

**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, October 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

| | |
|---------------------------|-----------------------|
| 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, Treasurer | Term Expires May 2025 |

AGENDA

- 1. Call to Order**
- 2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures**
- 3. Approval of Agenda**
- 4. Chief's Report**
- 5. Approval of Board Meeting Minutes-** from the meeting on September 14, 2023 (included in packet).
- 6. Treasurer Report**
 - a. Acceptance of Unaudited Financial Statements as of September 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 \$ _____
 - c. Capital Project Fund Report
- 7. Equipment Report**
 - a. Update on 862
 - b. Generator
- 8. New Business**
 - a. FPPA Retirement/Pension Board Meeting
 - b. Bill.com Alternatives
- 9. Old Business**
 - a. Manager Report
 - b. Chief Murphy Medical/Health Coverage
 - c. Facilities Report
 - d. Maintenance plans
 - e. Forensic Engineer

10. Public Comment (Items Not on the Agenda Only. Comments limited to 3 minutes per person)

11. Other Business

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

12. Adjournment





**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
GREEN MOUNTAIN FALLS / CHIPITA PARK FIRE PROTECTION DISTRICT
HELD SEPTEMBER 14, 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, September 14, 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 (Excused)
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
Dave and Creta Woodrich, Members of the public

1. Call to Order: President Walsh called the meeting to order at 6:31 PM.

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

3. Approval of the Agenda: Mr. Noel requested the Board move Public Comment after the Approval of the Agenda. President Walsh moved to approve the Agenda as amended; seconded by Director Kelly. Motion passed unanimously.

4. Public Comment: Dave Woodrich commented that he and his wife are former EMT/Firefighters and requested help establishing a pension. He provided paperwork from the FDPA for volunteers and noted that they meet the requirement for part of the pension. Creta Woodrich presented binders with information and discussed their 15+ years of service in the District. She also thanked the Board and fire department for their service. The Board discussed the pension request and agreed to research the requirements with FDPA. The Board noted that this is a Pension Board matter.

5. Chief's Report: Chief Murphy provided a brief update.

6. Approval of Board Meeting Minutes from August 10, 2023 Meeting: After review, Director Allen moved to approve the August 10, 2023 Meeting Minutes; seconded by Director Kelly. Motion passed unanimously.

7. Treasurer Report

- a. Acceptance of Unaudited Financial Statements as of August 31, 2023 – Balance Sheet and Profit and Loss/Budget Report: Mr. Noel presented the Unaudited Financial Statements as of August 31, 2023. After review, Director Allen moved to approve the Unaudited Financial Statements as of August 31, 2023; seconded by Director Kelly. Motion passed unanimously.
- b. Reading of Monthly Bills & Cash Transfer Bills Were Submitted in the Amount of \$10,018.48, Transfer of \$10,000: The Board reviewed the monthly bills and discussed the billing process. The monthly bills and cash transfer bills were submitted in the amount of \$10,018.48 and pending review of the final invoices. After review, President Walsh moved to approve the monthly bills in the amount of \$10,018.48 pending review of the late fee that was removed of \$39 and review of the NAPA Auto Parts invoice and a transfer of \$10,000; seconded by Director Allen. Motion passed unanimously.
- c. Capital Project Fund Report: Director Turnbull noted she will provide a report at the next meeting.

8. Equipment Report

- a. Update on 862: The Board discussed that truck #862 is still not registered.
- b. Generator: The Board discussed the generator is waiting on a part that has been delayed since August.

9. New Business:

- a. Manager Report: Mr. Noel presented a Memorandum detailing what happened regarding the opening of two Kirkpatrick bank accounts in the interest of full disclosure. Mr. Noel explained that the process of opening the two bank accounts was not done correctly nor with best practices in mind and WSDM strongly disapproves. One board member should not be opening bank accounts or transferring funds. Mr. Noel recommended establishing a clear procedure moving forward which was started with the Bill.com process. WSDM and Mr. Noel also recommended that an audit be conducted for 2023. The Board discussed what happened during the opening of the bank accounts and transfer of funds and WSDM's recommendations. Director Kelly moved to add Susan Turnbull, Treasurer to the Kirkpatrick Bank accounts and remove George Allen, Director; seconded by Director Allen. Motion passed unanimously.
- b. Facilities Report: Director Allen provided an update on the facilities.
- c. Maintenance Plans: Director Allen discussed establishing maintenance plans for Station #1 and the facilities. Director Allen presented a proposal for an annual generator maintenance plan. He noted that he is still waiting on additional bids.
- d. Insurance Checks: Director Allen reported that two insurance checks for \$11,430 will be sent for hail damage at Station #2.
- e. Forensic Engineer: Director Allen and the Board discussed engaging a forensic engineer for the structural issues at the building. President Walsh moved to authorize up to \$2,000 for a site visit by a forensic engineer; seconded by Director Kelly. Motion passed unanimously.

