

LAKE CITY AREA FIRE PROTECTION DISTRICT

AGENDA

October 31, 2023

Regular Meeting

6:00 p.m. – Lake City Fire Station, 131 N. Henson Street

Zoom Meeting Link for Guests:

<https://us02web.zoom.us/j/89416866751?pwd=SEFuVHBwMWZSQkFoTXZHSGgzZzdtZz09>

CALL TO ORDER

ROLL CALL

MINUTES **

BILLS PAYABLE

TREASURER'S REPORT **

QUARTERLY BUDGET REPORT **

MANAGER REPORT (emailed separately)

FIRE MARSHAL REPORT (emailed separately)

1. 2024 BUDGET – Review of Updated Draft **
2. FINANCE - Review Draft Letter to Board of Commissioners Regarding Impacts of Increased Tourism, Manager Hagendorf **
3. PERSONNEL – Review Status Update Regarding Succession Planning and Financial Impacts, Director Rowe **
4. FINANCE - Approve sale of Eagle Compressor/Cascade/Fill Station to Chaffee County Fire, Manager Hagendorf
5. BOARD OF DIRECTORS – Revised Firefighter Incident Response & Incident Standby Nominal Fee Policy**
6. BOARD OF DIRECTORS – Firefighter Training Nominal Fee Policy**
7. BOARD OF DIRECTORS – Revised Respiratory Protection Policy**

ADJOURNMENT

** included in packet

RECORD OF PROCEEDINGS

Regular Meeting

September 26, 2023

Chairman Hall called the regular meeting of the Board of Directors of the Lake City Area Fire Protection District to order at 6:00 p.m. in the fire station. Those Directors present were: Brent Boyce, Crystal Brown, Dennis Cavit, and Jim Rowe (via video conference).

Also present were Bill Hagendorf, Manager (via video conference) and Michelle Pierce, Secretary.

MINUTES OF PREVIOUS MEETING

Director Rowe moved, Director Boyce seconded to approve the minutes of the August 29, 2023 regular meeting as circulated. The motion passed with all voting yes in a general vote.

BILLS PAYABLE

Director Boyce moved, Director Brown seconded to approve payment of the bills as circulated. The motion passed with all voting yes in a general vote.

TREASURER'S REPORT

Director Rowe moved, Director Brown seconded to approve the Treasurer's Report for the month ending August 31, 2023 as circulated. The motion passed with all voting yes in a general vote.

MANAGER REPORT

The Directors read the report submitted by Manager Hagendorf (see attached).

Manager Hagendorf stated that the new fill station should ship out on the 13th of October and be received by the end of the month. He stated that, once received, the technician will come out and do the installation. He further stated that he may have old system sold for \$4,500 and that he hopes to hear back in next 30 days or so.

Manager Hagendorf stated that Hans Nelson is interested in filling the fleet/facilities maintenance position after the November election. He also stated that he wants to talk to him about joining the fire department.

Director Rowe stated that he wants the planning committee to meet before the November meeting to talk about a step-by-step plan for succession planning. He suggested a mid-October meeting when Manager Hagendorf is in town.

Director Cavit reported that he attended the recent meeting of the Hinsdale County Board of Commissioners and took the opportunity to outline the increased pressure being placed on the 5 emergency services agencies as a result of OHVs. He stated that he suggested that the Commissioners meet with all agencies to obtain their data about increased pressure on services and additional costs.

FIRE MARSHAL REPORT

The Directors read the report submitted by Manager Hagendorf (see attached).

2024 BUDGET – Review of Draft

The Directors reviewed a draft of the proposed budget for 2024.

BOARD OF DIRECTORS – Revised Firefighter Incident Response & Incident Standby Nominal Fee Policy

Manager Hagendorf stated that this policy has been revised to reflect the need to make quarterly payments to the firefighters per the SAFER grant. He also stated that the revised policy also includes junior firefighters. After some discussion, Manager Hagendorf agreed to modify the language in the payment schedule regarding terminated firefighters. The Directors agreed to consider this policy again at the next regular meeting.

BOARD OF DIRECTORS – Firefighter Training Nominal Fee Policy

Manager Hagendorf noted that the language in this policy regarding terminated firefighters also needed to be modified. The Directors agreed to consider this policy again at the next regular meeting.

BOARD OF DIRECTORS – Revised Respiratory Protection Policy

The Directors agreed to consider this policy again at the next regular meeting.

RECORD OF PROCEEDINGS

Regular Meeting (2)

September 26, 2023

<u>BILLS PAYABLE TO AND FOR:</u>	<u>AMOUNT</u>	<u>FUND</u>
Bill Hagendorf – Contract Labor, District Manager	\$ 4,200.00	Gen.
Bill Hagendorf – Contract Labor, Fire Marshal	500.00	Gen.
Bill Hagendorf – Mileage Reimbursement, August 8 & 9, 2023	117.00	Gen.
Bill Hagendorf – Mileage Reimbursement, August 29, 30 & 31, 2023	117.00	Gen.
Bill Hagendorf – Mileage Reimbursement, September 9 & 10, 2023	117.00	Gen.
Blue Spruce Building Materials – PVC coupler, PVC 90°, Cement	9.35	Gen.
CenturyLink – Phone Service	87.37	Gen.
Dufford Waldeck – Legal Services	351.50	Gen.
Gunnison County Electric Association – Electricity	75.91	Gen.
Michelle Pierce – Contract Labor, Secretary	750.00	Gen.
NAPA Auto Parts – Battery for Station Generator	147.99	Gen.
NAPA Auto Parts – Batteries for Tanker 1	602.97	Gen.
Peak Alarm Co., Inc. – Alarm System Monitoring	83.19	Gen.
Silver World Publishing Co. – Back to School	20.00	Gen.
Simply Broadband Solutions – 2-year contract payment	80.00	Gen.
Town of Lake City – Water & Sewer	179.00	Gen.
VISA – SCBA Batteries, Filters, Pump Gauges, FF Meal, CamPlus Rec.	761.99	Gen.

