



Aspen Fire Protection District

Board of Directors

Regular Monthly Meeting

MEETING DATE: December 13th, 2022
MEETING TIME: 4:30pm

LOCATION: 420 E Hopkins

The public is welcome to join this meeting virtually through Zoom. To join, please go to:

<https://us02web.zoom.us/j/81866250163?pwd=eVEvSkRrdDZNYW9BZ0dwY0dUSkphdz09> Meeting ID: 818 6625 0163 Passcode: 365443. Please contact Nikki Lapin, District Administrator at nikki.lapin@aspensfire.com if you need additional information.

AGENDA

- I. Meeting called to order
- II. Roll Call
- III. Executive Session pursuant to C.R.S. § 24-6-402(4)(f) for the purpose of discussing personnel matters relating to the Fire Chief review and 2023 Fire Chief contract.
- IV. Approval of Minutes
 - a) Motion to approve minutes from Regular Meeting held November 8th, 2022.
- V. Public Comment
- VI. AVFD Inc.
- VII. North 40 Housing Project Update – Sebastian Wanatowicz
 - a) Project Budget Update
 - b) Project Contingency Reconciliation
- VIII. Wildfire Community Action Fund – Ali Hager Hammond
 - a) Project & Funding Update
- IX. Financials
 - a) Monthly Financial Review
 - b) 2023 Budget Draft
- X. Board Member Comments & Action Items
 - a) Approve Resolution 2022 #12-01 To Adopt 2023 Budget
 - b) Approve Resolution 2022-#12-02 To Set Mill Levies
 - c) Approve Resolution 2022-#12-03 To Appropriate Funds
 - d) Discussion and action on Chief contract
 - e) Opt-out of FAML I (Paid Family & Medical Leave Insurance Program)
- XI. Staff Report

- a) Fire Marshal/Prevention – Jan Legersky
 - b) Operations Overview - Deputy Chief Andersen
 - c) Training
 - d) Recruiting
- XII. CEO/Fire Chief & Good of District
- a) Old SCBA and Bottle Reuse
 - b) 2022 Year End Recap
- XIII. Old Business
- a) Woody Creek Project Update
- XIV. New Business

Aspen Fire Protection District

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Board of Directors Regular Meeting November 8th, 2022

The Board of Directors of the Aspen Fire Protection District met for their regular meeting. The meeting was open to the public in person and virtually via Zoom.

Meeting called to order by John at 5:09pm

Roll Call:

- Board of Directors Present: John Ward, Dave "Wabs" Walbert, Emily Taylor (via Zoom), Steve Wertheimer (via Zoom)
- Board of Directors Absent: Parker Lathrop
- Staff/Volunteers Present: Rick Balentine, Jake Andersen, Nikki Lapin (beginning), Jan Schubert, Jan Legersky, Ken Josselyn
- Public/Others: Richard Peterson, Sebastian Wanatowicz, Mike Lyons, Roger Hollowell, Gabe Muething

Executive Session:

MOTION: Motion by Wabs to go into Executive Session pursuant to C.R.S. § 24-6-402(4)(f) for the purpose of discussing personnel matters relating to the Fire Chief, for which the employee has not requested discussion at an open meeting. Steve second.

Discussion: None

Vote: All approved

Regular Meeting Resumed

Discussion of grievance lodged against the Fire Chief, and Board Member investigation pursuant to District Staff Member Handbook Section 9.10.

- John and Wabs performed an investigation regarding the grievance filed. John read memo with outlining their findings and decision.

Approval of Minutes:

MOTION: Motion by Wabs to approve minutes from: Regular meeting held on October 11th, 2022, and Work Session held October 18th, 2022. Steve second.

Discussion: None

Vote: All approved.

Public Comment: None

AVFD Inc.: None

North 40 Housing Project Update: Sebastian Wanatowicz

- Project Budget: Project is at the end in terms of monies. FCI is billing two pay applications, #21 and #22. Pay application #21 is remaining item that are billable in terms of scope of work that have been completed in the amount of \$11,698. Pay application #22 pays for the retainage held on the project in

the amount of \$712, 618. This amount represents the amount due to the subcontractors based on retainage held for all their scope of work. Both of these are approval pending. Once pay application #21 and #22 are agreed upon and signed off, monies will be paid due on the \$14,252,353 contract.

- Rick and Sebastian are working with FCI to sign off on all punch items. The project is technically complete, we have occupancy and will be meeting November 16th to walk through project and agree or disagree to sign off on project. Once paid, the construction budget will be zeroed out and all monies under the GMP will be paid.
- Currently working through a potential warranty item with all the residential windows as they are expanding because of elevation. They are meant to regulate themselves and depressurize, but they are not doing that. There is concern if Pella is going to stand behind the warranty long term. There is also a drainage issue behind the building that is being worked on. Sebastian discussed further on the warranty and when it starts, along with FCI's warranty.
- Project Contingency: All allowances 1-21 have been reconciled. There is \$1,029 left in allowances. There is contingency of \$476,461.83 plus the \$1,000 in soft cost project remaining that can be put toward either this project or other projects.
- Fire Place Gym: A list of items in the amount of \$34,000 was presented. This would need to come from soft costs, as there are no monies left in hard cost. This gym would be for the purpose of all AFD members, their families and retirees. Goal is to make multipurpose gym space that isn't the CrossFit functional occupational athlete gym that the fire station houses and a safe area for kids to hang out. Chief will look into liability and possible umbrella policy.

MOTION: Motion by Wabs to approve the purchase of gym equipment with excess contingency from the construction project funds. Emily second.

Discussion: None

Vote: All Approved

- Sebastian commended the district for building housing and supporting staff and bringing worker housing into the Upper Valley. It is an amazing project and forward thinking. He will wrap up with Rick behind the scenes on punch list, get closeout documents complete and work with FCI to ensure AFD receives all files electronically, physical jump drive and paper documentation. Sebastian was asked to attend last meeting in December to review punch list.

Wildfire Community Action Fund Project – Ali Hager

- Ali reviewed the report provided in the board packet and touched on a few subjects. Gross funding is \$15, 050 higher than last meeting. Gross income and net income are reflected in the budget numbers January through October of this year.
- Working on putting together an ambassador program in 2023. This will be a way for people in the neighborhoods to have a neighborhood resource who's familiar with fire mitigation and will extend reach through neighborhood networks.
- Roaring Fork Valley Wildfire Collaborative: Rick and Ali will have a leadership position as co-chairs. Each agency will be paying into this and Aspen Fire will be asked to pay in \$10,000 that has been put in the budget.
- Projects: Currently working on cost share proposal for an expanded chipper program for next year, potential planned burn for 2024, working with prevention to streamline tree removal recommendations, and possible fundraiser gala. Ali also finished S130-190 online portion of training course. There was further discussion about tree removal and mitigation.

Financials

- Monthly Financial Review: Monthly financial reports were included in the board packet.
- Fire Place Budget: This will be provided at next month meeting.

- FPPA 3rd Quarter report was provided in the board packet. There was discussion of appropriation of excess funds from 2021 in the amount of \$445,021 and if more should be put in to FPPA. There is \$250,000 budgeted for 2022. They discussed leaving it where it is and see where the actuarial comes out and then decide what is needed.
- 2023 Draft Budget: A copy was presented in the board packet.
 - Pano AI: The City is going to contribute \$40,000, reducing AFD budget item. Rick is discussion with the County and looking at a multi-year contribution from City. It was decided that an adjustment needs to be made from \$40,000 to \$80,000 in the budget and put in \$40,000 income to reflect City's contribution.
 - Staff is exploring some comp time options as it relates to training and overtime budget.
 - The board requested a copy of the budget three or four days earlier than the next board packet for review.
 - Job Descriptions: There was discussion of job descriptions included board packet in regard to adding an Executive Administrative Assistant position, a retitle of Nikki's position to HR Director and retitle of Jan's position to Finance Director. Board was asked for any input on changes. Per the attorney, these should be posted internally with salary information. These positions are build into budget for 2023.
- Payroll Cycle Adjustment and Paid Time Off: This was discussed in previous meetings for need to adjust the payroll cycle by one week to realign the 28-day cycle firefighters work. The other component is PTO does not count as hours worked since they're different than a normal 40-hour employee, because they have 28 day long cycles and overtime is actually part of their normal salary. It was requested from the board to readjust the pay cycle to do one short 21 day pay period ending on December 31 and start a new 28-day cycle January 1 and can PTO be counted as hours worked when it comes to calculating salaries and overtime. DC Andersen gave further details on calculations.

MOTION: Motion by John (as stated by Jake Andersen) since career duty staff have overtime included within their normally scheduled working shifts, and since this overtime is counted withing their salary, PTO is specifically counted as hours worked when calculating overtime. Wabs second.

Discussion: None

Vote: All approved

- FAMLI (Paid Family & Medical Leave Insurance Program): Currently, we are recommending not going with the program. We can opt in later. It is not currently in the proposed budget.
- Volunteer FPPA – Volunteer add back in/Actuarial: DC Andersen gave a brief history of a member that was originally a volunteer member, participating in FPPA, who became a career firefighter and has now gone back to a volunteer status. It was recommended to the board to allow him back into FPPA.

MOTION: Motion by John to allow individual to go back into Volunteer Pension Plan effective March of 2022. Wabs second.

Discussion: None

Vote: All approved.

Board Comments & Action Items: None

- Steve: It's been a good year so far and much accomplished. Look forward to year end.
- Emily: Look forward to hearing more about the gala.
- John: Echoed what Sebastian said earlier in the meeting, to have the vision led by Chief Balentine and board members that are no longer here, the foresight to ask constituents for the housing. It will be tremendous asset to district. We need to continue to be vigilant and keep looking for those opportunities to keep expanding that need, be thoughtful in budgeting so we have funds available for some flexibility on housing. Thank you to public for allowing, believing, and trusting in us to get it done.

Staff Report:

- Fire Marshal and Prevention: Jan gave an overview of the new sprinkler requirements by the City and the requirement of everything being sprinkled. She is working on setting some guidelines for remodels. There was further discussion of the fire department not being included in discussion.

MOTION: Steve made a motion that the board write a letter to the City Manager or above noting our displeasures with this change or this deviation that the City has from our fire code and the fact we AFPD was not involved in the discussions regarding that change and that all board members sign the letter. Wabs second.
Discussion: There was some further discussion in regard to motivation to move this way, if it helps or not if there is wildfire and impact of extra workload to department.
Vote: All approved

- Fire Prevention Week: It was a successful week. Ben did a great job of getting the trailer out to the schools and for the many other activities throughout the week.
- Operations Overview:
 - Two fires this month. One was a boiler malfunction that came through as single activation and another that was report of smelled smoke by adjacent neighbor. DC Andersen have an overview of each incident. Both were good saves that could have ended in millions of dollars of damage.
 - Included in report were some pictures of Halloween. Our Fire Department and its dedication to community is second to none. Our people do a good job of showing up and making all these things happened.
 - SCBA's that were approved for purchase next year, have already shown up. Staff is working on training program and roll-out.
 - The Volun"tiers" program was rolled out for feedback from members. This is redefining what it means to be a member at different levels. There will be an expanded auxiliary component to this as well. In general, the volunteers are crushing it. DC Andersen expanded on this.
 - Currently in talks about what to do with old SCBAs. MSA offered \$12,000. There has been a request from CMC to be used for training. If they are not given to CMC, it is proposed donating them to less fortunate department.
- Training Update:
 - October was an amazing month. We were able to do monthly training at Hotel Aspen. Scott talked to details of training that was able to be provided. Also, worked with law enforcement in the Upper Roaring Fork Valley on Active Shooter Harmer Response (ASHER). In a six day period of time, Aspen Fire recorded over 330 personnel hours of training.
 - Recruit class of 2022 have completed all there training, except for two people with some single tests to take.
 - EMR/EMT Bridge class is progressing very well and many firefighters in the process of some state tests.
 - Ali Hager is currently signed up for the Business Public Safety Leadership involvement and is on the waitlist for next year.
 - The Class of 2023 has started coming to station and doing day shifts to work on task books.

CEO/Fire Chief and Good of the District:

- Veteran's Day is Friday, November 11th. Ceremony will be at 11:00am at Veteran's Park. If weather turns they have requested to hold it at Station 61.

- Holiday dinner will be December 10th as discussed last month.
- ISO reps will be here later this month for a few days. The goal is to improve our rating.
- The Community Risk Assessment/Standard of Coverage company that is doing the study will be putting out a community survey. If there is any data points that you are interested in as a board please let DC Andersen know.

Old Business:

- Woody Creek Project Update: This is tabled at the moment. There are still some discussions out there going on.

**MOTION: Motion by Wabs to adjourn at 7:12pm. Emily second.
Vote: All approved.**

***** A full recording of this meeting can be requested by contacting the District Administrator at nikki.lapin@aspenfire.com or by calling 970-925-5532.**

AFPD - North 40 Housing - "Fire Place"
Monthly Budget Update - December 13, 2022

Description Scope of Work	Current Budget	Spent To Date 12/13/22	Balance To Complete	Clarifications & Remarks
Soft Cost Budget				
Architect Selection process		-	-	
Harry Teague	5,000.00	5,000.00	-	Conceptual drawings
Stryker/Brown	5,050.50	5,050.50	-	Conceptual drawings
		-	-	
Consultants		-	-	
BendonAdams - Land Consultant	20,000.00	18,810.48	1,189.52	
		-	-	
Type Five - Owners Rep.	245,087.24	251,551.11	(6,463.87)	Increased for Type Five
Stryker/Brown - Architects	862,151.49	882,970.35	(20,818.86)	655,067.49
KL&A Structural Engineer		-	-	78,000.00
BG Works - MEP		-	-	121,800.00
Confluence Architecture		-	-	7,284.00
Fee adjustment based on GMP cost of construction @ 4.4%	42,311.54	-	42,311.54	42,311.54
		-	-	
SGM	90,000.00	118,968.45	(28,968.45)	Allowance
Civil Design		-	-	Cost included above
Traffic Study		-	-	Cost included above
Surveying		-	-	Prior to construction
Final Plat	5,000.00	-	5,000.00	Allowance
		-	-	
Land Design 39 - WELS permit	5,500.00	4,490.00	1,010.00	Need to update drawings
Hines Irrigation - WELS permit	2,650.00	4,600.00	(1,950.00)	Complete
		-	-	
Kubed - Fire sprinkler design	1,750.00	1,750.00	-	Complete
		-	-	
Special Inspections		-	-	
Kumar - Geo-Engineers	29,500.00	21,975.41	7,524.59	Allowance
Soils report		-	-	Budget included above
Soils testing		-	-	Budget included above
Materials testing		-	-	Budget included above
Special inspections		-	-	Budget included above
Waterproofing special inspections	12,400.00	23,655.00	(11,255.00)	\$17,748.62 Allowance
		-	-	
Miscellaneous fees		-	-	
Aspen Reprographics	3,500.00	2,829.84	670.16	Allowance
Aspen Times	1,500.00	1,409.29	90.71	Allowance
Stewart Title	300.00	300.00	-	Complete
Pitkin County	2,654.00	2,654.00	-	Complete
City of Aspen development review	37,604.20	37,604.20	-	Complete

AFPD - North 40 Housing - "Fire Place"
Monthly Budget Update - December 13, 2022

Description Scope of Work	Current Budget	Spent To Date 12/13/22	Balance To Complete	Clarifications & Remarks
		-	-	
Utilities		-	-	
Water tap fees	330,021.60	334,414.80	(4,393.20)	Complete
Sewer tap fees	145,621.59	145,621.59	-	Complete
Holy Cross deposit	30,500.00	30,500.00	-	Complete
Holy Cross, return deposit	(28,500.00)	(28,500.00)	-	Complete
Holy Cross construction cost	28,500.00	30,928.23	(2,428.23)	Complete
Phone	5,000.00	5,000.00	-	Allowance
CTV + [Misc Ongoing Utilities]	5,000.00	9,966.65	(4,966.65)	Allowance
Black Hills - gas line re-location	1,000.00	3,970.19	(2,970.19)	Complete
		-	-	
Permit Fees		-	-	
Building permit & plan check fees	243,025.00	243,025.00	-	Complete
Permit intake fee	60,750.00	60,750.00	-	Complete
Access permit	675.75	675.75	-	Complete
Use tax		-	-	NIC
GIS fee	200.00	200.00	-	Complete
Road impact fees	60,530.13	60,530.13	-	Complete
		-	-	
Building permit change order fees	24,985.00	1,268.62	23,716.38	Allowance
Change order # 1 - Trash enclosure		-	-	
		-	-	
FF & E	5,000.00	-	5,000.00	Allowance
Bike racks		-	-	
Benches		-	-	
		-	-	
Insurances		-	-	
Builders Risk		-	-	In construction budget
Performance & payment Bond		-	-	In construction budget
General Liability insurance		-	-	In construction budget
		-	-	
Legal Fees		-	-	
Karp.Neu.Hanlon	20,000.00	7,940.00	12,060.00	Allowance
		-	-	
Staging Area		-	-	
Lease & insurance	20,000.00	-	20,000.00	Allowance
		-	-	
AFPD Contingencies	500,000.00		500,000.00	Allowance
Increase for Type Five (Owners Rep)	(55,087.24)	-	(55,087.24)	
SBA & KLA Fire Station Roof Solar Panel Structural Design & BLDG 4 Closets	(6,300.00)	-	(6,300.00)	

AFPD - North 40 Housing - "Fire Place"
Monthly Budget Update - December 13, 2022

Description Scope of Work	Current Budget	Spent To Date 12/13/22	Balance To Complete	Clarifications & Remarks
BGBW Low Voltage Submittal Review	(3,250.00)	-	(3,250.00)	
Work completed by AFPD		-	-	
Re-locate water line	65,931.80	65,931.80	-	Complete
Re-locate gas line	16,931.01	16,931.01	-	Complete
Lower electric vault	8,915.25	8,915.25	-	Complete
		-	-	
		-	-	
Soft Cost Total	2,851,408.86	2,381,687.65	469,721.21	
	2,865,919.00			
FCI Construction Budget				
FCI's GMP contract budget	14,208,446.00	-	14,208,446.00	Executed contract
PA # 1		172,412.70	(172,412.70)	Approved_03.23.21
PA # 2		261,922.60	(261,922.60)	Approved_04.15.21
PA # 3		512,340.70	(512,340.70)	Approved_05.05.21
PA # 4		377,720.95	(377,720.95)	Approved_06.07.21
PA # 5		604,975.15	(604,975.15)	Approved_07.12.21
PA # 6		540,510.10	(540,510.10)	Approved_08.12.21
PA # 7		782,648.95	(782,648.95)	Approved_09.10.21
PA # 8		1,007,517.75	(1,007,517.75)	Approved_10.06.21
PA # 9		1,174,010.95	(1,174,010.95)	Approved_11.04.22
PA # 10		958,823.60	(958,823.60)	Approval_12.10.21
PA # 11		585,040.40	(585,040.40)	Approval_01.11.22
PA #12		921,101.95	(921,101.95)	Approval_02.14.22
PA #13		864,518.05	(864,518.05)	Approval_03.10.22
PA #14		1,143,405.75	(1,143,405.75)	Approval_04.08.22
PA #15		894,724.25	(894,724.25)	Approval_05.23.22
PA #16		871,141.45	(871,141.45)	Approval_06.24.22
PA #17		645,703.60	(645,703.60)	Approval_07.18.22
PA #18		612,225.74	(612,225.74)	Approval_08.18.22
PA #19		504,879.27	(504,879.27)	Approval_09.14.22
PA #20		92,998.34	(92,998.34)	Approval_10.18.22
PA #21		11,112.92	(11,112.92)	Approval_TBD
PA #22		362,325.65	(362,325.65)	Approval_TBD
PA #23		350,292.00	(350,292.00)	Approval_TBD
Change Orders				
PCCO #1	40,378.00	-	40,378.00	Approved_04.21.21 [Drywell and Drain Pipe]
PCCO #2	29,878.82	-	29,878.82	Approved_06.15.21 [Permit Set Pricing]
PCCO - Reconciliation	(26,350.00)		(26,350.00)	
Construction Cost Total	14,252,352.82	14,252,352.82	0.00	

AFPD - North 40 Housing - "Fire Place"
Monthly Budget Update - December 13, 2022

Description Scope of Work	Current Budget	Spent To Date 12/13/22	Balance To Complete	Clarifications & Remarks
Grand Total	17,103,761.68	16,634,040.47	469,721.21	

Grand total 3/9/21

17,074,362.00

AFPD - North 40 Housing - "Fire Place"
Contingency Reconciliation Update - December 13, 2022

Description Scope of Work	Current Budget	Change to Contract Amounts	Balance To Complete
Soft Cost Budget			
AFPD Contingencies	500,000.00		
Consultants			
BendonAdams - Land Consultant		1,189.52	
Type Five - Owners Rep.		(55,087.24)	
Stryker/Brown - Architects		(20,818.86)	
KL&A Structural Engineer		-	
BG Works - MEP		(3,250.00)	
Confluence Architecture		-	
Fee adjustment based on GMP cost of construction @ 4.4%		42,311.54	
SGM		(28,968.45)	
Final Plat		5,000.00	
Land Design 39 - WELS permit		1,010.00	
Hines Irrigation - WELS permit		(1,950.00)	
Kubed - Fire sprinkler design		-	
Special Inspections			
Kumar - Geo-Engineers		7,524.59	
Waterproofing special inspections		(11,255.00)	
Miscellaneous fees			
Aspen Reprographics		670.16	
Aspen Times		90.71	
Utilities			
Water tap fees		(4,393.20)	
Sewer tap fees		-	
Holy Cross deposit		-	
Holy Cross, return deposit		-	
Holy Cross construction cost		(2,428.23)	
Phone		-	
CTV + [Misc Ongoing Utilities]		(4,966.65)	
Black Hills - gas line re-location		(2,970.19)	
Permit Fees			

