



Aspen Fire Protection District Board of Directors Regular Monthly Meeting

MEETING DATE: June 13th, 2023
MEETING TIME: 5:00pm

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=eVEvSkRrdDZNYW9BZ0dwY0dUSkphdz>

09 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. Approval of Minutes
 - a) Motion to approve minutes from Regular Meeting held May 9, 2023.
- IV. Public Comment
- V. AVFD Inc.
- VI. Financials
 - a) Monthly Financial Review
- VII. Board Member Comments & Action Items
 - a) Board Seat Appointments
 - b) 2023 Staff Member Handbook Board Approved Version
- VIII. Staff Report
 - a) Fire Marshal/Prevention – Jan Legersky
 - b) Operations Overview - Deputy Chief Andersen
 - c) Training
 - d) Recruiting
- IX. Wildfire Community Action Fund – Ali Hager Hammond
 - a) Project & Funding Update
 - b) Forest Service Grant and WCAF Director position
- X. CEO/Fire Chief & Good of District
 - a) Housing North 40 Fire Place
 - b) Housing Other
 - c) Food and Wine event
 - d) 9/11 Theater Aspen

- e) July 4th Event
- f) Mill Levy Update

XI. Old Business

- a) Woody Creek Project Update

XII. New Business

Aspen Fire Protection District

420 E Hopkins Avenue • Aspen, CO 81611 • 970-925-5532 • www.aspenfire.com



Board of Directors Regular Meeting May 9th, 2023

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 Parker Lathrop at 5:04pm

Roll Call:

- Board of Directors Present: Parker Lathrop, Dave “Wabs” Walbert, Emily Taylor, Steve Wertheimer (via zoom)
- Board of Directors Absent: John Ward
- Staff/Volunteers Present: Rick Balentine, Nikki Lapin, Jan Schubert, Jan Legersky, Ali Hammond, Scott Arthur, Patrick Dial. Those joining via Zoom: Jake Andersen, Charlie Curtis, Ken Josselyn
- Public/Others: Lawrence Bomb (lawyer, works with Richard at Carp New Hamlet), Charles Cunniffe (new board member, not sworn in yet)

Approval of Minutes:

MOTION: Motion by Emily Taylor to approve minutes from regular meeting held on April 11th, 2023. Wabs second.

Discussion: None

Vote: All approved.

Public Comment: None

AVFD Inc.: None

Financials

- Monthly Financial Review: Included in the board packet.
 - Discussion on state requirements for doing cash base accounting, Jan will clarify with Paul Backes.
- FPPA Review: Included in board packet. No further discussion.

Board Comments & Action Items:

- Board Comments: Staff member handbook
 - Reviewed final draft of staff member handbook. The following suggestions were made to add or change language in regard to:
 - Organizational chart: remove names, keep titles to avoid confusion.
 - Uniforms: apply same language from Political Activities as it applies to district uniforms and put under Conflict of Interest as well
 - Law Enforcement: change verbiage to reflect requirements for reporting involvement.
 - Volunteer Peer Review Board: change verbiage to reflect that those on this VPRB are not the ones who recommended the person being reviewed.

- Concealed and/or unconcealed weapon for all AFPD properties: change verbiage to be operational or interior public areas in the Aspen Fire Protection District.
- Administrative leave: change verbiage to same as referenced in 3.43(g) to reflect (for disciplinary administrative leave), all fire property shall be surrendered to the district office during the length of their leave or every phase of it.
- Nikki (HR) reviewed major changes throughout the handbook from the previous 2016 version.
- Once we have the board's approval, we will send out the updated Staff Member handbook to all members for signatures that they have received the updated document.

MOTION: Motion by Emily to adopt Resolution 2023-04-02 updating the Staff Member Handbook as amended by the board. Parker second.

Discussion: None

Vote: Emily, Parker and Steve all approved. Wabs opposed – does not feel as if he can vote on it yet, as he has not read the entire document. Vote passes.

- Board has requested to have handbook added to agenda to next month for review of requested changes.
- Introduction of new board member, Charles Cunniffe.
- Steve thanked the board and congratulated Charles.

Staff Report:

- Fire Marshal and Prevention: Fire Marshal – Jan Legersky
 - Report in packet if you have any questions – no further discussion.
 - Update from Deputy Fire Marshal Ben Smith on pre-planning and First Due
 - Ben Smith and crews were commended on the work they have completed on pre-plans so far. Thank you to Ben for getting is up and running.
- Operations Overview: Deputy Chief Andersen
 - Notable Incidents – Photos were included in Board Packet.
 - Recent Structure fire – explanation
 - Great job by our folks for getting there so fast, working the good rapid and efficient fire attack. Those kinds of fires are really hard working. They do require a lot of work on behalf of our firefighters.
 - Construction incident
 - Uptick in construction incidents with severe high acuity and highly complicated incidents. What we see around here is not typical in the rest of the world. Our crews have done a really great job of taking care of patients, working really well with Aspen Ambulance and making sure that we are managing these highly complex incidents in a way that results well for the patient and for everybody on scene.
 - Wildland
 - Continuing to work on our potential operational delineations' maps.
 - For local - Google Earth is working pretty well for us
 - Looking into Geographic Information System (GIS) and exploring different options for most portable format to share with other response agencies.
 - Ladris and City of Aspen. A software that allows us to do projections ourselves so that we can plug in more scenarios.
 - BC Jake Spaulding – working on certifications for our Wildland certifications for chainsaws.

- Working on MCI Plan for County with the Emergency Manager and also the Community Wildfire preparedness plan.
 - We passed the resolution last month to adopt the Hazard Mitigation plan for the county for 2023, along with several other agencies in the county.
 - Props to Nikki, Amanda, and the election team for making everything run smoothly.
- Training Update: Scott Arthur
 - Scott reviewed all training that was provided in the staff report.

Wildfire Community Action Fund:

Ali highlighted items that were submitted in the board packet.

