

# CASCADE FIRE PROTECTION DISTRICT NOTICE OF REGULAR MEETING AND AGENDA

Cascade Fire Station  
8015 Severy Road Cascade, Colorado  
Monday, October 11, 2021  
7:00 P.M.

Please join my meeting from your computer, tablet or smartphone.  
<https://global.gotomeeting.com/join/130451757>

You can also dial in using your phone.  
United States: +1 (872) 240-3412

Access Code: 130-451-757

**Public invited to attend**

## **Board of Directors**

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Mike Whittlemore, President	Term Expires May 2022
Steve Lewis, Treasurer	Term Expires May 2023
Quentin Deramus, Assistant Secretary	Term Expires May 2023
Farris Issacson, Assistant Secretary	Term Expires May 2022
Bruce Seachris, Assistant Secretary	Term Expires May 2022

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## **AGENDA**

- 1. Call to Order**
- 2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures**
- 3. Approval of Board Meeting Minutes** from the meeting on September 13, 2021 (enclosure)
- 4. Financial Matters**
  - a. Acceptance of Unaudited Financial Statements as of September 30, 2021 – Balance Sheet and Profit and Loss/Budget Report (available at meeting)
  - b. Ratification and Approval of Payables for the period ending October 11, 2021 (available at meeting)
  - c. 2022 Budget Draft Discussion
- 5. Cascade Volunteer Fire Department Chief's Report**
- 6. Old Business**
  - a. Remaining work to be done to Station and upper barn
  - b. Grant update
  - c. Pension fund update
  - d. Fire fighter staffing discussion
- 7. New Business**

**8. Public Comment** (Items Not on the Agenda Only. Comments limited to 3 minutes per person and taken in Order In Which They Appear on Sign-Up Sheet)

**9. Other Business**

- a. Next Meeting scheduled for November 8, 2021 at 7:00 PM.

**10. Adjournment**



**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
CASCADE FIRE PROTECTION DISTRICT  
HELD SEPTEMBER 13, 2021**

A regular meeting of the Board of Directors of the Cascade Fire Protection District was held on Monday, September 13, 2021, at 7:00 PM. The meeting was open to the public.

**Directors in Attendance:**

Mike Whittemore  
Quentin Deramus  
Steve Lewis  
Farris Issacson (via phone)  
Bruce Seachris

**Also in Attendance:**

Chief Karen Bodine  
Erik Eide

1. **Call to Order** – Cascade Fire Protection District Board Meeting: President Whittemore called the meeting to order at 7:03 PM.
2. **Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures:** President Whittemore confirmed a quorum was present.
3. **Approval of Board Meeting Minutes** from the meeting on August 9, 2021: The Board tabled the approval of the August 9, 2021 Meeting Minutes until next meeting to allow time for the Board to review.
4. **Financial Matters**
  - a. Acceptance of Unaudited Financial Statements as of August 31, 2021 – Balance Sheet and Profit and Loss/Budget Report: Mr. Walker presented the Unaudited Financial Statements and the Balance Sheet and Profit and Loss Report. After review, Director Deramus moved to accept the Unaudited Financial Statements; seconded by Director Lewis. Motion passed unanimously.
  - b. Ratification and Approval of Payables for the period ending September 13, 2021: Mr. Walker presented the Payables for the period ending September 13, 2021. After review, Director Deramus moved to approve the Payables; seconded by Director Lewis. Motion passed unanimously.
  - c. Preparation for Draft 2022 Budget: Mr. Walker reported that he will have the draft Budget to the Board no later than October 15<sup>th</sup> and it will be presented at the October Board meeting. The Budget Hearing will be held at the November Board meeting.
5. **Cascade Volunteer Fire Department Chief's Report:** Chief Karen Bodine presented the

Cascade Volunteer Fire Department Chief's Report. 330 calls have been received, 149 were Green Mountain Falls. Response rates were 27% or 85 calls were no response, 73% or 226 calls were responded to by Cascade. There has been no change in membership. Chief Bodine noted maintenance and oil changes will be performed on the vehicles soon.

**6. Old Business:**

- a. Combining Department and District into one entity: The Board requested this item be removed from the Agenda as no further discussion is needed at this time.
- b. Remaining work to be done to Station and upper barn: The Board discussed the remaining work to be completed at the Fire Station.
- c. Grant Update: There was no additional discussion.
- d. Pension Fund Update: A Pension Board meeting will be held at the November Board meeting.
- e. The Board engaged in detailed discussion regarding the lack of funds available to pay for additional fire fighters at this time. Mr. Walker noted that grant funds are not available for paying fire fighter staff at this time either. The Board discussed options such as training programs and partnering with Green Mountain Falls.

