

Carbondale & Rural Fire Protection District
Meeting of the Board of Directors
September 12, 2018
5:30 p.m.

Agenda

- A. Call to order & roll call

- B. Consent Agenda
 - 1. Approve Previous Minutes
 - 2. Current Bills & Balances

- C. Persons Present Not on the Agenda

- D. Staff Reports
 - 1. Chief's Report
 - 2. Attorney's Report
 - 3. Other

- E. 2018 November Election
 - 1. Election Timeline
 - 2. Public Information Plan
 - 3. Citizen's Committee
 - 4. Other

- F. Financial Report
 - 1. Other

- G. Old Business
 - 1. Other

- H. New Business
 - 1. Other

- I. Adjourn



Board of Directors Report

Bill Gavette, Deputy Chief

September 2018

Completed Plan/Code Reviews

- Trede ADU, Garfield County
- Main Street Marketplace, Town of Carbondale
- CMC Ascent & Fitness/Rec Center Location and Extent, Garfield County

Pending/On-going Plan/Code Reviews

- Wood - Small Contractor Yard, Garfield County

Inspections

- Heritage Park, general inspection, Town of Carbondale
- Hanson residence, fire sprinkler rough-in, Pitkin County
- Beckler, driveway inspection, Gunnison County
- RFSD Housing, fire flow test, Town of Carbondale

Other Projects

- Garfield County Fire Code Adoption
- Heritage Park Evacuation Planning
- Senior Housing Evacuation Pre-Planning
- Heartsaver CPR, CRMS

August 31, 2018

Interest Rate

General Fund

Alpine Checking	542,204.30	0.00%
Alpine Money Market Fund	<u>1,453,048.27</u>	0.01%
TOTAL	\$ 1,995,252.57	

Capital Projects Fund #1

Alpine Checking	52,583.77	0.00%
Alpine Money Market Fund	894,351.61	0.01%
Alpine Impact Fee Fund	62,567.47	0.01%
Alpine Loan Fund Money Market	<u>383,202.37</u>	0.01%
TOTAL	\$ 1,392,705.22	

Bond Fund

Csafe	\$ 124,355.56	2.10%
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Pension Fund

FPPA	\$2,286,918.55
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Ambulance Billing Report - August 2018

Cash Collected on Accounts	\$ 22,251.68
New Accounts Billed	\$ 38,237.60
Medicare Assignments (Write-Offs)	\$ 5,086.10
Medicaid Write-Offs	\$ 4,313.30
Other Write-Offs	\$ 4,989.66
Amount Sent to Collections	\$ 1,682.80

Aging Report

<u>0-30 Days</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>>90 Days</u>
\$40,093.71	\$16,068.90	\$7,620.40	\$47,843.60

Checks Issued Between Board Meetings

General Fund

Payroll	\$62,133.91	Payroll	8/10/18
Internal Revenue Service	\$16,300.83	Federal Withholding	8/10/18
Colorado Department of Revenue	\$3,530.00	State Withholding	8/10/18
Fire & Police Pension Association	\$19,112.85	Pension/457/Death & Disability	8/10/18
Payroll	\$45,130.22	Payroll	8/24/18
Internal Revenue Service	\$9,388.35	Federal Withholding	8/24/18
Colorado Department of Revenue	\$2,556.00	State Withholding	8/24/18
Fire & Police Pension Association	\$18,059.20	Pension/457/Death & Disability	8/24/18

Capital Projects Fund

none

Miscellaneous Income

General Fund

\$14.00	Record Research
\$31,450.00	Donations - Lake Christine Fire
\$5,000.00	Aspen Glen annual rent

Capital Projects Fund

Garfield County Federal Mineral Lease District	\$ 24,100.00	Grant - UTV, trailer
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Carbondale & Rural Fire Protection Dist

AP Check Register (Current by Bank)

