

Carbondale & Rural Fire Protection District
Meeting of the Board of Directors
September 13, 2017
5:30 p.m.
Agenda

- A. Call to order & roll call
- B. Changes to Agenda
- C. Consent Agenda
 - 1. Approve Previous Minutes
 - 2. Current Bills & Balances
- D. Persons Present Not on the Agenda
- E. Board of Directors Seats
 - 1. Resignation Letters
 - 2. Discussion regarding Replacement Board Members
 - 3. Discussion regarding Appointment of Secretary/Treasurer
- F. November 2017 Election
 - 1. Consider Approval of Resolution 2017-006, A Resolution of the Carbondale & Rural Fire Protection District Requesting that the Voters of the District Vote “Yes” on the Mill Levy Override Question Certified by a Resolution No. 5, Series of 2017, to be Placed on the Ballot on November 7, 2017.
- G. Staff Reports
 - 1. Website Content, Ron Leach
 - 2. Other
- H. Financial Report
 - 1. 2018 Proposed Budget, Ron Leach
 - 2. Other
- I. Old Business
 - 1. Marble Fuel Release Update, Rob Goodwin
 - 2. Grand Avenue Bridge Construction, Rob Goodwin
 - 3. Other
- J. New Business
 - 1. Out of Area Engine Assignments, Ron Leach
 - 2. Discussion regarding Fire Code IGA, Ron Leach
 - 3. Discussion Regarding Purchasing an Ambulance, Ron Leach
 - 4. Other
- K. Adjourn

CARBONDALE & RURAL FIRE PROTECTION DISTRICT

MINUTES OF THE MEETING

BOARD OF DIRECTORS

CARBONDALE FIRE HEADQUARTERS

AUGUST 9, 2017

The Board of Directors of the Carbondale & Rural Fire Protection District met for their regular meeting on August 9, 2017 at the Carbondale Fire Headquarters/Training Building.

President Gene Schilling called the meeting to order at 5:33 p.m. Directors present were Mike Kennedy, Louis Eller and Carl Smith. Also present were Ron Leach, Jenny Cutright, Rob Goodwin, Bill Gavette, Frank Nadell and Eric Gross. Director Tom Adgate arrived at 5:39 p.m.

CHANGES TO AGENDA

Carl Smith requested to add the following topics to the agenda:

- Marble update
- Update on bridge
- Residency Requirements for Board members
- Engine Assignment

CONSENT AGENDA

The items on the consent agenda were:

- Approve the Minutes of July 12, 2017 Regular Meeting
- Approve Current Bills and Balances

MOTION: made to approve the consent agenda as noted. It carried and passed 4-0.

PERSONS PRESENT NOT ON THE AGENDA

There were no members of the public present.

2018 BUDGET

Appoint Budget Officer

MOTION: made to appoint Ron Leach as the budget officer. It carried and passed 4-0.

Presentation of Proposed 2018 Budget Ron Leach noted that there were two budgets in the board packet. He said that one assumes there is no mill levy override extension. He said the second budget assumes a continuation of the 1.75 mill levy override that was approved by the voters in 2015. Ron Leach said that the general fund expenditures are the same in both budgets, and the only difference is if the 1.75 mill levy override is continued, there will be capital spending.

Ron Leach said that the proposed capital budget includes \$350,000 for a new ambulance and a new brush truck. Ron Leach said that these expenditures have been deferred for over five years and are needed.

Ron Leach said that the ambulance's need to start being replaced. He said the district has 4 ambulances, a 2001, 2005, 2006 and 2009. He added the 2009 ambulance was towed to the repair shop and has internal valve problems. Ron Leach noted that he expects this to be a very expensive repair. General discussion regarding different types of chassis for ambulances and possible grants followed. Ron Leach said that the district intends to apply for a grant for the ambulance, but as it can't be assured, the entire cost of an ambulance is included in the budget.

Ron Leach said that there is a brush truck budgeted in 2018. He said that wildfire is the biggest risk in the district. He said the brush trucks need to be replaced and are needed to protect the community from wildfires.

Ron Leach said the communications equipment is for 800 mhz radios. He said Pitkin County is now on 800 mhz so new radios are needed in the south end of the district to be able to communicate. He said the Carbondale radios also need to be upgraded with newer technology.

General discussion followed. Carl Smith said that the Redstone Castle is open for business and the town is changing. He noted that the Redstone fire engine is the oldest piece of equipment in the district.

Ron Leach said that the staff recommends to put a question on the ballot to continue the mill levy override. He said that the staff is suggesting to maintain the mill levy. He said that the district has to be funded.

Ron Leach said that the property tax amounts are close but until the valuations are received, the exact amounts won't be known. He noted that the budget is open for discussion until it is adopted.

NOVEMBER 2017 ELECTION

Discussion Regarding 2017 Ballot Initiative

Ron Leach said that Eric Gross drafted a draft resolution regarding a ballot question. He said the amount and term are blank so they can be discussed. Each board member verbally agreed that a mill levy override extension is needed to fund the district and that they support putting a question on the ballot. Further discussion regarding the term and amount of the mill levy override followed.

MOTION: made to approve Resolution 2017-005, A Resolution of the Carbondale & Rural Fire Protection District to Place a Mill Levy Override Question on the November 7, 2017 Election Ballot, with 1.75 mills and a three-year term. It carried and passed unanimously.

Discussion regarding sharing informing the public on the district's many successes, including a lower ISO rating, the Master Plan work, the bond refinancing savings, followed. Further discussion regarding what staff can do with regard to election information followed. Eric Gross said that once a resolution has been adopted, the District can't be for or against questions. He said that the District can provide education and information about the ballot question. Eric Gross said that in personal capacity, someone can be for or against a ballot question. He added that the Board can pass a resolution in favor of the ballot question.

Designated Election Official Ron Leach said that this election is coordinated by the County Clerks. He said that the district needs to appoint a Designated Election Official to work with the counties. Discussion followed.

MOTION: made to appoint Jenny Cutright as the Designated Election Official for the November 2017 election. It carried and passed unanimously.

Intergovernmental Agreements

MOTION: made to allow the President of the Board of Directors to sign the Intergovernmental Agreements with each county once they have been vetted by Eric Gross. It carried and passed unanimously.