**7. New Business:** Director Lewis requested that invoices and payments are reviewed twice a month. Mr. Walker confirmed invoices can be reviewed twice a month for payment. Mr. Walker recommended the Board consider utilizing Bill.com to allow additional access and review for invoices.

**8. Public Comment:** There was no public comment.

**9. Other Business:**

- a. Next Meeting scheduled for October 11, 2021 at 7:00 PM.

**10. Adjournment:** The Board adjourned the meeting at 7:46 PM.

Respectfully submitted,

By:

\_\_\_\_\_  
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL SEPTEMBER 13, 2021 MINUTES OF THE CASCADE FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

\_\_\_\_\_  
Mike Whittemore

Quentin Deramus

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Steve Lewis

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Farris Issacson

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Bruce Seachris



## Cascade Fire Protection District

## Balance Sheet

10/11/21

As of September 30, 2021

Accrual Basis

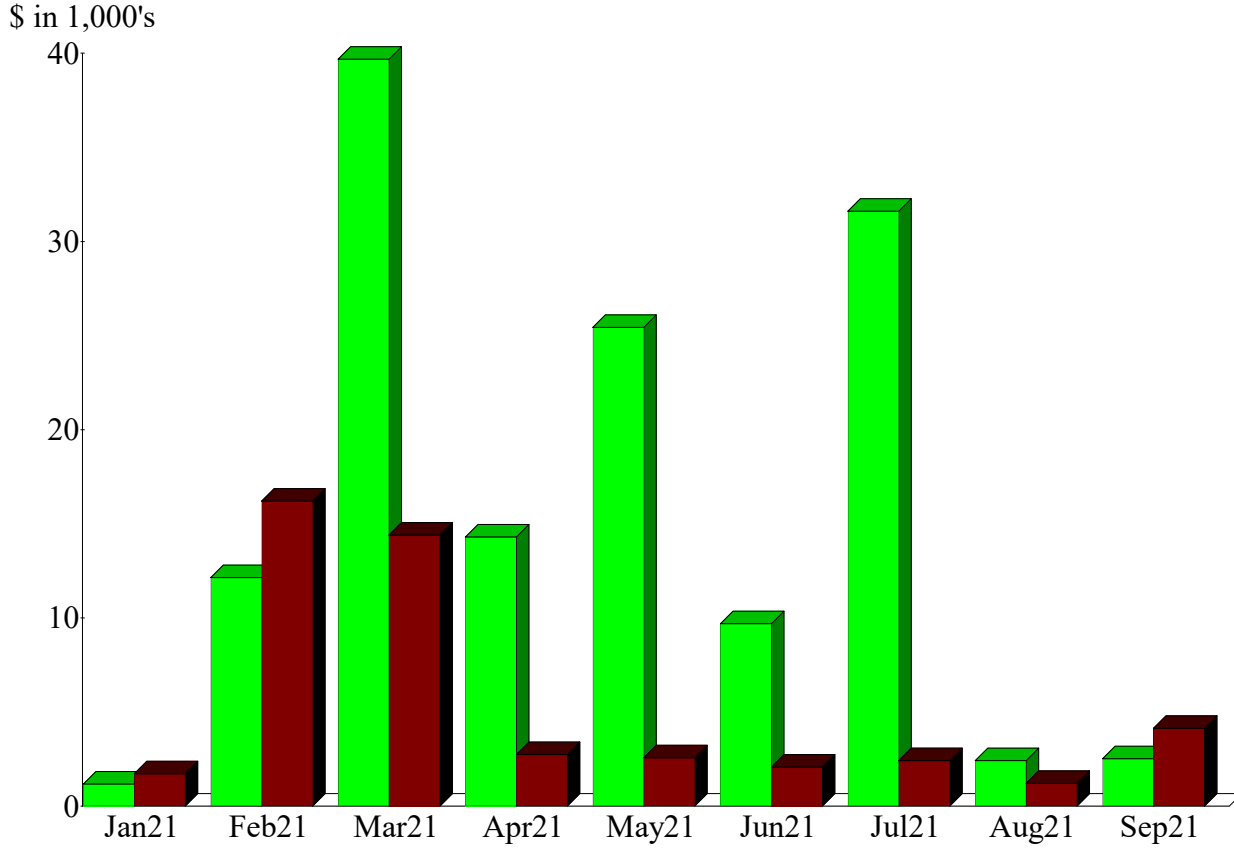
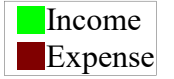
	<u>Sep 30, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
ENT (00) Savings	128,965.95
ENT (10) CHECKING	293,339.91
ENT (52) 7-Month CD	51,425.93
ENT (53) 25-Month CD	26,332.77
<b>Total Checking/Savings</b>	<u>500,064.56</u>
<b>Accounts Receivable</b>	
Property Tax Receivable	1,383.95
<b>Total Accounts Receivable</b>	<u>1,383.95</u>
<b>Total Current Assets</b>	<u>501,448.51</u>
<b>TOTAL ASSETS</b>	<b><u>501,448.51</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	4,102.79
<b>Total Accounts Payable</b>	<u>4,102.79</u>
<b>Other Current Liabilities</b>	
Deferred Property Tax	1,383.95
<b>Total Other Current Liabilities</b>	<u>1,383.95</u>
<b>Total Current Liabilities</b>	<u>5,486.74</u>
<b>Total Liabilities</b>	5,486.74
<b>Equity</b>	
Unrestricted Net Assets	233,417.88
Opening Balance Equity	171,098.07
Net Income	91,445.82
<b>Total Equity</b>	<u>495,961.77</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>501,448.51</u></b>



