

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	2027/May 2025
Clayton Miller	Vice President	2027/May 2027
Ryan Orness	Treasurer	2027/May 2025
Amy Turner	Secretary	2025/May 2025
VACANT	Asst. Secretary	2025/May 2025

DATE: March 12, 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 February 13, 2024 Regular Meeting (enclosure).

II. PUBLIC COMMENT

A. _____

III. FINANCIAL MATTERS

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

Fund	Period Ending Feb. 29, 2024
General	\$ 17,191.98
Debt	\$ -0-
Capital	\$ -0-
Total	\$ 17,191.98

B. Review and accept unaudited financial statements for the period ending February 29, 2024 (enclosures).

C. Discuss Station #2 financing options.

D. Discuss future funding ideas.

E. Convene Pension Board Meeting.

IV. OFFICER REPORTS/ANNOUNCEMENTS

A. Chief (to be distributed).

1. Call Volumes.

2. Personnel Count.

3. District Vehicle Status.

B. Assistant Chief.

C. Captain.

D. President.

E. Vice President.

F. Treasurer.

G. Secretary.

H. Auxiliary Report.

1. Discuss the events for the year.

V. LEGAL MATTERS

A. Discuss the status of the Application for Exemption with El Paso County for Station #2.

VI. OPERATIONS AND MAINTENANCE

A. Discuss Strategic Plan.

B. Discuss status of grant funding opportunities.

1. AFG Grant Update.

C. Discuss opportunities for targeted community outreach and services for residents.

- D. Discuss the fire danger awareness signs.
-

VII. OTHER BUSINESS

- A. _____

- VIII. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY, APRIL 9, 2024.**

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PEYTON FIRE PROTECTION DISTRICT HELD FEBRUARY 13, 2024

A Regular Meeting of the Board of Directors of the Peyton Fire Protection District (referred to hereafter as “Board”) was held on Tuesday, the 13th day of February, 2024, 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:

Dave Rolenc
Clayton Miller
Amy Turner
Victoria Markowski

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

Also In Attendance Were:

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

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

Jeff Turner, Chief

Lt. Eric Markowski, Lt. Daniel Zoorob and Firefighter Lucas; Peyton Fire Protection District

PLEDGE OF ALLEGIANCE

Pledge of Allegiance: Director Turner 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 Reutzal 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.

RECORD OF PROCEEDINGS

ADMINISTRATIVE MATTERS

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

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

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 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.

Minutes: The Board reviewed Minutes from the January 9, 2024 Regular Meeting.

Following discussion, upon motion duly made by Director Miller, seconded by Director Turner, and upon vote, unanimously carried, the Minutes of the January 9, 2024 Regular Meeting were approved, as presented.

PUBLIC COMMENT

Lt. Markowski announced that he and Director Markowski are moving and will be resigning from the Fire Department and the Board of Director.

LT. Zoorob announced that both ambulances are certified for transport and are operational. LT. Zoorob notified the Board he received a donation of a pyro lance. LT. Zoorob discussed with the Board the state of the fire awareness signs and the need for upkeep.

FINANCIAL MATTERS

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

Fund	Period Ending Jan. 31. 2024	Special Payment Expense Reimbursement
General	\$ 8,040.70	\$ 500.00
Debt	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-
Total	\$ 8,040.70	\$ 500.00

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

RECORD OF PROCEEDINGS

Financial Statements: The Board deferred this matter.

Station #2 Financing Options: There is no update at this time.

Future Financing Ideas: There is no update at this time.

Application for Exemption from Audit for 2023: The Board reviewed the Application for Exemption from Audit for 2023.

Following discussion, upon motion duly made by Director Rolenc, seconded by Director Miller and, upon vote, unanimously carried, the Board approved the Application for Exemption from Audit for 2023.

OFFICER REPORTS/ ANNOUNCEMENTS

Fire Chief:

Monthly Call Volumes: Chief Turner reported that a total of 42 calls were received in January 2024.

