

# LAKE CITY AREA FIRE PROTECTION DISTRICT

## AGENDA

**September 29, 2020**

**Regular Meeting**

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

CALL TO ORDER

ROLL CALL

MINUTES \*\*

BILLS PAYABLE

BILLS FOR SERVICE – Status Report \*\*

TREASURER'S REPORT \*\*

MANAGER REPORT (emailed separately)

FIRE CHIEF/FIRE MARSHAL REPORT (emailed separately)

1. PERSONNEL – Performance Evaluations for District Staff
2. 2021 BUDGET – Review Draft Budget \*\*
3. FINANCE – Grants Update

ADJOURNMENT

\*\* included in packet

## RECORD OF PROCEEDINGS

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### **Regular Meeting**

**August 25, 2020**

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, Dennis Cavit, and Jim Rowe.

Director Quinn was absent.

Also present were Bill Hagendorf, Manager (via phone); Joe Wonnacott, Fire Chief/Fire Marshal; and Michelle Pierce, Secretary.

#### MINUTES OF PREVIOUS MEETING

Director Rowe moved, Director Boyce seconded to approve the minutes of the July 28, 2020 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.

#### BILLS FOR SERVICE – Status Report

The Directors read the status report submitted by Secretary Pierce.

#### TREASURER'S REPORT

Director Rowe moved, Director Boyce seconded to approve the Treasurer's Report for the month ending July 31, 2020 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).

#### FIRE CHIEF/FIRE MARSHAL REPORTS

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

#### BOARD OF DIRECTORS – Review of Purchasing Policy

Director Cavit moved, Director Rowe seconded to approve the revised purchasing policy. The motion passed with all voting yes in a general vote.

#### BOARD OF DIRECTORS – Review of Respiratory Protection Policy

Director Boyce moved, Director Cavit seconded to approve the new respiratory protection policy. The motion passed with all voting yes in a general vote.

#### PERSONNEL – Review of Performance Evaluation Forms

The Directors reviewed the performance evaluation forms for District staff. The Directors agreed that the performance evaluation process will be completed by the end of October. The Directors further agreed that Manager Hagendorf will conduct the initial review for the Fire Chief/Fire Marshal, followed by a meeting with Chairman Hall and Vice-Chairman Boyce to finalize it. The Directors also agreed that the full board will submit completed review forms for the District Manager and Secretary to Chairman Hall and Vice-Chairman Boyce prior to the September meeting and to discuss the matter again at the September meeting.

#### ELECTIONS – Statewide Ballot Question to Repeal Gallagher Amendment

Secretary Pierce reported that the District is limited to spending up to \$50 to promote repeal of Gallagher Amendment as proposed in the upcoming statewide election. She stated that the attorney advises that the Board can adopt a resolution in support of the repeal, but that any further publication should be limited to re-publishing the resolution rather than publishing separate ads or opinions in the newspaper or on social media. She further stated that the attorney advises that holding an informational Town Hall is allowed so long as time is provided to hear opposing views.

After some discussion, the Directors agreed to take no action to promote the repeal of the Gallagher amendment.

**RECORD OF PROCEEDINGS**

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**Regular Meeting (2)**

**August 25, 2020**

FIRE STATION – Fence

Manager Hagendorf stated that it would cost \$3,500 to \$4,000 in materials to build a fence, which does not include a cost for labor. After some discussion, the Directors agreed to budget for the expense in 2021.

FIRE STATION – Sidewalk to Front Entrance

There was discussion regarding the dangerous conditions that exist during the winter months when ice builds up on the sidewalk and steps leading to the front entrance on the east side of the fire station. The Directors discussed options such as roping off the sidewalk off during those times and diverting traffic to the sidewalk and steps on the south side of the station, permanently removing the front sidewalk and steps on the east side of the station, and removing the existing sidewalk and constructing a new one.

After further discussion, the Directors asked Manager Hagendorf to obtain pricing options to solve the issues with the sidewalk in order to budget for it in 2021.

