#### **Administrative Offices**

141 Union Boulevard, Suite 150 Lakewood, Colorado 80228-1898 Tel: 303-987-0835 - 800-741-3254 Fax: 303-987-2032 https://peytonfpd.colorado.gov

#### NOTICE OF REGULAR MEETING AND AGENDA

Office:	Term/Expires:
President	2027/May 2025
Vice President	2027/May 2027
Treasurer	2027/May 2025
Secretary	2025/May 2025
Asst. Secretary	2025/May 2025
•	•
	President Vice President Treasurer Secretary

DATE: January 9, 2024 (Tuesday)

TIME: 6:30 p.m.

PLACE: Physical Location

Peyton Fire Protection District 13665 Railroad Street Peyton, CO 80831

#### **Zoom Meeting**

https://us02web.zoom.us/j/5469119353?pwd=SmtlcHJETFhCQUZEcVBBOGZVU3Fqdz09

Phone Number: 1-719-359-4580 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 December 12, 2023 Regular Meeting (enclosure).

II.	<b>PUBL</b>	JC (	CON	ſМ	ENT
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#### III. FINANCIAL MATTERS

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

	Period Ending	
Fund	Dec. 31, 2023	
General	\$ 42,686.33	3
Debt	\$ -0-	-
Capital	\$ -0-	-
Total	\$ 42,686.33	}

	В.	Review and accept unaudited financial statements for the period ending Dece 31, 2023 (enclosure).											
	C.	Disc	Discuss Station #2 financing options.										
	D.	Disc	uss future funding ideas.										
IV.	OFFIC	CER R	EPORTS/ANNOUNCEMENTS										
	A.	Chief (to be distributed).											
		1.	Call Volumes.										
		2.	Personnel Count.										
		3.	Update on District Vehicles.										
	В.	Assis	stant Chief.										
	C.	Capt	ain.										
	D.	Presi	dent.										

	y 9, 202	rotection District 24 Agenda
	E.	Vice President.
	F.	Treasurer.
	G.	Secretary.
	Н.	Auxiliary Report.
		1. Discuss the events for the year.
V.	LEGA	L MATTERS
	A.	Discuss the status of the Application for Exemption with El Paso County for Station #2.
VI.	OPER.	ATIONS AND MAINTENANCE
	A.	Discuss possible Ellicott engine purchase.
	B.	Discuss Strategic Plan.
	C.	Discuss status of grant funding opportunities.

VII. OTHER BUSINESS

A.

VIII. ADJOURNMENT <u>THE NEXT REGULAR MEETING IS SCHEDULED FOR</u>

TUESDAY, FEBRUARY 13, 2024.

Discuss opportunities for targeted community outreach and services for residents.

AFG Grant Update.

1.

D.

# MINUTES OF A REGULAR MEETING OFTHE BOARD OF DIRECTORS OF THE PEYTON FIRE PROTECTION DISTRICT HELD DECEMBER 12, 2023

A Regular Meeting of the Board of Directors of the Peyton Fire Protection District (referred to hereafter as "Board") was held on Tuesday, the 12<sup>th</sup> day of December, 2023, 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 to join by either method.

#### **ATTENDANCE**

#### **Directors In Attendance Were:**

David Rolenc Clayton Miller Victoria Markowski

Following discussion, upon motion duly made by Director Miller, seconded by Director Rolenc and, upon vote, unanimously carried, the absences of Directors Turner and Orness were excused.

#### Also In Attendance Were:

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

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

Jeff Turner, Chief

Oakley Revels; Assistant Chief

Daniel Zoorob, Lieutenant

Firefighter Eric Markowski

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#### PLEDGE OF ALLEGIANCE

<u>Pledge of Allegiance</u>: Director Rolenc led the Board in reciting the Pledge of Allegiance.

### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

<u>Disclosure of Potential Conflicts of Interest</u>: 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 to disclose

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

#### ADMINISTRATIVE MATTERS

<u>Agenda</u>: Mr. Solin reviewed the proposed Agenda for the District's Regular Meeting.

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

<u>Meeting Location/Manner and Posting of Meeting Notice</u>: 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 manner of the meeting or any requests that the manner of the meeting be changed by taxpaying electors within the District boundaries have been received.

<u>Minutes</u>: The Board reviewed Minutes from the November 14, 2023 Regular Meeting.

Following discussion, upon motion duly made by Director Rolenc, seconded by Director Miller, and upon vote, unanimously carried, the Minutes of the November 14, 2023 Regular Meeting were approved, as presented.

