

PEYTON FIRE PROTECTION DISTRICT

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

Board of Directors:

David Rolenc
Clayton Miller
Ryan Orness
Amy Turner
VACANT

Office:

President
Vice President
Treasurer
Secretary
Asst. Secretary

Term/Expires:

2027/May 2025
2027/May 2027
2027/May 2025
2025/May 2025
2025/May 2025

DATE: May 14, 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

** Individuals requiring special accommodation to attend and/or participate in the meeting please advise the District Manager (dsolin@sdmsi.com or 303-987-0835) of their specific need(s) before the meeting.*

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 April 9, 2024 Regular 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 Apr. 30, 2024
General	\$ 13,555.10
Debt	\$ -0-
Capital	\$ -0-
Total	\$ 13,555.10

B. Review and accept unaudited financial statements for the period ending April 30, 2024 (enclosure).

C. Discuss Station #2 financing options.

D. Discuss future funding ideas.

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.

B. Review and consider approval of the Volunteer Plan Affiliation Agreement with the Fire and Police Pension Association (enclosure).

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.

VII. OTHER BUSINESS

A. _____

VIII. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY, JUNE 11, 2024.**

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PEYTON FIRE PROTECTION DISTRICT HELD APRIL 9, 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 9th day of April, 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
Ryan Orness
Amy Turner

Also In Attendance Were:

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

Jack Reutzler, Esq.; Fairfield & Woods, P.C. (for a portion of the meeting)

Jeff Turner; Chief

Oakley Revels; Assistant Chief

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 Reutzler 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 Turner 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 March 12, 2024 Regular Meeting.

Following discussion, upon motion duly made by Director Miller, seconded by Director Orness, and upon vote, unanimously carried, the Minutes of the March 12, 2024 Regular Meeting were approved.

PUBLIC COMMENT

There were no public comments.

FINANCIAL MATTERS

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

Fund	Period Ending March 31, 2024
General	\$ 23,558.19
Debt	\$ -0-
Capital	\$ 1,416.76
Total	\$ 24,974.95

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

Financial Statements: Mr. Solin reviewed with the Board the unaudited financial statements of the District for the period ending March 31, 2024.

Following discussion, upon motion duly made by Director Miller, seconded by Director Rolenc and, upon vote, unanimously carried, the Board accepted the

RECORD OF PROCEEDINGS

unaudited financial statements of the District for the period ending February 29, 2024.

Station #2 Financing Options: This matter was deferred.

Future Financing Ideas: This matter was deferred.

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

OFFICER REPORTS/ ANNOUNCEMENTS

Fire Chief:

Monthly Call Volumes: Chief Turner reported that 44 calls were received in March, 2024.

Personnel Count: Chief Turner reported that there are currently Fourteen (14) fire fighters including nine (9) full, four (4) on probationary status, and one (1) on leave of absence.

District Vehicles: Chief Turner reported that all vehicles are operational.

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: The Board noted that the Peyton Junction County Market Pancake Breakfast is on June 8th 2024.

LEGAL MATTERS

Application for Exemption with El Paso County for Station #2: Attorney Reutzel provided an update to the Board.

Intergovernmental Agreement with Overlook Metropolitan District: Attorney Reutzel discussed with the Board drafting an Intergovernmental

RECORD OF PROCEEDINGS

Agreement between the District and the proposed Overlook Metropolitan District. No action was taken.

OPERATIONS AND MAINTENANCE

Strategic Plan: The Board deferred this matter.

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

AFG-Grant Update: There were no updates at this time.

Opportunities for Targeted Community Outreach and Services for Residents: There were no updates at this time.

Fire Danger Awareness Signs: Assistant Chief Revels reported to the Board that the Boy Scouts of America were responsible for installation but not maintenance. It was noted that the department would maintain them moving forward.

OTHER BUSINESS

There was no other business.

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 Turner, upon vote, unanimously carried, the meeting was adjourned at 7:29 pm.

Respectfully submitted,

By /s/ David Solin

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL APRIL 9, 2024 MEETING MINUTES OF THE PEYTON FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW.

