

**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, July 13, 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
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

AGENDA

- 1. Call to Order**
- 2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures**
- 3. Appointment of Susan Turnbull/Board Officers**
- 4. Approval of Agenda**
- 5. Chief's Report**
- 6. Approval of Board Meeting Minutes-** from the meeting on June 8, 2023 (included in packet).
- 7. Treasurer Report**
 - a. Acceptance of Unaudited Financial Statements as of June 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**
 - a. Board Communication – Billing Process
- 10. Old Business**
 - a. Covered Valve – Communication with CSU
 - b. Tacoma Truck Build Progress
 - c. Chief Murphy Medical/Health Coverage
- 11. Public Comment** (Items Not on the Agenda Only. Comments limited to 3 minutes per person)

12. Other Business

- a. Next Meeting scheduled for August 10, 2023, at 6:30 PM.

13. Adjournment





**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
GREEN MOUNTAIN FALLS / CHIPITA PARK FIRE PROTECTION DISTRICT
HELD JUNE 8, 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, June 8, 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
Dan May, Director
George Allen, Secretary
Megan Kelly, Director
Susan Turnbull, Treasurer

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. Appointment of Susan Turnbull/Board Officers: Director Kelly moved to appoint Susan Turnbull to the Board; seconded by President Walsh. Motion passed unanimously. Director May moved to approve Susan Turnbull as Treasurer; seconded by President Walsh. Motion passed unanimously.

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

5. Chief's Report: Chief Murphy presented the Chief's Report.

6. Approval of Board Meeting Minutes from May 11, 2023 Meeting: After review, Director May moved to approve the May 11, 2023 Meeting Minutes; seconded by Director Kelly. Motion passed unanimously.

7. Treasurer Report

- a. Acceptance of Unaudited Financial Statements as of May 31, 2023 – Balance Sheet and Profit and Loss/Budget Report: After review, Director Allen moved to approve the Unaudited Financial Statements as of May 31, 2023; seconded by President Walsh. Motion passed unanimously.

- b. Reading of Monthly Bills & Cash Transfer Bills Were Submitted in the Amount of \$57,934.41, Transfer of \$9,000: After review, Director Kelly moved to approve the monthly bills in the amount of \$57,934.41 and transfer of \$9,000; seconded by President Walsh. Motion passed unanimously.

8. Equipment Report

- a. Update on 862: The Board discussed truck #862 and that the paperwork has been re-submitted.
- b. Generator: The Board discussed the generator and noted it's ready for the gas line to be installed.

9. New Business:

- a. Tacoma Truck Build Progress: The Board discussed the Tacoma truck build progress and noted they are searching for a topper.

10. Old Business

- a. Finalize Employee Handbook: After discussion, Director Kelly moved to finalize the Employee Handbook; seconded by President Walsh. Motion passed unanimously.
- b. Covered Valve – Communication with CSU: Mr. Noel reported that he is contacting the contractor.
- c. Chief Medical Contribution: The Board discussed the Chief's medical contribution. After discussion, Director May moved to approve compensation up to \$500 per month, effective August 1st through December 31st of 2023; seconded by President Walsh. Motion passed unanimously. Director Kelly moved to establish a compensation committee comprised of the President and Treasurer to discuss and enter any new negotiations around compensation effective immediately; seconded by President Walsh. Motion passed unanimously.

11. Public Comment: There was no public comment.

12. Other Business

- a. Next Meeting is scheduled for July 13, 2023, at 6:30 PM.

13. Adjournment: The Board unanimously adjourned the meeting at 7:26 PM.

Respectfully Submitted,
WSDM District Managers

By: Recording Secretary



Green Mountain Falls & Chapita Park Fire Protec District

07/12/23

Balance Sheet

Accrual Basis

As of June 30, 2023

	Jun 30, 23
ASSETS	
Current Assets	
Checking/Savings	
BOTSJ - Checking 3979	7,327.95
BOTSJ - Capital Equipment 2761	246,063.10
BOTSJ - Emergency Operatr 2745	72,855.38
BOTSJ - Holding - 9526	126,003.46
BOTSJ - Bond Repayment 2532	267,902.57
Total Checking/Savings	720,152.46
Accounts Receivable	
Property Tax Receivable - EPC	112,955.97
Property Tax Receivable - TC	10,240.59
Total Accounts Receivable	123,196.56
Total Current Assets	843,349.02
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	86,524.93
Accum Deprec - Vehicles	-352,928.00
Accum Amort - Bond Costs	-6,719.00
Total Property & Equipment	3,735,728.80
Total Fixed Assets	4,649,985.17
TOTAL ASSETS	5,493,334.19
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,173.11
Total Accounts Payable	3,173.11
Other Current Liabilities	
Payroll Liabilities	1,010.64
A/P Visa	3,472.63
Deferred Property Tax - EPC	112,955.97
Deferred Property Tax - TC	10,240.59
Total Other Current Liabilities	127,679.83
Total Current Liabilities	130,852.94
Long Term Liabilities	
Bond Payable	2,922,855.65
Total Long Term Liabilities	2,922,855.65
Total Liabilities	3,053,708.59

