

# **Elk Creek Fire Protection District Board of Directors**

## **Regular Meeting Agenda**

**Thursday, April 25th 18:00hr**

**In person and Via Zoom**

**(located on ECFPD website)**

- I. Call to order
- II. Pledge of Allegiance
- III. Roll call of Board members
- IV. Additions or Deletions to, and Approval of the Agenda
- V. Review and Approval of March, 2024 Regular Meeting Minutes
- VI. Financial Matters
- VII. Chief Ware Report
- VIII. Public Comment #1
- IX. Old Business
  1. Rules for Public Comment
  2. Discussion of Impact Fee Study Draft
- X. New Business
  1. Director Report
- XI. Public Comment #2
- XII. Adjournment

**RECORD OF MINUTES**  
**Elk Creek Fire Protection District**  
**Regular Board Meeting**  
**March 22, 2024, In person and via Zoom**

1. Call to Order at 6:01PM

1. The regular monthly meeting of the Board of Directors of Elk Creek Fire Protection District (ECFPD) was called to order by Treasurer Sharon Woods at 6:01 p.m. on Thursday, March-\* 22, 2024. The meeting was held in both physical attendance and via Zoom virtual meeting pursuant to statutory notice.

2. In physical attendance were Treasurer Sharon Woods, Secretary Melissa Baker and Director Chuck Newby. President Greg Pixley attended via zoom. Also attending in the Board Room were Chief Jacob Ware and Public Information Officer Bethany Urban.

2. Agenda

The agenda was reviewed by all Board members in attendance. Chief Ware added recognition of several individuals who participated in an arrest call the resulted in the person walking out of the Hospital to the agenda at 18:30.

3. Minutes of the February Board Meeting

Motion was made by Treasurer Sharon Woods to approve the February minutes as written. The motion was seconded by Secretary Melissa Baker. There was discussion on the motion pertaining to a statement under Public Comment about legal fees paid by the district in 2023. There was a request for clarification to include the word "citizen" to ensure clarity to the public that this was a citizen comment. The motion with the clarification was passed unanimously.

4. Financial Matters

A motion to approve the District's February expenses was made by Treasurer Sharon Woods and seconded by Secretary Melissa Baker. The motion was approved unanimously. Information on the monthly financial activities of the District is contained within the Treasurer's Report and is on file with the District.

5. Chief's Report

Chief Ware presented his report to the Board of Directors. That included updates on the Nexus Study, District Management software, the Strategic Plan,

The Chief shared some of the complexities being reviewed pertaining to impact fees on development. One issue that was mentioned was Accessory Dwelling Units (ADUs). Some of the ADUs in the District are used as short-term rentals. Other items that were discussed that could impact the fees might be square footage, use, new construction, renovations, etc. The Chief is hoping to share the draft with the Board within two weeks to review before the discussion. The Impact fees would be collected by the County which will disperse 100% to the District. Park County would need to adopt the policy. It is unclear if Park County will adopt the fees. If they choose not to adopt the fees, then fees won't be collected in Park County.

Staff are still researching the District Management software and hope to have an update on this item in April.

The Elk Creek Strategic Plan survey currently has a 94% response rate. The District is pushing out the survey to the public next. We are still shooting for the plan to be complete by June.

Chief Ware also gave an update on call volume, average response time, incident summary, training, and prevention. Information on the full report is contained within the Chiefs Report and is on file with the district.

Fire Marshal Rush joined the Foothills RETAC Injury Prevention group which helps collaborate with community partners and provides grants for agencies and their communities. In February they opened a safe driving scholarship for teenagers in the RETAC area (Jefferson County, but not Park County) that helps cover the cost of a driver's ed program.

Park County adopted the WUI code. The County is responsible for implementation. The Fire District has no authority. The County will reach out to the District for input but it's ultimately up to the County.

6. Celebration of the collaboration of JeffCom, Jeffco Sheriff Deputies, Elk Creek, Evergreen, Intercanyon on February 14<sup>th</sup> for a respiratory arrest call. Thank you to the first responders!

7. Public Comment – Matters before the Board

Citizens expressed an interest in the impact fee discussion before the Board and shared concerns related to structure heights, development on State and Federal land, collection and the relationship of impact fees on current and future mil levies. There was a clarification by one citizen responding to past comments about their status with the department. The citizen clarified that they are a volunteer and not paid staff. A citizen shared an interest in consultant contracts and Chief's contract

as well as a request for clarification on payment for CORA requests and the order of public comments.

Citizens who provided public comment include Neil Whitehead III, Sharon Trilk, Paul Olson and Philip Koch.

8. Old Business

Fire Chief Contract

1. President Greg Pixley shared that the update on the Fire Chief's contract will be addressed under New Business

9. New Business

1. President Greg Pixley added a call for an Executive Session for April 23<sup>rd</sup> 6p at ECFPD Station 1 to address two issues; the Chief's Contract and Public Comment. President Greg Pixley shared important procedure information that the Executive Session will start with a discussion about the Chief's contract, then adjourn. After the adjournment, the Board will then be called back to Executive Session to discuss procedures for public comment.

2. President Greg Pixley clarified the intent of revising the procedures for Public Comment. Since we have had people be antagonistic and disruptive during Public Comment, the Board will be revising the procedure.