STAFF REPORTS

IA Crews Mike Kennedy asked the status of the IA program. Rob Goodwin said the program ended August first due to the budget and hours that volunteers could work. Mike Kennedy requested that the board be notified when a program like this ends before expected. Discussion regarding FLSA and the 20% volunteer rule followed. Ron Leach added that the weather has changed and the monsoons have arrived. Further discussion regarding how long to run the program in 2018. Rob Goodwin said that he hopes to have a larger pool of applicants in 2018 so the program can last longer. Mike Kennedy said the IA crews are needed, especially since there are many calls where no or very few volunteers respond. He added that this is a real issue.

Ron Leach said there is a lot of pressure on the staff to cover polo games, rodeos, tours, bike and foot races, etc. Mike Kennedy noted that the demands will continue increasing. Ron Leach said that the volunteers are not available to work part time for the fire department. He said there were four people who were able and qualified to work for the summer program.

OLD BUSINESS

Marble Fuel Release Rob Goodwin said that the plan was approved by the state. He said he is working with the consultant to put the plan in place. Rob Goodwin said that he expects the work will be done over two days in September. He added there will be a few monitoring tests needed throughout 2017.

Grand Avenue Bridge Rob Goodwin said the bridge closure starts Monday. He said we have been working on mutual aid and communications plans. He said that Garfield Dispatch has hired

a position to solely monitor the Grand Avenue Bridge traffic and work with emergency responders. He said there are cameras set up from I-70 to Carbondale to allow first responders to see real-time traffic conditions and make transport decisions. He added the dedicated dispatcher will also monitor traffic and report to the crew as needed. Rob Goodwin said that one person per shift has toured Aspen Valley Hospital in case the crew determines transport there is needed. He said that we are also working with the local helicopters. Rob Goodwin said he expects the worst traffic to be in the afternoon and early evening, but that may not be the only time there is traffic. General discussion regarding the bridge closure followed.

Ron Leach said that the staff has done a great job finding different ways to transport patients and identifying potential problems. He said that patients will get to the hospital.

Ron Leach said that there is also concern about five employees who live on the other side of the bridge. He said current estimates are 90 minutes to travel through Glenwood Springs. Ron Leach said that he is concerned about the staff and has been talking to those employees. He said after seeing how the first week or two goes, he is open to changing work hours, working at home if available, etc. He said that the bridge closure will cost every emergency services agency some funding. He said that the district will do everything it can to accommodate the employees impacted.

Gene Schilling reviewed some of the changes the town of Carbondale is making to help their employees who live on the other side of the GAB.

Gene Schilling noted that he would like to have the Marble Fuel Release and Grand Avenue Bridge Update on the agenda under old business until resolved.

NEW BUSINESS

Garfield County Federal Mineral Lease District

MOTION: made to approve Resolution 2017-004, A Resolution of the Board of Directors of the Carbondale & Rural Fire Protection District Supporting the Grant Application for a Grant from the Garfield County Federal Mineral Lease District for the Purchase of Communications Equipment. It carried and passed unanimously.

Residency Requirements for Board Members – Carl Smith asked for clarification on the residency requirements. He said he and his wife sold their house and are in the process of waiting for it to close. Eric Gross said to serve on the Board, someone must be an eligible elector. He added that an eligible elector is a person who is registered to vote and is either a resident of the special district or someone who or whose spouse owns taxable real property in the special district. To be a resident, it has to be the place where you live. General discussion regarding residency followed.

Ron Leach asked Carl Smith for his plan for residency. Carl Smith said that they have not decided where they will go, but he will most likely resign from the Board. He said he will let the Board know either way if his house closes before he leaves for vacation on August 17.

OLD BUSINESS

ISO Rating Louis Eller asked when the ISO 3 rating was official. Ron Leach said it took effect August 1.

Engine Assignments Carl Smith said that NFPA standards requires two engines and a ladder truck respond on all structural fires. Ron Leach said that there is appropriate coverage at each station. Carl Smith said there is more development near Station 4 and coverage is reduced there since an engine is out on a wildfire assignment. Rob Goodwin noted that there are rarely enough people to cover both apparatus. He said the response is about time. He said a first due engine needs to be on scene within five minutes and a ladder company within nine minutes, with a total of 14 personnel. Rob Goodwin said the district does not meet that standard. He added that this is the response for a single-story structure fire with no additional exposures.

Ron Leach said that the district has sent engines out on assignments for many years, He said if the Board of Directors would like to make a policy change, it can be discussed. Carl Smith said he is concerned about sending out engines. Ron Leach asked if engines should go out on a case by case basis, since all of the board members were supportive of sending an engine to the Breckenridge fire. Ron Leach said the board needs to have a discussion and develop a policy. He said he would like direction.

MOTION: made to adjourn the Board of Directors meeting at 6:58 p.m. It carried and passed unanimously.

Respectfully submitted,

Jenny Cutright, Recording Secretary

Gene Schilling, President

Deputy Chief Operations Report September 2017

Responses 2017 –

As of August 31, 2017 we responded to **837** calls for service.

- 400 EMS calls including 60 motor vehicle accidents.
- 56 Fire responses. These include all fire calls, gas leaks, spills, CO responses, etc.
- 104 Fire alarm responses
- 190 Service and Good Intent responses. These include smoke/odor checks, citizen assist, cancelled enroute etc.
- Special Event coverage.