AFPD - North 40 Housing - "Fire Place"
Contingency Reconciliation Update - December 13, 2022

Description Scope of Work	Current Budget	Change to Contract Amounts	Balance To Complete
Building permit change order fees			
Change order # 1 - Trash enclosure		23,716.38	
FF & E		5,000.00	
Bike racks			
Benches			
Insurances			
Legal Fees			
Karp.Neu.Hanlon		12,060.00	
Staging Area			
Lease & insurance		20,000.00	
Work completed by AFPD			
Re-locate water line		-	
Re-locate gas line		-	
Lower electric vault		-	
Soft Cost Total	-		469,721.21
FCI Construction Budget			
FCI's GMP contract budget			
Allowance #022		1,085.00	
Construction Contingency		-	
Balance to Complete		0.00	
Construction Cost Total	-	1,085.00	-
Grand Total	-	1,085.00	470,806.21

Cost code	Description	Original Estimate	Approved Estimated Changes	Pending Estimate Changes	Amount Remaining
01 600001 OTH	Misc Site Demo/Foundation Drain Drywell	18,575.00	18,575.00	-	-
01 600002 OTH	Winter Conditions - Concrete Add Mix	36,656.00	18,328.00	18,328.00	-
01 600003 OTH	Winter Conditions - Concrete Heat	37,840.00	18,920.00	18,920.00	-
01 600004 OTH	Reshoring of Concrete Deck	15,000.00	15,000.00	-	-
01 600005 OTH	Misc Metals	28,024.00	823.00	27,201.00	-
01 600006 OTH	Stair Canopy - Structural Design	2,500.00	2,500.00	-	-
01 600007 OTH	Stair Canopy Structure (Steel)	35,000.00	35,000.00	-	-
01 600008 OTH	Trash Enclosure Structure & Roof	37,127.00	37,127.00	-	-
01 600009 OTH	Composite Balcony/Walkway Slats	43,205.00	43,205.00	-	-
01 600010 OTH	Cost Impacts - Added Laundry Area Cabinets	5,000.00	5,000.00	-	-
01 600011 OTH	Misc Flashing	25,000.00	-	25,000.00	-
01 600012 OTH	Window & Sliding Door Package	85,000.00	85,000.00	-	-
01 600013 OTH	Temp Heating	52,500.00	33,716.00	18,784.00	-
01 600014 OTH	Signage	2,915.00	2,915.00	-	-
01 600015 OTH	Photovoltaic System	240,000.00	-	240,000.00	-
01 600016 OTH	Plumbing Fixture Package	125,000.00	125,000.00	-	-
01 600017 OTH	Snow Removal & Earthwork Winter Conditions	138,600.00	95,170.00	43,430.00	-
01 600018 OTH	Rock Removal	35,000.00	35,000.00	-	-
01 600019 OTH	Dewatering	20,420.00	20,420.00	-	-
01 600020 OTH	Irrigation System Design & Construction	45,000.00	45,000.00	-	-
01 600021	Wood Material Cost Increase	-	95,729.00	95,729.00	-
01 600022	Supplementary Funds - Project Credits	-	130,782.00	129,697.00	1,085.00
		1,028,362.00	863,210.00	617,089.00	1,085.00

WCAF Board Meeting Update – 12.13.22

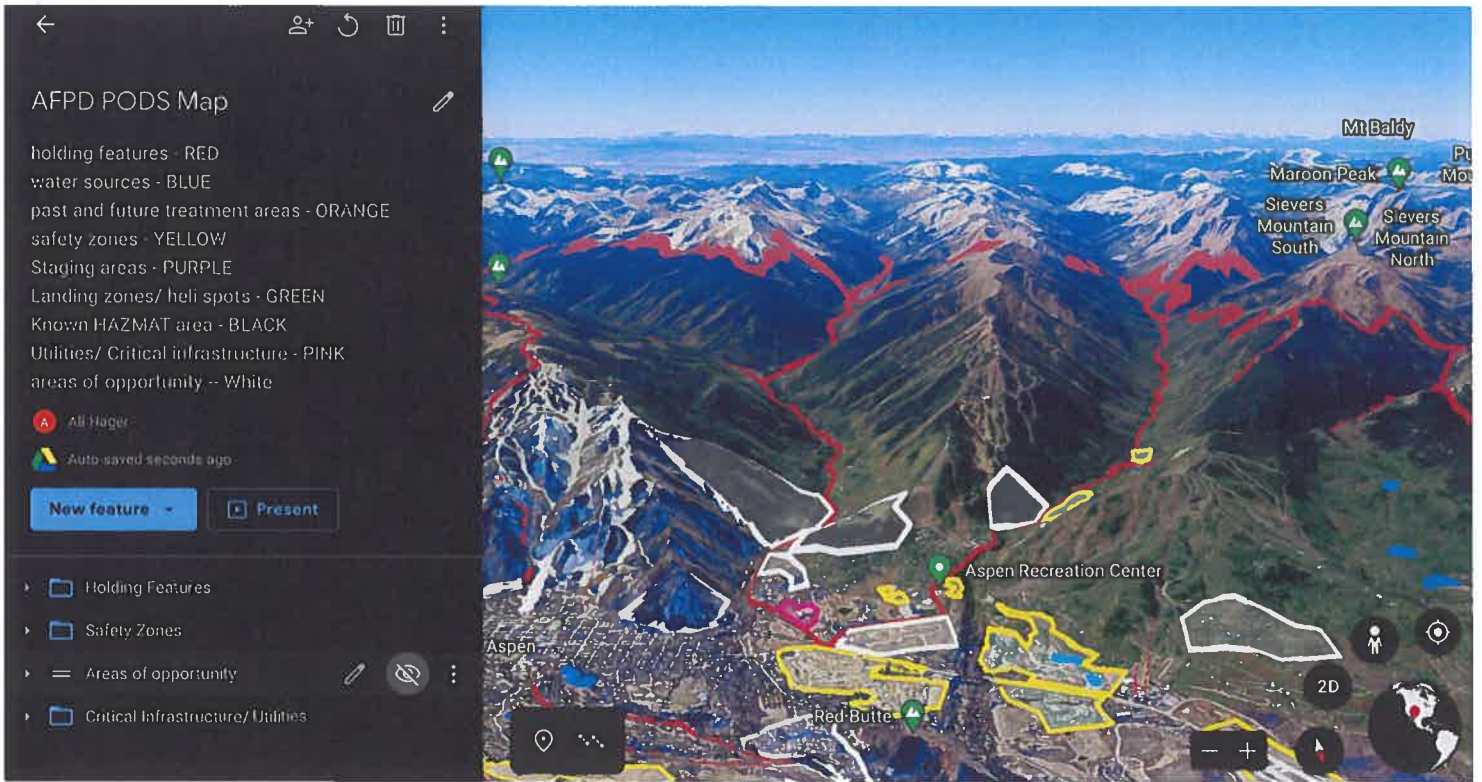
Gross Fundraising Total (since Oct. 2021): \$357,285.00
 Gross Income (Since January 1, 2022): \$167,221.12

Grant Name	Due	\$ Ask	\$ Received	Match/ other info	Status
IAFC Chipper Program	4/17/22	\$10,480.00	\$10,480.00	238yd ³ chips sent to landfill	Received, closed out.
AIM/ CO-CO grant for Capacity Building	7/15/22	\$20,000	\$0	Grant request denied due to lack of local support & long term sustainability	Denied
Bureau of Land Management CO Fuels Management & Community Fire Assistance	8/17/22	\$28,498.20	Tbd - mid October	For Willoughby/ 33-acre Fire Break Project.	Received!
AFPD - FRWRM (Forest Restoration and Wildfire Risk Mitigation Grant) CSFS	10/19/22	\$97,163.00 total (\$48,581.50 match for 1 year)	Tbd - March '23	100% Match Required (50% of total project cost). Highly Competitive, historically front range capacity grants	Submitted & Pending
Starwood - FRWRM (Forest Restoration and Wildfire Risk Mitigation Grant) CSFS	10/19/22	\$487,600 total project cost (\$243,800 over 5 years)	Tbd - March '23	100% Match Required (50% of total project cost). Highly Competitive, historically front range grants. (\$48,760/yr) for project support	Submitted & Pending
Colorado Watershed Restoration Program	TBD; announced in Dec.	TBD	TBD	25% match required; half cash, the other half can be in-kind.	
Laura Jane Musser Foundation	3/15/23	(up to \$35k)	TBD	Implementation of projects concerning the environmental preservation and sustainable use of public open spaces. Match not required but accepted.	

WCAF Board Meeting Update – 12.13.22

- **Outreach:**
 - RFV Wildfire Collaborative
 - Rick & Ali will be co-chairs for 2023
 - Winter wildfire mitigation tips pages:
 - English: <https://aspenfire.com/winter-tips>
 - Spanish: <https://aspenfire.com/consejos-invierno>

- **Projects & Fundraising**
 - City of Aspen and Pitkin County will partner on 2023 expanded chipper program
 - PODS mapping with Jake Spaulding & Jake Andersen



AFPD PODS Map

- holding features - RED
- water sources - BLUE
- past and future treatment areas - ORANGE
- safety zones - YELLOW
- Staging areas - PURPLE
- Landing zones/ heli spots - GREEN
- Known HAZMAT area - BLACK
- Utilities/ Critical infrastructure - PINK
- areas of opportunity - White

All tags
Auto-saved 2 minutes ago

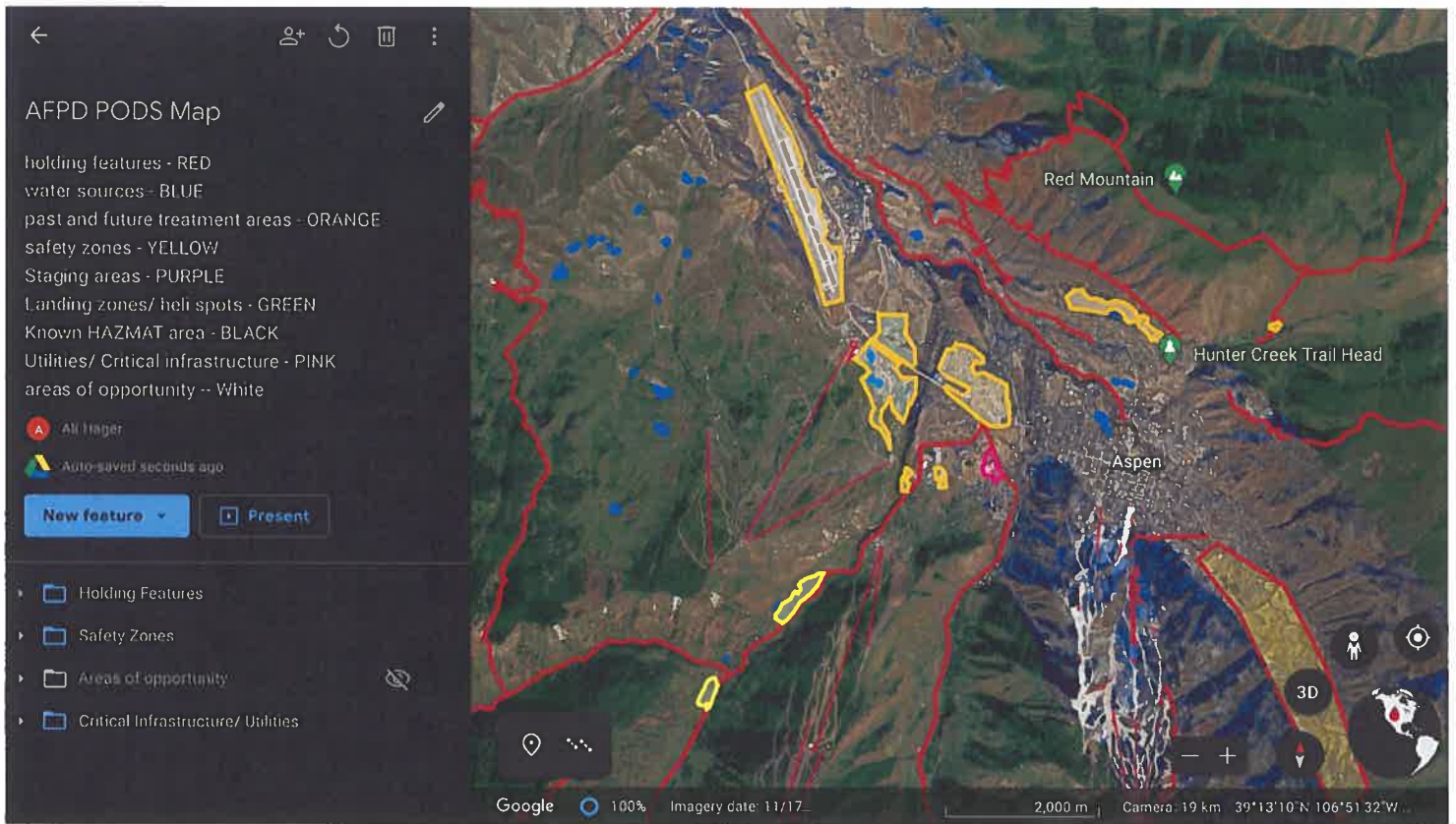
New feature Present

- Holding Features
- Safety Zones
- Areas of opportunity
- Critical Infrastructure/ Utilities

Red Butte shadow
cemetery lane/ red butte venturi effect

Hunter Creek Trail Head
John Denver Sanctuary
Aspen
Red Butte

Google 100% Landsat / Copernicus 900 m Camera: 5,987 m 39°12'18"N 106°50'12"W 2,382 m





Aspen Fire Protection District Balance Sheet

As of November 30, 2022

Nov 30, 22

ASSETS

Current Assets

Checking/Savings

GENERAL FUND BANK ACCTS

10100 · Alpine Bank--GF Checking	178,861.40
10401 · ColoTrust--GF General	2,178,897.28
10406 · ColoTrust--GF Emerg Reserve	306,044.21
10407 · ColoTrust--GF Operations Resrv	1,228,318.75
10409 · ColoTrust--GF FPPA	260,854.05
10545 · Grand Junction Fed Credit Union	73.75
Total GENERAL FUND BANK ACCTS	4,153,049.44

CAPITAL ACQ. FUND BANK ACCTS

10700 · Alpine Bank--Cap Acq. Checking	59,137.02
10801 · ColoTrust--Cap Acq	315,345.73
Total CAPITAL ACQ. FUND BANK ACCTS	374,482.75

HOUSING FUND BANK ACCOUNTS

10890 · Alpine Checking--Housing	38,060.69
10901 · ColoTrust--Housing	1,148,483.52
Total HOUSING FUND BANK ACCOUNTS	1,186,544.21

WILDFIRE C.A. FUND BANK ACCTS

10950 · Alpine Bank--WCAF Checking	6,431.25
10951 · ColoTrust--WCAF Reserves	198,811.14
Total WILDFIRE C.A. FUND BANK ACCTS	205,242.39

DEBT SERVICE FUND BANK ACCTS

11201 · ColoTrust--Debt Service	1,081,460.26
Total DEBT SERVICE FUND BANK ACCTS	1,081,460.26

Total Checking/Savings

7,000,779.05

Accounts Receivable

ACCTS RECEIVABLE--by Fund

Accts Receivable--General Fund

12235 · Receivable due - Pitkin County	1,971.29
12252 · Receivable due - AFPD Staff	14,070.24
12254 · Receivable due - Fire Place Ops	466.03
12255 · Receivable due - Other	180.00
Total Accts Receivable--General Fund	16,687.56

Total ACCTS RECEIVABLE--by Fund

16,687.56

Total Accounts Receivable

16,687.56

Aspen Fire Protection District Balance Sheet

As of November 30, 2022

Nov 30, 22

Other Current Assets	
GENERAL FUND (Asset)	
10450 · Property Tax Receivable	19,705.33
Total GENERAL FUND (Asset)	19,705.33
BOND DEBT SERVICE FUND (Asset)	
10750 · Property Tax Receivable	3,430.91
Total BOND DEBT SERVICE FUND (Asset)	3,430.91
10671 · Prepaid Expenses--General Fund	18,300.58
10672 · Apparatus Deposits--CA Fund	1,564,686.00
Total Other Current Assets	1,606,122.82
Total Current Assets	8,623,589.43
Fixed Assets	
GENERAL FIXED ASSET GROUP	
10600 · Fire Trucks & Equip	4,409,454.67
10610 · Building Improvements	1,330,603.73
10615 · Buildings	13,398,373.00
10640 · Firefighting Equipment	350,515.19
10650 · Administrative	374,807.41
10660 · Construction in Progress	9,620,393.90
10665 · Land - North 40	1,700,000.00
10669 · Accumulated Depreciation	-8,211,685.11
Total GENERAL FIXED ASSET GROUP	22,972,462.79
Total Fixed Assets	22,972,462.79
Other Assets	
10593 · Deferred Refunding Cost	1,574,234.68
10594 · Deferred Refunding Costs-Accum.	-1,388,693.62
90101 · VPF-Def Oflow-Pens Exper Diff	11,435.00
90103 · VPF-Def Oflow-Pens Inv Ret Dif	72,196.00
90105 · VPF-Def Oflow-Pens Contr After	545,000.00
90111 · SWDB-Def Oflow-Pens Exper Diff	129,462.34
90112 · SWDB-Def Oflow-Pens Chg Assum	64,923.24
90113 · SWDB-Def Oflow-Pens Inv Ret Dif	0.07
90114 · SWDB-Def Oflow-Pens Act/Rep Dif	14.00
90115 · SWDB-Def Oflow-Pens Chg Propor	18,161.00
90116 · SWDB-Def Oflow-Pens Contr After	88,856.92
Total Other Assets	1,115,589.63
TOTAL ASSETS	32,711,641.85

Aspen Fire Protection District
Balance Sheet
As of November 30, 2022
Nov 30, 22

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

ACCOUNTS PAYABLE--by Fund

2000 · Accts Payable--General Fund 25,094.55

2004 · Accts Payable--Housing Fund 4,959.00

Total ACCOUNTS PAYABLE--by Fund 30,053.55

Total Accounts Payable 30,053.55

Other Current Liabilities

CURRENT LIABILITIES

20125 · State Unemployment Accrual 609.89

20135 · HSAs Accrual 5,164.85

20160 · 457(b) Accrual 33.86

20162 · Vol FFs Insurances Accrual 2,766.54

20165 · 401(a) Accrual 240.43

20317 · AVFD T-shirt Sales (+) Accrual 2,859.98

20318 · Stn Tenants' Deposits/Last Rent 3,100.00

21000 · Deferred Revenue--Prop. Tax 19,705.33

21020 · Retainage Payable--Housing 367,259.15

Total CURRENT LIABILITIES 401,740.03

23050 · Accrued Int. Payable--Bond Debt 41,537.90

Total Other Current Liabilities 443,277.93

Total Current Liabilities 473,331.48

Aspen Fire Protection District Balance Sheet

As of November 30, 2022

Nov 30, 22

Long Term Liabilities

FP HOUSING DEBT SERVICE (Liab.)

22902 · COPs Payable	12,740,000.00
22903 · Current Portion - COPs Payable	565,000.00
22904 · COPs Premium	1,836,645.45
22905 · COPs Premium Amortization	-174,304.56

Total FP HOUSING DEBT SERVICE (Liab.)	14,967,340.89
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G.O.BOND DEBT SERV FUND (Liab.)