OPEN BURN PERMITS/FIRE RESTRICTIONS

After some discussion regarding problems with Hinsdale County’s process to issue open burning permits during mandated fire restrictions, Manager Hagendorf agreed to meet with the county sheriff, the county emergency manager, one of the county commissioners, the fire chief/fire marshal and one of the Directors to talk about the permitting process when he returns to Lake City later this fall.

FINANCE – Grants Update

Manager Hagendorf stated that he had nothing new to report. He stated that a new chainsaw was purchased with the recently awarded VFA grant and that he was waiting to hear if the FEMA grant for the purchase of firehose had been funded.

2021 BUDGET – Review Process

Secretary Pierce stated that a draft of the proposed budget for 2021 is due by October 15<sup>th</sup> and that she will have it ready for review by the Directors during their September meeting. She stated that the budget must be adopted no later than December 15<sup>th</sup> and that it may be possible to adopt it at the November meeting if the final certification of values from the Hinsdale County Assessor has been received.

BILLS PAYABLE TO AND FOR:

	<u>AMOUNT</u>	<u>FUND</u>
Bill Hagendorf – Contract Labor, Manager	\$ 1,800.00	Gen.
Blue Spruce Building Materials Co. – Cedar Post, Concrete	28.45	Gen.
CenturyLink – Phone/DSL	131.09	Gen.
Gunnison County Electric Association, Inc. – Electricity (less Cap. Credit)	75.61	Gen.
Hinsdale County – Diesel Fuel	45.63	Gen.
J. David Reed – Legal Services, Campaign Finance Act, Gallagher	74.00	Gen.
Joe Wonnacott – Contract Labor, Fire Chief & Fire Marshal	1,000.00	Gen.
L. N. Curtis & Sons – Annual Service for Breathing Air Compressor	1,810.00	Gen.
Michelle Pierce – Contract Labor, Secretary	700.00	Gen.
Silver World Publishing Co. – Notice, Happy 4 <sup>th</sup> of July	15.00	Gen.
VISA – Pager Repairs, Disinfection Supplies, Postage, Inspector Cert.	476.27	Gen.
Witmer Public Safety Group – Turnout Gear & PPE Wash	68.77	Gen.

ADJOURNMENT

There being no further business to come before the Board, Director Rowe moved, Director Cavit seconded to adjourn the regular meeting at 7:55 p.m., but to meet again at the next regular meeting on September 29, 2020. The motion passed with all voting yes in a roll call vote.

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Secretary

# LAKE CITY AREA FIRE PROTECTION DISTRICT

DATE: September 26, 2020

TO: Board of Directors

FROM: Michelle Pierce, Secretary *MP*

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. Director Cavit is monitoring the local court case.

Ve-Buel Alexander, \$560.00. Invoice #22020 in the amount of \$560.00 was mailed to Mr. Alexander on July 7, 2020 for our response to a motor vehicle rollover on 6/8/2020 at MM 77 on Highway 149. Mr. Alexander left a voice mail at the station inquiring if we had received payment from his insurance company. I followed up with him on September 22<sup>nd</sup> and told him we had not. I received an email from his insurance company yesterday requesting a completed W-9 form in order to process payment which should be received in the next 5 to 10 business days.

Jack Braun, \$760.00. Invoice #42020 in the amount of \$760.00 was mailed to Mr. Braun on September 9, 2020 for our response to an RV fire at the Deer Lakes Campground. Payment in full was received from his insurance company on September 20<sup>th</sup>.

Brett Fletcher, \$405.00. Invoice #32020 in the amount of \$405.00 was mailed to Mr. Fletcher on September 11, 2020 for our response to a motor vehicle rollover on 9/6/2020 on Hinsdale County Road 33. I spoke with Mr. Fletcher yesterday and he hopes to be able to pay it in full within the next two weeks. He promised to notify me next week if he needs a payment plan. I will follow up with him again if I haven't heard back from him by the end of next week.