10. Old Business

- a. Covered Valve – Update: Director Allen reported the valve has been raised. He noted the area of District responsibility has a fire hydrant that is leaking underground. A plumber is scheduled to inspect the issue on Monday.
- b. Chief Murphy Medical/Health Coverage: The Board discussed that the Compensation Committee has determined the medical/health coverage amount. President Walsh will provide the information

to Ms. Gonzales with WSDM to finalize. The Board discussed segregation of duties and the process for paying bills and transferring money.

11. Other Business

- a. Next Meeting scheduled for October 12, 2023, at 6:30 p.m.

12. Adjournment: The Board unanimously adjourned the meeting at 9:00 p.m.

Respectfully Submitted,
WSDM District Managers

By: Recording Secretary



Green Mountain Falls & Chapita Park Fire Protec District

Balance Sheet

10/10/23

As of September 30, 2023

Accrual Basis

| | Sep 30, 23 |
|----------------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| BOTSJ - Checking 3979 | 18,037.88 |
| BOTSJ - Capital Equipment 2761 | 1,001.87 |
| BOTSJ - Emergency Operatn 2745 | 1,000.63 |
| BOTSJ - Holding - 9526 | 144,705.49 |
| BOTSJ - Bond Repayment 2532 | 254,317.04 |
| Kirkpatrick Bank Emerg - 3705 | 71,988.47 |
| Kirkpatrick Bank Cap Imp - 3716 | 202,438.83 |
| Total Checking/Savings | 693,490.21 |
| Accounts Receivable | |
| Property Tax Receivable - EPC | 7,386.21 |
| Property Tax Receivable - TC | 4,748.19 |
| Total Accounts Receivable | 12,134.40 |
| Total Current Assets | 705,624.61 |
| 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 | 5,355,609.78 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 4,476.58 |
| Total Accounts Payable | 4,476.58 |
| Other Current Liabilities | |
| Payroll Liabilities | 1,937.62 |
| A/P Visa | 34.64 |
| Deferred Property Tax - EPC | 7,386.21 |
| Deferred Property Tax - TC | 4,748.19 |
| Total Other Current Liabilities | 14,106.66 |
| Total Current Liabilities | 18,583.24 |
| Long Term Liabilities | |
| Bond Payable | 2,884,778.36 |
| Total Long Term Liabilities | 2,884,778.36 |
| Total Liabilities | 2,903,361.60 |

Green Mountain Falls & Chapita Park Fire Protec District

Balance Sheet

As of September 30, 2023

| | <u>Sep 30, 23</u> |
|---------------------------------------|---------------------|
| Equity | |
| Opening Balance Equity | 1,524,271.25 |
| Unrestricted Net Assets | 708,324.88 |
| Net Income | 219,652.05 |
| | <hr/> |
| Total Equity | 2,452,248.18 |
| | <hr/> |
| TOTAL LIABILITIES & EQUITY | 5,355,609.78 |
| | <hr/> <hr/> |

