

LAKE CITY AREA FIRE PROTECTION DISTRICT

AGENDA

April 27, 2021

Regular Meeting

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

Zoom Meeting Link for Guests:

<https://us02web.zoom.us/j/84635844747?pwd=MTRFWDNZZTZPTk5ZaWQvR2xBUGJBUT09>

CALL TO ORDER

ROLL CALL

MINUTES **

BILLS PAYABLE

BILLS FOR SERVICE – Status Report **

TREASURER'S REPORT **

QUARTERLY BUDGET REPORT **

MANAGER REPORT (emailed separately)

FIRE CHIEF/FIRE MARSHAL REPORT (emailed separately)

1. 2021 INCLUSIONS – Public Hearing & Orders Granting Inclusions
2. 2020 Audit – Review with Auditor via Video Conference (draft report emailed separately)
3. FINANCE – Discussion Regarding Use of Proceeds from 1st Quarter 2021 Donation Received from the Lake Fork Community Foundation **
4. FIRE STATION – Propane Tank/Fence
5. BILLS FOR SERVICE – Consider Writing Off Invoice to Doyal Barnes
6. LOCAL EMERGENCY OPERATIONS PLAN REVISION – emailed separately

ADJOURNMENT

** included in packet

RECORD OF PROCEEDINGS

Regular Meeting

April 5, 2021

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

Also present were Bill Hagendorf, Manager; Joe Wonnacott, Fire Marshall/Fire Chief; and Michelle Pierce, Secretary.

MINUTES OF PREVIOUS MEETING

Director Rowe moved, Director Brown seconded to approve the minutes of the February 23, 2021 regular meeting as circulated. The motion passed with all voting yes in a roll call vote.

BILLS PAYABLE

Director Rowe moved, Director Brown seconded to ratify payment of the bills as circulated. The motion passed with all voting yes in a roll call vote.

BILLS FOR SERVICE – Status Report

The Directors read the status report submitted by Secretary Pierce. Secretary Pierce stated that a payment plan had been worked out with the Lopez's with the first payment being due on May 1, 2021.

TREASURER'S REPORT

Director Boyce moved, Director Brown seconded to approve the Treasurer's Report for the month ending February 28, 2021 as circulated. The motion passed with all voting yes in a roll call vote.

MANAGER REPORT

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

Manager Hagendorf stated that he received an updated copy of the Local Emergency Operations Plan (LEOP) from Hinsdale County a few days ago. He stated that he was still reviewing the document and that it will be included on the next meeting agenda for review and approval by the Directors.

FIRE CHIEF/FIRE MARSHAL REPORTS

The Directors read the reports submitted by Fire Chief/Fire Marshal Wonnacott (see attached).

FINANCE – Grants Update

Manager Hagendorf stated that there are still two pending grant applications through FEMA and that it would probably be late June or July before he is notified if they were successful. He stated that the Division of Fire & Prevention Control just put out a notice that it is accepting applications for the annual Volunteer Fire Assistance (VFA) grant program and that he will work on that this month. He also stated that he will work on a grant application from Globe for four sets of PPE turnout gear which is due in early June.

INCLUSIONS – 2021 Update and Schedule Public Hearing

Secretary Pierce stated that she mailed 26 letters to eligible property owners on March 1st. She further stated that she had received requests for petitions from five of them.

After some discussion, the Directors agreed to conduct a public hearing on petitions received during the regular meeting on April 27, 2021.

FIRE STATION – Possible Replacement of Propane Tank

The Directors read a report from Manager Hagendorf outlining three options for upgrading the propane tank for the fire station. After some discussion, Manager Hagendorf agreed to review cost estimates for budgeted sidewalk/fence repairs to see what can be saved by eliminating the planned work on the sidewalk. The Directors agreed to consider this matter again at a future meeting.

