

PEYTON FIRE PROTECTION DISTRICT

141 Union Boulevard, Suite 150
Lakewood, Colorado 80228-1898
Tel: 303-987-0835 · 800-741-3254
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<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: September 10, 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. Confirm location of the meeting and posting of meeting notices. Approve Agenda.

D. Review and approve the Minutes of the August 13, 2024 Regular Meeting (enclosure).

II. PUBLIC COMMENT

- A. Members of the public may express their views to the Boards on matters that affect the District. Comments will be limited to three (3) minutes per person.
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III. FINANCIAL MATTERS

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

Fund	Period Ending August 31, 2024
General	\$ 10,564.09
Debt	\$ -0-
Capital	\$ -0-
Total	\$ 10,564.09

- B. Review and accept unaudited financial statements for the period ending August 31, 2024 (enclosure).
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- C. Discuss Station #2 financing options.
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- D. Discuss future funding ideas.
-

- E. Discuss status of account for ambulance revenue.
-

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 options for structuring oversight of Ambulance Services.

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, OCTOBER 8, 2024.**

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PEYTON FIRE PROTECTION DISTRICT (THE “DISTRICT”) HELD AUGUST 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 August, 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:

Clayton Miller, Vice President
Ryan Orness, Treasurer
Amy Turner, Secretary

Also In Attendance Were:

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

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

Jeff Turner, Chief

Oakley Revels; Assistant Chief

Daniel Zoorob, Captain

PLEDGE OF ALLEGIANCE

Pledge of Allegiance: Director Miller 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 new 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 Miller, seconded by Director Orness and, upon vote, unanimously carried, the Agenda was approved and the absence of Director Rolenc was excused.

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 of July 16, 2024 Special Meeting: The Board reviewed the Minutes of the July 16, 2024 Special Meeting.

Following review and discussion, upon motion duly made by Director Orness, seconded by Director Miller, and upon vote unanimously carried, the Board approved the Minutes of the July 16, 2024 Special Meeting.

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 July 31, 2024
General	\$ 25,888.09
Debt	\$ -0-
Capital	\$ -0-
Total	\$ 25,888.09

Following review and discussion, upon motion duly made by Director Orness, seconded by Director Miller 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 July 31, 2024.

RECORD OF PROCEEDINGS

Following discussion, upon motion duly made by Director Miller, seconded by Director A. Turner and, upon vote, unanimously carried, the Board accepted the unaudited financial statements of the District for the period ending July 31, 2024.

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

Future Financing Ideas: The Board deferred this matter.

Account for Ambulance Revenue: Mr. Solin updated the Board on the status of the account for ambulance revenue. No action was necessary.

OFFICER REPORTS/ ANNOUNCEMENTS

Fire Chief:

Monthly Call Volumes: Chief Turner reported that 51 calls were received in July 2024.

Personnel Count: Chief Turner reported that there are currently eighteen (18) fire fighters including twelve (12) on full status, and six (6) on probationary status.

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

Assistant Chief: There was no report at this time.

Captain: Capitan Zoorob reported a savings of \$5,400.00 on reports software.

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 District is hosting a BBQ at the station on September 8, 2024 and a Christmas Party on November 20, 2024.

RECORD OF PROCEEDINGS

LEGAL MATTERS

Structuring Oversight for Ambulance Services: Mr. Solin and Attorney Reutzel discussed options for structuring oversight of Ambulance Services with the Board. No action was necessary.

OPERATIONS AND MAINTENANCE

Strategic Plan: The Board deferred this matter.

Grant Funding Opportunities: The Board deferred this matter.

AFG-Grant Update: The Board deferred this matter.

Opportunities for Targeted Community Outreach and Services for Residents: The Board deferred this matter.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

There being no further business to come before the Board at this time, the meeting was adjourned.

Respectfully submitted,

By /s/ David Solin
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL AUGUST 13, 2024
MEETING MINUTES OF THE PEYTON FIRE PROTECTION DISTRICT
BY THE BOARD OF DIRECTORS SIGNING BELOW.

