



SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT Board of Directors' Meeting

2018.12.06 @ 6:00 pm

1) Introduction of Visitors

None

2) Attendees:

Board members present:

Denny Gibeson- Chair
Sean English – Treasurer
Gary Kaszynski
Mike Parrish
Gene Wagner
(Mike Brandt - Secretary to the Board)

Excused Board Member:

Department members present
Chief Eugene Farmer

3) Call to Order:

Meeting called to order at 06:00 PM by Board Chair Denny Gibeson.

4) Approval of Agenda:

Mr. Wagner moved to approve the agenda as published, second by Mr. Parrish; motion carried.

5) Approval of Minutes

Motion to approve the minutes as amended by discussion from the 2018.11.08 meeting by Mr. Wagner, second by Mr. Parrish; motion carried.

6) Director's Chief's and Committee Reports

a. Treasurer's Report

Treasurer's report is available at www.guffeyfire.net

No extraordinary items to report this month.

Reminder: Next Board of Director's Meeting is Thursday January 3rd, 2018 @ 6 pm

S.P.C.F.P.D. Mission Statement:

The Mission of the Southern Park County Fire Protection District is to provide fire protection and emergency rescue operations within its 240 square mile district boundaries; encourage fire and human caused disaster prevention through community education; ensure the existence of a properly trained team of primarily volunteer firefighters who are able to, and motivated to, respond professionally and work safely; acquire and maintain the necessary equipment; and provide mutual aid to neighboring fire and emergency services departments, as requested.

The following requests for payment have been received and require Board approval: Mr. Gibeson moved to approve payments of the following checks, second by Mr. English

Payment to:	Amount:	For:
Park County	\$906.25	Sept fuel
Park County	\$1,121.40	Oct fuel

b. Regulatory Matters

No later than December 15th, submit *Certification of Tax Levies* as well as items from December board meeting, to DOLA/DLG, County Clerk & Recorder, County Assessor, County Treasurer and Board of County Commissioners

c. Chief’s Report

Incident responses

	Month	Year to Date
Traffic Accidents	4	24
Medical	8	99
Wild Fires	2	5
Smoke Reports	1	13
Structure Fire	1	2
Mutual Aid	0	13
Other	0	20
Total Calls	16	176

Water usage: kitchen: 3294 gal.; Fire Dept other: 1285 gal.; fire suppression 8610 gal.

Summary

1. Equipment status.

- a. Accident during structure fire between two department vehicles – Engine 9-3 and Med 9-3. Door on Med 9-3 didn’t latch properly after the accident. The After-Accident Review has been completed and reviewed with the department members to reinforce department procedures. Repair cost for damaged rims estimated at \$953.50.
- b. Did a tire inspection of all active trucks. Med 9-3 needs new tires at a cost of \$1,275.28. Replacing all items at the same time will save a second \$125.00 service charge and Chief Farmer requested approval for \$2,228.78 to replace tires and rims. Mr. Gibeson moved to approve this expenditure, second by Mr. Wagner, motion carried. Further tire replacements are needed including all 8 tires for Engine 9-1 (~\$5,500 cost).
- c. Squad 9-2 water tank is leaking. It will be pulled out of service for a week and repaired by Mr. Yoder.
- d. Oshkosh is the only 4-wheel drive tender in operation at present. Chief Farmer recommended moving the 4,000-gallon tank to the Oshkosh.

2. Personnel status: 25 on roster, 22 are active.

3. Inventory for the department is on-going with a goal of completion by the end of December.

4. Training update:

- a. Four in EMT class that should complete in the next 2 months.

- b. 1 Passed Fire Fighter I, 2 have to retest.
- c. Possible training available in January for Ice Rescue instructor in Wisconsin, cost \$800 + travel expenses – total estimated at \$1,500.00. Chief Farmer requested approval – motion to approve by Mr. Gibeson, second by Mr. Wagner, motion carried.
- 5. Inclusion request received, and Chief Farmer will reply that all properties are included now.
- 6. Burn will be accomplished Saturday 12/08.
- d. Auxiliary Report – nothing to report

7) Old Business

Water Storage Project: no action on payment to date by Chief Farmer. All e-mails have been forwarded to Tom Eisenman with request to extend time frame to March and requesting properties behind Station 1. The request is for 6 lots comprising a total area of approximately of 120 x 120 feet. The Department would offer to continue supplying water to the County buildings. As no augmented water is being purchased the grant could be used to offset expenses.

The permit to dig has been approved but will require change if the additional lots are acquired. Messrs. Wagner, Gibeson and Parrish will make formal application at the Dec 19th Board of County Commissioners meeting.

8) New Business

Approve the following year-end Items

Resolution to Set Mill Levies was read by Chair Gibeson. Mr. Wagner moved to approve the resolution, second by Mr. English, motion carried.

Resolution to Appropriate Fund was read by Chair Gibeson. Mr. Wagner moved to approve the resolution, second by Mr. Parrish, motion carried.

Comment: at this point (7:14 p.m.) it was observed that the voice recorder had not started recording at the onset of the meeting. Mr. Gibeson started the recorder at this time.