# LAKE CITY AREA FIRE PROTECTION DISTRICT

## Treasurer's Report

**August 30, 2020**

	<u>BEGINNING BALANCE 8/1/2020</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>ENDING BALANCE 8/30/2020</u>
GENERAL FUND	\$128,958.23	\$4,841.22	\$6,434.50	\$127,364.95
CAPITAL RESERVE FUND	\$411,796.13	\$2,625.89	\$116.49	\$414,305.53
CONTINGENCY RESERVE FUND	\$64,623.69	\$150.05	\$6.66	\$64,767.08
FACILITIES FUND	\$2,700.00	\$0.00	\$0.00	\$2,700.00
TOTALS	\$608,078.05	\$7,617.16	\$6,557.65	\$609,137.56

Petty Cash	\$25.00
Checking Acct - CBANKS	\$100.00
MM Acct - CBANKS	\$503,987.73
MM Acct - ColoTrust	\$85,024.83
Certificates of Deposit	\$20,000.00

TOTAL	\$609,137.56
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Respectfully submitted,

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Treasurer

**LAKE CITY AREA FIRE PROTECTION DISTRICT  
BUDGET FOR 2021**

**ASSESSED VALUATION OF \$28,088,782.00**

GENERAL FUND

<u>EXPENDITURES:</u>	2019 Actual	2020 Estimated	2021 Proposed
Elections			
Temporary Salary	\$0.00	\$0.00	\$0.00
Printing, Duplicating, etc.	\$0.00	\$0.00	\$0.00
Administration			
Contract Work	\$42,000.00	\$42,000.00	\$42,000.00
Office/Operating Supplies	\$60.94	\$100.00	\$500.00
Communication & Transportation	\$14.35	\$400.00	\$200.00
Printing, Duplicating, etc.	\$69.00	\$100.00	\$150.00
Publicity, Subscriptions & Dues	\$4,164.33	\$4,500.00	\$4,300.00
Professional Services (legal, audit)	\$5,085.50	\$5,600.00	\$5,000.00
Travel & Meetings	\$0.00	\$0.00	\$500.00
Insurance	\$8,811.00	\$7,577.00	\$9,000.00
Fire Fighting			
Operating Supplies	\$3,834.22	\$4,675.00	\$8,300.00
Repair & Maintenance Supplies	\$1,247.96	\$1,500.00	\$2,000.00
Professional Services	\$3,790.41	\$3,600.00	\$3,600.00
Repair & Maintenance Services	\$1,535.00	\$1,810.00	\$2,500.00
Other Machinery & Equipment	\$2,518.58	\$719.95	\$2,500.00
Travel & Meetings	\$0.00	\$0.00	\$0.00
Volunteer Firefighter Support	\$8,148.50	\$5,200.00	\$7,000.00
Pension Contributions	\$2,700.00	\$2,700.00	\$2,700.00
Fire Prevention			
Operating Supplies	\$0.00	\$0.00	\$200.00
Training			
Operating Supplies	\$268.53	\$200.00	\$750.00
Travel & Meetings	\$527.18	\$0.00	\$500.00
Training Services	\$780.00	\$250.00	\$750.00
Communications			
Operating Supplies	\$280.15	\$400.00	\$500.00
Repair & Maintenance Supplies	\$0.00	\$0.00	\$500.00
Repair & Maintenance Services	\$0.00	\$300.00	\$500.00
Professional Services - Dispatch/Active 911	\$4,947.88	\$4,889.00	\$5,000.00
Communications Equipment	\$0.00	\$0.00	\$0.00
Fire Station & Buildings			
Office Supplies	\$635.60	\$700.00	\$400.00
Operating Supplies	\$190.39	\$250.00	\$300.00
Repair & Maintenance Supplies	\$458.37	\$1,750.00	\$1,750.00
Utility Services	\$6,813.48	\$6,800.00	\$8,750.00
Professional Services	\$837.50	\$700.00	\$700.00
Repair & Maintenance Services	\$269.00	\$1,750.00	\$1,750.00
County Treasurer's Fee	\$4,778.80	\$3,785.00	\$3,750.00
<b>TOTAL EXPENDITURES</b>	<b>\$104,766.67</b>	<b>\$102,255.95</b>	<b>\$116,350.00</b>
Transfer to Facilities Fund from 2020 Savings	\$0.00	\$2,700.00	\$3,000.00
<b>TOTAL EXPENDITURES &amp; TRANSFER</b>	<b>\$104,766.67</b>	<b>\$104,955.95</b>	<b>\$119,350.00</b>