David Rolenc

Clayton Miller

RECORD OF PROCEEDINGS

Amy Turner

Ryan Orness

**Peyton Fire Protection District
April-24**

Vendor	Invoice #	Date	Due Date	Amount	Expense Account	Account Number
Airgas, Inc	5507091432	3/31/2024	4/30/2024	\$ 37.51	Medical Supplies	1708
Century Link	680663541	3/16/2024	4/15/2024	\$ 357.95	Utilities	1730
Century Link	333262263 Mar. 2024	3/10/2024	4/9/2024	\$ 253.10	Utilities	1730
Colorado Division of Fire	24-73122	4/8/2024	4/8/2024	\$ 60.00	Structural Fire Training	1709
Colorado Special Districts P&L Pool	27634	4/4/2024	4/4/2024	\$ 618.00	Insurance-Auto	1671
Colorado Special Districts P&L Pool	23WC-52702-2816- 3	2/4/2024	2/4/2024	\$ 279.00	Insurance-Worker's Comp	1672
Ed Glaser Propane, Inc	223950 Mar. 2024	3/31/2024	3/31/2024	\$ 665.00	Utilities	1730
El Paso County Fleet Management Department	24020028-RI	4/1/2024	5/1/2024	\$ 871.96	Fuel	1714
Eso Solutions Inc.	ESO-137371	4/1/2024	5/1/2024	\$ 3,038.07	ERS Reporting Service	1720
Fairfield and Woods P.C.	275134	4/3/2024	4/3/2024	\$ 850.00	Legal	1675
Mug-A-Bug, Inc	510294	3/21/2024	3/31/2024	\$ 94.00	Bldg & Grounds - Maintenance	1722
Special Dist Management Svcs	Mar-24	3/31/2024	3/31/2024	\$ 3,341.90	Management	1680
Special Dist Management Svcs	Mar-24	3/31/2024	3/31/2024	\$ 3,056.70	Accounting	1612
Special Dist Management Svcs	Mar-24	3/31/2024	3/31/2024	\$ 31.91	Miscellaneous	1685
				\$ 13,555.10		

**Peyton Fire Protection District
April-24**

	General	Debt	Capital	Totals
Disbursements	\$ 13,555.10	\$ -	\$ -	\$ 13,555.10
Visa Expenses	\$ -	\$ -	\$ -	\$ -
Total Disbursements from Checking Acct	\$ 13,555.10	\$ -	\$ -	\$ 13,555.10

PEYTON FIRE PROTECTION DISTRICT

Schedule of Cash Position

April 30, 2024

	<u>Rate</u>	<u>Operating</u>	<u>Capital Projects</u>	<u>Total</u>
Checking:				
First Bank Checking		\$ 20,605.52	\$ -	\$ 20,605.52
First Bank Payroll		\$ 4,236.10	-	4,236.10
Investments:				
First Bank Savings	2.5000%	\$ 118,531.67	\$ -	\$ 118,531.67
First Bank Savings - Reserve	2.5000%	\$ 13,750.00	\$ -	\$ 13,750.00
First Bank Savings - TABOR	2.5000%	\$ 8,625.00	\$ -	\$ 8,625.00
ColoTrust	5.4281%	\$ 78,850.62	\$ -	\$ 78,850.62
Total Funds		<u>\$ 244,598.91</u>	<u>\$ -</u>	<u>\$ 244,598.91</u>

2023 Mill Levy Information:

Certified General Fund Mill Levy

6.154

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
April 30, 2024

Account	Total	General Fund	Capital
Sources			
Taxes	\$ 43,785.45	\$ 43,785.45	\$ -
Interest, Donations, Other	680.91	680.91	-
Transfer from General Fund	-	-	-
Total Sources	\$ 44,466.36	\$ 44,466.36	\$ -
Uses			
Administrative	\$ 15,695.10	\$ 15,695.10	\$ -
Operations	19,309.79	19,309.79	-
Capital Expenses	-	-	-
Transfer to Capital Projects	-	-	-
Donation Expenses	-	-	-
Pension Plan Contribution	-	-	-
Transfer to Capital Projects	-	-	-
Total Uses	\$ 35,004.89	\$ 35,004.89	\$ -
Net Source/(Use)	\$ 9,461.47	\$ 9,461.47	\$ -