## Cascade Fire Protection District Profit & Loss Budget vs. Actual January through September 2021

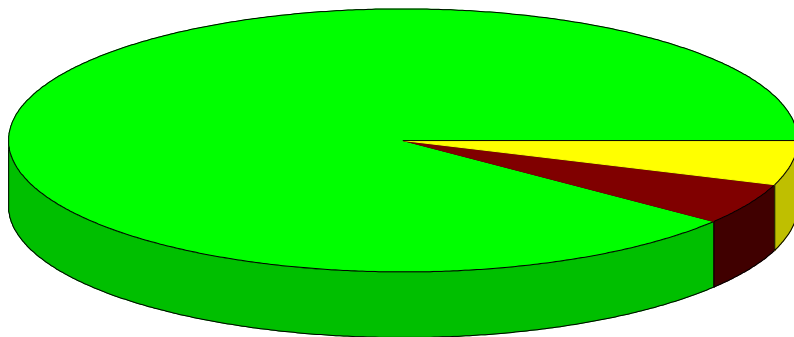
	TOTAL				
	Sep 21	Jan - Sep 21	Budget	\$ Over Budget	% of Budget
<b>Income</b>					
<b>Income</b>					
Delinquent Tax	0.00	33.03	50.00	-16.97	66.06%
General Property Tax	948.50	126,627.05	127,080.09	-453.04	99.64%
Vehicle Registration Tax	1,459.34	11,097.75	8,895.61	2,202.14	124.76%
Interest earned	118.40	1,232.41	500.00	732.41	246.48%
State Match funds (Pension)	0.00	0.00	5,857.31	-5,857.31	0.0%
<b>Total Income</b>	<u>2,526.24</u>	<u>138,990.24</u>	<u>142,383.01</u>	<u>-3,392.77</u>	<u>97.62%</u>
<b>Expense</b>					
<b>District Budget</b>					
Administrative / Operations	800.00	7,346.89	10,000.00	-2,653.11	73.47%
Bank Fees	0.00	0.00	100.00	-100.00	0.0%
Collection-Treasurer's Fees	14.77	1,901.97	1,920.00	-18.03	99.06%
Insurance	0.00	8,797.00	9,000.00	-203.00	97.74%
Pension-State Match	0.00	0.00	5,891.00	-5,891.00	0.0%
Pension	0.00	0.00	11,781.00	-11,781.00	0.0%
Rent	0.00	0.00	5,000.00	-5,000.00	0.0%
Tax Abatements	0.00	1,379.98	100.00	1,279.98	1,379.98%
<b>Total District Budget</b>	<u>814.77</u>	<u>19,425.84</u>	<u>43,792.00</u>	<u>-24,366.16</u>	<u>44.36%</u>
<b>Stations &amp; Buildings</b>					
Operations	247.50	3,137.14	2,500.00	637.14	125.49%
Building Capital	0.00	12,500.00	20,000.00	-7,500.00	62.5%
<b>Total Stations &amp; Buildings</b>	<u>247.50</u>	<u>15,637.14</u>	<u>22,500.00</u>	<u>-6,862.86</u>	<u>69.5%</u>
<b>Fire Department's Budgets</b>					
Communications-Capital Outlay	0.00	0.00	2,000.00	-2,000.00	0.0%
Communications-Supplies & Exp.	0.00	350.18	1,500.00	-1,149.82	23.35%
Communications-Dispatch	0.00	750.00	1,000.00	-250.00	75.0%
Emergency Reporting Company	0.00	0.00	2,021.00	-2,021.00	0.0%
Radio User Fees	0.00	0.00	6,000.00	-6,000.00	0.0%
Radio M&R contract	0.00	0.00	2,430.00	-2,430.00	0.0%
Firefighting-Capital Outlay	0.00	0.00	20,000.00	-20,000.00	0.0%
Firefighting-Supplies & Exp's	254.85	3,015.31	19,000.00	-15,984.69	15.87%
Medical Services-Supplies & Exp	1,115.00	1,733.33	2,000.00	-266.67	86.67%
Medical Services-Capital Outlay	0.00	0.00	1,000.00	-1,000.00	0.0%
Training-Supplies & Expenses	0.00	3,000.00	4,000.00	-1,000.00	75.0%
Repair Svc Contr.(Committed)	0.00	0.00	2,700.00	-2,700.00	0.0%
Supplies & Expenses-Trucks, ...	1,705.18	3,632.62	3,500.00	132.62	103.79%
<b>Total Fire Department's Budgets</b>	<u>3,075.03</u>	<u>12,481.44</u>	<u>67,151.00</u>	<u>-54,669.56</u>	<u>18.59%</u>
<b>Total Expense</b>	<u>4,137.30</u>	<u>47,544.42</u>	<u>133,443.00</u>	<u>-85,898.58</u>	<u>35.63%</u>
<b>Net Income</b>	<u><u>-1,611.06</u></u>	<u><u>91,445.82</u></u>	<u><u>8,940.01</u></u>	<u><u>82,505.81</u></u>	<u><u>1,022.88%</u></u>