**LAKE CITY AREA FIRE PROTECTION DISTRICT  
BUDGET FOR 2021**

**ASSESSED VALUATION OF \$28,088,782.00**

GENERAL FUND

<u>REVENUES:</u>	2019 Actual	2020 Estimated	2021 Proposed
<b>Balance on January 1</b>	<b>\$149,857.40</b>	<b>\$166,351.00</b>	<b>\$153,934.05</b>
Taxes			
Specific Ownership	\$8,049.33	\$4,000.00	\$3,000.00
Charges for Services			
Petitions	\$800.00	\$800.00	\$0.00
Contracts	\$0.00	\$0.00	\$0.00
Special Assessments	\$704.68	\$410.00	\$0.00
Refunds of Expenditures	\$0.00	\$0.00	\$0.00
Miscellaneous Revenues			
Special Fire Protection Services	\$1,725.00	\$1,200.00	\$0.00
Miscellaneous Revenue	\$247.00	\$840.00	\$0.00
Earnings on Deposits	\$3,248.80	\$2,500.00	\$2,500.00
Donations from Private Sources (inc. LCFR)	\$8,908.25	\$550.00	\$2,500.00
Grants (VFA, etc.)	\$2,001.16	\$4,045.00	\$0.00
<b>Total Revenues</b>	<b>\$25,684.22</b>	<b>\$14,345.00</b>	<b>\$8,000.00</b>
<b>Total Revenues &amp; Balance</b>	<b>\$175,541.62</b>	<b>\$180,696.00</b>	<b>\$161,934.05</b>
Property Taxes	\$94,986.41	\$75,194.00	\$74,836.00
Plus Interest	\$589.21	\$300.00	\$300.00
Total Property Taxes	\$95,575.62	\$75,494.00	\$75,136.00
<b>TOTAL REVENUES AVAILABLE</b>	<b>\$271,117.24</b>	<b>\$256,190.00</b>	<b>\$237,070.05</b>
<b>BALANCE ON DECEMBER 31</b>	<b>\$166,350.57</b>	<b>\$153,934.05</b>	<b>\$117,720.05</b>

**LAKE CITY AREA FIRE PROTECTION DISTRICT  
BUDGET FOR 2021**

**ASSESSED VALUATION OF \$28,088,782.00**

CAPITAL RESERVE FUND

<u>EXPENDITURES:</u>	2019 Actual	2020 Estimated	2021 Proposed
Fire Fighting			
Vehicles	\$0.00	\$0.00	\$0.00
Other Machinery & Equipment	\$48,233.00	\$10,600.00	\$11,000.00
Reserve for Equipment Replacement Schedule (\$41,776/year per attached)	\$0.00	\$0.00	\$372,890.00
County Treasurer's Fee	\$1,303.32	\$2,090.00	\$2,080.00
<b>TOTAL EXPENDITURES</b>	<b>\$49,536.32</b>	<b>\$12,690.00</b>	<b>\$385,970.00</b>
 <u>REVENUES:</u>			
<b>Balance on January 1</b>	<b>\$366,928.90</b>	<b>\$346,154.00</b>	<b>\$381,901.00</b>
Taxes			
Specific Ownership	\$2,195.27	\$2,200.00	\$1,850.00
Miscellaneous Revenues	\$0.00	\$1,513.00	\$0.00
Intergovernmental Revenue	\$0.00	\$0.00	\$0.00
Donations from Private Sources	\$500.00	\$2,850.00	\$0.00
Sale of Equipment	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$2,695.27</b>	<b>\$6,563.00</b>	<b>\$1,850.00</b>
<b>TOTAL REVENUES AND BALANCE</b>	<b>\$369,624.17</b>	<b>\$352,717.00</b>	<b>\$383,751.00</b>
Property Taxes Plus Interest	\$25,905.39 \$160.70	\$41,774.00 \$100.00	\$41,575.00 \$75.00
Total Property Taxes	\$26,066.09	\$41,874.00	\$41,650.00
<b>TOTAL REVENUES AVAILABLE</b>	<b>\$395,690.26</b>	<b>\$394,591.00</b>	<b>\$425,401.00</b>
<b>BALANCE ON DECEMBER 31</b>	<b>\$346,153.94</b>	<b>\$381,901.00</b>	<b>\$39,431.00</b>



