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 Dire	<u>ctors</u> : <u>Office</u> :	<u>Term/Expires</u> :
David Rolenc	President	2023/May 2023
Clayton Mille	r Vice President	2023/May 2023
Ryan Orness	Treasurer	2023/May 2023
Amy Turner	Secretary	2023/May 2023
VAČANT	•	2025/May 2023
		-
DATE:	October 11, 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 September 13, 2022 Regular Meeting (enclosure).

II. PUBLIC COMMENT

A.

Peyton Fire Protection District October 11, 2022 Agenda Page 2

III. FINANCIAL MATTERS

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

	Pe	riod Ending
Fund	Se	pt. 30, 2022
General	\$	7,756.88
Debt	\$	-0-
Capital	\$	1,416.76
Total	\$	9,173.64

- B. Review and accept unaudited financial statements for the period ending August 31, 2022 (enclosure).
- C. Discuss future financing ideas.
- D. Preliminary 2023 budget discussion (to be distributed).

IV. OFFICER REPORTS/ANNOUNCEMENTS

- A. Chief (to be distributed).
 - 1. Call Volumes.
 - 2. Personnel Count.
 - 3. Update on District Vehicles.
- B. Assistant Chief.
- C. Captain.
- D. President.

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V.

E.	Vice P	President.
F.	Treasu	ırer.
G.	Secreta	ary.
H.	Auxili	ary Report.
	1.	Discuss the events for the year.
LEGA	L MAT	TERS

A. Discuss updates on Station #2.

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.

Peyton Fire Protection District October 11, 2022 Agenda Page 4

VIII. ADJOURNMENT <u>THE NEXT REGULAR MEETING IS SCHEDULED FOR</u> <u>TUESDAY, NOVEMBER 8, 2022 ~ BUDGET HEARING</u>

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PEYTON FIRE PROTECTION DISTRICT HELD SEPTEMBER 13, 2022

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 September, 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 to join by both methods.

ATTENDANCE

Directors In Attendance Were:

David Rolenc Clayton Miller Ryan Orness Amy Turner

Also In Attendance Were:

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

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

Chief Jeff Turner

Assistant Chief Oakley Revels (for a portion of the meeting)

Lieutenant Daniel Zoorob (for a portion of the meeting)

Rick Gillit, Resident (for a portion of the meeting)

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

DISCLOSURE OF
POTENTIALDisclosure 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

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 Turner, seconded by Director Rolenc and, upon vote, unanimously carried, the Agenda was approved, as amended.

<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 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.

<u>Minutes</u>: The Board reviewed Minutes from the August 9, 2022 Regular Meeting.

Following discussion, upon motion duly made by Director Rolenc, seconded by Director Turner and, upon vote, unanimously carried, the Minutes of the August 9, 2022 Regular Meeting were approved, as presented.

<u>Resignation and Appointment of Secretary to the Board</u>: The Board discussed the resignation of David Solin and considered the appointment of Steve Beck as Secretary to the Board.

Following discussion, upon motion duly made by Director Rolenc, seconded by Director Turner and, upon vote, unanimously carried, the Board accepted the resignation of David Solin as Secretary to the Board and appointed Steve Beck as Secretary to the Board.

<u>PUBLIC COMMENT</u> Mr. Gillit presented to the Board his ideas for a property conveyance process for Station 2. Attorney Reutzel noted he will discuss this matter during legal matters.

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

	riod Ending just 31, 2022	cial Payment AS Training	•	cial Payment Member
Fund		-	R	ecognition
General	\$ 6,426.73	\$ 900.00	\$	165.00
Debt	\$ -0-	\$ -0-	\$	-0-
Capital	\$ -0-	\$ -0-	\$	-0-
Total	\$ 6,426.73	\$ 900.00	\$	165.00

Following discussion, upon motion duly made by Director Turner, seconded by Director Orness 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 July 31, 2022 and statement of Cash Position as of July 31, 2022.

Following discussion, upon motion duly made by Director Miller, seconded by Director Turner and, upon vote, unanimously carried, the Board accepted the unaudited financial statements of the District for the period ending July 31, 2022 and statement of Cash Position as of July 31, 2022.