Check Date: 9/12/2018

Check No.	Date	Status	Vendor ID	Payee Name	Amount
BANK ID: ALPINC - ALPINE BANK - CHECKING					1122
37076	09/12/18	P	ACME	Acme Alarm Company	\$330.00
37077	09/12/18	P	ALPINE	Alpine Tire Company, Inc.	\$699.80
37078	09/12/18	P	CEDAR	Cedar Networks	\$350.00
37079	09/12/18	P	CENEX	Cenex Fleet Fueling	\$3,172.94
37080	09/12/18	P	CENTUR	CenturyLink	\$528.96
37081	09/12/18	P	CENTUB	CenturyLink Business Services	\$61.31
37082	09/12/18	P	CHIEFS	Chief Supply Corp.	\$2,433.86
37083	09/12/18	P	COMCAS	Comcast Cable	\$122.48
37084	09/12/18	P	COMCAI	Comcast Internet	\$111.10
37085	09/12/18	P	DOSGRI	Dos Gringos Burritos	\$147.28
37086	09/12/18	P	GENE	Eugene K. Schilling	\$16.29
37087	09/12/18	P	FOOTST	FootSteps Marketing	\$975.00
37088	09/12/18	P	GOLDWE	Golden West Industrial Supply	\$301.36
37089	09/12/18	P	GRANIT	Granite Telecommunications	\$842.99
37090	09/12/18	P	HEUTON	Heuton Tire Company, Inc.	\$441.52
37091	09/12/18	P	HOLY	Holy Cross Energy	\$336.76
37092	09/12/18	P	SPAULD	Jake Spaulding	\$66.14
37093	09/12/18	P	CITYMA	Kroger - King Soopers Customer	\$277.71
37094	09/12/18	P	LIFEAS	Life-Assist, Inc.	\$5,662.92
37095	09/12/18	P	MWATER	Marble Water Company	\$65.00
37096	09/12/18	P	METLIF	MetLife - Group Benefits	\$3,397.69
37097	09/12/18	P	MICASI	Mi Casita	\$385.00
37098	09/12/18	P	MICROP	Microplastics, Inc.	\$1,053.91
37099	09/12/18	P	MOPEST	Mountain Pest Control, Inc.	\$278.00
37100	09/12/18	P	MTNWAS	Mountain Waste & Recycling	\$689.68
37101	09/12/18	P	NAPA	Napa Auto Parts, Inc.	\$960.86
37102	09/12/18	P	PACIFS	Pacific Sheet Metal, Inc.	\$2,101.50
37103	09/12/18	P	PITCLE	Pitkin County Clerk & Recorder	\$41.84
37104	09/12/18	P	PITTRE	Pitkin County Treasurer	\$452.00
37105	09/12/18	P	REDSAN	Redstone Water & Sanitation Di	\$312.00
37106	09/12/18	P	RFRENT	Roaring Fork Rentals, Inc.	\$41.00
37107	09/12/18	P	COOP	Roaring Fork Valley Co-Op	\$556.34
37108	09/12/18	P	SMORON	Sarah Moroney	\$28.34
37109	09/12/18	P	SPECIN	Specialty Incentives	\$251.74
37110	09/12/18	P	STERIC	Stericycle, Inc.	\$731.14
37111	09/12/18	P	KEYPEO	The Key People Co, Inc.	\$395.00
37112	09/12/18	P	THYSSE	Thyssenkrupp Elevator Corp.	\$505.01
37113	09/12/18	P	TRICTY	Tri-County Extinguishers, Inc.	\$897.50
37114	09/12/18	P	USPOST	U.S. Post Office	\$220.00
37115	09/12/18	P	VERIZO	Verizon Wireless	\$825.41
37116	09/12/18	P	VFIS	VFIS	\$11,515.00
37117	09/12/18	P	VIP	VIP Trash Removal	\$135.00
37118	09/12/18	P	WESTHE	Western Slope Health Care Grou	\$33,386.17
BANK ALPINC REGISTER TOTAL:					\$76,103.55
GRAND TOTAL :					\$76,103.55

* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void (Void Date) ; "A" - Application; "E" - EFT
 ** Denotes broken check sequence.

