

**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 9, 2024**

**Pension Board Meeting 6:00 P.M.**

**Regular Board Meeting 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, Treasurer	Term Expires May 2025

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**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 April 11, 2024 (included in packet).
- 6. Treasurer Report**
  - a. Acceptance of Unaudited Financial Statements as of April 30, 2024 – 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**
- 8. Facilities Report**
- 9. New Business**
- 10. Old Business**
  - a. FPPA Retirement
  - b. Domain/Email Discussion
- 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 13, 2024, 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 April 11, 2024**

**Regular Board Meeting 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, March 14, 2024, 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

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 p.m.

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

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

4. Chief's Report: Chief Murphy presented the Chief's Report. Chief Murphy announced that the Department has transitioned to Dr. Hurtado and Common Spirit and that medical training is now combined with Cascade VFD. There is a new wildland firefighter, Elizabeth Guess, who has joined the Department and was previously a volunteer for Manitou FD. Department breathing apparatus were flow tested and are two years past their life service so the Department is applying for grants to replace. Radio reprogramming is scheduled to be completed by April 23<sup>rd</sup>. There were 38 calls in February and 29 in March, making the YTD call volume 98.

5. Approval of Board Meeting Minutes from March 14, 2024 Meeting: After review, Director May moved to approve the March 14, 2024 Meeting Minutes pending removal of Chief Stephen Murphy from attendance as he was not present; seconded by Director Kelly. Motion passed unanimously.

6. Treasurer Report

- a. Acceptance of Unaudited Financial Statements as of March 31, 2024 – Balance Sheet and Profit and Loss/Budget Report: Mr. Noel provided a review of the Unaudited Financial Statements

including the Balance Sheet and Profit/loss and budget report as of March 31, 2024. After review, Secretary Allen moved to approve the Unaudited Financial Statements as of March 31, 2024; seconded by Director May. Motion passed unanimously.

- b. Reading of Monthly Bills & Cash Transfer: The Board reviewed the monthly bills. The monthly bills and cash transfer bills were submitted in the total amount of \$10,962.87, and a cash transfer of \$11,000. Director Kelly moved to approve the transfer of \$11,000 and the monthly bills of \$10,962.87; seconded by President Walsh. Motion passed unanimously.
- c. Capital Project Fund Report: There were no updates.

7. Legal Matters: There were no legal matters.

8. Equipment Report: The Board discussed that the drones were upgraded using a donation from the community.

9. Facilities Report: There was no Facilities Report.

10. New Business: There was no new business.

11. Old Business

- a. FPPA Retirement: Director May informed the Board that there would be three separate studies for the actuarial, one of which is no cost. The first is a 10-year retroactive & prospective study; the second is a 15-year prospective study; the third is a 15-year retroactive & prospective study.
- b. Domain/Email Discussion: The Board discussed issues with the authenticator for logging into the Board member emails. Mr. Noel discussed that an employee at WSDM, Heather Smith, is resetting the email domains to get them functioning and that the Board is to use previous email addresses for communication for the time being.

12. Public Comment: There was no public comment.

13. Other Business

- a. Next Meeting scheduled for May 9, 2024 at 6:30 p.m. with the Pension Board Meeting at 6:00 p.m.

14. Adjournment: The Board unanimously adjourned the meeting at 7:28 p.m.

Respectfully Submitted,  
WSDM District Managers

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By: Recording Secretary



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

05/03/24

## Balance Sheet

Accrual Basis

As of April 30, 2024

	Apr 30, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
BOTSJ - Checking 3979	13,141.66
BOTSJ - Capital Equipment 2761	1,101.97
BOTSJ - Emergency Operatrn 2745	1,100.73
BOTSJ - Holding - 9526	166,350.66
BOTSJ - Bond Repayment 2532	241,147.32
Kirkpatrick Bank Emerg - 3705	72,695.53
Kirkpatrick Bank Cap Imp - 3716	216,363.66
<b>Total Checking/Savings</b>	711,901.53
<b>Accounts Receivable</b>	
Property Tax Receivable - EPC	243,939.22
Property Tax Receivable - TC	11,550.82
<b>Total Accounts Receivable</b>	255,490.04
<b>Total Current Assets</b>	967,391.57
<b>Fixed Assets</b>	
Land - Fire Station	914,256.37
<b>Property &amp; Equipment</b>	
Accum Depreciation - Equipment	-2,381.00
Accum Deprec - Buildings	-145,173.36
Land	201,449.99
Buildings	3,397,061.39
Equipment	204,871.90
Equipment Acquired	14,805.48
Accum Deprec - Equipment	-208,014.00
Furniture	16,670.47
Vehicles	408,693.00
Vehicles Acquired	86,524.93
Accum Deprec - Vehicles	-442,158.00
Accum Amort - Bond Costs	-6,719.00
<b>Total Property &amp; Equipment</b>	3,525,631.80
<b>Total Fixed Assets</b>	4,439,888.17
<b>TOTAL ASSETS</b>	<b>5,407,279.74</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	7,226.96
<b>Total Accounts Payable</b>	7,226.96
<b>Other Current Liabilities</b>	
Payroll Liabilities	1,884.02
A/P Visa	1,809.10
Deferred Property Tax - EPC	243,939.22
Deferred Property Tax - TC	11,550.82
<b>Total Other Current Liabilities</b>	259,183.16
<b>Total Current Liabilities</b>	266,410.12
<b>Long Term Liabilities</b>	
Bond Payable	2,843,758.25
<b>Total Long Term Liabilities</b>	2,843,758.25
<b>Total Liabilities</b>	3,110,168.37