10. Public Comment – New Topics of Discussion

Citizens spoke in favor of open discussion about the Shadow Mountain Bike Park impact to the District, appreciation for the Celebration of Collaboration earlier in the meeting, support for Board transparency to determine the specifics of the minutes, support and appreciation for underpaid and paid staff as well as the Board and fire volunteers. One Citizen urged the Board to reconsider consolidation and look at transparency in the process for consolidation. The citizen urged the Board to ensure the public follow the policies outlined for Public Comment consistently. There was further comment about impact fees and how they relate to potential developments. Another Citizen expressed confusion about the posting of meeting minutes and agendas. Finally, there was concern over the subjects of several recent CORA requests.

Citizens who provided public comment include Katie Rothman, Missy Winefeldt, Steve Gittelman, Amy Burdett, Paul Olson, Philip Koch

11. There being no further business to come before the Board at this time a motion was made by Secretary Baker, Seconded by Director Newby to adjourn at 7:47 p.m. Motion passed unanimously.

Respectfully submitted,

\_\_\_\_\_  
Greg Pixley – President

\_\_\_\_\_  
Dominique Devaney – Vice President

\_\_\_\_\_  
Sharon Woods – Treasurer

\_\_\_\_\_  
Melissa Baker - Secretary

\_\_\_\_\_  
Charles Newby - Director

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ELK CREEK FIRE PROTECTION DISTRICT

Income Statement

For the Three Months Ending March 31, 2024

	Current Month Actual	Current Month Budget	Year to Date Actual	Yearly Budget	Percentage	
<b>Revenues</b>						
104000	Property Tax Revenue - Jeffco	\$1,413,346	\$1,966,600	\$1,441,365	\$4,054,100	35.55
104010	Property Tax Revenue -Parkco	\$168,177	\$185,000	\$168,177	\$491,265	34.23
104040	Delinquent Taxes	\$0	\$3	\$203	-\$10,000	(2.03)
104100	Specific Own. Taxes - Jeffco	\$21,891	\$19,406	\$62,131	\$230,000	27.01
104110	Specific Own. Taxes - Parkco	\$3,983	\$3,320	\$10,482	\$45,000	23.29
104200	Interest Income Jeffco	\$0	-\$9	-\$179	\$2,000	(8.97)
104210	Interest Income Parkco	\$0	\$0	\$0	\$500	0.00
104220	Interest Income Investments	\$32,978	\$30,000	\$81,253	\$367,000	22.14
104300	Ambulance Billings	-\$470	\$45,000	\$131,075	\$595,000	22.03
104310	Ambulance Billings-MCR/MCD Adj	\$0	-\$20,000	-\$50,944	-\$200,000	25.47
104430	Permits - Inspection Fees	\$0	\$3,000	\$1,182	\$10,000	11.82
104440	Home Assessments	\$0	\$200	\$96	\$7,000	1.37
104450	Donations	\$4,000	\$500	\$4,056	\$8,000	50.70
104460	Lease Revenue	\$2,643	\$4,409	\$33,414	\$60,000	55.69
104488	Grant Award - Fire	\$14,405	\$0	\$14,405	\$0	0.00
104489	Grant Award-State Fire Safety	\$0	\$0	\$12,572	\$0	0.00
104700	CRRF Reimbursement	\$0	\$0	\$32,817	\$1,341,650	2.45
104710	Fuels Crew Reimbursement	\$0	\$0	\$26,503	\$0	0.00
104740	Prevention Crew Reimbursement	\$0	\$0	\$7,093	\$0	0.00
104750	Maintenance Crew Reimbursement	\$0	\$0	\$11,152	\$0	0.00
104850	Mitigation Grants	\$33,000	\$0	\$33,000	\$0	0.00
	<b>Total Revenues</b>	<b>\$1,693,954</b>	<b>\$2,237,428</b>	<b>\$2,019,854</b>	<b>\$7,001,515</b>	<b>28.85</b>
<b>Expenses - Administration</b>						
106000	Wages - Admin	\$26,399	\$20,000	\$83,072	\$286,721	28.97
106010	Overtime - Admin	\$4,019	\$1,200	\$4,279	\$6,000	71.32
106020	Unemployment Insurance	\$44	\$35	\$158	\$250	63.25
106030	FICA and Medicare	\$731	\$850	\$2,578	\$20,000	12.89
106040	FPPA ER Contributions	\$2,188	\$1,500	\$5,898	\$18,000	32.77
106060	Employee Benefits ER Paid	\$5,149	\$4,700	\$17,940	\$56,564	31.72
106075	Employee Bonus	\$0	\$0	\$0	\$68,250	0.00
106100	Bank Service Charges	\$36	\$75	\$84	\$1,000	8.44
106120	Postage/Box Rental-Admin	\$68	\$0	\$460	\$500	92.05
106130	Publications/Legal Notices/Adv	\$0	\$1,800	\$0	\$5,550	0.00
106140	Printing/Stationary, Forms	\$0	\$500	\$0	\$1,000	0.00
106160	Office Supplies & Expense	\$267	\$900	\$1,610	\$10,000	16.10
106165	Office Furniture	\$0	\$0	\$220	\$3,500	6.29
106170	Office Equipment-Rental	\$195	\$400	\$557	\$4,000	13.91
106190	Miscellaneous Expenses	\$90	\$0	\$281	\$0	0.00
106200	Uncollectible Accounts	\$0	\$0	\$9,114	\$50,000	18.23
106230	Ambulance Billing Services	\$1,081	\$0	\$2,655	\$8,000	33.19
106300	Public Relations-Admin	\$0	\$0	\$0	\$500	0.00
106305	Awards/Recognition	\$0	\$0	\$1,928	\$2,000	96.39
106330	Treasurer's Fees-JeffCo	\$21,200	\$18,500	\$21,593	\$50,000	43.19
106340	Treasurer's Fees-ParkCo	\$5,045	\$4,300	\$5,045	\$12,000	42.04
106400	Legal Services	\$0	\$5,000	\$5,227	\$60,000	8.71
106410	Accounting Services	\$0	\$0	\$0	\$15,000	0.00
106420	Auditing	\$0	\$0	\$0	\$15,000	0.00
106430	Computer Services	\$2,980	\$3,325	\$7,872	\$40,000	19.68
106480	Repairs and Maint-Office Equip	\$0	\$0	\$0	\$500	0.00
106490	Computer Equipment	\$1,695	\$1,250	\$3,848	\$15,000	25.66
106495	Software Expense	\$2,258	\$5,830	\$16,315	\$70,000	23.31
106500	Conferences/Serminars-Admin	\$0	\$0	\$0	\$100	0.00

