

PUBLIC NOTICE

**AGENDA
NORTHEAST TELLER COUNTY FIRE PROTECTION DISTRICT
BOARD MEETING
Wednesday, December 9, 2020
5:00 P.M. Regular Board Meeting
1010 EVERGREEN HEIGHTS DRIVE
WOODLAND PARK, CO 80863**

OPENING CEREMONIES:

Pledge

READING & APPROVAL OF MINUTES:

Regular Board Meeting

FINANCIAL REPORTS & BILLS:

PUBLIC FORUM & CORRESPONDENCE:

REPORTS:

**Board of Directors
Fire Corps Report
WPPF Report
Captain's Report
Deputy Chief's Report
Chief's Report**

UNFINISHED BUSINESS:

2021 Final Budget

NEW BUSINESS & SPECIAL ORDERS:

EXECUTIVE SESSION:

ADJOURN:

NORTHEAST TELLER COUNTY



FIRE PROTECTION DISTRICT

BOARD MEETING MINUTES November 18, 2020

CALLED TO ORDER: The meeting was called to order at 17:00 hours.

MEMBERS PRESENT: Roll Call: ZOOM

Chairman Mike Sperry: **Present**
Vice Chairman John Gomes: **Present**
Secretary Larry Russell: **Present**
Treasurer Terry Murphy: **Present**
Member at Large Donny Rickert: **Present**

OTHERS PRESENT: Others present included Fire Chief Tyler Lambert, Deputy Chief Dean O’Nale, Executive Assistant Sharon Ellis, Captain Robert Dungan, Engineer Josh Summeril, firefighters Drew Maurer & Jordan Hunnam.

MINUTES:

A motion was made to approve the minutes from the Regular Board Meeting on October 21, 2020.

Vice Chairman John Gomes: **Yes**
Treasurer Terry Murphy: **Yes**
Secretary Larry Russell: **Yes**
Member at Large Donny Rickert: **Yes**
Chairman Mike Sperry: **Yes**

FINANCIAL REPORTS AND BILLS: A motion was made to approve the financial reports for October 31, 2020 as presented.

Vice Chairman Johns Gomes: **Yes**
Treasurer Terry Murphy: **Yes**
Secretary Larry Russell: **Yes**
Member at Large Donny Rickert: **Yes**
Chairman Mike Sperry: **Yes**

BOARD OF DIRECTOR'S REPORT:

- Director Gomes discussed the departments protocol for COVID-19 if our crew members test positive.
- Director Sperry thanked the voters of Woodland Park who voted for in favor of proportion 7A.

FIRE CORPS REPORT: N/A

WOODLAND PARK PROFESSIONAL FIREFIGHTERS REPORT: N/A

CAPTAIN'S REPORT:

- Captain Dungan stated the crews are working on restriping the bays.

DEPUTY CHIEF'S REPORT:

- Deputy Chief O'Nale discussed call volume, training and part-time hours.
- Deputy Chief O'Nale stated the department heads will not meet in person this month.
- Deputy Chief O'Nale stated the DOLA grant was declined. Grant money will be allocated towards COVID-19 state expenses.
- Deputy Chief O'Nale stated the department Christmas party will be canceled this year.
- Deputy Chief O'Nale stated the Fire Academy has been canceled.
- Deputy Chief O'Nale stated he has received a donation of \$25,000.00 from Ken Bush of ShurSales for the training tower.
- Deputy Chief O'Nale announced that the department will be able to do their own EMS training in house. Both Chief Lambert and Deputy Chief Dean O'Nale thanked Firefighter/ Paramedic Drew Maurer for his hard work on making this happen.

CHIEF'S REPORT:

- Chief Lambert thanked BOD and staff for all their work during the election process. The proposition passed with 67% in favor.
- Chief Lambert stated the department received a dividend check from Pinnacol Assurance for our low workers comp claims.
- Chief Lambert thanked Sharon, Deputy Chief O’Nale and the staff for their work and input on the 2021 budget.
- Chief Lambert discussed inspections, new businesses and homes.

PUBLIC FORUM: N/A

OLD BUSINESS: N/A

NEW BUSINESS:

- Chief Lambert & Executive Asst. Sharon Ellis discussed 2021 Budget Draft 2
- Audit Proposal tabled until December meeting.

MEETING ADJOURNED: The meeting adjourned at 17:53 hrs.