- Recently received \$110,000 grant to be used between now and 2027 to support the Director of Wildfire Resiliency position and the longevity of a Wildfire program.
- Broke ground on Willoughby Way project
- RFV Wildfire Collaborative: Collaborative Coordinator selected (Angie Davlyn) and should be on boarded by May 22nd!
- Outreach & Education:
 - June 20 @ 7:30pm screening of “Elemental: Reimagining Wildfire” in the works at the Wheeler Opera House: <https://vimeo.com/801372889>
 - Friday, May 5 Wildfire Preparedness Month Event: Went really well. We had over 100 people this year (past 30 from last year)
 - April 20 - presentation to Glenwood City Council on the importance of mitigation and dedicated mitigation professionals. Similar presentation will be given later this month to Garfield County.
 - Evacuation Route planning (public plan) with City of Aspen
 - Our evacuations page has been updated: aspensfire.com/wildfire. Challenge is communicating to people that it is their responsibility, we cannot do that for you, and that they understand our limitations in this capacity.
- Projects:
 - 750-acre prescribed fire in Collins Creek area 4/30/23 with USFS/ BLM: Had 1300 and will try to go in sometime in the next few years to burn more as it was too wet and snowy.
 - Attended Fire Adapted Colorado (FACO) conference and received award recognition for outstanding leadership of a new collaboration.
 - Update on Chipper program.

CEO/Fire Chief and Good of the District:

- North 40 Fire Place:
 - Doing a walk through out there with the contractor in the next couple of weeks
 - Review with Property manager in looking at last year of finance.
- Wildfire camera – Elephant Site. They go active June 1st for monitoring.
- Food and Wine
 - Teremana – they would like to bring their taco truck again this year. For just 1 day, the evening before F&W officially begins.
 - Discussion on allowing their tequila tasting; policy, liquor license/permits, insurance, and location. Must be outside of the station on the pad.

Old Business:

- Election Update:
 - UOCAVA final day to receive ballots is May 10th
 - Canvas board to approve by the end of this week on the election and sign off

- Oaths will be completed by next meeting for John Ward and Charles Cunniffe.

New Business: none

MOTION: Motion by Wabs to adjourn at 6:30pm. Emily second.

Discussion: None

Vote: All approved.

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

Aspen Fire Protection District
Balance Sheet
 As of May 31, 2023

May 31, 23

ASSETS

Current Assets

Checking/Savings

GENERAL FUND BANK ACCTS

10100 · Alpine Bank--GF Checking	3,336.48
10401 · ColoTrust--GF General	2,431,902.78
10406 · ColoTrust--GF Emerg Reserve	364,138.67
10407 · ColoTrust--GF Operations Resrv	1,257,884.68
10409 · ColoTrust--GF FPPA	163,948.18
10545 · Grand Junction Fed Credit Union	73.85

Total GENERAL FUND BANK ACCTS 4,221,284.64

CAPITAL ACQ. FUND BANK ACCTS

10700 · Alpine Bank--Cap Acq. Checking	1,532.03
10801 · ColoTrust--Cap Acq	537,199.62

Total CAPITAL ACQ. FUND BANK ACCTS 538,731.65

HOUSING FUND BANK ACCOUNTS

10890 · Alpine Checking--Housing	2,497.32
10901 · ColoTrust--Housing	1,813,339.35
10855 · ColoTrust--Fire Place Reserves	59,259.90

Total HOUSING FUND BANK ACCOUNTS 1,875,096.57

WILDFIRE C.A. FUND BANK ACCTS

10950 · Alpine Bank--WCAF Checking	3,467.17
10951 · ColoTrust--WCAF Reserves	230,793.24

Total WILDFIRE C.A. FUND BANK ACCTS 234,260.41

DEBT SERVICE FUND BANK ACCTS

11201 · ColoTrust--Debt Service	1,802,892.63
---------------------------------	--------------

Total DEBT SERVICE FUND BANK ACCTS 1,802,892.63

Total Checking/Savings 8,672,265.90

Accounts Receivable

ACCTS RECEIVABLE--by Fund

Accts Receivable--General Fund

12230 · Receivable due - City of Aspen	40,000.00
12235 · Receivable due - Pitkin County	11,879.18
12252 · Receivable due - AFD Staff	595.20
12254 · Receivable due - Fire Place Ops	-9,112.60

Total Accts Receivable--General Fund 43,361.78

Total ACCTS RECEIVABLE--by Fund 43,361.78

Total Accounts Receivable 43,361.78

Aspen Fire Protection District
Balance Sheet
 As of May 31, 2023

May 31, 23

Other Current Assets	
GENERAL FUND (Asset)	
10450 · Property Tax Receivable	-4,691,791.42
Total GENERAL FUND (Asset)	<u>-4,691,791.42</u>
10671 · Prepaid Expenses--General Fund	18,300.58
BOND DEBT SERVICE FUND (Asset)	
10750 · Property Tax Receivable	-774,306.87
Total BOND DEBT SERVICE FUND (Asset)	<u>-774,306.87</u>
Total Other Current Assets	<u>-5,447,797.71</u>
Total Current Assets	<u>3,267,829.97</u>
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	<u>22,972,462.79</u>
Total Fixed Assets	<u>22,972,462.79</u>
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 Diff	72,196.00
90105 · VPF-Def Oflow-Pens Contr After	795,000.00
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	<u>1,365,589.63</u>
TOTAL ASSETS	<u><u>27,605,882.39</u></u>

Aspen Fire Protection District
Balance Sheet
As of May 31, 2023
May 31, 23

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

ACCOUNTS PAYABLE--by Fund

2000 · Accts Payable--General Fund 27,010.03

Total ACCOUNTS PAYABLE--by Fund 27,010.03

Total Accounts Payable 27,010.03

Other Current Liabilities

CURRENT LIABILITIES

20125 · State Unemployment Accrual 693.59

20162 · Vol FFs Insurances Accrual 5,058.06

20317 · AVFD T-shirt Sales (+) Accrual 892.31

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

21000 · Deferred Revenue--Prop. Tax -4,691,791.42

Total CURRENT LIABILITIES -4,682,047.46

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

Total Other Current Liabilities -4,640,509.56

Total Current Liabilities -4,613,499.53

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

G.O.BOND DEBT SERV FUND (Liab.)