ELK CREEK FIRE PROTECTION DISTRICT  
Income Statement  
For the Three Months Ending March 31, 2024

		Current Month Actual	Current Month Budget	Year to Date Actual	Yearly Budget	Percentage
106524	Human Resources	\$1,500	\$4,580	\$5,118	\$55,000	9.31
106560	Membership/Regist/Subscr	\$348	\$416	\$1,721	\$5,000	34.42
106720	Insurance-Liability	\$0	\$0	\$68	\$85,000	0.08
106730	Insurance-Workers Comp	\$0	\$0	\$1,000	\$60,000	1.67
116080	Directors' Fees	\$0	\$0	\$0	\$8,800	0.00
116310	Election Expenses	\$0	\$0	\$10,139	\$20,000	50.69
116450	Consultant Services	\$0	\$0	\$12,000	\$44,000	27.27
116500	Seminars and Conferences	\$0	\$0	\$0	\$3,000	0.00
	<b>Total Expenses - Administration</b>	<b>\$75,294</b>	<b>\$75,161</b>	<b>\$220,781</b>	<b>\$1,100,235</b>	<b>20.07</b>
<b>Expenses - Fire</b>						
236000	Salaries and Wages-FR	\$29,882	\$27,000	\$91,902	\$364,936	25.18
236010	Overtime - Fire/Rescue	\$4,657	\$3,000	\$13,890	\$57,355	24.22
236020	Unemployment Ins - FR	\$64	\$40	\$208	\$200	104.22
236030	FICA - Medicare FR	\$507	\$396	\$1,553	\$6,000	25.89
236040	FPPA ER Contrib - FR	\$3,097	\$2,419	\$9,221	\$30,000	30.74
236050	Vol Pension-Fire	\$0	\$0	\$0	\$10,000	0.00
236060	Employees Benefits ER Paid	\$11,721	\$7,000	\$39,074	\$90,000	43.42
236090	Pension Contribution-Fire	\$0	\$0	\$0	\$1,000	0.00
236200	Medical Exam - Fire	\$0	\$0	\$665	\$28,000	2.37
236305	Vol Incentive - Fire	\$0	\$10,000	\$0	\$10,000	0.00
236310	Honor Guard	\$0	\$0	\$1,677	\$10,000	16.77
236320	Cadet Academy	\$0	\$0	\$0	\$10,000	0.00
236495	Software	\$0	\$0	\$97	\$2,500	3.88
236505	Clothing and Uniforms - FR	\$1,153	\$2,000	\$6,313	\$30,000	21.04
236515	PPE	\$0	\$4,287	\$25,811	\$40,000	64.53
236520	Materials/Supplies	\$0	\$2,200	\$0	\$6,600	0.00
236525	Radio Equipment	\$0	\$2,000	\$11,099	\$38,000	29.21
236530	Fire Equipment	\$6,938	\$3,000	\$7,287	\$35,000	20.82
236560	Membership/Regist/Subscr	\$0	\$0	\$200	\$1,000	20.00
236820	Fuel - Diesel Fire	\$907	\$950	\$2,405	\$12,000	20.04
236821	Fuel - Gas Fire	\$829	\$600	\$1,574	\$6,500	24.22
	<b>Total Expenses - Fire</b>	<b>\$59,756</b>	<b>\$64,892</b>	<b>\$212,978</b>	<b>\$789,091</b>	<b>26.99</b>
<b>Expenses - Training</b>						
306000	Wages - Training	\$7,730	\$9,500	\$23,918	\$122,345	19.55
306010	Overtime - Training	\$750	\$2,003	\$1,091	\$18,681	5.84
306020	Unemployment Insurance-TR	\$14	\$18	\$48	\$50	95.20
306030	FICA and Medicare-TR	\$125	\$144	\$370	\$1,700	21.76
306040	FPPA ER Contribution-TR	\$788	\$750	\$2,364	\$9,000	26.27
306060	Employee Benefits ER Paid-TR	\$2,490	\$2,300	\$9,499	\$27,000	35.18
306200	Medical Exams-Health & Safety	\$160	\$0	\$160	\$10,000	1.60
306510	Rookie Academy	\$0	\$0	\$2,837	\$6,000	47.29
306523	Facility Fees	\$0	\$75	\$0	\$100	0.00
306550	Training-Instructor Fees	\$0	\$0	\$30	\$30,000	0.10
336220	Travel	\$2,510	\$0	\$7,168	\$8,000	89.59
336550	Individual Classes/Conferences	\$12,469	\$0	\$33,817	\$35,000	96.62
336560	Training Equipment/Supplies	\$0	\$0	\$570	\$10,000	5.70
336570	Training Subscriptions	\$0	\$0	\$0	\$2,600	0.00
336580	FF/EMS Certifications	\$691	\$0	\$723	\$5,000	14.46
336590	Training Manuals	\$204	\$0	\$584	\$4,000	14.60
	<b>Total Expenses - Training</b>	<b>\$27,932</b>	<b>\$14,791</b>	<b>\$83,179</b>	<b>\$289,476</b>	<b>28.73</b>