Green Mountain Falls & Chapita Park Fire Protec District

Profit & Loss Budget vs. Actual

January through September 2023

| | TOTAL | | | | |
|--------------------------------------|-----------------|-------------------|-------------------|--------------------|---------------|
| | Sep 23 | Jan - Sep 23 | Budget | \$ Over Budget | % of Budget |
| Income | | | | | |
| Property Tax - O&M EPC | 1,110.41 | 265,552.26 | 269,913.00 | -4,360.74 | 98.38% |
| Spec Ownership Tax - O&M EPC | 2,730.42 | 18,616.80 | 18,894.00 | -277.20 | 98.53% |
| Prior Year Tax - O&M EPC | 0.00 | 12.01 | | | |
| Delinquent Interest - O&M EPC | 30.35 | 377.21 | | | |
| Property Tax - O&M TC | 0.00 | 11,918.96 | 14,722.00 | -2,803.04 | 80.96% |
| Spec Ownership Tax - O&M TC | 143.04 | 1,084.67 | 1,031.00 | 53.67 | 105.21% |
| State Senior/Vet Fund - O&M TC | 0.00 | 505.32 | | | |
| Property Tax - Debt EPC | 770.35 | 184,228.55 | 187,254.00 | -3,025.45 | 98.38% |
| Spec Ownership Tax - Debt EPC | 1,894.25 | 12,915.52 | 13,108.00 | -192.48 | 98.53% |
| Prior Year Tax - Debt EPC | 0.00 | 8.33 | | | |
| Delinquent Interest - Debt EPC | 43.74 | 284.35 | | | |
| Property Tax - Debt TC | 0.00 | 8,268.86 | 10,214.00 | -1,945.14 | 80.96% |
| Spec Ownership Tax - Debt TC | 99.24 | 752.54 | 715.00 | 37.54 | 105.25% |
| State Senior/Vet Fund - Debt TC | 0.00 | 350.58 | | | |
| Interest Income | 395.78 | 711.91 | | | |
| Total Income | 7,217.58 | 505,587.87 | 515,851.00 | -10,263.13 | 98.01% |
| Gross Profit | 7,217.58 | 505,587.87 | 515,851.00 | -10,263.13 | 98.01% |
| Expense | | | | | |
| Administrative Expenses | | | | | |
| Audit | 0.00 | 0.00 | 12,000.00 | -12,000.00 | 0.0% |
| Bank Fees | 0.00 | 80.82 | | | |
| Director Fees | 250.00 | 2,050.00 | 3,000.00 | -950.00 | 68.33% |
| Election Expense | 0.00 | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| Insurance - Volunteer Firefight | 0.00 | 11,949.00 | 15,000.00 | -3,051.00 | 79.66% |
| Insurance - Workers Comp | 0.00 | 3,196.00 | 3,000.00 | 196.00 | 106.53% |
| Legal Fees | 0.00 | 48.00 | 3,000.00 | -2,952.00 | 1.6% |
| Management & Accounting | 2,500.00 | 22,512.60 | 30,000.00 | -7,487.40 | 75.04% |
| Retirement Fund Contribution | 189.44 | 1,679.55 | 26,750.52 | -25,070.97 | 6.28% |
| Payroll Expenses | 464.49 | 10,680.02 | 30,000.00 | -19,319.98 | 35.6% |
| Salaries - Fire Chief | 6,071.75 | 49,914.05 | 65,000.00 | -15,085.95 | 76.79% |
| Contingent Firefighter | 0.00 | 0.00 | 44,000.00 | -44,000.00 | 0.0% |
| Supplies & Expenses | 16.74 | 4,217.74 | 30,000.00 | -25,782.26 | 14.06% |
| Total Administrative Expenses | 9,492.42 | 106,327.78 | 263,250.52 | -156,922.74 | 40.39% |
| Bond Interest Payment | 23,304.63 | 70,800.82 | 95,133.00 | -24,332.18 | 74.42% |
| Miscellaneous | 135.00 | 135.00 | 5,000.00 | -4,865.00 | 2.7% |
| Fire Department's Budgets | | | | | |
| Communications-Capital Outlay | 0.00 | 22.10 | | | |
| Communications-Dispatch | 0.00 | 750.00 | 1,200.00 | -450.00 | 62.5% |
| Communications-Supplies & Exp. | 134.95 | 1,428.80 | 8,000.00 | -6,571.20 | 17.86% |
| Firefighting-Supplies & Exp's | 755.69 | 19,379.87 | 20,000.00 | -620.13 | 96.9% |
| Medical Services-Supplies & Exp | 0.00 | 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, ... | 0.00 | 6,363.94 | 12,000.00 | -5,636.06 | 53.03% |