Green Mountain Falls & Chapita Park Fire Protec District

Balance Sheet

As of June 30, 2023

	<u>Jun 30, 23</u>
Equity	
Opening Balance Equity	1,524,271.25
Unrestricted Net Assets	708,325.89
Net Income	207,028.46
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Total Equity	2,439,625.60
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TOTAL LIABILITIES & EQUITY	5,493,334.19
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Green Mountain Falls & Chapita Park Fire Protec District

Profit & Loss Budget vs. Actual

January through June 2023

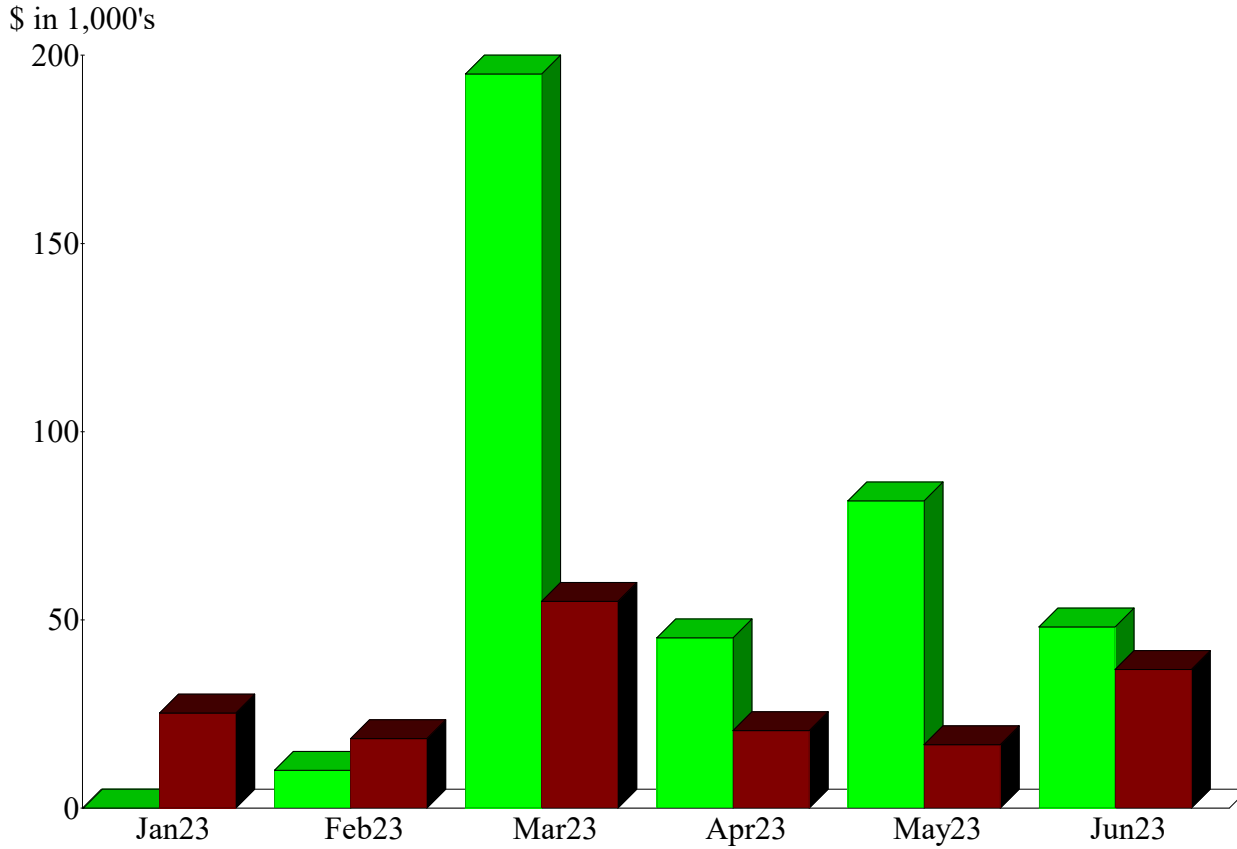
	TOTAL				
	Jun 23	Jan - Jun 23	Budget	\$ Over Budget	% of Budget
Income					
Property Tax - O&M EPC	25,460.27	203,223.47	269,913.00	-66,689.53	75.29%
Spec Ownership Tax - O&M EPC	2,352.51	11,247.14	18,894.00	-7,646.86	59.53%
Prior Year Tax - O&M EPC	12.01	12.01			
Delinquent Interest - O&M EPC	55.70	62.25			
Property Tax - O&M TC	368.84	8,676.23	14,722.00	-6,045.77	58.93%
Spec Ownership Tax - O&M TC	156.22	659.50	1,031.00	-371.50	63.97%
State Senior/Vet Fund - O&M TC	2.31	492.88			
Property Tax - Debt EPC	17,663.24	140,987.58	187,254.00	-46,266.42	75.29%
Spec Ownership Tax - Debt EPC	1,632.07	7,802.77	13,108.00	-5,305.23	59.53%
Prior Year Tax - Debt EPC	8.33	8.33			
Delinquent Interest - Debt EPC	38.64	43.17			
Property Tax - Debt TC	255.89	6,019.19	10,214.00	-4,194.81	58.93%
Spec Ownership Tax - Debt TC	108.39	457.56	715.00	-257.44	63.99%
State Senior/Vet Fund - Debt TC	1.61	341.95			
Interest Income	5.25	65.37			
Total Income	48,121.28	380,099.40	515,851.00	-135,751.60	73.68%