David Rolenc

Clayton Miller

Amy Turner

RECORD OF PROCEEDINGS

Ryan Orness

**Peyton Fire Protection District
August-24**

Vendor	Invoice #	Date	Due Date	Amount	Expense Account	Account Number
Airgas, Inc	5509928795	7/31/2024	8/30/2024	\$ 37.51	Medical Supplies	1708
Century Link	696650442	7/16/2024	8/15/2024	\$ 357.91	Utilities	1730
Century Link	333262263 July 2024	7/10/2024	8/9/2024	\$ 255.02	Utilities	1730
Ed Glaser Propane, Inc	223950 July 2024	7/31/2024	7/31/2024	\$ 685.00	Utilities	1730
El Paso County Fleet Management Department	24020085-RI	8/6/2024	9/5/2024	\$ 723.73	Fuel	1714
Fairfield and Woods P.C.	282397	8/5/2024	8/5/2024	\$ 2,222.95	Legal	1675
Fairfield and Woods P.C.	260431	9/7/2023	9/7/2023	\$ 850.00	Legal	1675
John Deere Financial	July 2024 Stmt	7/14/2024	7/14/2024	\$ 216.82	Station Supplies	1703
Mug-A-Bug, Inc	520003	7/18/2024	7/28/2024	\$ 94.00	Bldg & Grounds - Maintenance	1722
Special Dist Management Svcs	Jul-24	7/31/2024	7/31/2024	\$ 2,010.50	Management	1680
Special Dist Management Svcs	Jul-24	7/31/2024	7/31/2024	\$ 3,076.30	Accounting	1612
Special Dist Management Svcs	Jul-24	7/31/2024	7/31/2024	\$ 9.00	Miscellaneous	1685
Stericycle, Inc	8007772991	7/18/2024	8/17/2024	\$ 25.35	Medical Supplies	1708
				\$ 10,564.09		

**Peyton Fire Protection District
August-24**

	General	Debt	Capital	Totals
Disbursements	\$ 10,564.09	\$ -	\$ -	\$ 10,564.09
Visa Expenses	\$ -	\$ -	\$ -	\$ -
Total Disbursements from Checking Acct	\$ 10,564.09	\$ -	\$ -	\$ 10,564.09

PEYTON FIRE PROTECTION DISTRICT

Schedule of Cash Position

August 31, 2024

	<u>Rate</u>	<u>Operating</u>	<u>Capital Projects</u>	<u>Total</u>
Checking:				
First Bank Checking		\$ 20,158.33	\$ -	\$ 20,158.33
First Bank Payroll		\$ 579.14	-	579.14
First Bank Payroll		\$ 100.00	-	100.00
Investments:				
First Bank Savings	2.5000%	\$ 279,772.78	\$ -	\$ 279,772.78
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	5.4053%	\$ 80,296.93	\$ -	\$ 80,296.93
Total Funds		<u>\$ 403,382.18</u>	<u>\$ -</u>	<u>\$ 403,382.18</u>

2024 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
August 31, 2024

Account	Total	General Fund	Capital
Sources			
Taxes	\$ 12,708.84	\$ 12,708.84	\$ -
Interest, Donations, Other	984.11	984.11	-
Transfer from General Fund	-	-	-
Total Sources	\$ 13,692.95	\$ 13,692.95	\$ -
Uses			
Administrative	\$ 14,834.79	\$ 14,834.79	\$ -
Operations	16,076.85	16,076.85	-
Capital Expenses	-	-	-
Transfer to Capital Projects	-	-	-
Donation Expenses	-	-	-
Pension Plan Contribution	-	-	-
Transfer to Capital Projects	-	-	-
Total Uses	\$ 30,911.64	\$ 30,911.64	\$ -
Net Source/(Use)	\$ (17,218.69)	\$ (17,218.69)	\$ -