Resolution to Approve Budget was read by Chair Gibeson. Mr. Wagner moved to approve the resolution and approve the 2019 budget, second by Mr. English, motion carried.

Resolution for Exemption from Audit was read by Chair Gibeson. Mr. Wagner moved to approve the resolution with specified changes to audit exemption limit (ref CRS 29-1-604 2(b), second by Mr. English, motion carried.

Approve next year's Meeting Schedule – all meetings are at 6:00 pm on the first Thursday of the month except for July 11 and August 8, 2019. Mr. Wagner moved to approve the resolution, second by Mr. Parrish, motion carried.

All material must be submitted to the county and to DOLA by Dec. 15th.

Mr. Gibeson complimented the growth of the department both in personnel and capability. Planning for 2019 should include an election to raise the mill levy for the District. The land transfer for the proposed station on CR71 and rezoning it for a fire station. Training in conjunction with Divide and Cripple Creek will draw on their experience and expertise and build closer ties. The new Board has improved the financial reporting and oversight.

- 9) **Adjourn meeting:** Meeting adjourned at 8:17 p.m. by Chairman Gibeson.

Attachment 1 Resolution to Set Mill Levies



Southern Park County Fire Protection District

P.O. Box 11 – Guffey, CO 80820 – tel: (719) 689-9479 – fax: (719) 689-9483
www.guffeyfire.net



Resolution to Set Mill Levies

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2019 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT, COLORADO FOR THE 2019 BUDGET YEAR.

WHEREAS, the Board of Directors of the Southern Park County Fire Protection District, has adopted the annual budget in accordance with the Local Government Budget Law on December 6, 2018 and:

WHEREAS, the amount of money necessary to balance to budget for the general operating purposes from property taxes of \$236,007.00 and:

WHEREAS, the 2019 valuation for assessment for the Southern Park County Fire Protection District as certified by the County Assessor is \$28,880,060.00.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRRECTORS OF THE SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT OF COLORADO:

Section 1. That for the purpose of meeting all general operating expenses of the Southern Park County Fire Protection District during the 2019 budget year, there is hereby levied a tax of 7.846 mills upon each dollar of the total valuation for assessment of all taxable property within the Southern Park County Fire Protection District for the year 2019.

Section 2. That the Treasurer is hereby authorized and directed to immediately certify to the County Commissioners of Park County Colorado, the mill levies for the Southern Park County Fire Protection District as hereinabove determined and set, or be authorized and directed to certify to the County Commissioners of Park County, Colorado, the mill levies for the Southern Park County Fire Protection District as hereinabove determined and set, but as recalculated as needed upon receipt of the final (November) certification and valuation from the county assessor in order to comply with any applicable revenue and other budgetary limits.

ADOPTED, this 6th day of December, A.D. 2018.

_____/s/_____

Denny Gibeson, Board Chair

_____/s/_____

Sean English, Treasurer

Attachment 2 Resolution to Appropriate Funds



Southern Park County Fire Protection District

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Resolution to Appropriate Sums of Money

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, AND THE AMOUNT AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT, COLORADO, FOR THE 2019 BUDGET YEAR.

WHEREAS, the Southern Park County Fire Protection District has adopted the annual budget in accordance with the local Government Budget Law, on December 6, 2018, and;

WHEREAS, the Southern Park County Fire Protection District has made provision therein for revenues including monies from the reserves (fund balances) in an amount equal to or greater than the total proposed expenditures as set forth in said budget so that the budget remains in balance, as required by law, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT, COLORADO:

Section 1. That the following sums are hereby appropriated from the revenue from each fund for the purposes stated:

GENERAL FUND	Administration and Operations:	\$236,007
RESERVE FUND	Capital Outlays:	<u>\$0.00</u>
	TOTAL	\$236,007

ADOPTED, this 6th day of December, A.D. 2018

_____/s/_____

Denny Gibeson, Board Chair

_____/s/_____

Sean English, Treasurer

Attachment 3: Resolution to Adopt Budget



Southern Park County Fire Protection District

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Resolution to Adopt 2019 Budget

(Pursuant to 29-1-108, C.R.S.)

A RESOLUTION SUMMARIZING THE EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE **SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT**, COLORADO, FOR THE CALENDAR YEAR BEGINNING THE FIRST DAY OF JANUARY 2019 AND ENDING THE LAST DAY OF DECEMBER 2019.

WHEREAS, the Board of Directors of the Southern Park County Fire Protection District has appointed a Budget Committee consisting of the Board Chair, Treasurer and Chief, to prepare and submit a proposed budget to said governing body at the proper time, and;

WHEREAS, the Budget Committee has submitted a proposed budget to this governing body on October 11, 2018 for its consideration, and;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on November 8, 2018, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves I fund balances so that the budget remains in balance as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF **THE SOUTHERN PARK COUNTY FIRE PROTECT/ON DISTRICT**, COLORADO:

Section 1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Southern Park County Fire Protection District for the year stated above.

Section 2. That the budget hereby approved and adopted shall be signed by the Board Chair and Treasurer of the District and made a part of the public record of the Southern Park County Fire Protection District, Park County, Colorado.

ADOPTED, this 6th day of December, A.D. 2018.

