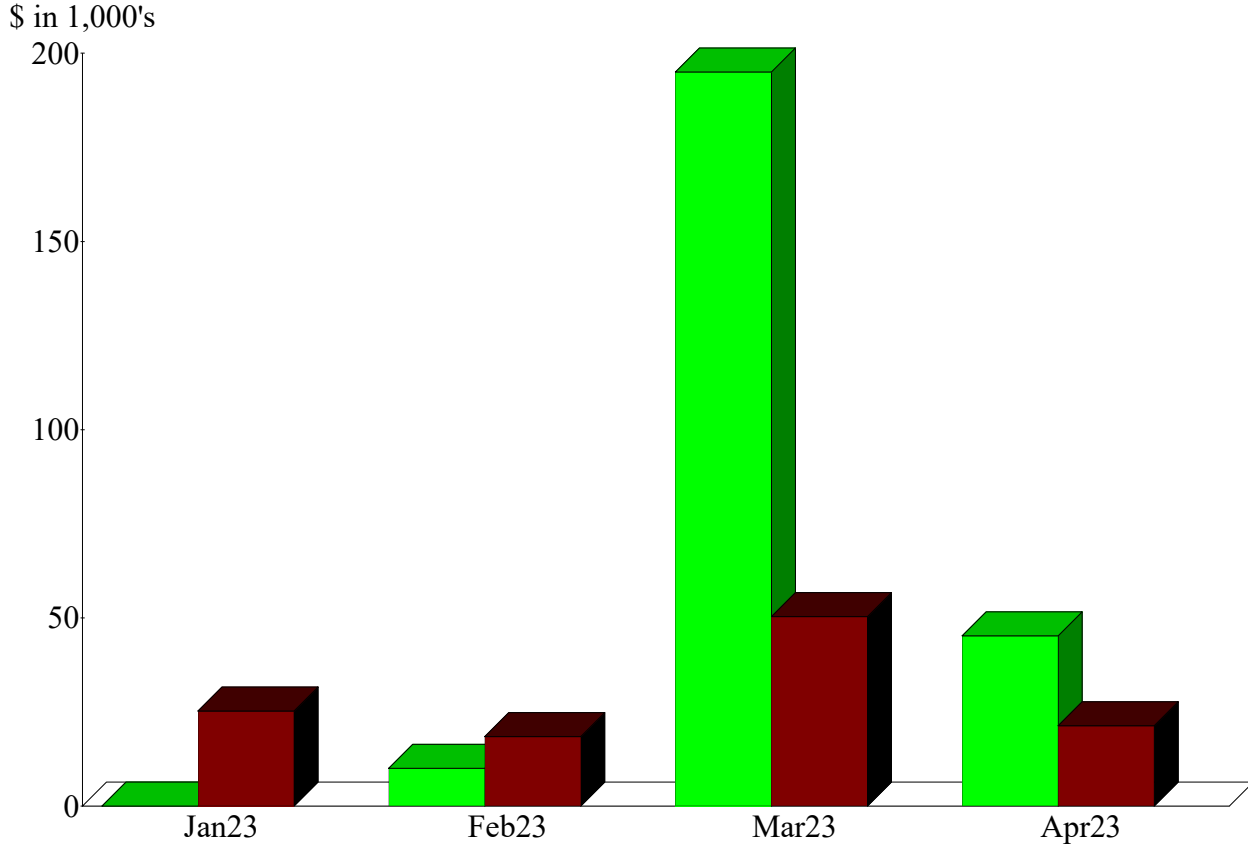
Income Summary  
January through April 2023

Property Tax - O&M EPC	53.47%
Property Tax - Debt EPC	37.09
Spec Ownership Tax - O&M EPC	2.72
Property Tax - O&M TC	2.69
Spec Ownership Tax - Debt EPC	1.89
Property Tax - Debt TC	1.87
Spec Ownership Tax - O&M TC	0.16
Spec Ownership Tax - Debt TC	0.11
Interest Income	0.01
Delinquent Interest - O&M EPC	0.01
Delinquent Interest - Debt EPC	0.01
<b>Total</b>	<b>\$250,279.08</b>



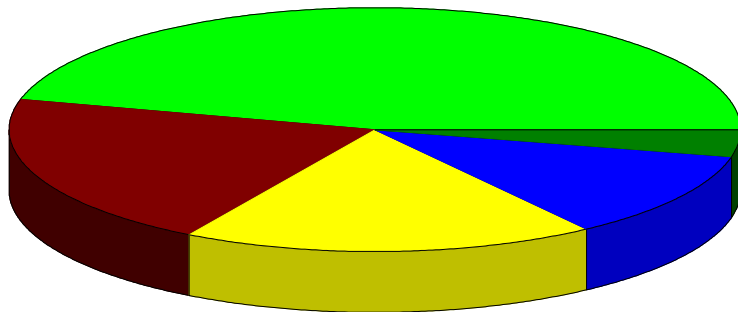
By Account

Income and Expense by Month  
January through April 2023



Expense Summary  
January through April 2023

Administrative Expenses	46.06%
Bond Interest Payment	20.68
Stations & Buildings	18.38
Fire Department's Budgets	11.64
Treasurer Fees	3.24
Total	\$115,540.50



By Account



# Green Mountain Falls Chipita Park Fire District

## PAYMENT REQUEST

4/13/2023

### GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
Megan Kelly	51123	5/11/2023	\$ 50.00	
Stephen Walsh	51123	5/11/2023	\$ 50.00	
Sue Turnbull	51123	5/11/2023	\$ 50.00	
George Allen	51123	5/11/2023	\$ 50.00	
1st Bankcard Center	42523	4/25/2023	\$ 1,617.95	Paid Online
Black Hills Energy	50823	5/8/2023	\$ 518.18	
Bullseye	46213258	4/25/2023	\$ 164.44	
Colorado Springs Utilities	4895014031	5/2/2023	\$ -	
Colorado Springs Utilities	9015963319	5/2/2023	\$ 664.91	
Comcast	849790080280401	3/13/2023	\$ 186.43	Auto Pay
El Paso County	23010506-RI	4/7/2023	\$ 375.00	
Flair Data Systems	90051	4/13/2023	\$ 134.95	
Jan-Pro Franchise Development	305015	4/1/2023	\$ 564.00	
Jan-Pro Franchise Development	305635	5/1/2023	\$ 564.00	
Pinnacol	21214035	3/7/2023	\$ 728.00	Paid with Credit Card
ROI	19239	4/27/2023	\$ 2,925.00	
Southern Colorado Safe & Lock	37550	4/24/2023	\$ 1,139.00	
The Insurance Center	2604-002	4/26/2023	3,594.00	
WEX	0202-00-108388-0	4/30/2023	\$ 595.83	Paid Online
WSDM District Managers	7411	4/30/2023	\$ 2,512.36	
Xfinity	84979000080280	4/11/2023	\$ 54.40	Auto Pay
<b>TOTAL</b>		<b>1</b>	<b>\$ 16,538.45</b>	

Green Mountain Falls Chipita Park Fire District

\$16,538.45