Secretary of the Board
Larry Russell

NE Teller County Fire Protection District
Executive Summary
 As of Nov 30, 2020

OPERATING & RESERVE ACCOUNTS

Month	Operating Account		Reserve Accounts				
	Operating Checking Acct.	% change #VALUE!	Money Market & CDs	% change #VALUE!	Current Yield	Special Donations	% change #VALUE!
December 2019	\$ 991,270.56	-17.52%	\$ 1,117,801.22	0.09%		\$ 32,380.48	-0.03%
January 2020	\$ 843,463.26	46.21%	\$ 1,118,765.67	0.08%		\$ 32,370.59	-0.20%
February 2020	\$ 1,567,921.32	2.69%	\$ 1,119,693.83	0.06%		\$ 32,305.23	0.00%
March 2020	\$ 1,611,240.77	13.36%	\$ 1,120,411.53	0.06%		\$ 32,305.23	-0.03%
April 2020	\$ 1,859,729.37	-2.99%	\$ 1,121,034.34	8.24%		\$ 32,295.39	-0.03%
May 2020	\$ 1,805,953.08	18.34%	\$ 1,121,654.14	0.51%		\$ 32,285.19	-0.03%
June 2020	\$ 2,211,570.09	-7.84%	\$ 1,227,896.80	0.05%		\$ 32,275.34	-0.03%
July 2020	\$ 2,050,752.86	-7.66%	\$ 1,228,459.26	0.00%		\$ 32,265.13	-0.06%
August 2020	\$ 1,904,819.07	-16.28%	\$ 1,228,513.00	0.00%		\$ 32,245.41	0.00%
September 2020	\$ 1,638,108.49	-8.24%	\$ 1,228,566.82	0.00%		\$ 32,245.41	-0.03%
October 2020	\$ 1,513,396.96	-14.37%	\$ 1,228,618.30	0.00%		\$ 32,235.18	-0.03%
November 2020	\$ 1,323,218.49		\$ 1,228,672.34			\$ 32,225.31	
December 2020							

CASH ACTIVITY - OPERATING ACCOUNT*

Month	Beginning Balance	Deposits & Other Credits	Expenses & Other Debits	Monthly Cash Flow	Ending Cash Balance
December 2019	1,160,400.68	6,474.00	175,604.12	(175,604.12)	991,270.56
January 2020	991,270.56	87,648.15	235,455.45	(235,455.45)	843,463.26
February 2020	843,463.26	914,848.56	190,390.50	(190,390.50)	1,567,921.32
March 2020	1,567,921.32	198,093.08	154,773.63	(154,773.63)	1,611,240.77
April 2020	1,611,240.77	411,068.06	162,579.46	(162,579.46)	1,859,729.37
May 2020	1,859,729.37	207,252.32	261,028.61	(261,028.61)	1,805,953.08
June 2020	1,805,953.08	606,873.89	201,256.88	(201,256.88)	2,211,570.09
July 2020	2,211,570.09	74,005.09	234,822.32	(234,822.32)	2,050,752.86
August 2020	2,050,752.86	81,131.64	227,065.43	(227,065.43)	1,904,819.07
September 2020	1,904,819.07	49,498.17	316,208.75	(316,208.75)	1,638,108.49
October 2020	1,638,108.49	29,433.53	154,145.06	(154,145.06)	1,513,396.96
November 2020	1,513,396.96	34,594.11	224,772.58	(224,772.58)	1,323,218.49
December 2020					

NE Teller County Fire Protection District

Executive Summary

As of Nov 30, 2020

Long-Term Liabilities

Month	Station 1 Lease	Vacation Accrual
December 2019	\$439,130.82	\$92,346.71
January 2020	\$439,130.82	\$92,346.71
February 2020	\$410,169.33	\$92,346.71
March 2020	\$410,169.33	\$92,346.71
April 2020	\$410,169.33	\$92,346.71
May 2020	\$410,169.33	\$92,346.71
June 2020	\$410,169.33	\$92,346.71
July 2020	\$410,169.33	\$92,346.71
August 2020	\$410,169.33	\$92,346.71
September 2020	\$381,207.84	\$92,346.71
October 2020	\$381,207.84	\$92,346.71
November 2020	\$381,207.84	\$87,599.71
December 2020	\$381,207.84	\$87,599.71