ADJOURNMENT

There being no further business to come before the Board, Director Rowe moved, Director Brown seconded to adjourn the regular meeting at 6:54 p.m., but to meet again at the next regular meeting on October 31, 2023. The motion passed with all voting yes in a general vote.

Chairman

ATTEST:

Secretary

LAKE CITY AREA FIRE PROTECTION DISTRICT

Treasurer's Report

September 30, 2023

	<u>BEGINNING BALANCE 9/1/2023</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>ENDING BALANCE 9/30/2023</u>
GENERAL FUND	\$105,966.83	\$2,741.39	\$8,280.42	\$100,427.80
CAPITAL RESERVE FUND	\$521,230.96	\$1,165.50	\$44.53	\$522,351.93
CONTINGENCY RESERVE FUND	\$72,423.29	\$66.60	\$2.54	\$72,487.35
FACILITIES FUND	\$9,700.00	\$0.00	\$0.00	\$9,700.00
TOTALS	\$709,321.08	\$3,973.49	\$8,327.49	\$704,967.08

Petty Cash	\$25.00
Checking Acct - CBANKS	\$100.00
MM Acct - CBANKS	\$594,878.51
MM Acct - ColoTrust	\$89,963.57
Certificates of Deposit	\$20,000.00
TOTAL	\$704,967.08

Respectfully submitted,

Treasurer

Lake City Area Fire Protection District
Quarterly Budget Comparison - September 2023

GENERAL FUND

<u>Expenditures:</u>	2022 Actual	2022 YTD	2023 Proposed	2023 YTD	YTD Difference
Elections					
Temporary Salary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing, Duplicating, etc.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administration					
Contract Work	\$49,700.00	\$33,400.00	\$64,800.00	\$49,050.00	\$15,750.00
Operating Supplies	\$561.98	\$316.77	\$500.00	\$75.96	\$424.04
Communication & Transportation	\$0.00	\$0.00	\$200.00	\$94.70	\$105.30
Printing, Duplicating, etc.	\$78.00	\$78.00	\$150.00	\$0.00	\$150.00
Publicity, Subscriptions & Dues	\$4,017.41	\$3,913.10	\$4,800.00	\$5,319.89	-\$519.89
Professional Services	\$5,180.00	\$5,180.00	\$5,200.00	\$5,917.50	-\$717.50
Travel & Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance	\$8,370.00	\$8,370.00	\$10,000.00	\$8,964.00	\$1,036.00
Fire Fighting					
Operating Supplies	\$3,618.89	\$2,101.81	\$8,300.00	\$778.58	\$7,521.42
Repair & Maintenance Supplies	\$1,086.83	\$446.36	\$2,200.00	\$1,490.57	\$709.43
Professional Services	\$5,674.56	\$2,363.35	\$4,500.00	\$512.54	\$3,987.46
Repair & Maintenance Services	\$644.00	\$644.00	\$3,200.00	\$0.00	\$3,200.00
Other Machinery & Equipment	\$1,263.18	\$99.99	\$2,500.00	\$1,859.00	\$641.00
Travel & Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Volunteer Firefighter Support	\$4,000.83	\$3,075.83	\$12,275.00	\$7,046.32	\$5,228.68
Pension Contributions	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00	\$0.00
Fire Prevention					
Operating Supplies	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
Training					
Operating Supplies	\$44.99	\$0.00	\$750.00	\$0.00	\$750.00
Travel & Meetings	\$448.86	\$348.26	\$500.00	\$124.00	\$376.00
Training Services	\$459.63	\$371.18	\$750.00	\$31.44	\$718.56
Communications					
Operating Supplies	\$99.99	\$99.99	\$500.00	\$185.00	\$315.00
Repair & Maintenance Supplies	\$473.06	\$473.06	\$500.00	\$0.00	\$500.00
Repair & Maintenance Services	\$0.00	\$0.00	\$500.00	\$180.10	\$319.90
Professional Services - Dispatch/Active 911	\$7,187.00	\$7,187.00	\$7,200.00	\$7,120.84	\$79.16
Fire Station & Buildings					
Office Supplies	\$57.12	\$57.12	\$400.00	\$0.00	\$400.00
Operating Supplies	\$852.51	\$852.51	\$300.00	\$335.78	-\$35.78
Repair & Maintenance Supplies	\$741.10	\$741.10	\$1,750.00	\$9.16	\$1,740.84
Utility Services	\$6,349.54	\$4,764.85	\$8,750.00	\$7,442.48	\$1,307.52
Professional Services	\$612.90	\$532.92	\$700.00	\$621.56	\$78.44

Lake City Area Fire Protection District
Quarterly Budget Comparison - September 2023

GENERAL FUND Expenditures (cont.)