Capital Projects Fund #1
AP Check Register (Current by Bank)

Check Date: 9/12/2018

<u>Check No.</u>	<u>Date</u>	<u>Status</u>	<u>Vendor ID</u>	<u>Payee Name</u>	<u>Amount</u>
BANK ID: ALPINE - ALPINE BANK - CHECKING					1140
4752	09/12/18	P	MOTORO	Motorola	\$1,654.73
4752	09/12/18	V 9/12/18	MOTORO	Motorola	(\$1,654.73)
4753	09/12/18	P	MOTORO	Motorola	\$1,654.73
BANK ALPINE REGISTER TOTAL:					\$1,654.73
GRAND TOTAL :					\$1,654.73

* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void (Void Date) ; "A" - Application ; "E" - EFT
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Carbondale & Rural Fire Protection Dist

Income Statement

(Original Budget to Actual Comparison)

For the period of 9/1/2018 Through 9/30/2018

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<u>Cost of Goods Sold</u>								
Property Tax	\$0.00	\$0.00	\$0.00	0.0 %	\$(2,609,983.11)	\$(2,748,839.00)	\$(138,855.89)	(5.1)%
Specific Ownership Tax	0.00	0.00	0.00	0.0	(118,938.71)	(150,000.00)	(31,061.29)	(20.7)
Interest/Penalties	0.00	0.00	0.00	0.0	(1,200.04)	(5,500.00)	(4,299.96)	(78.2)
Delinquent Tax	0.00	0.00	0.00	0.0	(236.22)	(1,000.00)	(763.78)	(76.4)
Abated Tax	0.00	0.00	0.00	0.0	(1,912.00)	(1,912.00)	0.00	0.0
Ambulance Revenues	0.00	0.00	0.00	0.0	(123,137.31)	(225,000.00)	(101,862.69)	(45.3)
Interest Income	0.00	0.00	0.00	0.0	(21.21)	0.00	21.21	0.0
Earnings on Investments	0.00	0.00	0.00	0.0	0.00	(100.00)	(100.00)	(100.0)
Building Rentals	(250.00)	0.00	250.00	0.0	(14,250.00)	(12,000.00)	2,250.00	18.8
Contributions & Grants	0.00	0.00	0.00	0.0	(31,495.24)	0.01	31,495.25	314952500.0
Training Income	0.00	0.00	0.00	0.0	0.00	(500.00)	(500.00)	(100.0)
Wildfire Contracts	0.00	0.00	0.00	0.0	(22,966.12)	(10,000.00)	12,966.12	129.7
Special Event Contracts	0.00	0.00	0.00	0.0	0.00	(7,000.00)	(7,000.00)	(100.0)
Miscellaneous Income	0.00	0.00	0.00	0.0	(2,630.50)	(4,000.00)	(1,369.50)	(34.2)
Total Cost of Goods Sold	\$(250.00)	\$0.00	\$250.00	0.0 %	\$(2,926,770.46)	\$(3,165,850.99)	\$(239,080.53)	(7.6)%