*** Vacation Accrual is updated yearly following our annual audit.

NE Teller County Fire Protection District
Executive Summary
 As of Nov 30, 2020

OPERATING SUMMARY
INCOME

	Current Month Actual	Month Budget	Year-to-Date Actual	Year-to-Date Budget	Annual Budget	Positive / (Negative) YTD Budget	YTD Actual as a % of Annual Budget
4000 · Property Tax Income	13,417.86	201,779.44	2,550,363.96	2,219,573.89	2,421,353.33		105%
4100 · Specific Ownership Taxes	21,751.98	12,500.00	225,545.26	137,500.00	150,000.00		150%
4150 · Abatement Refund / TIF	6.08	9,924.12	942.57	109,165.35	119,089.47		1%
4200 · Interest Income	921.83	683.32	11,390.51	7,516.68	8,200.00		139%
4400 · Other Revenue	191.92	341.67	7,245.68	5,008.33	7,275.00		100%
4500 · Plan Review Fees							#DIV/0!
4600 · Incident Income			77,536.76				#DIV/0!
4700 · Wildland Income							#DIV/0!
4800 · Insurance/Claim Income			12,486.70				#DIV/0!
4900 · Miscellaneous Income							#DIV/0!
4950 · Sale of Asset							#DIV/0!
TOTAL Operating Income	\$ 36,290	\$ 225,229	\$ 2,885,511	\$ 2,478,764	\$ 2,705,918	\$ -	107%

EXPENDITURES

	Current Month Actual	Month Budget	Year-to-Date Actual	Year-to-Date Budget	Annual Budget	Positive / (Negative) YTD Budget	YTD Actual as a % of Annual Budget
5000 · Treasurer's Fees	1,447.00	15,938.15	187,989.78	175,319.71	191,257.86		98.28%
5100 · General Overhead	861.94	7,790.59	67,229.85	78,696.41	86,487.00		77.73%
5200 · Office Equipment/Computers Exp.	334.33	423.34	10,999.93	4,656.66	5,080.00		204.72%
5250 · Insurance		5,960.41	55,339.12	65,564.59	71,525.00		77.37%
5260 · Election Expense			1,525.82	5,000.00	5,000.00		30.52%
5300 · Board of Directors			2,900.00	4,500.00	6,000.00		48.33%
5400 · Payroll & Benefits Expenses	160,095.95	152,664.94	1,655,645.20	1,671,845.04	1,838,009.98		90.08%
5500 · Staff Development					20,000.00		0.00%
5560 · Misc. Expense (Contingency)		1,666.87		18,333.33			#DIV/0!
5580 · Staff/Volunteer Functions					120,851.25		#DIV/0!
5600 · Pension Expense	42,497.83	43,036.11	107,033.71	113,777.14	120,851.25		88.57%
5700 · Professional Fees	448.00	1,587.50	36,248.50	24,762.50	22,750.00		159.33%
5800 · Travel Expenses	258.31	625.00	5,936.01	6,875.00	7,500.00		79.15%
5900 · Bank Service Charges	3.00	30.00	112.59	330.00	360.00		31.28%
5950 · Grants							#DIV/0!
6000 · Fire Operations Exp.	9,649.97	7,653.13	79,499.69	87,884.85	95,737.98		83.04%
6200 · Volunteer Benefits		25.00		275.00	300.00		0.00%
6300 · Apparatus Expense	1,312.80	2,378.74	29,276.61	26,166.26	28,545.00		102.56%
6400 · Communication Exp.		441.67	891.50	4,858.33	5,300.00		16.82%
6600 · Fire Prevention Activities		83.33	1,772.51	916.67	1,000.00		177.25%
7000 · Capital Leases			66,228.55	66,228.55	66,228.55		100.00%
8000 · Capital Expenditures		2,712.49	115,450.29	129,837.51	132,550.00		87.10%
TOTAL Operating Exp.	\$ 216,909	\$ 243,217	\$ 2,423,480	\$ 2,485,828	\$ 2,704,483	\$ -	89.61%
Operations Surplus/(Deficit)	(180,619.46)	(17,988.52)	462,031.78	(7,063.30)	1,435.38	-	

OPERATING COST SUMMARY

	Avg. Monthly Cost	Avg. Daily Cost (30 days)	Avg. Hourly Cost (24 hrs)
NETCFPD Expenditures	216,909.13	7,230.30	301.26
*not including Capital Exp.			
NETCFPD Expenditures	216,909.13	7,230.30	301.26
*including Capital Exp.			