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

**Balance Sheet**

As of April 30, 2024

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	<u>Apr 30, 24</u>
<b>Equity</b>	
Opening Balance Equity	1,524,271.25
Unrestricted Net Assets	613,549.75
Net Income	159,290.37
	<hr/>
<b>Total Equity</b>	<b>2,297,111.37</b>
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,407,279.74</b>
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## Green Mountain Falls & Chapita Park Fire Protec District

### Profit & Loss Budget vs. Actual

January through April 2024

	TOTAL				
	Apr 24	Jan - Apr 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
Property Tax - O&M EPC	44,602.16	110,896.37	236,023.00	-125,126.63	46.99%
Spec Ownership Tax - O&M EPC	1,609.40	5,371.92	16,522.00	-11,150.08	32.51%
Delinquent Interest - O&M EPC	2.78	2.78			
Property Tax - O&M TC	1,095.77	5,197.09	12,218.00	-7,020.91	42.54%
Spec Ownership Tax - O&M TC	92.88	281.18	855.00	-573.82	32.89%
Property Tax - Debt EPC	42,351.48	105,300.41	224,113.00	-118,812.59	46.99%
Spec Ownership Tax - Debt EPC	1,528.18	5,100.84	15,688.00	-10,587.16	32.51%
Delinquent Interest - Debt EPC	2.64	2.64			
Property Tax - Debt TC	1,040.48	4,934.84	11,601.00	-6,666.16	42.54%
Spec Ownership Tax - Debt TC	88.19	265.44	812.00	-546.56	32.69%
Interest Income	509.53	1,899.25			
Miscellaneous	4.70	4.70			
Insurance Reimbursement	0.00	11,430.96			
<b>Total Income</b>	<b>92,928.19</b>	<b>250,688.42</b>	<b>517,832.00</b>	<b>-267,143.58</b>	<b>48.41%</b>
<b>Expense</b>					
<b>Administrative Expenses</b>					
FIRE CHIEF - Benefits	0.00	0.00	6,000.00	-6,000.00	0.0%
Bank Fees	0.00	0.00	100.00	-100.00	0.0%
Director Fees	250.00	750.00	3,000.00	-2,250.00	25.0%
Insurance - Volunteer Firefight	0.00	0.00	15,000.00	-15,000.00	0.0%
Insurance - Workers Comp	-142.00	962.00	3,400.00	-2,438.00	28.29%
Legal Fees	0.00	0.00	3,000.00	-3,000.00	0.0%
Management & Accounting	2,766.80	11,083.04	33,000.00	-21,916.96	33.59%
Retirement Fund Contribution	0.00	0.00	32,016.00	-32,016.00	0.0%
Payroll Expenses	465.40	2,096.25	5,000.00	-2,903.75	41.93%
Salaries - Fire Chief	6,071.75	25,287.00	65,000.00	-39,713.00	38.9%
Contingent Firefighter	0.00	374.00	45,760.00	-45,386.00	0.82%
Supplies & Expenses	0.00	1,045.73	30,000.00	-28,954.27	3.49%
<b>Total Administrative Expenses</b>	<b>9,411.95</b>	<b>41,598.02</b>	<b>241,276.00</b>	<b>-199,677.98</b>	<b>17.24%</b>
Bond Interest Payment	0.00	22,699.22	90,339.00	-67,639.78	25.13%
Miscellaneous	0.00	0.00	25,000.00	-25,000.00	0.0%
<b>Fire Department's Budgets</b>					
Communications-Dispatch	0.00	1,500.00	1,200.00	300.00	125.0%
Communications-Supplies & Exp.	134.95	539.80	8,000.00	-7,460.20	6.75%
Firefighting-Supplies & Exp's	4,730.00	10,076.01			
Medical Services-Supplies & Exp	0.00	0.00	3,000.00	-3,000.00	0.0%
Radio User Fees	0.00	0.00	1,000.00	-1,000.00	0.0%
Supplies & Expenses-Trucks, ...	0.00	625.00	12,000.00	-11,375.00	5.21%
Traning Classes	0.00	0.00	2,000.00	-2,000.00	0.0%
<b>Total Fire Department's Budgets</b>	<b>4,864.95</b>	<b>12,740.81</b>	<b>27,200.00</b>	<b>-14,459.19</b>	<b>46.84%</b>