Income and Expense by Month  
January through September 2021



Income Summary  
January through September 2021

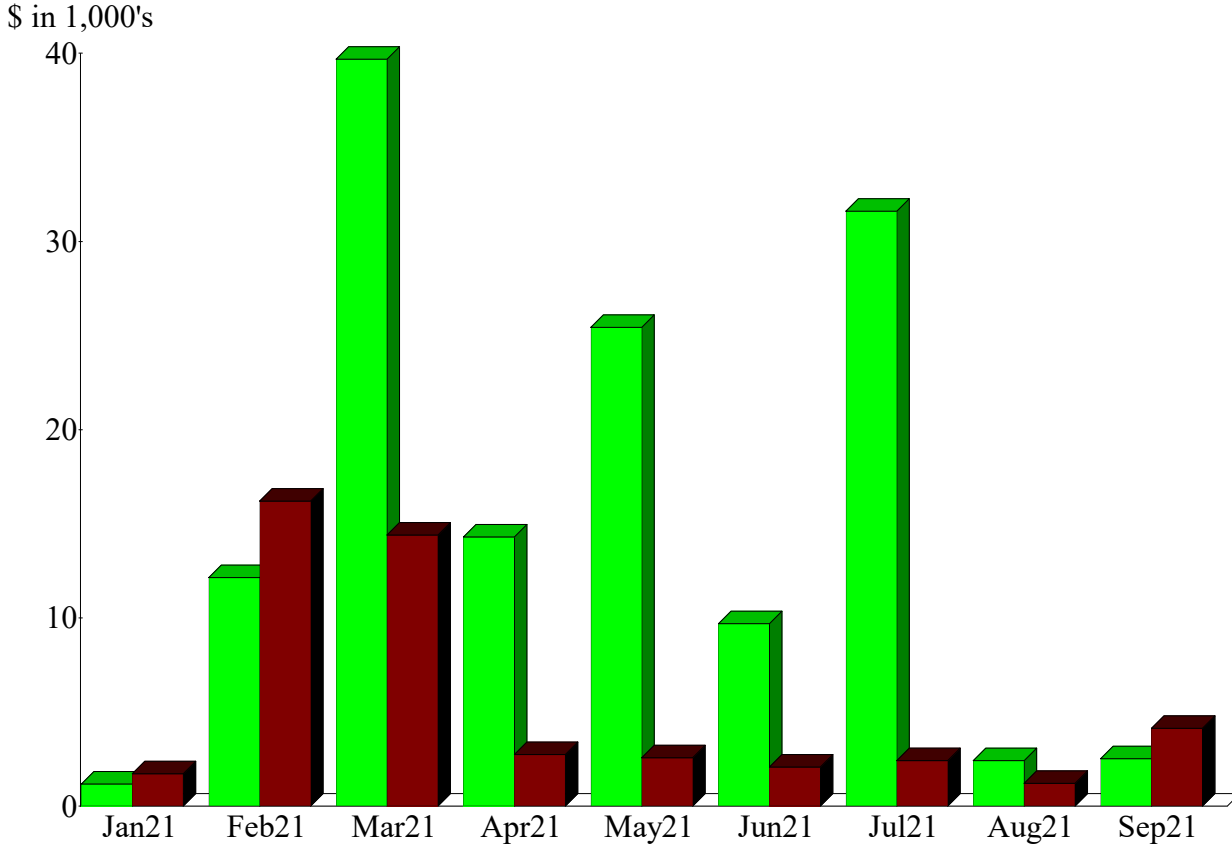
Income	94.51%
Government Grant:	\$-8,080.00
Grants received	5.49
Sub-Total	\$138,990.24



