

PEYTON FIRE PROTECTION DISTRICT

Administrative Offices

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Lakewood, Colorado 80228-1898
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<https://peytonfpd.colorado.gov/>

NOTICE OF REGULAR MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expires:</u>
David Rolenc	President	2023/May 2023
Clayton Miller	Vice President	2023/May 2023
Amy Turner	Secretary	2022/May 2022
Ryan Orness	Treasurer	2023/May 2022
VACANT		2022/May 2022

DATE: February 8, 2022 (Tuesday)

TIME: 6:30 p.m.

PLACE: ***Physical Location***
Peyton Fire Protection District
13665 Railroad Street
Peyton, CO 80831

Conference Call
Telephone Number: 1 669 900 6833
Meeting ID: 546 911 9353
Passcode: 912873

I. ADMINISTRATIVE MATTERS

A. Pledge of Allegiance.

B. Present Disclosures of Potential Conflicts of Interest.

C. Approve Agenda, confirm location of the meeting and posting of meeting notices.

D. Review and approve the Minutes of the January 11, 2022 Special Meeting (enclosure).

II. PUBLIC COMMENT

A. _____

III. FINANCIAL MATTERS

A. Review and ratify approval of the payment of claims as follows (enclosure):

Fund	Period Ending Jan. 31, 2022
General	\$ 14,021.04
Debt	\$ -0-
Capital	\$ -0-
Total	\$ 14,021.04

B. Review and accept unaudited financial statements for the period ending December 31, 2021 (enclosure).

C. Discuss future financing ideas.

IV. OFFICER REPORTS/ANNOUNCEMENTS

A. Chief (to be distributed).

1. Call Volumes.

2. Personnel Count.

3. Update on District Vehicles.

B. Deputy Chief.

C. Captain.

D. President.

E. Vice President.

F. Treasurer.

G. Secretary.

H. Auxiliary Report.

1. Discuss the status of establishing the Auxiliary as a 501(c)(3) non-profit organization.

V. LEGAL MATTERS

A. Discuss updates on future station.

VI. OPERATIONS AND MAINTENANCE

A. Discuss Strategic Plan.

B. Discuss status of grant funding opportunities.

C. Discuss Wildland Fire Program.

D. Discuss computer and security system maintenance.

E. Discuss internet monitoring.

VII. OTHER BUSINESS

A. Discuss upcoming events.

- B. Discuss future Agenda items.
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VIII. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR
MARCH 8, 2022**

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE PEYTON FIRE PROTECTION DISTRICT HELD JANUARY 11, 2022

A Special Meeting of the Board of Directors of the Peyton Fire Protection District (referred to hereafter as “Board”) was held on Tuesday, the 11th day of January, 2022, at 6:30 p.m. at the Peyton Fire Protection District Fire Station, 13665 Railroad Street, Peyton, Colorado 80831 and was also held by conference call. The meeting was open to the public by both methods for joining.

ATTENDANCE

Directors In Attendance Were:

David Rolenc
Clayton Miller
Ryan Orness

Following discussion, upon motion duly made by Director Orness, seconded by Director Rolenc and, upon vote, unanimously carried, the absence of Director Turner was excused.

Also In Attendance Were:

David Solin; Special District Management Services, Inc. (“SDMS”)

Jack Reutzel, Esq.; Fairfield & Woods, P.C.

Chief Jeff Turner

Deputy Chief Oakley Revels

PLEDGE OF ALLEGIANCE

Pledge of Allegiance: Director Rolenc led the Board in reciting the Pledge of Allegiance.

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Attorney Reutzel noted that conflicts were filed for applicable Directors at least 72-hours prior to the meeting. Mr. Solin also noted that a quorum was present and requested members of the Board

RECORD OF PROCEEDINGS

to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting. No conflicts were noted.

ADMINISTRATIVE MATTERS

Agenda: Mr. Solin reviewed the proposed Agenda for the District's Regular Meeting.

Following discussion, upon motion duly made by Director Orness, seconded by Director Rolenc and, upon vote, unanimously carried, the Agenda was approved, as presented.

Meeting Location/Manner and Posting of Meeting Notice: The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting. The Board meeting was held via teleconference and at the physical location.

Mr. Solin reported that notice was duly posted and that no objections to the telephonic manner of the meeting or any requests that the telephonic manner of the meeting be changed by taxpaying electors within the District boundaries have been received.

Minutes: The Board reviewed Minutes from the December 14, 2021 Special Meeting.

Following discussion, upon motion duly made by Director Rolenc, seconded by Director Miller and, upon vote, unanimously carried, the Minutes of the December 14, 2021 Special Meeting were approved, as presented.