PEYTON FIRE PROTECTION DISTRICT

FINANCIAL STATEMENTS

April 30, 2024

PEYTON FIRE PROTECTION DISTRICT
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
 April 30, 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	\$ 20,605.52	\$ -	\$ -	\$ 20,605.52
First Bank- Payroll	4,236.10	-	-	4,236.10
First Bank Savings	118,531.67	-	-	118,531.67
First Bank Reserve Fund	13,750.00	-	-	13,750.00
First Bank Tabor Reserve	8,625.00	-	-	8,625.00
ColoTrust	78,850.62	-	-	78,850.62
Property Taxes Receivable	222,001.09	-	-	222,001.09
Prepaid Expenses	63.77	-	-	63.77
1997 Pumper	-	25,000.00	-	25,000.00
Prepaid Expenses	12,928.00	-	-	12,928.00
Total Current Assets	<u>479,591.77</u>	<u>25,000.00</u>	<u>-</u>	<u>504,591.77</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
Fixed Assets	-	-	(1,090,331.78)	(1,090,331.78)
Total Capital Assets	<u>-</u>	<u>-</u>	<u>237,187.56</u>	<u>237,187.56</u>
Total Assets	<u>\$ 479,591.77</u>	<u>\$ 25,000.00</u>	<u>\$ 237,187.56</u>	<u>\$ 741,779.33</u>
Liabilities				
Accounts Payable	\$ 8,491.11	\$ -	\$ -	\$ 8,491.11
1997 Pumper Lease	-	12,004.58	-	12,004.58
Total Liabilities	<u>8,491.11</u>	<u>12,004.58</u>	<u>-</u>	<u>20,495.69</u>
Deferred Inflows of Resources				
Deferred Property Taxes	222,001.09	-	-	222,001.09
Total Deferred Inflows of Resources	<u>222,001.09</u>	<u>-</u>	<u>-</u>	<u>222,001.09</u>
Fund Balance				
Investment in Fixed Assets	-	-	237,187.56	237,187.56
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	60,814.33	-	-	60,814.33
Total Fund Balances	<u>249,099.57</u>	<u>12,995.42</u>	<u>237,187.56</u>	<u>499,282.55</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u>\$ 479,591.77</u>	<u>\$ 25,000.00</u>	<u>\$ 237,187.56</u>	<u>\$ 741,779.33</u>

PEYTON FIRE PROTECTION DISTRICT
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget and Actual
For the 4 Month Ending,
April 30, 2024
General Fund

Account Description	Period Actual	YTD Actual	Budget	Under/(Over) Budget	% of Budget
Revenues					
Property Tax Revenue	\$ 41,135.39	\$ 166,656.91	\$ 388,658.00	\$ 222,001.09	42.9%
Specific Ownership Taxes	2,650.06	8,845.52	25,000.00	16,154.48	35.4%
Interest Income	680.91	2,034.85	5,000.00	2,965.15	40.7%
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%
Total Revenues	44,466.36	177,537.28	424,058.00	246,520.72	41.9%
Expenditures					
<u>Administrative Expenses</u>					
Accounting	3,056.70	11,432.30	26,500.00	15,067.70	43.1%
Insurance- SDA Liability, Auto	680.00	2,916.00	7,050.00	4,134.00	41.4%
Insurance-Auto	1,205.50	2,873.00	5,175.00	2,302.00	55.5%
Insurance-Worker's Comp	627.50	1,674.00	6,000.00	4,326.00	27.9%
Legal	850.00	1,657.50	21,000.00	19,342.50	7.9%
County Treasurer's Fees	623.49	2,510.23	5,830.00	3,319.77	43.1%
Management	3,341.90	9,183.40	32,000.00	22,816.60	28.7%
Computer Maintenance	-	-	3,000.00	3,000.00	0.0%
Office Expense	-	-	1,250.00	1,250.00	0.0%
Miscellaneous	117.79	552.02	2,250.00	1,697.98	24.5%
Bank Charges	-	30.00	-	(30.00)	0.0%
Workshops	-	-	3,000.00	3,000.00	0.0%
Professional Associations	408.42	863.37	2,500.00	1,636.63	34.5%
Community Outreach	-	-	2,500.00	2,500.00	0.0%
Salary Expense	4,076.26	16,305.04	52,000.00	35,694.96	31.4%
Payroll Processing Fees	93.00	436.40	1,450.00	1,013.60	30.1%
Snow Removal	60.18	240.72	6,750.00	6,509.28	3.6%
Landscape Maint & Repair	554.36	2,217.52	5,300.00	3,082.48	41.8%
Total Administrative Expenditures	15,695.10	52,891.50	183,555.00	130,663.50	28.8%
<u>Operating Expenses</u>					
PPE-Structural Fire Equipment	-	187.43	6,500.00	6,312.57	2.9%
PPE-Wildland Equipment	-	231.69	5,250.00	5,018.31	4.4%
Firefighting Equipment	-	981.60	10,500.00	9,518.40	9.3%
PPE - Medical	1,771.58	1,771.58	2,000.00	228.42	88.6%
Station Supplies	398.98	2,218.59	4,250.00	2,031.41	52.2%
Fire Prevention	-	-	1,000.00	1,000.00	0.0%
Office Supplies - Operations	195.49	367.39	1,000.00	632.61	36.7%
EMS Training	556.50	1,156.50	10,000.00	8,843.50	11.6%
Uniforms	-	49.98	3,250.00	3,200.02	1.5%
Medical Supplies	756.52	1,320.93	8,500.00	7,179.07	15.5%
Structural Fire Training	60.00	60.00	3,000.00	2,940.00	2.0%
Firefighter Health and Welfare	-	195.00	3,750.00	3,555.00	5.2%
Equipment Maintenance	139.80	139.80	3,750.00	3,610.20	3.7%
Vehicle Repair and Maintenance	6,372.80	18,521.20	42,500.00	23,978.80	43.6%
Wildland Fire Training	-	33.98	2,500.00	2,466.02	1.4%
Fuel	2,182.35	3,471.18	15,000.00	11,528.82	23.1%
CO Spgs - Radio Fees	-	-	6,500.00	6,500.00	0.0%
Cell Phones & Tablets	158.94	158.94	2,250.00	2,091.06	7.1%