Expense					
Administrative Expenses					
Audit	0.00	0.00	12,000.00	-12,000.00	0.0%
Bank Fees	0.00	14.00			
Director Fees	200.00	1,350.00	3,000.00	-1,650.00	45.0%
Election Expense	0.00	0.00	1,500.00	-1,500.00	0.0%
Insurance - Volunteer Firefight	777.00	8,355.00	15,000.00	-6,645.00	55.7%
Insurance - Workers Comp	509.00	2,687.00	3,000.00	-313.00	89.57%
Legal Fees	0.00	48.00	3,000.00	-2,952.00	1.6%
Management & Accounting	2,500.00	15,012.60	30,000.00	-14,987.40	50.04%
Retirement Fund Contribution	189.44	1,111.23	26,750.52	-25,639.29	4.15%
Payroll Expenses	426.24	9,363.06	30,000.00	-20,636.94	31.21%
Salaries - Fire Chief	5,571.75	32,698.80	65,000.00	-32,301.20	50.31%
Contingent Firefighter	0.00	0.00	44,000.00	-44,000.00	0.0%
Supplies & Expenses	16.74	4,167.52	30,000.00	-25,832.48	13.89%
Total Administrative Expenses	10,190.17	74,807.21	263,250.52	-188,443.31	28.42%
Bond Interest Payment	23,602.13	47,496.19	95,133.00	-47,636.81	49.93%
Miscellaneous	0.00	0.00	5,000.00	-5,000.00	0.0%
Fire Department's Budgets					
Communications-Dispatch	0.00	375.00	1,200.00	-825.00	31.25%
Communications-Supplies & Exp.	0.00	674.75	8,000.00	-7,325.25	8.43%
Firefighting-Supplies & Exp's	302.43	8,826.20	20,000.00	-11,173.80	44.13%
Medical Services-Supplies & Exp	180.00	1,190.24	3,000.00	-1,809.76	39.68%
Radio User Fees	0.00	0.00	1,000.00	-1,000.00	0.0%
Supplies & Expenses-Trucks, ...	10.00	2,217.43	12,000.00	-9,782.57	18.48%
Traning Classes	0.00	1,347.22	1,000.00	347.22	134.72%
Total Fire Department's Budgets	492.43	14,630.84	46,200.00	-31,569.16	31.67%