PUBLIC COMMENT

There were no comments from the public.

FINANCIAL MATTERS

Claims: The Board considered ratifying the approval of the payment of claims as follows:

Fund	Period Ending Dec. 31, 2021
General	\$ 25,877.57
Debt	\$ -0-
Capital	\$ 1,416.76
Total	\$ 27,294.33

Following discussion, upon motion duly made by Director Rolenc, seconded by Director Orness and, upon vote, unanimously carried, the Board ratified the approval of the payment of claims as presented.

RECORD OF PROCEEDINGS

Future Financing Ideas: There no future financing ideas to discuss.

OFFICER REPORTS/ ANNOUNCEMENTS

Fire Chief:

Monthly Call Volumes: Chief Turner reported that 10 calls were received in December and 506 total calls were received for 2021.

Personnel Count: Chief Turner reported that there are currently 14 active fire fighters, three on probationary status, and one intern from the military.

District Vehicles: Chief Turner reported that all vehicles are in service.

Deputy Chief: Deputy Chief Revels reported that he mailed out 11 sets of structure gear for repair. He spoke with Globe MSA and Scott Dealers regarding the National Fire Protection Association's (NFPA) requirements that the Self-Contained Breathing Apparatus (SCBA) packs need to be retired after 15 years. He noted that all 10 packs have 4 years left.

Captain: There was no report at this time.

President: There was no report at this time.

Vice President: There was no report at this time.

Treasurer/Assistant Secretary: There was no report at this time.

Secretary: There was no report at this time.

Auxiliary Report: There was not report at this time.

Establishing the Auxiliary as a 501(c)(3) Non-Profit Organization: Mr. Solin reported to the Board that he is working Attorney Reutzel to establish the Auxiliary as a 501(c)(3) Non-Profit Organization.

LEGAL MATTERS

Possible Station: There were no updates at this time.

OPERATIONS AND MAINTENANCE

Strategic Plan: There were no updates at this time.

Grant Funding Opportunities: There were no updates at this time.

Wildland Fire Program: There were no updates at this time.

RECORD OF PROCEEDINGS

Computer and Security System Maintenance: There were no updates at this time.

Internet Monitoring: There were no updates at this time.

OTHER BUSINESS

Upcoming Events: It was noted that there were no immediate upcoming events.

Future Agenda Items: No additional items were added.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Rolenc, seconded by Director Miller and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By /s/ **Amy Turner** _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL DECEMBER 14,
2021 MEETING MINUTES OF THE PEYTON FIRE PROTECTION DISTRICT
BY THE BOARD OF DIRECTORS SIGNING BELOW:

Clayton Miller

David Rolenc

Ryan Orness

Amy Turner

Peyton Fire Protection District
January-22

Vendor	Invoice #	Date	Due Date	Amount in USD	Expense Account	Account Number
Airgas, Inc	9984680387	11/30/2021	12/30/2021	\$ 69.18	Medical Supplies	1708
Archive Social, Inc.	20393	1/21/2022	1/21/2022	\$ 2,388.00	Computer Maintenance	1681
Century Link	254870374	12/16/2021	1/15/2022	\$ 358.25	Utilities	1730
Century Link	3258 Dec.2021	12/10/2021	1/9/2022	\$ 248.83	Utilities	1730
City of Colorado Springs	PPRCN1228	11/18/2021	12/18/2021	\$ 6,750.00	CO Spgs - Radio Fees	1716
Ed Glaser Propane, Inc	223950 Dec.2021	12/31/2021	12/31/2021	\$ 770.00	Utilities	1730
El Paso County Fleet Management Department	21020133-RI	12/31/2021	1/30/2022	\$ 200.49	Fuel	1714
Fairfield and Woods P.C.	225883	12/31/2021	12/31/2021	\$ 166.00	Legal	1675
Mug-A-Bug, Inc	451282	1/12/2022	1/22/2022	\$ 90.00	Bldg & Grounds - Maintenance	1722
Special Dist Management Srvs	Dec-21	12/31/2021	12/31/2021	\$ 1,024.00	Management	1680
Special Dist Management Srvs	Dec-21	12/31/2021	12/31/2021	\$ 1,400.00	Accounting	1612
Special Dist Management Srvs	Dec-21	12/31/2021	12/31/2021	\$ 125.74	Miscellaneous	1685
Verizon	9895400172	12/19/2021	12/19/2021	\$ 430.55	Cell Phones & Tablets	1717
				\$ 14,021.04		