Personnel Count: Chief Turner reported that there are currently twelve (12) fire fighters including ten (10) full, zero (0) on leave of absence, two (2) on probationary status.

District Vehicles: Chief Turner reported that Ambulance 81 is getting striped.

Assistant Chief: There was no report at this time.

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: 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 provided an update to the Board.

RECORD OF PROCEEDINGS

OPERATIONS AND MAINTENANCE

Strategic Plan: There was no update at this time.

Grant Funding Opportunities:

AFG-Grant Update: Lt. Zoorob discussed creating a process for monitoring and applying for grants.

Opportunities for Targeted Community Outreach and Services for Residents: There was no update at this time.

OTHER BUSINESS

Resignation of Director: The Board acknowledged the resignation of Director Markowski.

ADJOURNMENT

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 7:07 pm.

Respectfully submitted,

By /s/ Amy Turner

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL FEBRUARY 13, 2024 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

Ryan Orness

Peyton Fire Protection District
February-24

Vendor	Invoice #	Date	Due Date	Amount	Expense Account	Account Number
Airgas, Inc	5505664867	1/31/2024	3/1/2024	\$ 33.26	Medical Supplies	1708
Blaze Fire Safety	3995	1/30/2024	2/29/2024	\$ 449.00	Station Supplies	1703
Century Link	333262263 Jan.2024	1/10/2024	2/9/2024	\$ 301.82	Utilities	1730
Century Link	672619073	1/16/2024	2/15/2024	\$ 357.95	Utilities	1730
Ed Glaser Propane, Inc	223950 Jan. 2024	1/31/2024	1/31/2024	\$ 665.00	Utilities	1730
Eso Solutions Inc.	ESO-130645	1/16/2024	2/15/2024	\$ 5,617.50	ERS Reporting Service	1720
Fairfield and Woods P.C.	271515	2/5/2024	2/5/2024	\$ 665.00	Legal	1675
Fairfield and Woods P.C.	268619	1/5/2024	1/5/2024	\$ 850.00	Legal	1675
First & Main Tyre	153272	1/31/2024	2/10/2024	\$ 338.49	Vehicle Repair and Maintenance	1712
Jeffery Turner	CPR Reimbursement- 1/30/2024	1/30/2024	1/30/2024	\$ 600.00	EMS Training	1706
John Deere Financial	Dec. 2023 stmt	1/15/2024	1/15/2024	\$ -	Station Supplies	1703
Mug-A-Bug, Inc	507252	1/18/2024	1/28/2024	\$ 94.00	Bldg & Grounds - Maintenance	1722
Quadmed, Inc.	249299	1/25/2024	2/24/2024	\$ 1,517.50	Medical Supplies	1708
Ranchland News	54441	11/9/2023	12/9/2023	\$ 21.74	Miscellaneous	1685
Special Dist Management Srvs	Jan-24	1/31/2024	1/31/2024	\$ 1,606.90	Management	1680
Special Dist Management Srvs	Jan-24	1/31/2024	1/31/2024	\$ 4,014.40	Accounting	1612
Special Dist Management Srvs	Jan-24	1/31/2024	1/31/2024	\$ 34.07	Miscellaneous	1685
Stericycle, Inc	8005911283	1/18/2024	2/17/2024	\$ 25.35	Medical Supplies	1708
				\$ 17,191.98		

Peyton Fire Protection District

	February-24			
	General	Debt	Capital	Totals
Disbursements	\$ 17,191.98			\$ 17,191.98
Visa Expenses		\$ -	\$ -	\$ -
Total Disbursements from Checking Acct	\$ 17,191.98	\$ -	\$ -	\$ 17,191.98