PEYTON FIRE PROTECTION DISTRICT

FINANCIAL STATEMENTS

August 31, 2024

PEYTON FIRE PROTECTION DISTRICT
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
 August 31, 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	\$ 20,158.33	\$ -	\$ -	\$ 20,158.33
First Bank- Payroll	579.11	-	-	579.11
First Bank Savings	279,772.78	-	-	279,772.78
Cash in Bank-FSB 5169	100.00	-	-	100.00
First Bank Reserve Fund	13,750.00	-	-	13,750.00
First Bank Tabor Reserve	8,625.00	-	-	8,625.00
ColoTrust	80,296.93	-	-	80,296.93
Property Taxes Receivable	-	-	-	-
Accounts Receivable	63.77	-	-	63.77
1997 Pumper	-	25,000.00	-	25,000.00
Prepaid Expenses	6,464.00	-	-	6,464.00
Total Current Assets	<u>409,909.92</u>	<u>25,000.00</u>	<u>-</u>	<u>434,909.92</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	-	-	(1,076,487.10)	(1,076,487.10)
Total Capital Assets	<u>-</u>	<u>-</u>	<u>251,032.24</u>	<u>251,032.24</u>
Total Assets	<u>\$ 409,909.92</u>	<u>\$ 25,000.00</u>	<u>\$ 251,032.24</u>	<u>\$ 685,942.16</u>
Liabilities				
Accounts Payable	\$ 8,860.65	\$ -	\$ -	\$ 8,860.65
1997 Pumper Lease	-	12,004.58	-	12,004.58
Total Liabilities	<u>8,860.65</u>	<u>12,004.58</u>	<u>-</u>	<u>20,865.23</u>
Deferred Inflows of Resources				
Deferred Property Taxes	-	-	-	-
Total Deferred Inflows of Resources	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance				
Investment in Fixed Assets	-	-	251,032.24	251,032.24
Fund Balance	177,791.62	(5,639.71)	-	172,151.91
Restricted for Fireman's Morale and Welfare	480.00	-	-	480.00
Reserve for Contingencies	2,139.59	-	-	2,139.59
Tabor Reserve	7,974.00	-	-	7,974.00
Reserve for Capital	-	18,635.13	-	18,635.13
Current Year Earnings	212,664.06	-	-	212,664.06
Total Fund Balances	<u>401,049.27</u>	<u>12,995.42</u>	<u>251,032.24</u>	<u>665,076.93</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u>\$ 409,909.92</u>	<u>\$ 25,000.00</u>	<u>\$ 251,032.24</u>	<u>\$ 685,942.16</u>

PEYTON FIRE PROTECTION DISTRICT
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget and Actual
For the 8 Month Ending,
August 31, 2024
General Fund

Account Description	Period Actual	YTD Actual	Budget	Under/(Over) Budget	% of Budget
Revenues					
Property Tax Revenue	\$ 9,733.56	\$ 428,859.90	\$ 388,658.00	\$ (40,201.90)	110.3%
Specific Ownership Taxes	2,975.28	20,628.71	25,000.00	4,371.29	82.5%
Interest Income	984.11	5,781.42	5,000.00	(781.42)	115.6%
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	-	893.72	1,500.00	606.28	59.6%
Auxiliary Donation - Res.	-	-	500.00	500.00	0.0%
Total Revenues	13,692.95	456,163.75	424,058.00	(32,105.75)	107.6%
Expenditures					
<u>Administrative Expenses</u>					
Accounting	3,076.30	23,290.00	26,500.00	3,210.00	87.9%
Insurance- SDA Liability, Auto	680.00	5,636.00	7,050.00	1,414.00	79.9%
Insurance-Auto	587.50	5,223.00	5,175.00	(48.00)	100.9%
Insurance-Worker's Comp	348.50	5,615.00	6,000.00	385.00	93.6%
Legal	3,072.95	11,222.97	21,000.00	9,777.03	53.4%
County Treasurer's Fees	146.01	6,455.56	5,830.00	(625.56)	110.7%
Management	2,010.50	21,957.00	32,000.00	10,043.00	68.6%
Computer Maintenance	-	12.36	3,000.00	2,987.64	0.4%
Office Expense	-	129.09	1,250.00	1,120.91	10.3%
Miscellaneous	101.42	973.81	2,250.00	1,276.19	43.3%
Bank Charges	-	30.00	-	(30.00)	0.0%
Workshops	-	-	3,000.00	3,000.00	0.0%
Professional Associations	27.81	1,365.60	2,500.00	1,134.40	54.6%
Community Outreach	-	-	2,500.00	2,500.00	0.0%
Salary Expense	4,076.26	32,610.08	52,000.00	19,389.92	62.7%
Payroll Processing Fees	93.00	808.40	1,450.00	641.60	55.8%
Payroll Taxes - Employer	60.18	481.44	6,750.00	6,268.56	7.1%
Pension Expense	554.36	4,434.96	5,300.00	865.04	83.7%
Total Administrative Expenditures	14,834.79	120,245.27	183,555.00	63,309.73	65.5%
<u>Operating Expenses</u>					
PPE-Structural Fire Equipment	-	187.43	6,500.00	6,312.57	2.9%
PPE-Wildland Equipment	-	12,123.69	5,250.00	(6,873.69)	230.9%
Firefighting Equipment	-	981.60	10,500.00	9,518.40	9.3%
PPE - Medical	-	1,771.58	2,000.00	228.42	88.6%
Station Supplies	1,704.26	5,493.97	4,250.00	(1,243.97)	129.3%
Fire Prevention	-	-	1,000.00	1,000.00	0.0%
Office Supplies - Operations	623.67	1,226.09	1,000.00	(226.09)	122.6%
EMS Training	-	1,156.50	10,000.00	8,843.50	11.6%
Uniforms	1,243.55	1,751.49	3,250.00	1,498.51	53.9%
Medical Supplies	849.91	6,390.51	8,500.00	2,109.49	75.2%
Structural Fire Training	988.24	1,088.24	3,000.00	1,911.76	36.3%
Firefighter Health and Welfare	-	1,968.95	3,750.00	1,781.05	52.5%
Equipment Maintenance	233.18	461.37	3,750.00	3,288.63	12.3%
Vehicle Repair and Maintenance	2,153.63	29,552.52	42,500.00	12,947.48	69.5%
Wildland Fire Training	-	33.98	2,500.00	2,466.02	1.4%
Fuel	1,911.95	8,431.40	15,000.00	6,568.60	56.2%
Vehicle R&M - Blizzard Clms	-	74.82	-	(74.82)	0.0%
CO Spgs - Radio Fees	-	-	6,500.00	6,500.00	0.0%