Repair & Maintenance Services	\$2,317.54	\$1,732.54	\$4,090.00	\$1,404.00	\$2,686.00
County Treasurer's Fee	\$3,945.64	\$3,766.58	\$3,900.00	\$3,728.15	\$171.85
TOTAL EXPENDITURES	\$110,485.56	\$83,616.32	\$152,115.00	\$104,991.57	\$47,123.43
Transfer to Facilities Fund from Prior Year Savings	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
TOTAL EXPENDITURES & TRANSFER	\$112,485.56	\$85,616.32	\$154,115.00	\$106,991.57	\$47,123.43
<u>Revenues:</u>	2022	2022	2023	2023	YTD
	Actual	YTD	Proposed	YTD	Difference
Taxes					
Specific Ownership	\$6,361.18	\$4,143.46	\$5,000.00	\$4,277.20	\$722.80
Charges for Services					
Petitions	\$1,400.00	\$1,400.00	\$0.00	\$0.00	\$0.00
Contracts	\$0.00	\$0.00	\$0.00	\$25.00	-\$25.00
Special Assessments	\$970.69	\$970.69	\$0.00	\$82.47	-\$82.47
Refunds of Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous Revenues					
Special Fire Protection Services	\$7,083.75	\$5,201.25	\$0.00	\$2,185.00	-\$2,185.00
Miscellaneous Revenue	\$329.00	\$329.00	\$0.00	\$2,325.00	-\$2,325.00
Earnings on Deposits	\$2,801.36	\$1,621.67	\$575.00	\$4,475.27	-\$3,900.27
Donations from Private Sources	\$14,674.20	\$3,409.00	\$0.00	\$6,443.63	-\$6,443.63
Grants (VFA, etc.)	\$1,120.00	\$1,120.00	\$0.00	\$0.00	\$0.00
Property Taxes	\$79,036.72	\$75,638.25	\$77,556.00	\$74,833.01	\$2,722.99
Plus Interest	\$325.24	\$142.91	\$300.00	\$173.67	\$126.33
TOTAL REVENUES	\$114,102.14	\$93,976.23	\$83,431.00	\$94,820.25	-\$11,389.25

Lake City Area Fire Protection District
Quarterly Budget Comparison - September 2023

CAPITAL RESERVE FUND

<u>Expenditures:</u>	2022 Actual	2022 YTD	2023 Proposed	2023 YTD	YTD Difference
Fire Fighting					
Operating Supplies	\$38,694.28	\$38,694.28	\$0.00	\$0.00	\$0.00
Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Machinery & Equipment	\$28,186.84	\$27,722.84	\$38,695.00	\$0.00	\$38,695.00
Fire Station & Buildings					
Reserve for Equipment Replacement Schedule	\$0.00	\$0.00	\$457,746.00	\$0.00	\$457,746.00
County Treasurer's Fee	\$2,191.98	\$2,092.52	\$2,175.00	\$2,071.19	\$103.81
TOTAL EXPENDITURES	\$69,073.10	\$68,509.64	\$498,616.00	\$2,071.19	\$496,544.81
 <u>Revenues:</u>					
Taxes					
Specific Ownership	\$3,534.01	\$2,301.94	\$1,850.00	\$2,376.25	-\$526.25
Miscellaneous Revenues					
Sale of Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grants	\$12,916.80	\$0.00	\$36,760.00	\$36,851.69	-\$91.69
Donations from Private Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property Taxes	\$43,909.28	\$42,021.25	\$43,087.00	\$41,573.89	\$1,513.11
Plus Interest	\$180.69	\$79.39	\$100.00	\$96.47	\$3.53
TOTAL REVENUES	\$60,540.78	\$44,402.58	\$81,797.00	\$80,898.30	\$898.70

Lake City Area Fire Protection District
 Quarterly Budget Comparison - September 2023

CONTINGENCY RESERVE FUND

<u>Expenditures:</u>	2022 Actual	2022 YTD	2023 Proposed	2023 YTD	YTD Difference
County Treasurer's Fee	\$125.28	\$119.59	\$130.00	\$118.35	\$11.65
TOTAL EXPENDITURES	\$125.28	\$119.59	\$130.00	\$118.35	\$11.65
<u>Revenues:</u>					
Taxes					
Specific Ownership	\$201.95	\$131.54	\$150.00	\$135.79	\$14.21
Property Taxes	\$2,509.11	\$2,401.22	\$2,462.00	\$2,375.66	\$86.34
Plus Interest	\$10.32	\$4.54	\$10.00	\$5.51	\$4.49
TOTAL REVENUES	\$2,721.38	\$2,537.30	\$2,622.00	\$2,516.96	\$105.04

FACILITIES FUND

<u>Expenditures:</u>	2022 Actual	2022 YTD	2023 Proposed	2023 YTD	YTD Difference
Repair & Maintenance Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Revenues:</u>					
Transfer from General Fund	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
TOTAL REVENUES	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00