By Account

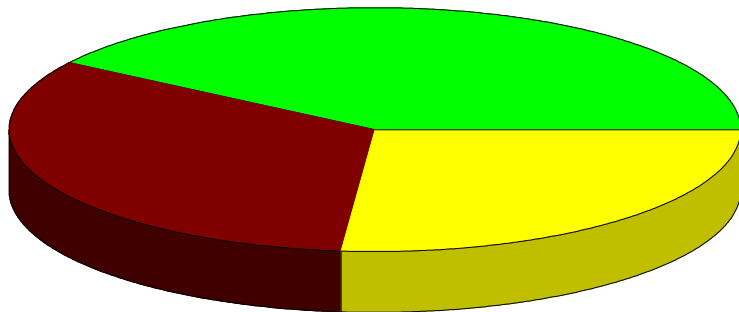
Income and Expense by Month  
January through September 2021

Income  
Expense



Expense Summary  
January through September 2021

District Budget	40.86%
Stations & Buildings	32.89
Fire Department's Budgets	26.25
<b>Total</b>	<b>\$47,544.42</b>



By Account



**Cascade Fire Protection District**  
**PAYMENT REQUEST**  
10/11/2021

<b>Company</b>	<b>Invoice</b>	<b>Date</b>	<b>Amount</b>	<b>Amount this Draw</b>	<b>Comments</b>
Black Hills Energy	7132643370	8/31/2021	\$ 17.24	\$ 17.24	
Black Hills Energy	7132643370	9/30/2021	\$ 17.36	\$ 17.36	
Cascade Metropolitan District	147.01	10/6/2021	\$ 89.50	\$ 89.50	
Cascade Motor Sports	1820	9/24/2021	\$ 397.72	\$ 397.72	
Cascade Motor Sports	1810	9/24/2021	\$ 472.65	\$ 472.65	
Cascade Motor Sports	1880	9/24/2021	\$ 204.69	\$ 204.69	
Cascade Motor Sports	1850	9/24/2021	\$ 428.00	\$ 428.00	
Cascade Motor Sports	1840	9/24/2021	\$ 202.12	\$ 202.12	
Colorado Springs Utilities	9562766079	10/1/2021	\$ 22.30	\$ 22.30	
Colorado Springs Utilities	6595858371	9/29/2021	\$ 118.16	\$ 118.16	
El Paso County	21011444-RI	10/4/2021	\$ 250.00	\$ 250.00	
EPC Clerk & Recorder	102021	10/1/2021	\$ 0.22	\$ 0.22	
Emergency Medical Products	228562	9/24/2021	\$ 1,115.00	\$ 1,115.00	
Municipal Emergency Services	1608595	9/10/2021	\$ 254.85	\$ 254.85	
Upland Pest Control LLC	82121	8/21/2021	\$ 75.00	\$ 75.00	
Walker Schooler District Managers	6895	9/30/2021	\$ 800.00	\$ 800.00	
<b>TOTAL</b>			<b>\$ 4,464.81</b>	<b>\$ 4,464.81</b>	

**TOTAL FOR ALL FUNDS**

\$ 4,464.81

\_\_\_\_\_, President