22000 · Deferred Revenue--Prop.Tax	3,430.91
22900 · Bond Premium	1,100,512.25
22901 · Bond Premium- Accumulate Amort.	-1,002,622.27
23000 · Bonds Payable	3,945,000.00
23010 · Current Portion - Bonds Payable	905,000.00

Total G.O.BOND DEBT SERV FUND (Liab.)	4,951,320.89
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90200 · VPF--Net Pension Liability	422,124.00
90202 · VPF--Def Iflow--Pens Chg Assum	251,680.00
90210 · SWDB--Net Pension Liability	-152,646.42
90211 · SWDB-Def Iflow-Pens Exp Diff	607.29
90213 · SWDB-Def Iflow-Pens Inv Ret Dif	156,790.00
90214 · SWDB-Def Iflow-Pens Act/Rep Dif	-9,643.24
90215 · SWDB-Def Iflow-Pens Chg Propor	175,904.97
90220 · Compensated Absences / PTO	196,382.39

Total Long Term Liabilities	20,959,860.77
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Total Liabilities	21,433,192.25
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Equity

FUND BALANCES

30005 · LT Assets minus LT Debt	3,950,199.41
30015 · Capital Acq. Fund Balance	1,808,322.00
30020 · Bond Debt Svc Fund Balance	1,081,430.00
30025 · FP Housing Fund Balance	7,856,990.00
30030 · WildfireCommAction Fund Balance	150,537.00
30300 · Net Pension Liab. & Deferrals	-860,120.00
30600 · Contingency Reserve (TABOR)	186,000.00
37500 · GF - Unrestricted Fund Balance	2,927,951.00

Total FUND BALANCES	17,101,309.41
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Net Income	-5,822,859.81
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Total Equity	11,278,449.60
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TOTAL LIABILITIES & EQUITY	32,711,641.85
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Aspen Fire Protection District
Profit & Loss Budget Performance
 November 2022

	<u>Nov 22</u>	<u>Jan - Nov 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income				
GENERAL (Income)				
31100 · General Property Tax				
31102 · Allocation--to Cap Acq Fund	0.00	600,000.00	550,000.00	600,000.00
31103 · Allocation--to FP Housing Fund	0.00	1,100,000.00	1,008,333.34	1,100,000.00
31104 · Allocation--to GF General	7,163.33	4,188,421.15	3,858,198.67	4,208,944.00
31105 · Allocation--to GF Emerg Reserve	0.00	50,000.00	45,833.34	50,000.00
31107 · Allocation--to GF FPPA Annual	0.00	250,000.00	229,166.67	250,000.00
31109 · Allocation--for Treasurer Fee	373.26	326,352.08	299,554.75	326,787.00
Total 31100 · General Property Tax	7,536.59	6,514,773.23	5,991,086.77	6,535,731.00
31200 · Specific Ownership Taxes	19,126.04	207,879.74	206,250.00	225,000.00
36100 · Interest Earned--Prop. Taxes	551.67	14,527.01	11,000.00	12,000.00
36200 · Interest on Investments	13,122.04	59,911.74	550.00	600.00
37100 · Delinquent Taxes	-655.63	-2,390.64	-5,500.00	-6,000.00
38000 · North 40 Lease to County	4,388.27	48,022.59	47,391.67	51,700.00
38010 · County Share of Expenses @N40	0.00	23,271.49	27,500.00	30,000.00
38015 · Tenants' Rent & Utilities @Stwd	441.25	13,558.00	13,750.00	15,000.00
38020 · Tenants' Rent @ N40 & Woody Crk	1,600.00	18,328.00	21,846.00	23,832.00
38050 · WFAC (Wildfire Mapping) Project	0.00	-37,725.26	37,725.00	37,725.00
38100 · Other Income (vs. Expense)	0.00	102,061.38		
38101 · Grants	0.00	20,000.00	114,583.34	125,000.00
38103 · CDPS DFPC--Cooperator Incident	0.00	32,727.51		
38109 · Donations/Contrib (GF-Assigned)	0.00	38,187.50		
38110 · Sprinkler Permit Fees(PlansChk)	0.00	31,203.24	45,833.34	50,000.00
Total GENERAL (Income)	46,110.23	7,084,335.53	6,512,016.12	7,100,588.00
Total Income	46,110.23	7,084,335.53	6,512,016.12	7,100,588.00
Gross Profit	46,110.23	7,084,335.53	6,512,016.12	7,100,588.00
Expense				
PERSONNEL - District Staff				
41110 · Wages & HolidayPay--Career FFs	93,402.83	952,073.60	1,061,304.75	1,157,787.00
41115 · Overtime - Career FFs	3,784.26	74,138.25	55,000.00	60,000.00
41111 · Salaries & Wages-All Other Paid	63,324.87	685,809.42	779,819.34	850,712.00
41120 · Misc. Payroll Expenses	684.24	2,328.38	1,650.00	1,800.00
41125 · Employer SUI--Staff	317.05	3,307.48	3,888.50	4,242.00
41130 · Retirement Plan--401(a)	11,294.57	123,589.04	123,082.67	134,272.00
41132 · Pension Plan--FPPA SWDB	10,968.68	115,371.94	143,908.42	156,991.00
41135 · Employer Medicare--Staff	2,343.50	24,643.56	28,193.92	30,757.00
41140 · All Insurances & HSA Contrib.	29,363.56	380,329.78	399,790.42	436,135.00
41141 · Board Match--457(b) Plan	3,135.64	33,578.44	37,604.42	41,023.00
41142 · Fit/Wellness Allowance--Staff	1,166.66	15,050.32	28,233.34	30,800.00
41143 · Health Insur--Staff Dependents	6,797.94	71,523.39	86,977.00	94,884.00
41144 · Benefits Contingency - PTO Cash	3,326.40	19,827.16	19,703.75	21,495.00
Total PERSONNEL - District Staff	229,910.20	2,501,570.76	2,769,156.53	3,020,898.00

Aspen Fire Protection District
Profit & Loss Budget Performance
 November 2022

	<u>Nov 22</u>	<u>Jan - Nov 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
ADMINISTRATION				
41149 · County Treasurer Fee	373.26	326,352.08	299,790.34	327,044.00
41150 · Employer Medicare--AVFD+	0.00	262.42	1,375.00	1,500.00
41155 · Employer Social Security--AVFD+	622.63	5,932.06	11,000.00	12,000.00
41160 · Employer SUI--AVFD+	0.00	36.19	458.34	500.00
41180 · Employee Wellness & PeerSupport	393.75	6,527.70	7,333.34	8,000.00
41210 · Contr Labor/ Special Projects	0.00	43,000.00	39,416.67	43,000.00
41211 · Supplies & Expenses	720.07	25,456.19	22,271.34	24,296.00
41212 · Telephone Expense	3,196.96	34,958.32	29,333.34	32,000.00
41214 · Info. Systems & Support	1,987.00	39,890.46	33,000.00	36,000.00
41500 · Audit & Budget	0.00	18,800.00	17,416.67	19,000.00
41510 · Insurance				
Gen Liability/Accident & Other	0.00	50,170.80	41,250.00	45,000.00
Workers' Comp	0.00	96,335.22	82,500.00	90,000.00
Total 41510 · Insurance	0.00	146,506.02	123,750.00	135,000.00
41520 · Legal	11,778.50	40,182.58	23,833.34	26,000.00
41770 · Equip Repair/Replace	0.00	4,998.00	4,583.34	5,000.00
41810 · Election	0.00	17,253.21	16,000.00	16,000.00
41820 · Staff Vehicle Expense				
Maint. Labor--at County Fleet	0.00	5,248.00		
41820 · Staff Vehicle Expense - Other	444.30	8,929.67	10,083.34	11,000.00
Total 41820 · Staff Vehicle Expense	444.30	14,177.67	10,083.34	11,000.00
41840 · Administrative	2,831.54	43,241.30	41,250.00	45,000.00
41920 · Capital Outlay - Computers +	0.00	11,289.01	18,333.34	20,000.00
Total ADMINISTRATION	22,348.01	778,863.21	699,228.40	761,340.00
PERSONNEL - Volunteer Staff				
41860 · Vol. Fit/Wellness Allowance	1,400.00	19,366.66	38,500.00	42,000.00
41861 · Volunteer Health Insur/HSA/HRA	17,949.88	202,416.27	323,537.50	352,950.00
41870 · Volunteer Health Screenings	169.00	1,021.15	1,833.34	2,000.00
41875 · LOSAP(Length-of-Service Awards)	0.00	31,750.00	34,750.00	34,750.00
41892 · Volunteer Incentive Programs				
41877 · Volunteer Shift Incentives	0.00	1,500.00		
41892 · Volunteer Incentive Programs - Other	0.00	0.00	27,500.00	30,000.00
Total 41892 · Volunteer Incentive Programs	0.00	1,500.00	27,500.00	30,000.00
Total PERSONNEL - Volunteer Staff	19,518.88	256,054.08	426,120.84	461,700.00

Aspen Fire Protection District
Profit & Loss Budget Performance
 November 2022

	<u>Nov 22</u>	<u>Jan - Nov 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
FIRE FIGHTING				
42205 · Firefighters' Logistics/Support	219.80	23,928.92	22,916.67	25,000.00
42206 · Uniforms	66.14	20,503.22	18,333.34	20,000.00
42211 · Operational Supplies & Expenses	9,003.65	159,923.45	137,500.00	150,000.00
42212 · Rescue Supplies & Expenses	0.00	12,929.19	13,750.00	15,000.00
42213 · EMS Supplies & Expenses	0.00	16,601.63	13,750.00	15,000.00
42214 · Wildfire Supplies & Expenses	0.00	15,195.36	9,166.67	10,000.00
42215 · Wildfire Program (Seasonal FFs)	0.00	1,372.50		
42220 · Pano AI Project	0.00	60,000.00	55,000.00	60,000.00
42300 · Fuel	3,014.77	29,860.12	13,750.00	15,000.00
42400 · Subscriptions & Dues	0.00	1,065.00	1,375.00	1,500.00
42402 · Honor Guard	4,180.00	4,817.52	4,583.34	5,000.00
Total FIRE FIGHTING	<u>16,484.36</u>	<u>346,196.91</u>	<u>290,125.02</u>	<u>316,500.00</u>
TRAINING				
44102 · EMS Training & Records	2,024.50	10,668.85	22,000.00	24,000.00
44103 · FF Training & Records	435.00	25,619.59	36,666.67	40,000.00
44211 · Supplies & Expenses	42.25	11,802.08	9,166.67	10,000.00
Total TRAINING	<u>2,501.75</u>	<u>48,090.52</u>	<u>67,833.34</u>	<u>74,000.00</u>
FIRE PREVENTION				
43200 · Training	0.00	4,128.19	5,500.00	6,000.00
43211 · Supplies & Expenses	0.00	3,369.65	8,250.00	9,000.00
43212 · Public Fire Education	0.00	4,240.73	5,500.00	6,000.00
43213 · Outsourced Plans Checks	0.00	1,350.00		
43214 · Advertising--Public Education	504.60	6,503.40	11,000.00	12,000.00
Total FIRE PREVENTION	<u>504.60</u>	<u>19,591.97</u>	<u>30,250.00</u>	<u>33,000.00</u>
COMMUNICATIONS				
45211 · Supplies & Expenses	0.00	3,286.48	7,333.34	8,000.00
45300 · Administration				
County Dispatch Services	0.00	28,514.00	41,250.00	45,000.00
County Radio Services	0.00	28,980.00	27,500.00	30,000.00
Total 45300 · Administration	<u>0.00</u>	<u>57,494.00</u>	<u>68,750.00</u>	<u>75,000.00</u>
45910 · Radio Capital Outlay	0.00	11,683.80	18,333.34	20,000.00
Total COMMUNICATIONS	<u>0.00</u>	<u>72,464.28</u>	<u>94,416.68</u>	<u>103,000.00</u>
CDPS COOPERATOR INCIDENTS				
42600 · Cooperator Incident--Misc.	0.00	2,995.21		
42601 · Cooperator Incident--Personnel	420.00	5,431.44		
Total CDPS COOPERATOR INCIDENTS	<u>420.00</u>	<u>8,426.65</u>		
REPAIR SERVICES (Fleet & Equip)				
46200 · Pump & Equipment Testing	0.00	17,937.84	18,333.34	20,000.00
46211 · Supplies & Expenses & Parts	15,183.76	37,212.00	25,666.67	28,000.00
46212 · Out-source Maint& Repair				
Labor--at County Fleet	19,048.00	65,292.10		
46212 · Out-source Maint& Repair - Other	739.14	804.14	68,750.00	75,000.00
Total 46212 · Out-source Maint& Repair	<u>19,787.14</u>	<u>66,096.24</u>	<u>68,750.00</u>	<u>75,000.00</u>
Total REPAIR SERVICES (Fleet & Equip)	<u>34,970.90</u>	<u>121,246.08</u>	<u>112,750.01</u>	<u>123,000.00</u>

Aspen Fire Protection District
Profit & Loss Budget Performance
 November 2022

	<u>Nov 22</u>	<u>Jan - Nov 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
STATIONS, BUILDINGS & GROUNDS				
Headquarters Station				
48209 · Alarm Monitoring and T&I--HQ	0.00	0.00	1,604.17	1,750.00
48210 · Repairs & Maint. - Headquarters	2,520.00	21,548.52	15,583.34	17,000.00
48211 · Supplies & Exp. - Headquarters	263.40	11,662.03	11,000.00	12,000.00
48214 · Utilities - Headquarters	2,939.34	34,264.59	38,500.00	42,000.00
48215 · Cleaning - Headquarters	567.00	6,318.00	8,250.00	9,000.00
Total Headquarters Station	6,289.74	73,793.14	74,937.51	81,750.00
North 40 Station				
48299 · Residential Apartment --N40	0.00	6,608.12		
48309 · Alarm Monitoring and T&I--N40	0.00	0.00	1,100.00	1,200.00
48311 · Repairs & Maint. - North 40	836.98	22,204.79	18,333.34	20,000.00
48315 · Supplies & Expenses - North 40	2,418.56	10,176.57	9,166.67	10,000.00
48320 · Utilities - North 40	3,556.22	43,005.32	36,666.67	40,000.00
Total North 40 Station	6,811.76	81,994.80	65,266.68	71,200.00
Aspen Village Substation				
48016 · Supplies & Exp. - Aspen Village	0.00	377.88	916.67	1,000.00
48400 · Utilities - Aspen Village	719.23	6,516.88	5,500.00	6,000.00
48409 · Alarm Monitoring and T&I--AV	0.00	0.00	916.67	1,000.00
48410 · Repairs & Maint. - Aspen Village	280.00	3,045.31	4,583.34	5,000.00
Total Aspen Village Substation	999.23	9,940.07	11,916.68	13,000.00
Starwood Substation				
48411 · Tenants' Rent - Starwood	97.75	10,549.75	10,083.34	11,000.00
48412 · Utilities & Expenses - Starwood	939.77	10,594.92	11,000.00	12,000.00
Total Starwood Substation	1,037.52	21,144.67	21,083.34	23,000.00
Woody Creek Substation				
47299 · Residential Apartment--WC	-25.00	7,628.68		
47301 · Supplies & Exp. - Woody Creek	0.00	129.99	1,100.00	1,200.00
47302 · Utilities - Woody Creek	916.85	10,313.96	10,083.34	11,000.00
47309 · Alarm Monitoring and T&I--WC	0.00	0.00	916.67	1,000.00
47310 · Repairs & Maint. - Woody Creek	160.00	2,631.00	4,583.34	5,000.00
Total Woody Creek Substation	1,051.85	20,703.63	16,683.35	18,200.00
Total STATIONS, BUILDINGS & GROUNDS	16,190.10	207,576.31	189,887.56	207,150.00
TRANSFER TO OTHER FUNDS				
49502 · Transfer to CapAcquisition Fund	0.00	600,000.00	550,000.00	600,000.00
49503 · Transfer to Housing Fund	0.00	1,100,000.00	1,008,333.34	1,100,000.00
49507 · Xfer to Emergency Reserve Fund	0.00	50,000.00	45,833.34	50,000.00
49509 · Xfer to FPPA Annual Accrual Fnd	0.00	250,000.00	229,166.67	250,000.00
Total TRANSFER TO OTHER FUNDS	0.00	2,000,000.00	1,833,333.35	2,000,000.00
Total Expense	342,848.80	6,360,080.77	6,513,101.73	7,100,588.00
Net Income	-296,738.57	724,254.76	-1,085.61	0.00

Aspen Fire Protection District
Profit & Loss Budget Performance
 November 2022

	<u>Nov 22</u>	<u>Jan - Nov 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income				
CAPITAL ACQUISITION (Income)				
30075 · General Property Tax Allocation	0.00	600,000.00	550,000.00	600,000.00
30100 · Sale of Apparatus	0.00	46,500.00		
60100 · Interest on Investments	1,058.86	5,646.39	45.83	50.00
Total CAPITAL ACQUISITION (Income)	<u>1,058.86</u>	<u>652,146.39</u>	<u>550,045.83</u>	<u>600,050.00</u>
Total Income	<u>1,058.86</u>	<u>652,146.39</u>	<u>550,045.83</u>	<u>600,050.00</u>
Gross Profit	1,058.86	652,146.39	550,045.83	600,050.00
Expense				
CAPITAL ACQ. Fund (Expenses)				
60110 · Cap. Outlay/Equipment/Projects				
air conditioning @Stn 61+62 apt	0.00	36,774.60	32,083.34	35,000.00
equiping Engines 61 + 62	0.00	68,220.96	75,000.00	75,000.00
PlymoVent at Stn 62	0.00	30,000.00	73,333.34	80,000.00
replacement roof @ N40	0.00	354,318.20	335,000.00	335,000.00
storage Stn 62 bays-->chg #1+#2	0.00	25,690.00	36,666.67	40,000.00
Total 60110 · Cap. Outlay/Equipment/Projects	<u>0.00</u>	<u>515,003.76</u>	<u>552,083.35</u>	<u>565,000.00</u>
Total CAPITAL ACQ. Fund (Expenses)	<u>0.00</u>	<u>515,003.76</u>	<u>552,083.35</u>	<u>565,000.00</u>
Total Expense	<u>0.00</u>	<u>515,003.76</u>	<u>552,083.35</u>	<u>565,000.00</u>
Net Income	<u><u>1,058.86</u></u>	<u><u>137,142.63</u></u>	<u><u>-2,037.52</u></u>	<u><u>35,050.00</u></u>

Aspen Fire Protection District
Profit & Loss Budget Performance
 November 2022

	<u>Nov 22</u>	<u>Jan - Nov 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income				
HOUSING (Income)				
31175 · General Property Tax Allocation	0.00	1,100,000.00	1,008,333.34	1,100,000.00
31190 · Interest on Investments	5,317.37	32,980.90	916.67	1,000.00
Total HOUSING (Income)	<u>5,317.37</u>	<u>1,132,980.90</u>	<u>1,009,250.01</u>	<u>1,101,000.00</u>
Total Income	<u>5,317.37</u>	<u>1,132,980.90</u>	<u>1,009,250.01</u>	<u>1,101,000.00</u>
Gross Profit	5,317.37	1,132,980.90	1,009,250.01	1,101,000.00
Expense				
HOUSING Fund (Expenses)				
70100 · North 40 Project--Soft Costs				
Fire Place Fitness Equipment	24,946.55	24,946.55		
Architectural Services	0.00	64,688.53		
Construction Mgmt. Services	4,959.00	90,777.25		
Other Services / Fees	1,782.62	352,192.95		
70100 · North 40 Project--Soft Costs - Other	0.00	0.00	650,000.00	650,000.00
Total 70100 · North 40 Project--Soft Costs	<u>31,688.17</u>	<u>532,605.28</u>	<u>650,000.00</u>	<u>650,000.00</u>
70200 · North 40 Project--Construction	0.00	6,550,698.40	6,530,227.00	6,530,227.00
70300 · FP COPs--Lease Payments				
70301 · Interest Payments	263,275.00	526,550.00	263,275.00	526,550.00
70302 · Principal Payments	565,000.00	565,000.00	0.00	565,000.00
Total 70300 · FP COPs--Lease Payments	<u>828,275.00</u>	<u>1,091,550.00</u>	<u>263,275.00</u>	<u>1,091,550.00</u>
70305 · Bank (UMB) Sweep / Admin Fees	0.00	782.66	458.34	500.00
Total HOUSING Fund (Expenses)	<u>859,963.17</u>	<u>8,175,636.34</u>	<u>7,443,960.34</u>	<u>8,272,277.00</u>
Total Expense	<u>859,963.17</u>	<u>8,175,636.34</u>	<u>7,443,960.34</u>	<u>8,272,277.00</u>
Net Income	<u><u>-854,645.80</u></u>	<u><u>-7,042,655.44</u></u>	<u><u>-6,434,710.33</u></u>	<u><u>-7,171,277.00</u></u>

Aspen Fire Protection District Profit & Loss Budget Performance November 2022

	<u>Nov 22</u>	<u>Jan - Nov 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income				
WILDFIRE COMM. ACTION (Income)				
31575 · Contributions Received	50.00	153,935.27	151,250.00	165,000.00
31580 · Grants Received	0.00	10,480.00		
31590 · Interest on Investments	624.79	2,805.85	11.00	12.00
Total WILDFIRE COMM. ACTION (Income)	<u>674.79</u>	<u>167,221.12</u>	<u>151,261.00</u>	<u>165,012.00</u>
Total Income	<u>674.79</u>	<u>167,221.12</u>	<u>151,261.00</u>	<u>165,012.00</u>
Gross Profit	674.79	167,221.12	151,261.00	165,012.00
Expense				
WILDFIRE C.A. Fund (Expenses)				
80100 · Operating Expenses				
80101 · Administrative Expenses	0.00	1,409.54	1,375.00	1,500.00
80103 · Consultant Fees	0.00	0.00	22,916.67	25,000.00
80105 · Personnel				
Benefits	2,180.69	27,066.12	29,196.75	31,851.00
Employer Taxes	116.31	1,315.05	1,367.67	1,492.00
Wages	6,926.64	78,086.41	81,586.08	89,003.00
Total 80105 · Personnel	<u>9,223.64</u>	<u>106,467.58</u>	<u>112,150.50</u>	<u>122,346.00</u>
80109 · Marketing	0.00	1,058.20	9,166.67	10,000.00
80111 · Other / Unanticipated	0.00	768.20	3,666.67	4,000.00
Total 80100 · Operating Expenses	<u>9,223.64</u>	<u>109,703.52</u>	<u>149,275.51</u>	<u>162,846.00</u>
80200 · Project Expenses	0.00	18,436.50		
Total WILDFIRE C.A. Fund (Expenses)	<u>9,223.64</u>	<u>128,140.02</u>	<u>149,275.51</u>	<u>162,846.00</u>
Total Expense	<u>9,223.64</u>	<u>128,140.02</u>	<u>149,275.51</u>	<u>162,846.00</u>
Net Income	<u><u>-8,548.85</u></u>	<u><u>39,081.10</u></u>	<u><u>1,985.49</u></u>	<u><u>2,166.00</u></u>

Aspen Fire Protection District
Profit & Loss Budget Performance
 November 2022

	<u>Nov 22</u>	<u>Jan - Nov 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income				
BOND DEBT SERVICE FUND (Income)				
35100 · General Property Tax	1,233.57	1,066,334.16	979,469.34	1,068,512.00
35200 · Specific Ownership Taxes	3,130.54	34,025.63	36,666.67	40,000.00
35210 · Interest Earned--Prop. Taxes	90.30	2,377.79	1,833.34	2,000.00
35250 · Interest on Investments	5,435.62	25,812.96	275.00	300.00
35700 · Delinquent Taxes	-107.31	-391.29	-1,833.34	-2,000.00
Total BOND DEBT SERVICE FUND (Income)	<u>9,782.72</u>	<u>1,128,159.25</u>	<u>1,016,411.01</u>	<u>1,108,812.00</u>
Total Income	<u>9,782.72</u>	<u>1,128,159.25</u>	<u>1,016,411.01</u>	<u>1,108,812.00</u>
Gross Profit	9,782.72	1,128,159.25	1,016,411.01	1,108,812.00
Expense				
BOND DEBT SERVICE Fund (Expns.)				
50005 · County Treasurer Fee	61.09	53,417.11	49,012.34	53,468.00
50010 · Interest Payments	82,612.50	165,225.00	165,225.00	165,225.00
50011 · Principal Payments	905,000.00	905,000.00	905,000.00	905,000.00
50020 · Fees & Expenses	0.00	200.00	200.00	200.00
Total BOND DEBT SERVICE Fund (Expns.)	<u>987,673.59</u>	<u>1,123,842.11</u>	<u>1,119,437.34</u>	<u>1,123,893.00</u>
Total Expense	<u>987,673.59</u>	<u>1,123,842.11</u>	<u>1,119,437.34</u>	<u>1,123,893.00</u>
Net Income	<u><u>-977,890.87</u></u>	<u><u>4,317.14</u></u>	<u><u>-103,026.33</u></u>	<u><u>-15,081.00</u></u>