LAKE CITY AREA FIRE PROTECTION DISTRICT

BUDGET FOR 2024

ASSESSED VALUATION OF \$31,477,130.00

GENERAL FUND

EXPENDITURES:	2022 Actual	2023 Budget	2023 Estimated	2024 Proposed
Elections				
Temporary Salary	\$0.00	\$0.00	\$0.00	\$0.00
Printing, Duplicating, etc.	\$0.00	\$0.00	\$0.00	\$0.00
Administration				
Contract Work	\$49,700.00	\$64,800.00	\$65,400.00	\$65,400.00
Office/Operating Supplies	\$561.98	\$500.00	\$325.00	\$500.00
Communication & Transportation	\$0.00	\$200.00	\$100.00	\$200.00
Printing, Duplicating, etc.	\$78.00	\$150.00	\$75.00	\$150.00
Publicity, Subscriptions & Dues	\$4,017.41	\$4,800.00	\$5,800.00	\$5,300.00
Professional Services (legal, audit)	\$5,180.00	\$5,200.00	\$5,900.00	\$6,000.00
Travel & Meetings	\$0.00	\$0.00	\$0.00	\$0.00
Insurance	\$8,370.00	\$10,000.00	\$9,500.00	\$10,000.00
Fire Fighting				
Operating Supplies	\$3,618.89	\$8,300.00	\$3,500.00	\$8,300.00
Repair & Maintenance Supplies	\$1,086.83	\$2,200.00	\$2,200.00	\$2,200.00
Professional Services	\$5,674.56	\$4,500.00	\$2,550.00	\$5,800.00
Repair & Maintenance Services	\$644.00	\$3,200.00	\$0.00	\$2,500.00
Other Machinery & Equipment	\$1,263.18	\$2,500.00	\$1,859.00	\$2,500.00
Travel & Meetings	\$0.00	\$0.00	\$0.00	\$0.00
Volunteer Firefighter Support	\$4,000.83	\$12,275.00	\$6,600.00	\$14,000.00
Pension Contributions	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00
Fire Prevention				
Operating Supplies	\$0.00	\$200.00	\$0.00	\$200.00
Training				
Operating Supplies	\$44.99	\$750.00	\$0.00	\$750.00
Travel & Meetings	\$448.86	\$500.00	\$124.00	\$500.00
Training Services	\$459.63	\$750.00	\$100.00	\$750.00
Communications				
Operating Supplies	\$99.99	\$500.00	\$185.00	\$500.00
Repair & Maintenance Supplies	\$473.06	\$500.00	\$0.00	\$500.00
Repair & Maintenance Services	\$0.00	\$500.00	\$185.00	\$500.00
Professional Services - Dispatch/Active 911	\$7,187.00	\$7,200.00	\$7,200.00	\$7,600.00
Communications Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Fire Station & Buildings				
Office Supplies	\$57.12	\$400.00	\$150.00	\$400.00
Operating Supplies	\$852.51	\$300.00	\$336.00	\$300.00
Repair & Maintenance Supplies	\$741.10	\$1,750.00	\$1,175.00	\$1,750.00
Utility Services	\$6,349.54	\$8,750.00	\$9,275.00	\$8,750.00
Professional Services	\$612.90	\$700.00	\$725.00	\$750.00
Repair & Maintenance Services	\$2,317.54	\$4,090.00	\$2,106.00	\$3,000.00
County Treasurer's Fee	\$3,945.64	\$3,900.00	\$3,900.00	\$4,195.00
TOTAL EXPENDITURES	\$110,485.56	\$152,115.00	\$131,970.00	\$155,995.00
Transfer to Facilities Fund	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
TOTAL EXPENDITURES & TRANSFER	\$112,485.56	\$154,115.00	\$133,970.00	\$157,995.00

LAKE CITY AREA FIRE PROTECTION DISTRICT
BUDGET FOR 2024

ASSESSED VALUATION OF \$31,477,130.00

REVENUES:	GENERAL FUND			
	2022 Actual	2023 Budget	2023 Estimated	2024 Proposed
Balance on January 1	\$155,552.36	\$134,398.00	\$157,169.00	\$124,956.00
Taxes				
Specific Ownership	\$6,361.18	\$5,000.00	\$5,000.00	\$5,000.00
Charges for Services				
Petitions	\$1,400.00	\$0.00	\$0.00	\$0.00
Contracts	\$0.00	\$0.00	\$25.00	\$0.00
Special Assessments	\$970.69	\$0.00	\$82.00	\$0.00
Refunds of Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous Revenues				
Special Fire Protection Services	\$7,083.75	\$0.00	\$2,185.00	\$0.00
Miscellaneous Revenue	\$329.00	\$0.00	\$2,475.00	\$0.00
Earnings on Deposits	\$2,801.36	\$575.00	\$5,890.00	\$575.00
Donations from Private Sources	\$12,984.20	\$0.00	\$2,199.00	\$0.00
Miscellaneous Revenue - LCFR	\$1,690.00	\$0.00	\$4,095.00	\$0.00
Grants (VFA, etc.) (Recruitment/Retention Stipend)	\$1,120.00	\$0.00	\$1,950.00	\$8,900.00
Total Revenues	\$34,740.18	\$5,575.00	\$23,901.00	\$14,475.00
Total Revenues & Balance	\$190,292.54	\$139,973.00	\$181,070.00	\$139,431.00
Property Taxes	\$79,036.72	\$77,556.00	\$77,556.00	\$83,864.00
Plus Interest	\$325.24	\$300.00	\$300.00	\$300.00
Total Property Taxes	\$79,361.96	\$77,856.00	\$77,856.00	\$84,164.00
TOTAL REVENUES AVAILABLE	\$269,654.50	\$217,829.00	\$258,926.00	\$223,595.00
BALANCE ON DECEMBER 31	\$157,168.94	\$63,714.00	\$124,956.00	\$65,600.00

LAKE CITY AREA FIRE PROTECTION DISTRICT
BUDGET FOR 2024

ASSESSED VALUATION OF \$31,477,130.00

CAPITAL RESERVE FUND

<u>EXPENDITURES:</u>	2022 Actual	2023 Budget	2023 Estimated	2024 Proposed
Fire Fighting				
Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
Other Machinery & Equipment (2023 Arctic Compressor	\$28,186.84	\$38,695.00	\$57,475.00	\$0.00
Operating Supplies	\$38,694.28	\$0.00	\$0.00	\$0.00
Reserve for Equipment Replacement Schedule (\$45,720)year per attached)	\$0.00	\$457,746.00	\$0.00	\$500,666.00
County Treasurer's Fee	\$2,191.98	\$2,175.00	\$2,175.00	\$2,330.00
TOTAL EXPENDITURES	\$69,073.10	\$498,616.00	\$59,650.00	\$502,996.00
 <u>REVENUES:</u>				
Balance on January 1	\$427,419.15	\$454,986.00	\$418,887.00	\$445,626.00
Taxes				
Specific Ownership	\$3,534.01	\$1,850.00	\$1,850.00	\$1,850.00
Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$0.00
Intergovernmental Revenue	\$12,916.80	\$36,760.00	\$36,852.00	\$49,524.00
Donations from Private Sources	\$0.00	\$0.00	\$0.00	\$0.00
Sale of Equipment	\$0.00	\$0.00	\$4,500.00	\$0.00
TOTAL REVENUES	\$16,450.81	\$38,610.00	\$43,202.00	\$51,374.00
TOTAL REVENUES AND BALANCE	\$443,869.96	\$493,596.00	\$462,089.00	\$497,000.00
Property Taxes	\$43,909.28	\$43,087.00	\$43,087.00	\$46,591.00
Plus Interest	\$180.69	\$100.00	\$100.00	\$100.00
Total Property Taxes	\$44,089.97	\$43,187.00	\$43,187.00	\$46,691.00
TOTAL REVENUES AVAILABLE	\$487,959.93	\$536,783.00	\$505,276.00	\$543,691.00
BALANCE ON DECEMBER 31	\$418,886.83	\$38,167.00	\$445,626.00	\$40,695.00