Green Mountain Falls & Chapita Park Fire Protec District

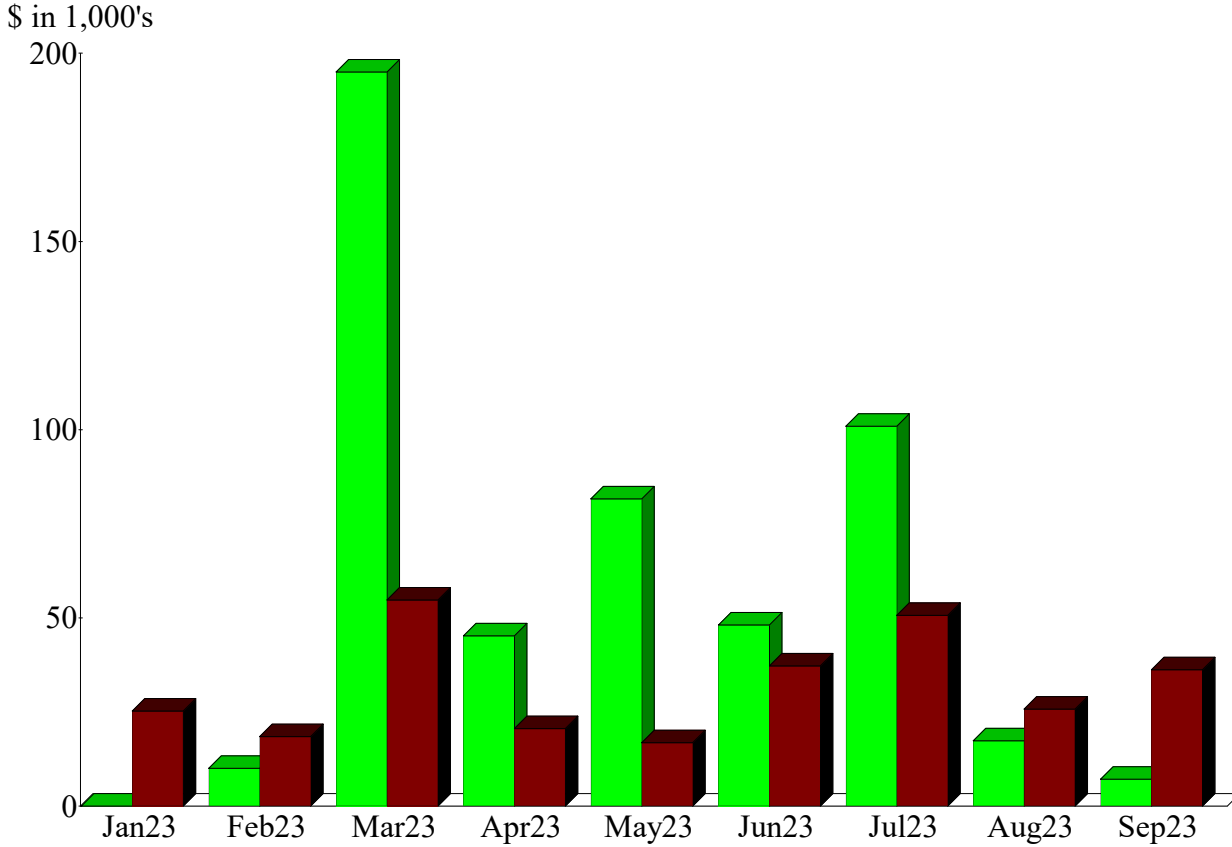
Profit & Loss Budget vs. Actual

January through September 2023

| | TOTAL | | | | |
|----------------------------------------|-------------------|-------------------|-------------------|--------------------|----------------|
| | Sep 23 | Jan - Sep 23 | Budget | \$ Over Budget | % of Budget |
| Traning Classes | 381.87 | 1,793.24 | 1,000.00 | 793.24 | 179.32% |
| Total Fire Department's Budgets | 1,272.51 | 30,928.19 | 46,200.00 | -15,271.81 | 66.94% |
| Stations & Buildings | | | | | |
| Capital Improvements | 1,100.00 | 40,192.90 | | | |
| Snow Removal | 0.00 | 650.00 | | | |
| Supplies & Expenses | 564.00 | 17,435.99 | | | |
| Utilities | 375.60 | 12,101.77 | 10,000.00 | 2,101.77 | 121.02% |
| Total Stations & Buildings | 2,039.60 | 70,380.66 | 10,000.00 | 60,380.66 | 703.81% |
| Treasurer Fees | | | | | |
| Teller County - Debt | 0.00 | 248.38 | 306.00 | -57.62 | 81.17% |
| Teller County - O&M | 0.00 | 358.01 | 441.66 | -83.65 | 81.06% |
| El Paso County - Debt | 12.01 | 2,767.64 | 2,809.00 | -41.36 | 98.53% |
| El Paso County - O&M | 17.31 | 3,989.34 | 4,048.69 | -59.35 | 98.53% |
| Total Treasurer Fees | 29.32 | 7,363.37 | 7,605.35 | -241.98 | 96.82% |
| Total Expense | 36,273.48 | 285,935.82 | 427,188.87 | -141,253.05 | 66.93% |
| Net Income | -29,055.90 | 219,652.05 | 88,662.13 | 130,989.92 | 247.74% |

