

# LAKE CITY AREA FIRE PROTECTION DISTRICT

## AGENDA

April 25, 2023

Regular Meeting

5:00 p.m. – Lake City Fire Station, 131 N. Henson Street

Zoom Meeting Link for Guests:

<https://us02web.zoom.us/j/87894562424?pwd=YmRidGZnUno5bWRqTmZuYklzN2JGQT09>

CALL TO ORDER

ROLL CALL

MINUTES \*\*

BILLS PAYABLE

TREASURER'S REPORT \*\*

QUARTERLY BUDGET REPORT \*\*

MANAGER REPORT (emailed separately)

FIRE MARSHAL REPORT (emailed separately)

1. PERSONNEL – Fire Chief Search Update
2. PERSONNEL – Fire Marshal Update
3. VOLUNTEER SUPPORT/FUNDRAISING

ADJOURNMENT

\*\* included in packet

**RECORD OF PROCEEDINGS**

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**Regular Meeting**

**March 28, 2023**

Chairman Hall called the regular meeting of the Board of Directors of the Lake City Area Fire Protection District to order at 5:00 p.m. in the fire station. Those Directors present were: Brent Boyce, Crystal Brown, Dennis Cavit, and Jim Rowe.

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

MINUTES OF PREVIOUS MEETING

Director Rowe moved, Director Cavit seconded to approve the minutes of the February 28, 2023 regular meeting as circulated. The motion passed with all voting yes in a general vote.

BILLS PAYABLE

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

(Fire Chief Milski entered the meeting at 5:01 p.m.)

TREASURER'S REPORT

Director Boyce moved, Director Brown seconded to approve the Treasurer's Report for the month ending February 28, 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 reported that, so far, he has received two applications for the position of fire chief; one from a man in Florida and one from a man in Colorado. He stated that he will follow up with both of them once the March 30<sup>th</sup> deadline has passed.

FIRE MARSHAL REPORT

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

2023 INCLUSIONS - Update

Secretary Pierce reported that she received no timely responses to the invitations to petition into the Fire District. She stated that Mrs. Walters contacted her late last week and that they want to enter into a contract for services for the remainder of this year to allow time for the property to be formally included in 2024.

CONTRACT FOR SERVICE – Walters Family Revocable Trust, Lots 14-15-16 & Portion of Old Riverbed, Block 10 Wades Addition

Secretary Pierce stated that a contract has been mailed to the Walters Family Revocable Trust but neither it nor the contract payment has been received. She asked that the Directors consider approving the contract tonight and authorizing Chairman Hall to sign it once it's been returned.

Director Rowe moved, Director Cavit seconded to approve the contract for service with the Walters Family Revocable Trust for Lots 14-15-16 & Portion of Old Riverbed, Block 10, Wades Addition. The motion passed with all voting yes in a general vote.

BILLS PAYABLE TO AND FOR:

	<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 – Reimburse for Mileage, March 2023	117.00	Gen.
CenturyLink – Phone Service	81.97	Gen.
Ferrellgas – Propane, 1/30/2023	777.73	Gen.
Gunnison County Electric Association – Electricity	112.45	Gen.
JC Propane – Propane, 3/14/2023	941.96	Gen.
Michelle Pierce – Reimburse for Weebly Domain Registration	49.98	Gen.
Michelle Pierce – Contract Labor, Secretary	750.00	Gen.

**RECORD OF PROCEEDINGS**

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**Regular Meeting (2)**

**March 28, 2023**

<u>BILLS PAYABLE TO AND FOR:</u> (cont.)	<u>AMOUNT</u>	<u>FUND</u>
Peak Fire Alarm Co., Inc. – Annual Fire Alarm Inspection	300.00	Gen.
Peak Fire Alarm Co., Inc. – Alarm System Monitoring, 3 months	79.98	Gen.
Silver World Publishing Co. – Legal Notice, Call for Nominations	30.80	Gen.
Simply Broadband Solutions – 2-year contract payment	80.00	Gen.
Special District Association of Colorado – 2023 Dues	363.68	Gen.
Town of Lake City – Water & Sewer	170.00	Gen.
VISA – Shipping of Gas Monitor & Pager, Pager Repair & Batteries	435.25	Gen.