LAKE CITY AREA FIRE PROTECTION DISTRICT
BUDGET FOR 2024

ASSESSED VALUATION OF \$31,477,130.00

CONTINGENCY RESERVE FUND

<u>EXPENDITURES:</u>	2022 Actual	2023 Budget	2023 Estimated	2024 Proposed
County Treasurer's Fee	\$125.28	\$130.00	\$130.00	\$135.00
TOTAL EXPENDITURES	\$125.28	\$130.00	\$130.00	\$135.00
 <u>REVENUES:</u>				
Balance on January 1	\$69,999.54	\$72,504.00	\$72,596.00	\$75,088.00
Taxes				
Specific Ownership	\$201.95	\$150.00	\$150.00	\$150.00
TOTAL REVENUES	\$201.95	\$150.00	\$150.00	\$150.00
TOTAL REVENUES AND BALANCE	\$70,201.49	\$72,654.00	\$72,746.00	\$75,238.00
Property Taxes	\$2,509.11	\$2,462.00	\$2,462.00	\$2,662.00
Plus Interest	\$10.32	\$10.00	\$10.00	\$10.00
Total Property Taxes	\$2,519.43	\$2,472.00	\$2,472.00	\$2,672.00
TOTAL REVENUES AVAILABLE	\$72,720.92	\$75,126.00	\$75,218.00	\$77,910.00
BALANCE ON DECEMBER 31	\$72,595.64	\$74,996.00	\$75,088.00	\$77,775.00

LAKE CITY AREA FIRE PROTECTION DISTRICT

BUDGET FOR 2024

ASSESSED VALUATION OF \$31,477,130.00

FACILITIES FUND

<u>EXPENDITURES:</u>	2022 Actual	2023 Budget	2023 Estimated	2024 Proposed
Major Facilities Repair & Maintenance Expenses	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00
 <u>REVENUES:</u>				
Balance on January 1	\$5,700.00	\$7,700.00	\$7,700.00	\$9,700.00
Transfer from Contingency Reserve Fund	0.00	0.00	0.00	0.00
Transfer from General Fund	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
TOTAL REVENUES	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
TOTAL REVENUES & BALANCE	\$7,700.00	\$9,700.00	\$9,700.00	\$11,700.00
BALANCE ON DECEMBER 31	\$7,700.00	\$9,700.00	\$9,700.00	\$11,700.00

Impacts Of Increased Tourism on Lake City Area Fire Protection District

The workload demand for firefighters nationally is higher today than ever before. Volunteer firefighters account for 65% of the total firefighters within the nation. The Colorado Division of Fire Prevention & Control estimates that in 2023 an additional 1,100 volunteer firefighters are needed throughout the state. Across the nation we are losing 6% of volunteer firefighters annually.

The increased tourism within Lake City & Hinsdale County has outpaced and is unequal to the infrastructure growth. Prior to the tourism increase, the Lake City Area Fire Protection District responded to an average of 16 emergency incidents annually with 14 volunteer firefighters. Currently, we respond to 36 annual emergency incidents with only 7 volunteer firefighters.

Individually our firefighters complete 150 hours of training per year and spend an average of 64 hours on emergency incidents. Our volunteer firefighters are experiencing “burnout” from the increased incident workload and additional training requirements. (Electric vehicle firefighting and extrication, hazardous material response, operations of fire sprinkler systems and support, cadet firefighter training) The cadet firefighter training consumes many training hours as being short staffed we need the cadets in-service as quick as possible.

In efforts to retain current firefighters & recruit new members we have secured a FEMA Staffing for Adequate Fire & Emergency Response Grant (SAFER). This grant pays our firefighters a stipend for incident responses and training attended. This grant has a four year performance period and will terminate in June 2026. This is a \$90,000.00 grant that we cannot financially continue to support locally after 2026.

The increased incident activity has created numerous financial impacts on Lake City Area FPD.

1. \$5,500.00 is the non-recoverable equipment and training cost associated with every firefighter that terminates membership. (turnout gear, apparel, and critical training classes)
2. Additional fuel, maintenance, wear, and tear cost.
3. Equipment cost – Battery operated Extrication Tools \$50,000.00 (Highway 149 within the town of Lake City is the only section of the highway that is within the jurisdictional boundaries of the fire district. These tools are used on incidents primarily outside the district’s boundaries to include the state highway, county roads, and the Alpine loop.)
4. Our dispatch service contract increased by \$4,000.00 in FY2021 and will increase another \$3,000.00 for FY2025.

Our administrative costs have increased as listed.

1. Currently, the Lake City Area FPD Fire Marshal enforces the adopted Fire Code for the Town of Lake City and areas of Hinsdale County within the jurisdictional boundaries of the Fire District. Currently this service is provided at no charge to both entities. The increased tourism, commercial and residential real estate turnover have tripled the Fire Marshals workload.
2. Grant funding has is now critical to sustainability. On average we have (2) State and (3) Federal awarded grant applications and subsequent performance periods to manage. This is a full time task that is now added to our administrative staff’s already full workload.

Lake City Area FPD worked diligently to improve and maintain the communities Insurance Service Office (ISO) Public Protection Classification (PPC) rating. Key grading elements are response times, number of firefighters at incidents, and reserve resources. If we are unsuccessful with recruitment & retention and/or decreasing the workload of our current firefighters our current ISO rating may be in jeopardy. This could impact all property insurance premium rates within the fire district.