ELK CREEK FIRE PROTECTION DISTRICT  
Income Statement  
For the Three Months Ending March 31, 2024

	Current Month Actual	Current Month Budget	Year to Date Actual	Yearly Budget	Percentage	
<b>Expenses - Prevention</b>						
226000	Wages - Prevention	\$11,496	\$8,000	\$35,265	\$95,647	36.87
226010	Overtime - Prevention	\$477	\$0	\$477	\$600	79.47
226020	Unemployment Insurance-Prev	\$24	\$18	\$72	\$137	52.24
226030	FICA and Medicare-Prev	\$174	\$412	\$519	\$5,000	10.38
226040	FPPA ER Contributions-Prev	\$1,181	\$430	\$3,542	\$10,400	34.06
226060	Employee Benefits ER Paid-Prev	\$1,144	\$850	\$4,093	\$10,200	40.13
226300	Public Relations	\$0	\$0	\$0	\$100	0.00
226500	Conferences and Seminars	\$0	\$0	\$0	\$50	0.00
226520	Materials and Supplies	\$0	\$0	\$0	\$100	0.00
226525	Contract Plan Reviews	\$0	\$0	\$0	\$500	0.00
226550	CPR/Event Instructor Fees	\$0	\$0	\$0	\$200	0.00
226560	Membership/Regist/Subscr	\$153	\$0	\$203	\$1,500	13.53
226565	Uniforms Prevention	\$0	\$0	\$0	\$1,900	0.00
226570	Software/Tech Prevention	\$0	\$0	\$0	\$10,000	0.00
226575	Home Assessment Program	\$0	\$0	\$0	\$1,000	0.00
226580	Training Prevention	\$0	\$0	\$0	\$2,000	0.00
226585	Prevention PPE	\$0	\$0	\$0	\$1,000	0.00
226590	Communication Prevention	\$500	\$0	\$500	\$5,000	10.00
	<b>Total Expenses - Prevention</b>	<b>\$15,149</b>	<b>\$9,710</b>	<b>\$44,671</b>	<b>\$145,334</b>	<b>30.74</b>
<b>Expenses - EMS</b>						
206000	Wages - Emergency Services	\$44,823	\$42,000	\$137,853	\$547,404	25.18
206010	Overtime - Emergency Services	\$6,986	\$5,036	\$20,836	\$89,432	23.30
206020	Unemployment - EMS	\$96	\$60	\$313	\$400	78.16
206030	FICA and Medicare - EMS	\$761	\$611	\$2,330	\$9,500	24.53
206040	FPPA ER Contributions - EMS	\$4,646	\$3,629	\$13,832	\$46,000	30.07
206060	Employee Benefits ER Paid- EMS	\$17,581	\$12,500	\$58,141	\$150,000	38.76
206090	Pension Contribution-Volunteer	\$0	\$0	\$0	\$15,000	0.00
206200	Medical Exams	\$46,574	\$36,000	\$47,014	\$42,000	111.94
206210	Fitness Equipment	\$0	\$0	\$0	\$750	0.00
206220	Fitness Program	\$0	\$0	\$0	\$2,000	0.00
206230	Dispatch	\$0	\$0	\$12,732	\$45,000	28.29
206305	Vol Incentive-EMS	\$0	\$0	\$0	\$15,000	0.00
206490	Computer Equipment	\$0	\$0	\$0	\$1,000	0.00
206495	Software Expense	\$0	\$0	\$0	\$12,500	0.00
206505	Clothing and Uniforms-EMS	\$1,505	\$2,000	\$8,195	\$19,000	43.13
206520	Materials and Supplies EMS	\$569	\$3,600	\$980	\$15,000	6.53
206560	Membership/Regist/Subscr	\$145	\$330	\$430	\$4,000	10.74
206580	Technical Rescue	\$76	\$0	\$76	\$5,000	1.52
206820	Fuel - Diesel	\$1,351	\$2,000	\$3,556	\$22,500	15.81
206821	Fuel - Gas	\$1,199	\$1,016	\$2,275	\$10,000	22.75
506200	Immunizations	\$0	\$0	\$0	\$500	0.00
506470	Ambulance Licensing Fees	\$0	\$0	\$0	\$1,000	0.00
506560	Membership/Regist/Subscr-EMS	\$0	\$0	\$2,180	\$1,550	140.65
506575	EMS Supplies	\$3,693	\$6,000	\$11,573	\$45,000	25.72
	<b>Total Expenses - EMS</b>	<b>\$130,003</b>	<b>\$114,782</b>	<b>\$322,317</b>	<b>\$1,099,536</b>	<b>29.31</b>
<b>Expenses - Wildland/Suppression</b>						
190000	Wages-Wildland Cpt	\$6,956	\$9,000	\$20,377	\$124,431	16.38
190010	Overtime-Wildland Cpt	\$0	\$859	\$0	\$11,000	0.00
190020	Unemploy Ins-Wildland Cpt	\$14	\$4	\$42	\$60	69.28
190030	Medicare-Wildland Cpt	\$103	\$110	\$301	\$1,800	16.74
190040	FPPA ER Contr-Wildland Cpt	\$709	\$667	\$2,128	\$8,000	26.60