Future Financing Ideas: The Board deferred discussion.

<u>OFFICER REPORTS/</u> <u>Fire Chief</u>: Chief Turner discussed with the Board the gasoline allowance allotted to the firefighters for calls.

Following discussion, upon motion duly made by Director Rolenc, seconded by Director Turner and, upon vote, unanimously carried, the Board approved increasing the gasoline allowance from \$3 to \$5 per call.

Chief Turner further noted the Department will need to order Class A uniforms.

<u>Monthly Call Volumes</u>: Chief Turner reported that 34 calls were received in August 2022.

<u>*Personnel Count*</u>: Chief Turner reported that there are currently thirteen (13) active fire fighters, including two (2) on probationary status and one (1) on leave of absence.

<u>District Vehicles</u>: Chief Turner reported that all vehicles are in service. <u>Assistant Chief</u>: There was no report at this time.

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

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

Vice President: There was no report at this time.

<u>**Treasurer</u>**: Director Orness asked what is the best process for reporting of deposits. Mr. Beck told him to email receipts to sbeck@sdmsi.com.</u>

Secretary: There was no report at this time.

<u>Auxiliary Report</u>: It was noted the Auxiliary is working on setting a schedule for the Department's Christmas part, a school presentation and a pancake breakfast.

Events for the Year: It was noted there none at this time.

LEGAL MATTERS Station No. 2: Attorney Reutzel provided an update to the Board regarding Station No. 2.

<u>Agreement of Services between Encompass Services and the District for Survey</u> <u>Work</u>: The Board reviewed an Agreement of Services between Encompass Services and the District for survey work.

Following discussion, upon motion duly made by Director Miller, seconded by Director Turner and, upon vote, unanimously carried, the Board ratified approval of the Agreement of Services between Encompass Services and the District for survey work, in an amount not to exceed \$400. The Board further authorized Director Rolenc to sign the Agreement.

<u>OPERATIONS</u> AND <u>Strategic Plan</u>: There was no update at this time.

MAINTENANCE

Grant Funding Opportunities: There was no update at this time.

Wildland Fire Program: There was no update at this time.

<u>Computer and Security System Maintenance</u>: There was no update at this time.

Internet Monitoring: There was no update 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 <u>/s/ Amy Turner</u>

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL SEPTEMBER 13, 2022 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 September-22

Vendor	Invoice #	Date	Due Date	А	mount	Expense Account	Account Number
Airgas, Inc	9991159501	8/31/2022	9/14/2022	\$	76.96	Medical Supplies	1708
American Medical Response	PFD1215	12/15/2021	9/14/2022	\$	370.05	Medical Supplies	1708
American Medical Response	PFD0330	3/30/2022	9/14/2022	\$	589.89	Medical Supplies	1708
Barnhart Pump Co.	19544	8/18/2022	8/18/2022	\$	325.75	Bldg & Grounds - Maintenance	1722
Century Link	325B Aug. 2022	8/10/2022	9/9/2022	\$	257.53	Utilities	1730
Century Link	304913559	8/16/2022	9/15/2022	\$	357.81	Utilities	1730
Community First National Bank	63658	9/1/2022	9/1/2022	\$	1,416.76	Lease Purchase Principal Pmts	3810
Ed Glaser Propane, Inc	223950 Aug. 2022	8/31/2022	8/31/2022	\$	785.00	Utilities	1730
El Paso County Fleet Management Department	22020083-RI	8/31/2022	8/31/2022	\$	524.01	Fuel	1714
John Deere Financial	Aug. 2022 Stmt	8/3/2022	8/3/2022	\$	97.96	Station Supplies	1703
Mug-A-Bug, Inc	474227	8/22/2022	9/1/2022	\$	-	Bldg & Grounds - Maintenance	1722
Special Dist Management Srvs	Aug-22	8/31/2022	8/31/2022	\$	1,776.40	Management	1680
Special Dist Management Srvs	Aug-22	8/31/2022	8/31/2022	\$	2,338.40	Accounting	1612
Special Dist Management Srvs	Aug-22	8/31/2022	8/31/2022	\$	23.42	Miscellaneous	1685
Stericycle, Inc	3006134870	9/1/2022	9/14/2022	\$	233.70	Medical Supplies	1708