RECORD OF PROCEEDINGS

Regular Meeting (2)

April 5, 2021

FIRE STATION – Possible Upgrades to Audio/Visual Capability

There was some discussion about options to upgrade the audio/visual capability in the meeting room. The Directors agreed to try using the fire chief's laptop to connect to the TV screen with additional speakers and accessory cables at an estimated cost of \$500. Manager Hagendorf stated that he will place an order for blue tooth speakers and that he and the fire chief will conduct a test to see if this approach works and that, if not, he will return the speakers.

BOARD OF DIRECTORS – Possible Return to In-Person Meetings

Secretary Pierce stated that current public health guidance does allow a return to in-person meetings. After some discussion, the Directors agreed to return to in-person meetings starting with the regular meeting in April with only the Directors and staff. They further agreed that guests will be allowed to participate by video conference only.

<u>BILLS PAYABLE TO AND FOR:</u>	<u>AMOUNT</u>	<u>FUND</u>
Bill Hagendorf – Contract Labor, Manager	\$1,800.00	Gen.
CenturyLink – Phone/DSL	134.50	Gen.
Gunnison County Electric Association, Inc. – Electricity	115.94	Gen.
Hinsdale County – Diesel Fuel	30.43	Gen.
Joe Wonnacott – Contract Labor, Fire Chief & Fire Marshal	1,000.00	Gen.
Michelle Pierce – Reimburse for Domain Name Registration, Weebly	49.98	Gen.
Michelle Pierce – Contract Labor, Secretary	700.00	Gen.
Peak Alarm Co., Inc. – Alarm System Monitoring, April-June	75.00	Gen.
Town of Lake City – Water & Sewer, 2 months	160.00	Gen.
VISA – Replace Sensors in gas monitor, Stamps, Cards, Diagnostic Tool	909.38	Gen.

ADJOURNMENT

There being no further business to come before the Board, Director Rowe moved, Director Boyce seconded to adjourn the regular meeting at 6:05 p.m., but to meet again at the regular meeting on April 27, 2021. The motion passed with all voting yes in a roll call vote.

Chairman

ATTEST:

Secretary

LAKE CITY AREA FIRE PROTECTION DISTRICT

DATE: April 24, 2021

TO: Board of Directors

FROM: Michelle Pierce, Secretary *MJP*

SUBJECT: Status of Bills for Service

The following is the status of the District's bills for service as of today:

Doyal J. Barnes, \$862.50. Invoice #32019 in the amount of \$862.50 was mailed to Mr. Barnes on September 30, 2019 for our response to a motor vehicle rollover on 9/29/2019 at MM 62 on Highway 149. Mr. Barnes has failed to respond to our demand for payment. Our auditor has questioned whether this invoice should be kept on the books and I've included it on this month's agenda to consider writing it off.

Robert Lopez, \$677.50. Invoice #52020 in the amount of \$677.50 was mailed to Mr. Lopez on December 31, 2020 for our response to a motor vehicle accident on December 28, 2020 at MM 62 on Highway 149. A payment plan has been agreed to with Mr. Lopez who will make his first payment of \$77.50 by May 1, 2021 with monthly payments of \$50.00 being made by the 1st of each month thereafter until it is paid in full.

LAKE CITY AREA FIRE PROTECTION DISTRICT

Treasurer's Report

March 31, 2021

	<u>BEGINNING BALANCE 3/1/2021</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>ENDING BALANCE 3/31/2021</u>
GENERAL FUND	\$103,171.09	\$19,999.81	\$5,907.20	\$117,263.70
CAPITAL RESERVE FUND	\$416,223.76	\$10,769.43	\$517.76	\$426,475.43
CONTINGENCY RESERVE FUND	\$65,445.01	\$615.40	\$29.59	\$66,030.82
FACILITIES FUND	\$2,700.00	\$0.00	\$0.00	\$2,700.00
TOTALS	\$587,539.86	\$31,384.64	\$6,454.55	\$612,469.95