Notes to Financial Summary

NE Teller County Fire Protection District
Executive Summary
 As of Nov 30, 2020

CAPITAL PROJECTS

Project	Budgeted Cost	Actual Costs To- Date	Over / (Under) Budget	% of Budget	Appropriation Number
General Overhead					
Building Improvements	24,791.68	45,699.71		1.843348656	#DIV/0!
Software	2,333.34	600.53		0.26	
Furniture	100,000.00	69,124.02		0.6912402	
Apparatus Replacement Plan		115,424.26		0.907958638	
Total General Overhead Capital Projects	127,125.02				
Fire Operations					
					#DIV/0!
Total Fire Operations Capital Projects					#DIV/0!
Wildland					
					#DIV/0!
Total Wildland Capital Projects					#DIV/0!
Total Projects Budgeted	127,125.02			0%	

CAPITAL PROJECTS NON-BUDGETED

Project	Anticipated Start Date	Budgeted Cost	Actual Costs To- Date	Over / (Under) Budget	% of Budget
General Overhead Non-Budgeted Capital Exp.			69,124.02	69,124.02	
Fire Operations Non-Budgeted Capital Exp.					
Wildland Non-Budgeted Capital Exp.					
Total Non-Budgeted Capital Exp.		69,124.02		69,124.02	
Total Capital Expenditures		127,125	69,124	69,124	54%

Northeast Teller County Fire Protection District Fund Balances

Monday, December 7, 2020

Bank:	Account Balance:
Vectra General Fund	\$1,258,842.38
Vectra Money Market	\$617,448.66
Vectra Capital Replacement Plan	\$55,801.52
Vectra Jumbo CD	\$482,190.46
Vectra Special Donations	\$32,225.31
Vectra Tabor Fund	\$72,910.16
Vectra Fire Corps	\$349.14

NETCFPD
Transactions by Account
As of November 30, 2020

Type	Date	Name	Memo	Amount
1006 - Vectra General Fund				
Bill Pmt -Check	11/01/2020	Humana, Inc.	674310-001	-67.60
Bill Pmt -Check	11/02/2020	Colorado State Trea...		-1,274.08
Bill Pmt -Check	11/05/2020	Bound Tree Medical	113956	-316.02
Bill Pmt -Check	11/05/2020	Foxworth-Galbraith	1899	-112.38
Bill Pmt -Check	11/05/2020	McCandless Internat...	VOID: P1030...	0.00
Bill Pmt -Check	11/05/2020	MES-Rocky Mountain	42563	-2,767.64
Bill Pmt -Check	11/05/2020	NAPA	4362	-473.44
Bill Pmt -Check	11/05/2020	Nein & Bowen CPA, ...	019769	-250.00
Bill Pmt -Check	11/05/2020	Standard Pavement	Inv 77	-250.00
Bill Pmt -Check	11/05/2020	Waste Management ...	068396325174	-275.54
Bill Pmt -Check	11/11/2020	Bankcard Center		-4,652.95
Bill Pmt -Check	11/12/2020	Black Hills Energy	9790464447	-4.29
Bill Pmt -Check	11/12/2020	Bound Tree Medical	113956	-244.73
Bill Pmt -Check	11/12/2020	FBP Frontier Busine...	707504	-178.33
Bill Pmt -Check	11/12/2020	Life Scan Wellness ...	Wellness Exa...	-6,630.00
Bill Pmt -Check	11/12/2020	MES-Rocky Mountain	42563	-90.63
Bill Pmt -Check	11/12/2020	Nein & Bowen CPA, ...	19792	-250.00
Bill Pmt -Check	11/12/2020	Profile EAP	NETeller Fire	-45.22
Bill Pmt -Check	11/12/2020	Public Sector Health ...	Dec 2020	-17,412.75
Bill Pmt -Check	11/12/2020	Woodland Hardware...	NET98436	-117.42
Bill Pmt -Check	11/19/2020	Bound Tree Medical	113956	-883.46
Bill Pmt -Check	11/19/2020	City of Woodland Park	753	-131.09
Bill Pmt -Check	11/19/2020	IREA	41676400	-449.50
Bill Pmt -Check	11/19/2020	Pikes Peak Regional...	10272020	-488.85
Bill Pmt -Check	11/19/2020	FPPA	7255-2	-35,962.00
Bill Pmt -Check	11/24/2020	Wex Bank	04960030601...	-1,277.81
Bill Pmt -Check	11/30/2020	Collins Cockrel & C...	7011-001M	-198.00
Bill Pmt -Check	11/30/2020	IREA	40436100/40...	-240.04
Bill Pmt -Check	11/30/2020	MES-Rocky Mountain	42563	-649.50
Bill Pmt -Check	11/30/2020	METLIFE-GROUP ...	TS05348811	-1,682.54
Bill Pmt -Check	11/30/2020	Peak Internet Solutio...	338705	-441.96
Bill Pmt -Check	11/30/2020	TDS	Dec	-31.32
Bill Pmt -Check	11/30/2020	Wells Fargo Vendor ...	5012799384	-156.00
Total 1006 - Vectra General Fund				-78,005.09
TOTAL				-78,005.09