ASPEN FIRE PROTECTION DISTRICT

2023 PROPOSED BUDGET -- DRAFT #4 (12/13/2022)

GENERAL FUND

PAGE 1

	2021 ACTUAL	2022 ESTIMATED	2023 PROPOSED	2022 AS APPROVED
Beginning Balance, January 1	2,668,705	3,113,951	3,346,669	
XX				
REVENUES				
GENERAL (Income)				
31100 · General Property Tax				
31102 - Allocation--to Cap Acq Fund	600,000	600,000	600,000	600,000
31103 - Allocation--to Housing Fund	1,100,000	1,100,000	1,100,000	1,100,000
31104 - Allocation--to GF General	3,568,257	4,208,944	4,289,361	4,208,944
31105 - Allocation--to GF Emergency Reserve	50,000	50,000	50,000	50,000
31106 - Allocation--to GF Operations Reserve	200,000	-	-	-
31107 - Allocation--to GF FPPA Annual	250,000	250,000	150,000	250,000
31109 - Allocation--for Treasurer Fee	303,705	326,787	325,756	326,787
Total General Property Tax	6,065,962	6,535,731	6,515,117	6,535,731
31200 · Specific Ownership Taxes	221,334	240,000	250,000	225,000
36100 · Interest Earned--Prop. Taxes	12,600	15,000	18,000	12,000
36200 · Interest on Investments	682	80,000	145,000	600
37100 · Delinquent Taxes	(5,107)	(3,000)	(4,000)	(6,000)
38000 · North 40 Lease to County	49,609	52,411	55,000	51,700
38010 · County Share of Expenses @N40	28,236	32,000	36,000	30,000
38015 · FF Tenants' Rent & Utilities @ Starwood	14,154	16,000	16,000	15,000
38020 · FF Tenants' Rent @ N40 and Woody Creek	16,164	19,928	13,200	23,832
38050 · WFAC Project (from Aspen Community Foundation)	41,180	(37,725)	-	37,725
38051 - Pano AI Cost-Sharing			80,000	
38100 · Other Income (vs. Expense)	-	102,061	-	-
38101 - Grants	46,290	80,000	150,000	125,000
38103 · CDPS DFPC--Cooperator Incident	2,154	32,728	-	-
38109 · Donations / Contributions (Assigned Funds)	53,061	462	-	-
38110 · Sprinkler Permit Fees (Plans Checks)	53,075	55,000	65,000	50,000
Total GENERAL	6,599,394	7,220,596	7,339,317	7,100,588
Total Revenues	6,599,394	7,220,596	7,339,317	7,100,588
EXPENDITURES				
PERSONNEL - DISTRICT STAFF				
41110 - Wages & Holiday Pay - Career Firefighters	687,299	1,110,000	1,340,964	1,157,787
41115 - Overtime - Career Firefighters	101,101	80,000	40,000	60,000
41111 · Salaries & Wages - All Other Paid Staff	716,935	820,000	911,611	850,712
41120 · Misc. Payroll Expenses	1,690	2,500	2,000	1,800
41125 · Employer SUI--Staff	4,524	4,000	4,708	4,242
41130 · Retirement Plan--401(a)	124,199	142,000	143,993	134,272
41132 · Pension Plan--FPPA SWDB	88,856	145,000	176,816	156,991
41135 · Employer Medicare--Staff	22,303	29,000	34,134	30,757
41140 · All Insurances & HSA Contributions	207,781	420,000	447,346	436,135
41141 · Board Match--457(b) Plan	30,005	40,000	45,184	41,023
41142 · Fitness/Wellness Allowance--Staff	14,408	28,000	33,000	30,800
41143 · Health Insurance--Staff Dependents	61,585	85,000	97,226	94,884
41144 · Benefits Contingency - PTO Cash	58,259	25,000	28,499	21,495
Total PERSONNEL EXPENSES (Staff)	2,118,945	2,930,500	3,305,481	3,020,898

ASPEN FIRE PROTECTION DISTRICT

2023 PROPOSED BUDGET -- DRAFT #4 (12/13/2022)

GENERAL FUND

PAGE 2

	2021 ACTUAL	2022 ESTIMATED	2023 PROPOSED	2022 AS APPROVED
ADMINISTRATION				
41149 - County Treasurer Fee	303,705	327,044	325,756	327,044
41150 - Employer Medicare--AVFD+	973	500	750	1,500
41155 - Employer Social Security--AVFD+	9,376	8,000	10,000	12,000
41160 - Employer SUI--AVFD+	201	100	350	500
41180 - Employee Wellness & Peer Support Program	3,501	8,000	15,000	8,000
41200 - Other Expense (vs. Income)	47,138	-	-	-
41208 - RFV Wildfire Collaborative	3,456	-	10,000	-
41210 - Contract Labor / Special Projects	31,531	43,000	20,000	43,000
41211 - Supplies & Expenses	23,961	27,000	27,212	24,296
41212 - Telephone Expense	32,093	38,000	40,000	32,000
41214 - Info. Systems & Support	32,137	42,000	40,000	36,000
41500 - Audit & Budget	17,360	18,800	22,000	19,000
41510 - Insurance				
Gen Liability/Accident & Other	37,978	50,171	55,000	45,000
Workers' Comp	71,116	97,447	110,000	90,000
41520 - Legal	25,156	45,000	30,000	26,000
41770 - Equip Repair/Replace	-	5,000	5,000	5,000
41810 - Election	-	17,253	18,500	16,000
41820 - Staff Vehicle Expense	14,269	15,000	15,000	11,000
41840 - Administrative	44,673	46,000	45,000	45,000
41920 - Capital Outlay - Computers +	24,687	20,000	15,000	20,000
Total ADMINISTRATION	723,311	808,315	804,568	761,340
PERSONNEL - VOLUNTEER STAFF				
41860 - Volunteer Fitness/Wellness Allowance	39,000	40,000	49,500	42,000
41861 - Volunteer Health Insur/HSA/HRA	175,557	225,000	291,968	352,950
41870 - Volunteer Health Screenings	1,146	1,500	1,500	2,000
41875 - LOSAP (Length-of-Service Awards)	46,500	31,750	40,000	34,750
41892 - Volunteer Incentive Programs (EMT,FFII,Officer,D/O)	-	15,000	18,000	30,000
Volunteer Shift Incentives	3,550	1,500	-	-
EMT-B Certification Incentives	17,212	-	-	-
FFII Certification Incentives	8,181	-	-	-
Officer & D/O Certification Incentives	1,800	-	-	-
Total VOLUNTEER BENEFITS	292,946	314,750	400,968	461,700
FIRE FIGHTING				
42205 - Firefighters' Logistics/Support	23,511	25,000	25,000	25,000
42206 - Uniforms	29,112	28,000	24,000	20,000
42211 - Operational Supplies & Expenses	92,548	175,000	120,000	150,000
42212 - Rescue Supplies & Expenses	7,014	13,000	5,000	15,000
42213 - EMS Supplies & Expenses	12,233	18,000	15,000	15,000
42214 - Wildfire Supplies & Expenses	9,936	15,195	15,000	10,000
42215 - Wildfire Program (Seasonal FFs +)	690	1,373	-	-
42220 - Pano AI Project	49,678	60,000	120,000	60,000
42300 - Fuel	15,201	32,000	25,000	15,000
42400 - Subscriptions & Dues	2,825	3,000	3,000	1,500
42402 - Honor Guard	6,943	5,000	5,000	5,000
Total FIRE FIGHTING	249,691	375,568	357,000	316,500

ASPEN FIRE PROTECTION DISTRICT

2023 PROPOSED BUDGET – DRAFT #4 (12/13/2022)

GENERAL FUND

PAGE 3

	2021 ACTUAL	2022 ESTIMATED	2023 PROPOSED	2022 AS APPROVED
TRAINING				
44102 - EMS Training & Records	23,560	15,000	24,000	24,000
44103 - FF Training & Records	28,904	30,000	40,000	40,000
44105 - Career FF Training Compensation			40,000	
44211 - Supplies & Expenses	10,169	12,000	12,000	10,000
Total TRAINING	62,633	57,000	116,000	74,000
FIRE PREVENTION				
43200 - Training	3,180	4,128	3,000	6,000
43211 - Supplies & Expenses	12,091	5,000	5,000	9,000
43212 - Public Fire Education	3,235	5,000	6,000	6,000
43213 - Outsourced Plans Checks	-	1,350	2,000	-
43214 - Advertising--Public Education	6,785	8,000	10,000	12,000
Total FIRE PREVENTION	25,291	23,478	26,000	33,000
COMMUNICATIONS				
45211 - Supplies & Expenses	3,567	4,000	4,000	8,000
45300 - Administration				
County Dispatch Services	32,173	60,000	60,000	45,000
County Radio Services	24,488	28,980	30,000	30,000
45910 - Radio Capital Outlay	23,490	15,000	20,000	20,000
Total COMMUNICATIONS	83,718	107,980	114,000	103,000
CDPS COOPERATOR INCIDENTS				
42600 - Cooperator Incident--Misc.	-	2,995	-	-
- 42601 - Cooperator Incident--Personnel	-	5,432	-	-
Total FF COOPERATIVE AGREEMENT	-	8,427	-	-
REPAIR SERVICES (Fleet & Equip)				
46200 - Pump & Equipment Testing	26,059	20,000	20,000	20,000
46211 - Supplies & Expenses & Parts	41,010	40,000	28,000	28,000
46212 - Out-source Maint& Repair	86,910	70,000	57,000	75,000
Total REPAIR SERVICES (Fleet & Equip)	153,979	130,000	105,000	123,000

ASPEN FIRE PROTECTION DISTRICT

2023 PROPOSED BUDGET -- DRAFT #4 (12/13/2022)

CAPITAL ACQUISITION FUND

	2021 ACTUAL	2022 ESTIMATED	2023 PROPOSED	2022 AS APPROVED
Beginning Balance, January 1	1,316,724	1,808,322	333,782	
XX				
REVENUES				
CAPITAL ACQUISITION FUND (Income)				
30085 - Donations/Contributions (Assigned)	12,000	-	-	-
30100 - Sale of Apparatus	34,426	46,500	10,000	-
39501 - Transfer from General Fund	600,000	600,000	600,000	600,000
60100 - Interest on Investments	51	5,000	5,000	50
Total CAPITAL ACQUISITION (Income)	646,477	651,500	615,000	600,050
Total Revenues	646,477	651,500	615,000	600,050
EXPENDITURES				
CAPITAL ACQUISITION FUND (Expenses)				
60110 - Cap. Outlay/Equipment/Projects	154,879	561,354	562,063	565,000
*** 60110 - Replacement Engines 61 and 62		1,564,686		
Total CAPITAL ACQUISITION FUND (Expenses)	154,879	2,126,040	562,063	565,000
Total Expenditures	154,879	2,126,040	562,063	565,000
Net Income	491,598	(1,474,540)	52,937	35,050
XX				
Ending Balance, December 31	1,808,322	333,782	386,719	

Author:
2022 EXPENDITURES--estimated
 equipping new Engines 61+62 (Part 2): 71,386
 PlymoVent at North40 Station: 63,000
 storage (part 1) in Fire Place parking garage: 10,185
 (part 2): station lockers: 25,690
 air conditioning @Station 61 + 62 apartment: 36,775
 replacement roof at North40 Station: 354,318

Author:
2022 BUDGET--AS APPROVED
 equipping new Engines 61+62 (Part 2): 75,000
 PlymoVent at North40 Station: 80,000
 loft storage in bays at North40 Station: 40,000

 air conditioning @Station 61 + 62 apartment: 35,000
 replacement roof at North40 Station: 335,000

Author:
2023 BUDGET--AS PROPOSED
 replacement SCBA equipment (all components): 376,242
 fire extinguisher training simulator: 14,000
 electric/hybrid vehicle replacement for Deputy Fire Marshal truck: 35,000
 North40 station asphalt resealing: 10,000
 station alerting system at 61+62: 115,000
 camera upgrades: 11,821

*** took delivery in 2022 of new apparatus (E61+E62 @ \$ 782,343 each)---> Journal entry/adjustment (for total amount) FROM Current Assets: Apparatus Deposits (2020 and 2021) TO Expenses (2022)

ASPEN FIRE PROTECTION DISTRICT

2023 PROPOSED BUDGET -- DRAFT #4 (12/13/2022)

WILDFIRE COMMUNITY ACTION FUND

	2021 ACTUAL	2022 ESTIMATED	2023 PROPOSED	2022 AS APPROVED
Beginning Balance, January 1	-	150,537	200,588	

REVENUES				
WILDFIRE COMMUNITY ACTION FUND (Income)				
31575 - Contributions Received	174,502	175,000	200,000	165,000
31580 - Grants Received		10,480	tbd	tbd
31590 - Interest on Investments	5	3,000	3,000	12
Total WILDFIRE C.A. FUND (Income)	174,507	188,480	203,000	165,012
Total Revenues	174,507	188,480	203,000	165,012
EXPENDITURES				
WILDFIRE COMMUNITY ACTION FUND (Expenses)				
80100 - Operating Expenses				
80101 - Administrative Expenses	1,721	1,500	2,500	1,500
80103 - Consultant Fees		-	25,000	25,000
80105 - Personnel				
Wages	16,603	85,013	91,666	89,003
Benefits	5,068	29,247	32,762	31,851
Employer Taxes	295	1,432	1,537	1,492
80109 - Marketing	283	2,000	6,000	10,000
80111 - Other / Unanticipated		800	3,500	4,000
80200 - Project Expenses		18,437	100,000	tbd
Total WILDFIRE C.A. FUND (Expenses)	23,970	138,429	262,965	162,846
Total Expenditures	23,970	138,429	262,965	162,846
Net Income	150,537	50,051	(59,965)	2,166
Ending Balance, December 31	150,537	200,588	140,623	

ASPEN FIRE PROTECTION DISTRICT

2023 PROPOSED BUDGET -- DRAFT #4 (12/13/2022)

HOUSING FUND

	2021 ACTUAL	2022 ESTIMATED	2023 PROPOSED	2022 AS APPROVED
Beginning Balance, January 1	15,733,239	7,856,990	344,658	

REVENUES				
HOUSING FUND (Income)				
39502 - Transfer from General Fund	1,100,000	1,100,000	1,100,000	1,100,000
31190 - Interest on Investments	1,991	35,000	10,000	1,000
31195 - Fire Place--Total Income		tbd	244,860	1,000
Total HOUSING FUND (Income)	1,101,991	1,135,000	1,354,860	1,102,000
Total Revenues	1,101,991	1,135,000	1,354,860	1,102,000
EXPENDITURES				
HOUSING FUND (Expenses)				
70100 - North 40 Project--Soft Costs			-	650,000
Fire Place Fitness Equipment		35,000		
Architectural Services	110,253	65,000	-	see total above
Construction Mgmt. Services	82,642	95,000	-	see total above
Other Services / Fees	344,013	360,000	-	see total above
70200 - North 40--Construction	7,345,183	7,000,000	-	6,530,227
70201 - Fire Place --Total Expenses		tbd	115,485	650,000
70205 - Fire Place--Transfer to Reserves		tbd	117,810	
70300 - COPs--Lease Payments				
70301 - Interest Payments	543,050	526,550	509,600	526,550
70302 - Principal Payments	550,000	565,000	585,000	565,000
70305 - Bank (UMB) Sweep/Admin Fees	3,099	782	-	500
Total HOUSING FUND (Expenses)	8,978,240	8,647,332	1,327,895	8,922,277
Total Expenditures	8,978,240	8,647,332	1,327,895	8,922,277
Net Income	(7,876,249)	(7,512,332)	26,965	(7,820,277)

Ending Balance, December 31	7,856,990	344,658	371,623	

PLEASE SEE DETAILS OF THE 2023 PROPOSED BUDGET for FIRE PLACE HOUSING on the following pages

**FIRE PLACE OPERATIONS BUDGET
2023**

UNIT TYPE	# UNITS	SF PER UNIT	TOTAL SF
3BR Single Family Home	1	1752	1752
3BR Townhome	4	1611	6444
2BR Townhome	4	1273	5092
3BR Loft	1	1811	1811
2BR Flat Apartment	1	1124	1124
1BR Flat Apartment	1	768	768
Studio Loft	1	890	890
Studio Apartment	2	592	1184
TOTAL UNITS	15		

CASH FLOW SUMMARY

TOTAL # UNITS	15
NET LEASABLE SF	19,065

TENANT	TYPE OF TENANT	# OCCUPANTS	APCHA RATES	PROPOSED RATES	# UNITS	INCOME PER MONTH
Efficiency Studio Unit 104	Hardenbergh	AFD Career	1 \$ 600.00	\$ 600.00	1	\$ 600.00
Efficiency Studio Unit 211	Josselyn	AFD Career	1 \$ 600.00	\$ 600.00	1	\$ 600.00
Efficiency Studio Unit 304	Orsi	AFD Career	1 \$ 600.00	\$ 600.00	1	\$ 600.00
Total = 3						\$ 1,800.00
One Bedroom Unit 201	Shoesmith	AFD Career	1 \$ 600.00	\$ 600.00	1	\$ 600.00
Total = 1						\$ 600.00
Two Bedroom Unit 101	Richardson/Barrett	AFD Vol / MRA	2 \$ 1,200.00	\$ 1,200.00	1	\$ 1,200.00
Two Bedroom Unit 102	Walker	APD	2 \$ 1,400.00	\$ 1,400.00	1	\$ 1,400.00
Two Bedroom Unit 202	Hager	AFD Admin	2 \$ 1,400.00	\$ 1,400.00	1	\$ 1,400.00
Two Bedroom Unit 301	Makoff	RFFR	2 \$ 1,400.00	\$ 1,400.00	1	\$ 1,400.00
Two Bedroom Unit 302	Severin	APD	2 \$ 1,400.00	\$ 1,400.00	1	\$ 1,400.00
Total = 5						\$ 5,600.00
Three Bedroom Unit 103	Smith	AFD Admin	3 \$ 1,800.00	\$ 1,800.00	1	\$ 1,800.00
Three Bedroom Unit 105	Thomas	RFFR	3 \$ 1,800.00	\$ 2,100.00	1	\$ 2,100.00
Three Bedroom Unit 212	Lasser	AFD Vol	4 \$ 1,500.00	\$ 1,500.00	1	\$ 1,500.00
Three Bedroom Unit 303	Malik	APD	5 \$ 2,100.00	\$ 2,100.00	1	\$ 2,100.00
Three Bedroom Unit 305	PC Dispatch	PC Dispatch	? \$ 2,100.00	\$ 2,100.00	1	\$ 2,100.00
Total = 5						\$ 8,500.00
Three Bedroom Single Family House	Andersen	AFD Career	4 \$ 1,800.00	\$ 1,800.00	1	\$ 1,800.00
Total = 1						\$ 1,800.00
		33			15	\$ 20,600.00 / mo.

