



Fire Protection District

Protecting Lives and Property Since 1962

RECORD OF PROCEEDINGS Fairmount Fire Protection District Board of Directors Regular Meeting July 10, 2019

Chairman Robert Wilson II called to order the Regular Business Meeting of the Fairmount Fire Protection District Board of Directors on Wednesday, July 10, 2019 at 4:20 P.M.

Chairman Robert Wilson led the Pledge of Allegiance.

A moment of silence was observed for all fallen firefighters and police officers.

ROLL CALL:

Board Members Present:

Robert Wilson II, President

Tom Young, Vice President

Steven Shimeall, Secretary

Mark Chenoweth, Treasurer

Craig Coffin, Director

Also present were: Fire Chief Alan Fletcher, Assistant Chief Joel Hager, Attorney for the District Dino Ross, Office Manager DeAnn Boyles, Fire Marshal Neil Rosenberger, Deputy Fire Marshal Robert Ipatenco and Administrative Assistant Nicole Rendon.

GUESTS PRESENT:

Auditors Eric Barnes and Heather Prewitt from Fiscal Focus Partners, LLC.

APPROVAL OF THE AGENDA:

The Board reviewed the agenda for the July 10, 2019 Board meeting. Chief Fletcher told the Board that he is requesting a change to the agenda in order to add a discussion of the Amended 2018 Budget under New Business.

On a motion by Treasurer Chenoweth, with a second by Secretary Shimeall, the Board unanimously approved the agenda for the July 10, 2019 with the aforementioned change under New Business.

APPROVAL OF MINUTES:

The Board reviewed the minutes of the June 19, 2019 Board meeting, with no corrections noted.

On a motion by Director Corbin and with a second by Secretary Shimeall, four Board members voted to approve the minutes of the June 19, 2019 Board meeting as written. Vice President Young abstained from voting, stating he has not had a chance to review the minutes.

PUBLIC COMMENTS/GUEST SPEAKERS:

Eric Barnes introduced himself, stating he is a partner at Fiscal Focus Partners (FFP), and introduced Heather Prewitt as the Senior Manager of the Firm. Mr. Barnes told the Board that the Audit of the District Financial Statements for year-ended December 31, 2018 is complete with the exception of adding the Government Accounting Standards Board (GASB) 68 required information for the District's Volunteer Firefighter Pension Fund (Pension Fund), which his Firm has just received. Mr. Barnes proceeded to tell the Board that this is the first year that FFP has provided audit services to the District. He thanked those involved for the cooperative effort to perform a smooth audit. Mr. Barnes explained the audit process to the Board. Mr. Barnes reviewed the audit report and stated for the record particular findings from the audit including:

- The importance of oversight from the Board and the Chief regarding internal controls. FFP feels this is a small weakness for the District.
- The need for accounting expertise, specifically in the form of an accountant trained on the GASB accounting standards to provide routine oversight.
- The District is moving in the right direction by retaining Community Resource Services (CRS) to help in both the budget process and with accounting oversight.
- FFP rendered a clean opinion aside from the GASB requirements that need to be incorporated.

Mr. Barnes turned the floor over to Ms. Prewitt who reviewed the Management Discussion and Analysis (MDA). The MDA provides a narrative overview of important financial events in 2018.

Treasurer Chenoweth stated that every month he reviews the financials in detail and that the Board is mainly interested in hearing about deficiencies, discrepancies, or issues that were found.

There was discussion regarding how often an accountant should review the District's financials and the reconciliation of discrepancies with regard to the FIRE Team in 2018.

Attorney Dino Ross stated that, due to the adjustments that were needed regarding the FIRE Team in 2018, the Auditor is recommending that the 2018 Budget be amended. Attorney Ross and Chief Staff are recommending that the Board hold a Special Meeting on July 17, 2019 in order to conduct a public hearing on amending the 2018 Budget in accordance with Colorado law. Once the 2018 Budget is amended, the Board can approve the Audit and it can be submitted to the Colorado State Auditor by the statutory deadline of July 31st.

On a motion by Treasurer Chenoweth with a second by Vice President Young the Board unanimously voted to call a Special meeting on Wednesday, July 17, 2019 at 4:00 P.M. and to hold a public hearing on amending the 2018 Budget at that meeting.

SECRETARY'S REPORT:

Secretary Shimeall told the Board that Vice President Tom Young was honored at a celebration of remarkable service by the Golden Fire Department on July 6th. The Board congratulated Vice President Young. Vice President Young said he was honored by the recognition and spoke briefly about his history with the Golden Fire Department.