ELK CREEK FIRE PROTECTION DISTRICT  
Income Statement  
For the Three Months Ending March 31, 2024

		Current Month Actual	Current Month Budget	Year to Date Actual	Yearly Budget	Percentage
190060	Emp Bene ER-Wildland Cpt	\$3,133	\$2,833	\$12,127	\$34,000	35.67
190101	Grant Expenditures-CWPC	\$3,195	\$0	\$3,195	\$0	0.00
190500	Wildland Supplies	\$346	\$2,916	\$851	\$35,000	2.43
190501	Wildland/Suppression Equipment	\$25	\$1,292	\$5,374	\$15,500	34.67
190503	Repairs/Maint Equip Wild/Sup	\$274	\$1,000	\$2,170	\$12,000	18.09
190504	Wildland/Suppression PPE	\$0	\$333	\$0	\$4,000	0.00
190505	Training Supp & Exp-Wildland	\$0	\$416	\$0	\$5,000	0.00
190506	Conferences/Seminars-Wildland	\$0	\$0	\$0	\$1,300	0.00
190507	Clothing/Uniforms Wildland/Sup	\$1,572	\$3,500	\$2,973	\$3,500	84.95
190508	Training Wildland/Suppression	\$601	\$800	\$2,102	\$15,000	14.02
190509	Membership/Regist/Subscr	\$0	\$200	\$373	\$2,000	18.65
190605	Grant Expend-Fire	\$0	\$0	\$3,672	\$0	0.00
190620	Supply/Materials - Suppression	\$0	\$0	\$24	\$3,500	0.69
190630	Communication Wildland/Supp	\$0	\$0	\$0	\$2,000	0.00
190640	Software/Tech Wildland/Supp	\$186	\$1,916	\$5,613	\$23,000	24.40
191000	Wages-Suppression	\$17,570	\$20,000	\$51,285	\$344,347	14.89
191010	Overtime-Suppression	\$0	\$550	\$0	\$5,279	0.00
191020	Unemployment-Suppression	\$35	\$40	\$103	\$500	20.56
191030	FICA Medicare-Suppression	\$279	\$287	\$779	\$27,500	2.83
191040	FPPA ER Contr-Suppression	\$1,753	\$1,667	\$5,259	\$20,000	26.29
191060	Emp Bene ER-Suppression	\$6,305	\$6,250	\$23,896	\$75,000	31.86
	<b>Total Expenses - Wildland/Suppression</b>	<b>\$43,055</b>	<b>\$54,639</b>	<b>\$142,644</b>	<b>\$773,717</b>	<b>18.44</b>
<b>Expenses - Fuels Crew</b>						
192000	Wages-Fuels Crew	\$4,382	\$0	\$18,929	\$0	0.00
192020	Unemployment-Fuels Crew	\$9	\$0	\$39	\$0	0.00
192030	FICA Medicare-Fuels Crew	\$65	\$0	\$279	\$0	0.00
192040	FPPA ER Contr-Fuels Crew	\$447	\$0	\$1,977	\$0	0.00
192060	Emp Bene ER-Fuels Crew	\$2,973	\$0	\$11,305	\$0	0.00
192070	PPE/Gear Fuels	\$0	\$0	\$2,540	\$1,500	169.33
192080	Uniforms Fuels	\$448	\$0	\$895	\$1,550	57.77
192090	Saw Parts/Tools/Oil Fuels	\$692	\$0	\$1,273	\$1,250	101.85
192100	Saw Purchase Fuels	\$0	\$0	\$0	\$1,500	0.00
192110	Communications Fuels	\$0	\$0	\$0	\$1,000	0.00
192120	Tech/Software Fuels	\$10	\$0	\$257	\$9,000	2.86
192130	Training Fuels	\$0	\$0	\$0	\$4,000	0.00
	<b>Total Expenses - Fuels Crew</b>	<b>\$9,025</b>	<b>\$0</b>	<b>\$37,495</b>	<b>\$19,800</b>	<b>189.37</b>
<b>Expenses - CRRF</b>						
216000	Salaries and Wages - CRRF	\$0	\$0	\$0	\$501,204	0.00
216010	Overtime - CRRF	\$0	\$0	\$0	\$425,000	0.00
216220	Travel - CRRF	\$0	\$0	\$0	\$20,000	0.00
216250	Fuel - CRRF	\$0	\$0	\$0	\$19,024	0.00
216260	Miscellaneous - CRRF	\$0	\$0	\$3,479	\$115,000	3.03
	<b>Total Expenses - CRRF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,479</b>	<b>\$1,080,228</b>	<b>0.32</b>
<b>Expenses - Maintenance</b>						
606000	Wages - Maintenance	\$11,258	\$5,000	\$34,845	\$73,517	47.40
606010	Overtime - Maintenance	\$0	\$111	\$434	\$6,450	6.72
606020	Unemployment Insurance	\$22	\$12	\$70	\$90	77.31
606030	FICA and Medicare	\$161	\$110	\$504	\$1,700	29.68
606040	FPPA ER Contribution	\$1,127	\$900	\$3,380	\$12,000	28.17
606060	Employee Benefits ER Paid	\$3,849	\$3,541	\$15,058	\$42,500	35.43