Petty Cash	\$25.00
Checking Acct - CBANKS	\$100.00
MM Acct - CBANKS	\$507,254.32
MM Acct - ColoTrust	\$85,090.63
Certificates of Deposit	\$20,000.00

TOTAL	\$612,469.95
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Respectfully submitted,

Treasurer

Lake City Area Fire Protection District
Quarterly Budget Comparison - March 2021

GENERAL FUND

<u>Expenditures:</u>	2020 Actual (unaudited)	2020 YTD	2021 Proposed	2021 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	\$42,000.00	\$10,500.00	\$42,000.00	\$10,500.00	\$31,500.00
Operating Supplies	\$447.42	\$73.91	\$500.00	\$158.94	\$341.06
Communication & Transportation	\$382.60	\$16.10	\$200.00	\$82.70	\$117.30
Printing, Duplicating, etc.	\$82.50	\$0.00	\$150.00	\$0.00	\$150.00
Publicity, Subscriptions & Dues	\$4,319.19	\$649.41	\$4,300.00	\$1,209.36	\$3,090.64
Professional Services	\$5,910.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
Travel & Meetings	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Insurance	\$7,577.00	\$8,784.00	\$9,000.00	\$8,743.00	\$257.00
Fire Fighting					
Operating Supplies	\$4,887.28	\$0.00	\$8,300.00	\$1,135.64	\$7,164.36
Repair & Maintenance Supplies	\$1,680.10	\$0.00	\$2,000.00	\$189.99	\$1,810.01
Professional Services	\$2,886.87	\$0.00	\$3,600.00	\$0.00	\$3,600.00
Repair & Maintenance Services	\$2,645.15	\$0.00	\$2,500.00	\$546.61	\$1,953.39
Other Machinery & Equipment	\$719.95	\$0.00	\$2,500.00	\$0.00	\$2,500.00
Travel & Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Volunteer Firefighter Support	\$5,778.07	\$391.00	\$7,000.00	\$0.00	\$7,000.00
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	\$0.00	\$0.00	\$750.00	\$0.00	\$750.00
Travel & Meetings	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Training Services	\$430.00	\$140.00	\$750.00	\$93.56	\$656.44
Communications					
Operating Supplies	\$245.55	\$0.00	\$500.00	\$0.00	\$500.00
Repair & Maintenance Supplies	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Repair & Maintenance Services	\$438.60	\$0.00	\$500.00	\$0.00	\$500.00
Professional Services - Dispatch	\$4,885.00	\$4,716.00	\$5,000.00	\$4,691.00	\$309.00
Fire Station & Buildings					
Office Supplies	\$769.62	\$0.00	\$400.00	\$0.00	\$400.00
Operating Supplies	\$148.29	\$0.00	\$300.00	\$0.00	\$300.00
Repair & Maintenance Supplies	\$37.07	\$0.00	\$1,750.00	\$43.83	\$1,706.17