PEYTON FIRE PROTECTION DISTRICT
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget and Actual
For the 4 Month Ending,
April 30, 2024
General 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>
Radio Equipment	-	-	5,000.00	5,000.00	0.0%
ERS Reporting Service	3,038.07	8,655.57	4,500.00	(4,155.57)	192.3%
Station Tools	-	-	1,000.00	1,000.00	0.0%
Bldg & Grounds - Maintenance	962.50	1,056.50	6,250.00	5,193.50	16.9%
Bldg & Grounds Equipment	485.54	485.54	1,000.00	514.46	48.6%
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	2,230.72	7,188.27	30,000.00	22,811.73	24.0%
Contingency	-	-	20,000.00	20,000.00	0.0%
Total Operation Expenditures	<u>19,309.79</u>	<u>48,251.67</u>	<u>204,000.00</u>	<u>155,748.33</u>	<u>23.7%</u>
Other Expenses					
Pension Plan Contribution	-	-	4,000.00	4,000.00	0.0%
Transfer to Capital	-	36,416.76	6,500.00	(29,916.76)	560.3%
Station #2 Dev Exp	-	-	100,000.00	100,000.00	0.0%
Emergency Reserve	-	-	12,722.00	12,722.00	0.0%
Total Other Expenses	<u>-</u>	<u>36,416.76</u>	<u>123,222.00</u>	<u>86,805.24</u>	<u>29.6%</u>
Total Expenditures	35,004.89	137,559.93	510,777.00	373,217.07	
Excess (Deficiency) of Revenues Over Expenditures	9,461.47	39,977.35	(86,719.00)	(126,696.35)	
Fund balance adjustments					
Transfers and Other Sources (Uses)					
Change in Fund Balance	9,461.47	39,977.35	(86,719.00)	(126,696.35)	
Beginning Fund Balance	239,638.10	209,122.22	-	(209,122.22)	
Ending Fund Balance	<u>\$ 249,099.57</u>	<u>\$ 249,099.57</u>	<u>\$ (86,719.00)</u>	<u>\$ (335,818.57)</u>	

PEYTON FIRE PROTECTION DISTRICT
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget and Actual
For the 4 Month Ending,
April 30, 2024
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	\$ -	\$ 36,416.76	\$ -	\$ (36,416.76)	0.0%
Total Revenues	<u>-</u>	<u>36,416.76</u>	<u>-</u>	<u>(36,416.76)</u>	<u>0.0%</u>
Expenditures					
Developer Reimbursement	-	-	500.00	500.00	0.0%
Capital Expense	-	35,000.00	6,500.00	(28,500.00)	538.5%
Lease Purchase Principal Pmts	-	1,416.76	5,668.00	4,251.24	25.0%
Total Expenditures	<u>-</u>	<u>36,416.76</u>	<u>12,668.00</u>	<u>(23,748.76)</u>	<u>287.5%</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)	
Fund balance adjustment - lease	-	-			
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>	

