



# LARKSPUR FIRE PROTECTION DISTRICT

9414 South Spruce Mountain Road Larkspur, Colorado 80118

## REGULAR BOARD OF DIRECTORS MEETING MINUTES

September 18, 2024

### Present

Rodger Greer, President  
Ed Chambers, Treasurer  
Wayne Moore, Secretary - Excused  
Cynthia Applegate, Board Member  
Ken Walker, Board Member  
Tim McCawley, Fire Chief  
Charles Walden, Deputy Chief – Not Present

Frances Esty, LFPD Accountant – Not Present  
Patti Nygaard, Admin. Manager – Not Present  
Ben Ohlin, Lieutenant  
Jarrod Lamb, Captain  
Robert Fuller, Paramedic  
Chris Henniger, Firefighter  
Dawn Schilling, Auditor

1. **CALL TO ORDER/ROLL CALL**
  - a. The meeting was called to order at 6:00 pm.
2. **PUBLIC COMMENT (limit 3 min. pp/limit 30 min. total)**
  - a. None
3. **AGENDA ADDITIONS/DELETIONS**
  - a. None
4. **APPROVAL OF BOARD MEETING MINUTES**
  - a. August 8, 2024, Regular Meeting Minutes

Ms. Applegate motioned to approve the August 8, 2024, regular meeting minutes and Mr. Chambers seconded. With the addition of the NFPA Standard 1582 to the Chief's Report under section iii, and the 2 spelling errors that were found to be fixed. All were in favor and the motion carried.

5. **Financial Report**
  - a. Mr. Chambers gave the financial report from the treasurer's report and profit and loss summary.
    - i. ColoTrust Total Funds Available = \$3,641,321.00
    - ii. ColoTrust Restricted Funds = \$2,014,814.00  
Total Funds: 5,656,135.00
    - iii. Income Summary at 95%.
    - iv. Expense Summary at 54%.
    - v. Under Budget by \$677,000 Year to Date.
    - vi. Interest Income at 104%.

Ms. Applegate motioned to approve the financial report and Mr. Walker seconded. All were in favor and the motion carried.

6. **UNFINISHED BUSINESS**
  - a. None
7. **NEW BUSINESS**

a. Dawn Schilling reviewed a report for the board on the annual audit. The report gave a clean opinion which the best rating that can be given and will be filed with the State of Colorado after appropriate signatures are approved. The annual report did identify that there was a change in the way the district was documenting the money being moved from the general fund to the capital fund.

b. The board reviewed Resolution 2024-008 for an amendment to the 2023 budget based on findings during the annual audit report.

A budget hearing was motioned to allow for public comment. Motion by President Greer, second by Mr. Walker. All were in favor and the motion carried. There was no public present, and no comment made. President Greer closed the public hearing and returned to the normal meeting.

Resolution 2024-008 Approval.

Motion was made by Mr. Walker, second by Mr. Chambers. All in favor and the motion carried.

Mr. Walker motioned to approve the 2023 audit and have President Greer sign the representation letter as presented, second by Mr. Chambers. All in favor and the motion carried.

There was direction made by Ms. Applegate and the Board of Directors that Chief Walden make a monthly report on the grants that he is working on and where they are in the process. It was also agreed that Chief Walden would communicate with the accountant on a regular basis.

c. Budget Workshop Date

The date for the budget workshop was decided to be on October 8, 2024, at 14:00.

d. District Work Study Meeting Date

The date for a work study was tabled to a later date. There was discussion about what are the requirements of an election process in May of 2025. There was information from President Greer about the district demographics. There was a discussion of the best actions that the district can take to help with funding the level of service that is expected by our community. There was information about the difference in sales tax, bond possibilities, and a mill levy. There is still discussion to be had about what money can be brought in over time.

e. No other new business was discussed.

## 8. **REPORTS**

a. Union Report –

i. The union had nothing to report.

b. Chief's Report

i. The chiefs are working to take the capital projects plan that will be adjusted for the future and put into a 5-year plan. This will be used for future needs and planning for the district. The current projects on our capital list are updated and it has only 8

projects left. We will be adding new projects to the list for our next round of goals to complete.

- ii. The concrete project is almost done. There is an adjustment to the project as we need to add a small area inside to make the drainage work which was not expected as the original plan did not work because of the rebar and pipes in the wall that were cut down on the back of the bays. This can fit into the current project cheaper than doing it later and we have added it for completion next week.
- iii. Chief Walden is moving into the new Tahoe. The last truck is at the upfitter getting the lights and radios installed.
- iv. The new software is being worked on to be up and running at the first of the year, but we are working to negotiate with our billing company to pay for it if it is within an acceptable percentage for our contract.
- v. Bill Diershow will be coming down to work with the staff answer any questions that Jeff may have for him, but Jeff is starting as the Fire Marshal. Jeff is doing a great job managing the day-to-day inspections and questions as they come in. He will be in the office on a 4-day work week, 10 hour/day schedule.
- vi. Lieutenants' promotions are complete, and they are on a 90-day rotation to work with each Captain for training and then they will be placed on their final shift once the Chiefs see how they interact and work on each shift.
- vii. Our 2 cadets at the Aurora Fire Academy had a rough start to their experience at the academy but they are doing a great job. They are getting used to the intensity of the program, but the feedback we are getting is that they are doing a great job and will be very successful through academy. The cadre at the academy is also very inviting and having our staff in for instruction throughout the class which has been a nice change.
- viii. Chief McCawley discussed the call volume and how the current pace we are at is up from last year. Current calls: 782 which averaged out to about 2.83 calls per day which is up from an average of 2.23 calls per day in past years.
- ix. Chief McCawley talked about the training officer testing and how that testing went. There will be a final interview with the Chiefs on Friday. This was a great chance for us to work with our neighbors as well with evaluators from all agencies around us.

c. Administration Report – None

9. **EXECUTIVE SESSION**

None

10. **ADJOURNMENT**

Ms. Applegate Motion to adjourn the regular session at 7:55 pm. Mr. Walker seconded. All were in favor and the motion carried.