EFFECTIVE GROSS INCOME 15 \$ 247,200.00 / year

Vacancy 2 months of vacancy (2 units x 1 month each) \$ (2,700.00)

Application Fee \$ 360.00

NET \$ 244,860.00

Property Tax	\$ -	per unit per year	no tax if non-profit per assessor	\$ -
Insurance Liability and Comprehensive	\$ 62.68	per unit per month	\$1k deductible, umbrella, mgmt, soup to nuts	\$ (11,283.00)
Advertising, office expenses, Website Maintenance, software etc	\$ 600.00	per year	N/A	\$ (600.00)
Tenant screening	\$ 360.00	per year		\$ (360.00)
Legal		per year	COVERED BY AFPD GF	\$ -
Accounting		per year	COVERED BY AFPD GF	\$ -
On-site Management (Romero Monthly)	\$ 2,147.00	per month		\$ (25,764.00)
Romero New Lease \$562 ea Renewal Lease \$375 ea	\$ 6,186.00	per year		\$ (6,186.00)
Common Utilities, Water, Trash, Electric, Alarm system monitoring, Phone line for elevator	\$ 30,800.00	per year	ACTUAL TO BE VERIFIED AND ADJUSTED	\$ (30,800.00)
Elevator maintenance, Fire & Safety, Window cleaning	\$ 7,110.00	per year	ACTUAL TO BE VERIFIED AND ADJUSTED	\$ (7,110.00)
General Maintenance	\$ 16,303.00	per year		\$ (16,303.00)
HVAC Repairs and maintenance	\$ 4,894.00	per year		\$ (4,894.00)
Other Maintenance items and equipment (painting, irrigation, landscaping)	\$ 8,785.00			\$ (8,785.00)
North 40 Park use fee	\$ 3,400.00	per year		\$ (3,400.00)
Maintenance Reserve / FFE Reserve	\$ 3,504.00	per unit per year		\$ (52,560.00)
Capital Repair/Replacement Reserve	\$ 4,350.00	per unit per year		\$ (65,250.00)

TOTAL OPERATING EXPENSES \$ (233,295.00)

NET OPERATING INCOME \$ 11,565.00

2023 Budget Analysis

Fire Place (AFPD Housing)

		2022	2022	2023	2022 Proforma	
		Proforma	Approved	Proposed	Budget vs. 2023	
			Budget	Budget	Budget vs. 2023	Proposed Budget
		Jul-Dec		Jan-Dec	\$ Variance	% Variance
Operating Income & Expense						
Income						
4000	RENTAL					
4010	Rental Revenue - Apartment Units	75,863	-	244,500	168,637	222%
	Total RENTAL	75,863	-	244,500	168,637	222%
4500	FEES					
4530	Application Fee Revenue	700	-	360	(340)	-49%
	Total FEES	700	-	360	(340)	-49%
4600	OTHER REVENUE					
4710	Operating Interest Revenue	0	-	-	(0)	-100%
	Total OTHER REVENUE	0	-	-	(0)	-100%
	Total Operating Income	76,563	-	244,860	168,297	220%
Expense						
6000	OFFICE & ADMINISTRATION EXPENSES					
6010	Office Supply & Admin	17	-	240	224	1355%
6025	Technology & Website	78	-	360	282	361%
	Total OFFICE & ADMINISTRATION EXPENSES	95	-	600	505	534%
6050	PROFESSIONAL FEES					
6060	Tenant Screening	300	-	360	60	20%
	Total PROFESSIONAL FEES	300	-	360	60	20%
6100	MANAGEMENT SERVICES					
6110	Management Services - TRG	11,236	-	25,764	14,528	129%
6113	Management Services - Leasing Fee - TRG	-	-	1,686	1,686	100%
????	Management Services - Renewal Fee - TRG	-	-	4,500	-	-
	Total MANAGEMENT SERVICES	11,236	-	31,950	20,714	184%
	INSURANCE					
6155	Property/Building Insurance	5,642	-	11,283	5,642	100%
	Total INSURANCE	5,642	-	11,283	5,642	100%
	HVAC - HEAT, VENTILATION, AIR					
6320	HVAC - Heat, Ventilation, Air - TRG	-	-	3,294	-	-
6321	HVAC - Heat, Ventilation, Air - OC	-	-	1,600	1,600	100%
	Total HVAC - HEAT, VENTILATION, AIR	-	-	4,894	4,894	100%
6300	GENERAL MAINTENANCE					
6311	Building Maintenance - OC	-	-	1,800	1,800	100%
6312	Unit Repair & Maintenance - TRG	112	-	2,275	2,163	1931%
6313	Unit Repair & Maintenance - OC	-	-	925	925	100%
6314	Contractor Warranty Management	342	-	1,000	658	192%
6315	Repairs & Maintenance	188	-	5,200	5,012	2668%
6322	Unit Repair & Maintenance - Work Orders	-	-	813	813	100%
6323	Unit Move Out Inspections	-	-	650	650	100%
6340	Garage Repairs & Maintenance	205	-	-	(205)	-100%
6350	On-Call Services	1,190	-	3,640	2,450	206%
	Total GENERAL MAINTENANCE	2,036	-	16,303	14,266	701%
	PAINTING - TRG					
6334	Painting - TRG	-	-	650	650	100%
	Total PAINTING - TRG	-	-	650	650	100%
	EQUIPMENT					
6390	Maintenance Supplies & Equipment	-	-	2,400	2,400	100%
6392	Unit Appliance & Equipment	-	-	1,200	1,200	100%
	Total EQUIPMENT	-	-	3,600	3,600	100%
	LANDSCAPE & IRRIGATION					
6401	Landscaping & Irrigation - TRG	145	-	2,325	2,180	1503%
6402	Landscaping & Irrigation - OC	687	-	-	(687)	-100%
6405	Landscaping & Irrigation Supplies & Equipment	-	-	1,010	-	-
	Total LANDSCAPE & IRRIGATION	832	-	3,335	2,503	301%

2023 Budget Analysis
Fire Place (AFPD Housing)

		2022 Proforma	2022 Approved Budget	2023 Proposed Budget	2022 Proforma Budget vs. 2023 Proposed Budget	
		Jul-Dec		Jan-Dec	\$ Variance	% Variance
6500	JANITORIAL					
6520	Janitorial Supplies & Equipment	-	-	1,200	1,200	100%
	Total JANITORIAL	-	-	1,200	1,200	100%
6600	OUTSIDE CONTRACTOR SERVICE					
6605	Elevator Maintenance	-	-	2,450	2,450	100%
6615	Fire & Safety	-	-	2,800	2,800	100%
6630	Key/Lock Replacement	-	-	60	60	100%
6660	Window Cleaning	-	-	1,800	1,800	100%
	Total OUTSIDE CONTRACTOR SERVICE	-	-	7,110	7,110	100%
6850	UTILITIES					
6855	Electricity	321	-	-	(321)	-100%
6857	Garage Electricity	2,052	-	5,520	3,468	169%
6865	Water	2,605	-	9,600	6,995	268%
6866	Sewer	1,262	-	5,060	3,798	301%
6870	Trash & Recycling	1,399	-	5,340	3,941	282%
6882	Telephone-Fire AlarmMonitoring	480	-	1,920	1,440	300%
6884	Telephone-Elevator	1,380	-	3,360	1,980	143%
	Total UTILITIES	9,500	-	30,800	21,300	224%
6900	OTHER					
6921	North 40 Park use fee	-	-	3,400	3,400	100%
	Total OTHER	-	-	3,400	3,400	100%
	Total Operating Expense	29,641	-	115,484	85,844	290%
	Net Operating Income	46,922	-	129,376	82,454	176%
	OTHER EXPENSE					
9110	Reserve Funding	-	-	117,810	117,810	100%
	Total OTHER EXPENSE	-	-	117,810	117,810	100%
	Net Income	46,922	-	11,566	(35,356)	-75%

2023 Proposed Budget by Month Fire Place (AFPD Housing) Jan - Dec 2023

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Total
Operating Income & Expense													
Income													
RENTAL													
Rental Revenue - Apartment Units	20,600	20,600	20,600	20,600	20,600	20,600	20,600	20,600	17,900	20,600	20,600	20,600	244,500
Total RENTAL	20,600	20,600	20,600	20,600	20,600	20,600	20,600	20,600	17,900	20,600	20,600	20,600	244,500
FEEES													
Application Fee Revenue	-	-	-	-	-	-	-	-	360	-	-	-	360
Total FEEES	-	-	-	-	-	-	-	-	360	-	-	-	360
Total Operating Income	20,600	20,600	20,600	20,600	20,600	20,600	20,600	20,600	18,260	20,600	20,600	20,600	244,860
Expense													
OFFICE & ADMINISTRATION EXPENSES													
Office Supply & Admin	20	20	20	20	20	20	20	20	20	20	20	20	240
Technology & Website	30	30	30	30	30	30	30	30	30	30	30	30	360
Total OFFICE & ADMINISTRATION EXPENSES	50	50	50	50	50	50	50	50	50	50	50	50	600
PROFESSIONAL FEES													
Tenant Screening	-	-	-	-	-	-	-	-	360	-	-	-	360
Total PROFESSIONAL FEES	-	-	-	-	-	-	-	-	360	-	-	-	360
MANAGEMENT SERVICES													
Management Services - TRG	2,147	2,147	2,147	2,147	2,147	2,147	2,147	2,147	2,147	2,147	2,147	2,147	25,764
Management Services - Leasing Fee - TRG	-	-	-	-	-	-	-	-	1,686	-	-	-	1,686
Management Services - Renewal Fee - TRG	-	-	-	-	-	-	-	-	4,500	-	-	-	4,500
Total MANAGEMENT SERVICES	2,147	2,147	2,147	2,147	2,147	2,147	2,147	2,147	8,333	2,147	2,147	2,147	31,950
INSURANCE													
Property/Building Insurance	940	940	940	940	940	940	940	940	940	940	940	940	11,283
Total INSURANCE	940	940	940	940	940	940	940	940	940	940	940	940	11,283
HVAC - HEAT, VENTILATION, AIR													
HVAC - Heat, Ventilation, Air - TRG	-	-	-	-	-	-	-	-	950	975	838	531	3,294
HVAC - Heat, Ventilation, Air - OC	-	-	-	-	-	-	-	-	400	400	400	400	1,600
Total HVAC - HEAT, VENTILATION, AIR	-	-	-	-	-	-	-	-	1,350	1,375	1,238	931	4,894
GENERAL MAINTENANCE													
Building Maintenance - OC	200	-	-	-	-	-	-	-	400	400	400	400	1,800
Unit Repair & Maintenance - TRG	175	175	219	175	175	219	175	219	175	175	175	219	2,275
Unit Repair & Maintenance - OC	125	-	-	-	-	-	-	-	200	200	200	200	925
Contractor Warranty Management	500	-	-	-	-	500	-	-	-	-	-	-	1,000
Repairs & Maintenance	400	400	500	400	400	500	400	500	400	400	400	500	5,200
Unit Repair & Maintenance - Work Orders	63	63	78	63	63	78	63	78	63	63	63	78	813
Unit Move Out Inspections	50	50	63	50	50	63	50	63	50	50	63	50	650
On-Call Services	280	280	350	280	280	350	280	350	280	280	280	350	3,640
Total GENERAL MAINTENANCE	1,793	968	1,209	968	968	1,709	968	1,209	1,568	1,568	1,568	1,809	16,303
PAINTING - TRG													
Painting - TRG	50	50	63	50	50	63	50	63	50	50	50	63	650
Total PAINTING - TRG	50	50	63	50	50	63	50	63	50	50	50	63	650

2023 Proposed Budget by Month Fire Place (AFPD Housing) Jan - Dec 2023

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Total
EQUIPMENT													
Maintenance Supplies & Equipment	200	200	200	200	200	200	200	200	200	200	200	200	2,400
Unit Appliance & Equipment	-	-	-	-	-	-	-	-	300	300	300	300	1,200
Total EQUIPMENT	200	200	200	200	200	200	200	200	500	500	500	500	3,600
LANDSCAPE & IRRIGATION													
Landscaping & Irrigation - TRG	-	-	-	150	300	375	300	375	300	300	225	-	2,325
Landscaping & Irrigation Supplies & Equipment	-	-	-	800	50	20	50	20	50	20	-	-	1,010
Total LANDSCAPE & IRRIGATION	-	-	-	950	350	395	350	395	350	320	225	-	3,335
JANITORIAL													
Janitorial Supplies & Equipment	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Total JANITORIAL	100	100	100	100	100	100	100	100	100	100	100	100	1,200
OUTSIDE CONTRACTOR SERVICE													
Elevator Maintenance	-	-	-	-	-	-	-	-	550	400	1,500	-	2,450
Fire & Safety	-	-	-	-	-	-	-	2,800	-	-	-	-	2,800
Key/Lock Replacement	5	5	5	5	5	5	5	5	5	5	5	5	60
Window Cleaning	-	-	-	900	-	-	-	-	-	-	900	-	1,800
Total OUTSIDE CONTRACTOR SERVICE	5	5	5	905	5	5	5	2,805	555	405	2,405	5	7,110
UTILITIES													
Common Area Electricity	635	635	635	635	215	215	215	215	215	635	635	635	5,520
Water	800	800	800	800	800	800	800	800	800	800	800	800	9,600
Sewer	1,265	-	-	1,265	-	-	1,265	-	-	1,265	-	-	5,060
Trash & Recycling	445	445	445	445	445	445	445	445	445	445	445	445	5,340
Alarm System Monitoring	480	480	480	480	480	480	480	445	445	480	445	445	5,340
Telephone for Elevator alarm	280	280	280	280	280	280	280	280	280	280	280	280	3,360
Total UTILITIES	3,905	2,160	2,160	3,905	1,740	1,740	3,485	1,740	1,740	3,905	2,160	2,160	30,800
OTHER													
North 40 Park use fee	850	-	-	850	-	-	850	-	-	850	-	-	3,400
Total OTHER	850	-	-	850	-	-	850	-	-	850	-	-	3,400
Total Operating Expense	10,040	6,620	6,874	11,065	6,550	7,349	9,145	9,649	15,896	12,210	11,382	8,705	115,484
Net Operating Income	10,560	13,980	13,726	9,535	14,050	13,251	11,455	10,951	2,364	8,390	9,218	11,895	129,376
OTHER EXPENSE													
Reserve Funding	9,818	9,818	9,818	9,818	9,818	9,818	9,818	9,818	9,818	9,818	9,818	9,818	117,810
Total OTHER EXPENSE	9,818	9,818	9,818	9,818	9,818	9,818	9,818	9,818	9,818	9,818	9,818	9,818	117,810
Net Income	743	4,163	3,908	(282)	4,233	3,433	1,638	1,133	(7,453)	(1,427)	(600)	2,077	11,566

Fire Place (AFPD Housing) - TRG Labor Schedule ESTIMATE

Activity	Winter										Summer										Off Season										Annual Labor
	21 weeks Nov 25 - April 14					15 weeks June 5 - Sept 15					16 weeks April 14 - June 3 & Sept 16 to Nov 24																				
	Estimated Hours per Service	# of Services per week	Hours Per week	Total Hours per Season	AVG Bill Rate	Estimated Hours per Service	# of Services per week	Hours Per week	Total Hours per Season	AVG Bill Rate	Estimated Hours per Service	# of Services per week	Hours Per week	Total Hours per Season	AVG Bill Rate	Estimated Hours per Service	# of Services per week	Hours Per week	Total Hours per Season	AVG Bill Rate											
6310-Building Maintenance-TRG	2	1	2	42	\$50	2	1	2	30	\$50	1	2	16	32	\$50	1	2	16	32	\$50	1,500										
Property Checks	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	-										
BID Project Replacement	0	0.5	0	21	\$50	0	0	0	0	\$50	0.5	1	0	0	\$50	2	2	0	0	\$50	-										
Exterior Structure Repairs	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	-										
Exterior Stairwell Cleanup	0	1	0	21	\$50	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	-										
Oil Waste Station	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	-										
Trash dumpster	2	0	0	0	\$50	2	0	0	0	\$50	2	0	0	0	\$50	2	0	0	0	\$50	-										
			2.0					2.0					2.0					2.0			1,500										
Painting - TRG	1	0.25	0.25	21	\$50	0.25	0.25	0.25	3.75	\$50	0.25	0.25	0.25	1.88	\$50	0.25	0.25	0.25	4	\$50	200										
Removal (water)	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	-										
Snow Removal	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	-										
Snow Removal	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	-										
Landscaping & Irrigation	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	-										
Landscaping	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	-										
Irrigation	0.75	0	0	0	\$50	2	1.5	1.5	22.5	\$50	2	1.5	1.5	1.25	\$50	2	1.5	1.5	24	\$50	1,200										
			0					1.5					1.25					1.5			1,200										
Parking Enforcement	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	-										
Parking Enforcement	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	-										
HVAC	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	-										
Mechanical Checks (prevent)	0.75	1	0.75	21	\$100	0	0	0	0	\$100	0.25	0.25	0.25	3.00	\$100	0.25	0.25	0.25	1.88	\$100	1,800										
HVAC Cleaning (prevent)	8	0	0	0	\$100	0	0	0	0	\$100	0	0	0	0	\$100	0	0	0	0	\$100	-										
HVAC Repairs & Maintenance	1.25	0.25	0.3125	21	\$100	0.25	0.25	0.3125	4.6875	\$100	0.25	0.25	0.25	4.6875	\$100	0.25	0.25	0.25	5	\$100	500										
HVAC Repairs	0	0	0	0	\$100	0	0	0	0	\$100	0	0	0	0	\$100	0	0	0	0	\$100	-										
			1.0625					2.3125					3.688					2.4375			3,900										
Unit Repairs & Maintenance	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	-										
Contractor Warranty Management	0	1	0	21	\$50	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	-										
Move-In/Move-Out Inspections	1	0.25	0.25	21	\$50	0.25	0.25	0.25	3.75	\$50	0.25	0.25	0.25	1.88	\$50	0.25	0.25	0.25	4	\$50	200										
			1.4375					1.4375					1.078					1.4375			1,150										
Garage Repairs & Maintenance	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	-										
Parking Lot/Garage Sweeping	0	1	0	21	\$50	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	-										
Parking Lot/Garage Power Washing	0	0	0	0	\$50	0.0025	0.0025	0	0	\$50	0.0025	0.0025	0	0	\$50	0.0025	0.0025	0	0	\$50	-										
Common Area Housekeeping	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	0	0	0	0	\$50	-										
Elaborator	0	2	0	21	\$42	0	0	0	0	\$42	0	0	0	0	\$42	0	0	0	0	\$42	-										
Storage Room	0	1	0	21	\$42	0	0	0	0	\$42	0	0	0	0	\$42	0	0	0	0	\$42	-										
Frontal Center	0	2	0	21	\$42	0	0	0	0	\$42	0	0	0	0	\$42	0	0	0	0	\$42	-										
Public Restroom (near fitness)	0	2	0	21	\$42	0	0	0	0	\$42	0	0	0	0	\$42	0	0	0	0	\$42	-										
Stairwells	0	1	0	21	\$42	0	0	0	0	\$42	0	0	0	0	\$42	0	0	0	0	\$42	-										
Stairwells	0	0	0	0	\$42	0	0	0	0	\$42	0	0	0	0	\$42	0	0	0	0	\$42	-										
On Call	1	7	7	21	\$10	7	7	15	105	\$10	7	7	16	112	\$10	7	7	16	112	\$10	1,120										
After Hours On Call (daily charge)	1	7	7	21	\$10	7	7	15	105	\$10	7	7	16	112	\$10	7	7	16	112	\$10	1,120										
AFPLabor by Season					\$ 1,470				\$ 1,050				\$ 1,050					\$ 1,120			\$ 3,640										
Total Annual AFP Labor Estimate					\$ 25,153				\$ 8,409				\$ 9,170					\$ 25,153			\$ 25,153										

ROI FIRE & BALLISTICS EQUIPMENT, INC
 10373 W 6TH AVENUE
 LAKEWOOD, CO 80215
 Scott Compton 303-919-3701

DATE: 07.28.22
 QUOTE #: 09145C

QUOTE TO:

Aspen Fire Dept
 ATTN: Chief Anderson
 Aspen, CO



*Previously Approved
 ordered / reserved*

**QUOTE
 MSA G1 AIR PACKS**

DESCRIPTION: PRICE QUOTE ON MSA G1 FIRE SERVICE AIR PACKS & MISC.

SALESPERSON

DUE DATE

QUANTITY	PART NUMBER	DESCRIPTION	MSRP	UNIT PRICE	EXT. TOTAL
44.00	MSA-A-G1FS	MSA G1 SCBA FIRE SERVICE AIR PACK -58,435 lbt INCLUDES/FEATURES:	\$9,013.00	\$6,085.00	2,677,740.00
		4 4500 PSI			
		2 CGA THREADED REMOTE CONNECTION			
		2 STANDARD W/CHEST STRAP			
		M METAL BAND			
		A ADJUSTABLE LUMBAR			
		2 SOLID COVER			
		C CONTINUOUS			
		0 STANDARD TRANS-FILL UNIVERSAL RIT CONNECTION			
		L LEFT CHEST			
		A PASS RIGHT SHOULDER			
		R LITHIUM-ION RECHARGEABLE			
36.00	TRANSFILL & POUCH	3. TRANSFILL HOSE W/ POUCH (POUCH ONLY - \$275)	\$1,216.00	\$850.00	30,600.00
8.00	POUCH ONLY	TRANSFILL POUCH ONLY	\$369.00	\$275.00	2,200.00
44.00	10161810	G1 MASK- MED. 4-POINT ADJ CLOTH HARNESS	\$568.51	\$385.00	16,940.00
22.00	10161810	G1 MASK- MED. 4-POINT ADJ HARN, EXTRAS, 2 RIT	\$568.51	\$385.00	8,470.00
44.00	10156424-SP	4500 PSI 45 MINUTE LOW-PROFILE CYLINDERS- FREE	\$1,724.69	\$1,148.00	50,512.00
2.00	10206311	G1 RIT PACK, 4500, Med FPC, 6 QF URG, EXT II	\$5,928.54	\$4,495.00	8,990.00
2.00	10156424-SP	4500 PSI 60 MINUTE CYLINDERS FOR RIT PACKS	\$2,114.09	\$1,395.00	2,790.00
30.00	10148741-SP	SPARE G1 BATTERIES- INCLUDED AT N/C	\$526.05	\$0.00	-
5.00	10158385	BATTERY CHARGER 6-BANK- INCLUDED AT N/C	\$1,018.91	\$0.00	-
1.00	FIT-TESTING	FIT-TESTING FOR ALL ASPEN FIREFIGHTERS INCLUDED	\$0.00	\$0.00	-
1.00	TRADE-IN	TOWARDS EXISTING MTS, FACE-PIECES & CYLINDERS	-\$12,000.00	\$	(12,000.00)
SUBTOTAL			\$	\$	376,242.00
FREIGHT			\$	\$	
SALES TAX			\$	\$	
TOTAL			\$	\$	376,242.00

NOTES:
 1. MSA G1 AIR PACKS COME WITH A 15 YEAR MANUFACTURER'S WARRANTY.
 2. ROI FIRE & BALLISTICS EQUIPMENT CAN PROVIDE ON-SITE ANNUAL NFPA FLOW TESTING ON YOUR MSA G1 AIR PACKS.

Lion Bullex BULLSEYE Digital Simulation Package

Ships from Manufacturer

Expected Lead Time: 4-6 weeks

\$13,572.25

SKU LN BEPB03-8"

BULLSEYE™ DIGITAL FIRE EXTINGUISHER TRAINING SYSTEM



NOTE: Product assembly not shown. This photo shows an optional extension.