VOLUNTEER PLAN AFFILIATION AGREEMENT

This Affiliation Agreement is hereby entered into by and between the _____, (hereinafter referred to as the *Employer* and the Fire and Police Pension Association (hereinafter referred to as the FPPA) to become effective on Month, Day, Year, as follows:

WITNESSTH;

Whereas, C.R.S. 31-31-705 and C.R.S. 31-30-1108 permit the FPPA Board of Directors (hereinafter referred to as the FPPA Board) to make agreements with governing bodies which provide pension plans for volunteer firefighters for the purpose of administering such plans and managing the funds of such plans for investment; and

Whereas, Section 1818 of the FPPA Rules and Regulations, provides that the governing body of an employer having a pension plan for its volunteer firefighters may elect to affiliate with FPPA, and

Whereas, by adoption of this Affiliation Agreement dated Month, Day, Year, the *Employer* has requested that FPPA administer its volunteer pension plan and manage the plan's funds for investment; and

Whereas, FPPA has considered this request and based upon the evidence presented, FPPA has received satisfactory evidence that the *Employer* should be allowed to affiliate, having met the statutory, regulatory, administrative, and financial requirements; and

Whereas, by signature below, FPPA approves the affiliation of the *Employer*;

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties hereto agree as follows:

1. Pursuant to C.R.S.31-31-705, the assets of the *Employer's* plan shall be transferred to FPPA on the effective date of affiliation as set forth within this Agreement, unless the effective date is a legal holiday, in such case the actual transfer must be made on the next business day following the effective date. FPPA's approval is contingent upon the conversion to cash of the *Employer's* plan assets as specified by FPPA.
2. It shall be the responsibility of the *Employer* to ensure the safe delivery of the pension plan assets to FPPA's depository.

3. FPPA agrees to provide a receipt for the assets delivered upon confirmation from FPPA's depository.
4. FPPA will be responsible for investment of the assets and will continue to use its best efforts to generate earnings on your plan's funds. However, as in other similar investment situations, FPPA cannot guarantee a specified rate of earnings nor exclude the possibility of losses. *Employer* hereby agrees that FPPA has the authority to determine the investment asset allocation of the funds and *Employer* understands that this asset allocation is subject to change. *Employer* understands that there could be a change to the assumed rate of investment return which could also result in an increase in required contributions to the plan.
5. While funds will be commingled for investment, the amount of the principal of your plan's affiliated funds, together with any earnings or losses thereon, shall be accounted for separately.
6. The *Employer* will be responsible for the collection and transmission of all contributions to FPPA with the exception of state contributions, made pursuant to C.R.S. 31-30-1112, as amended. State contributions will be transferred to FPPA by the Department of Local Affairs (DOLA) in accordance with the law and the DOLA's policies and standards concerning eligibility for state contributions.
7. The *Employer* understands that the required contributions may be made from a combination of employer and state matching funds, but that the *Employer* is ultimately responsible for meeting the required contribution obligations as specified by FPPA's Actuary.
8. FPPA is responsible for making benefit payments to the plan beneficiaries, as directed by the *Employer* for so long as *Employer* continues to forward the full amount of the required employer contributions to FPPA required to fund your volunteer firefighter pension plan as specified by FPPA's Actuary, and while there is sufficient money in your fund to pay the benefits.
9. The *Employer* understands that any expenses incurred by FPPA that are directly related to FPPA's administration of the plan shall be paid from that plan's assets. Any expenses incurred by FPPA that are attributable to more than one plan will be allocated to each plan on an equitable basis as determined by FPPA. The allocated expense shall be paid from the assets of each plan.
10. FPPA will not be liable to make payments on your behalf except from those monies in your volunteer firefighter pension fund, including earnings thereon. In the event any person commences a civil action or similar proceeding against the FPPA for benefits or

other matters arising from your volunteer firefighter pension plan, you will reimburse FPPA for its expenses arising from the defense of such action or assume its defense upon the consent of FPPA and will indemnify the FPPA for the total amount of any judgment resulting therefrom. In the event you fail to adequately contribute to your volunteer firefighter pension fund and FPPA commences a civil action or similar proceeding against you to collect unpaid contributions, you will pay FPPA's reasonable costs of collection, including but not limited to attorneys fees.