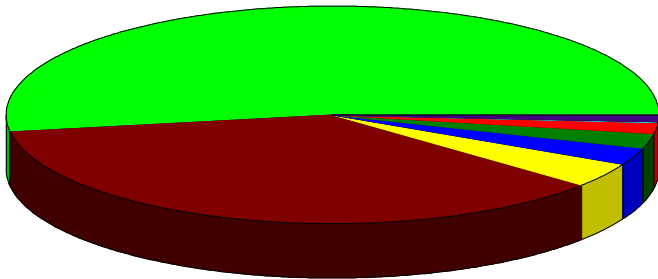
Income and Expense by Month
January through September 2023

Income
Expense



Income Summary
January through September 2023

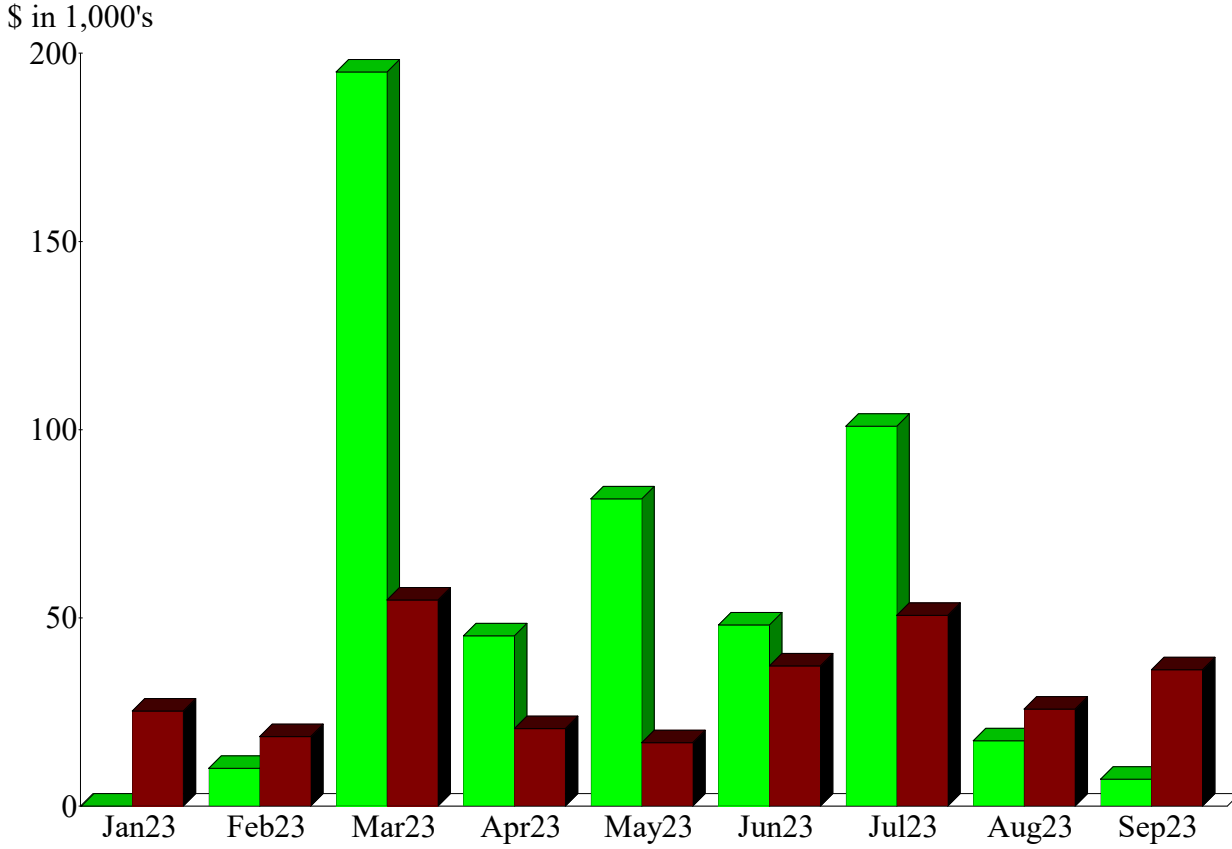
| | |
|--------------------------------|---------------------|
| Property Tax - O&M EPC | 52.52% |
| Property Tax - Debt EPC | 36.44 |
| Spec Ownership Tax - O&M EPC | 3.68 |
| Spec Ownership Tax - Debt EPC | 2.55 |
| Property Tax - O&M TC | 2.36 |
| Property Tax - Debt TC | 1.64 |
| Spec Ownership Tax - O&M TC | 0.21 |
| Spec Ownership Tax - Debt TC | 0.15 |
| Interest Income | 0.14 |
| State Senior/Vet Fund - O&M TC | 0.10 |
| Other | 0.20 |
| Total | \$505,587.87 |