Vender Name:	Decription:	Cost:
Bankcards	Misc	\$ 4,652.95
Life Scan	Wellness Test for Staff	\$ 6,630.00
MetLife	Dec Dental	\$ 1,682.54
Wex Fuel	Fuel	\$ 1,277.81
MES	Gear	\$ 2,767.64
Public Sector	Dec Medical	\$ 17,412.75
FPPA	Volunteer Retirement	\$ 35,962.00

NORTHEAST TELLER COUNTY FIRE PROTECTION DISTRICT

RESOLUTION NO. 2020-07

RESOLUTION TO ADOPT BUDGET

WHEREAS, the Board of Directors (“Board”) of Northeast Teller County Fire Protection District has appointed a budget committee to prepare and submit a proposed 2021 budget to the Board at the proper time; and

WHEREAS, such budget committee has submitted the proposed budget to the Board on or before October 15, 2020 for its consideration; and

WHEREAS, upon due and proper notice, published in accordance with law, the budget was open for inspection by the public at a designated place, and a public hearing was held on December 9, 2020, and interested electors were given the opportunity to file or register any objections to the budget; and

WHEREAS, the budget has been prepared to comply with all terms, limitations and exemptions, including, but not limited to, enterprise, reserve transfer and expenditure exemptions, under Article X, Section 20 of the Colorado Constitution (“TABOR”) and other laws or obligations which are applicable to or binding upon the District; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Northeast Teller County Fire Protection District:

1. That estimated expenditures for each fund are as follows:

General Fund:	\$	2,804,587.88
Total	\$	<hr/> 2,804,587.88

2. That estimated revenues are as follows:

General Fund:

From unappropriated surpluses		\$2,626,071.96
From sources other than general property tax		\$290,215.46
From general property tax abatements	0.365mills	\$67,692.00
From general property tax Teller County	13.182 mills	\$2,444,020.41
From general property tax El Paso County	13.182 mills	\$11,586.31
		<hr/>
		\$5,439,887.14

3. That the budget, as submitted, amended and herein summarized by fund, be, and the same hereby is, approved and adopted as the budget of Northeast Teller County Fire Protection District for the 2021 fiscal year.

4. That the budget, as hereby approved and adopted, shall be certified by the Treasurer and President of the District to all appropriate agencies and is made a part of the public records of the District.

TO SET MILL LEVIES

WHEREAS, the amount of money necessary to balance the budget for general operating expenses is \$2,523,599; and

WHEREAS, the 2021 net valuation for assessment of the District, as certified by the Teller County Assessor, is \$185,405,888.

WHEREAS, the 2021 net valuation for assessment of the District, as certified by the El Paso County Assessor, is \$878,950.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Northeast Teller County Fire Protection District:

1. That for the purpose of meeting all general operating expenses of the District during the 2021 budget year, there is hereby levied a property tax, inclusive of the mill levy for refunds and abatements, of 13.547 mills upon each dollar of the total valuation for assessment of all taxable property within the District to raise \$2,523,599.

2. That the Treasurer and/or President of the District is hereby authorized and directed to immediately certify to the County Commissioners of Teller County, Colorado, the mill levies for the District as hereinabove determined and set.

TO APPROPRIATE SUMS OF MONEY

WHEREAS, the Board of Directors of the District has made provision in the budget for revenues in an amount equal to the total proposed expenditures as set forth therein; and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, as more fully set forth in the budget, including any interfund transfers listed therein, so as not to impair the operations of District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Northeast Teller County Fire Protection District that the following sums are hereby appropriated from the revenues of each fund, to each fund, for the purposes stated in the budget:

General Fund:	\$2,804,587.88
Total	<hr/> \$2,804,587.88

Adopted this 9th day of December 2020.

NORTHEAST TELLER COUNTY FIRE PROTECTION
DISTRICT

By:

Larry Russell, Secretary

By:

ATTEST:

Terrance Murphy, Treasurer

By:

Mike Sperry, Chairman

CC: DOLA

Teller County Board of Commissioners

Collins, Cockrell & Cole