

PEYTON FIRE PROTECTION DISTRICT

Administrative Offices

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

NOTICE OF SPECIAL 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: October 12, 2021 (Tuesday)

TIME: 6:30 p.m.

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

Conference Call
Telephone Number: ***1-877-250-3814***
Passcode: ***5592663***

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 14, 2021 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 Sept. 30, 2021
General	\$ 23,586.93
Debt	\$ -0-
Capital	\$ -0-
Total	\$ 23,586.93

-
- B. Review and accept unaudited financial statements for the periods ending September 30, 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. Assistant 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.
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V. LEGAL MATTERS

A. Discuss future station locations.

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.

VIII. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR
NOVEMBER 9, 2021 ~ BUDGET HEARING**

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE PEYTON FIRE PROTECTION DISTRICT HELD SEPTEMBER 14, 2021

A Special Meeting of the Board of Directors of the Peyton Fire Protection District (referred to hereafter as “Board”) was held on Tuesday, the 14th day of September, 2021, at 6:30 p.m. Due to concerns regarding the spread of the coronavirus (COVID-19) and the benefits to the control of the spread of the virus by limiting in-person contact, the District Board meeting was held by conference call. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

David Rolenc
Clayton Miller
Amy Turner
Ryan Orness

Also In Attendance Were:

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

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

Chief Jeff Turner

Assistant Chief Oakley Revels

Vicki Revels and Eric Markowski; Firefighters

Neil Schilling; Schilling & Co., Inc.

John Hill; Ranchland News

PLEDGE OF ALLEGIANCE

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

RECORD OF PROCEEDINGS

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 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 Special Meeting.

Following discussion, upon motion duly made by Director Miller, 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 noted that due to the threat posed by the COVID-19 coronavirus, the meeting was held via teleconference.

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 August 10, 2021 Special Meeting.

Following discussion, upon motion duly made by Director Rolenc, seconded by Director Orness and, upon vote, unanimously carried, the Minutes of the August 10, 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:

RECORD OF PROCEEDINGS

Fund	Period Ending August 31, 2021
General	\$ 7,596.54
Debt	\$ -0-
Capital	\$ -0-
Total	\$ 7,596.54

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.

Financial Statements: Mr. Solin reviewed with the Board the unaudited financial statements of the District for the period ending August 31, 2021 and statement of Cash Position as of August 31, 2021.

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 August 31, 2021 and statement of Cash Position as of August 31, 2021.

2020 Audit: Mr. Schilling reviewed the draft 2020 Audit with the Board.

Following review and discussion, upon motion duly made by Director Rolenc, seconded by Director Turner, and upon vote, unanimously carried, the Board approved the 2020 Audited Financial Statements and authorized execution of the Representations Letter, subject to final legal review and receipt of an unmodified opinion letter by the Auditor.

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

OFFICER REPORTS/ ANNOUNCEMENTS

Fire Chief:

Monthly Call Volumes: Chief Turner reported that 48 calls were received in August and 360 calls have been received year-to-date.

Personnel Count: Chief Turner reported that there are currently 12 active fire fighters, one on probationary status, and one intern from the military.

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

Assistant Chief: Assistant Chief Revels reported the water heater at the fire station is in need of replacement.

Captain: There was no report at this time.

RECORD OF PROCEEDINGS

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: Attorney Reutzel and Director Rolenc discussed with the Board the process to establish the Auxiliary as a 501(c)(3) non-profit organization.

LEGAL MATTERS

Possible Station: Attorney Reutzel and Chief Turner discussed with the Board possible future station locations. No action was necessary by the Board.

OPERATIONS AND MAINTENANCE

Strategic Plan: There were no strategic plans to discuss.

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

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

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 Extrication training will be conducted on October 2, 2021.

Future Agenda Items: No additional items were added.