22000 · Deferred Revenue--Prop.Tax -774,306.87

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.) 4,173,583.11

Aspen Fire Protection District
Balance Sheet
 As of May 31, 2023

	May 31, 23
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	20,182,122.99
Total Liabilities	15,568,623.46
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
3900 · Retained Earnings	-7,692,244.75
Net Income	2,628,194.27
Total Equity	12,037,258.93
TOTAL LIABILITIES & EQUITY	27,605,882.39

Aspen Fire Protection District
Profit & Loss Budget Performance
May 2023

	May 23	Jan - May 23	YTD Budget	Annual Budget
Income				
GENERAL (Income)				
31100 · General Property Tax				
31102 · Allocation--to Cap Acq Fund	0.00	600,000.00	250,000.00	600,000.00
31103 · Allocation--to FP Housing Fund	0.00	1,100,000.00	458,333.38	1,100,000.00
31104 · Allocation--to GF General	1,471,078.55	2,567,264.69	1,787,233.75	4,289,361.00
31105 · Allocation--to GF Emerg Reserve	0.00	50,000.00	20,833.38	50,000.00
31107 · Allocation--to GF FPPA Annual	0.00	150,000.00	62,500.00	150,000.00
31109 · Allocation--for Treasurer Fee	77,428.05	235,127.02	135,731.69	325,756.00
Total 31100 · General Property Tax	1,548,506.60	4,702,391.71	2,714,632.20	6,515,117.00
31200 · Specific Ownership Taxes	23,137.50	85,274.96	104,166.69	250,000.00
36100 · Interest Earned--Prop. Taxes	54.64	217.75	7,500.00	18,000.00
36200 · Interest on Investments	15,992.98	65,272.73	60,416.69	145,000.00
37100 · Delinquent Taxes	0.00	-79.15	-1,666.69	-4,000.00
38000 · North 40 Lease to County	4,726.17	23,292.95	22,916.69	55,000.00
38010 · County Share of Expenses @N40	0.00	11,879.18	15,000.00	36,000.00
38015 · Tenants' Rent & Utilities @Stwd	441.25	6,671.51	6,666.69	16,000.00
38020 · Tenants' Rent @ N40 & Woody Crk	1,100.00	4,000.00	5,500.00	13,200.00
38051 · Pano AI Cost-Sharing	0.00	80,000.00	33,333.38	80,000.00
38100 · Other Income (vs. Expense)	0.00	17,250.42	0.00	0.00
38101 · Grants	0.00	28,269.68	62,500.00	150,000.00
38110 · Sprinkler Permit Fees(PlansChk)	661.58	19,951.59	27,083.38	65,000.00
Total GENERAL (Income)	1,594,620.72	5,044,393.33	3,058,049.03	7,339,317.00
Total Income	1,594,620.72	5,044,393.33	3,058,049.03	7,339,317.00
Gross Profit	1,594,620.72	5,044,393.33	3,058,049.03	7,339,317.00
Expense				
PERSONNEL - District Staff				
41110 · Wages & HolidayPay--Career FFs	99,085.28	537,331.52	558,735.00	1,340,964.00
41115 · Overtime (NOT TR) - Career FFs	1,364.93	12,308.55	16,666.69	40,000.00
41111 · Salaries & Wages-All Other Paid	67,816.40	349,790.76	379,837.94	911,611.00
41120 · Misc. Payroll Expenses	280.00	1,977.73	833.38	2,000.00
41125 · Employer SUI--Staff	331.60	1,757.54	1,961.69	4,708.00
41130 · Retirement Plan--401(a)	11,473.05	58,012.59	59,997.13	143,993.00
41132 · Pension Plan--FPPA SWDB	12,450.36	67,080.97	73,673.38	176,816.00
41135 · Employer Medicare--Staff	2,453.17	13,000.45	14,222.50	34,134.00
41140 · All Insurances & HSA Contrib.	29,860.74	190,753.86	186,394.19	447,346.00
41141 · Board Match--457(b) Plan	3,377.42	17,802.33	18,826.69	45,184.00
41142 · Fit/Wellness Allowance--Staff	0.00	0.00	13,750.00	33,000.00
41143 · Health Insur--Staff Dependents	6,941.08	34,799.20	40,510.88	97,226.00
41144 · Benefits Contingency - PTO Cash	0.00	1,368.25	11,874.63	28,499.00
Total PERSONNEL - District Staff	235,434.03	1,285,983.75	1,377,284.10	3,305,481.00

Aspen Fire Protection District Profit & Loss Budget Performance May 2023

	May 23	Jan - May 23	YTD Budget	Annual Budget
ADMINISTRATION				
41149 · County Treasurer Fee	77,428.05	235,127.02	135,731.69	325,756.00
41150 · Employer Medicare--AVFD+	0.00	40.60	312.50	750.00
41155 · Employer Social Security--AVFD+	401.91	2,435.52	4,166.69	10,000.00
41160 · Employer SUI--AVFD+	0.00	5.60	145.88	350.00
41180 · Employee Wellness & PeerSupport	297.15	7,818.30	6,250.00	15,000.00
41208 · RFV Wildfire Collaborative	0.00	674.90	4,166.69	10,000.00
41210 · Contr Labor/ Special Projects	0.00	0.00	8,333.38	20,000.00
41211 · Supplies & Expenses	1,369.70	10,186.48	11,338.38	27,212.00
41212 · Telephone Expense	2,573.21	15,292.27	16,666.69	40,000.00
41214 · Info. Systems & Support	3,782.50	16,166.50	16,666.69	40,000.00
41500 · Audit & Budget	0.00	2,500.00	9,166.69	22,000.00
41510 · Insurance				
Gen Liability/Accident & Other	8,174.00	8,174.00	22,916.69	55,000.00
Workers' Comp	6,847.18	34,754.76	45,833.38	110,000.00
Total 41510 · Insurance	15,021.18	42,928.76	68,750.07	165,000.00
41520 · Legal	2,125.00	12,460.00	12,500.00	30,000.00
41770 · Equip Repair/Replace	0.00	234.72	2,083.38	5,000.00
41810 · Election	4,084.38	16,593.38	7,708.38	18,500.00
41820 · Staff Vehicle Expense				
Maint. Labor--at County Fleet	0.00	744.00		
41820 · Staff Vehicle Expense - Other	398.10	1,895.27	6,250.00	15,000.00
Total 41820 · Staff Vehicle Expense	398.10	2,639.27	6,250.00	15,000.00
41840 · Administrative	3,487.68	18,495.11	18,750.00	45,000.00
41920 · Capital Outlay - Computers +	0.00	4,064.00	6,250.00	15,000.00
Total ADMINISTRATION	110,968.86	387,662.43	335,237.11	804,568.00
PERSONNEL - Volunteer Staff				
41860 · Vol. Fit/Wellness Allowance	0.00	0.00	20,625.00	49,500.00
41861 · Volunteer Health Insur/HSA/HRA	11,285.02	108,072.97	121,653.38	291,968.00
41870 · Volunteer Health Screenings	0.00	336.00	625.00	1,500.00
41875 · LOSAP(Length-of-Service Awards)	0.00	32,583.00	16,666.69	40,000.00
41892 · Volunteer Incentive Programs	0.00	0.00	7,500.00	18,000.00
Total PERSONNEL - Volunteer Staff	11,285.02	140,991.97	167,070.07	400,968.00