\$ 9,173.64

Peyton Fire Protection District

	September	-22			
	General	Debt	Capital	Totals	
Disbursements	\$ 7,756.88			\$ 1,416.76	\$ 9,173.64
Visa Expenses		\$	-	\$ -	\$
Total Disbursements from Checking Acct	\$ 7,756.88	\$	-	\$ 1,416.76	\$ 9,173.64

PEYTON FIRE PROTECTION DISTRICT Schedule of Cash Position August 31, 2022

	Rate	Operating		Capital [⊃] rojects	Total		
Checking:							
First Bank Checking First Bank Payroll		\$ 15,010.09 \$ 5,893.24	\$	-	\$	15,010.09 5,893.24	
Investments:							
First Bank Savings First Bank Savings - Reserve First Bank Savings - TABOR		\$255,630.13 13,750.00 8625.00	\$ \$ \$	2,495.88 - -	\$ \$ \$	258,126.01 13,750.00 8,625.00	
Total Funds		\$ 298,908.46	\$	2,495.88	\$	301,404.34	
2019 Mill Levy Information: Certified General Fund Mill Levy Certified Debt Service Fund Mill Levy	6.140 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 August 31, 2022

Account	Total		General Fund		Ca	apital
Sources						
Taxes Interest, Donations, Other	\$	6,584.76 191.29	\$	6,584.76 191.29	\$	-
Total Sources	\$	6,776.05	\$	6,776.05	\$	
Uses						
Administrative Operations	\$	8,794.01 6,935.15	\$	8,794.01 6,935.15	\$	-
Total Uses	\$	15,729.16	\$	15,729.16	\$	
Net Source/(Use)	\$	(8,953.11)	\$	(8,953.11)	\$	-

PEYTON FIRE PROTECTION DISTRICT

FINANCIAL STATEMENTS

August 31, 2022

PEYTON FIRE PROTECTION DISTRICT COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS August 31, 2022

ASSETS AND OTHER DEBITS	GENERAL		CAPITAL ROJECTS		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 Property Taxes Receivable Accounts Receivable 1997 Pumper	\$	15,010.09 5,893.24 255,630.13 13,750.00 8,625.00 7,900.11 63.77	\$ - 2,495.88 - - - - 25,000.00	\$		\$	15,010.09 5,893.24 258,126.01 13,750.00 8,625.00 7,900.11 63.77 25,000.00	
Total Current Assets		306,872.34	 27,495.88				334,368.22	
Capital Assets								
Buildings Grounds and Equipment Vehicles Accumulated Depreciation Total Capital Assets		- - - -	 - - - -		189,127.00 636,860.31 501,532.03 (1,019,243.39) 308,275.95		189,127.00 636,860.31 501,532.03 (1,019,243.39) 308,275.95	
Total Assets	\$	306,872.34	\$ 27,495.88	_\$	308,275.95	\$	642,644.17	
Liabilities								
Accounts Payable 1997 Pumper Lease	\$	-	\$ - 20,474.23	\$	-	\$	20,474.23	
Total Liabilities			 20,474.23		÷		20,474.23	
Deferred Inflows of Resources								
Deferred Property Taxes		7,900.11	-		-		7,900.11	
Total Deferred Inflows of Resources		7,900.11	 				7,900.11	
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		- 114,206.35 480.00 2,139.62 7,974.00 - 174,172.26 298,972.23	 (8,779.96) - - 18,635.13 (2,833.52) 7,021.65		308,275.95 - - - - - - - - - 308,275.95		308,275.95 105,426.39 480.00 2,139.62 7,974.00 18,635.13 171,338.74 614,269.83	
Total Liabilities, Deferred Inflows of Resources			 .,				011,200.00	
and Fund Balance	\$	306,872.34	\$ 27,495.88	\$	308,275.95	\$	642,644.17	