**Peyton Fire Protection District
January-22**

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
Disbursements	\$ 14,021.04	\$ -		\$ 14,021.04
Visa Expenses		\$ -	\$ -	\$ -
Century Link - July 2019	\$ -	\$ -	\$ -	\$ -
Total Disbursements from Checking Acct	<u>\$ 14,021.04</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 14,021.04</u>

PEYTON FIRE PROTECTION DISTRICT

Schedule of Cash Position

December 31, 2021

	<u>Rate</u>	<u>Operating</u>	<u>Capital Projects</u>	<u>Total</u>
Checking:				
First Bank Checking		\$ 1,752.44	\$ -	\$ 1,752.44
First Bank Payroll		\$ 4,298.58	\$ -	\$ 4,298.58
Investments:				
First Bank Savings		\$ 120,420.29	\$ 5,329.40	\$ 125,749.69
First Bank Savings - Reserve		\$ 13,750.00	\$ -	\$ 13,750.00
First Bank Savings - TABOR		\$ 8,625.00	\$ -	\$ 8,625.00
Total Funds		<u>\$ 148,846.31</u>	<u>\$ 5,329.40</u>	<u>\$ 154,175.71</u>

2019 Mill Levy Information:

Certified General Fund Mill Levy	6.140
Certified Debt Service Fund Mill Levy	0.000

Board of Directors:

- * David Rolenc
- * Clayton Miller
- * Amy Turner
- * Ryan Orness

*Board member is an authorized signer on the checking account

PEYTON FIRE PROTECTION DISTRICT
Monthly Activity Summary
December 31, 2021

Account	Total	General Fund	Capital
Sources			
Taxes	\$ 4,928.20	\$ 4,928.20	\$ -
Interest, Donations, Other	2.38	2.38	-
Total Sources	\$ 4,930.58	\$ 4,930.58	\$ -
Uses			
Administrative	\$ 14,820.47	\$ 14,820.47	\$ -
Operations	17,928.64	17,928.64	-
Total Uses	\$ 32,749.11	\$ 32,749.11	\$ -
Net Source/(Use)	\$ (27,818.53)	\$ (27,818.53)	\$ -

PEYTON FIRE PROTECTION DISTRICT

FINANCIAL STATEMENTS

December 31, 2021

PEYTON FIRE PROTECTION DISTRICT
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
 December 31, 2021

<u>ASSETS AND OTHER DEBITS</u>	<u>GENERAL</u>	<u>CAPITAL PROJECTS</u>	<u>FIXED ASSETS</u>	<u>TOTAL MEMO ONLY</u>
Assets				
Cash in Bank- First Bank Check	\$ 1,752.44	\$ -	\$ -	\$ 1,752.44
First Bank- Payroll	4,298.58	-	-	4,298.58
First Bank Savings	120,420.29	5,329.40	-	125,749.69
First Bank Reserve Fund	13,750.00	-	-	13,750.00
First Bank Tabor Reserve	8,625.00	-	-	8,625.00
Cash with County Treasurer	2,438.55	-	-	2,438.55
Property Taxes Receivable	315,126.64	-	-	315,126.64
Accounts Receivable	63.77	-	-	63.77
1997 Pumper	-	25,000.00	-	25,000.00
Prepaid Expenses	16,635.00	-	-	16,635.00
Total Current Assets	<u>483,110.27</u>	<u>30,329.40</u>	<u>-</u>	<u>513,439.67</u>
Capital Assets				
Buildings	-	-	189,127.00	189,127.00
Grounds and Equipment	-	-	636,860.31	636,860.31
Vehicles	-	-	501,532.03	501,532.03
Accumulated Depreciation	-	-	(1,019,243.39)	(1,019,243.39)
Total Capital Assets	<u>-</u>	<u>-</u>	<u>308,275.95</u>	<u>308,275.95</u>
Total Assets	<u>\$ 483,110.27</u>	<u>\$ 30,329.40</u>	<u>\$ 308,275.95</u>	<u>\$ 821,715.62</u>
Liabilities				
Accounts Payable	\$ 42,753.11	\$ 1,416.76	\$ -	\$ 44,169.87
1997 Pumper Lease	-	20,474.23	-	20,474.23
Total Liabilities	<u>42,753.11</u>	<u>21,890.99</u>	<u>-</u>	<u>64,644.10</u>
Deferred Inflows of Resources				
Deferred Property Taxes	315,126.64	-	-	315,126.64
Total Deferred Inflows of Resources	<u>315,126.64</u>	<u>-</u>	<u>-</u>	<u>315,126.64</u>
Fund Balance				
Investment in Fixed Assets	-	-	308,275.95	308,275.95
Fund Balance	78,809.11	4,783.18	-	83,592.29
Restricted for Fireman's Morale and Welfare	480.00	-	-	480.00
Reserve for Contingencies	2,139.62	-	-	2,139.62
Tabor Reserve	7,974.00	-	-	7,974.00
Reserve for Capital	-	18,635.13	-	18,635.13
Current Year Earnings	35,827.79	(14,979.90)	-	20,847.89
Total Fund Balances	<u>125,230.52</u>	<u>8,438.41</u>	<u>308,275.95</u>	<u>441,944.88</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u>\$ 483,110.27</u>	<u>\$ 30,329.40</u>	<u>\$ 308,275.95</u>	<u>\$ 821,715.62</u>