Lake City Area Fire Protection District
Quarterly Budget Comparison - March 2021

Utility Services	\$4,918.38	\$1,766.62	\$8,750.00	\$2,593.33	\$6,156.67
Professional Services	\$690.00	\$150.00	\$700.00	\$150.00	\$550.00
Repair & Maintenance Services	\$0.00	\$0.00	\$1,750.00	\$0.00	\$1,750.00
County Treasurer's Fee	\$3,781.81	\$1,684.10	\$3,750.00	\$1,626.67	\$2,123.33
TOTAL EXPENDITURES	\$98,360.45	\$28,871.14	\$116,350.00	\$31,764.63	\$84,585.37
Transfer to Facilities Fund from 2020 Savings	\$2,700.00	\$2,700.00	\$3,000.00	\$0.00	\$3,000.00
TOTAL EXPENDITURES & TRANSFER	\$101,060.45	\$31,571.14	\$119,350.00	\$31,764.63	\$87,585.37
<u>Revenues:</u>	2020	2020	2021	2021	YTD
	Actual (unaudited)	YTD	Proposed	YTD	Difference
Taxes					
Specific Ownership	\$6,262.45	\$879.08	\$3,000.00	\$1,255.11	\$1,744.89
Charges for Services					
Petitions	\$800.00	\$600.00	\$0.00	\$0.00	\$0.00
Contracts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Assessments	\$410.00	\$271.29	\$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	\$1,858.75	-\$543.75	\$0.00	\$0.00	\$0.00
Miscellaneous Revenue	\$836.00	\$0.00	\$0.00	\$124.00	-\$124.00
Earnings on Deposits	\$1,467.70	\$640.02	\$2,500.00	\$183.58	\$2,316.42
Donations from Private Sources	\$2,819.60	\$0.00	\$2,500.00	\$1,550.00	\$950.00
Grants (VFA, etc.)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property Taxes	\$75,193.83	\$33,681.92	\$74,836.00	\$32,533.51	\$42,302.49
Plus Interest	\$441.50	\$0.00	\$300.00	\$0.00	\$300.00
TOTAL REVENUES	\$90,089.83	\$35,528.56	\$83,136.00	\$35,646.20	\$47,489.80

Lake City Area Fire Protection District
Quarterly Budget Comparison - March 2021

CAPITAL RESERVE FUND

<u>Expenditures:</u>	2020 Actual (unaudited)	2020 YTD	2021 Proposed	2021 YTD	YTD Difference
Fire Fighting					
Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Machinery & Equipment	\$10,600.00	\$0.00	\$8,485.00	\$0.00	\$8,485.00
Fire Station & Buildings					
Reserve for Equipment Replacement Schedule	\$0.00	\$0.00	\$414,826.00	\$0.00	\$414,826.00
County Treasurer's Fee	\$2,101.00	\$935.61	\$2,080.00	\$903.71	\$1,176.29
TOTAL EXPENDITURES	\$12,701.00	\$935.61	\$425,391.00	\$903.71	\$424,487.29
 <u>Revenues:</u>					
Taxes					
Specific Ownership	\$3,479.14	\$488.38	\$1,850.00	\$697.29	\$1,152.71
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	\$1,513.00	\$1,513.00	\$0.00	\$0.00	\$0.00
Donations from Private Sources	\$3,505.00	\$2,600.00	\$0.00	\$0.00	\$0.00
Property Taxes	\$41,774.35	\$18,712.18	\$41,575.00	\$18,074.17	\$23,500.83
Plus Interest	\$245.26	\$0.00	\$75.00	\$0.00	\$75.00
TOTAL REVENUES	\$50,516.75	\$23,313.56	\$43,500.00	\$18,771.46	\$24,728.54

Lake City Area Fire Protection District
 Quarterly Budget Comparison - March 2021

CONTINGENCY RESERVE FUND

<u>Expenditures:</u>	2020 Actual (unaudited)	2020 YTD	2021 Proposed	2021 YTD	YTD Difference
County Treasurer's Fee	\$120.05	\$53.46	\$150.00	\$51.64	\$98.36
TOTAL EXPENDITURES	\$120.05	\$53.46	\$150.00	\$51.64	\$98.36
Transfer to Facilities Fund for Sidewalk/Fence	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00
TOTAL EXPENDITURES & TRANSFER	\$120.05	\$53.46	\$8,150.00	\$51.64	\$8,098.36
 <u>Revenues:</u>					
Taxes					
Specific Ownership	\$198.81	\$27.91	\$120.00	\$39.85	\$80.15
Property Taxes	\$2,387.12	\$1,069.27	\$2,376.00	\$1,032.81	\$1,343.19
Plus Interest	\$14.02	\$0.00	\$10.00	\$0.00	\$10.00
TOTAL REVENUES	\$2,599.95	\$1,097.18	\$2,506.00	\$1,072.66	\$1,433.34