PEYTON FIRE PROTECTION DISTRICT
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget and Actual
For the 8 Month Ending,
August 31, 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>
Cell Phones & Tablets	123.72	282.66	2,250.00	1,967.34	12.6%
Radio Equipment	-	-	5,000.00	5,000.00	0.0%
ERS Reporting Service	-	9,555.57	4,500.00	(5,055.57)	212.3%
Station Tools	-	-	1,000.00	1,000.00	0.0%
Bldg & Grounds - Maintenance	845.50	2,454.87	6,250.00	3,795.13	39.3%
Bldg & Grounds Equipment	-	485.54	1,000.00	514.46	48.6%
Auxiliary	675.96	675.96	1,000.00	324.04	67.6%
Rehabilitation	246.23	246.23	1,000.00	753.77	24.6%
Member Recognition	1,683.14	2,947.83	2,750.00	(197.83)	107.2%
Utilities	2,793.91	16,181.49	30,000.00	13,818.51	53.9%
Contingency	-	-	20,000.00	20,000.00	0.0%
Total Operation Expenditures	<u>16,076.85</u>	<u>105,524.29</u>	<u>204,000.00</u>	<u>98,475.71</u>	<u>51.7%</u>
Other Expenses					
Pension Plan Contribution	-	-	4,000.00	4,000.00	0.0%
T-Shirt Expense	733.59	733.59	-	(733.59)	0.0%
Transfer to Capital	-	37,833.52	6,500.00	(31,333.52)	582.1%
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>733.59</u>	<u>38,567.11</u>	<u>123,222.00</u>	<u>84,654.89</u>	<u>31.3%</u>
Total Expenditures	31,645.23	264,336.67	510,777.00	246,440.33	
Excess (Deficiency) of Revenues Over Expenditures	(17,952.28)	191,827.08	(86,719.00)	(278,546.08)	
Fund balance adjustments Transfers and Other Sources (Uses)					
Change in Fund Balance	(17,952.28)	191,827.08	(86,719.00)	(278,546.08)	
Beginning Fund Balance	418,901.58	209,122.22	-	(209,122.22)	
Ending Fund Balance	<u>\$ 400,949.30</u>	<u>\$ 400,949.30</u>	<u>\$ (86,719.00)</u>	<u>\$ (487,668.30)</u>	

PEYTON FIRE PROTECTION DISTRICT
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Budget and Actual
For the 8 Month Ending,
August 31, 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	\$ -	\$ 37,833.52	\$ -	\$ (37,833.52)	0.0%
Total Revenues	<u>-</u>	<u>37,833.52</u>	<u>-</u>	<u>(37,833.52)</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	-	2,833.52	5,668.00	2,834.48	50.0%
Total Expenditures	<u>-</u>	<u>37,833.52</u>	<u>12,668.00</u>	<u>(25,165.52)</u>	<u>298.7%</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>	