



CAPITAL IMPROVEMENTS PROGRAM
SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT
for Budget Year 2014

APPROVED: _____
S. J. Calanni, Chairman: SPCFPD

TABLE OF CONTENTS

1. PURPOSE
2. DURATION OF PLAN
3. PLAN ADMINISTRATION
4. BASELINE OF CURRENT CAPITAL ASSETS
5. IDENTIFICATION OF NEEDED CAPITAL IMPROVEMENTS
6. PROJECTS LIST AND FUNDING SOURCES
7. REVIEW CYCLE
8. ANNUAL INVENTORY SUMMARY

1. PURPOSE

IN THE INTEREST OF COMPLYING WITH COLORADO LAWS AND FULLFILLING ITS RESPONSIBILITIES TO THE SPCFPD COMMUNITY, THE BOARD OF DIRECTORS OF THE SPCFPD HEREBY ADOPTS THIS CAPITAL IMPROVEMENTS PROGRAM.

More specifically this program will:

- Create a roadmap for disciplined spending of taxpayers' money
- Focus on community needs and the District's capabilities
- Assist in Compliance with Colorado State law
- Assure the legally required annual inventory of property
- Maintain the District's eligibility for Federal and State Grant Programs

2. DURATION OF PLAN and RESPONSIBILITIES

The Plan has been prepared based on a rolling 5 year cycle and will be reviewed and updated annually consistent with preparation of the District's Annual Budget submission and the Annual Property Inventory.

Specific milestones:

- Complete the Annual Inventory of the District's Capital Assets by September 1st of each year
- Perform a condition assessment of these assets as a part of the Inventory
- On a priority basis, determine the most immediate needs of the District for improvements and for extending the useful life of these assets
- Recommend possible funding sources for these needs
- Submit the revised Plan to those responsible for preparing the District's budget by September 1st
- The District Fire Chief and Executive staff will be responsible to the BOD for the timely execution of this program
- The Board of Directors will be responsible for designating and setting aside the appropriate funds for Capital Asset Improvements as part of the annual Budget submission
- The Board of Directors will be responsible for designating a Plan Administrator for each Plan year

3. PLAN ADMINISTRATION

The Board of Directors will designate a Plan Administrator for each Plan year. The Plan Administrator will be responsible for the identification of District's needs and for the implementation of the Plan. For Plan year 2014, the designated Plan Administrator is Fire Chief Michael Simpson.

4. BASELINE OF CURRENT CAPITAL ASSETS

The following lists are the Capital Assets currently included in the financial records of the SPCFPD and their current Book Value. Together with the Condition assessment Addenda this forms the Baseline of Capital Assets at the time of the Budget submission.

Capitalized Asset Listing	Book Value
Apparatus	
900 Chief's Truck/2001 Dodge	40,046.43
91 Ambulance/1993 Chevy	13,848.79
91 Service Rescue/1981 GMC	57,401.79
92 Ambulance/1992 Ford	8,000.00
941 Truck/1975 Dodge	9,900.80
942 Truck/1992 Humvee	39,703.96
952 Truck/2005 Ford	57,502.14
953 Truck/1990 Chevy	44,074.36
961 Pumper/1993 Navistar	123,536.69
962 Pumper/1986 Unimog	85,611.56
963 Pumper/1985 Ford	38,680.60
971 Draft Truck/1985 AMG	42,867.94
981 Tactical Tender/1985 Freightliner	53,619.21
982 Tactical Tender/1988 Kenworth	51,742.16
983 Tactical Tender/1995 Osh Kosh	76,973.70
Total Apparatus	743,510.13
Building and Land	
Station 1 Building/Amenities	157,765.48
Station 1 Land	10,000.00
Station 2 Building/Amenities	60,256.55
Station 2 Land	23,689.32
Station 3 Building/Amenities	87,087.15
Station 3 Land	22,500.00
Total Building and Land	361,298.50
Equipment	
Fire Equipment	133,352.06
Medical Equipment	44,251.00
PC and Software	8,511.09
Radio Equipment	44,907.08
Radio Towers/Communications	20,304.99
Tools	5,796.39
Total Equipment	257,122.61
Total Fixed Assets	1,361,931.24

5. IDENTIFICATION OF NEEDED CAPITAL IMPROVEMENTS

Routine repairs and maintenance of Capital assets will be performed using operating funds and are not to be included as a part of this Capital Improvement Assessment Program other than to identify the repair/maintenance needs to the appropriate personnel. During the annual (August time frame) inventory and condition assessment and throughout the year, the needs for capital improvements such as new equipment, major building additions/improvements, new computer or radio systems will be documented and prioritized. This list will be submitted to the Board of Directors for funding consideration for the next budget cycle. This list will be a part of the public budget review conducted each year. Funding sources must be identified and available for each Capital Improvement Item.