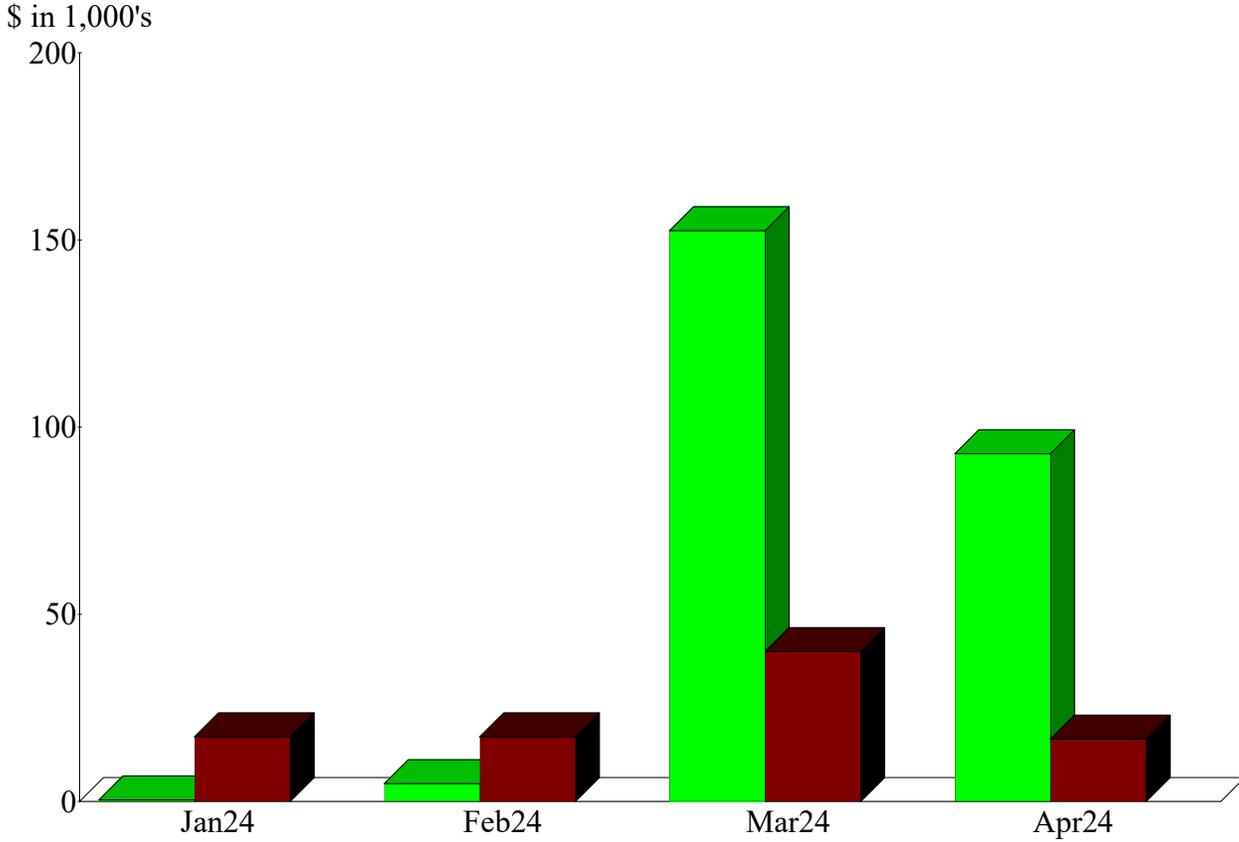
## Green Mountain Falls & Chapita Park Fire Protec District