PEYTON FIRE PROTECTION DISTRICT Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual For the 8 Month Ending, August 31, 2022 General Fund

Account Description	Pei	iod Actual	YTD Actual	Budget	Under/(Over) Budget	% of _Budget_
Revenues						
Property Tax Revenue	\$	3,985.67	\$ 307,247.79	\$ 315,126.00	\$ 7,878.21	97.5%
Specific Ownership Taxes		2,599.09	18,424.09	32,000.00	13,575.91	57.6%
Interest Income		166.29	284.56	500.00	215.44	56.9%
Grants		-	-	2,000.00	2,000.00	0.0%
Firefighter Donations - Res.		25.00	918.00	500.00	(418.00)	183.6%
Rehabiliation Donations - Res.		-	-	500.00	500.00	0.0%
T-Shirts Donations - Res.		-	-	400.00	400.00	0.0%
Other Income		-	2,490.54	2,000.00	(490.54)	124.5%
Auxiliary Donation - Res.		-	-	500.00	500.00	0.0%
Vol. FF Membership Transfer Fd		-	-	-	-	0.0%
Total Revenues		6,776.05	329,364.98	353,526.00	24,161.02	93.2%
Expenditures						
Administrative Expenses						
Accounting		1,184.00	14,578.00	21,000.00	6,422.00	69.4%
Audit		-	-	400.00	400.00	0.0%
Election		-	-	6,000.00	6,000.00	0.0%
Insurance- SDA Liability, Auto		-	6,848.35	5,750.00	(1,098.35)	119.1%
Insurance-Auto		-	6,220.00	7,750.00	1,530.00	80.3%
Insurance-Worker's Comp		-	6,890.00	7,500.00	610.00	91.9%
Legal		1,502.50	3,592.50	24,000.00	20,407.50	15.0%
County Treasurer's Fees		61.52	4,611.67	4,727.00	115.33	97.6%
Management		1,219.20	8,715.60	30,000.00	21,284.40	29.1%
Computer Maintenance		-	2,388.00	2,500.00	112.00	95.5%
Office Expense			-	1,000.00	1,000.00	0.0%
Miscellaneous		50.98	1,193.29	4,000.00	2,806.71	29.8%
Election		59.20	703.54	2 250 00	(703.54)	0.0%
Workshops Professional Associations		-	29.42	3,250.00	3,250.00	0.0%
Community Outreach		-	- 29.42	1,000.00 2,500.00	970.58 2,500.00	2.9% 0.0%
Salary Expense		3,750.00	30,000.00	45,000.00	15,000.00	66.7%
Payroll Processing Fees		3,750.00	813.85	1,300.00	486.15	62.6%
Payroll Taxes - Employer		55.36	1,418.98	1,500.00	480.13	94.6%
Pension Expense		911.25	3,172.51	5,000.00	1,827.49	63.5%
		511.25	0,172.01	3,000.00	1,027.49	05.578
Total Adminstrative Expenditures		8,794.01	91,175.71	174,177.00	83,001.29	52.3%
Operating Expenses						
PPE-Structural Fire Equipment		396.75	2,617.67	6,000.00	3,382.33	43.6%
PPE-Wildland Equipment		-	-	5,000.00	5,000.00	0.0%
Firefighting Equipment		-	908.74	10,000.00	9,091.26	9.1%
PPE - Medical		-	-	2,000.00	2,000.00	0.0%
Station Supplies		864.53	4,659.01	2,000.00	(2,659.01)	233.0%
Station Tools		-	-	1,000.00	1,000.00	0.0%
Fire Prevention		-	-	500.00	500.00	0.0%
Office Supplies - Operations		-	293.58	1,000.00	706.42	29.4%
EMS Training		900.00	1,197.16	10,000.00	8,802.84	12.0%
Uniforms Madical Supplies		-	1,484.99	2,500.00	1,015.01	59.4%
Medical Supplies		152.04	4,262.97	5,000.00	737.03	85.3%
Structural Fire Training		20.00	2,597.69	3,000.00	402.31	86.6%
Firefighter Health and Welfare		89.58	1,085.29	3,000.00	1,914.71	36.2%
Equipment Maintenance			1,335.52	3,500.00	2,164.48	38.2%
Vehicle Repair and Maintenance		203.43	14,339.12	40,000.00	25,660.88	35.8%