The approved Capital Improvement Items list will be shown in part 6 of this Plan. Part 6 will be divided into 3 sections. Section 1 will summarize actual accomplishments of the approved projects for the previous plan year. Section 2 will show the approved projects list for the current plan year. Section 3 will show the anticipated Capital needs for years 2 through 5 and beyond.

6. APPROVED PROJECTS LIST

Section 1: The following projects were approved or added for FY 2013 (Jan-Dec).

- ❖ Purchase a "12 Lead Heart Monitor".
 - Approval for the purchase of this unit was added in mid-year when a unit became available at a very attractive price and a grant for \$2,500 from Park County Emergency Services was approved. The \$8,356 cost was charged to the Capital Asset Reserve Fund; however, the cash cost to the District after the grant was \$5,856. Both ambulances are now similarly equipped with identical units.
 - This item was completed.
- ❖ Replace Apparatus Unit 962, an unreliable Structure Fire Engine, with a more useful Type 3 Wild Land/Urban Interface Engine.
 - The Colorado Forest Service rebuild program was to be the source of this replacement and was to have been made available to us at no cost. However an accident with Unit 962, rendering it unusable, and the availability of a replacement Unimog Engine at a reasonable cost prompted the Board to authorize the purchase of the replacement Unit. This action occurred in late 2012 and the basic cost of the Unit is reflected in the Capital Asset Reserve Fund for FY 2012. Modifications and accessories to the unit were required in FY 2013 and the costs of \$2,515 for these additions were capitalized in FY2013.
 - This item was completed.
- ❖ Retrofit a Park County owned Humvee, on permanent loan, to a Type 6 wildfire truck.
 - The \$15,000 for this item was approved in the 2012 Capital Asset Management Plan; however, the majority (\$11,110) of the approved amount was actually expended and capitalized in FY2013. Funding for this item will come from the Capital Asset Reserve Fund.
 - This item was completed.

- ❖ Station #1 Storage Loft.
 - The need for this additional storage space was identified in mid-2013 and was added to the Plan. The \$2,640 required for this addition and the needed storage shelving was funded from the Capital Asset Reserve Fund.
 - This item was completed.

- ❖ Purchase an additional Wildfire Radio.
 - This item was added in mid-2013 when a grant for \$500 became available. The Wildfire crew consists of 3 firefighters and only two radios were available for the crew. The \$1,100 cost of this unit (and its accessories) from our Capital Asset Reserve Fund was partially offset by the \$500 grant.
 - This item was completed.

Section 2: The following are the approved Capital Assets purchases for this current 2014 Plan Year:

- ❖ An amount of \$20,000.00 has been set aside to be used for Capital assets not yet identified.

Section 3: The following are projected Capital needs for plan years 2015 through 2019 and beyond.

- ❖ Phase out older Apparatus and replace with appropriate Units. Specific details and Units to be replaced will be detailed in future Capital Asset Management Plans.

- ❖ Building addition to Fire Station #1 to allow for an adequate Training Area and a Community meeting place.

- ❖ New Fire Station at County Road 71 and the Doe Valley Road intersection. The population density does not yet support this additional station; however, the density trends in our District point to this location as the most strategic location. The Cost of land and building should be about \$120,000. The funding source will be a \$100,000 grant with 25% matching funds from the District Capital Reserve Fund.

- ❖ New Fire Station at CR 71 and CR 100. Population density does not yet justify this station but may in the future.

- ❖ New fire station on CR 600 near Big Bear Ranch. Again the current population does not justify this station but may in the future.

7. REVIEW CYCLE

This Capital Improvement Plan will be reviewed annually on a 5 year look-ahead basis. It will be the responsibility of the District Chief and his Executive staff to perform the annual inventory and condition assessment of Capital Assets. This Annual inventory will be the basis for this plan along with any changes in laws, technology improvements or changes in the District's needs.

The Board of Directors is responsible for reviewing and approving the plan, locating funding sources, assuring the opportunity for public input to the plan and for including the plan-approved recommendations in the annual budget submittal.

8. ANNUAL INVENTORY SUMMARY

The annual inventory of the District's Fixed Assets and Plant Equipment was performed during the month of August 2013.

All land and buildings were found to be in reasonably good condition and the noted needed-maintenance repairs will be performed using operating funds. All pieces of Apparatus were located and accounted for including the Wild Fire Truck on loan from the Fire Service and the Humvee on loan from Park County. A listing of the needed non-capital items was prepared and the funds to replace these items will be provided from operating funds during the 2013 Budget Year.

All computer equipment, hand-held radios and those installed in the personal vehicles of Volunteers were accounted for. The radio inventory revealed that the total of new units and older units (some unserviceable) exceed the needs of the District. Excess units will be sold, donated, or otherwise properly disposed of. All capitalized medical equipment was also accounted for. It should also be noted that the County Commissioners recertified both Ambulances during the year. The tool inventory resulted in values that approximated those values currently carried on the District's Balance Sheet.

The Annual Inventory was considered very successful, showing a reasonable level of control over the District's Capital Assets. The detailed inventory sheets are on file with the District Treasurer.

END