### Profit & Loss Budget vs. Actual

January through April 2024

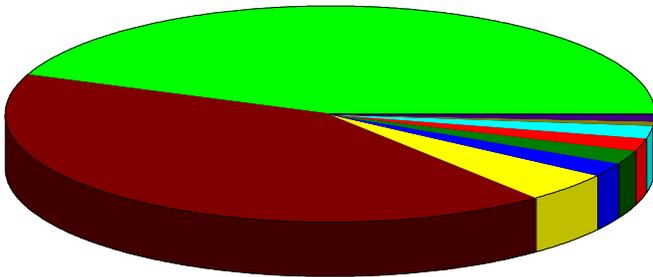
	TOTAL				
	<u>Apr 24</u>	<u>Jan - Apr 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Stations &amp; Buildings</b>					
<b>MAINTENANCE - Generator</b>	0.00	409.49	2,000.00	-1,590.51	20.48%
<b>Capital Improvements</b>	0.00	0.00	15,000.00	-15,000.00	0.0%
<b>Snow Removal</b>	140.00	640.00	1,000.00	-360.00	64.0%
<b>Supplies &amp; Expenses</b>	-97.28	3,790.52	15,000.00	-11,209.48	25.27%
<b>Utilities</b>	1,045.67	5,962.20	15,000.00	-9,037.80	39.75%
<b>Total Stations &amp; Buildings</b>	<u>1,088.39</u>	<u>10,802.21</u>	<u>48,000.00</u>	<u>-37,197.79</u>	<u>22.51%</u>
<b>Treasurer Fees</b>					
<b>Teller County - Debt</b>	31.21	148.03	348.00	-199.97	42.54%
<b>Teller County - O&amp;M</b>	32.87	155.91	367.00	-211.09	42.48%
<b>El Paso County - Debt</b>	640.55	1,584.81	3,362.00	-1,777.19	47.14%
<b>El Paso County - O&amp;M</b>	674.60	1,669.04	3,540.00	-1,870.96	47.15%
<b>Total Treasurer Fees</b>	<u>1,379.23</u>	<u>3,557.79</u>	<u>7,617.00</u>	<u>-4,059.21</u>	<u>46.71%</u>
<b>Total Expense</b>	<u>16,744.52</u>	<u>91,398.05</u>	<u>439,432.00</u>	<u>-348,033.95</u>	<u>20.8%</u>
<b>Net Income</b>	<u><u>76,183.67</u></u>	<u><u>159,290.37</u></u>	<u><u>78,400.00</u></u>	<u><u>80,890.37</u></u>	<u><u>203.18%</u></u>

Income and Expense by Month  
January through April 2024



Income Summary  
January through April 2024

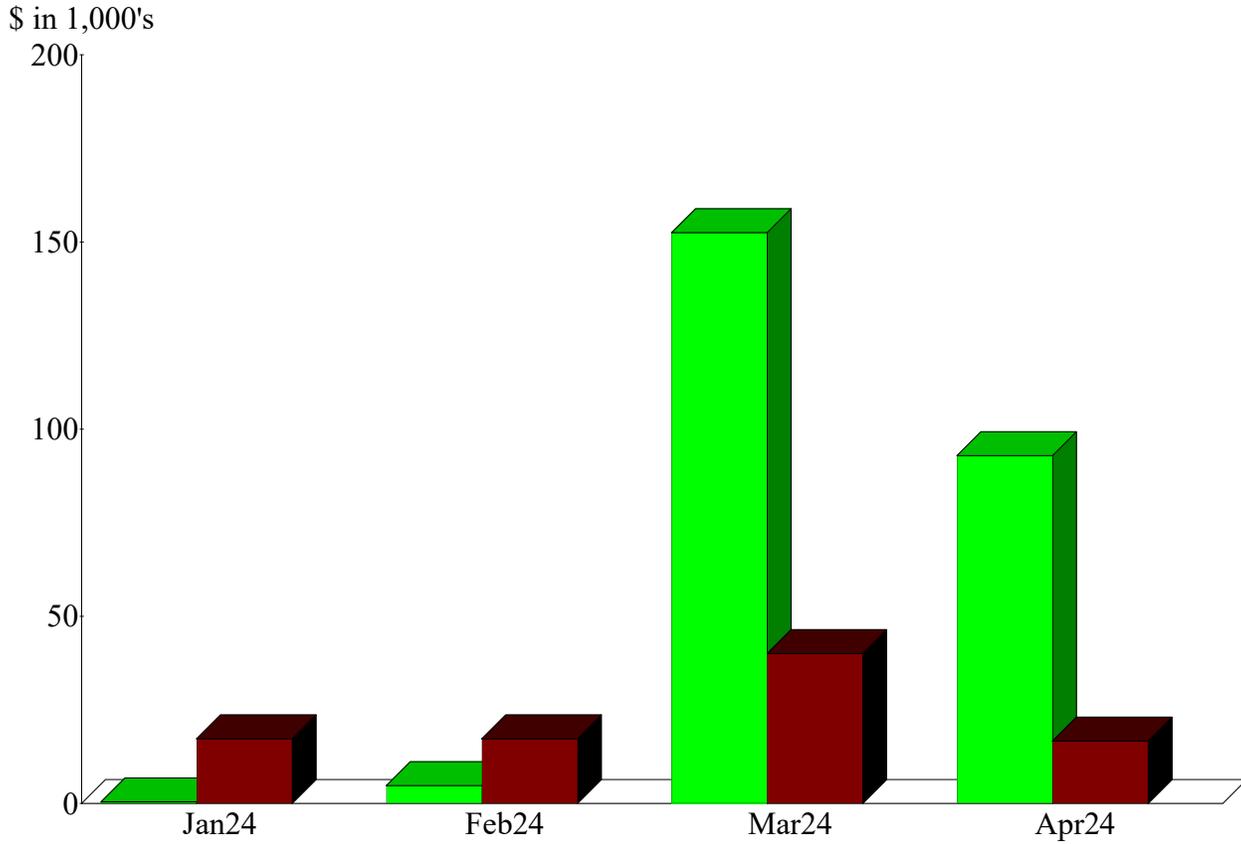
Property Tax - O&M EPC	44.24%
Property Tax - Debt EPC	42.00
Insurance Reimbursement	4.56
Spec Ownership Tax - O&M EPC	2.14
Property Tax - O&M TC	2.07
Spec Ownership Tax - Debt EPC	2.03
Property Tax - Debt TC	1.97
Interest Income	0.76
Spec Ownership Tax - Debt TC	0.11
Spec Ownership Tax - O&M TC	0.08
Other	0.04
<b>Total</b>	<b>\$250,688.42</b>



