



LARKSPUR FIRE PROTECTION DISTRICT

9414 South Spruce Mountain Road Larkspur, Colorado 80118

REGULAR BOARD OF DIRECTORS MEETING MINUTES

November 14, 2024

Present

Rodger Greer, President
Ed Chambers, Treasurer
Wayne Moore, Secretary
Cynthia Applegate, Board Member
Ken Walker, Board Member
Tim McCawley, Fire Chief
Charles Walden, Deputy Chief

Frances Esty, LFPD Accountant – via Zoom
Patti Nygaard, Admin. Manager

1. **CALL TO ORDER/ROLL CALL**
 - a. The meeting was called to order at 6:14 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. October 10, 2024, Regular Meeting Minutes

Mr. Moore motioned to approve the October 10, 2024, regular meeting minutes and Ms. Applegate seconded. A spelling error in 4b that was found and 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 = \$3,277,941.00
 - ii. ColoTrust Restricted Funds = \$1,702,667.00
Total Funds = 4,980,608.00
 - iii. Income Summary at 103% with the Year-to-Date \$996,000.00 over budget.
 - iv. Expense Summary at 68% with the Year-to-Date Expense Goal of 83%.
 - v. Expenses Under Budget Year-to-Date \$815,000.00.
 - vi. Total of \$1,812,000.00 which is Net to the Plus which is called "Over Under."
 - vii. Ms. Applegate asked about the cistern payment which has been paid in November.

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

6. **UNFINISHED BUSINESS**

- a. Budget Discussion
 - i. Underestimating income and overestimating expenses.

1. Chief McCawley discussed two philosophies of budgeting. Chief McCawley has worked on government budgeting by underestimating income so if don't bring in that money then we are still okay with what we put into the budget and if we overestimate in expense so that we don't have to cut something at the end of the year if we have a short fall of what we had projected coming in. The other philosophy is more of a business view and Mr. Chambers has worked with which is where we are more accurately overzealous of what we bring in and more accurate and less overestimating items. The concern is that we do not have income coming in and we are budgeting for the higher budget number, there will be no choice in cutting items.
2. Chief McCawley said we could have another budget workshop but wants to make sure the whole board is on the same page especially if the way the budget is usually worked is going to change. Chief McCawley asks the board for discussion.
3. Ms. Applegate asked what the logic is to why we would switch from what we are currently doing. Mr. Chambers stated that over the last several years we have had been extremely far under in expenses and somewhat over on income and it makes it look like we are not doing a very good job because it has been every year with very large numbers, and it is Mr. Chambers view to attempt to get it closer to reality and if we miss on the line items we can create a resolution that changes the income or expense on line items. Mr. Chambers thinks it looks bad when you are missing the budget by so much.
4. Mr. Walker stated that the budget needs to be more accurate and that there shouldn't be such a miss on line items to such a degree that the budget is showing.
5. Chief McCawley stated that items have come closer to the budget such as county treasurer fees, membership fees, recruitment and hiring, and wages.
6. Mr. Moore spoke about the difference between the budget as a government entity versus a business entity.
7. Chief McCawley stated what looks worse to the community would be the question? Reamending the budget multiple times because we went over on many line items because we under budgeted to be more accurate and we were off, but if overspent and have to amend all these line items or say I came in under budget. If under budget, it rolls to next year's budget and can be explained.
8. Mr. Chambers stated that we need to tap the breaks and flatten the budget out because we have put a lot of money into people, facilities and equipment in the last eighteen months and we need to slow it down because it can't be sustained.
9. Conversation regarding taking the "fluff" out of the budget which is when you tighten areas of the budget and if something happens in regard to a line item and you go over budget when one item then takes the budget over.
10. Ms. Applegate reflects on past history and how there was a time and purpose of not spending so she can see why we need to have a tighter budget.
11. Mr. Moore stated that there should be a board member involved in the budget discussions prior to a budget workshop and having a budget striving to achieve.