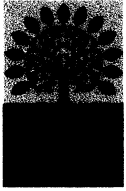
Lake City Area Fire Protection District
Quarterly Budget Comparison - March 2021

FIREWORKS FUND

<u>Expenditures:</u>	2020 Actual (unaudited)	2020 YTD	2021 Proposed	2021 YTD	YTD Difference
Operating Supplies - Fireworks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training - Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfer to Lake City/Hinsdale County C of C	\$7,412.80	\$7,412.80	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$7,412.80	\$7,412.80	\$0.00	\$0.00	\$0.00
<u>Revenues:</u>					
Donations from Private Sources	\$4,813.63	\$4,813.63	\$0.00	\$0.00	\$0.00
TOTAL REVENUES	\$4,813.63	\$4,813.63	\$0.00	\$0.00	\$0.00

FACILITIES FUND

<u>Expenditures:</u>	2020 Actual (unaudited)	2020 YTD	2021 Proposed	2021 YTD	YTD Difference
Repair & Maintenance Services	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00
TOTAL EXPENDITURES	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00
<u>Revenues:</u>					
Transfer from Contingency Reserve Fund	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00
Transfer from General Fund	\$2,700.00	\$2,700.00	\$3,000.00	\$0.00	\$3,000.00
TOTAL REVENUES	\$2,700.00	\$2,700.00	\$11,000.00	\$0.00	\$3,000.00



Lake Fork Community Foundation
PO Box 322
Lake City, CO 81235

*emailed to Bill & Joe
4-10-2021*

April 6, 2021

Lake City Fire-Rescue
PO Box 574
Lake City, CO 81235

Dear Michelle,

The Lake Fork Community Foundation has received donations designated for Lake City Fire-Rescue. A check for funds designated for your organization is enclosed along with a listing of the donors and their addresses.

Donors have received an acknowledgement of charitable contributions from the Lake Fork Community Foundation. You may want to thank them on behalf of your organization.

You might be interested to know the 2% administration fee charged by the Community Foundation does not quite cover our administrative costs. However, the Community Foundation is grateful for your understanding that this cost to you helps defray the expenses of the Community Foundation.

If you have questions, comments or suggestions please contact me at 944-2234

Sincerely,

Marian K Hollingsworth
Treasurer

1:45 PM

04/05/21

Cash Basis

Lake Fork Community Foundation
Partner's report by class
January through March 2021

Date	Source Name	Name Address	Class	Paid Amount
Contributions Income				
Restricted Donee Designated				
01/04/2021	Waldo, Marsha Jeanne	1721 Dorchester Pl Nichols Hills, OK 73120-1007	700 DnrDsgntdFnds:LC Fire-Rescue	100.00
01/04/2021	Sansom, Andrew & Nona	722 Yaupon Valley Rd Austin, TX 78746-3546	700 DnrDsgntdFnds:LC Fire-Rescue	100.00
01/04/2021	Ashmore, Glen	3104 NW 23rd Street Oklahoma City, OK 73107-1902	700 DnrDsgntdFnds:LC Fire-Rescue	100.00
01/08/2021	Hall, Bradley	1801 Kingswood Drive Southlake, TX 76092	700 DnrDsgntdFnds:LC Fire-Rescue	2,500.00
01/30/2021	Hall, Terry	P O Box 280 Lake City, CO 81235	700 DnrDsgntdFnds:LC Fire-Rescue	5,000.00
02/06/2021	AB Construction, Inc.	PO Box 281 Lake City, CO 81235	700 DnrDsgntdFnds:LC Fire-Rescue	25.00
02/11/2021	Capps, Bobby	312 Sandalwood Ln Levelland, TX 79336	700 DnrDsgntdFnds:LC Fire-Rescue	25.00
Total Restricted Donee Designated				7,850.00
Total Contributions Income				7,850.00
TOTAL				7,850.00