RECORD OF PROCEEDINGS

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Rolenc, seconded by Director Orness 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 AUGUST 10, 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
September-21**

Vendor	Invoice #	Date	Due Date	Amount	Expense Account	Account Number
Century Link	238820758	8/16/2021	9/15/2021	\$ 358.25	Utilities	1730
Century Link	325B August 2021	8/10/2021	9/9/2021	\$ 250.80	Utilities	1730
Colorado Dept of Labor & Employment	916073-00-2-000 09/2021	9/1/2021	9/1/2021	\$ 26.48	Payroll Taxes - Employer	1695
Community First National Bank	63658	9/1/2021	10/16/2021	\$ 1,416.76	Lease Purchase Principal Pmts	3810
Ed Glaser Propane, Inc	Aug-21	8/31/2021	9/30/2021	\$ 770.00	Utilities	1730
El Paso County Fleet Management Department	21020086-RI	8/31/2021	9/30/2021	\$ 237.69	Fuel	1714
Fairfield and Woods P.C.	217810	8/18/2021	8/18/2021	\$ 1,700.00	Legal	1675
Imperator Solutions	Training - 10/2021	9/1/2021	9/1/2021	\$ 2,200.00	Structural Fire Training	1709
John Deere Financial	August 2021 Stmt	8/14/2021	8/14/2021	\$ -	Station Supplies	1703
Mug-A-Bug, Inc	440871	9/3/2021	9/13/2021	\$ 90.00	Bldg & Grounds - Maintenance	1722
Public Safety Center	6018179	8/10/2021	9/9/2021	\$ 166.93	Medical Supplies	1708
Rocky Mountain Comm Systems Inc	11636	3/4/2021	3/4/2021	\$ 4,999.95	Radio Equipment	1718
Schilling & Company Inc.	13093	9/10/2021	9/10/2021	\$ 7,000.00	Audit	1615
Special Dist Management Srvs	Aug-21	8/31/2021	8/31/2021	\$ 1,349.00	Management	1680
Special Dist Management Srvs	Aug-21	8/31/2021	8/31/2021	\$ 2,282.00	Accounting	1612
Special Dist Management Srvs	Aug-21	8/31/2021	8/31/2021	\$ 84.12	Miscellaneous	1685
Stericycle, Inc	3005674629	9/1/2021	10/1/2021	\$ 209.52	Medical Supplies	1708
Stericycle, Inc	3005712373	10/1/2021	10/31/2021	\$ 14.40	Medical Supplies	1708
Verizon	9886581975	9/22/2021	9/22/2021	\$ 431.03	Cell Phones & Tablets	1717
				\$ 23,586.93		

Peyton Fire Protection District
September-21

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
Disbursements	\$ 23,586.93	\$ -		\$ 23,586.93
Visa Expenses		\$ -	\$ -	\$ -
Century Link - July 2019	\$ -	\$ -	\$ -	\$ -
Total Disbursements from Checking Acct	\$ 23,586.93	\$ -	\$ -	\$ 23,586.93