Response Comparison – Month

- August 2017 - **127**
- August 2016 - **123**
- August 2015 - **116**
- August 2014 - **103**

Response Comparison - YTD

- 2017 - **837**
- 2016 - **831**
- 2015 - **791**
- 2014 - **714**

EMS Transports – YTD

- 2017 - **254**
- 2016 - **272**
- 2015 - **304**
- 2014 - **262**

EMS Non-Transports - YTD

- 2017 - **146**
- 2016 - **153**
- 2015 - **111**
- 2014 - **122**

ALS Calls – YTD

141

BLS Calls – YTD

154

ALS Calls – August

23

BLS Calls – August

15

Fire Calls – August

Structure Fires

1

Wildland Fires

4

Vehicle Fires

1

False Alarms

10

Fire Calls – YTD

Structure Fires

10

Wildland Fires

22

Vehicle Fires

5

False Alarms

122

Concurrent Calls –

August

10 times (total of **21** calls)

YTD

59 times (total of **128** calls)

CRFPD Community Outreach/Education/Events

- Horse Shows – Strang Ranch 4-6 times per month
- Carbondale Rodeo each Thursday
- Polo Matches – Aspen Equestrian Estates 2-3 times per week
- Free Blood Pressure Checks – Carbondale Farmer’s Market (Paul Herr, every Wednesday)

Projects, Outreach, Other stuff –

- Coordinating scheduling program for paid staff and volunteers
- Regular staff planning meetings
- 2016 Budget Planning
- Seasonal Staffing Program – Ongoing management and scheduling
- Standard of Cover and Risk Analysis Document with Gavette - development
- Monthly planning meeting
- Incident response in district
- New volunteer mentoring (2 new members)
- Teaching new member academy classes (3 times)

Respectfully submitted
Rob Goodwin
Deputy Chief



Board of Directors Report

Bill Gavette, Deputy Chief

September 2017

Completed Plan/Code Reviews

- Tilley/Butler, fire sprinkler system, Garfield County
- 21 Silver Spruce, fire sprinkler system, Garfield County
- Redstone 2016 LLC Special Review for a Special Event Venue, Activity Envelope, and Site Plan Review

Pending/On-going Plan/Code Reviews

- Osmia Organics, tenant finish, Town of Carbondale

Inspections

- Heritage Park, general inspection, Town of Carbondale
- Faith Lutheran Childcare, general inspection, Town of Carbondale
- Great Western Painting, spray booth, Garfield County
- Pura Vida Ranch, wildfire hazards, Garfield County
- Pura Vida Ranch, fire flow test, Garfield County
- Treasure Mountain Bible Camp, construction inspection, Gunnison County
- Great Western Painting, spray booth, Garfield County
- Whitaker, fire sprinkler system final, Garfield County
- 6 Silver Spruce, fire sprinkler system rough-in, Garfield County
- CRMS, Bar Fork Remodel, fire alarm rough-in, Garfield County

Other Projects

- Heartsaver CPR, CRMS
- CMC Resident Assistant Fire Safety Training

Carbondale & Rural Fire Protection District

300 Meadowood Drive • Carbondale, CO 81623 • 970-963-2491 Fax 970-963-0569

August 2017 Maintenance Report

- U83 oil change
- E 85 Service oil, air, coolant, air and transmission filters.
- A82 New coil springs
- B81 fuel injectors
- Snapper lawn mower. New blades and tires
- E85 generator tank drain and carburetor service
- U82 radio short
- U83 battery
- Dish washer replacement St 84 Sleeping quarters
- Room 8 tv upgrade
- Weed eater Bulb replacement
- Low air problem with sprinkler system HQ adjusted compressor limits
- Bat8 chip repair windshield
- B81 Turbo upper hose replacement
- E81 replace scene lights
- R81 replace scene lights
- U87 oil change
- Bat8 oil change
- Prep Deployment E85
- Lawn care
- A81 cab off engine replacement
- Ambi. Spec with Rob.
- Furnace filters Operation Building
- Water Sample in marble.
- L81 Replace cable
- L81 ladder inspections
- L81 Basket work.
- B81 replace batteries
- End of report



Board of Directors Report

Pablo Herr, FF/EMT, Public Fire Educator

August, 2017

Prevention/outreach/education-

- Farmers Market- Weekly Blood Pressure Checks (Thank you B shift, R. Leach)
- Follow up G. Knauss Prince Creek -H2o supply
- Homeowner Consult 15 Silver Spruce w/ Gavette

Inspections

- Faith Lutheran
- Pura Vida Ranch- Flow Test

RESPONSE

- Support Daily EMS/Fire response, transport, patient care/RMS Reports

Other

- 21 consecutive day Wildfire Deployment - N. California

Carbondale & Rural Fire Protection District
www.carbondalefire.org

300 Meadowood Drive • Carbondale, CO 81623 • 970-963-2491 Fax 970-963-0569

August 31, 2017

Interest Rate

General Fund

Alpine Checking	438,238.03	0.00%
Alpine Money Market Fund	1,512,973.74	0.01%
TOTAL	\$ 1,951,211.77	

Capital Projects Fund #1

Alpine Checking	31,755.87	0.00%
Alpine Money Market Fund	904,262.79	0.01%
Alpine Impact Fee Fund	62,561.16	0.01%
Alpine Loan Fund Money Market	485,196.60	0.01%
TOTAL	\$ 1,483,776.42	

Bond Fund

Csafe	\$ 117,921.98	1.15%
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Pension Fund

FPPA	\$2,196,791.01
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Ambulance Billing Report - August 2017

Cash Collected on Accounts	\$ 20,979.08
New Accounts Billed	\$ 41,194.40
Medicare Assignments (Write-Offs)	\$ 8,690.45
Medicaid Write-Offs	\$ 8,210.28
Other Write-Offs	\$ 1,441.04
Amount Sent to Collections	\$ 3,886.52

Aging Report

<u>0-30 Days</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>>90 Days</u>
\$39,391.34	\$17,114.88	\$10,309.97	\$44,459.73

Checks Issued Between Board Meetings

General Fund

Payroll	\$42,519.05	Payroll	8/11/17
Internal Revenue Service	\$9,048.12	Federal Withholding	8/11/17
Colorado Department of Revenue	\$2,109.00	State Withholding	8/11/17
Fire & Police Pension Association	\$15,178.62	Pension/457/Death & Disability	8/11/17
Ron Leach	\$286.66	reimburse business meeting dinner	8/11/17
Payroll	\$47,204.50	Payroll	8/25/17
Internal Revenue Service	\$12,036.97	Federal Withholding	8/25/17
Colorado Department of Revenue	\$2,577.00	State Withholding	8/25/17
Fire & Police Pension Association	\$15,321.01	Pension/457/Death & Disability	8/25/17
Professional Diesel Automotive	\$15,950.41	deposit for repairs to Ambulance	9/1/17

Capital Projects Fund

none

Miscellaneous Income

General Fund

Marble Water Company	\$100.00	partial refund of special assessment
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Capital Projects Fund