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

	TOTAL				
	<u>Jun 23</u>	<u>Jan - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Stations & Buildings					
Capital Improvements	0.00	10,481.00			
Snow Removal	0.00	650.00			
Supplies & Expenses	670.76	9,114.39			
Utilities	1,246.58	10,285.23	10,000.00	285.23	102.85%
Total Stations & Buildings	<u>1,917.34</u>	<u>30,530.62</u>	<u>10,000.00</u>	<u>20,530.62</u>	<u>305.31%</u>
Treasurer Fees					
Teller County - Debt	7.72	180.63	306.00	-125.37	59.03%
Teller County - O&M	11.14	260.36	441.66	-181.30	58.95%
El Paso County - Debt	265.67	2,115.60	2,809.00	-693.40	75.32%
El Paso County - O&M	382.93	3,049.49	4,048.69	-999.20	75.32%
Total Treasurer Fees	<u>667.46</u>	<u>5,606.08</u>	<u>7,605.35</u>	<u>-1,999.27</u>	<u>73.71%</u>
Total Expense	<u>36,869.53</u>	<u>173,070.94</u>	<u>427,188.87</u>	<u>-254,117.93</u>	<u>40.51%</u>
Net Income	<u><u>11,251.75</u></u>	<u><u>207,028.46</u></u>	<u><u>88,662.13</u></u>	<u><u>118,366.33</u></u>	<u><u>233.5%</u></u>

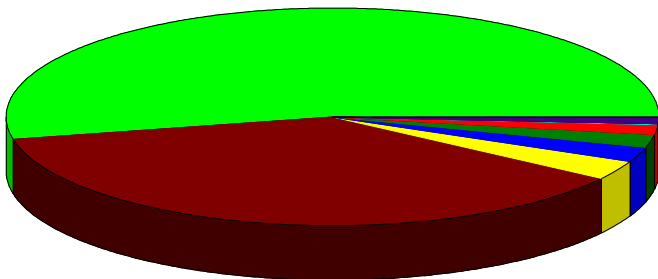
Income and Expense by Month
January through June 2023

Income
Expense



Income Summary
January through June 2023

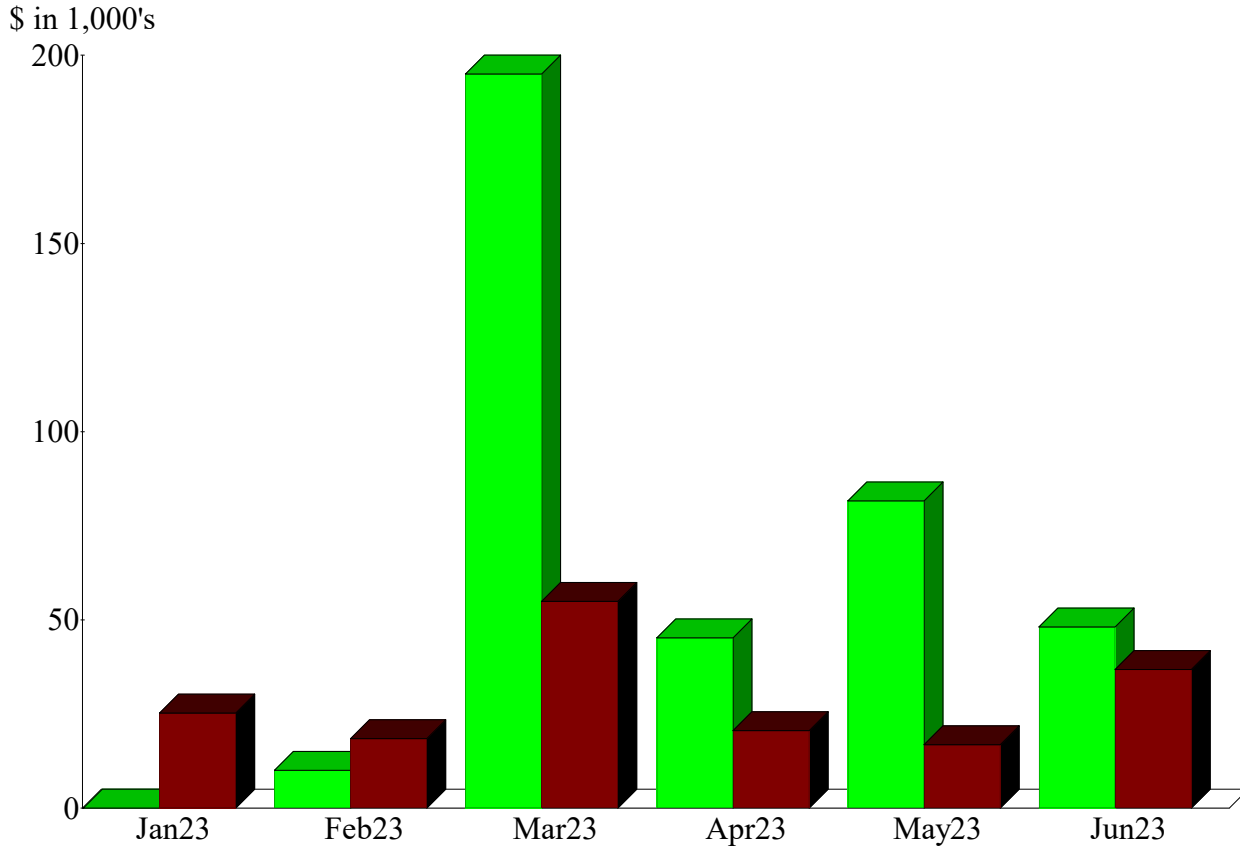
Property Tax - O&M EPC	53.47%
Property Tax - Debt EPC	37.09
Spec Ownership Tax - O&M EPC	2.96
Property Tax - O&M TC	2.28
Spec Ownership Tax - Debt EPC	2.05
Property Tax - Debt TC	1.58
Spec Ownership Tax - O&M TC	0.17
State Senior/Vet Fund - O&M TC	0.13
Spec Ownership Tax - Debt TC	0.12
State Senior/Vet Fund - Debt TC	0.09
Other	0.05
Total	\$380,099.40