11. The *Employer* understands and agrees that it has the following responsibilities:
 - Establishing eligibility for and the amount of benefits to be received by members and beneficiaries of the plan, including the determination of base benefits, years of service under the plan, marital status, and continuing eligibility of retirees and survivors;
 - Maintaining records of the terms and provisions of the plan as they may be adopted and amended;
 - Making determinations regarding benefit improvements, if any;
 - That any benefit improvements can only be made if the *Employer* complies with C.R.S. 31-30-1122(3) and pays the actuarially required contributions necessary to fund such benefits; and
 - Periodically certifying information required by FPPA to administer the plan benefits.
12. The *Employer* understands that it may terminate this Agreement in accord with applicable procedures established by FPPA. A copy of the current procedures for disaffiliation are available from FPPA.
13. The *Employer* understands and acknowledges that pursuant to C.R.S. 31-31-705, FPPA may terminate the affiliation of the *Employer* from FPPA by providing sixty (60) days written notice to the *Employer* for failure to fulfill its responsibilities to the plan or its failure to renew an affiliation agreement.
14. The *Employer* shall take the necessary steps to satisfy the qualification requirements specified in section 401 of the Internal Revenue Code including adopting a plan document in substantially similar form to the model plan document which is attached hereto as Exhibit A. The *Employer* acknowledges that it will keep the Plan Document attached hereto as Exhibit A up to date with any benefit improvements and ensure that any changes are communicated to FPPA, and the plan document is updated.
15. This Agreement may be modified or amended by FPPA and/or the *Employer* only in writing and will only be effective upon formal approval by both parties.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the day and year first above written.

For the FIRE AND POLICE PENSION
ASSOCIATION

For the _____
(Governing Body of Municipality,
District or Authority)

Kevin Lindahl, Executive Director
FPPA

Authorized Signatory

Print Name

Title

Exhibit A

Plan Document

The Employer hereby adopts this Plan Document for its volunteer firefighter pension plan.

- I. Qualification rules under IRC 401(a)
 - a. The Employer incorporates by reference FPPA Rules regarding volunteer plans, as applicable, into this Plan Document. Part 18 of the FPPA Rules specifies the requirements for meeting the qualification requirements specified in sections 401(a) and 414(d) of the Internal Revenue Code.
- II. The Employer has established benefits in accordance with C.R.S. 31-30-1101 et.seq and incorporates the provisions of that article into this Plan Document.
- III. Benefits shall be distributed in accordance with C.R.S. 31-30-1101 et.seq and this Plan Document.

RETIREMENT BENEFIT

a. Pursuant to C.R.S. 31-30-1122(1), the normal retirement pension amount for volunteer firefighters who have twenty years of active service and who are over fifty years of age shall be:	
b. Pursuant to C.R.S. 31-30-1122(2), the retirement pension amount for volunteer firefighters who have less than twenty years of service, but 10 or more years, who are fifty years of age or older shall be:	
i. The vesting for the monthly benefit shall be as follows:	

(continued on next page)

DISABILITY

a. Pursuant to C.R.S. 31-30-1121 (1), if a volunteer firefighter is injured while in the line of duty as a volunteer firefighter, the volunteer firefighter shall be entitled to: i. A short-term disability monthly annuity for not more than one year in an amount of:	
b. A long-term disability monthly annuity for a disability that deprives the volunteer firefighter of an earning capacity and that extends beyond one year in an amount of:	

SUPPLEMENTAL RETIREMENT PENSION (EXTENDED SERVICE)

a. Pursuant to C.R.S. 31-30-1125, the Employer shall pay a supplemental payment (Extended service award) of:	
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SURVIVOR BENEFIT

a. Pursuant to C.R.S. 31-30-1126, the Employer shall pay a survivor benefit to the surviving spouse in an amount equal to:	
b. Pursuant to C.R.S. 31-30-1127, as a result a death from injuries in the line of duty the Employer shall pay a survivor benefit in an amount equal to: OR	
c. In lieu of the survivor benefit provided under C.R.S. 31-30-1126 and 1127, the Employer elects to pay a survivor benefit pursuant to C.R.S. 31-30-1128 in the amount of:	

FUNERAL BENEFIT

a. Pursuant to C.R.S. 31-30-1129, the Employer shall pay a funeral benefit in the amount of:	
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