PEYTON FIRE PROTECTION DISTRICT

FINANCIAL STATEMENTS

September 30, 2021

PEYTON FIRE PROTECTION DISTRICT
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
 September 30, 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	\$ 14,330.18	\$ -	\$ -	\$ 14,330.18
First Bank- Payroll	3,329.72	-	-	3,329.72
First Bank Savings	140,924.71	5,329.40	-	146,254.11
First Bank Reserve Fund	13,750.00	-	-	13,750.00
First Bank Tabor Reserve	8,625.00	-	-	8,625.00
Cash with County Treasurer	-	-	-	-
Property Taxes Receivable	2,640.59	-	-	2,640.59
Accounts Receivable	63.77	-	-	63.77
1997 Pumper	-	25,000.00	-	25,000.00
Total Current Assets	<u>183,663.97</u>	<u>30,329.40</u>	<u>-</u>	<u>213,993.37</u>
Capital Assets				
Buildings	-	-	189,127.00	189,127.00
Grounds and Equipment	-	-	594,480.66	594,480.66
Vehicles	-	-	473,707.00	473,707.00
Accumulated Depreciation	-	-	(961,217.72)	(961,217.72)
Total Capital Assets	<u>-</u>	<u>-</u>	<u>296,096.94</u>	<u>296,096.94</u>
Total Assets	<u>\$ 183,663.97</u>	<u>\$ 30,329.40</u>	<u>\$ 296,096.94</u>	<u>\$ 510,090.31</u>
Liabilities				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
1997 Pumper Lease	-	20,474.23	-	20,474.23
Total Liabilities	<u>-</u>	<u>20,474.23</u>	<u>-</u>	<u>20,474.23</u>
Deferred Inflows of Resources				
Deferred Property Taxes	2,640.59	-	-	2,640.59
Total Deferred Inflows of Resources	<u>2,640.59</u>	<u>-</u>	<u>-</u>	<u>2,640.59</u>
Fund Balance				
Investment in Fixed Assets	-	-	296,096.94	296,096.94
Fund Balance	80,238.46	4,783.18	-	85,021.64
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	90,191.30	(13,563.14)	-	76,628.16
Total Fund Balances	<u>181,023.38</u>	<u>9,855.17</u>	<u>296,096.94</u>	<u>486,975.49</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u>\$ 183,663.97</u>	<u>\$ 30,329.40</u>	<u>\$ 296,096.94</u>	<u>\$ 510,090.31</u>

PEYTON FIRE PROTECTION DISTRICT
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget and Actual
For the 9 Month Ending,
September 30, 2021
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>
Revenues					
Property Tax Revenue	\$ 1,668.89	\$ 262,997.91	\$ 263,105.00	\$ 107.09	100.0%
Specific Ownership Taxes	2,999.41	28,061.64	18,000.00	(10,061.64)	155.9%
Interest Income	62.69	351.24	500.00	148.76	70.2%
Grants	-	7,749.00	2,000.00	(5,749.00)	387.5%
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	<u>4,730.99</u>	<u>311,326.51</u>	<u>287,505.00</u>	<u>(23,821.51)</u>	<u>108.3%</u>
Expenditures					
<u>Administrative Expenses</u>					
Accounting	2,282.00	16,170.00	20,000.00	3,830.00	80.9%
Audit	7,000.00	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	1,700.00	5,950.00	24,000.00	18,050.00	24.8%
County Treasurer's Fees	25.95	3,950.01	3,947.00	(3.01)	100.1%
Management	1,349.00	10,574.00	30,000.00	19,426.00	35.2%
Computer Maintenance	-	1,791.00	2,500.00	709.00	71.6%
Office Expense	-	-	1,000.00	1,000.00	0.0%
Miscellaneous	214.03	1,375.45	4,000.00	2,624.55	34.4%
Workshops	-	-	3,250.00	3,250.00	0.0%
Professional Associations	-	51.96	1,000.00	948.04	5.2%
Community Outreach	-	-	2,500.00	2,500.00	0.0%
Salary Expense	3,750.00	33,750.00	45,000.00	11,250.00	75.0%
Payroll Processing Fees	93.70	906.25	500.00	(406.25)	181.3%
Payroll Taxes - Employer	74.60	579.06	1,500.00	920.94	38.6%
Pension Expense	431.26	3,863.46	5,000.00	1,136.54	77.3%
Total Administrative Expenditures	<u>16,920.54</u>	<u>104,681.18</u>	<u>163,547.00</u>	<u>58,865.82</u>	<u>64.0%</u>
<u>Operating Expenses</u>					
PPE-Structural Fire Equipment	-	641.03	6,000.00	5,358.97	10.7%
PPE-Wildland Equipment	-	3,193.90	5,000.00	1,806.10	63.9%
Firefighting Equipment	41.20	614.64	10,000.00	9,385.36	6.1%
PPE - Medical	-	-	2,000.00	2,000.00	0.0%
Station Supplies	-	6,977.56	1,000.00	(5,977.56)	697.8%
Fire Prevention	-	-	500.00	500.00	0.0%
Office Supplies - Operations	16.22	282.67	1,000.00	717.33	28.3%
EMS Training	845.00	1,938.52	10,000.00	8,061.48	19.4%
Uniforms	-	113.41	2,500.00	2,386.59	4.5%
Medical Supplies	376.45	37,245.37	4,000.00	(33,245.37)	931.1%
Medical Supplies - COVID19	-	-	2,000.00	2,000.00	0.0%
Structural Fire Training	2,200.00	2,951.60	2,000.00	(951.60)	147.6%
Firefighter Health and Welfare	177.07	2,551.86	500.00	(2,051.86)	510.4%
Equipment Maintenance	-	2,899.82	3,250.00	350.18	89.2%
Vehicle Repair and Maintenance	1,363.73	19,608.49	20,000.00	391.51	98.0%