Aspen Fire Protection District
Profit & Loss Budget Performance
 May 2023

	<u>May 23</u>	<u>Jan - May 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
FIRE FIGHTING				
42205 · Firefighters' Logistics/Support	1,325.12	9,153.03	10,416.69	25,000.00
42206 · Uniforms	774.03	5,216.79	10,000.00	24,000.00
42211 · Operational Supplies & Expenses	8,924.55	28,448.90	50,000.00	120,000.00
42212 · Rescue Supplies & Expenses	1,412.95	2,516.07	2,083.38	5,000.00
42213 · EMS Supplies & Expenses	190.33	10,797.26	6,250.00	15,000.00
42214 · Wildfire Supplies & Expenses	489.52	8,576.26	6,250.00	15,000.00
42220 · Pano AI Project	0.00	120,000.00	50,000.00	120,000.00
42300 · Fuel	1,836.93	8,666.03	10,416.69	25,000.00
42400 · Subscriptions & Dues	0.00	2,000.00	1,250.00	3,000.00
42402 · Honor Guard	0.00	660.37	2,083.38	5,000.00
Total FIRE FIGHTING	14,953.43	196,034.71	148,750.14	357,000.00
TRAINING				
44102 · EMS Training & Records	0.00	5,732.02	10,000.00	24,000.00
44103 · FF Training & Records	3,719.32	29,007.11	16,666.69	40,000.00
44105 · Career FF Training Compensation	5,458.91	20,506.90	16,666.69	40,000.00
44211 · Supplies & Expenses	9,973.40	20,437.03	5,000.00	12,000.00
Total TRAINING	19,151.63	75,683.06	48,333.38	116,000.00
FIRE PREVENTION				
43200 · Training	1,223.18	4,114.33	1,250.00	3,000.00
43211 · Supplies & Expenses	665.00	3,367.91	2,083.38	5,000.00
43212 · Public Fire Education	0.00	0.00	2,500.00	6,000.00
43213 · Outsourced Plans Checks	900.00	900.00	833.38	2,000.00
43214 · Advertising--Public Education	518.70	2,489.70	4,166.69	10,000.00
Total FIRE PREVENTION	3,306.88	10,871.94	10,833.45	26,000.00
COMMUNICATIONS				
45211 · Supplies & Expenses	0.00	1,135.00	1,666.69	4,000.00
45300 · Administration				
County Dispatch Services	0.00	0.00	25,000.00	60,000.00
County Radio Services	0.00	36,614.00	12,500.00	30,000.00
Total 45300 · Administration	0.00	36,614.00	37,500.00	90,000.00
45910 · Radio Capital Outlay	0.00	0.00	8,333.38	20,000.00
Total COMMUNICATIONS	0.00	37,749.00	47,500.07	114,000.00
REPAIR SERVICES (Fleet & Equip)				
46200 · Pump & Equipment Testing	0.00	0.00	8,333.38	20,000.00
46211 · Supplies & Expenses & Parts	0.00	4,633.43	11,666.69	28,000.00
46212 · Out-source Maint& Repair				
Labor--at County Fleet	0.00	3,032.00		
46212 · Out-source Maint& Repair - Other	0.00	3,436.25	23,750.00	57,000.00
Total 46212 · Out-source Maint& Repair	0.00	6,468.25	23,750.00	57,000.00
Total REPAIR SERVICES (Fleet & Equip)	0.00	11,101.68	43,750.07	105,000.00