ELK CREEK FIRE PROTECTION DISTRICT  
Income Statement  
For the Three Months Ending March 31, 2024

	Current Month Actual	Current Month Budget	Year to Date Actual	Yearly Budget	Percentage	
606080	Shared Expense - Maintenance	-\$618	\$500	-\$890	\$15,000	(5.94)
606810	Maintenance/Repair	\$2,099	\$500	\$12,693	\$15,000	84.62
606830	Maintenance/Repair Ambulance	\$729	\$250	\$3,739	\$22,000	16.99
606831	Maintenance/Repair Fire	\$797	\$3,000	\$4,177	\$45,000	9.28
606840	SCBA Parts and repair	\$0	\$0	\$237	\$5,000	4.75
606845	SCBA Maintenance	\$0	\$0	\$0	\$15,000	0.00
606855	Hose/Ladder Testing	\$0	\$0	\$0	\$5,000	0.00
606860	Tires-Ambulance	\$0	\$0	\$0	\$3,500	0.00
606861	Tires-Fire Apparatus	\$0	\$0	\$0	\$20,000	0.00
606862	Tires-Wildland	\$2,933	\$0	\$2,933	\$2,000	146.67
606880	Outside Repairs - EMS App	\$1,536	\$0	\$1,536	\$10,000	15.36
606881	Outside Repairs - Fire App	\$1,024	\$0	\$1,625	\$20,000	8.13
606887	Outside Repairs - Wildland App	\$1,877	\$0	\$2,428	\$10,000	24.28
606888	Tools and Equipment Maint	\$2,480	\$750	\$6,551	\$21,500	30.47
606889	Software	\$0	\$0	\$50	\$3,500	1.43
606890	Towing	\$0	\$0	\$0	\$3,000	0.00
606891	Uniforms/Rags	\$0	\$0	\$0	\$4,000	0.00
606892	PPE	\$0	\$0	\$0	\$500	0.00
	<b>Total Expenses - Maintenance</b>	<b>\$29,272</b>	<b>\$14,674</b>	<b>\$89,370</b>	<b>\$356,257</b>	<b>25.09</b>
<b>Expenses - Fire Stations</b>						
606601	Telephone-Station 1	\$1,968	\$500	\$5,904	\$8,000	73.80
606602	Telephone-Station 2	\$170	\$84	\$519	\$3,000	17.29
606603	Telephone-Station 3	\$86	\$82	\$272	\$1,000	27.20
606604	Telephone-Station 4	\$83	\$80	\$263	\$1,000	26.34
606605	Telephone - Cellular	\$117	\$1,200	\$351	\$15,000	2.34
606882	Outside Repairs - EMS Equip	\$0	\$0	\$0	\$2,620	0.00
606883	Outside Repairs - Fire Equip	\$0	\$0	\$0	\$1,500	0.00
606885	Outside Repairs Comm Equip	\$0	\$0	\$0	\$1,000	0.00
606886	Outside Repairs - Wildland Equ	\$0	\$0	\$0	\$500	0.00
606911	Alarm Service-Station 1	\$0	\$0	\$300	\$840	35.71
606912	Alarm Service-Station 2	\$0	\$0	\$0	\$840	0.00
606913	Alarm Service-Station 3	\$0	\$0	\$0	\$840	0.00
606914	Alarm Service-Station 4	\$0	\$0	\$0	\$840	0.00
606921	Disposal Services	\$308	\$375	\$1,235	\$4,500	27.45
606922	Disposal Service-Station 2	\$213	\$250	\$640	\$3,000	21.34
606931	Electricity-Station 1	\$1,058	\$1,250	\$4,104	\$15,000	27.36
606932	Electricity-Station 2	\$165	\$290	\$704	\$3,500	20.10
606933	Electricity-Station 3	\$917	\$700	\$3,695	\$10,000	36.95
606934	Electricity-Station 4	\$143	\$250	\$610	\$2,500	24.39
606941	Natural Gas-Station 1	\$2,034	\$2,424	\$5,322	\$16,000	33.26
606942	Natural Gas-Station 2	\$588	\$600	\$1,777	\$5,000	35.54
606943	Natural Gas-Station 3	\$0	\$0	\$0	\$3,000	0.00
606944	Natural Gas-Station 4	\$187	\$250	\$680	\$2,000	33.98
606951	Building Maintenance-Station 1	\$0	\$2,780	\$5,188	\$30,000	17.29
606952	Building Maintenance-Station 2	\$259	\$4,548	\$259	\$7,000	3.70
606953	Building Maintenance-Station 3	\$0	\$0	\$0	\$3,000	0.00
606954	Building Maintenance-Station 4	\$0	\$0	\$0	\$2,000	0.00
606961	Grounds Maintenance-Station 1	\$0	\$0	\$0	\$200	0.00
606962	Grounds Maintenance-Station 2	\$0	\$0	\$0	\$1,000	0.00
606971	Generator Mtnce-Station 1	\$1,500	\$0	\$1,500	\$750	200.00
606973	Generator Mtnce-Station 3	\$0	\$0	\$0	\$750	0.00
606974	Generator Mtnce-Station 4	\$0	\$0	\$0	\$750	0.00
	<b>Total Expenses - Fire Stations</b>	<b>\$9,796</b>	<b>\$15,664</b>	<b>\$33,322</b>	<b>\$146,930</b>	<b>22.68</b>