_____/s/_____

Denny Gibeson, Board Chair

_____/s/_____

Sean English, Treasurer

Attachment 4: 2019 Proposed Budget

The Southern Park County Fire Protection District
PROPOSED BUDGET
 GENERAL FUND and CAPITAL RESERVE FUND
 For Public Review

GENERAL FUND		Actual	Projected	Proposed
		Prior Year	Current Year	Budget
		2017	2018	2019
Beginning GENERAL FUND balance at Jan. 1:		195,691	218,971	239,483
Income / Revenue				
District Income				
District Tax Collected		203,101	219,717	226,593
Interest Income		2,812	3,823	2,750
Program and Service Income		31,343	27,297	17,004
Total District Income		237,256	250,837	246,347
Total Income		237,256	250,837	246,347
Total Available Funds		432,947	469,808	485,830
Expenditures / Expenses				
Payroll Expenses				
Payroll Expenses		66,331	70,464	75,698
Total Payroll Expenses		66,331	70,464	75,698
Services, Supplies & Equipment				
Materials, Supplies & Equipment		25,148	21,253	46,790
Contract Services		5,232	9,136	8,460
Training and Education		5,350	14,246	14,000
Administrative Expenses		66,462	26,719	31,525
Dues, Memberships & Licenses		947	1,117	1,200
Total Services, Supplies & Equipment		103,139	72,471	101,975
Building & Fleet Services				
Property Maintenance		915	1,572	4,000
Utilities		10,588	12,450	12,823
Fleet Maintenance		39,669	61,369	41,510
Total Building Serv & Fleet Maint		51,172	75,391	58,333
Total Expense		220,642	218,326	236,007
TABOR Restricted		6,619	6,550	7,080
Total increase (decrease) to GENERAL FUND		16,614	32,512	10,340
Moved (to) or from Capital Reserve Fund		-	(12,000)	(12,000)
Ending GENERAL FUND Balance at Dec. 31		212,305	239,483	237,823
CAPITAL RESERVE FUND		Actual	Projected	Proposed
		Prior Year	Current Year	Budget
		2017	2018	2019
Beginning CAPITAL RESERVE FUND balance on Jan. 1		52,800	52,800	64,800
Moved (to) or from GENERAL FUND		-	12,000	12,000
Increases: Capital grants and Apparatus Donations				
Decreases: Capital outlays (includes grants/donations)				
Total increase (decrease) to CAPITAL RESERVE FUND		-	12,000	12,000
Ending CAPITAL RESERVE FUND balance at Dec. 31		52,800	64,800	76,800
TOTAL BOTH FUNDS:		265,105	304,283	314,623
<small>(Totals may not sum exactly due to rounding)</small>				

Attachment 5: Resolution for Exemption from Audit



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Resolution/ Ordinance for Exemption from Audit

(Pursuant to Section 29-1-604. C.R.S.)

A RESOLUTION APPROVING AN EXEMPTION FROM AUDIT FOR THE YEAR 2018 FOR THE SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT, STATE OF COLORADO.

WHEREAS, the Board of Directors of the Southern Park County Fire Protection District wishes to claim exemption from the audit requirements of Section 29-1-603, C.R.S.; and

WHEREAS, Section 29-1-604, C.R.S. states that any location government whether neither revenue nor expenditures exceed seven-hundred fifty thousand dollars may, with the approval of the State Auditor, be exempt from the provision of Section 29-1-603, C.R.S.; and

WHEREAS, neither revenue nor expenditures for Southern Park County Fire Protection District exceeded \$750,000 for the Year 2018; and

WHEREAS, an application for exemption from audit for the Southern Park County Fire Protection District has been prepared by Osborne, Parsons & Rosacker, LLP, Certified Public Accountants, an independent accountant with knowledge of governmental accounting; and

WHEREAS, said application for exemption from audit has been completed in accordance with the regulations issued by the State Auditor.

NOW THEREFORE be it resolved/ordained by the Board of Directors of the Southern Park County Fire Protection District that the application for the exemption from audit for the Southern Park County Fire Protection District for the year ended December 31, 2019 has been personally reviewed and is hereby approved by a majority of the Board of Directors of the Southern Park County Fire Protection District; that those members of the Board of Directors have signified their approval by signing below, and that this resolution shall be attached to, and shall become a part of the application for exemption from audit of the Southern Park County Fire Protection District for the year ended December 31, 2018.

ADOPTED this 6th day of December, A.D. 2018.

_____/s/_____

Denny Gibeson, Board Chair

_____/s/_____

Sean English, Treasurer

Attachment 6: 2019 Meeting Schedule



Southern Park County Fire Protection District

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Schedule of Regular 2019 Board Meetings

Southern Park County Fire Station #1 – 1748 County Road 102, Guffey, CO

6:00 P.M.

First Thursday of each month

(unless noted below)

January 3, 2019

February 7, 2019

March 7, 2019

April 4, 2019

June 6, 2019

July 11, 2010

This is the 2nd Thursday of the month

August 8, 2019

This is the 2nd Thursday of the month

September 5, 2019

October 3, 2019

November 7, 2019

December 5, 2019