Carbondale & Rural Fire Protection Dist

AP Check Register (Current by Bank)

Check Date: 9/13/2017

Check No.	Date	Status	Vendor ID	Payee Name	Amount
BANK ID: ALPINC - ALPINE BANK - CHECKING					1122
36317	09/13/17	P	ACME	Acme Alarm Company	\$520.00
36318	09/13/17	P	AIRGAS	Airgas USA, LLC	\$533.29
36319	09/13/17	P	ALPINE	Alpine Tire Company, Inc.	\$445.64
36320	09/13/17	P	ASPENE	Aspen Embroidery Works, Inc	\$818.86
36321	09/13/17	P	BASPRI	Basalt Printing	\$457.62
36322	09/13/17	P	BLACKH	Black Hills Energy	\$208.23
36323	09/13/17	P	CEDAR	Cedar Networks	\$350.00
36324	09/13/17	P	CENEX	Cenex Fleet Fueling	\$1,606.06
36325	09/13/17	P	CENTUR	CenturyLink	\$252.14
36326	09/13/17	P	CENTUB	CenturyLink Business Services	\$68.22
36327	09/13/17	P	COLOAA	Colorado Assessors' Associatio	\$10.00
36328	09/13/17	P	COFIRE	Colorado Division of Fire Prev	\$30.00
36329	09/13/17	P	COMCAS	Comcast Cable	\$47.50
36330	09/13/17	P	CUOFCO	Credit Union of Colorado	\$3,651.86
36331	09/13/17	P	E470	E-470 Public Highway Authority	\$3.40
36332	09/13/17	P	EMSERM	Emergency Services Marketing C	\$810.00
36333	09/13/17	P	ENELAB	Energy Laboratories Inc.	\$425.00
36334	09/13/17	P	ESI	Environmental Service, Inc.	\$2,072.30
36335	09/13/17	P	GSFORD	Glenwood Springs Ford	\$5,514.05
36336	09/13/17	P	GRAING	Grainger Inc.	\$61.70
36337	09/13/17	P	GRANIT	Granite Telecommunications	\$770.74
36338	09/13/17	P	HOLY	Holy Cross Energy	\$318.72
36339	09/13/17	P	SPAULD	Jake Spaulding	\$5,394.56
36340	09/13/17	P	JOHNDE	John Deere Financial	\$6.98
36341	09/13/17	P	CITYMA	Kroger - King Soopers Customer	\$373.96
36342	09/13/17	P	LOWES	Lowe's	\$341.05
36343	09/13/17	P	MWATER	Marble Water Company	\$50.00
36344	09/13/17	P	METLIF	MetLife - Group Benefits	\$3,485.22
36345	09/13/17	P	MOPEST	Mountain Pest Control, Inc.	\$324.00
36346	09/13/17	P	MTNWAS	Mountain Waste & Recycling	\$640.80
36347	09/13/17	P	NAPA	Napa Auto Parts, Inc.	\$1,450.06
36348	09/13/17	P	PACIFS	Pacific Sheet Metal, Inc.	\$2,979.35
36349	09/13/17	P	PDA	Professional Diesel & Automoti	\$6,544.09
36350	09/13/17	P	RFRENT	Roaring Fork Rentals, Inc.	\$46.00
36351	09/13/17	P	COOP	Roaring Fork Valley Co-Op	\$476.04
36352	09/13/17	P	SOPSUN	Sopris Sun	\$80.00
36353	09/13/17	P	STERIC	Stericycle, Inc.	\$731.14
36354	09/13/17	P	KEYPEO	The Key People Co, Inc.	\$395.00
36355	09/13/17	P	THYSSE	Thyssenkrupp Elevator Corp.	\$488.96
36356	09/13/17	P	TOWNWA	Town of Carbondale	\$291.37
36357	09/13/17	P	VALTOW	Valley Towing Inc.	\$195.00
36358	09/13/17	P	VVH	Valley View Hospital	\$120.56
36359	09/13/17	P	VERIZO	Verizon Wireless	\$539.05
36360	09/13/17	P	VFIS	VFIS	\$12,295.00
36361	09/13/17	P	VIP	VIP Trash Removal	\$133.00
36362	09/13/17	P	WCCC	Western Colorado Community Col	\$2,800.00
36363	09/13/17	P	WESTHE	Western Slope Health Care Grou	\$30,708.51
36364	09/13/17	P	WHITEH	White House Pizza	\$70.00
36365	09/13/17	P	WHITSI	Whitsitt & Gross, P.C.	\$1,935.00
36366	09/13/17	P	XCEL	Xcel Energy	\$1,644.48
BANK ALPINC REGISTER TOTAL:					\$93,514.51
GRAND TOTAL :					\$93,514.51

* 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: 9/13/2017

<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
4726	09/13/17	P	WARD	Ward Diesel Filter Systems	\$17,478.12
4727	09/13/17	P	XEROX	Xerox Corporation	\$549.37
BANK ALPINE REGISTER TOTAL:					\$18,027.49
GRAND TOTAL :					\$18,027.49

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Carbondale & Rural Fire Protection Dist

Income Statement

(Original Budget to Actual Comparison)