ELK CREEK FIRE PROTECTION DISTRICT  
Income Statement  
For the Three Months Ending March 31, 2024

	Current Month Actual	Current Month Budget	Year to Date Actual	Yearly Budget	Percentage
Expenses - Leases/Capital					
608326 Capital - EMS	\$0	\$0	\$25,990	\$300,000	8.66
608336 Capital - Fire	\$0	\$0	\$624	\$20,000	3.12
608605 Capital - Wildland/Prevention	\$5,752	\$0	\$7,377	\$85,000	8.68
608606 Capital - Facilities	\$0	\$0	\$0	\$165,000	0.00
	<hr/>				
Total Expenses - Leases/Capital	\$5,752	\$0	\$33,991	\$570,000	5.96
Total Expenses	\$405,033	\$364,313	\$1,224,226	\$6,370,604	19.22
	<hr/>				
Net Income	\$1,288,921	\$1,873,115	\$795,628	\$630,911	126.11

ELK CREEK FIRE PROTECTION DISTRICT  
General Journal

Date	Account ID	Reference	Trans Description	Debit Amt	Credit Amt	Job ID
3/31/24	106495	0331014	Zoom	167.10		
	106560		SiriusXM	48.16		
	236530		SP Firewipes - For post fire deco	30.98		
	236530		Amazon - Clogs, Adidas slides -	151.77		
	190500		Western Heritage Company	354.49		
	190640		Blue Cosmo	108.15		
	190507		Indyink	260.70		
	190640		Microsoft	6.99		
	336580		National Registry EMT - P schoo	160.00		
	336580		National Registry EMT - P schoo	160.00		
	190500		Costco Gas	42.58		
	190640		Adobe	20.74		
	190640		CalTopo	50.00		
	192090		SP Westcoast Saw	65.08		
	190500		Peak Trading Corp		149.99	
	192090		Generac Power Systems - 5 Gallo	626.87		
	336550		U of Idaho Marketplace - RX310	300.00		
	192120		Apple.com	9.99		
	306200		Haagenson Health Options - CDL	80.00		
	336550		CO Driver Services - CDL permit	20.73		
	192080		Indyink - Fuels shirts	447.70		
	190500		Walmart	77.82		
	190500		Sticker Mule - Custom bumper sti	21.00		
	336580		Rocky Mountain CPR - Basic Lif	105.00		
	336580		National Registry EMT - Parame	32.00		
	336550		American Heart ShopCPR - BLS	101.37		
	106490		Staples - USBC chargers	57.99		
	106160		Safeway - Water	30.05		
	190507		Indyink - Wildland sweatshirts	761.17		
	190507		Coaxsher - Wildland Nomex pant	549.90		
	206505		Indyink - Uniform wear	916.69		
	236505		Indyink - Uniform wear	611.13		
	606880		Johnson Auto Plaza - Transmissi	1,536.00		
	606881		Johnson Auto Plaza - Transmissi	1,024.00		
	336580		National Registry EMT	32.00		
	336580		National Registry EMT	25.00		
	106495		Google	885.60		
	606601		AT&T	1,387.20		
	606601		Starlink	150.00		
	106495		Adobe	167.93		
	206505		Indyink - Uniform	265.82		
	236505		Indyink - Uniform	177.22		
	226560		IAAI - International Association	103.00		
	106120		USPS - stamps	68.00		
	226560		CIAAI - Colorado Chapter Intern	50.00		
	206580		Colorado Parks and Wildlife - O	25.25		
	190501		Colorado Parks and Wildlife - O	25.25		
	206580		Colorado Parks and Wildlife - O	25.25		
	206580		Colorado Parks and Wildlife - O	25.25		
	106495		LastPass	912.00		
	206560		DirecTV	144.97		
	106490		Lenovo - ThinkPad	1,637.09		
	106524		BambooHR	876.58		
	336580		National Registry EMT - EMT R	25.00		
	106160		Moore Lumber - Key rings, threa	29.06		
	336550		Study.com - Paramadec school cl	64.82		
	336550		CO Dept of Public Safety - DFPC	460.89		
	336590		Fire Protection Pub	203.84		
	606888		Lowe's - 20"x12' solid black lin	48.53		
	606888		Lowe's - 20"x12' solid black lin	72.81		
	606952		WeatherTech - Floor Liner	258.85		
	306200		Haagenson Health Options - Phys	80.00		
	606888		Snap-On Tools - 12PT 30MM ST	142.00		
	606888		Lowe's - 5pc combo wrench set	37.60		
	606888		Torque King 4X4 - Spindle nut w	162.56		
	606888		Snap On Tools - 12pin axle nut s	144.72		
	606831		Rocket - Windshield Washer Flui	9.72		
	336220		Southwest Airlines - Flight to Sac	421.95		
	336220		Southwest Airlines - Flight to Sac	25.00		
	336220		Southwest Airlines - Flight to Sac	25.00		
	336220		Southwest Airlines - Hotel	770.85		
	606887		Grant Automotive - Alignment	142.39		
	106190		Carlos Miguels - Lunch for Jeffco	90.11		

ELK CREEK FIRE PROTECTION DISTRICT  
General Journal

Date	Account ID	Reference	Trans Description	Debit Amt	Credit Amt	Job ID
	606831		Digi-Key Corp	25.70		
	606888		Cornwell - Elite Flat Tip SD	224.63		
	606810		Autonation Dodge Ram - Cable	75.95		
	606888		Big R - Saw kit	191.20		
	606862		Grant Automotive - Tire balance	88.00		
	606888		Moore Lumber - Misc Nuts, bolts	12.76		
	606810		Big R - Ratchet strap	42.81		
	102005		Credit card		19,646.32	
		Total		19,796.31	19,796.31	

## ELK CREEK FIRE PROTECTION DISTRICT

## Account Reconciliation

As of Mar 31, 2024

101050 - Paypal

Bank Statement Date: March 31, 2024

Filter Criteria includes: Report is printed in Detail Format.