Lake City Area FPD is a property tax based special district, we receive no sales tax benefits from the increased tourism. We realized a 7% decrease in FY2018 and an additional 3.5% in FY2020 through mill levy revenue due to Gallager Amendment adjustments. The 2024 projected assessed valuation for properties included within the fire district reflects that we may receive a 10% increase in our mill levy revenue. This would be the first substantial increase over the past ten fiscal years. If Proposition HH passes in November, we will not realize any revenue increase through mill levy.

Status Update Regarding Succession Planning and Financial Impacts

Update Zoom call 10/21. Dennis, Jim, Bill and Michelle

Per request from RE, the team met and put together a 2-year succession plan for Bill's responsibilities. We were guided by the results of our Marketing study earlier this year. The key take-aways from that study concluded that we will not find a one-person replacement to perform all of the Bill's functions. It also pointed out the importance to fill positions where possible with local people who are qualified and full-time residents.

Our recommendation is to divide this succession into four areas of responsibility.

1. Equipment and Facility Maintenance. This will be a locally hired hourly position with salary commensurate with the local wage scales. Based on experience we may fill these functions with two people. The position will report to the Fire Chief. Our goal is to have this position filled in 2024; Bill will oversee and assist in the hiring training. This cost will be absorbed in our current budget.
2. Fire Chief. This will be an expansion to the duties currently performed by our volunteer FC. In addition to current duties, the position will include training manager as well the day-to-day operational management of the Facility and Equipment with the person(s) handling the above responsibilities. All activities that Bill performs, other than Administration and as acting Fire Marshall will become the responsibility of the Fire Chief. The FC will report directly to the BOD.

The preferred candidate will be a LCFD volunteer qualified to take on these responsibilities. Whether this is a volunteer, paid position or a combination of both will be determined based on Bill's discussion with the candidate. Our goal is to have this position filled and Bill's associated responsibilities turned over in 2024. This cost will be absorbed in our current budget.

3. Fire Marshall. For 2024 Bill will continue in this position. Referring to Bill's letter to the County we expect that position to continue to grow. However, this position does not need to be a local resident. In addition, as we look at funding this position, we will explore other revenue streams. The FM works to enforce the Fire Code that the City and County have agreed on. Looking at the arrangement in Gunnison, there are other options as the FM function is actually a service for the City and County. This position will report directly to the BOD and our goal is to find someone in 2025. Salary and funding is yet to be determined.
4. Fire District Administrative Manager. This position will include Grant writing, implementation and associated follow-up and as managing the ISO certification. Will work with the FM and FC. This will be a contracted position, does not require residency in LC and will report to the BOD. For now, Bill has agreed to stay on to perform this function. No time line set for replacement.

Bill's compensation as he mentors and transitions responsibilities will remain as it is until a replacement Fire Marshall is hired. We will adjust allocations by function appropriately beginning 1/1/2024. Michelle's responsibilities and compensation are not impacted at this time.

To fund all these positions long-term we will need to increase our revenue stream. There are some options to supplement our revenue stream with non-traditional methods such as discussed above under the FM function above. The financial plan will also depend on the results of the property tax issues and the future of the growth of OHV tourism.

LAKE CITY AREA
FIRE PROTECTION DISTRICT

**TITLE: FIREFIGHTER INCIDENT RESPONSE AND INCIDENT STANDBY
 NOMINAL FEE**

Approvals	SIGNATURE	DATE
Author:	_____	_____
Board Chairman:	_____	_____
Board Director:	_____	_____
Board Director:	_____	_____
Board Director:	_____	_____
Board Director:	_____	_____

PURPOSE

The purpose of this policy is to allow for a nominal fee payment to the Lake City Fire/Rescue volunteer firefighters on a “per call” incident response and incident standby basis. This is **NOT** an hourly wage rate of pay. This nominal fee is **NOT** a substitute for compensation and is **NOT** tied to productivity, but rather to the sacrifice of the volunteer firefighter. This nominal fee shall **NOT** exceed twenty percent (20%) of what the Lake City Area Fire Protection District would otherwise pay to hire a full-time person to perform the same services.

SCOPE

This policy will provide clear guidelines for the incident response and incident standby nominal fee, eligibility, payment schedule, and recordkeeping.

PROCEDURES

All personnel shall adhere to this policy.

INCIDENT RESPONSE

Defined as any incident where firefighters respond in Fire District apparatus and where an incident report is generated through the NFIRS (National Fire Incident Reporting System). Calendar year 2022 Lake City Fire/Rescue reported thirty three total incidents through the NFIRS.

INCIDENT STANDBY

Defined as any incident where firefighters do not respond in Fire District apparatus but arrive at the fire station and are on standby and where a report is generated through the NFIRS (National Fire Incident Reporting System). Individual firefighter credit for incident

standby will be at the discretion of the Incident Commander and documented on the incident field notes form.

ELIGIBILITY

To be eligible for the Incident Response or Incident Standby nominal fee the firefighter must be an active member of Lake City Fire/Rescue when the incident occurs.

1. Probationary Firefighters shall be eligible after attending three consecutive meetings and having been “voted on” the Lake City Fire/Rescue membership by a majority of voting members as per the LCFR By-Laws.
2. Junior Firefighters shall be eligible after attending three consecutive meetings and having been “voted on” the Lake City Fire/Rescue membership by a majority of voting members as per the LCFR By-Laws.

NOMINAL FEE

Nominal fee amount shall be as follows.

1. Incident Response A nominal fee of \$25 will be given to each eligible firefighter who responds to a definition appropriate incident. A nominal fee of \$50 will be given to the highest ranking officer (Incident Commander) responding to a definition appropriate incident.
2. Incident Standby A nominal fee of \$25 will be given to each eligible firefighter who is on standby during a definition appropriate incident.

PAYMENT SCHEDULE

Nominal fees for Incident Response and Incident Standby shall be paid on a quarterly basis.