PEYTON FIRE PROTECTION DISTRICT
Schedule of Cash Position
February 29, 2024

	<u>Rate</u>	<u>Operating</u>	<u>Capital Projects</u>	<u>Total</u>
Checking:				
First Bank Checking		\$ 17,762.05	\$ -	\$ 17,762.05
First Bank Payroll		\$ 2,281.94	-	2,281.94
Investments:				
First Bank Savings	1.0000%	\$ 15,158.21	\$ -	\$ 15,158.21
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	5.5162%	\$ 78,169.42	\$ -	\$ 78,169.42
Total Funds		<u>\$ 135,746.62</u>	<u>\$ -</u>	<u>\$ 135,746.62</u>

2023 Mill Levy Information:

Certified General Fund Mill Levy 6.154

Board of Directors:

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

*Board member is an authorized signer on the checking account

PEYTON FIRE PROTECTION DISTRICT
Monthly Activity Summary
February 29, 2024

Account	Total	General Fund	Capital
Sources			
Taxes	\$ 3,980.58	\$ 3,980.58	\$ -
Interest, Donations, Other	378.37	378.37	-
Transfer from General Fund	35,000.00	-	35,000.00
Total Sources	\$ 39,358.95	\$ 4,358.95	\$ 35,000.00
Uses			
Administrative	\$ 11,662.72	\$ 11,662.72	\$ -
Operations	8,566.52	8,566.52	-
Capital Expenses	35,000.00	-	35,000.00
Transfer to Capital Projects	35,000.00	35,000.00	-
Donation Expenses	-	-	-
Pension Plan Contribution	-	-	-
Transfer to Capital Projects	-	-	-
Total Uses	\$ 90,229.24	\$ 55,229.24	\$ 35,000.00
Net Source/(Use)	\$ (50,870.29)	\$ (50,870.29)	\$ -

PEYTON FIRE PROTECTION DISTRICT

FINANCIAL STATEMENTS

February 29, 2024

PEYTON FIRE PROTECTION DISTRICT
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
 February 29, 2024

<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	\$ 17,762.05	\$ -	\$ -	\$ 17,762.05
First Bank- Payroll	2,281.94	-	-	2,281.94
First Bank Savings	15,158.21	-	-	15,158.21
First Bank Reserve Fund	13,750.00	-	-	13,750.00
First Bank Tabor Reserve	8,625.00	-	-	8,625.00
ColoTrust	78,169.42	-	-	78,169.42
Property Taxes Receivable	387,865.90	-	-	387,865.90
Accounts Receivable	63.77	-	-	63.77
1997 Pumper	-	25,000.00	-	25,000.00
Prepaid Expenses	16,160.00	-	-	16,160.00
Total Current Assets	<u>539,836.29</u>	<u>25,000.00</u>	<u>-</u>	<u>564,836.29</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	-	-	(1,097,254.12)	(1,097,254.12)
Total Capital Assets	<u>-</u>	<u>-</u>	<u>230,265.22</u>	<u>230,265.22</u>
Total Assets	<u>\$ 539,836.29</u>	<u>\$ 25,000.00</u>	<u>\$ 230,265.22</u>	<u>\$ 795,101.51</u>
Liabilities				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
1997 Pumper Lease	-	12,004.58	-	12,004.58
Total Liabilities	<u>-</u>	<u>12,004.58</u>	<u>-</u>	<u>12,004.58</u>
Deferred Inflows of Resources				
Deferred Property Taxes	387,865.90	-	-	387,865.90
Total Deferred Inflows of Resources	<u>387,865.90</u>	<u>-</u>	<u>-</u>	<u>387,865.90</u>
Fund Balance				
Investment in Fixed Assets	-	-	230,265.22	230,265.22
Fund Balance	177,691.62	(5,639.71)	-	172,051.91
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	(36,314.85)	-	-	(36,314.85)
Total Fund Balances	<u>151,970.39</u>	<u>12,995.42</u>	<u>230,265.22</u>	<u>395,231.03</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u>\$ 539,836.29</u>	<u>\$ 25,000.00</u>	<u>\$ 230,265.22</u>	<u>\$ 795,101.51</u>