For the period of 9/1/2017 Through 9/30/2017

	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 %	\$(2,491,010.97)	\$(2,580,176.00)	\$(89,165.03)	(3.5)%
Specific Ownership Tax	0.00	0.00	0.00	0.0	(134,347.07)	(125,000.00)	9,347.07	7.5
Interest/Penalties	0.00	0.00	0.00	0.0	(3,131.06)	(5,500.00)	(2,368.94)	(43.1)
Delinquent Tax	0.00	0.00	0.00	0.0	(981.99)	(1,000.00)	(18.01)	(1.8)
Abated Tax	0.00	0.00	0.00	0.0	(4,868.00)	(4,868.00)	0.00	0.0
Ambulance Revenues	(2,015.69)	0.00	2,015.69	0.0	(124,603.06)	(225,000.00)	(100,396.94)	(44.6)
Interest Income	0.00	0.00	0.00	0.0	(34.97)	(100.00)	(65.03)	(65.0)
Building Rentals	(888.89)	0.00	888.89	0.0	(9,277.79)	(9,000.00)	277.79	3.1
Contributions & Grants	0.00	0.00	0.00	0.0	(3,502.15)	0.00	3,502.15	0.0
Training Income	0.00	0.00	0.00	0.0	0.00	(500.00)	(500.00)	(100.0)
Sale of Assets	0.00	0.00	0.00	0.0	(14.00)	0.00	14.00	0.0
Wildfire Contracts	0.00	0.00	0.00	0.0	(19,089.54)	(10,000.00)	9,089.54	90.9
Special Event Contracts	0.00	0.00	0.00	0.0	(156.00)	(7,000.00)	(6,844.00)	(97.8)
Miscellaneous Income	0.00	0.00	0.00	0.0	(4,686.27)	(4,000.00)	686.27	17.2
Total Cost of Goods Sold	\$(2,904.58)	\$0.00	\$2,904.58	0.0 %	\$(2,795,702.87)	\$(2,972,144.00)	\$(176,441.13)	(5.9)%
Gross Profit	\$2,904.58	\$0.00	\$2,904.58		\$2,795,702.87	\$2,972,144.00	\$(176,441.13)	(5.9)%
<u>Operating Expenses</u>								
Wages	\$54,326.91	\$0.00	\$(54,326.91)	0.0 %	\$1,027,958.22	\$1,482,174.00	\$454,215.78	30.6 %
Wildfire Wages, CRRF	15,602.86	0.00	(15,602.86)	0.0	44,761.13	5,000.00	(39,761.13)	(795.2)
Wages - Seasonal Staffing	1,714.50	0.00	(1,714.50)	0.0	36,478.50	65,000.00	28,521.50	43.9
Special Event Wages	411.09	0.00	(411.09)	0.0	3,116.01	5,000.00	1,883.99	37.7
Health Benefits	29,226.95	0.00	(29,226.95)	0.0	263,845.71	395,440.00	131,594.29	33.3
Pension Benefits	5,136.74	0.00	(5,136.74)	0.0	91,217.86	134,263.00	43,045.14	32.1
457 Contributions, District portion	525.04	0.00	(525.04)	0.0	8,427.39	13,314.00	4,886.61	36.7
Workers Comp	0.00	0.00	0.00	0.0	37,569.92	72,710.00	35,140.08	48.3
Volunteer Incentive	0.00	0.00	0.00	0.0	1,402.83	26,813.00	25,410.17	94.8
Medicare/FICA Tax	1,264.93	0.00	(1,264.93)	0.0	18,937.79	21,637.00	2,699.21	12.5
Unemployment Insurance	0.00	0.00	0.00	0.0	3,128.01	4,579.00	1,450.99	31.7
Death & Disability Policy - FPPA	987.70	0.00	(987.70)	0.0	25,750.71	35,819.00	10,068.29	28.1
Board Members Pay	0.00	0.00	0.00	0.0	0.00	8,000.00	8,000.00	100.0
Insurance	12,494.00	0.00	(12,494.00)	0.0	50,433.00	61,680.00	11,247.00	18.2
Treasurer Fees	0.00	0.00	0.00	0.0	57,347.35	63,674.00	6,326.65	9.9
Abated Tax	0.00	0.00	0.00	0.0	61.44	2,000.00	1,938.56	96.9
Administration Supplies/Expenses	952.74	0.00	(952.74)	0.0	9,666.96	14,392.00	4,725.04	32.8
Accounting	0.00	0.00	0.00	0.0	10,950.00	10,950.00	0.00	0.0
Legal Fees	0.00	0.00	0.00	0.0	13,396.00	30,840.00	17,444.00	56.6
Dues & Subscriptions	810.00	0.00	(810.00)	0.0	7,409.50	7,196.00	(213.50)	(3.0)
Administration Fuel	250.11	0.00	(250.11)	0.0	7,821.19	12,023.00	4,201.81	34.9
Freight & Postage	0.00	0.00	0.00	0.0	877.65	2,134.00	1,256.35	58.9
Computer Supplies	0.00	0.00	0.00	0.0	1,516.80	1,000.00	(516.80)	(51.7)
Fire/EMS Prevention	0.00	0.00	0.00	0.0	702.00	5,000.00	4,298.00	86.0

Carbondale & Rural Fire Protection Dist

Income Statement

(Original Budget to Actual Comparison)