By Account

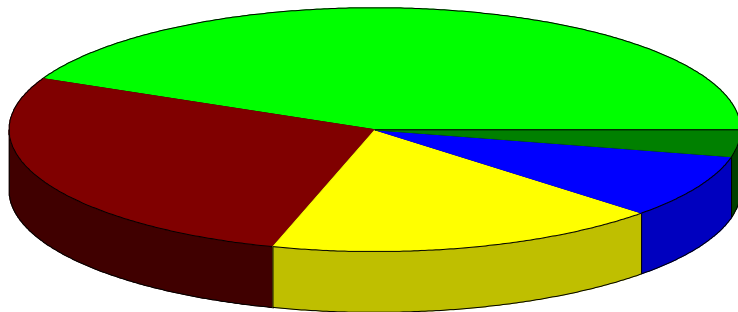
Income and Expense by Month
January through June 2023

Income
Expense



Expense Summary
January through June 2023

Administrative Expenses	43.22%
Bond Interest Payment	27.44
Stations & Buildings	17.64
Fire Department's Budgets	8.45
Treasurer Fees	3.24
Total	\$173,070.94



By Account



Green Mountain Falls Chipita Park Fire District

PAYMENT REQUEST

7/13/2023

GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
Megan Kelly	71323	7/13/2023	\$ 50.00	
Stephen Walsh	71323	7/13/2023	\$ 50.00	
Dan May	71323	7/13/2023	\$ 50.00	
Sue Turnbull	71323	7/13/2023	\$ 50.00	
George Allen	71323	7/13/2023	\$ 50.00	
Amazon	60623	6/6/2023	\$ 220.80	Credit Card Charge
Autoplex Restyling	602309	8/18/2070	\$ 2,241.99	Credit Card Charge
Black Hills Energy	71023	7/10/2023	\$ 149.85	
Bullseye	46810779	6/25/2023	\$ 186.72	
Circle K	53023	5/31/2023	\$ 32.14	Credit Card Charge
CLIA Laboratory	61523	6/15/2023	\$ 180.00	Paid with Check 1001
CO Div of Fire Prevention & Control	23-64075	6/17/2023	\$ 30.00	
CO Div of Fire Prevention & Control	23-64528	7/3/2023	\$ 40.00	
CO Div of Fire Prevention & Control	23-64736	7/10/2023	\$ 100.00	
Colorado Springs Utilities	9015963319	7/3/2023	\$ 303.97	
Colorado State Treasurer	73123	7/31/2023	\$ 0.88	Paid Online
Comcast	849790080280401	7/13/2023	\$ 189.80	Credit Card Charge
Grace Ave Car Wash	61123	6/11/2023	\$ 10.00	Credit Card Charge
Jan-Pro Franchise Development	306297	6/1/2023	\$ 564.00	
Pinnacol	21319770	6/7/2023	\$ 509.00	Credit Card Charge
Red Robin	52723	5/27/2023	\$ 50.50	Credit Card Charge
Ring	61123	6/11/2023	\$ 100.00	Credit Card Charge
Teller County Waste	53123	5/31/2023	77.00	Credit Card Charge
The Insusrance Center	1306-001	11/22/2067	777.00	Paid Online
WEX	0202-00-108388-0	6/30/2023	\$ 222.49	Paid Online
Woodland Hardware & Home	2748914	6/8/2023	\$ 6.76	
WSDM District Managers	7482	6/30/2023	\$ 2,516.74	
Xfinity	84979000080280	6/11/2023	\$ 51.47	Paid with Credit Card
TOTAL		1	\$ 8,811.11	