PEYTON FIRE PROTECTION DISTRICT
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget and Actual
For the 9 Month Ending,
September 30, 2021
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>
Wildland Fire Training	-	-	3,000.00	3,000.00	0.0%
Fuel	1,053.65	5,446.21	10,000.00	4,553.79	54.5%
CO Spgs - Radio Fees	-	259.96	6,000.00	5,740.04	4.3%
Cell Phones & Tablets	431.03	3,606.35	6,000.00	2,393.65	60.1%
Radio Equipment	4,999.95	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	90.00	3,442.02	3,000.00	(442.02)	114.7%
Bldg & Grounds Equipment	-	1,267.31	250.00	(1,017.31)	506.9%
Auxiliary	-	-	1,000.00	1,000.00	0.0%
Rehabilitation	107.03	165.10	1,000.00	834.90	16.5%
Member Recognition	-	1,020.80	2,500.00	1,479.20	40.8%
Utilities	1,601.82	12,478.39	19,000.00	6,521.61	65.7%
Contingency	-	1,295.00	20,000.00	18,705.00	6.5%
Total Operation Expenditures	<u>13,303.15</u>	<u>116,454.03</u>	<u>149,500.00</u>	<u>33,045.97</u>	<u>77.9%</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	30,223.69	221,135.21	324,872.00	103,736.79	
Excess (Deficiency) of Revenues Over Expenditures	(25,492.70)	90,191.30	(37,367.00)	(127,558.30)	
Transfers and Other Sources (Uses)					
Change in Fund Balance	(25,492.70)	90,191.30	(37,367.00)	(127,558.30)	
Beginning Fund Balance	206,516.08	90,832.08	-	(90,832.08)	
Ending Fund Balance	<u>\$ 181,023.38</u>	<u>\$ 181,023.38</u>	<u>\$ (37,367.00)</u>	<u>\$ (218,390.38)</u>	

PEYTON FIRE PROTECTION DISTRICT
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget and Actual
For the 9 Month Ending,
September 30, 2021
Capital Projects Fund

Account Description	Period Actual	YTD Actual	Budget	Under/(Over) Budget	% of Budget
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	4,250.28	5,668.00	1,417.72	75.0%
Lease Purchase Interest	-	-	-	-	0.0%
Total Expenditures	<u>1,416.76</u>	<u>13,563.14</u>	<u>14,168.00</u>	<u>604.86</u>	<u>95.7%</u>
Excess (Deficiency) of Revenues Over Expenditures	(1,416.76)	(13,563.14)	(14,168.00)	(604.86)	
Transfers and Other Sources (Uses)					
Grants	-	-	-	-	
Total Transfers (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Change in Fund Balance	(1,416.76)	(13,563.14)	(14,168.00)	(604.86)	
Beginning Fund Balance	11,271.93	23,418.31	-	(23,418.31)	
Ending Fund Balance	<u>\$ 9,855.17</u>	<u>\$ 9,855.17</u>	<u>\$ (14,168.00)</u>	<u>\$ (24,023.17)</u>	