By Account

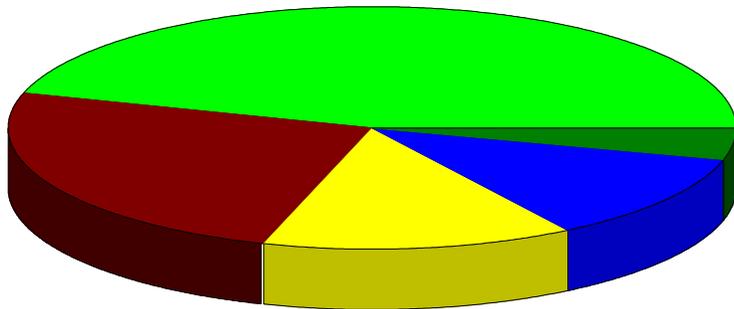
Income and Expense by Month  
January through April 2024

Income  
Expense



Expense Summary  
January through April 2024

Administrative Expenses	45.51%
Bond Interest Payment	24.84
Fire Department's Budgets	13.94
Stations & Buildings	11.82
Treasurer Fees	3.89
<b>Total</b>	<b>\$91,398.05</b>



By Account



# Green Mountain Falls Chipita Park Fire District

## PAYMENT REQUEST

5/9/2024

### GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
Megan Kelly	50924	5/9/2024	\$ 50.00	
Stephen Walsh	50924	5/9/2024	\$ 50.00	
Dan May	50924	5/9/2024	\$ 50.00	
George Allen	50924	5/9/2024	\$ 50.00	
Bankcard Center	51224	5/12/2024	\$ 1,809.10	Credit Card Pmt
Black Hills Energy	2402362520			Set up for Autopay
Colorado Dept of Revenue	41124	4/11/2024	\$ 734.00	1st Qtr Withholding
Colorado Springs Utilities	4895014031	1/26/2024	\$ 33.67	Set up for Autopay
Colorado Springs Utilities	9015963319	5/2/2024	\$ 379.35	Set up for Autopay
Colorado State Treasurer	42624	4/26/2024	\$ 39.18	1st Qtr Unemploy
Digitcom Electronics	104010905-1	4/25/2024	\$ 4,550.00	
EFTPS	41524	4/15/2024	\$ 1,579.90	March Withholding
Environment Control	13207-439	5/1/2024	\$ 566.00	
Flair Data Systems	R00750	4/11/2024	\$ 134.95	
Lingo Telecom (Bullseye)	49798072	4/25/2024	\$ 190.01	
ROI	20456	4/10/2024	\$ 180.00	
WEX	0202-00-108388	4/30/2024	\$ 70.05	Paid Online
WSDM District Managers	7989	4/30/2024	\$ 2,766.80	
<b>TOTAL</b>			<b>\$ 13,233.01</b>	

Green Mountain Falls Chipita Park Fire District