Gross Profit	\$250.00	\$0.00	\$250.00		\$2,926,770.46	\$3,165,850.99	\$(239,080.53)	(7.6)%
<u>Operating Expenses</u>								
Wages	\$58,131.39	\$0.00	\$(58,131.39)	0.0 %	\$1,081,251.09	\$1,609,632.00	\$528,380.91	32.8 %
Wildfire Wages, CRRF	0.00	0.00	0.00	0.0	81,063.42	5,000.00	(76,063.42)	(1521.3)
Wages - Seasonal Staffing	9,447.00	0.00	(9,447.00)	0.0	52,283.25	65,000.00	12,716.75	19.6
Special Event Wages	1,659.36	0.00	(1,659.36)	0.0	5,672.56	5,000.00	(672.56)	(13.5)
Health Benefits	32,019.45	0.00	(32,019.45)	0.0	314,712.23	431,348.00	116,635.77	27.0
Pension Benefits	0.00	0.00	0.00	0.0	83,838.48	145,016.00	61,177.52	42.2
457 Contributions, District portion	0.00	0.00	0.00	0.0	8,256.05	12,894.00	4,637.95	36.0
Workers Comp	0.00	0.00	0.00	0.0	41,085.00	56,528.00	15,443.00	27.3
Volunteer Incentive	0.00	0.00	0.00	0.0	4,343.42	27,000.00	22,656.58	83.9
Medicare/FICA Tax	0.00	0.00	0.00	0.0	21,022.07	28,457.00	7,434.93	26.1
Unemployment Insurance	0.00	0.00	0.00	0.0	2,439.86	5,000.00	2,560.14	51.2
Death & Disability Policy - FPPA	0.00	0.00	0.00	0.0	26,227.25	40,355.00	14,127.75	35.0
Board Members Pay	0.00	0.00	0.00	0.0	16.29	8,000.00	7,983.71	99.8
Insurance	11,515.00	0.00	(11,515.00)	0.0	46,308.00	55,476.00	9,168.00	16.5
Treasurer Fees	0.00	0.00	0.00	0.0	48,731.67	65,457.00	16,725.33	25.6
Abated Tax	0.00	0.00	0.00	0.0	13,860.55	2,056.00	(11,804.55)	(574.2)
Administration Supplies/Expenses	461.10	0.00	(461.10)	0.0	14,725.07	13,000.00	(1,725.07)	(13.3)
Accounting	0.00	0.00	0.00	0.0	13,250.00	13,250.00	0.00	0.0
Legal Fees	0.00	0.00	0.00	0.0	14,726.20	25,000.00	10,273.80	41.1
Dues & Subscriptions	0.00	0.00	0.00	0.0	3,989.00	6,673.00	2,684.00	40.2
Administration Fuel	0.00	0.00	0.00	0.0	9,117.60	11,110.00	1,992.40	17.9
Freight & Postage	170.00	0.00	(170.00)	0.0	1,122.67	1,208.00	85.33	7.1
Computer Supplies	0.00	0.00	0.00	0.0	864.03	1,871.00	1,006.97	53.8
Fire/EMS Prevention	0.00	0.00	0.00	0.0	20.99	1,028.00	1,007.01	98.0