PEYTON FIRE PROTECTION DISTRICT
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget and Actual
For the 2 Month Ending,
February 29, 2024
General Fund

Account Description	Period Actual	YTD Actual	Budget	Under/(Over) Budget	% of Budget
Revenues					
Property Tax Revenue	\$ 792.10	\$ 792.10	\$ 388,658.00	\$ 387,865.90	0.2%
Specific Ownership Taxes	3,188.48	3,188.48	25,000.00	21,811.52	12.8%
Interest Income	378.37	973.69	5,000.00	4,026.31	19.5%
Grants	-	-	2,000.00	2,000.00	0.0%
Firefighter Donations - Res.	-	-	500.00	500.00	0.0%
Rehabilitation Donations - Res.	-	-	500.00	500.00	0.0%
T-Shirts Donations - Res.	-	-	400.00	400.00	0.0%
Other Income	-	-	1,500.00	1,500.00	0.0%
Auxiliary Donation - Res.	-	-	500.00	500.00	0.0%
Sale of Assets	-	-	-	-	0.0%
Total Revenues	4,358.95	4,954.27	424,058.00	419,103.73	1.2%
Expenditures					
<u>Administrative Expenses</u>					
Accounting	4,014.40	4,014.40	26,500.00	22,485.60	15.1%
Insurance- SDA Liability, Auto	304.00	984.00	7,050.00	6,066.00	14.0%
Insurance-Auto	492.50	1,080.00	5,175.00	4,095.00	20.9%
Insurance-Worker's Comp	348.50	698.00	6,000.00	5,302.00	11.6%
Legal	-	-	21,000.00	21,000.00	0.0%
County Treasurer's Fees	11.88	11.88	5,830.00	5,818.12	0.2%
Management	1,606.90	1,606.90	32,000.00	30,393.10	5.0%
Computer Maintenance	-	-	3,000.00	3,000.00	0.0%
Office Expense	-	-	1,250.00	1,250.00	0.0%
Miscellaneous	100.66	174.23	2,250.00	2,075.77	7.7%
Workshops	-	-	3,000.00	3,000.00	0.0%
Professional Associations	-	-	2,500.00	2,500.00	0.0%
Community Outreach	-	-	2,500.00	2,500.00	0.0%
Salary Expense	4,076.26	8,152.52	52,000.00	43,847.48	15.7%
Payroll Processing Fees	93.00	250.40	1,450.00	1,199.60	17.3%
Payroll Taxes - Employer	60.18	120.36	6,750.00	6,629.64	1.8%
Pension Expense	554.44	1,108.80	5,300.00	4,191.20	20.9%
Total Administrative Expenditures	11,662.72	18,201.49	183,555.00	165,353.51	9.9%
<u>Operating Expenses</u>					
PPE-Structural Fire Equipment	-	-	6,500.00	6,500.00	0.0%
PPE-Wildland Equipment	-	-	5,250.00	5,250.00	0.0%
Firefighting Equipment	-	-	10,500.00	10,500.00	0.0%
PPE - Medical	-	-	2,000.00	2,000.00	0.0%
Station Supplies	-	-	4,250.00	4,250.00	0.0%
Fire Prevention	-	-	1,000.00	1,000.00	0.0%
Office Supplies - Operations	-	-	1,000.00	1,000.00	0.0%
EMS Training	600.00	600.00	10,000.00	9,400.00	6.0%
Uniforms	-	-	3,250.00	3,250.00	0.0%
Medical Supplies	-	-	8,500.00	8,500.00	0.0%
Structural Fire Training	-	-	3,000.00	3,000.00	0.0%
Firefighter Health and Welfare	-	-	3,750.00	3,750.00	0.0%
Equipment Maintenance	-	-	3,750.00	3,750.00	0.0%
Vehicle Repair and Maintenance	-	-	42,500.00	42,500.00	0.0%
Wildland Fire Training	33.98	33.98	2,500.00	2,466.02	1.4%
Fuel	-	-	15,000.00	15,000.00	0.0%
CO Spgs - Radio Fees	-	-	6,500.00	6,500.00	0.0%
Cell Phones & Tablets	-	-	2,250.00	2,250.00	0.0%