By Account

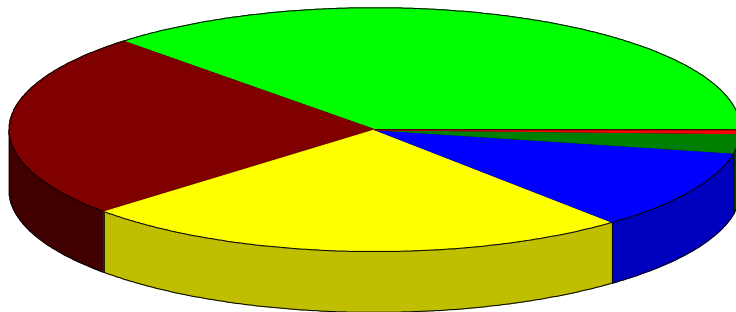
Income and Expense by Month
January through September 2023

Income
Expense



Expense Summary
January through September 2023

| | |
|---------------------------|---------------------|
| Administrative Expenses | 37.19% |
| Bond Interest Payment | 24.76 |
| Stations & Buildings | 24.61 |
| Fire Department's Budgets | 10.82 |
| Treasurer Fees | 2.58 |
| Miscellaneous | 0.05 |
| Total | \$285,935.82 |



By Account



Green Mountain Falls Chipita Park Fire District

PAYMENT REQUEST

10/12/2023

GENERAL FUND ACCOUNT

| Company | Invoice | Date | Amount | Comments |
|---------------------------------|------------------|-----------|---------------------|--------------------|
| Megan Kelly | 10923 | 10/9/2023 | \$ 50.00 | |
| Stephen Walsh | 10923 | 10/9/2023 | \$ 50.00 | |
| Sue Turnbull | 10923 | 10/9/2023 | \$ 50.00 | |
| George Allen | 10923 | 10/9/2023 | \$ 50.00 | |
| Bullseye | 47722314 | 9/25/2023 | \$ 189.61 | |
| Colorado Springs Utilities | 9015963319 | 10/3/2023 | \$ 367.31 | |
| Flair Data Systems | 91649 | 9/18/2023 | \$ 134.95 | |
| Jan-Pro Franchise Development | 308114 | 9/1/2023 | \$ 564.00 | |
| Jan-Pro Franchise Development | 308679 | 10/1/2023 | \$ 564.00 | |
| MCD Professional Consulting LLC | 1682-001 | 9/26/2023 | \$ 1,100.00 | |
| The Insurance Center | 610-001 | 10/6/2023 | 3,595.00 | |
| WEX | 0202-00-108388-0 | 9/30/2023 | \$ 755.69 | Paid Online |
| WSDM District Managers | 7690 | 9/30/2023 | \$ 2,516.74 | |
| Comcast | 849790080280401 | 9/13/2023 | \$ 189.80 | Credit Card Charge |
| Xfinity | 84979000080280 | 9/11/2023 | \$ 51.40 | Credit Card Charge |
| TOTAL | | 1 | \$ 10,228.50 | |

Green Mountain Falls Chipita Park Fire District

| | | |
|---------------------------------|-----------|---------------|
| Bank Acct | | |
| 9/30/23 | \$ | 18,038.00 |
| Payable 9/2023 | \$ | (10,228.50) |
| Payroll 10/12 | \$ | (5,970.28) |
| Payroll Tax Deposit 10/16/23 | \$ | (1,704.95) |
| Total in bank after Payables | \$ | 134.27 |