Carbondale & Rural Fire Protection Dist

Income Statement

(Original Budget to Actual Comparison)

For the period of 9/1/2018 Through 9/30/2018

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Meetings	0.00	0.00	0.00	0.0	1,224.00	2,056.00	832.00	40.5
Volunteer Dinner Program	0.00	0.00	0.00	0.0	3,214.98	10,000.00	6,785.02	67.9
Election Expense	50.00	0.00	(50.00)	0.0	968.85	15,000.00	14,031.15	93.5
Emergency Management	0.00	0.00	0.00	0.0	2,000.00	1,028.00	(972.00)	(94.6)
Master Plan	0.00	0.00	0.00	0.0	0.00	2,056.00	2,056.00	100.0
Public Outreach	251.74	0.00	(251.74)	0.0	15,403.74	18,508.00	3,104.26	16.8
Firefighting Expenses/Supplies	0.00	0.00	0.00	0.0	14,255.96	30,840.00	16,584.04	53.8
Firefighting Fuel	0.00	0.00	0.00	0.0	2,963.62	3,619.00	655.38	18.1
Incident Resources	0.00	0.00	0.00	0.0	87.71	1,028.00	940.29	91.5
Incident Food	0.00	0.00	0.00	0.0	1,467.54	1,028.00	(439.54)	(42.8)
Wildfire Expenses, CRRF	0.00	0.00	0.00	0.0	2,866.47	2,114.00	(752.47)	(35.6)
WPPP Team Expenses	0.00	0.00	0.00	0.0	1,244.19	0.00	(1,244.19)	0.0
Medical Expenses/Supplies	731.14	0.00	(731.14)	0.0	30,752.71	39,064.00	8,311.29	21.3
Infection Control Program	0.00	0.00	0.00	0.0	535.00	1,028.00	493.00	48.0
Medical Fuel	0.00	0.00	0.00	0.0	3,560.46	4,024.00	463.54	11.5
Physician Advisor	0.00	0.00	0.00	0.0	3,500.00	3,500.00	0.00	0.0
Telephone Service	0.00	0.00	0.00	0.0	9,538.15	13,306.00	3,767.85	28.3
Cell Phones/Pagers	0.00	0.00	0.00	0.0	1,673.53	2,876.00	1,202.47	41.8
Communications Supplies/Expenses	122.48	0.00	(122.48)	0.0	5,402.94	9,252.00	3,849.06	41.6
Communications Center	0.00	0.00	0.00	0.0	6,506.39	10,000.00	3,493.61	34.9
Training - Firefighting	0.00	0.00	0.00	0.0	10,298.44	20,000.00	9,701.56	48.5
Training - Medical	0.00	0.00	0.00	0.0	6,648.12	1,000.00	(5,648.12)	(564.8)
Paramedic Program	0.00	0.00	0.00	0.0	3,332.86	10,000.00	6,667.14	66.7
EMT Tuitions	0.00	0.00	0.00	0.0	1,989.00	3,000.00	1,011.00	33.7
Training - Administration	0.00	0.00	0.00	0.0	4,577.90	5,000.00	422.10	8.4
Food - Training	0.00	0.00	0.00	0.0	612.14	3,000.00	2,387.86	79.6
Vehicle Repairs	0.00	0.00	0.00	0.0	9,097.13	20,000.00	10,902.87	54.5
Vehicle Supplies, Parts, Tires	0.00	0.00	0.00	0.0	18,953.52	23,588.00	4,634.48	19.6
Equipment Testing	0.00	0.00	0.00	0.0	9,528.10	15,420.00	5,891.90	38.2
Communications Equipment Repairs	0.00	0.00	0.00	0.0	116.80	2,056.00	1,939.20	94.3
Maintenance Contracts	505.01	0.00	(505.01)	0.0	14,523.60	25,322.00	10,798.40	42.6
Computer Repairs & Service	0.00	0.00	0.00	0.0	8,609.81	14,430.00	5,820.19	40.3
Portable Equipment Repairs	0.00	0.00	0.00	0.0	0.00	206.00	206.00	100.0
Building Utilities	1,531.68	0.00	(1,531.68)	0.0	47,072.62	56,847.00	9,774.38	17.2
Building Maintenance & Repairs	2,496.50	0.00	(2,496.50)	0.0	17,072.52	22,666.00	5,593.48	24.7
Building Supplies	0.00	0.00	0.00	0.0	11,487.64	14,683.00	3,195.36	21.8
Janitorial Supplies	0.00	0.00	0.00	0.0	1,051.78	0.00	(1,051.78)	0.0
Miscellaneous Expenses	0.00	0.00	0.00	0.0	148,140.17	0.00	(148,140.17)	0.0
Transfer to Capital Projects Fund	0.00	0.00	0.00	0.0	100,000.00	100,000.00	0.00	0.0
Emergency Reserves	0.00	0.00	0.00	0.0	0.00	92,000.00	92,000.00	100.0
Total Operating Expenses	\$119,091.85	\$0.00	\$(119,091.85)	0.0 %	\$2,409,205.14	\$3,234,904.00	\$825,698.86	25.5 %
Net Income (Loss)	\$(118,841.85)	\$0.00	\$(118,841.85)	0.0 %	\$517,565.32	\$(69,053.01)	\$586,618.33	849.5 %