PEYTON FIRE PROTECTION DISTRICT Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual For the 8 Month Ending, August 31, 2022 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	1,441.55	7,558.39	13,000.00	5,441.61	58.1%
CO Spgs - Radio Fees	-	-	6,000.00	6,000.00	0.0%
Cell Phones & Tablets	-	1,292.61	6,000.00	4,707.39	21.5%
Radio Equipment	-	-	5,000.00	5,000.00	0.0%
ERS Reporting Service	-	416.00	3,000.00	2,584.00	13.9%
Bldg & Grounds - Maintenance	984.23	1,442.23	3,000.00	1,557.77	48.1%
Bldg & Grounds Equipment	-	-	1,000.00	1,000.00	0.0%
Equipment & Storage Rental	-	-	-	-	0.0%
Auxilary	-	-	1,000.00	1,000.00	0.0%
Rehabilitation	61.50	160.60	1,000.00	839.40	16.1%
Member Recognition	165.00	165.00	2,500.00	2,335.00	6.6%
Utilities	1,656.54	14,303.70	19,000.00	4,696.30	75.3%
Contingency	-	-	20,000.00	20,000.00	0.0%
Total Operation Expenditures	6,935.15	60,120.27	178,000.00	117,879.73	33.8%
Other Expenses					
Pension Plan Contribution	-	3,200.00	3,200.00	-	100.0%
Transfer to Capital	-	-	11,569.00	11,569.00	0.0%
Station #2 Dev Exp	-	438.74	-	(438.74)	0.0%
Firefighter Donations Expense	-	258.00	-	(258.00)	0.0%
Emergency Reserve	-	-	-	-	0.0%
Total Other Expenses		3,896.74	14,769.00	10,872.26	26.4%
Total Expenditures	15,729.16	155,192.72	366,946.00	211,753.28	
Excess (Deficiency) of Revenues					
Over Expenditures	(8,953.11)	174,172.26	(13,420.00)	(187,592.26)	
Fund balance adjustments		(430.55)	, , ,		
Transfers and Other Sources (Uses)		, , , , , , , , , , , , , , , , , , ,			
Change in Fund Balance	(8,953.11)	173,741.71	(13,420.00)	(187,592.26)	
Beginning Fund Balance	307,925.34	125,230.52	-	(125,230.52)	
Ending Fund Balance	\$ 298,972.23	\$ 298,972.23	\$ (13,420.00)	\$ (312,822.78)	

PEYTON FIRE PROTECTION DISTRICT Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual For the 8 Month Ending, August 31, 2022 Capital Projects Fund

Account Description	Period #	Actual	D Actual	Budget		Under/(Over) Budget		% of Budget
Revenues								
Transfer from General Fund Grants	\$	-	\$ -	\$	11,569.00 -	\$	11,569.00 -	0.0% 0.0%
Total Revenues			 		11,569.00		11,569.00	0.0%
Expenditures								
Miscellaneous Capital Expense Lease Purchase Principal Pmts Lease Purchase Interest		- - -	- 2,833.52 -		9,313.00 5,668.00		9,313.00 2,834.48 -	0.0% 0.0% 50.0% 0.0%
Total Expenditures		-	 2,833.52		14,981.00		12,147.48	18.9%
Excess (Deficiency) of Revenues Over Expenditures		-	(2,833.52)		(3,412.00)		(578.48)	
Transfers and Other Sources (Uses)								
Grants		-	-		-		-	
Total Transfers (Uses)		-	 					
Change in Fund Balance Fund balance adjustment - lease	1,	- 416.76	(2,833.52) 1,416.76		(3,412.00)		(578.48)	
Beginning Fund Balance	5,	604.89	8,438.41		3,412.00		3,412.00	
Ending Fund Balance	\$7,	021.65	\$ 7,021.65	\$		\$	2,833.52	