ADJOURNMENT

There being no further business to come before the Board, Director Rowe moved, Director Boyce seconded to adjourn the regular meeting at 5:40 p.m., but to meet again at the next regular meeting on April 25, 2023. The motion passed with all voting yes in a general vote.

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Chairman

ATTEST:

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Secretary

# LAKE CITY AREA FIRE PROTECTION DISTRICT

## Treasurer's Report

March 31, 2023

	<u>BEGINNING BALANCE 3/1/2023</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>ENDING BALANCE 3/31/2023</u>
GENERAL FUND	\$93,367.19	\$22,683.67	\$10,070.82	\$105,980.04
CAPITAL RESERVE FUND	\$450,019.22	\$12,299.60	\$600.01	\$461,718.81
CONTINGENCY RESERVE FUND	\$70,459.84	\$702.83	\$34.29	\$71,128.38
FACILITIES FUND	\$9,700.00	\$0.00	\$0.00	\$9,700.00
TOTALS	\$623,546.25	\$35,686.10	\$10,705.12	\$648,527.23

Petty Cash	\$25.00
Checking Acct - CBANKS	\$100.00
MM Acct - CBANKS	\$540,786.08
MM Acct - ColoTrust	\$87,616.15
Certificates of Deposit	\$20,000.00
TOTAL	\$648,527.23

Respectfully submitted,

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Treasurer

Lake City Area Fire Protection District  
Quarterly Budget Comparison - March 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	\$10,500.00	\$64,800.00	\$16,350.00	\$48,450.00
Operating Supplies	\$561.98	\$316.77	\$500.00	\$47.98	\$452.02
Communication & Transportation	\$0.00	\$0.00	\$200.00	\$85.05	\$114.95
Printing, Duplicating, etc.	\$78.00	\$0.00	\$150.00	\$0.00	\$150.00
Publicity, Subscriptions & Dues	\$4,017.41	\$873.02	\$4,800.00	\$1,890.69	\$2,909.31
Professional Services	\$5,180.00	\$0.00	\$5,200.00	\$0.00	\$5,200.00
Travel & Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance	\$8,370.00	\$8,586.00	\$10,000.00	\$8,693.00	\$1,307.00
Fire Fighting					
Operating Supplies	\$3,618.89	\$432.92	\$8,300.00	\$238.42	\$8,061.58
Repair & Maintenance Supplies	\$1,086.83	\$0.00	\$2,200.00	\$30.13	\$2,169.87
Professional Services	\$5,674.56	\$0.00	\$4,500.00	\$0.00	\$4,500.00
Repair & Maintenance Services	\$644.00	\$644.00	\$3,200.00	\$0.00	\$3,200.00
Other Machinery & Equipment	\$1,263.18	\$0.00	\$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	\$623.31	\$12,275.00	\$0.00	\$12,275.00
Pension Contributions	\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$2,700.00
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	\$0.00	\$500.00	\$0.00	\$500.00
Training Services	\$459.63	\$56.00	\$750.00	\$0.00	\$750.00
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	\$6,967.00	\$7,200.00	\$7,120.84	\$79.16
Fire Station & Buildings					
Office Supplies	\$57.12	\$0.00	\$400.00	\$0.00	\$400.00
Operating Supplies	\$852.51	\$7.59	\$300.00	\$86.79	\$213.21
Repair & Maintenance Supplies	\$741.10	\$0.00	\$1,750.00	\$0.00	\$1,750.00
Utility Services	\$6,349.54	\$2,485.72	\$8,750.00	\$3,620.93	\$5,129.07
Professional Services	\$612.90	\$377.64	\$700.00	\$379.98	\$320.02