Click to expand



Package Base

Quantity

Add to cart

Buy with Pay

[More payment options](#)



BULLSEYE™ DIGITAL FIRE EXTINGUISHER TRAINING SYSTEM

Realistic, hands-on fire extinguisher training

LASERS SIMULATE THE DISCHARGE OF ACTUAL EXTINGUISHERS FOR A COMPLETELY CLEAN, SAFE TRAINING EXPERIENCE

Don't let the first time they handle an extinguisher be during a real fire. Prepare them to successfully put out a fire using the BullsEye Digital Fire Extinguisher Training System.

TRAIN ANYWHERE.

The BullsEye allows you to train in places where emergencies may really occur, like schools, workplaces or the home. Training can now take place completely indoors, allowing you to train anywhere, anytime. With the BullsEye's quick connects, one person can plug the system in, set it up and be ready to train in just one minute. Quickly relocate the system during training to change up the evolution and test your trainees' skills.

TEST THEIR SKILLS.

Make sure they're prepared for a real fire by testing their skills – sensors allow the BullsEye to sense trainees' actions and respond like a real fire. The flames

will only subside and go out if the trainee uses the proper P.A.S.S. (Pull the extinguisher pin. Aim the nozzle low at the base of the fire. Squeeze the lever above the handle. Sweep the nozzle from side to side.) method. BullsEye extinguishers are set to discharge for the same amount of time as a real extinguisher, and are weighted accordingly 5lb (2.5kg), 10lb (6kg) or 20lb (9kg) to closely simulate actual extinguishers. Smoke generators emit the proper amount of smoke based on the size of the fire and time since ignition to further enhance the realism of the evolution.

SPEND MORE TIME TRAINING, LESS TIME CLEANING UP.

The BullsEye uses lasers to simulate the discharge of actual extinguishers for a completely clean and safe training experience. Similarly, our training smoke does not leave a residue, so your trainees can enjoy effective training without the hazards of conventional extinguisher training.



AVAILABLE PRODUCTS: A. R.A.C.E. Station B. BullsEye Extinguisher Carrying Case C. BullsEye Laser Extinguishers D. NFPA "Fire Extinguishers at Work" DVD E. Power Supply F. BullsEye Panel G. Standard Remote H. BullsEye Transport Case I. iPad & Tablet Control J. SG1000 Smoke Generator (with battery base)

(Not Shown: 7X SmartExtinguishers, Recharge Accessories and Extinguisher Carrying Case)

NOTE: Product availability and design may differ based on market location.

BULLSEYE™ DIGITAL FIRE EXTINGUISHER TRAINING SYSTEM

Specifications

PATENTED FEATURES

- **Extinguishers:** Air/Water SmartExtinguishers® or waterless laser extinguishers interact with sensors embedded in the panel
- **Extinguisher Sensing Control System:** Varies flames automatically based on SmartExtinguisher or BullsEye extinguisher input
- Combustible materials, flammable liquids, flammable gas and electrical fire class settings
- Difficulty level settings (Levels 0 -10)
- Custom training scenarios
- Electronic training records

PHYSICAL SPECIFICATIONS

- **Overall Base Unit Dimensions:** 28 ½" x 26" x 4 ¾" (72 cm x 66 cm x 12 cm)

- **Base Unit:** Stainless Steel
- **Base Unit Weight:** 31 lbs. (14kg.)

CONTROLS

- Wireless IR remote
- Optional wireless touch screen tablet

SMARTEXTINGUISHER

- **Air Pressure Connection:** Schrader Valve
- **Recommended Pressure:** 100 PSI (690 kPa)
- **Maximum Pressure:** 110 PSI (758 kPa)
- **Minimum Pressure:** 90 PSI (620 kPa)
- **Fill Volume:** 5X: 4 liters, 7X: 6 liters
- **Volume/Trainee:** 5X: 0.80 liters, 7X: 0.85 liters

BULLSEYE EXTINGUISHER

- Infrared signal with green laser display
- **Maximum Output:** 5mW
- **Wave Length:** 532nm
- Class 3R laser product
- Speaker simulating extinguisher discharge

- Ultrasonic emitter for extinguisher distance detection
- Extinguisher type detection
- Rechargeable NIMH 7.2 V

BULLSEYE EXTINGUISHER CHARGER

100-240V AC, 50/60Hz, 0.6A input, 12V DC, 1.5A output

CLASSES OF FIRE (BY COUNTRY)						
FUEL SOURCE	EN (US)	EN (UK)	DE	ES	FR	NL
Combustible Materials	Class A	Class A	Klasse A	Clase A	Classe A	Klasse A
Flammable Liquids	Class B	Class B	Klasse B	Clase B	Classe B	Klasse B
Flammable Gas	-	Class C	Klasse C	Gas Inflammable	Classe C	Klasse C
Electrical	Class C	Electrical	Elektrik	Clase C	Risques Electriques	Elektrisch

AVAILABLE PRODUCTS: A. R.A.C.E. Station B. BullsEye Extinguisher Carrying Case C. BullsEye Laser Extinguishers D. NFPA "Fire Extinguishers at Work" DVD E. Power Supply F. BullsEye Panel G. Standard Remote H. BullsEye Transport Case I. iPad & Tablet Control J. SG1000 Smoke Generator (with battery base)

(Not Shown: 7X SmartExtinguishers, Recharge Accessories and Extingisher Carrying Case)



NOTE: Product availability and design may differ based on market location.

Popular Packages

COMPONENT	BASE	PLUS	TRAINER'S	ULTIMATE
BullsEye™ Digital Fire Extinguisher Training System, V3 (Water-enabled option also available)	1	1	1	1
BullsEye™ Transport Case	1	1	1	1
BullsEye™ 2 kg/5 lb Dry Chemical Digital Laser Extinguisher	1	2	2	2
5X SmartExtinguisher	1	2	2	2
Extinguisher Transport Case*	1	1	1	1
Air Compressor with Accessories**	1	1	1	1
NFPA Fire Extinguishers at Work DVD		1	1	1
iPad with iPad Software Install		1	1	1
Training Record Management Software			1	1
Scenario Customization Software			1	1
R.A.C.E.™ Station			1	1
SG1000™ Smoke Generator with Wall Power Base				1
SG1000™ Smoke Generator Battery Base Only				1
Smoke Liquid (1 Liter)				1
Smoke Liquid (5 Liter)				1

* Extra carrying case is added when water-enabled BullsEye is selected

** Only available with water-enabled BullsEye™



Lion Construction & Paving LLC
PO BOX 1258
Silt, CO 81652 US
970-201-4617
pavingcolorado@gmail.com
www.copavingpros.com

Estimate

ADDRESS

North 40 Fire Station (FCI)

ESTIMATE #

1622

DATE

09/01/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Seal Coat	Fill cracks with with superflex Hot Tar Material Seal Asphalt with paviseal asphalt emulsion \$8500. Striping \$1200.	1	9,700.00	9,700.00
				TOTAL	\$9,700.00

Accepted By

Accepted Date

APPD Budget



5160 Parfet St. Unit A4
 Wheat Ridge, CO 80033
 303-481-1989 / 303-907-9368
 info@lvoltage.com

Estimate

ESTIMATE#	1007381000
DATE	12/05/2022
PO#	

CUSTOMER
Aspen FPD 420 E. Hopkins Ave. Aspen CO 81611 970-925-5532

SERVICE LOCATION
Aspen FPD 420 E. Hopkins Ave. Aspen CO 81611 970-925-5532

DESCRIPTION	First-In alerting for station 61 and 62
--------------------	---

Estimate			
Description	Qty	Rate	Total
First-In MCU	2.00	9,495.95	18,991.90
First-In Data Line Surge Prot.	2.00	95.00	190.00
First-In RIU	2.00	831.00	1,662.00
First-In Control Remote	2.00	1,175.95	2,351.90
First-In TIM	2.00	1,199.95	2,399.90
PM - 5	2.00	1,972.00	3,944.00
First-In Dorm Remote (ST61:5, ST62:4)	9.00	898.25	8,084.25
First-In Dorm Remote Flush Mount Hoffman Kit (ST61:5, ST62:4)	9.00	218.25	1,964.25
First-In Satelight Controller (ST61:4, ST62:2)	6.00	599.98	3,599.88
First-In Satelight (ST61:1, ST62:1)	2.00	295.00	590.00
First-In Satelight Mounting Kit- Acoustic Ceiling (ST61:4, ST62:2)	6.00	48.00	288.00
Satelight Mounting Kit- Hoffman Surface Mount (ST61)	1.00	48.00	48.00
First-In Satelight Mounting Kit- Adjustable (ST62)	1.00	48.00	48.00
First-In Speaker Switch (ST61)	1.00	225.00	225.00
First-In Outside Speaker (ST61:1, ST62:2)	3.00	599.98	1,799.94
First-In Alerting End Point w/ 40" Display (ST61:4, ST62:2)	6.00	1,875.00	11,250.00
First-In Doorbell Button (ST61:2, ST62:1)	3.00	225.00	675.00
First-In Emergency Button (ST61:2, ST62:1)	3.00	225.00	675.00

Description	Qty	Rate	Total
TOA 2-Way Outdoor Speaker 30W	8.00	186.00	1,488.00
Allentel Cat5e 24 port patch panel	2.00	103.78	207.56
1U Horizontal Cable Manager	2.00	24.00	48.00
19" Rack shelf	6.00	49.80	298.80
1' Commscope Cat5e Plenum Red	5100.00	0.40	2,040.00
1' CommScope CAT6 Plenum Blue	1200.00	0.52	624.00
16/2 Speaker Wire	520.00	0.27	140.40
3' Cat6 Patch-Cord Red	20.00	3.68	73.60
WestNet 1yr 24/7 Tele Support	1.00	5,968.12	5,968.12
Westnet Shipping and Handling	1.00	3,002.88	3,002.88
Westnet Project Coordination	2.00	2,250.00	4,500.00
First-In Station License	2.00	1,385.00	2,770.00
Dispatch Integration	2.00	1,850.00	3,700.00
Install Supplies - Conduit, Wiremold, Connectors, Fasteners	1.00	1,000.00	1,000.00
Installation Labor Installation and programming	170.00	125.00	21,250.00
Travel Labor Reduced rate travel labor for technician travel	24.00	45.00	1,080.00
Service Vehicle cost surcharge(Fuel, maintenance, Tolls, fees)	800.00	0.62	496.00
Per Diem Per Diem	20.00	55.00	1,100.00
Hotel Hotel Charges per night	8.00	325.00	2,600.00
Aerial Lift Aerial Lift Charge	1.00	395.00	395.00

CUSTOMER MESSAGE

Estimate Total: \$111,569.38

PRE-WORK SIGNATURE

Signed By:

Mitchell and Company, LLC
Quote



mitchell and company

From: Matt Donnelly
Mitchell and Company, LLC
2619 Dolores Way
Carbondale, CO 81623

(970) 704-9003
matt@mitchandco.com

Prepared for: Rick Balentine
Aspen Fire Protection District
420 E Hopkins
Aspen, CO 81611
United States
(970) 925-5532
rick.balentine@aspenfire.com

Quantity	Description	Unit Price	Ext. Price
6.00	One Year Cloud Camera License	132.00	792.00
16.00	~900-500 Labor-Network Device	160.00	2,560.00
1.00	Proposal estimated shipping/freight	75.00	75.00
1.00	Verkada CD52-E Outdoor Dome Camera, 5MP, Zoom Lens, 256GB of Storage, Maximum 30 Days of Retention	1,399.00	1,399.00
5.00	CB51 Bullet Series 30 days retention	1,399.00	6,995.00
		Subtotal:	11,821.00
		Sales Tax:	0.00
		Total:	11,821.00

Signature: _____

Date: _____



2023 SALARY RANGES & COMPENSATION TABLE

2023 Reflects a 3% Cost of Inflation
Adjustment effective 12/25/2022

		Minimum	Midpoint	Maximum
Executive				
Fire Chief	Exempt	\$ 138,560.93	\$ 173,201.15	\$ 207,841.38
		\$ 66.62	\$ 83.27	\$ 99.92
Deputy Chief of Operations	Exempt	\$ 119,031.12	\$ 148,788.89	\$ 178,546.67
		\$ 57.23	\$ 71.53	\$ 85.84
Human Resources Director	Exempt	\$ 91,360.24	\$ 114,200.30	\$ 137,040.36
		\$ 43.92	\$ 54.90	\$ 65.88
Administrative				
Finance Manager	Non-Exempt	\$ 84,739.47	\$ 105,924.34	\$ 127,109.21
		\$ 40.74	\$ 50.93	\$ 61.11
Administrative Captain	Non-Exempt	\$ 100,294.39	\$ 125,368.00	\$ 150,441.58
		\$ 48.22	\$ 60.27	\$ 72.33
Executive Administrative Assistant	Non-Exempt	\$ 54,044.72	\$ 67,555.90	\$ 81,067.08
		\$ 25.98	\$ 32.48	\$ 38.97
Prevention				
Fire Marshal	Exempt	\$ 91,553.17	\$ 114,441.47	\$ 137,329.76
		\$ 44.02	\$ 55.02	\$ 66.02
Deputy Fire Marshal	Non-Exempt	\$ 82,100.08	\$ 102,625.10	\$ 123,150.12
		\$ 39.47	\$ 49.34	\$ 59.21
Operations				
Battalion Chief	Non-Exempt	\$ 100,294.39	\$ 125,368.00	\$ 150,441.58
Lieutenant	Non-Exempt	\$ 84,693.83	\$ 105,867.29	\$ 127,040.76
Firefighter ** See below	Non-Exempt	\$ 57,694.82	\$ 86,366.59	\$ 115,038.37

** The range for firefighters is based on Minimum Salary for a Grade 3 Firefighter and Maximum Salary for a Grade 1 Firefighter per Employer's Council Compensation Methodology Report prepared for Aspen Fire Protection District.



ASPEN FIRE PROTECTION DISTRICT Job Description

Position:	Executive Administrative Assistant
Staff Member Type:	Administrative
Reports To:	Fire Chief
Department:	Administration
FLSA Status:	Full-time; Non-Exempt
Supervisory:	None

GENERAL STATEMENT:

The Executive Administrative Assistant provides a high-level, complex, analytical clerical administrative support to the Fire Chief, Deputy Chief, Human Resources Director, and all members of the Administration and Prevention team which vary widely both in subject matter, level of difficulty and confidentiality. Maintains a high degree of confidentiality on all projects, documents, reports, and events. Performs under general direction.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The District reserves the right to modify or change the duties or essential functions of this job at any time.

- Provides daily administrative and project/process support to the Fire Chief, Deputy Chief, Human Resource Director and all members of the Administration and Prevention staff
- Maintains a high level of professionalism and teamwork in the absence of supervision
- Researches, analyzes, summarizes, compiles, organizes, prepares, and maintains an assortment of files, records, data, and reports in various databases
- Answer telephones, distributes calls and takes messages
- Schedules meetings, coordinates room and meal arrangements, manages conference room schedules and assists with keeping work areas clean and organized
- Responds to public and internal inquires and complaints in a courteous manner; provides information regarding the District's processes and services; resolves complaints or escalates to appropriate staff
- Data entry into multiple computer programs
- Performs back-up payroll duties occasionally in the following areas; biweekly payroll, mandated reporting, payroll taxes, benefit deductions and worker's compensation
- Keeps supervisor apprised of issues and concerns

- Composes, compiles, analyzes, and edits a variety of correspondence, forms, memos, reports, presentations, and other material, maintains and retrieves databased information; ensures accuracy and integrity of data
- Administer and update District website and social media data input
- Responsible for pickup and distribution of mail and communications
- Responsible for maintaining the office in a clean and presentable manner, for the maintenance of all office equipment, and for ordering of all office supplies
- Assists with District events and public interaction, i.e. Fire Prevention Week, Family Night Dinner, Holiday Dinner, staff functions as well as managing use of the District facilities
- Establishes priorities to complete scheduled and assigned work within parameters assigned by the supervisor
- Ensure compliance for various annual deadlines including, but not limited to, elections and the Board of Directors, and legal postings, i.e. Special Districts Transparency Act/Division of Local Government requirements.
- Manage procedures involved in maintaining compliance with Title 32 “Special Districts” legislation, Division of Local Government, and Special Election Code procedures, rules, and regulations
- Prepare and distribute Board packets for District Board meetings; post required meeting notices; record and maintain minutes for District meetings.
- Ensure compliance with State/Federal laws pertaining to, but not limited to: Division of Local Government requirements for government/special district agencies. Ensure compliance with Colorado State Statutes for: District Board meetings and public notices, meeting notices, resolutions, and their publication when necessary, and Board member status. Assist at administrative level with budget and audit reporting and publication requirements.
- Act as Designated Election Official for the District; monitor requirements for election calendar for compliance with state statutes; file information with County Clerk’s office and Division of Local Government; publish necessary public notices as they pertain to election notices, status of elections, etc.
- Conduct and coordinate election, if held; monitor and research election issues that may affect the District.
- Responds to Colorado Open Records Act requests
- Performs other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of the concepts and principles of generally accepted accounting procedures and bookkeeping methods
- Knowledge of computer applications and techniques used in in the completion of daily assignments
- General knowledge of District operations
- Knowledge of the reporting and record keeping requirements of finance and District operations

- Knowledge of QuickBooks, Microsoft Office applications (Word, Excel, PowerPoint), Adobe Acrobat, Google applications, WordPress (or similar website management), Social Media Accounts
- Good organizational, communication and customer service skills
- Mathematical skill to handle required calculations
- Ability to maintain high level of professionalism and exhibit quality customer service skills to both internal and external customers
- Ability to work under stress related to duties that require constant attention to detail and tight deadlines
- Ability to work over-time to meet deadlines
- Ability to exercise considerable judgment and handle confidential information
- Ability to make decisions, solve problems, and meet District objectives
- Ability to use independent judgment and discretion to perform tasks in routine and non-routine situations
- Ability to learn and apply new skills needed in order for completion of duties

EQUIPMENT, ENVIRONMENT, MENTAL, AND PHYSICAL ACTIVITIES

- **Driving:** May drive a District vehicle or personal vehicle in the normal course of business
- **Office equipment:** Daily use of calculator, copier, fax, scanner, and printer
- **Computer equipment:** Daily use of personnel computer; Microsoft Word, Excel, Google Apps and PowerPoint; Adobe Acrobat; Emergency Reporting; Aladtec; WordPress (or similar website products)
- **Other equipment:** shedder, laminator, printer
- **Language skills:** Reads and interprets documents, instructions, and manuals; writes reports and correspondence using proper spelling, grammar, and style; presents information and responds to questions individually and in small groups
- **Mathematical skills:** Performs routine mathematical calculations including fractions, decimals, ratios, percent, and proportions.
- **Reasoning ability:** Interprets instructions in written, oral, or diagram; solves practical problems with little standardization and a variety of concrete variables
- **Physical Activity:** Sits for long periods of time; may walk, stand, bend, stoop, reach climb, carry, and lift for varying periods. Requires continuous and repetitive arm-hand-eye movement
- **Lifting:** May involve lifting and carrying up to 25 pounds for short periods of time
- **Vision and hearing:** Must have visual acuity to see and for short periods of time read paper and electronic documents; must be able to answer telephones, participate in conversations with others and respond to verbal inquires
- **Exposure to environmental conditions:** May be exposed to heat, cold, noise, rain, snow, odors, fumes, traffic, and dust/dirt

MINIMUM QUALIFICATIONS:

Associates Degree from an accredited college in business administration, or related field with a minimum of five years' experience in general office work and customer service experience required. An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered. Must have solid computer skills/proficient with

Microsoft Office applications (Word, Excel, Outlook, PowerPoint) and basic mathematical skills. Excellent communication and business writing skills are required. Valid driver's license required.

The member is required to maintain certifications the employee has at time of hiring or obtains during employment with the District.

HOURS AND WORK SCHEDULE

This is a non-exempt position that includes work during mainly in the daytime, Monday through Friday; with occasional evening and weekend work.

NOTE

Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristic. The list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Unless the member has an executed written contract with the District, employment with the District is terminable at will of either the member or the District, at any time, without notice, cause or any specific disciplinary procedures.

ACKNOWLEDGEMENT:

I have read, understand and agree to comply with the contents of this job description and understand that employment with the Aspen Fire Protection District is terminable at will of either the employee or the Fire District, at any time, without notice, cause or any specific disciplinary procedures.

Print Name: _____

Signature

Date



ASPEN FIRE PROTECTION DISTRICT

Job Description

Position:	Finance Manager
Staff Member Type:	Administrative
Reports To:	Fire Chief
Department:	Administration
FLSA Status:	Full-time; Non-Exempt
Supervisory:	No

GENERAL STATEMENT:

The Finance Manager is responsible for managing all aspects of the District's accounting, financial, payroll, investment and budgetary functions; processes and reports all the District's financial and payroll operations accurately and with integrity; and prepares all records for the District's annual external audit. The Finance Manager focuses on short- to medium-term goals, analyzes District budgets, ensures actions are legally compliant, monitors cash flows, and provides the financials for Board review. Responsibilities have a significant impact on the department's operations, budget, accounting, record keeping, legal filings and customer satisfaction. Duties require considerable attention to detail, flexibility, and ability to meet multiple rigid deadlines.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The District reserves the right to modify or change the duties or essential functions of this job at any time.

General / Revenue and Expenditures

- Facilitates all fiscal-related activities of the District; manages all internal funds by establishing the accounting systems and developing policies and procedures in accordance with generally accepted governmental accounting principles.
- Accurately reports the District's financial position and results of operations.
- Manages District's entire annual operating and debt service budgets; maintains all details of revenue and expenditures, budgeting and other reporting systems in the QuickBooks accounting software, and Excel spreadsheets.
- Develops financial procedures, policies and standards for District operations; follows established internal controls.
- Develops and maintains charts of accounts for all fund classes, and other supporting records for financial transactions.