PEYTON FIRE PROTECTION DISTRICT
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget and Actual
For the 12 Month Ending,
December 31, 2021
General Fund

Account Description	Period Actual	YTD Actual	Budget	Under/(Over) Budget	% of Budget
Revenues					
Property Tax Revenue	\$ 16.21	\$ 265,685.90	\$ 263,105.00	\$ (2,580.90)	101.0%
Specific Ownership Taxes	4,911.99	38,300.90	18,000.00	(20,300.90)	212.8%
Interest Income	2.38	400.78	500.00	99.22	80.2%
Grants	-	10,249.00	2,000.00	(8,249.00)	512.5%
Firefighter Donations - Res.	-	1,595.00	500.00	(1,095.00)	319.0%
Rehabilitation Donations - Res.	-	-	500.00	500.00	0.0%
T-Shirts Donations - Res.	-	-	400.00	400.00	0.0%
Other Income	-	555.02	2,000.00	1,444.98	27.8%
Auxiliary Donation - Res.	-	-	500.00	500.00	0.0%
Vol. FF Membership Transfer Fd	-	10,016.70	-	(10,016.70)	0.0%
Total Revenues	4,930.58	326,803.30	287,505.00	(39,298.30)	113.7%
Expenditures					
<u>Administrative Expenses</u>					
Accounting	3,598.00	24,934.00	20,000.00	(4,934.00)	124.7%
Audit	-	7,238.00	700.00	(6,538.00)	1034.0%
Election	-	-	5,500.00	5,500.00	0.0%
Insurance- SDA Liability, Auto	-	5,062.99	3,750.00	(1,312.99)	135.0%
Insurance-Auto	-	6,790.00	3,600.00	(3,190.00)	188.6%
Insurance-Worker's Comp	-	6,629.00	5,800.00	(829.00)	114.3%
Legal	3,230.00	10,969.00	24,000.00	13,031.00	45.7%
County Treasurer's Fees	0.26	3,992.67	3,947.00	(45.67)	101.2%
Management	2,345.00	16,648.50	30,000.00	13,351.50	55.5%
Computer Maintenance	-	1,791.00	2,500.00	709.00	71.6%
Office Expense	-	-	1,000.00	1,000.00	0.0%
Miscellaneous	1,312.87	3,329.41	4,000.00	670.59	83.2%
Workshops	-	-	3,250.00	3,250.00	0.0%
Professional Associations	-	79.28	1,000.00	920.72	7.9%
Community Outreach	-	-	2,500.00	2,500.00	0.0%
Salary Expense	3,750.00	45,000.00	45,000.00	-	100.0%
Payroll Processing Fees	93.70	1,187.35	500.00	(687.35)	237.5%
Payroll Taxes - Employer	490.64	1,648.84	1,500.00	(148.84)	109.9%
Pension Expense	-	4,294.72	5,000.00	705.28	85.9%
Total Administrative Expenditures	14,820.47	139,594.76	163,547.00	23,952.24	85.4%
<u>Operating Expenses</u>					
PPE-Structural Fire Equipment	-	717.22	6,000.00	5,282.78	12.0%
PPE-Wildland Equipment	-	3,193.90	5,000.00	1,806.10	63.9%
Firefighting Equipment	-	3,409.64	10,000.00	6,590.36	34.1%
PPE - Medical	-	-	2,000.00	2,000.00	0.0%
Station Supplies	9.99	7,362.52	1,000.00	(6,362.52)	736.3%
Fire Prevention	-	-	500.00	500.00	0.0%
Office Supplies - Operations	-	471.13	1,000.00	528.87	47.1%
EMS Training	-	1,938.52	10,000.00	8,061.48	19.4%
Uniforms	-	113.41	2,500.00	2,386.59	4.5%
Medical Supplies	905.03	38,917.60	4,000.00	(34,917.60)	972.9%
Medical Supplies - COVID19	-	-	2,000.00	2,000.00	0.0%
Structural Fire Training	-	3,338.49	2,000.00	(1,338.49)	166.9%
Firefighter Health and Welfare	2,740.88	5,431.73	500.00	(4,931.73)	1086.3%
Equipment Maintenance	470.06	3,540.14	3,250.00	(290.14)	108.9%
Vehicle Repair and Maintenance	770.38	21,427.82	20,000.00	(1,427.82)	107.1%