1. Nominal fee payments shall be submitted by check and distributed by mail to eligible firefighters. These payments will be distributed after approval of the bills payable at the next scheduled Fire District Board meeting following each ending quarter.
2. If a firefighter terminates membership with Lake City Fire/Rescue, he/she will receive a check for incident response and incident standby activity after approval of bills payable at the next scheduled Fire District Board meeting.
 - a) The termination date shall be seven days or more prior to the next scheduled board meeting. If not, it will be added to bills payable at the following monthly board meeting.

RECORD KEEPING

The District Manager shall be responsible for all record keeping, NFIRS, and check request forms for incident response and incident standby nominal fees.

1. The District Manager shall submit completed check request forms to the District Secretary seventy two hours prior to the scheduled Fire District Board meetings. The check request forms shall be included with the bills payable for the Board of Directors meeting for consideration of payment.
2. The District Secretary shall prepare and submit an IRS 1099-NEC form showing any nominal fees exceeding \$600 per firefighter annually.

This document supersedes any previous Firefighter Incident Response and Incident Standby Nominal Fee policies for Lake City Area Fire Protection District.

LAKE CITY AREA
FIRE PROTECTION DISTRICT

TITLE: FIREFIGHTER TRAINING NOMINAL FEE

Approvals	SIGNATURE	DATE
Author:	_____	_____
Board Chairman:	_____	_____
Board Director:	_____	_____
Board Director:	_____	_____
Board Director:	_____	_____
Board Director:	_____	_____

PURPOSE

The purpose of this policy is to allow for a nominal fee payment to the Lake City Fire/Rescue volunteer firefighters on a “per training” basis. This is **NOT** an hourly wage rate of pay. This nominal fee is **NOT** a substitute for compensation and is **NOT** tied to productivity, but rather to the sacrifice of the volunteer firefighter. This nominal fee shall **NOT** exceed twenty percent (20%) of what the Lake City Area Fire Protection District would otherwise pay to hire a full-time person to perform the same services.

SCOPE

This policy will provide clear guidelines for the Training nominal fee, eligibility, payment schedule, and recordkeeping.

PROCEDURES

All personnel shall adhere to this policy.

APPROVED TRAINING

Defined as any training offered or sanctioned by Lake City Fire/Rescue, Lake City Area Fire Protection District. This training may include classroom, practical, and online distance learning courses.

ELIGIBILITY

To be eligible for the Training nominal fee the firefighter must be an active member of Lake City Fire/Rescue when the training course occurs and is completed.

1. Probationary Firefighters shall be eligible after attending three consecutive meetings and having been “voted on” the Lake City Fire/Rescue membership by a majority of voting members as per the LCFR By-Laws.

2. Junior Firefighters shall be eligible after attending three consecutive meetings and having been “voted on” the Lake City Fire/Rescue membership by a majority of voting members as per the LCFR By-Laws.

NOMINAL FEE

Nominal fee amount shall be as follows.

1. A nominal fee of \$25 will be given to each eligible firefighter who attends a sponsored or sanctioned training course. If the training course is a multiday course a nominal fee of \$25 will be given for each training day attended.
2. A nominal fee of \$25 will be given to each eligible firefighter who successfully completes pre-approved online distance learning courses. Pre-approved courses will be determined by the District Manager or Fire Chief. Successful course completion requires proof of a valid certificate from the training institute.

PAYMENT SCHEDULE

Nominal fees for Training shall be paid on a quarterly basis.

1. Nominal fee payments shall be submitted by check and distributed by mail to eligible firefighters. These payments will be distributed after approval of the bills payable at the next scheduled Fire District Board meeting following each ending quarter.
2. If a firefighter terminates membership with Lake City Fire/Rescue, he/she will receive a check for training activity after approval of bills payable at the next scheduled Fire District Board meeting.
 - a) The termination date shall be seven days or more prior to the next scheduled board meeting. If not, it will be added to bills payable at the following monthly board meeting.

RECORD KEEPING

The District Manager shall be responsible for all training records and check request forms for training nominal fees.

1. The District Manager shall submit completed check request forms to the District Secretary seventy two hours prior to the scheduled Fire District Board meetings. The check request forms shall be included with the bills payable for the Board of Directors meeting for consideration of payment.
2. The District Secretary shall prepare and submit an IRS 1099-NEC form showing any nominal fees exceeding \$600 per firefighter annually.

This document supersedes any previous Firefighter Training Nominal Fee policies for Lake City Area Fire Protection District.

**LAKE CITY AREA
FIRE PROTECTION DISTRICT**

TITLE: RESPIRATORY PROTECTION POLICY

Approvals	SIGNATURE	DATE
Author: _____	_____	_____
Board Chairman: _____	_____	_____
Board Director: _____	_____	_____
Board Director: _____	_____	_____
Board Director: _____	_____	_____
Board Director: _____	_____	_____

PURPOSE

This policy is designed to ensure that all Lake City Fire/Rescue firefighters while engaged in emergency operations will be provided the appropriate personal protective equipment to eliminate potential respiratory hazards. Potential hazards include but are not limited to byproducts of combustion (toxic smoke, heat, gasses and an oxygen deficient atmosphere. These conditions present an Immediately Dangerous to Life & Health (IDLH) working environment. This policy serves to establish guidelines for when respiratory protection shall be used and shall meet all the applicable standards. The use of Self-Contained Breathing Apparatus (SCBA) shall be the first line of defense against these respiratory hazards. Engineering Controls such as ventilation may be used when the Officer in Charge (O.I.C.) is able to determine, by metering, that no hazard exists. Metering must be specific and the O.I.C. must be positively certain that no hazard exists. Ventilation during structural firefighting shall not be considered as a substitute for the use of SCBA.

SCOPE

This program applies to all Lake City Fire/Rescue firefighters who are required to wear SCBA during firefighting or other emergency activities.

RESPONSIBILITY

Fire Chief

The Fire Chief shall have the overall responsibility of enforcing the respiratory protection policy.