- Reconciles all balance sheet accounts, actual revenue and expenditure data with comparisons to budgeted revenue and expenditures (actual vs. budget reports); produces month-end financial reports for the Fire Chief and the Board at the monthly Board meeting.
- Prepares year-end closing, reconciliations, and the annual financial statements.
- Directs, monitors, and oversees all the District's cash management and debt administration.
- Monitors and records the collection of mill levy revenue; processes budgeted allocations to multiple different income funds; makes deposits of property taxes collected.
- Monitors balances of multiple cash and investment accounts; schedules and processes frequent interfund transfers.
- Ensures that funds are budgeted and available and prepares documentation for payment.
- Reviews, analyzes and monitors the operating budget, and revenue and expenditures on an on-going basis; implements adjustments as needed; makes financial projections.
- Ensures the accurate posting, recording, balancing, adjusting, and reconciling of figures, data and transactions.
- Reviews and analyzes financial records for accuracy and completeness; researches and resolves accounting issues; prepares corrections as necessary.
- Prepares and enters correcting and adjusting journal entries to update the general ledger and other financial reports.
- Maintains and documents pertinent information that supports financial operations and reports.

Budget Development and Management

- Leads the District's annual comprehensive budget development project; acts as primary participant with the Chief and Deputy Chief in the preparation of preliminary and final versions of the District's annual budget documents and supporting exhibits and reports; reviews and ensures the accuracy of budget documents.
- Forecasts revenues and expenditures taking into account mill levy limits and property value trends; reviews past and anticipated expenditure trends; discusses future needs with managers.
- Prepares detailed payroll and payroll benefits cost breakdowns and long-range capital replacement projections and scenarios; submits certification of tax levies to the County Treasurer and final budget documents to the State.
- Presents draft versions and final version of the annual budget to the District Board of Directors; prepares District Board resolutions related to the final budget.
- Continually reviews all funds' adherence to annual budget; makes suggestions for alignment.

Payroll

- Administers entire payroll process; manages, accurately processes and submits by rigid deadlines the bi-weekly payroll for the District, and unscheduled payrolls as needed.
- Maintains thorough knowledge and understanding of QuickBooks for Small Business with Enhanced Payroll's process and intricacies.
- Receives, organizes, and prepares all payroll information and enters data into the QuickBooks system; prepares and transmits payroll data; receives and reviews payroll reports.
- Reviews, prepares and processes regular time and overtime records for all full-time, part-time and compensated-volunteer staff members of the District.

- Audits, verifies, and distributes paychecks according to the payroll schedule deadlines; administers the direct deposit process; prints unscheduled payroll checks and paystubs.
- Completes and submits accurate and timely payroll reports and payments for Federal withholding and FICA taxes, State withholding and unemployment taxes, 401(a) retirement program contributions, District and employee 457(b) deferred compensation contributions, FPPA pension programs for both career and volunteer firefighters, LOSAP awards, Health Savings Accounts, and miscellaneous other transactions.
- Maintains good knowledge and understanding of career firefighter shift assignments and shift schedules, in order to process payroll accurately.
- Computes career firefighter benefits and pensionable earnings by complex calculations and adjustments.
- Prepares monthly, quarterly, and annual payroll reports, tax reports, and other financial statements in accordance with State and Federal guidelines and District policy including: coordinating and processing staff year-end information to balance with Federal and State filings and IRS specifications; printing and distributing W-2 forms in a timely manner; compiling and submitting accurate reports to required agencies throughout the year; preparing and filing reports required under the Affordable Care Act.
- Maintains and ensures accurate paid time-off and holiday pay records for all personnel.
- Calculates and implements adjustments to pay levels for all employees, including: processing Personnel Action Forms for employment status changes, longevity and merit increases, retroactive salary/pay increases, cost of living and step increases, pay differentials, separations, new hires, and other personnel actions.
- Implements all changes to payroll withholdings and deductions per individual employees' Section 125 benefit elections and salary reduction agreements.
- Prepares and maintains District salary and wage information for management review and annual budget preparation.
- Receives and responds to employees' inquiries regarding payroll, taxes, payroll-related retirement, and post-retirement reporting; payroll-related benefits, deductions, and calculations; research and resolves concerns promptly.
- Responds to and processes notices of unemployment insurance claims against the District; completes wage verifications for workers' compensation and unemployment claims, loans, wage withholding and child support garnishment orders, and other inquiries, as needed.
- Works with management in providing payroll analysis and management reporting; compiles spreadsheets for different payroll scenarios in preparation for development of the annual budget.
- Compiles data and statistical reports for annual payroll reconciliation reports.
- Manages the District's two FPPA (Firefighter and Police Pension Association) Pension Plans for firefighters, including biweekly complex payroll calculations and contributions; produces reports for plan programs; provides updated information to the FPPA to generate an accurate bi-annual actuarial valuation
- Collaborates with Human Resources (HR) regarding benefit plans information, leave administration, workers' compensation billing, and other related information requests.

Accounts Payable and Receivables

- Compiles, monitors, verifies and reconciles all financial data in the District's accounts payable and accounts receivable.
- Processes all accounts payable, providing timely and accurate payments to vendors; reviews and records all invoices, receipts and expenditures and ensures allocation of expenditures to the appropriate fund and account.

- Processes payments of volunteer firefighter fitness/wellness allowances, certification incentives, per diems and other training expenses, and miscellaneous reimbursements.
- Maintains computer records of all transactions; prepares checks according to established internal procedures.
- Performs assigned purchasing functions; reviews purchase orders; reviews expense claims for accuracy and processes for payment.
- Monitors and reconciles District credit card accounts.
- Processes all accounts receivable; generates invoices and monitors collections; receives and processes customer payments; prepares bank deposits.

Audit

- Prepares the year-end closing of accounting records, and reports and summaries for annual audit, and ensures audit compliance.
- Directs and participates in the coordination and preparation of the District's annual financial audit by external auditors; maintains positive relations with the District's independent auditor; schedules meetings with the auditor.
- Develops all annual financial reports in association with the annual audit; includes preparing and reviewing supporting documentation requested by the auditor, investigating questions auditor may have about entries or accounts, and making all adjusting journal entries and budget transfer entries.

Special Assignments and Duties

- Oversees completion of, and ensures compliance with, mandated financial reporting requirements such as the annual audited report, actuary valuations, and other fiscal reports as required.
- Organizes and prepares extensive documents and receipts related to Cooperator Wildfire Incident assignments; processes special payrolls for assigned firefighters; submits extensive documentation to the State for reimbursement of costs, and billing for use of equipment resources.
- Creates essential detailed components of the District's multiple lease versions for the Fire Place Housing and fire station tenants; provides critical comprehensive information to prospective tenants; coordinates income/expense information and budgeting with Fire Place's property managers
- Performs occasional responsible, technical and administrative support duties for the Human Resources division of the District, including responsibility for payroll functions and personnel-related functions.
- Prepares Federal and State grant applications as needed and manages implementation documents after award; maintains records and submits reports and reimbursement requests to the funding agencies or organizations.
- Manages the District's LOSAP (Length of Service Award Program) for volunteer firefighters; calculates annual contributions after review of members' eligibility requirements.
- Archives financial records as needed according to the records retention schedule and maintains compliance and accuracy in all records retention procedures.
- Provides special project support and technical services of a financial nature for District projects.
- Performs special accounting procedures required by special Districts, agencies, and grant administrators.
- Attends District Board meetings, and work sessions as required.

- Completes special assignments as directed by the Fire Chief or District Administrator/HR Coordinator.
- Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

- Thorough knowledge of principles and practices of finance and general accounting services including debit, credit, journal entries and general ledger operations, and generally accepted record keeping, reporting and accounting principles and procedures
- Thorough knowledge of the methods and procedures of budget preparation
- Thorough knowledge of modern office procedures, methods, and equipment including computers, Intuit QuickBooks for Small Business (with Payroll), and supporting word processing and spreadsheet applications, in both Microsoft Office and Google Drive
- Expert skill in creating and maintaining complex spreadsheets and databases
- Ability to effectively use other computer applications such as email, calendar, and various database software, including the District's specialized Aladtec scheduling software and Emergency Reporting record-keeping software
- Advanced analytical skills required to analyze data, recognize trends and resolve complex issues with respect to District needs and future operations
- Skills in performing detailed procedures while maintaining accuracy, quality and productivity
- Good knowledge of federal, state and local laws regarding the operations and financial recordkeeping of a Colorado Special District
- Ability to establish and maintain an effective working relationship with the Fire Chief, the Fire Protection District's Board of Directors, District employees, Career and Volunteer fire personnel, and the public
- Ability to read, write, understand, and communicate clearly and concisely (in English) to effectively perform the essential functions of the position
- Unquestionable integrity; initiative; resourcefulness; dependability
- Ability to consistently exercise sound independent judgment to perform tasks in routine and non-routine situations, and discreetly handle confidential information
- Physical condition commensurate with the demands of the position

In addition to meeting the established minimum qualifications stated below, the ideal candidate will have the following **ATTRIBUTES**:

- Is a motivated, self-directed problem solver with high standards for quality and efficiency.
- Is able to organize work and recognize and set priorities.
- Exhibits critical thinking and excellent problem-solving skills.
- Is able to work independently with minimal supervision.
- Is able to give considerable attention to detail and thoroughness; is capable of completing tasks within critical, and possibly overlapping, deadlines; is able to work under stress related to that constant attention to detail and tight deadlines.

- Is able to work on multiple projects and consistently maintain effectiveness even when experiencing changes in work priorities.
- Possesses strong analytical skills; is able to identify and understand complex problems and apply logical thinking and quantitative methods to gather and analyze information.
- Is a savvy user of information systems with the ability to create financial reports and spreadsheets, maintain data models and to assist with and perform financial analysis.
- Is able to prepare clear and accurate reports, correspondence, procedures and other written materials.
- Possesses excellent communication skills, both written and oral, and the ability to communicate with diverse audiences in a variety of contexts.
- Is a strong collaborator with the ability to develop and maintain work relationships with internal staff, departmental leaders and key stakeholders.
- Has a good ability to identify areas where improvement is needed and take action to implement changes to improve current financial work processes and procedures.
- Has ability to learn and apply new skills as needed in order to complete duties.

EQUIPMENT, ENVIRONMENT, MENTAL, AND PHYSICAL ACTIVITIES

- **Driving:** May drive a District vehicle or personal vehicle in the normal course of business
- **Office equipment:** Daily use of calculator, copier, fax, scanner, and printer
- **Computer equipment:** Daily use of personnel computer; Microsoft Word, Excel, Google Apps, QuickBooks and PowerPoint; Adobe Acrobat; Emergency Reporting; Aladtec
- **Other equipment:** shedder, laminator, printer
- **Language skills:** Reads and interprets documents, instructions, and manuals; writes reports and correspondence using proper spelling, grammar, and style; presents information and responds to questions individually and in small groups
- **Mathematical skills:** Performs routine mathematical calculations including fractions, decimals, ratios, percent, and proportions.
- **Reasoning ability:** Interprets instructions in-written, oral, or diagram; solves practical problems with little standardization and a variety of concrete variables
- **Physical Activity:** Sits for long periods of time; may walk, stand, bend, stoop, reach climb, carry, and lift for varying periods. Requires continuous and repetitive arm-hand-eye movement
- **Lifting:** May involve lifting and carrying up to 25 pounds for short periods of time
- **Vision and hearing:** Must have visual acuity to see and for short periods of time read paper and electronic documents; must be able to answer telephones, participate in conversations with others and respond to verbal inquires
- **Exposure to environmental conditions:** May be exposed to heat, cold, noise, rain, snow, odors, fumes, traffic, and dust/dirt

MINIMUM QUALIFICATIONS:

Bachelor's degree, preferably in Accounting, Finance or Business Administration or related field and/or six years of relevant, progressively responsible experience, including three or more years of experience in business or public agency/special district financial management, payroll administration, and budgeting, preferable including at least one year as a full-time employee of a fire district, fire department or Colorado Special District. An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

The member is required to maintain certifications the employee has at time of hiring or obtains during employment with the District.

HOURS AND WORK SCHEDULE

This is a non-exempt position that includes work during mainly in the daytime, Monday through Friday; with occasional evening and weekend work.

BACKGROUND INVESTIGATION

Prior to hire, candidates will be subject to a comprehensive background investigation. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recent history.

NOTE

Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristic. The list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Unless the member has an executed written contract with the District, employment with the District is terminable at will of either the member or the District, at any time, without notice, cause or any specific disciplinary procedures.

ACKNOWLEDGEMENT:

I have read, understand, and agree to comply with the contents of this job description and understand that employment with the Aspen Fire Protection District is terminable at will of either the employee or the Fire District, at any time, without notice, cause or any specific disciplinary procedures.

Print Name: _____

Signature

Date



ASPEN FIRE PROTECTION DISTRICT Job Description

Position:	Human Resources Director
Staff Member Type:	Administrative
Reports To:	Fire Chief
Department:	Administration
FLSA Status:	Full-time; Exempt
Supervisory:	No

GENERAL STATEMENT:

The Human Resource Director has overall responsibility with the Districts HR functions, including employee relations; compensation and benefits administration; hiring, recruitment; development, implementation and administration of the District employment policies; personnel record-keeping; workers compensation and safety issues; training and workforce development; and compliance with HR laws and regulations.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The District reserves the right to modify or change the duties or essential functions of this job at any time.

- Manages and coordinates the District recruitment, employment, benefits and compensation functions; keeps Fire Chief informed about pertinent issues
- Interprets, evaluates, modifies, updates, and applies administrative and District policies and guidelines
- Provides information to members and management regarding District policies, regulations, and guidelines as it relates to human resources
- Minimizes liability for litigation over labor and employment issues by monitoring employment actions, facilitating effective complaint processes, and advising management on risks
- Works in conjunction with the Chief and Deputy Chief to approve exceptions to policies and procedures
- Consults with the executive team regarding employment-related policies, procedures, rules, and regulations
- Oversees, coordinates, and approves compensation, salary market studies, reclassifications, promotions, pay for performance, performance management, evaluation, and improvement processes

- Develops recommendations regarding appropriate pay levels based upon internal equity and external market data
 - Complies and monitors of all aspects of Worker's Compensation, FMLA, FLSA, ADA, HIPAA, COBRA, benefits administration, unemployment insurance and all other local, state, and federal employment laws
 - Ensures compliance with public health emergencies and develops, updates and revises related and appropriate policies, as needed
 - Oversees, coordinates, and implements effective recruitment, selection, and retention initiatives to attract and retain talented members
 - Perform staff orientation
 - Handles sensitive situations with tact and diplomacy
 - Advises and mentors executive team and supervisors on organizational and personnel issues, member conflicts and performance management
 - Conducts investigations and fact-finding on policy violations and complaints; provides direction and offers recommendations
 - Ensures a safe and healthy work environment for all members by overseeing the Fitness Wellness program and creating an open and safe communication environment
 - Directs the maintenance, retention, and destruction of employee personnel records and other HR documents
 - Administer District's insurance coverages, which include: District property and casualty/liability/vehicle insurance, bond insurance for Board members, Workers' Compensation Insurance, and staff health insurance, as well as administer HRAs, HSAs, LOSAP, Fitness Wellness Allowance, STD and LTD.
 - Assist with benefit-related issues, explanation of coverage and trouble-shooting/fact-finding with the insurance carriers. Resolve staff concerns and provide recommendations for changes prior to the open enrollment process.
 - Assist in filing Workers' Compensation claims for staff when necessary; maintain Workers' Compensation files; prepare annual Workers' Compensation reports.
-
- Administer Fire & Police Pension Association benefits. Process new member information with FPPA; maintain information on retired members and their status. Maintain records/mailings/correspondence with FPPA.
 - Plans and manages workloads effectively
 - Performs other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to establish and maintain good working relationships with other staff members, Board members, business and civic leaders, and the general public
- Knowledge of applicable federal, state, and local regulations
- Knowledge of principles, practices and methodologies of compensation, benefits, and employment administration
- Strong interpersonal, analytical, decision making, problem solving and organizational skills
- Excellent customer service and communication skills
- Strong conflict resolution skills and ability to apply diplomacy to sensitive situations

- Effective and persuasive speaking, writing, and listening skills
- Ability to coordinate and work effectively with a variety of individuals and groups
- Ability to promote and enhance a team-oriented work environment
- Ability to be creative, innovative, and flexible in managing the changing needs of the Authority
- Strong knowledge of general office operations, office equipment, and office management principles and practices
- Strong knowledge of business letter writing and report preparation
- Advanced computer skills in Adobe and Microsoft Office Suite including Excel, Word, Power Point; broad knowledge of other computer applications use in the department
- Ability to work under stress related to duties that require constant attention to detail and tight deadlines
- Ability to meet deadlines
- Ability to exercise considerable judgment and handle confidential information
- Ability to make decisions, solve problems, and meet Authority objectives
- Ability to use independent judgment and discretion to perform tasks in routine and non-routine situations
- Ability to learn and apply new skills needed in order for completion of duties

EQUIPMENT, ENVIRONMENT, MENTAL, AND PHYSICAL ACTIVITIES

- **Driving:** May drive a District vehicle or personal vehicle in the normal course of business
- **Office equipment:** Daily use of calculator, copier, fax, scanner, and printer
- **Computer equipment:** Daily use of personnel computer; Microsoft Word, Excel, Google Apps and PowerPoint; Adobe Acrobat; Emergency Reporting; Aladtec
- **Other equipment:** shredder, laminator, printer
- **Language skills:** Reads and interprets documents, instructions, and manuals; writes reports and correspondence using proper spelling, grammar, and style; presents information and responds to questions individually and in small groups
- **Mathematical skills:** Performs routine mathematical calculations including fractions, decimals, ratios, percent, and proportions.
- **Reasoning ability:** Interprets instructions in written, oral, or diagram; solves practical problems with little standardization and a variety of concrete variables
- **Physical Activity:** Sits for long periods of time; may walk, stand, bend, stoop, reach climb, carry, and lift for varying periods. Requires continuous and repetitive arm-hand-eye movement
- **Lifting:** May involve lifting and carrying up to 25 pounds for short periods of time
- **Vision and hearing:** Must have visual acuity to see and for short periods of time read paper and electronic documents; must be able to answer telephones, participate in conversations with others and respond to verbal inquiries
- **Exposure to environmental conditions:** May be exposed to heat, cold, noise, rain, snow, odors, fumes, traffic, and dust/dirt

MINIMUM QUALIFICATIONS:

Bachelor's degree in human resources, business administration or related field and/or six years of relevant, progressively responsible experience, including two years supervisory/lead experience. Experience in the public sector preferred. SHRM-CP, SHRM-SCP, PHR or SPHR Certificate

preferred. Must have a valid driver's license. An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

The member is required to maintain certifications the employee has at time of hiring or obtains during employment with the District.

HOURS AND WORK SCHEDULE

This is an exempt position that includes work during mainly in the daytime, Monday through Friday; with occasional evening and weekend work.

NOTE

Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristic. The list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Unless the member has an executed written contract with the District, employment with the District is terminable at will of either the member or the District, at any time, without notice, cause or any specific disciplinary procedures.

ACKNOWLEDGEMENT:

I have read, understand and agree to comply with the contents of this job description and understand that employment with the Aspen Fire Protection District is terminable at will of either the employee or the Fire District, at any time, without notice, cause or any specific disciplinary procedures.

Print Name: _____

Signature

Date

ASPEN FIRE PROTECTION DISTRICT



420 E. Hopkins Ave.
Aspen, CO 81611
(970) 925-5532

RESOLUTION TO ADOPT BUDGET

Series of 2022 #12-01

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE ASPEN FIRE PROTECTION DISTRICT, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2023, AND ENDING ON THE LAST DAY OF DECEMBER, 2023.

WHEREAS, The Board of Directors of the Aspen Fire Protection District has appointed Rick Balentine, Fire Chief/CEO, to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, Rick Balentine, Fire Chief/CEO, has submitted a proposed budget to this governing body on August 9, 2022, for its consideration, and;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on December 13, 2022, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, 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 the Aspen Fire Protection District, COLORADO:



ASPEN FIRE PROTECTION DISTRICT

420 E. Hopkins Ave.
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(970) 925-5532

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

General Fund	\$ 7,339,317.
Debt Service Fund	\$ 1,128,903.
Capital Acquisition Fund	\$ 562,063.
Housing Fund	\$ 1,327,895.
Wildfire Community Action Fund	\$ 262,965.

Section 2. That estimated **revenues** for each fund are as follows:

General Fund:

From unappropriated surpluses	\$ 3,346,669.
From the general property tax levy	\$ 6,511,117.
From sources other than general property tax	\$ 828,200.
Total General Fund	\$ 10,685,986.

Debt Service Fund:

From unappropriated surpluses	\$ 1,093,099.
From property tax levy	\$ 1,071,557.
From sources other than general property tax	\$ 59,000.
Total Debt Service Fund	\$ 2,223,656.

Capital Acquisition Fund:

Transfer from General Fund	\$ 600,000.
From unappropriated surpluses	\$ 333,782.
Investment earnings	\$ 5,000.
Sale of Apparatus	\$ 10,000.
Total Capital Acquisition Fund	\$ 948,782.



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Housing Fund:

Transfer from General Fund	\$ 1,100,000.
From unappropriated surpluses	\$ 344,658.
Investment earnings	\$ 10,000.
From Fire Place rental housing	\$ 244,860.
Total Housing Fund	\$ 1,699,518.

Wildfire Community Action Fund:

From unappropriated surpluses	\$ 200,588.
From contributions and grants	\$ 200,000.
Investment earnings	\$ 3,000.
Total Wildfire Community Action Fund	\$ 403,588.

Section 3. That the budget as submitted, amended, and hereinabove summarized by fund, hereby is approved and adopted as the budget of the Aspen Fire Protection District for the year stated above.

Section 4. That the budget hereby approved and adopted shall be signed by the President of the Board and made a part of the public records of the District.