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Beginning GL Balance	820.50
Add: Cash Receipts	
Less: Cash Disbursements	
Add (Less) Other	<u>(96.02)</u>
Ending GL Balance	<u>724.48</u>
Ending Bank Balance	724.48
Add back deposits in transit	<u>                    </u>
Total deposits in transit	
(Less) outstanding checks	<u>                    </u>
Total outstanding checks	
Add (Less) Other	<u>                    </u>
Total other	
Unreconciled difference	<u>0.00</u>
Ending GL Balance	<u><u>724.48</u></u>

ELK CREEK FIRE PROTECTION DISTRICT  
Account Reconciliation  
As of Mar 31, 2024  
101110 - ColoTrust Prime Acct  
Bank Statement Date: March 31, 2024

Filter Criteria includes: Report is printed in Detail Format.

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Beginning GL Balance	5,017,135.51
Add: Cash Receipts	1,581,151.57
Less: Cash Disbursements	
Add (Less) Other	<u>28,162.58</u>
Ending GL Balance	<u>6,626,449.66</u>
Ending Bank Balance	6,626,449.66
Add back deposits in transit	<u>                    </u>
Total deposits in transit	
(Less) outstanding checks	<u>                    </u>
Total outstanding checks	
Add (Less) Other	<u>                    </u>
Total other	
Unreconciled difference	<u>                    0.00</u>
Ending GL Balance	<u><u>6,626,449.66</u></u>

ELK CREEK FIRE PROTECTION DISTRICT

**Account Reconciliation**

As of Mar 31, 2024

101020 - UMB - Operating

Bank Statement Date: March 31, 2024

Filter Criteria includes: Report is p

03 March 2024 UMB Bank Reconciliation

Beginning GL Balance	589,933.29
Add: Cash Receipts	91,259.06
Less: Cash Disbursements	(149,073.62)
Add (Less) Other	<u>(279,155.88)</u>
Ending GL Balance	<u><u>252,962.85</u></u>
Ending Bank Balance	352,134.65
Add back deposits in transit	_____
Total deposits in transit	
(Less) outstanding checks	_____
Total outstanding checks	(99,171.84)
Add (Less) Other	_____
Total other	
Unreconciled difference	<u>0.04</u>
Ending GL Balance	<u><u>252,962.85</u></u>





# Fire Department Monthly Status Report

## April 25, 2024

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### MESSAGE FROM THE CHIEF

March was a busy month for members of the Elk Creek District. The first week of March all members completed physicals which was the first time in years the agency has been able to implement wellness exams of this scope. These screenings included cancer and cardiac screenings which are two of the largest health risks that firefighters face.

As spring is unfolding across the front range, weather played a significant role in our response. A snowstorm dropped nearly 4' of snow in parts of the district which led to challenges while responding to calls. One call took over 5 hours which included apparatus stuck in snow, impassable roads and working with our partners at Jefferson County Road and Bridge to transport a critically ill patient to the hospital.

The chipping program opened and was full in several hours. We implemented a new app that streamlines the process and received feedback that it was much smoother and easier for residents to register. The app also will allow a better interface with residents who registered and notifications when the chipping in their planning unit will be done.

The wildland division was busy during the month taking advantage of the snowfall to burn piles. They have almost completed the Preserve project with only a few more piles to treat.

Jacob N. Ware  
Fire Chief

## **OPERATIONS (March)**

- Volunteer firefighters had 329 hours of staffing at Station 1.
- Elk Creek Averaged 3.5 members per call.
- 16% of the calls overlapped (16 Calls)
- Average Response Time 12:13

<b>March - Emergency Incidents</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
1. Fire	2	1	3
2. Emergency Medical Services (EMS) & Rescue	67	52	57
3. Hazardous Condition (No Fire)	2	7	4
3. Service Call	7	8	14
4. Good Intent Call	30	12	14
5. False Alarm and False Call	5	3	8
6. Special Incident	1	0	0
	114	83	100

<b>March- Additional Emergency Incidents</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Automatic/Mutual Aid Emergency Responses provided to the Elk Creek by other Agencies	4	1	7

<b>March Ambulance Transports</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
	29	26	29

## **TRAINING**

- Firefighters logged 407 hours of training for the month.
- Firefighters completed the Wildland Fire Refresher Training (RT-130)

## **FIRE PREVENTION**

- 12 Inspections
- 23 Letters, County Referrals and Insurance requests
- 9 Plan Reviews
- Up to 12 Conifer students (out of 29 across the 5 counties) have submitted applications for the AAA and RETAC Drivers Ed program, applications are under review but still open.
- We had two Girl Scout publication events. Thank you to Kelsey MaCaulay for teaching first aid at Marshdale and Captain Shine and Brian Moore for giving a station tour and assisting with wildfire mitigation education.