PEYTON FIRE PROTECTION DISTRICT
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget and Actual
For the 2 Month Ending,
February 29, 2024
General Fund

Account Description	Period Actual	YTD Actual	Budget	Under/(Over) Budget	% of Budget
Radio Equipment	-	-	5,000.00	5,000.00	0.0%
ERS Reporting Service	5,617.50	5,617.50	4,500.00	(1,117.50)	124.8%
Station Tools	-	-	1,000.00	1,000.00	0.0%
Bldg & Grounds - Maintenance	-	-	6,250.00	6,250.00	0.0%
Bldg & Grounds Equipment	-	-	1,000.00	1,000.00	0.0%
Auxiliary	-	-	1,000.00	1,000.00	0.0%
Rehabilitation	-	-	1,000.00	1,000.00	0.0%
Member Recognition	-	-	2,750.00	2,750.00	0.0%
Utilities	2,315.04	2,653.13	30,000.00	27,346.87	8.8%
Contingency	-	-	20,000.00	20,000.00	0.0%
Total Operation Expenditures	8,566.52	8,904.61	204,000.00	195,095.39	4.4%
Other Expenses					
Pension Plan Contribution	-	-	4,000.00	4,000.00	0.0%
Transfer to Capital	-	35,000.00	6,500.00	(28,500.00)	538.5%
Total Other Expenses	-	35,000.00	123,222.00	88,222.00	28.4%
Total Expenditures	20,229.24	62,106.10	510,777.00	448,670.90	
Excess (Deficiency) of Revenues Over Expenditures	(15,870.29)	(57,151.83)	(86,719.00)	(29,567.17)	
Fund balance adjustments					
Transfers and Other Sources (Uses)					
Change in Fund Balance	(15,870.29)	(57,151.83)	(86,719.00)	(29,567.17)	
Beginning Fund Balance	167,840.68	209,122.22	-	(209,122.22)	
Ending Fund Balance	\$ 151,970.39	\$ 151,970.39	\$ (86,719.00)	\$ (238,689.39)	

PEYTON FIRE PROTECTION DISTRICT
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget and Actual
For the 2 Month Ending,
February 29, 2024
Capital Projects Fund

<u>Account Description</u>	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Under/(Over)</u> <u>Budget</u>	<u>% of</u> <u>Budget</u>
Revenues					
Transfer from General Fund	\$ -	\$ 35,000.00	\$ -	\$ (35,000.00)	0.0%
Total Revenues	<u>-</u>	<u>35,000.00</u>	<u>-</u>	<u>(35,000.00)</u>	<u>0.0%</u>
Expenditures					
Miscellaneous	-	-	500.00	500.00	0.0%
Capital Expense	-	35,000.00	6,500.00	(28,500.00)	538.5%
Lease Purchase Principal Pmts	-	-	5,668.00	5,668.00	0.0%
Total Expenditures	<u>-</u>	<u>35,000.00</u>	<u>12,668.00</u>	<u>(22,332.00)</u>	<u>276.3%</u>
Excess (Deficiency) of Revenues Over Expenditures	-	-	(12,668.00)	(12,668.00)	
Transfers and Other Sources (Uses)					
Total Transfers (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Change in Fund Balance	-	-	(12,668.00)	(12,668.00)	
Beginning Fund Balance	12,995.42	12,995.42	3,412.00	3,412.00	
Ending Fund Balance	<u>\$ 12,995.42</u>	<u>\$ 12,995.42</u>	<u>\$ (9,256.00)</u>	<u>\$ (9,256.00)</u>	