Officers

All Officers of Lake City Fire/Rescue are responsible for ensuring that the respiratory protection policy is understood and followed by the firefighters under their command.

Firefighters with **BEARDS, SIDEBURNS, FACIAL HAIR OR LOW HAIRLINE THAT CROSSES OR INTERFERES WITH THE SEALING SURFACE OF THE FACEPIECE OR INTERFERES WITH THE NOSECUP** who respond to fires, hazardous material incidents, confined space rescues and other incidents where SCBA must be worn, shall be assigned only tasks outside IDLH, or potentially-IDLH, environments. There are many assignments outside the hazard area that must be completed to support the safe operations in the hot zone.

SELF CONTAINED BREATHING APPARATUS REQUIREMENTS

Structural Fire Fighting

For years structural firefighting has been known to pose a potential respiratory hazard. This hazard has only increased with the number of plastics and synthetic material used in construction and home furnishings. Ventilation, even the use of positive pressure ventilation cannot ensure the lack of respiratory hazard. Therefore, all members of the Lake City Fire/Rescue engaged in interior structural firefighting to include live fire training shall use SCBA from the point where the O.I.C. determines the environment to be IDLH until overhaul is complete and the fire is determined to be out by the O.I.C. Firefighters who are performing exterior functions at a structural fire may be required to use SCBA, depending on the operation and potential hazard as determined by the O.I.C or Safety Officer.

Vehicle Fires

Vehicle fires are known to produce toxic gases that may be IDLH. Firefighters who are engaged in vehicle firefighting operations who may be exposed to the products of combustion shall use SCBA while performing these operations.

Dumpster of Other Container Fires

Dumpsters or other containers (which are not classified as structure fires) when involved in fire may present respiratory hazards. Firefighters engaged in these operations that may be exposed to the products of combustion shall use SCBA while performing these operations.

Hazardous Materials Incidents

Firefighters who respond to Hazardous Materials Incidents may be exposed to a variety of known and unknown respiratory hazards. SCBA shall be worn by firefighters working in the *hot zone, warm zone and decontamination line* as determined by the O.I.C.

Special Rescue Incidents

Special Rescue Situations may include below grade, confined space and other areas where the O.I.C. cannot ensure the quality of the atmosphere. In these cases, firefighters shall use SCBA.

Other Respiratory Hazards

Nothing in this policy is intended to restrict the O.I.C. from requiring firefighters to use SCBA when he /she suspects a potential respiratory hazard. O.I.C.'s are encouraged to adequately size-up each situation and to consider the safety of the firefighter when making decisions regarding SCBA use .

FIT TESTING

Quantitative Fit Testing is required for all firefighters wearing SCBA.

Quantitative Fit testing will be conducted in accordance with the following schedule:

- Prior to being allowed to wear any SCBA.
- Annually
- When there are changes in the firefighter's physical condition that could affect respirator fit (obvious changes in body weight, facial scaring, etc.).

The test **shall not be conducted** if there is any hair growth between the skin and the face piece-sealing, such as stubble beard growth, beard, mustache, or sideburns which cross the respirator sealing surface. **As per NFPA 1404 STANDARD FOR RESPIRATORY PROTECTION. Any type of apparel, which interferes with a satisfactory fit, shall be altered or removed.**

NO FACIAL HAIR SHALL BE ALLOWED FOR MEMBERS CAPABLE OF WEARING SCBA AS PER OSHA 1910.134 STANDARD ON RESPIRATORY PROTECTION SECTION (G)(1)(D)(A), NFPA 1500 STANDARD ON FIRE DEPARTMENT OCCUPATIONAL SAFETY & HEALTH PROGRAM SECTION 5 RESPIRATORY PROTECTION 5-3.10*.

Scott Safety -WARNING

RESPIRATORS SHALL NOT BE WORN WHEN CONDITIONS PREVENT A GOOD FACE SEAL. SUCH CONDITIONS MAY INCLUDE, BUT ARE NOT LIMITED TO, GROWTH OF BEARDS, SIDEBURNS, FACIAL HAIR OR LOW HAIRLINE THAT CROSSES OR INTERFERES WITH THE SEALING SURFACE OF THE FACEPIECE OR INTERFERES WITH THE NOSE CUP.

PROTECTIVE CLOTHING

Firefighters wearing an SCBA shall be fully protected with the use of approved structural firefighting ensemble as per NFPA 1971.

CLEANING, MAINTENACE and STORAGE

SCBA are to be cleaned and disinfected after each use. The cleaning policy to be as follows, disassemble SCBA removing cylinder, mask, and regulator. Wash the face piece and associated parts in a mild detergent with warm water. Disinfect the face piece and regulator with 70% isopropyl alcohol, allow to stay wet for 10 minutes. Rinse completely in clean warm water. Air dry in a clean area. Refill the cylinder to 4500psi, reassemble the SCBA, test the function. Allow the backpack assembly to dry before placing it back on the apparatus. The assigned masks and regulators are to be stored in a bag at the firefighter's turnout locker.

AIR QUALITY

Air Quality SCBA cylinders shall be filled with Grade D compressed air only. The Fire Chief or District Manager shall ensure that the compressed air maintains Grade D Quality and that the air compressor is serviced and tested at least annually. The testing shall also include CO calibration performed every 90 days and semi-annual CGA-E Air Analysis as per NFPA 1500.

CASCADE SYSTEM UN STORAGE CYLINDERS

The UN high pressure storage cylinders shall be hydrostatic tested every ten years as per Department of Transportation (DOT) standards.

POSI-FLOW FUNCTIONAL TEST

All SCBA shall have a posi-flow functional test performed annually by a certified third-party vendor. All SCBA batteries shall be replaced annually. All composite cylinders shall be hydro tested every five years.

This document supersedes any previous Respiratory Protection policies for Lake City Area Fire Protection District.