For the period of 9/1/2017 Through 9/30/2017

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Meetings	32.08	0.00	(32.08)	0.0	937.03	2,000.00	1,062.97	53.1
Volunteer Dinner Program	220.38	0.00	(220.38)	0.0	3,279.69	9,252.00	5,972.31	64.6
Election Expense	0.00	0.00	0.00	0.0	66.20	15,000.00	14,933.80	99.6
Emergency Management	0.00	0.00	0.00	0.0	0.00	1,000.00	1,000.00	100.0
Master Plan	0.00	0.00	0.00	0.0	0.00	2,000.00	2,000.00	100.0
Public Outreach	0.00	0.00	0.00	0.0	8,046.31	7,500.00	(546.31)	(7.3)
Firefighting Expenses/Supplies	0.00	0.00	0.00	0.0	11,508.39	40,000.00	28,491.61	71.2
Firefighting Fuel	0.00	0.00	0.00	0.0	2,575.01	2,867.00	291.99	10.2
Incident Resources	0.00	0.00	0.00	0.0	112.19	1,935.00	1,822.81	94.2
Incident Food	68.56	0.00	(68.56)	0.0	145.10	1,365.00	1,219.90	89.4
Wildfire Expenses, CRRF	5,394.56	0.00	(5,394.56)	0.0	23,186.11	2,056.00	(21,130.11)	(1027.7)
Medical Expenses/Supplies	862.11	0.00	(862.11)	0.0	27,549.13	38,000.00	10,450.87	27.5
Infection Control Program	0.00	0.00	0.00	0.0	275.00	1,000.00	725.00	72.5
Medical Fuel	0.00	0.00	0.00	0.0	2,830.52	4,618.00	1,787.48	38.7
Physician Advisor	0.00	0.00	0.00	0.0	3,500.00	4,000.00	500.00	12.5
Telephone Service	0.00	0.00	0.00	0.0	9,447.97	15,150.00	5,702.03	37.6
Cell Phones/Pagers	0.00	0.00	0.00	0.0	2,017.58	3,213.00	1,195.42	37.2
Communications Supplies/Expenses	0.00	0.00	0.00	0.0	3,375.20	9,202.00	5,826.80	63.3
Communications Center	0.00	0.00	0.00	0.0	8,594.09	10,000.00	1,405.91	14.1
Training - Firefighting	256.50	0.00	(256.50)	0.0	14,501.50	17,476.00	2,974.50	17.0
Training - Medical	0.00	0.00	0.00	0.0	493.45	23,130.00	22,636.55	97.9
Paramedic Program	2,800.00	0.00	(2,800.00)	0.0	2,800.00	10,000.00	7,200.00	72.0
EMT Tuitions	0.00	0.00	0.00	0.0	0.00	5,140.00	5,140.00	100.0
Training - Administration	10.00	0.00	(10.00)	0.0	2,223.85	5,496.00	3,272.15	59.5
Food - Training	88.84	0.00	(88.84)	0.0	2,000.80	2,056.00	55.20	2.7
Vehicle Repairs	22,494.50	0.00	(22,494.50)	0.0	37,374.64	2,606.00	(34,768.64)	(1334.2)
Vehicle Supplies, Parts, Tires	0.00	0.00	0.00	0.0	18,332.14	19,000.00	667.86	3.5
Equipment Testing	0.00	0.00	0.00	0.0	9,770.00	15,000.00	5,230.00	34.9
Communications Equipment Repairs	0.00	0.00	0.00	0.0	375.00	2,000.00	1,625.00	81.3
Maintenance Contracts	488.96	0.00	(488.96)	0.0	21,419.41	24,632.00	3,212.59	13.0
Computer Repairs & Service	0.00	0.00	0.00	0.0	5,548.42	14,037.00	8,488.58	60.5
Portable Equipment Repairs	0.00	0.00	0.00	0.0	188.80	100.00	(88.80)	(88.8)
Building Utilities	934.62	0.00	(934.62)	0.0	42,869.47	62,276.00	19,406.53	31.2
Building Maintenance & Repairs	645.00	0.00	(645.00)	0.0	17,818.73	30,426.00	12,607.27	41.4
Building Supplies	486.29	0.00	(486.29)	0.0	7,260.05	15,677.00	8,416.95	53.7
Janitorial Supplies	0.00	0.00	0.00	0.0	2,220.58	0.00	(2,220.58)	0.0
Miscellaneous Expenses	2,100.00	0.00	(2,100.00)	0.0	49,553.39	0.00	(49,553.39)	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	90,000.00	90,000.00	100.0
Total Operating Expenses	\$160,585.97	\$0.00	\$(160,585.97)	0.0 %	\$2,164,971.72	\$3,089,848.00	\$924,876.28	29.9 %
Net Income (Loss)	\$(157,681.39)	\$0.00	\$(157,681.39)	0.0 %	\$630,731.15	\$(117,704.00)	\$748,435.15	635.9 %

August 17, 2017

President Gene Schilling
Carbondale and Rural Fire Protection District

Subject: Letter of Resignation

This memo to inform you of my resignation as a member of the Carbondale and Rural Fire Protection District Board effective August 15, 2017.

I have enjoyed serving as a District Board Member, a volunteer Firefighter/EMT and as a paid Firefighter/EMT.

Respectfully submitted,



Carl Smith,
District Board Member

August 24, 2017

Carbondale and Rural Fire Protection District
Board of Directors, Staff, Volunteers and Residents

I respectfully tender my resignation from the Board of Directors. I have retired and am relocating to the Outer Banks of North Carolina. The experiences and friendships of the last 25 years will not be forgotten. I am proud of how the district has grown to meet the needs of the community during this time. I wish all the best for the district in the future.

Sincerely,

Louis Eller

**RESOLUTION NO. 006
SERIES OF 2017**

**A RESOLUTION OF THE CARBONDALE AND RURAL FIRE
PROTECTION DISTRICT BOARD OF DIRECTORS**

WHEREAS, the Carbondale and Rural Fire Protection District Board (District Board) desires to maintain current levels of essential firefighting, emergency response and ambulance services; and

WHEREAS, the District Board has deemed that it is an important objective of the District to avoid reductions in the District's reserve level in 2018, 2019 and 2020 and to avoid implementing significant cuts in District services and personnel that are imminent based on the District's reduced revenue from the expiration of the most recent two-year mill levy override; and

WHEREAS the District Board has also determined that the period for which the mill levy override shall be in place shall be limited to three years; and

NOW THEREFORE, BE IT RESOLVED by the Carbondale and Rural Fire Protection District Board that:

The District Board requests that the voters of the District vote "Yes" on the mill levy override ballot issue certified by a prior Resolution dated August 9, 2017 and to be placed on the ballot on November 7, 2017. The District Board feels strongly that the District should maintain current levels of essential firefighting and emergency response and paramedic services but will not be able to accomplish this without the passage of the mill levy override because of the expiration of the two-year mill levy override for the same number of mills. The additional revenue will be generated by an increase capped at three years and will not cause taxpayers to pay more overall in taxes to the District than in the 2017 tax year.

INTRODUCED, READ AND PASSED this 13th day of September, 2017.

CARBONDALE AND RURAL FIRE PROTECTION DISTRICT BOARD

By: _____

ATTEST:

Vice President

GENERAL FUND 2018

page 1 of 3

8/1/2017

	2016 Audit	2017 Estimate	2018 Budget
RESERVE BALANCE JAN 1	1,058,613	1,305,826	1,259,827
REVENUES			
Taxes			
Property Tax	2,540,175	2,580,177	2,075,357
Abated Tax	8,370	4,868	5,000
Specific Ownership Tax	153,346	175,000	125,000
Penalties & Interest	6,701	2,157	5,500
Delinquent Tax	0	1,871	1,000
Total Taxes	2,708,592	2,764,073	2,211,857
Other Revenue			
Ambulance Service	224,456	199,955	225,000
Building Rentals	5,625	9,000	9,000
Earnings on Deposits	76	50	100
Grants & Contributions	2,189	3,502	0
Fireworks Contributions	0	0	0
Miscellaneous	29,934	7,000	4,000
Sale of Assets	0	14	0
Training Reimbursements	225	500	500
Wildfire Contracts	82,601	31,447	10,000
Special Event Contracts	0	7,000	7,000
Total Other Revenue	345,106	258,468	255,600
TOTAL REVENUE	3,053,698	3,022,540	2,467,457