Aspen Fire Protection District Profit & Loss Budget Performance May 2023

	<u>May 23</u>	<u>Jan - May 23</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	729.19	1,750.00
48210 · Repairs & Maint. - Headquarters	336.00	6,372.14	8,333.38	20,000.00
48211 · Supplies & Exp. - Headquarters	397.51	4,253.01	5,000.00	12,000.00
48214 · Utilities - Headquarters	2,483.95	26,625.17	17,500.00	42,000.00
48215 · Cleaning - Headquarters	567.00	2,835.00	3,333.38	8,000.00
Total Headquarters Station	<u>3,784.46</u>	<u>40,085.32</u>	<u>34,895.95</u>	<u>83,750.00</u>
North 40 Station				
48299 · Residential Apartment --N40	0.00	0.00	208.38	500.00
48309 · Alarm Monitoring and T&I--N40	0.00	0.00	500.00	1,200.00
48311 · Repairs & Maint. - North 40	1,229.30	22,054.84	9,166.69	22,000.00
48315 · Supplies & Expenses - North 40	559.88	3,805.69	4,166.69	10,000.00
48320 · Utilities - North 40	1,604.66	20,299.83	18,750.00	45,000.00
Total North 40 Station	<u>3,393.84</u>	<u>46,160.36</u>	<u>32,791.76</u>	<u>78,700.00</u>
Aspen Village Substation				
48016 · Supplies & Exp.- Aspen Village	92.25	142.25	312.50	750.00
48400 · Utilities - Aspen Village	650.20	4,671.15	2,916.69	7,000.00
48409 · Alarm Monitoring and T&I--AV	0.00	0.00	416.69	1,000.00
48410 · Repairs & Maint.- Aspen Village	100.00	3,316.00	1,250.00	3,000.00
Total Aspen Village Substation	<u>842.45</u>	<u>8,129.40</u>	<u>4,895.88</u>	<u>11,750.00</u>
Starwood Substation				
48411 · Tenants' Rent - Starwood	0.00	5,295.00	4,416.69	10,600.00
48412 · Utilities & Expenses - Starwood	1,251.95	7,781.55	4,166.69	10,000.00
Total Starwood Substation	<u>1,251.95</u>	<u>13,076.55</u>	<u>8,583.38</u>	<u>20,600.00</u>
Woody Creek Substation				
47299 · Residential Apartment--WC	0.00	0.00	208.38	500.00
47301 · Supplies & Exp. - Woody Creek	0.00	50.00	208.38	500.00
47302 · Utilities - Woody Creek	1,001.94	5,832.92	4,583.38	11,000.00
47309 · Alarm Monitoring and T&I--WC	0.00	0.00	416.69	1,000.00
47310 · Repairs & Maint. - Woody Creek	100.00	2,096.00	1,041.69	2,500.00
Total Woody Creek Substation	<u>1,101.94</u>	<u>7,978.92</u>	<u>6,458.52</u>	<u>15,500.00</u>
Total STATIONS, BUILDINGS & GROUNDS	<u>10,374.64</u>	<u>115,430.55</u>	<u>87,625.49</u>	<u>210,300.00</u>
TRANSFER TO OTHER FUNDS				
49502 · Transfer to CapAcquisition Fund	0.00	600,000.00	250,000.00	600,000.00
49503 · Transfer to Housing Fund	0.00	1,340,950.00	458,333.38	1,100,000.00
49507 · Xfer to Emergency Reserve Fund	0.00	50,000.00	20,833.38	50,000.00
49509 · Xfer to FPPA Annual Accrual Fnd	0.00	150,000.00	62,500.00	150,000.00
Total TRANSFER TO OTHER FUNDS	<u>0.00</u>	<u>2,140,950.00</u>	<u>791,666.76</u>	<u>1,900,000.00</u>
Total Expense	<u>405,474.49</u>	<u>4,402,459.09</u>	<u>3,058,050.64</u>	<u>7,339,317.00</u>
Net Income	<u>1,189,146.23</u>	<u>641,934.24</u>	<u>-1.61</u>	<u>0.00</u>

Aspen Fire Protection District Profit & Loss Budget Performance May 2023

	<u>May 23</u>	<u>Jan - May 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income				
CAPITAL ACQUISITION (Income)				
30075 · General Property Tax Allocation	0.00	600,000.00	250,000.00	600,000.00
30100 · Sale of Apparatus	0.00	0.00	4,166.69	10,000.00
60100 · Interest on Investments	2,343.73	7,188.79	2,083.38	5,000.00
Total CAPITAL ACQUISITION (Income)	<u>2,343.73</u>	<u>607,188.79</u>	<u>256,250.07</u>	<u>615,000.00</u>
Total Income	<u>2,343.73</u>	<u>607,188.79</u>	<u>256,250.07</u>	<u>615,000.00</u>
Gross Profit	2,343.73	607,188.79	256,250.07	615,000.00
Expense				
CAPITAL ACQ. Fund (Expenses)				
60110 · Cap. Outlay/Equipment/Projects				
replacement SCBA equipment	0.00	388,242.00	156,767.50	376,242.00
fire ext. training simulator	0.00	0.00	5,833.38	14,000.00
EV replacement for DFM truck	0.00	0.00	14,583.38	35,000.00
North 40 Stn asphalt resealing	0.00	0.00	4,166.69	10,000.00
61+62 station alerting systems	0.00	4,999.00	47,916.69	115,000.00
camera upgrades	0.00	9,765.50	4,925.44	11,821.00
PlymoVent at Stn 62	0.00	-5,925.00		
Total 60110 · Cap. Outlay/Equipment/Projects	<u>0.00</u>	<u>397,081.50</u>	<u>234,193.08</u>	<u>562,063.00</u>
Total CAPITAL ACQ. Fund (Expenses)	<u>0.00</u>	<u>397,081.50</u>	<u>234,193.08</u>	<u>562,063.00</u>
Total Expense	<u>0.00</u>	<u>397,081.50</u>	<u>234,193.08</u>	<u>562,063.00</u>
Net Income	<u><u>2,343.73</u></u>	<u><u>210,107.29</u></u>	<u><u>22,056.99</u></u>	<u><u>52,937.00</u></u>

Aspen Fire Protection District Profit & Loss Budget Performance May 2023

	<u>May 23</u>	<u>Jan - May 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income				
HOUSING (Income)				
31175 · General Property Tax Allocation	0.00	1,340,950.00	458,333.38	1,100,000.00
31190 · Interest on Investments	8,728.11	27,173.01	4,166.69	10,000.00
31195 · Fire Place--Total Income	9,817.50	49,087.50	102,025.00	244,860.00
31196 · Fire Place--Investment Interest	186.90	354.90		
Total HOUSING (Income)	<u>18,732.51</u>	<u>1,417,565.41</u>	<u>564,525.07</u>	<u>1,354,860.00</u>
Total Income	<u>18,732.51</u>	<u>1,417,565.41</u>	<u>564,525.07</u>	<u>1,354,860.00</u>
Gross Profit	18,732.51	1,417,565.41	564,525.07	1,354,860.00
Expense				
HOUSING Fund (Expenses)				
70100 · North 40 Project--Soft Costs				
Fire Place Fitness Room	0.00	-108.26		
Construction Mgmt. Services	0.00	12,734.63		
Other Services / Fees	0.00	-6,880.06		
Total 70100 · North 40 Project--Soft Costs	<u>0.00</u>	<u>5,746.31</u>		
70200 · North 40 Project--Construction	0.00	330,292.00		
70201 · Fire Place--Total Expenses	0.00	0.00	48,118.75	115,485.00
70205 · Fire Place--Transfer toReserves	0.00	0.00	49,087.50	117,810.00
70300 · FP COPs--Lease Payments				
70301 · Interest Payments	254,800.00	254,800.00	254,800.00	509,600.00
70302 · Principal Payments	0.00	0.00	0.00	585,000.00
Total 70300 · FP COPs--Lease Payments	<u>254,800.00</u>	<u>254,800.00</u>	<u>254,800.00</u>	<u>1,094,600.00</u>
Total HOUSING Fund (Expenses)	<u>254,800.00</u>	<u>590,838.31</u>	<u>352,006.25</u>	<u>1,327,895.00</u>
Total Expense	<u>254,800.00</u>	<u>590,838.31</u>	<u>352,006.25</u>	<u>1,327,895.00</u>
Net Income	<u><u>-236,067.49</u></u>	<u><u>826,727.10</u></u>	<u><u>212,518.82</u></u>	<u><u>26,965.00</u></u>