<u>Increased Crime and Cyber Insurance Coverages</u>: The Board discussed the increased crime and cyber insurance coverages. The Board asked Mr. Solin to confirm that there is a daily bank wire limit of \$50,00.00. No action was taken.

#### **PUBLIC COMMENT**

There were no comments from the public.

#### <u>FINANCIAL</u> <u>MATTERS</u>

<u>Claims</u>: The Board considered ratifying the approval of the payment of claims as follows:

	P	eriod Ending	Sp	ecial Payment	Special Payment		
Fund	N	lov. 30, 2023	S	Stipend 2023	Bo	nus Stipend 2023	
General	\$	16,820.49-	\$	2,535.00	\$	6,150.00	
Debt	\$	-0-	\$	-0-	\$	-0-	
Capital	\$	-0-	\$	-0-	\$	-0-	
Total	\$	16,820.49	\$	2,535.00	\$	6,150.00	

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

Financial Statements: Mr. Solin reviewed with the Board the unaudited financial statements of the District for the period ending November 30, 2023.

Following discussion, upon motion duly made by Director Miller, seconded by Director Markowski and, upon vote, unanimously carried, the Board accepted the unaudited financial statements of the District for the period ending November 30, 2023.

Station #2 Financing Options: The Board deferred this matter.

Future Financing Ideas: The Board deferred this matter.

**Pension Board Meeting**: The Board convened the Pension Board Meeting.

#### **OFFICER REPORTS/** Fire Chief: ANNOUNCEMENTS

Monthly Call Volumes: Assistant Chief Revels reported that 43 calls were received in November, 2023.

Personnel Count: Assistant Chief Revels reported that there are currently thirteen (13) fire fighters including eleven (11) full and two (2) on probationary status.

<u>District Vehicles</u>: Assistant Chief Revels reported that vehicle 3610 is being repaired.

**Assistant Chief**: There was no report at this time.

**Captain**: There was no report at this time.

**President**: The president expressed his appreciation for the December 6, 2023 dinner.

**<u>Vice President</u>**: There was no report at this time.

<u>Treasurer</u>: There was no report at this time.

**Secretary**: There was no report at this time.

**Auxiliary Report**: There was no report at this time.

Events for the Year: There was no report at this time.

#### **LEGAL MATTERS**

Application for Exemption with El Paso County for Station #2: Attorney Reutzel reported that the application became active in the El Paso County system on December 8, 2023.

	<u>Letter to Developer of Property</u> : Attorney Reutzel discussed with the Board the plat note that has been added for this development.						
OPERATIONS AND	Strategic Plan: There was no update at this time.						
<u>MAINTENANCE</u>	Grant Funding Opportunities: There was no update at this time.						
	AFG-Grant Update: There was no update at this time.						
	Opportunities for Targeted Community Outreach and Services for Residents:  There was no update at this time.						
OTHER BUSINESS	There was no other business.						
<u>ADJOURNMENT</u>	There being no further business to come before the Board at this time, upon motion duly made by Director Rolenc, seconded and by Director Miller, upon vote, unanimously carried, the meeting was adjourned at 7:30 pm.						
	Respectfully submitted,						
	By /s/ David Solin						
	Secretary for the Meeting						
	THESE MINUTES ARE APPROVED AS THE OFFICIAL DECEMBER 12, 2023 MEETING MINUTES OF THE PEYTON FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW: PLEASE MAKE SURE THAT THIS DOES NOT SPLIT A NAME AND SIGNATURE LINES.						
	David Rolenc						
	Clayton Miller						
	Amy Turner						
	Victoria Markowski						