GENERAL FUND 2018

page 2 of 3

	2016 Audit	2017 Estimate	2018 Budget
EXPENDITURES			
Personnel			
Wages	1,547,039	1,497,127	1,602,041
Wildfire Contract Wages	0	12,854	5,000
Seasonal Staffing	0	50,702	65,000
Special Event Wages	0	5,000	5,000
Health Benefits	362,388	405,000	445,500
Pension Benefits	116,224	134,263	160,000
457 Contribution	9,875	13,314	15,000
Work Comp	48,609	72,710	75,000
Volunteer Incentive	4,425	26,813	27,000
Volunteer Dinner Program	5,997	9,252	10,000
Payroll Tax, Medicare	33,075	21,637	24,000
Board Members Pay	3,225	8,000	8,000
Disability	31,205	35,819	36,000
Unemployment Insurance	3,745	4,579	5,000
Total Personnel	2,165,807	2,297,071	2,482,541
Administration			
Insurance	48,872	61,680	63,407
Treasurer's Fees	58,747	63,674	65,457
Abated Taxes	1,591	2,000	2,056
Supplies & Expenses	15,382	11,389	13,000
Accounting	12,050	10,950	11,257
Legal	20,492	30,000	30,840
Dues & Subscriptions	5,398	8,000	8,224
Fuel	9,835	10,017	10,298
Freight & Postage	1,369	1,408	1,447
Computer Supplies	1,578	2,369	2,435
Fire/EMS Prevention	3,578	1,000	1,028
Meetings	3,511	2,000	2,056
Election	1,258	15,000	15,420
Emergency Management	0	1,000	1,028
Master Plan	1,500	2,000	2,056
Public Outreach	16,156	10,000	10,280
Total Administrative	201,317	232,487	240,289
Fire Fighting			
Supplies/Expenses	22,297	30,000	30,840
Fuel	2,059	2,336	2,401
Incident Resources	1,684	1,000	1,028
Incident Food	0	1,000	1,028
Wildfire Expenses	9,627	3,000	3,084
Total Fire Fighting	35,667	37,336	38,381
EMS			
Supplies/Expenses	34,758	38,518	39,597
Infection Control	0	1,000	1,028
Fuel	3,081	3,315	3,408
Physician Advisor	3,500	3,500	3,500
Total EMS	41,339	46,333	47,532

	2016 Audit	2017 Estimate	2018 Budget
EXPENDITURES			
Communications			
Telephone Service	15,172	13,643	14,025
Cell Phones	2,828	2,728	2,804
Supplies/Expenses	7,363	9,000	9,252
Communications Center	14,691	10,000	10,000
Total Communications	40,054	35,370	36,081
Training			
Medical	5,539	1,000	5,000
Fire	9,035	20,000	20,560
Administration	12,308	5,000	5,140
EMT Tuitions	402	3,000	3,084
Paramedic Program	4,516	10,000	10,000
Food	734	3,000	3,000
Total Training	32,534	42,000	46,784
Equipment			
Vehicle Repairs, Outside	1,430	10,682	10,981
Vehicle Supplies, Parts, Tires	24,131	24,698	25,390
Equipment Testing	13,842	15,000	15,420
Communications Equipment	2,711	2,000	2,056
Maintenance Contracts	21,452	24,632	25,322
Computers Repairs/Service	10,721	14,037	14,430
Portable Equipment	15	100	103
Total Equipment	74,302	91,150	93,702
Buildings			
Utilities	62,380	59,448	61,113
Maintenance & Repairs	17,953	23,330	23,984
Supplies	17,624	14,014	14,406
H Lazy F Unit	0	0	0
Total Buildings	97,957	96,793	99,503
Miscellaneous			
TABOR Emergency Reserves	0	10,000	90,000
Other Miscellaneous	17,508	80,000	0
Total Miscellaneous	17,508	90,000	90,000
TOTAL EXPENDITURES	2,706,485	2,968,539	3,174,814
Transfer to CPF	100,000	100,000	100,000
Sale of Assets			
Reserve Balance 12/31 GF	1,305,826	1,259,827	452,470
Reserve Balance 12/31 CPF	633,917	536,626	525,790
Total Reserves	1,939,743	1,796,453	978,260
Restricted Funds		442,165	333,558
Unrestricted Funds		1,354,288	644,702

CAPITAL PROJECTS FUND 2018
8/1/2017

	2016 Audit	2017 Estimate	2018 Budget
Reserve Balance Jan 1	651,935	633,917	536,626
REVENUES			
Impact Fees	23,360	730	1,000
Earnings on Deposits	142	200	200
Grants	70,836	60,000	0
Miscellaneous	84,000	0	0
Debt Proceeds	0	0	0
TOTAL REVENUE	178,338	60,930	1,200
EXPENDITURES			
Loan Payments, New Trucks	102,038	102,036	102,036
Fire Equipment	46,101	30,000	0
Station Improvements	12,329	20,000	0
Communications Equipment	13,768	10,000	0
Training Equipment	705	10,000	0
Medical Equipment	62,588	5,000	0
Office Equipment	12,354	3,000	0
Station Equipment	0	3,185	0
Vehicles	39,610	65,000	0
Lease, Copier	6,863	10,000	10,000
Misc		0	0
TOTAL EXPENDITURES	296,356	258,221	112,036
Sale of Assets	0	0	0
Transfer from Gen Fund	100,000	100,000	100,000
Reserve Balance 12/31	633,917	536,626	525,790