Aspen Fire Protection District Profit & Loss Budget Performance May 2023

	<u>May 23</u>	<u>Jan - May 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income				
WILDFIRE COMM. ACTION (Income)				
31575 · Contributions Received	1,000.00	6,193.90	83,333.38	200,000.00
31576 · Contributions (WCAF--Assigned)	0.00	100,000.00		
31590 · Interest on Investments	1,126.38	5,357.32	1,250.00	3,000.00
Total WILDFIRE COMM. ACTION (Income)	<u>2,126.38</u>	<u>111,551.22</u>	<u>84,583.38</u>	<u>203,000.00</u>
Total Income	<u>2,126.38</u>	<u>111,551.22</u>	<u>84,583.38</u>	<u>203,000.00</u>
Gross Profit	<u>2,126.38</u>	<u>111,551.22</u>	<u>84,583.38</u>	<u>203,000.00</u>
Expense				
WILDFIRE C.A. Fund (Expenses)				
80100 · Operating Expenses				
80101 · Administrative Expenses	114.08	1,132.23	1,041.69	2,500.00
80103 · Consultant Fees	0.00	2,000.00	10,416.69	25,000.00
80105 · Personnel				
Wages	7,051.24	37,019.01	38,194.19	91,666.00
Benefits	2,849.22	13,558.71	13,650.88	32,762.00
Employer Taxes	107.43	603.45	640.44	1,537.00
Total 80105 · Personnel	<u>10,007.89</u>	<u>51,181.17</u>	<u>52,485.51</u>	<u>125,965.00</u>
80109 · Marketing	74.18	1,677.08	2,500.00	6,000.00
80111 · Other / Unanticipated	0.00	0.00	1,458.38	3,500.00
Total 80100 · Operating Expenses	<u>10,196.15</u>	<u>55,990.48</u>	<u>67,902.27</u>	<u>162,965.00</u>
80200 · Project Expenses	18,450.00	18,450.00	41,666.69	100,000.00
Total WILDFIRE C.A. Fund (Expenses)	<u>28,646.15</u>	<u>74,440.48</u>	<u>109,568.96</u>	<u>262,965.00</u>
Total Expense	<u>28,646.15</u>	<u>74,440.48</u>	<u>109,568.96</u>	<u>262,965.00</u>
Net Income	<u><u>-26,519.77</u></u>	<u><u>37,110.74</u></u>	<u><u>-24,985.58</u></u>	<u><u>-59,965.00</u></u>

Aspen Fire Protection District
Profit & Loss Budget Performance
 May 2023

	<u>May 23</u>	<u>Jan - May 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income				
BOND DEBT SERVICE FUND (Income)				
35100 · General Property Tax	255,619.78	776,247.47	446,898.75	1,072,557.00
35200 · Specific Ownership Taxes	3,819.43	14,076.78	16,666.69	40,000.00
35210 · Interest Earned--Prop. Taxes	9.02	35.94	833.38	2,000.00
35250 · Interest on Investments	7,550.36	27,861.35	7,083.38	17,000.00
35700 · Delinquent Taxes	0.00	-13.06	-416.69	-1,000.00
Total BOND DEBT SERVICE FUND (Income)	<u>266,998.59</u>	<u>818,208.48</u>	<u>471,065.51</u>	<u>1,130,557.00</u>
Total Income	<u>266,998.59</u>	<u>818,208.48</u>	<u>471,065.51</u>	<u>1,130,557.00</u>
Gross Profit	266,998.59	818,208.48	471,065.51	1,130,557.00
Expense				
BOND DEBT SERVICE Fund (Expns.)				
50005 · County Treasurer Fee	12,781.44	38,813.60	22,345.00	53,628.00
50010 · Interest Payments	69,037.50	69,037.50	69,037.50	138,075.00
50011 · Principal Payments	0.00	0.00	0.00	935,000.00
50020 · Fees & Expenses	0.00	200.00	916.69	2,200.00
Total BOND DEBT SERVICE Fund (Expns.)	<u>81,818.94</u>	<u>108,051.10</u>	<u>92,299.19</u>	<u>1,128,903.00</u>
Total Expense	<u>81,818.94</u>	<u>108,051.10</u>	<u>92,299.19</u>	<u>1,128,903.00</u>
Net Income	<u><u>185,179.65</u></u>	<u><u>710,157.38</u></u>	<u><u>378,766.32</u></u>	<u><u>1,654.00</u></u>

Fire Place

Balance Sheet

Exported On: 2023-05-22 14:47:46 -0600

Properties: Aspen Fire Protection District - 62 Front Way Aspen, CO 81611

As of: 04/30/2023

Accounting Basis: Accrual

Level of Detail: Detail View

Include Zero Balance GL Accounts: No

Account Number	Account Name	Balance	
	ASSETS		
	Cash		
1150	Operating Checking	50,870	
1160	Security Deposit Cash	45,784	
	Total Cash	96,654	
	OTHER CURRENT ASSETS		
1301	Accounts Receivable	7,774	7,774
1500	Prepaid Expenses	2,147	
1510	Prepaid Insurance	1,881	
	Total OTHER CURRENT ASSETS	11,802	
	TOTAL ASSETS	108,456	
	LIABILITIES & CAPITAL		
	Liabilities		
	SECURITY DEPOSITS		
2101	Tenant Deposits	16,000	16,000
2104	Last Month's Rent	20,600	20,600
2106	Pet Damage Deposit	9,000	8,000
	Total SECURITY DEPOSITS	45,600	
	CURRENT LIABILITIES		
2201	Accounts Payable	10,119	10,119
	Total CURRENT LIABILITIES	10,119	
	OTHER CURRENT LIABILITIES		
2301	Prepaid Assessments/Rent	11,500	
	Total OTHER CURRENT LIABILITIES	11,500	
	Total Liabilities	67,219	
	Capital		
	Calculated Retained Earnings	3,581	3,581
	Calculated Prior Years Retained Earnings	37,655	
	Total Capital	41,237	
	TOTAL LIABILITIES & CAPITAL	108,456	