12. Mr. Greer stated we need to have accurate estimates but do not want to get into the operational level and trust Chief McCawley. The board needs to be involved in the budget.
13. Chief McCawley stated that by law, he followed what the Special District Association states about the budget. Chief McCawley puts together a budget and then presents it at a budget workshop before October 15 then the board gives recommendations. If the board wants to add in an additional meeting with a board member that gives Chief McCawley feedback before Chief brings it to the board. Chief does recommend that it should be the whole board of directors.
14. Ms. Applegate thinks it is inappropriate to have one board member looking at the budget beforehand and making decisions.
15. Chief McCawley stated that the budget workshops would start earlier next year.
16. Ms. Applegate stated that there could be several budget workshops, so everyone is involved.
17. Mr. Moore stated that Mr. Chambers was attaining information on a five-year history of budget line items. Mr. Walker said he would have loved to have the whole board come together to see the results of the history found.
18. Mr. Chambers goal is that it is “our” budget working together collaboratively, having discussions and coming to a compromise.
19. Ms. Applegate also stated that the board should not be involved in questioning every line item.
20. Mr. Moore stated that the board should question line items that have anomalies.
21. Chief McCawley states that he wants the board to trust him and Mr. Greer states that Chief McCawley needs guidance from the board.
22. Chief McCawley stated that next year the budget will be presented to the board by October 1st, and it will be emailed and by the October board meeting and can then set the budget workshop which would have plenty of time.
23. Budget workshop date is November 26 at 11:30 am.
 - ii. Chief McCawley talks about the training facility being the vision for the future.
 - iii. Chief McCawley discusses the promotions of the additional three Lieutenants and if the positions are not available now but training those individuals to be ready.
 - iv. Mr. Chambers talked about purchasing verses leasing large capital items.
 - v. Mr. Moore spoke to how the board is getting notified about significant events. Mr. Greer will be notified and then he will disseminate the information to the board members.

7. **NEW BUSINESS**

- a. None

8. **REPORTS**

- a. Union Report – Julius Doelle
 - i. Haunted House at Larkspur Elementary School turned out very well.
 - ii. Board Nominations for President and Secretary/Treasurer.
- b. Chief’s Report
 - i. Chief Walden discussed the fire grant that closes in mid-December.
 - ii. Chief Walden discussed how to set up a “Capital” spreadsheet and make it standardized for the future.

- iii. Chief McCawley discussed the Vehicle Data Packet that shows all the vehicle information. The 2006 Dodge truck has broken down and the \$8,500 to fix it is not worth the investment and will try to sell it. Will start to look for a used administrative vehicle to replace it.
- iv. Chief Walden stated that we still have the grant pending for the medic coming in May.
- v. Chief McCawley stated that we are at 960 calls, and it is going up. Mr. Chambers stated he would like a breakdown of the calls.
- vi. Fire Marshal Hahn spoke about the station 162 sprinkler system and that the back flow device is on order, and everything should be finalized by the December board meeting. The fire sprinkler system should be monitored by code and placed in the budget.
- vii. Vehicle allocations – we have requested a 2500 chassis and a Tahoe.
- viii. ESO software is up and running and December will bring testing phases to get used to the system.
- ix. Chief Walden spoke about ambulances. Thank you to Jackson105 for the use of their ambulance since we had two ambulances in the shop. The Jackson105 ambulance was in an accident, and we asked Stadium Medical to help us out for twelve hours. We also got a loaner ambulance from Castle Rock Fire. We bought a new, used ambulance from Castle Rock Fire for \$14,000, but it needs a new engine. When all is said and done, we should be in it for less than \$50,000 and it has 82,000 miles on it but will have a new engine.
- a. Administration Report
 - i. Ms. Nygaard let everyone know about the Holiday Get Together on Dec. 21 at 5:00 pm.
- b. Staff Report
 - i. Tyler Quintana, Health and Wellness Coordinator, spent \$12,000.00 on new equipment. Purchased an all-inclusive squat rack for both stations, purchased new rubber weights and in the process of selling the old equipment. Byers Fire and Bennett Recreation Center bought some of the equipment.

9. **EXECUTIVE SESSION**

None

10. **ADJOURNMENT**

Mr. Moore motioned to adjourn the regular session at 8:15 pm. Mr. Walker seconded. All were in favor and the motion carried.