**LAKE CITY AREA FIRE PROTECTION DISTRICT  
BUDGET FOR 2021**

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**ASSESSED VALUATION OF \$28,088,782.00**

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CONTINGENCY RESERVE FUND

<u>EXPENDITURES:</u>	2019 Actual	2020 Estimated	2021 Proposed
2021 Fence & Sidewalk	\$0.00	\$0.00	\$8,000.00
County Treasurer's Fee	\$124.13	\$125.00	\$150.00
<b>TOTAL EXPENDITURES</b>	<b>\$124.13</b>	<b>\$125.00</b>	<b>\$8,150.00</b>
<u>REVENUES:</u>			
<b>Balance on January 1</b>	<b>\$62,469.37</b>	<b>\$65,037.00</b>	<b>\$67,429.00</b>
Taxes			
Specific Ownership	\$209.07	\$120.00	\$120.00
<b>TOTAL REVENUES</b>	<b>\$209.07</b>	<b>\$120.00</b>	<b>\$120.00</b>
<b>TOTAL REVENUES AND BALANCE</b>	<b>\$62,678.44</b>	<b>\$65,157.00</b>	<b>\$67,549.00</b>
Property Taxes	\$2,467.18	\$2,387.00	\$2,376.00
Plus Interest	\$15.31	\$10.00	\$10.00
Total Property Taxes	\$2,482.49	\$2,397.00	\$2,386.00
<b>TOTAL REVENUES AVAILABLE</b>	<b>\$65,160.93</b>	<b>\$67,554.00</b>	<b>\$69,935.00</b>
<b>BALANCE ON DECEMBER 31</b>	<b>\$65,036.80</b>	<b>\$67,429.00</b>	<b>\$61,785.00</b>

**LAKE CITY AREA FIRE PROTECTION DISTRICT  
BUDGET FOR 2021**

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**ASSESSED VALUATION OF \$28,088,782.00**

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FIREWORKS FUND

<u>EXPENDITURES:</u>	2019 Actual	2020 Estimated	2021 Proposed
Operating Supplies - Fireworks	\$0.00	\$0.00	\$0.00
Travel Expenses	\$0.00	\$0.00	\$0.00
Donation to Other Entities	\$7,412.80	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$7,412.80</b>	<b>\$0.00</b>	<b>\$0.00</b>
<u>REVENUES:</u>			
<b>Balance on January 1</b>	<b>\$2,599.17</b>	<b>\$0.00</b>	<b>\$0.00</b>
Donations from Private Sources	\$4,813.63	\$0.00	\$0.00
<b>TOTAL REVENUES</b>	<b>\$4,813.63</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL REVENUES &amp; BALANCE</b>	<b>\$7,412.80</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>BALANCE ON DECEMBER 31</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**LAKE CITY AREA FIRE PROTECTION DISTRICT  
BUDGET FOR 2021**

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**ASSESSED VALUATION OF \$28,088,782.00**

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FACILITIES FUND

<u>EXPENDITURES:</u>	2019 Actual	2020 Estimated	2021 Proposed
Major Facilities Repair & Maintenance Expenses	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
 <u>REVENUES:</u>			
<b>Balance on January 1</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,700.00</b>
Transfer from General Fund	\$0.00	\$2,700.00	\$3,000.00
<b>TOTAL REVENUES</b>	<b>\$0.00</b>	<b>\$2,700.00</b>	<b>\$3,000.00</b>
<b>TOTAL REVENUES &amp; BALANCE</b>	<b>\$0.00</b>	<b>\$2,700.00</b>	<b>\$5,700.00</b>
<b>BALANCE ON DECEMBER 31</b>	<b>\$0.00</b>	<b>\$2,700.00</b>	<b>\$5,700.00</b>