TREASURER'S REPORT:

(See attached Funds Report)

Treasurer Chenoweth asked Office Manager Boyles to address the reconciliation differences that he requested of her at the June meeting. Office Manager Boyles told the Board that she typically provides a preliminary funds report and balance sheet in the Board packet sent out the Friday prior to a Board meeting that shows only the account reconciliations. Both the funds report and the balance sheet are updated after the bills are paid and brought current to the actual Board meeting date. The June meeting funds report and balance sheet were only the updated versions to show the current balances, because of how far into June the meeting

was held. Office Manager Boyles stated that she did not think it would be an issue because the reconciled balances and account statements were included in the Board packets for review. Office Manager Boyles said that she is not identifying the discrepancies that are concerning Treasurer Chenoweth. Office Manager Boyles asked that they spend a few minutes making sure they both are looking at the same document. Treasurer Chenoweth said he would like to see that the new accountant be included in a meeting to go over this particular issue, also saying that this particular issue could happen to anyone. Treasurer Chenoweth stressed the importance of hiring accounting help which he has been in support of for quite a while now and asked what the budget constraints are and what can be done within the budget to help make this happen.

Chief Fletcher said that he needs to review the budget to see where adjustments may be made for this type of help; he will report on this at the August meeting.

Treasurer Chenoweth asked that it be noted in the minutes that he has asked Office Manager Boyles to continue to investigate and update the Board on the reconciliation differences found on the June Funds report at the next Board meeting.

Treasurer Chenoweth went over the Funds Report for July 10, 2019 noting that all balances matched.

On a motion by Vice President Young, with a second by Secretary Shimeall, the Board unanimously voted to approve the July 10, 2019 General Funds Report as presented, in the total amount of \$3,708,089.64, to pay the bills as presented.

CHIEF'S REPORT:

(See Attached Chief's Report)

Chief Fletcher asked if there were any questions on the Chief's Report. There were none.

Chief Fletcher discussed the \$500,000.00 that had originally been set aside in the Capitol Improvement Fund Budget for a potential remodel at Station 33. Staff has determined that the District should be looking at all of the existing buildings to identify items that need to be addressed, and then prioritize those items. Detailed discussions of potential projects followed. Chief staff is working to obtain estimates on various projects and will keep the Board informed.

OLD BUSINESS:

None.

ATTORNEYS' REPORT:

Attorney Ross asked if there were any questions on the attorney's report. There were none.

Attorney Ross spoke to the Board about the 2018 Audit and stated that, while the Auditor seem to have done a good job, he would like to see the draft for the 2019 Audit presented by at least June of next year, in order to be in compliance with State statute on this matter.

Attorney Ross discussed the possibility that FPPA will be introducing legislation next session that seeks to increase employer contributions from 8% to 12% over the next ten years. Discussion followed.

NEW BUSINESS:

Chief Fletcher discussed the need for a Supplemental 2018 Budget, due to unexpected costs and disbursements for the Fairmount Incident Response (FIRE) Team in 2018. As discussed earlier in the meeting, the Board will hold a Public Hearing at a Special Meeting on July 17 to consider a proposed Supplemental 2018 Budget.

Chief Fletcher presented a proposed updated Automatic Aid Agreement with the Foothills Fire Protection District. This is basically renewing an agreement that the District has had with Foothills FPD in the past, for each agency to provide a Tender to the other when needed.

On a motion by Director Corbin with a second by Secretary Shimeall the Board unanimously approved signing the updated Automatic Aid Agreement with Foothills Fire Protection District.

Chief Fletcher said that in the next month or so the District will be renewing the same type of automatic aid agreement with Coal Creek Canyon Fire. These types of agreements were critical to the District's new ISO Rating.

Chief Fletcher gave a brief update on the current ISO process.

NEXT MEETING:

The next regular Business Meeting will be held on Wednesday, August 14, 2019 at 4:00 P.M.

ANNOUNCEMENTS:

The next synergy meeting is scheduled for July 15th at 2:00 P.M. with the Golden City Manager Slowinski and Golden Fire Chief Welch. Director Robert Wilson II and Chief Fletcher will attend on behalf of the District.

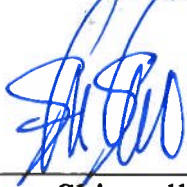
ADJOURNMENT:

With no further business before the Board, on a motion by Treasurer Chenoweth with a second by Secretary Shimeall, the Board voted unanimously to adjourn the meeting at 5:15 P.M.

APPROVAL:

We attest that the foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Fairmount Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

Robert Wilson II, President



Steven Shimeall, Secretary