Annual Budget - Comparative
 Exported On: 2023-05-22 14:57:33 -0600

Properties: Aspen Fire Protection District - 62 Front Way Aspen, CO 81611
 As of: Apr 2023
 Additional Account Types: None
 Accounting Basis: Accrual
 Level of Detail: Detail View

Account Number	Account Name	MTD Actual	MTD Budget	MTD \$ Var.	MTD % Var.
Income					
4000	RENTAL				
4010	Rental Revenue	20,600	20,600	-	0.00%
	Total RENTAL	20,600	20,600	-	0.00%
4600	OTHER REVENUE				
4710	Operating Interest Revenue	186	-	186	0.00%
	Total OTHER REVENUE	186	-	186	0.00%
	Total Operating Income	20,786	20,600	186	0.90%
Expense					
6000	OFFICE & ADMINISTRATION EXPENSES				
6010	Office Supply & Admin	22	20	(2)	-9.50%
6025	Technology & Website	75	30	(45)	-149.23%
	Total OFFICE & ADMINISTRATION EXPENSES	97	50	(47)	-93.34%
6100	MANAGEMENT SERVICES				
6110	Management Services - TRG	2,147	2,147	-	0.00%
	Total MANAGEMENT SERVICES	2,147	2,147	-	0.00%
6150	INSURANCE				
6155	Property/Building Insurance	940	940	-	0.00%
	Total INSURANCE	940	940	-	0.00%
6300	CLEANING & GENERAL MAINTENANCE				
6312	Unit Repair & Maintenance - TRG	108	175	67	38.29%
6315	Repairs & Maintenance	215	400	185	46.19%
6322	Unit Repair & Maintenance - Work Orders	-	63	63	100.00%
6323	Unit Move Out Inspections	-	50	50	100.00%
6334	Painting - TRG	-	50	50	100.00%
6350	On-Call Services	300	280	(20)	-7.14%
6390	Maintenance Supplies & Equipment	947	200	(747)	-373.60%
	Total CLEANING & GENERAL MAINTENANCE	1,570	1,218	(353)	-28.99%
6400	LANDSCAPE & IRRIGATION				
6401	Landscaping & Irrigation - TRG	-	150	150	100.00%
6405	Landscaping & Irrigation Supplies & Equipment	-	800	800	100.00%
	Total LANDSCAPE & IRRIGATION	-	950	950	100.00%
6500	JANITORIAL				
6520	Janitorial Supplies & Equipment	-	100	100	100.00%
	Total JANITORIAL	-	100	100	100.00%
6600	OUTSIDE CONTRACTOR SERVICE				
6630	Key/Lock Replacement	-	5	5	100.00%
6660	Window Cleaning	-	900	900	100.00%
	Total OUTSIDE CONTRACTOR SERVICE	-	905	905	100.00%
6850	UTILITIES				
6857	Garage Electricity	2,368	635	(1,733)	-272.88%
6865	Water	554	800	246	30.75%
6866	Sewer	1,313	1,265	(48)	-3.78%
6870	Trash & Recycling	70	445	375	84.27%
6882	Telephone-Fire AlarmMonitoring	286	480	194	40.38%
6884	Telephone-Elevator	-	280	280	100.00%

		Total UTILITIES	4,591	3,905	(686)	-17.56%
6908	6900	OTHER				
		HOA Dues	850	850	-	0.00%
		Total OTHER	850	850	-	0.00%
		Total Operating Expense	10,195	11,065	870	7.86%
		Total Operating Income	20,786	20,600	186	0.90%
		Total Operating Expense	10,195	11,065	870	7.86%
		NOI - Net Operating Income	10,590	9,535	1,055	11.07%
		Other Expense				
9990	9900	OTHER CAPITAL EXPENSES				
		CP - Replace Reserve Expense	9,818	9,818	-	0.00%
		Total OTHER CAPITAL EXPENSES	9,818	9,818	-	0.00%
		Total Other Expense	9,818	9,818	-	0.00%
		Net Other Income	(9,818)	(9,818)	-	0.00%
		Total Income	20,786	20,600	186	0.90%
		Total Expense	20,013	20,882	870	4.16%
		Net Income	773	(282)	1,055	373.82%

Annual Budget - Comparative
 Exported On: 2023-05-22 14:59:51 -0600

Properties: Aspen Fire Protection District - 62 Front Way Aspen, CO 81611
 As of: Apr 2023
 Additional Account Types: None
 Accounting Basis: Accrual
 Level of Detail: Detail View