ADOPTED, This 13th Day of December, A.D., 2022

ATTEST: _____ John Ward, President
(Official's Signature & Title)



ASPEN FIRE PROTECTION DISTRICT

420 E. Hopkins Ave.
Aspen, CO 81611
(970) 925-5532

RESOLUTION TO SET MILL LEVIES **Series of 2022 #12-02**

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2022, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE ASPEN FIRE PROTECTION DISTRICT, FOR THE 2023 BUDGET YEAR.

WHEREAS, the Board of Directors of the Aspen Fire Protection District has adopted the annual budget in accordance with the Local Government Budget Law, on December 13, 2022, and;

WHEREAS, the amount of money necessary to balance the budget for general operating purposes is \$ 6,515,117 and;

WHEREAS, the amount of money necessary to balance the budget for bonds and interest is \$ 1,072,557 and;

WHEREAS, the amount of money necessary to balance the budget pursuant to Sections 29-1-301(1.2) and 29-1-302(1.5) for capital expenditures (including housing) is 0;

WHEREAS, the 2022 valuation for assessment for the Aspen Fire Protection District as certified by the County Assessor is \$ 2,954,701,520.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE
ASPEN FIRE PROTECTION DISTRICT, ASPEN, COLORADO:

Section 1. That for the purpose of meeting all general operating and capital expenses of the Aspen Fire Protection District during the 2023 budget year, there is hereby levied a tax of 2.199 mills, plus a refund/abatement of .006 for a net levy of 2.205 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2022.



ASPEN FIRE PROTECTION DISTRICT

420 E. Hopkins Ave.
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Section 2. That for the purpose of meeting all bonds and interest of the Aspen Fire Protection District during the 2023 budget year, there is hereby levied a tax of .363 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2022.

Section 3. That the Secretary is hereby authorized and directed to immediately certify to the County Commissioners of Pitkin County, Colorado, the mill levies for the Aspen Fire Protection District as hereinabove determined and set.

ADOPTED, This 13th day of December, A.D., 2022

ATTEST: _____ John Ward, President
(Official's Signature & Title)

ASPEN FIRE PROTECTION DISTRICT



420 E. Hopkins Ave.
Aspen, CO 81611
(970) 925-5532

RESOLUTION TO APPROPRIATE FUNDS **Series of 2022 #12-03**

A RESOLUTION OF THE ASPEN FIRE PROTECTION DISTRICT SETTING FORTH THE ANNUAL APPROPRIATION FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2023 AND ENDING DECEMBER 31, 2023.

WHEREAS, at the direction of the Board of Directors of the Aspen Fire Protection District, the Fire Chief/CEO has prepared and submitted a proposed budget for the fiscal year beginning January 1, 2023 and ending December 31, 2023 to the Board; and

WHEREAS, upon due and proper notice, published or posted in accordance with state law, said proposed budget was open for inspection by the public at 420 E. Hopkins Ave. Aspen, CO, a public hearing was held on December 13, 2022, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget,

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

NOW, THEREFORE, be it resolved by the Board of Directors of the Aspen Fire Protection District that:

1. The aforementioned recitals are hereby fully incorporated herein and adopted as findings and determinations by the Board.
2. The unexpended monies, if any, remaining in the various funds from the year 2022, together with revenue of the Aspen Fire Protection District for the year beginning January 1, 2023 and ending December 31, 2023, is hereby appropriated to the various funds as hereinafter stated to be used for the purpose for which these funds were created and exist.



ASPEN FIRE PROTECTION DISTRICT

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3. The amounts set forth in Resolution #12-01, Series of 2022, adopting the annual budget, are hereby appropriated to the uses stated in that resolution and authority is hereby given to the Aspen Fire Protection District to expend the amounts shown for the purposes stated.

General Fund	\$ 7,339,317.
Debt Service	\$ 1,128,903.
Capital Acquisition	\$ 562,063.
Housing	\$ 1,327,895.
Wildfire Community Action Fund	\$ 262,965.
TOTAL APPROPRIATION	\$ 10,621,143.

RESOLVED, APPROVED, AND ADOPTED, this 13th Day of December, 2022.

BOARD OF DIRECTORS OF THE ASPEN FIRE PROTECTION DISTRICT

ATTEST: _____ John Ward, President
(Official's Signature & Title)

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into between the Aspen Fire Protection District (hereinafter “Employer” or the “District”), and Rick Balentine (hereinafter “Employee”) this ____ day of _____ 2022.

RECITALS

- A. Employer is a Fire District and is desirous of continuing the appointment of Employee to serve as Fire Chief; and
- B. Employee is qualified to serve as Fire Chief and has served in that capacity since 2014. Employee desires to enter into this Agreement on the terms and conditions hereinafter set forth.
- C. For and in consideration of the mutual promises and covenants contained herein, the sufficiency of which is hereby acknowledged, the parties agree as follows:

SECTION I

EMPLOYMENT

- A. Employer hereby agrees to employ Employee as Fire Chief and Employee hereby accepts and agrees to such employment, subject to the general supervision and pursuant to the orders, advice and direction of Employer.
- B. Employee’s employment as Fire Chief under this Agreement shall commence effective on January 1, 2023. Employee shall perform all duties required of the Fire Chief, and as requested by the District. Employee shall also be responsible for performance of duties set forth in Section II below and such other legally permissible and proper duties and functions as may be assigned from time to time.
- C. Employment of the Employee shall be at the will of the District. Employee may be suspended or removed from office upon a majority vote of all the Board of the District, subject to the terms and conditions of this Agreement. Employee shall report directly to the District Board.

SECTION II

DUTIES

- A. Plan, supervise, and participate in all activities and operations of the Fire District including fire suppression, pre-fire planning, fire prevention, fire investigation and volunteer fire service.
- B. Perform public relations duties, including developing and maintaining a collaborative relationship with the public and public safety agencies, community

groups, etc.; act as an information liaison to the public regarding public safety issues, AFPD policies, procedures, and services: represent AFPD at local, regional, and national functions as needed and approved by the Board from time to time.

- C. Coordinate, where necessary or appropriate, intergovernmental agreements with other agencies and departments.
- D. Create annual budgets for approval by the AFPD Board, administer approved budget, monitor and update annual budgets, and manage the property tax and other revenue for the AFPD.
- E. Direct the development and implementation of goals, objectives, standard operating guidelines, policies and procedures, and Personnel Manual for all divisions and departments.
- F. Monitor and evaluate the efficiency and effectiveness of service delivery, personnel workloads and productivity; identify opportunities for improvement.
- G. Hire, train, motivate and evaluate AFPD personnel: work with personnel to correct deficiencies: discipline, coach/counsel and terminate personnel as appropriate; prepare and present annual performance reviews.
- H. Act as the primary liaison between the Board and the AFPD volunteers.
- I. Work directly with and be accountable to the AFPD Board of Directors regarding all AFPD business.
- J. Participate and moderate Board appointed special committees.
- K. Oversee the management of fire suppression, emergency rescue, hazardous materials, and emergency medical services; fire prevention and public education, code development and enforcement.
- L. Oversee elections for the District as required by law.
- M. Within the budget approved by the Board and within limits established by the Board, responsible for the purchase, upgrade, usage, maintenance and security of District equipment, apparatus, facilities, and other real and personal property.
- N. Monitor the laws of the State of Colorado to ensure compliance by the AFPD.

SECTION III

TERM OF EMPLOYMENT

The term of this Agreement shall be for twelve (12) months from January 1, 2023 to December 31, 2023, subject to annual appropriation in the District's normal budget process at the salary stated in Section Four below. For the 2023 contract term Employee shall meet milestones established by the Board. The Agreement may be extended by mutual agreement of the Parties.

SECTION IV
SALARY AND BENEFITS

- A. Compensation. AFPD agrees to pay Employee for his services rendered pursuant hereto, an annual base salary of \$ [REDACTED] per calendar year, payable in installments at the same time as other employees of the District are paid.
- B. Benefits. Employer shall provide Employee with those health, retirement and other employment benefits offered to its full-time employees as set forth in its Personnel Manual, as such manual may be amended by the District in its discretion from time to time.
- C. Bonus. Employee shall be eligible for a bonus at the end of the contract term.
- D. Vacation. Employee to receive PTO benefits as offered to other fulltime staff as set forth in the Personnel Manual.
- E. Equipment. The District will provide and pay for a cell phone, command vehicle and laptop computer as needed and required for the Employee's use to ensure Employee availability and responsiveness on a 24/7 basis when not on vacation.

SECTION V
TERMINATION AND SEVERANCE PAY

- A. For the purpose of this provision, termination shall occur whenever the majority of the Board of Directors of the District votes to terminate Employee at a duly authorized District Board meeting.
- B. In the event Employee is terminated by Employer prior to the end of the employment term without cause or the District fails to appropriate funds to pay the Employee, and Employee is willing and able to satisfactorily perform the duties of Fire Chief at the time of termination, Employer agrees to pay Employee as severance pay and liquidated damages and in full settlement, satisfaction and release of all claims by Employee a sum equal to three (3) months of salary plus a sum equal to three (3) months of COBRA coverage comparable to the insurance benefits provided to Employee at the time of termination.
- C. Any severance payment made under the terms of this Agreement shall be paid in monthly installments or as a lump sum, at Employee's discretion.
- D. Any severance payment made under any provision of this Agreement shall be contingent on Employee's execution of a full and complete waiver and release of claims or actions arising out of Employee's employment, or termination thereof. No severance payments shall be made under this Agreement until after expiration of any statutory period of revocation to which Employee might be entitled.

- E. If Employee is terminated for cause, Employer is not obligated to pay severance under this Section. For purposes of this Agreement, "cause" means:
 - i. Employee's gross negligence or willful malfeasance of his duties and responsibilities required under this Agreement;
 - ii. Employee's conviction of a felony or crime of moral turpitude (a plea of "no contest" or acceptance of a deferred judgment or any similar arrangement concerning such an offense shall be deemed a conviction); or
 - iii. Executive's prolonged unexcused absence from employment (other than by reason of disability due to physical or mental illness).

SECTION VI

PROFESSIONAL DEVELOPMENT

Subject to such amounts as may be budgeted and appropriated by the District in its sole discretion, the District agrees to pay the registration fees, travel, and subsistence expenses of Employee for professional certifications, professional development, official travel and meetings, occasions adequate to continue the professional development of Employee and to pursue necessary official and other functions for the District as may be determined and with the prior approval by the Board on a case by case basis.

SECTION VII

ADDITIONAL PROVISIONS

- A. The text herein shall constitute the entire Agreement between the parties and supersedes all prior agreements.
- B. The Agreement is personal to each of the parties hereto and neither party may assign nor delegate and of its rights or obligations hereunder without first obtaining written consent of the other party.
- C. Any promises or covenants of the District pursuant to this Agreement requiring the payment or disbursement of any money by the District shall be subject to annual budgeting and appropriation.
- D. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- E. This Agreement shall be governed and construed in accordance with the laws of the State of Colorado.

F. Any dispute between the parties arising out of this Agreement shall be resolved by the filing of an action in Pitkin County, the parties waiving their right to trial by jury and to appeal the determination of the trial judge other than for judicial misconduct. The prevailing party in such action shall be entitled to an award of all costs, fees and expenses, including attorneys' fees.

IN WITNESS WHEREOF, Employer has caused this Agreement to be signed by its duly authorized officer and its seal to be affixed hereto, and Employee has executed this Agreement at Aspen, Colorado, effective the day and year first written above.

EMPLOYER:
ASPEN FIRE PROTECTION DISTRICT

EMPLOYEE

By: _____
John Ward, Board President

By: _____
Rick Balentine

Address: _____



Preparing for FAMLI LOCAL GOVERNMENTS

Unlike businesses, Colorado local governments have options regarding their participation in the paid Family and Medical Leave Insurance (FAMLI) program. Here are the steps local governments should take to prepare for FAMLI:

1. Determine your local government's participation in FAMLI

Local governments have three options regarding participation in the FAMLI program:

- » Participate in FAMLI. This option means the local government agency agrees to pay the employer share of the premium (0.45% of wages if the local government has 10 or more employees, and 0% of wages if the local government has fewer than 10 employees) and remit employees' share of the premium (0.45% of wages) along with wage data to the FAMLI Division once a quarter.
- » Decline participation in FAMLI. In order to decline participation in the FAMLI program, the local government's governing body must vote to do so. The local government must then notify the FAMLI Division of their vote to decline participation. The decision to decline is good for eight years from the date of the vote to decline participation. The local government must hold another vote if it wishes to continue opting-out beyond eight years.
- » Decline employer participation in FAMLI. This option allows a local government agency to decline participation as described above, while allowing the agency to assist employees who want to individually participate in the FAMLI program by facilitating voluntary payroll deductions, with remittance of the employee share of the premium (0.45% of wages) and wage data once a quarter to the FAMLI Division.

When can we vote to opt out of FAMLI? Anytime during 2022, but local governments are not required to give FAMLI notice of their decision to opt out until January 1, 2023.

2. Register with the FAMLI system (Fall 2022)

Every local government employer must register with FAMLI's online system, including those which choose not to participate in FAMLI. Registering with the system and uploading your documents will enable FAMLI to keep track of local government employers' current intentions for participation, the obligation to revisit a declination vote after eight years, and enable local government employers to provide an affordable benefit if they choose to remit premiums and wage data for employees who self-elect coverage.

FAMLI's online employer service system is expected to be available for registration during the Fall of 2022, during which time we will have support staff available to help employers navigate the process.



Preparing for FAMLI LOCAL GOVERNMENTS

3. Notify FAMLI of your local government's decision

Local governments which vote to decline participation in the FAMLI program must notify the FAMLI Division of their decision by January 1, 2023.

What does our local government need to send to FAMLI?

After registration, a local government that votes to opt-out of the FAMLI program must notify the FAMLI Division on letterhead and must indicate the date the vote was taken and the result of the vote. If the local government has voted to opt out, but intends to assist its employees who choose to individually participate in the FAMLI program, this information must be included in the notification as well. This notification must be received by January 1, 2023.

What happens if we do not take a vote, or send a letter?

Local governments which do not notify the FAMLI Division of a vote to opt-out by January 1, 2023 will be identified as participants in the FAMLI program. The FAMLI Division will expect both wage data and premium payments due on April 1, 2023. You must notify the Division ahead of January 1, 2023 to avoid paying premiums.

What are the timelines in the rules?

The rules have several timelines to be aware of and follow depending on the option selected by the governing body. Below is a list of the timelines. Please see 7 CCR 1107-2 for more information.

- » Local governments must notify employees of their decision on FAMLI participation within 30 days after the deciding vote. This gives local governments time to communicate their decision to their employees.
- » If the local government chooses to decline to fully participate in the FAMLI program, the decision must be revisited every eight years at a minimum.
- » 180 days notice must be given to employees before any change regarding access to FAMLI benefits is effective. This gives workers time to make arrangements and self-select coverage if they wish to do so. Benefits do not start until 2024.
- » Local governments which choose to fully participate in FAMLI after previously voting to decline participation, as well as individuals who self-elect coverage, must remain in the program and agree to pay premiums for a minimum of three years. If a local government wishes to withdraw from the program at the end of the three-year period, the Division requires a minimum of 90 days notice, so we can change systems to avoid overpayments and miscommunication.





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OPERATIONAL RESPONSE REPORT:

TOTAL CALLS FOR NOVEMBER	147
(100) Fire (i.e. structure, cooking fire, dumpster, wildland)	0
(200) Overpressure Rupture, Explosion, Overheat (No Fire) (i.e. rupture from steam, overpressure rupture from air or gas, chemical reaction, explosion, excessive heat/scorch burns)	0
(300) Rescue & Emergency Medical (i.e. medical assist, vehicle accidents, removal from elevator, extrications, water/ice rescue)	10
(400) Hazardous Condition (i.e. gas leak, chemical spill, electrical/wiring problem, carbon monoxide, aircraft standby, vehicle accident clean up)	14
(500) Service Call (i.e. smoke/odor removal, assist other agency, person in distress, water problem, animal problem)	5
(600) Good Intent Call (i.e. dispatched and cancelled enroute, authorized controlled burning, steam/vapor/dust thought to be smoke, hazmat release with no hazmat)	39
(700) False Alarm, False Call (i.e. alarms due to malfunction, unintentional alarms, pull station alarm activated maliciously or by accident)	75
(800) Severe Weather & Natural Disaster (i.e. flood, windstorm, lighting strike with no fire, earthquake)	0
(900) Special Incident Type (calls mistakenly paged out, informational pages, alarm tests)	4



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Training Report (Report #1625)

Type of Class	# Classes	Total Class Hours	Total # Members Attended	Total Combined Member Hours
In House - Aerial Ops				
In House - DO Driving	1	2:00	2	4:00
In House - DO Pumping	3	7:00	9	26:00
In House - EMS	4	8:00	25	50:00
In House - Fire Officer / Command				
In House - Firefighter	4	10:59	35	101:51
In House - Monthly Training				
In House - Tech Rescue				
In House - Wildland FF				
Miscellaneous	1	1:00	1	1:00
Outside Training				
TOTAL	13	28:59	72	182:51

The November fire training was Firefighter Survival and Maydays and the medical training was on Protocol Updates and EMT Skills.

The December fire training will be Hazardous Materials and the medical training will be based on the attendees needs for recertification.

We received the new SCBA's (breathing apparatus) much earlier than expected and will be having 6 different training sessions on them in anticipation of placing them in service on the apparatus on 1-1. We will follow up with more SCBA survival training in January to ensure that all personnel are well acquainted with this vital piece of life saving equipment.

The Recruit Class of 2022 have completed all their training and we had a great badge pinning ceremony at the Operations meeting. In this ceremony each firefighter was able to select a special person in their life



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to pin on their Aspen Fire Badge. Some were done by family members and others had firefighters who have been significant in their journey do so. It was a very moving ceremony for all!! (L to R Cristina Buitron, RJ Todd, David Richardson, Sander Olson, Patrick Dial)



The Recruit Class of 2023 have all received their task books and are starting to spend shifts at the stations to orient to the department and get an idea of the culture of station life with Aspen Fire. They have a number of items that can be checked off in their task books before the academy starts in January so their workload will be a little reduced once they come out in the spring. They are very enthusiastic and have been working well with the crews.

The EMR-EMT bridge class is completed, and all of our personnel passed their practical exam. They will now be completing 12 hours of in-hospital clinical time and 24 hours of ambulance clinical time. Once they have

completed their clinical rotations, they will be set up to take their final written exam through National Registry.

Two firefighters passed their FFII practical test and will be preparing to take the written exam over the next couple of months.

We have a large number of firefighters who are advancing themselves through multiple outside training programs. Here is listing of the classes that we have firefighters enrolled in over the next few months:

- EKG interpretation – 2 firefighters
- IV certification – 3 more firefighters (2 week class) 3 recently graduated
- Anatomy & Physiology – 1 firefighter, 1 Lieutenant (4 month class)
- Biology – 1 firefighter (4 month class)
- Fire Officer I – 2 firefighters, 1 Lieutenant
- Fire Instructor I – 1 firefighter
- Incident Command 300 – 2 firefighters
- Roaring Fork Leadership – 1 Battalion Chief (9 month class)
- Our Community Listens – 1 firefighter
- Colorado Public Manager – 1 firefighter (1 year class)
- Public Safety Leadership Development – 1 Battalion Chief (2 week class)



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Wildfire Report

	# Completed for Month	Year-to-date
Wildfire Risk Assessments	0	67
Wildfire Risk Map Curbside Assessments	0	1967

Fire Marshal Report

# Plan Reviews	# Inspections	# Site Visits	Fire & Life Safety	Fire Investigations	Fire Education Outreach

** Report was not available at time of Board Packet distribution.



FIRE MARSHAL REPORT

For the month of November, 2022

Board Meeting December 13, 2022

ACTIVITY	QUANTITY & Information
Inspections (sprinkler, alarm, tents, tanks)	25
Plan Reviews (Sprinkler, alarm, preliminary building review, access, tent, solar, Ansul system, hood systems)	25
Site Visits / Meetings	26
Fire & Life Safety Inspections	5
Fire Education Outreach	2
Other Items:	
<ul style="list-style-type: none">➤ Fire education: Ben is continuing outreach to the schools for fire education. I assisted with a fire drill at the Limelight Lodge.➤ Food & Wine is back on its regular schedule, June 16-18, 2023. An initial (interagency) permit review meeting was held in November.➤ We did hold a follow-up meeting with City Community Development regarding sprinklers. Their plan is to amend the International Building Code to require sprinklers in all NEW construction. As I had mentioned to Rick, I am cautiously optimistic that this will not have a significant impact on the Fire Marshal's office workload. However, if this proves otherwise, I do have a couple ideas in mind for dealing with that when/if it might happen. As far as remodels & additions, I have put together a policy to more clearly define when a retrofit would be needed.➤ Ben is continuing work on improving and customizing our First Due program. Specifically, he organized creating a dashboard in First Due that will assist officers in knowing who is responding to calls before they leave the station. He is also has ongoing training sessions with the firefighters on using First Due and doing pre-plans. A year-end report is attached showing the pre-plans completed thus far.	

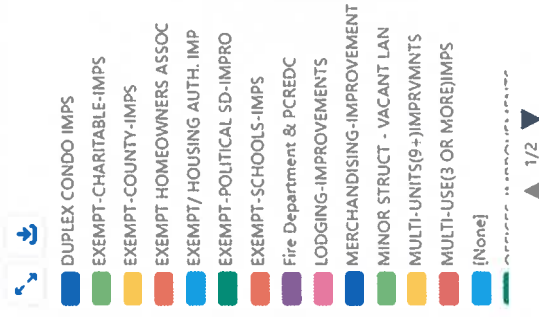
Pre-Plans Completed by month per City

Preplans (181) / Cities (5)



By Building Use

Preplans (181) / Buildings (19)



Pre-plans Completed by User

Preplans (181) / Users (12)