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

**GENERAL FUND Expenditures (cont.)**

Repair & Maintenance Services	\$2,317.54	\$0.00	\$4,090.00	\$351.00	\$3,739.00
County Treasurer's Fee	\$3,945.64	\$1,626.67	\$3,900.00	\$1,673.04	\$2,226.96
<b>TOTAL EXPENDITURES</b>	<b>\$110,485.56</b>	<b>\$34,069.69</b>	<b>\$152,115.00</b>	<b>\$42,791.95</b>	<b>\$109,323.05</b>
Transfer to Facilities Fund from Prior Year Savings	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
<b>TOTAL EXPENDITURES &amp; TRANSFER</b>	<b>\$112,485.56</b>	<b>\$36,069.69</b>	<b>\$154,115.00</b>	<b>\$44,791.95</b>	<b>\$109,323.05</b>
<u>Revenues:</u>	2022	2022	2023	2023	YTD
	Actual	YTD	Proposed	YTD	Difference
Taxes					
Specific Ownership	\$6,361.18	\$909.61	\$5,000.00	\$961.20	\$4,038.80
Charges for Services					
Petitions	\$1,400.00	\$1,000.00	\$0.00	\$0.00	\$0.00
Contracts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Assessments	\$970.69	\$675.46	\$0.00	\$0.00	\$0.00
Refunds of Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous Revenues					
Special Fire Protection Services	\$7,083.75	\$812.50	\$0.00	\$0.00	\$0.00
Miscellaneous Revenue	\$329.00	\$329.00	\$0.00	\$75.00	-\$75.00
Earnings on Deposits	\$2,801.36	\$239.65	\$575.00	\$1,356.22	-\$781.22
Donations from Private Sources	\$14,674.20	\$0.00	\$0.00	\$0.00	\$0.00
Grants (VFA, etc.)	\$1,120.00	\$1,120.00	\$0.00	\$0.00	\$0.00
Property Taxes	\$79,036.72	\$32,533.32	\$77,556.00	\$33,461.05	\$44,094.95
Plus Interest	\$325.24	\$0.00	\$300.00	\$0.00	\$300.00
<b>TOTAL REVENUES</b>	<b>\$114,102.14</b>	<b>\$37,619.54</b>	<b>\$83,431.00</b>	<b>\$35,853.47</b>	<b>\$47,577.53</b>

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

**CAPITAL RESERVE FUND**

<u>Expenditures:</u>	2022 Actual	2022 YTD	2023 Proposed	2023 YTD	YTD Difference
Fire Fighting					
Operating Supplies	\$38,694.28	\$0.00	\$0.00	\$0.00	\$0.00
Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Machinery & Equipment	\$28,186.84	\$19,930.69	\$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	\$903.70	\$2,175.00	\$929.47	\$1,245.53
<b>TOTAL EXPENDITURES</b>	<b>\$69,073.10</b>	<b>\$20,834.39</b>	<b>\$498,616.00</b>	<b>\$929.47</b>	<b>\$497,686.53</b>
 <u>Revenues:</u>					
Taxes					
Specific Ownership	\$3,534.01	\$505.35	\$1,850.00	\$534.00	\$1,316.00
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	\$0.00	\$36,760.00
Donations from Private Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property Taxes	\$43,909.28	\$18,074.07	\$43,087.00	\$18,589.46	\$24,497.54
Plus Interest	\$180.69	\$0.00	\$100.00	\$0.00	\$100.00
<b>TOTAL REVENUES</b>	<b>\$60,540.78</b>	<b>\$18,579.42</b>	<b>\$81,797.00</b>	<b>\$19,123.46</b>	<b>\$62,673.54</b>

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

**CONTINGENCY RESERVE FUND**

<u>Expenditures:</u>	2022 Actual	2022 YTD	2023 Proposed	2023 YTD	YTD Difference
County Treasurer's Fee	\$125.28	\$51.65	\$130.00	\$53.12	\$76.88
<b>TOTAL EXPENDITURES</b>	<b>\$125.28</b>	<b>\$51.65</b>	<b>\$130.00</b>	<b>\$53.12</b>	<b>\$76.88</b>
<b>Transfer to Facilities Fund for Sidewalk/Fence</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL EXPENDITURES &amp; TRANSFER</b>	<b>\$125.28</b>	<b>\$51.65</b>	<b>\$130.00</b>	<b>\$53.12</b>	<b>\$76.88</b>
<u>Revenues:</u>					
Taxes					
Specific Ownership	\$201.95	\$28.88	\$150.00	\$30.51	\$119.49
Property Taxes	\$2,509.11	\$1,032.81	\$2,462.00	\$1,062.25	\$1,399.75
Plus Interest	\$10.32	\$0.00	\$10.00	\$0.00	\$10.00
<b>TOTAL REVENUES</b>	<b>\$2,721.38</b>	<b>\$1,061.69</b>	<b>\$2,622.00</b>	<b>\$1,092.76</b>	<b>\$1,529.24</b>

**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
<b>TOTAL EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<u>Revenues:</u>					
Transfer from Contingency Reserve Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfer from General Fund	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$0.00</b>