GENERAL FUND 2018

page 1 of 3

8/1/2017

	2016 Audit	2017 Estimate	2018 Budget
RESERVE BALANCE JAN 1	1,058,613	1,305,826	1,259,827
REVENUES			
Taxes			
Property Tax	2,540,175	2,580,177	2,738,376
Abated Tax	8,370	4,868	5,000
Specific Ownership Tax	153,346	175,000	125,000
Penalties & Interest	6,701	2,157	5,500
Delinquent Tax	0	1,871	1,000
Total Taxes	2,708,592	2,764,073	2,874,876
Other Revenue			
Ambulance Service	224,456	199,955	225,000
Building Rentals	5,625	9,000	9,000
Earnings on Deposits	76	50	100
Grants & Contributions	2,189	3,502	0
Fireworks Contributions	0	0	0
Miscellaneous	29,934	7,000	4,000
Sale of Assets	0	14	0
Training Reimbursements	225	500	500
Wildfire Contracts	82,601	31,447	10,000
Special Event Contracts	0	7,000	7,000
Total Other Revenue	345,106	258,468	255,600
TOTAL REVENUE	3,053,698	3,022,540	3,130,476

	2016 Audit	2017 Budget	2018 Budget
EXPENDITURES			
Personnel			
Wages	1,547,039	1,497,127	1,602,041
Wildfire Contract Wages	0	12,854	5,000
Seasonal Staffing	0	50,702	65,000
Special Event Wages	0	5,000	5,000
Health Benefits	362,388	405,000	445,500
Pension Benefits	116,224	134,263	160,000
457 Contribution	9,875	13,314	15,000
Work Comp	48,609	72,710	75,000
Volunteer Incentive	4,425	26,813	27,000
Volunteer Dinner Program	5,997	9,252	10,000
Payroll Tax, Medicare	33,075	21,637	24,000
Board Members Pay	3,225	8,000	8,000
Disability	31,205	35,819	36,000
Unemployment Insurance	3,745	4,579	5,000
Total Personnel	2,165,807	2,297,071	2,482,541
Administration			
Insurance	48,872	61,680	63,407
Treasurer's Fees	58,747	63,674	65,457
Abated Taxes	1,591	2,000	2,056
Supplies & Expenses	15,382	11,389	13,000
Accounting	12,050	10,950	11,257
Legal	20,492	30,000	30,840
Dues & Subscriptions	5,398	8,000	8,224
Fuel	9,835	10,017	10,298
Freight & Postage	1,369	1,408	1,447
Computer Supplies	1,578	2,369	2,435
Fire/EMS Prevention	3,578	1,000	1,028
Meetings	3,511	2,000	2,056
Election	1,258	15,000	15,420
Emergency Management	0	1,000	1,028
Master Plan	1,500	2,000	2,056
Public Outreach	16,156	10,000	10,280
Total Administrative	201,317	232,487	240,289
Fire Fighting			
Supplies/Expenses	22,297	30,000	30,840
Fuel	2,059	2,336	2,401
Incident Resources	1,684	1,000	1,028
Incident Food	0	1,000	1,028
Wildfire Expenses	9,627	3,000	3,084
Total Fire Fighting	35,667	37,336	38,381
EMS			
Supplies/Expenses	34,758	38,518	39,597
Infection Control	0	1,000	1,028
Fuel	3,081	3,315	3,408
Physician Advisor	3,500	3,500	3,500
Total EMS	41,339	46,333	47,532

	2016 Audit	2017 Budget	2018 Budget
EXPENDITURES			
Communications			
Telephone Service	15,172	13,643	14,025
Cell Phones	2,828	2,728	2,804
Supplies/Expenses	7,363	9,000	9,252
Communications Center	14,691	10,000	10,000
Total Communications	40,054	35,370	36,081
Training			
Medical	5,539	1,000	5,000
Fire	9,035	20,000	20,560
Administration	12,308	5,000	5,140
EMT Tuitions	402	3,000	3,084
Paramedic Program	4,516	10,000	10,000
Food	734	3,000	3,000
Total Training	32,534	42,000	46,784
Equipment			
Vehicle Repairs, Outside	1,430	10,682	10,981
Vehicle Supplies, Parts, Tires	24,131	24,698	25,390
Equipment Testing	13,842	15,000	15,420
Communications Equipment	2,711	2,000	2,056
Maintenance Contracts	21,452	24,632	25,322
Computers Repairs/Service	10,721	14,037	14,430
Portable Equipment	15	100	103
Total Equipment	74,302	91,150	93,702
Buildings			
Utilities	62,380	59,448	61,113
Maintenance & Repairs	17,953	23,330	23,984
Supplies	17,624	14,014	14,406
H Lazy F Unit	0	0	0
Total Buildings	97,957	96,793	99,503
Miscellaneous			
TABOR Emergency Reserves	0	10,000	90,000
Other Miscellaneous	17,508	80,000	0
Total Miscellaneous	17,508	90,000	90,000
TOTAL EXPENDITURES	2,706,485	2,968,539	3,174,814
Transfer to CPF	100,000	100,000	100,000
Sale of Assets			
Reserve Balance 12/31 GF	1,305,826	1,259,827	1,115,488
Reserve Balance 12/31 CPF	633,917	536,626	55,790
Total Reserves	1,939,743	1,796,453	1,171,278
Restricted Funds		442,165	333,558
Unrestricted Funds		1,354,288	837,721

CAPITAL PROJECTS FUND 2018
8/1/2017

	2016 Audit	2017 Estimate	2018 Budget
Reserve Balance Jan 1	651,935	633,917	536,626
REVENUES			
Impact Fees	23,360	730	1,000
Earnings on Deposits	142	200	200
Grants	70,836	60,000	0
Miscellaneous	84,000	0	0
Debt Proceeds	0	0	0
TOTAL REVENUE	178,338	60,930	1,200
EXPENDITURES			
Loan Payments, New Trucks	102,038	102,036	102,036
Fire Equipment	46,101	30,000	20,000
Station Improvements	12,329	20,000	10,000
Communications Equipment	13,768	10,000	50,000
Training Equipment	705	10,000	10,000
Medical Equipment	62,588	5,000	10,000
Office Equipment	12,354	3,000	10,000
Station Equipment	0	3,185	10,000
Vehicles	39,610	65,000	350,000
Lease, Copier	6,863	10,000	10,000
Misc		0	0
TOTAL EXPENDITURES	296,356	258,221	582,036
Sale of Assets	0	0	0
Transfer from Gen Fund	100,000	100,000	100,000
Reserve Balance 12/31	633,917	536,626	55,790