PEYTON FIRE PROTECTION DISTRICT
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget and Actual
For the 12 Month Ending,
December 31, 2021
General Fund

Account Description	Period Actual	YTD Actual	Budget	Under/(Over) Budget	% of Budget
Wildland Fire Training	-	-	3,000.00	3,000.00	0.0%
Fuel	2,323.71	9,221.26	10,000.00	778.74	92.2%
CO Spgs - Radio Fees	6,750.00	9,799.96	6,000.00	(3,799.96)	163.3%
Cell Phones & Tablets	861.10	5,328.79	6,000.00	671.21	88.8%
Radio Equipment	-	4,999.95	5,000.00	0.05	100.0%
ERS Reporting Service	-	3,454.07	3,000.00	(454.07)	115.1%
Bldg & Grounds - Maintenance	180.00	6,364.52	3,000.00	(3,364.52)	212.2%
Bldg & Grounds Equipment	-	1,267.31	250.00	(1,017.31)	506.9%
Auxiliary	-	-	1,000.00	1,000.00	0.0%
Rehabilitation	-	165.10	1,000.00	834.90	16.5%
Member Recognition	-	1,020.80	2,500.00	1,479.20	40.8%
Utilities	2,917.56	18,601.87	19,000.00	398.13	97.9%
Contingency	-	1,295.00	20,000.00	18,705.00	6.5%
Total Operation Expenditures	<u>17,928.64</u>	<u>151,380.75</u>	<u>149,500.00</u>	<u>(1,880.75)</u>	<u>101.3%</u>
Other Expenses					
Pension Plan Contribution	-	-	3,200.00	3,200.00	0.0%
Emergency Reserve	-	-	8,625.00	8,625.00	0.0%
Total Other Expenses	<u>-</u>	<u>-</u>	<u>11,825.00</u>	<u>11,825.00</u>	<u>0.0%</u>
Total Expenditures	32,749.11	290,975.51	324,872.00	33,896.49	
Excess (Deficiency) of Revenues Over Expenditures	(27,818.53)	35,827.79	(37,367.00)	(73,194.79)	
Fund balance adjustments		505.10			
Transfers and Other Sources (Uses)					
Change in Fund Balance	(27,818.53)	36,332.89	(37,367.00)	(73,194.79)	
Beginning Fund Balance	153,049.05	88,897.63	-	(88,897.63)	
Ending Fund Balance	<u>\$ 125,230.52</u>	<u>\$ 125,230.52</u>	<u>\$ (37,367.00)</u>	<u>\$ (162,092.42)</u>	

PEYTON FIRE PROTECTION DISTRICT
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget and Actual
For the 12 Month Ending,
December 31, 2021
Capital Projects Fund

<u>Account Description</u>	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Under/(Over) Budget</u>	<u>% of Budget</u>
Revenues					
Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	0.0%
Grants	-	-	-	-	0.0%
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
Expenditures					
Miscellaneous	-	-	500.00	500.00	0.0%
Capital Expense	-	9,312.86	8,000.00	(1,312.86)	116.4%
Lease Purchase Principal Pmts	1,416.76	5,667.04	5,668.00	0.96	100.0%
Lease Purchase Interest	-	-	-	-	0.0%
Total Expenditures	<u>1,416.76</u>	<u>14,979.90</u>	<u>14,168.00</u>	<u>(811.90)</u>	<u>105.7%</u>
Excess (Deficiency) of Revenues Over Expenditures	(1,416.76)	(14,979.90)	(14,168.00)	811.90	
Transfers and Other Sources (Uses)					
Grants	-	-	-	-	
Total Transfers (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Change in Fund Balance	(1,416.76)	(14,979.90)	(14,168.00)	811.90	
Fund balance adjustment - lease		4,525.77			
Beginning Fund Balance	9,855.17	18,892.54	-	(18,892.54)	
Ending Fund Balance	<u>\$ 8,438.41</u>	<u>\$ 8,438.41</u>	<u>\$ (14,168.00)</u>	<u>\$ (18,080.64)</u>	