#### Peyton Fire Protection District December-23

Vendor	Invoice #	Date	Due Date	Amount	Expense Account	Account Number
Airgas, Inc	5503437432	10/31/2023	11/30/2023	\$ 33.26	Medical Supplies	1708
Airgas, Inc	5504152916	11/30/2023	12/30/2023	\$ 32.45	Medical Supplies	1708
Century Link	333262263 Nov. 2023	11/10/2023	12/10/2023	\$ 296.38	Utilities	1730
Century Link	664723396	11/16/2023	12/16/2023	\$ 357.95	Utilities	1730
City of Colorado Springs	PPRCN1401	11/30/2023	12/30/2023	\$ 7,490.58	CO Spgs - Radio Fees	1716
Colorado Special Districts P&L Pool	24PL-52702-3315	12/9/2023	12/9/2023	\$ 15,210.00	Prepaid Expenses	1143
Colorado Special Districts P&L Pool	26444	12/9/2023	12/9/2023	\$ 106.00	Insurance-Auto	1671
Community First National Bank	63658 12.2023	12/1/2023	12/1/2023	\$ 1,416.76	Lease Purchase Principal Pmts	3810
Ed Glaser Propane, Inc	223950 Nov. 2023	11/30/2023	11/30/2023	\$ 665.00	Utilities	1730
Fairfield and Woods P.C.	265736	12/4/2023	12/4/2023	\$ 2,337.00	Legal	1675
John Deere Financial	Oct. 2023 Stmt	11/14/2023	11/14/2023	\$ 211.85	Station Supplies	1703
L.N. Curtis & Sons	INV764166	11/14/2023	12/14/2023	\$ 8,746.38	PPE-Structural Fire Equipment	1699
Mug-A-Bug, Inc	502410	11/16/2023	11/26/2023	\$ 94.00	Bldg & Grounds - Maintenance	1722
Special Dist Management Srvs	Nov-23	11/30/2023	11/30/2023	\$ 2,375.00	Management	1680
Special Dist Management Srvs	Nov-23	11/30/2023	11/30/2023	\$ 3,047.20	Accounting	1612
Special Dist Management Srvs	Nov-23	11/30/2023	11/30/2023	\$ 37.02	Miscellaneous	1685
Stericycle, Inc	8005299408	11/18/2023	12/18/2023	\$ 229.50	Medical Supplies	1708

\$ 42,686.33

#### **Peyton Fire Protection District**

#### December-23

		General		Debt		Capital	Totals	
Disbursements	\$	42,686.33					\$ 42,686.33	
Visa Expenses			\$	-	\$	-	\$ 	
<b>Total Disbursements from Checking Acct</b>	\$	42,686.33	\$		\$		\$ 42,686.33	

Schedule of Cash Position December 31, 2023

	Rate	Operating		Capital rojects	Total		
Checking:							
First Bank Checking		\$	19,627.89	\$ -	\$	19,627.89	
First Bank Payroll		\$	2,421.52	-		2,421.52	
Investments:							
First Bank Savings	1.0000%	\$	121,801.78	\$ _	\$	121,801.78	
First Bank Savings - Reserve	1.0000%	\$	13,750.00	\$ -	\$	13,750.00	
First Bank Savings - TABOR	1.0000%	\$	8,625.00	\$ -	\$	8,625.00	
ColoTrust	5.5660%	\$	77,463.20	\$ -	\$	77,463.20	
Total Funds		\$	243,689.39	\$ 	\$	243,689.39	

#### 2023 Mill Levy Information:

Certified General Fund Mill Levy 6.130
Certified Debt Service Fund Mill Levy 0.000

#### **Board of Directors:**

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

<sup>\*</sup>Board member is an authorized signer on the checking account

#### PEYTON FIRE PROTECTION DISTRICT Monthly Activity Summary December 31, 2023

Account		Total	_G	eneral Fund	Capital	
Sources						
Taxes Interest, Donations, Other	\$	2,831.28 651.08	\$	2,831.28 651.08	\$	-
Total Sources	\$	3,482.36	\$	3,482.36	\$	
Uses						
Administrative Operations	\$	14,329.73 26,147.74	\$	14,329.73 26,147.74	\$	-
Total Uses	\$	41,894.23	\$	41,894.23	\$	
Net Source/(Use)	\$	(38,411.87)	\$	(38,411.87)	\$	

#### FINANCIAL STATEMENTS

**December 31, 2023** 

### PEYTON FIRE PROTECTION DISTRICT COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS December 31, 2023

ASSETS AND OTHER DEBITS	GENERAL	CAPITAL PROJECTS	FIXED ASSETS	TOTAL MEMO ONLY	
Assets					
Cash in Bank- First Bank Check First Bank- Payroll First Bank Savings First Bank Reserve Fund First Bank Tabor Reserve ColoTrust Cash with County Treasurer Property Taxes Receivable Accounts Receivable 1997 Pumper Prepaid Expenses  Total Current Assets	\$ 19,627.89 2,421.52 121,801.78 13,750.00 8,625.00 77,463.20 9,108.83 650.12 63.77 - 19,393.00	\$	\$	\$ 19,627.89 2,421.52 121,801.78 13,750.00 8,625.00 77,463.20 9,108.83 650.12 63.77 25,000.00 19,393.00	
Total Guirent, teeste				:	
Capital Assets					
Buildings Grounds and Equipment Vehicles Accumulated Depreciation Total Capital Assets	: : :	-	189,127.00 636,860.31 501,532.03 (1,062,639.42) 264,879.92	189,127.00 636,860.31 501,532.03 (1,062,639.42) 264,879.92	
Total Assets	\$ 272,905.11	\$ 25,000.00	\$ 264,879.92	\$ 562,785.03	
Liabilities	1				
Accounts Payable 1997 Pumper Lease	\$ 49,748.68	\$ - 12,004.58	\$ - -	\$ 49,748.68 12,004.58	
Total Liabilities	49,748.68	12,004.58	<del></del>	61,753.26	
Deferred Inflows of Resources					
Deferred Property Taxes	650.12	-		650.12	
Total Deferred Inflows of Resources	650.12		-	650.12	
Fund Balance Investment in Fixed Assets Fund Balance Restricted for Fireman's Morale and Welfare Reserve for Contingencies Tabor Reserve Reserve for Capital Current Year Earnings  Total Fund Balances	161,491.64 480.00 2,139.62 7,974.00 - 50,421.05	(5,639.71) - - 18,635.13 - 12,995.42	264,879.92 - - - - - - 264,879.92	264,879.92 155,851.93 480.00 2,139.62 7,974.00 18,635.13 50,421.05	
Total Liabilities, Deferred Inflows of Resources					
and Fund Balance	\$ 272,905.11	\$ 25,000.00	\$ 264,879.92	\$ 562,785.03	

### Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual For the 12 Month Ending, December 31, 2023 General Fund

Account Description	Period Actual	YTD Actual	Budget	Under/(Over) Budget	% of Budget
Revenues					
Property Tax Revenue	\$ -	\$ 311,527.58	\$ 310,337.00	\$ (1,190.58)	100.4%
Specific Ownership Taxes	2,831.28	27,122.60	32,000.00	4,877.40	84.8%
Interest Income	651.08	6,602.50	2,000.00	(4,602.50)	330.1%
Grants	-	-	2,000.00	2,000.00	0.0%
Firefighter Donations - Res.	-	5,200.00	500.00	(4,700.00)	1040.0%
Rehabiliation Donations - Res.	-	-	500.00	500.00	0.0%
T-Shirts Donations - Res.	-	235.00	400.00	165.00	58.8%
Other Income	-	4,618.78	2,000.00	(2,618.78)	230.9%
Auxiliary Donation - Res.	-	595.00	500.00	(95.00)	119.0%
Sale of Assets	•	2,500.00	•	(2,500.00)	0.0%
Total Revenues	3,482.36	358,401.46	350,237.00	(8,164.46)	102.3%
Expenditures					
Administrative Expenses					
Accounting	3,047.20	29,505.40	21,000.00	(8,505.40)	140.5%
Audit	-	-	400.00	400.00	0.0%
Election	-	2,247.60	6,000.00	3,752.40	37.5%
Insurance- SDA Liability, Auto	627.50	8,514.72	7,250.00	(1,264.72)	117.4%
Insurance-Auto	648.42	6,615.00	6,500.00	(115.00)	101.8%
Insurance-Worker's Comp	323.50	6,587.00	7,500.00	913.00	87.8% 44.7%
Legal	2,337.00	10,732.00	24,000.00	13,268.00	100.0%
County Treasurer's Fees	- 2,375.00	4,655.05 26,33 <b>7</b> .20	4,655.00 30,000.00	(0.05) 3,662.80	87.8%
Management	2,375.00	2,899.98	2,500.00	(399.98)	116.0%
Computer Maintenance	-	2,099.90	1,000.00	705.43	29.5%
Office Expense	149.72	1,718.10	4,000.00	2.281.90	43.0%
Miscellaneous	140.12	43.96	-1,000.00	(43.96)	0.0%
Election	-	40.00	3,250.00	3,250.00	0.0%
Workshops Professional Associations	67.21	3,084.97	1,000.00	(2,084.97)	308.5%
Community Outreach	-	-	2,500.00	2,500.00	0.0%
Salary Expense	4.076.26	46,957.54	45,000.00	(1,957.54)	104.4%
Payroll Processing Fees	91.90	1,223.60	1,300.00	76.40	94.1%
Payroll Taxes - Employer	60.18	627.59	1,500.00	872.41	41.8%
Pension Expense	525.84	6,039.27	5,000.00	(1,039.27)	120.8%
	14 000 70	450 002 55	174,355.00	16,271.45	90.7%
Total Adminstrative Expenditures	14,329.73	158,083.55	174,355.00	10,271.45	90.776
Operating Expenses	8,746.38	9,282.48	6,000.00	(3,282.48)	154.7%
PPE-Structural Fire Equipment	0,140.30	1,278.00	5,000.00	3,722.00	25.6%
PPE-Wildland Equipment	_	1,045.84	10,000.00	8,954.16	10.5%
Firefighting Equipment PPE - Medical	270.71	270.71	2,000.00	1,729.29	13.5%
Station Supplies	540.51	6,229.39	2,000.00	(4,229.39)	311.5%
Fire Prevention	-	2,593.57	500.00	(2,093.57)	518.7%
Office Supplies - Operations	-	569.65	1,000.00	430.35	57.0%
EMS Training	-	1,825.00	10,000.00	8,175.00	18.3%
Uniforms	_	2,979.35	2,500.00	(479.35)	119.2%
Medical Supplies	295.21	12,197.14	5,000.00	(7,197.14)	243.9%
Structural Fire Training	-	300.00	3,000.00	2,700.00	10.0%
Firefighter Health and Welfare	2,019.36	5,162.86	3,000.00	(2,162.86)	172.1%
Equipment Maintenance	491.89	3,932.54	3,500.00	(432.54)	112.4%
Vehicle Repair and Maintenance	1,608.92	28,587.71	40,000.00	11,412.29	71.5%
Wildland Fire Training	-	24.99	3,000.00	2,975.01	0.8%

## Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual For the 12 Month Ending, December 31, 2023 General Fund

Account Description	Period Actual	YTD Actual	Budget	Under/(Over) Budget	% of Budget
Fuel	1,599.63	17,877.82	13,000.00	(4,877.82)	137.5%
CO Spgs - Radio Fees	7,490.58	10,870.58	6,000.00	(4,870.58)	181.2%
Cell Phones & Tablets	-	-	6,000.00	6,000.00	0.0%
Radio Equipment	-	-	5,000.00	5,000.00	0.0%
ERS Reporting Service	-	3,038.07	3,000.00	(38.07)	101.3%
Station Tools	-	-	1,000.00	1,000.00	0.0%
Bldg & Grounds - Maintenance	916.80	9,715.23	3,000.00	(6,715.23)	323.8%
Bldg & Grounds Equipment	-	1,139.05	1,000.00	(139.05)	113.9%
Auxilary	-	-	1,000.00	1,000.00	0.0%
Rehabilitation	-	1,718.41	1,000.00	(718.41)	171.8%
Member Recognition	-	9,066.71	2,500.00	(6,566.71)	362.7%
Utilities	2,167.75	27,090.87	19,000.00	(8,090.87)	142.6%
Ambulance Acquisition	•	5,000.00	-	(5,000.00)	0.0%
Contingency	-	-	20,000.00	20,000.00	0.0%
Total Operation Expenditures	26,147.74	161,795.97	178,000.00	16,204.03	90.9%
Other Expenses					
Pension Plan Contribution	-	3,200.00	3,200.00	-	100.0%
Transfer to Capital	1,416.76	5,737.87	120,641.00	114,903.13	4.8%
Total Other Expenses	1,416.76	8,937.87	123,841.00	114,903.13	7.2%
Total Expenditures	41,894.23	328,817.39	476,196.00	147,378.61	
Excess (Deficiency) of Revenues Over Expenditures Fund balance adjustments Transfers and Other Sources (Uses)	(38,411.87)	29,584.07	(125,959.00)	(155,543.07)	
Change in Fund Balance	(38,411.87)	29,584.07	(125,959.00)	(155,543.07)	
Beginning Fund Balance	260,918.18	192,922.24	-	(192,922.24)	
Ending Fund Balance	\$ 222,506.31	\$ 222,506.31	\$ (125,959.00)	\$ (348,465.31)	

### Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual For the 12 Month Ending, December 31, 2023 Capital Projects Fund

Account Description	Period Actual	YTD Actual	Budget	Under/(Over) Budget	% of Budget
Revenues					
Transfer from General Fund	\$ 1,416.76	\$ 5,737.87	\$ 120,641.00	\$ 114,903.13	4.8%
Total Revenues	1,416.76	5,737.87	120,641.00	114,903.13	4.8%
Expenditures					
Miscellaneous Capital Expense Lease Purchase Principal Pmts	- - 1,416.76	- - 5,737.87	500.00 120,000.00 5,668.00	500.00 120,000.00 (69.87)	0.0% 0.0% 101.2%
Total Expenditures	1,416.76	5,737.87	126,168.00	120,430.13	4.5%
Excess (Deficiency) of Revenues Over Expenditures	-	-	(5,527.00)	(5,527.00)	
Transfers and Other Sources (Uses)					
Grants		-	-	-	
Total Transfers (Uses)					
Change in Fund Balance	-	-	(5,527.00)	(5,527.00)	
Beginning Fund Balance	12,995.42	12,995.42	3,412.00	3,412.00	
Ending Fund Balance	\$ 12,995.42	\$ 12,995.42	\$ (2,115.00)	\$ (2,115.00)	