Account Number	Account Name	YTD Actual	YTD Budget	YTD \$ Var.	YTD % Var.	Annual Budget
Income						
4000	RENTAL					
4010	Rental Revenue	82,400	82,400	-	0.00%	244,500
	Total RENTAL	82,400	82,400	-	0.00%	244,500
4500	FEEES					
4530	Application Fee Revenue	-	-	-	0.00%	360
	Total FEEES	-	-	-	0.00%	360
4600	OTHER REVENUE					
4710	Operating Interest Revenue	489	-	489	0.00%	-
	Total OTHER REVENUE	489	-	489	0.00%	-
	Total Operating Income	82,889	82,400	489	0.59%	244,860
Expense						
6000	OFFICE & ADMINISTRATION EXPENSES					
6010	Office Supply & Admin	37	80	43	53.56%	240
6025	Technology & Website	231	120	(111)	-92.69%	360
	Total OFFICE & ADMINISTRATION EXPENSES	268	200	(68)	-34.19%	600
6050	PROFESSIONAL FEES					
6060	Tenant Screening	-	-	-	0.00%	360
	Total PROFESSIONAL FEES	-	-	-	0.00%	360
6100	MANAGEMENT SERVICES					
6110	Management Services - TRG	8,588	8,588	-	0.00%	25,764
6113	Management Services - Leasing Fee - TRG	613	-	(613)	0.00%	1,686
6119	Management Fee Services	-	-	-	0.00%	4,500
	Total MANAGEMENT SERVICES	9,201	8,588	(613)	-7.14%	31,950
6150	INSURANCE					
6155	Property/Building Insurance	3,761	3,761	-	0.00%	11,283
	Total INSURANCE	3,761	3,761	-	0.00%	11,283
6300	CLEANING & GENERAL MAINTENANCE					
6311	Building Maintenance - OC	1,071	200	(871)	-435.68%	1,800
6312	Unit Repair & Maintenance - TRG	354	744	390	52.47%	2,275
6313	Unit Repair & Maintenance - OC	-	125	125	100.00%	925
6314	Contractor Warranty	-	500	500	100.00%	1,000
6315	Repairs & Maintenance	1,364	1,700	336	19.77%	5,200
6320	HVAC - Heat, Ventilation, Air - TRG	-	-	-	0.00%	3,294
6321	HVAC - Heat, Ventilation, Air -OC	-	-	-	0.00%	1,600
6322	Unit Repair & Maintenance - Work Orders	-	266	266	100.00%	813
6323	Unit Move Out Inspections	-	213	213	100.00%	650
6334	Painting - TRG	-	213	213	100.00%	650
6350	On-Call Services	1,290	1,190	(100)	-8.40%	3,640
6390	Maintenance Supplies & Equipment	956	800	(156)	-19.52%	2,400
6392	Unit Appliance & Equipment	-	-	-	0.00%	1,200
	Total CLEANING & GENERAL MAINTENANCE	5,035	5,949	915	15.37%	25,447
6400	LANDSCAPE & IRRIGATION					
6401	Landscaping & Irrigation - TRG	-	150	150	100.00%	2,325
6405	Landscaping & Irrigation Supplies & Equipment	-	800	800	100.00%	1,010
	Total LANDSCAPE & IRRIGATION	-	950	950	100.00%	3,335
6500	JANITORIAL					
6520	Janitorial Supplies & Equipment	1,085	400	(685)	-171.36%	1,200
	Total JANITORIAL	1,085	400	(685)	-171.36%	1,200
6600	OUTSIDE CONTRACTOR SERVICE					
6605	Elevator Maintenance	-	-	-	0.00%	2,450
6615	Fire & Safety	-	-	-	0.00%	2,800
6630	Key/Lock Replacement	-	20	20	100.00%	60
6660	Window Cleaning	-	900	900	100.00%	1,800

	Total OUTSIDE CONTRACTOR SERVICE	-	920	920	100.00%	7,110
6850	UTILITIES					
6857	Garage Electricity	11,625	2,540	(9,085)	-357.69%	5,520
6865	Water	2,213	3,200	987	30.83%	9,600
6866	Sewer	2,626	2,530	(96)	-3.78%	5,060
6870	Trash & Recycling	1,267	1,780	513	28.80%	5,340
6882	Telephone-Fire AlarmMonitoring	1,166	960	(206)	-21.44%	1,920
6884	Telephone-Elevator	-	1,120	1,120	100.00%	3,360
	Total UTILITIES	18,898	12,130	(6,768)	-55.79%	30,800
6900	OTHER					
6908	HOA Dues	1,700	1,700	-	0.00%	3,400
6915	Miscellaneous Expense	90	-	(90)	0.00%	-
	Total OTHER	1,790	1,700	(90)	-5.27%	3,400
	Total Operating Expense	40,038	34,598	(5,439)	-15.72%	115,485
	Total Operating Income	82,889	82,400	489	0.59%	244,860
	Total Operating Expense	40,038	34,598	(5,439)	-15.72%	115,485
	NOI - Net Operating Income	42,851	47,802	(4,950)	-10.36%	129,375
	Other Expense					
9900	OTHER CAPITAL EXPENSES					
9990	CP - Replace Reserve Expense	39,270	39,270	-	0.00%	117,810
	Total OTHER CAPITAL EXPENSES	39,270	39,270	-	0.00%	117,810
	Total Other Expense	39,270	39,270	-	0.00%	117,810
	Net Other Income	(39,270)	(39,270)	-	0.00%	(117,810)
	Total Income	82,889	82,400	489	0.59%	244,860
	Total Expense	79,308	73,868	(5,439)	-7.36%	233,295
	Net Income	3,581	8,532	(4,950)	-58.02%	11,565

Income Statement - 12 Month
 Exported On: 2023-05-22 15:03:50 -0600

The Romero Group, LLC
 Properties: Aspen Fire Protection District - 62 Front Way Aspen, CO 81611
 Fund Type: All
 Period Range: Jan 2023 to Apr 2023
 Accounting Basis: Accrual
 Level of Detail: Detail View
 Include Zero Balance GL Accounts: No

Account Number	Account Name	Jan 2023	Feb 2023	Mar 2023	Apr 2023	Total
Operating Income & Expense						
Income						
RENTAL						
4010	Rental Revenue	20,600	20,600	20,600	20,600	82,400
	Total RENTAL	20,600	20,600	20,600	20,600	82,400
OTHER REVENUE						
4710	Operating Interest Revenue	5	91	207	186	489
	Total OTHER REVENUE	5	91	207	186	489
	Total Operating Income	20,605	20,691	20,807	20,786	82,889
Expense						
OFFICE & ADMINISTRATION EXPENSES						
6010	Office Supply & Admin	6	0	9	22	37
6025	Technology & Website	52	51	53	75	231
	Total OFFICE & ADMINISTRATION EXPENSES	58	51	62	97	268
MANAGEMENT SERVICES						
6110	Management Services - TRG	2,147	2,147	2,147	2,147	8,588
6113	Management Services - Leasing Fee - TRG	-	-	613	-	613
	Total MANAGEMENT SERVICES	2,147	2,147	2,760	2,147	9,201
INSURANCE						
6155	Property/Building Insurance	940	940	940	940	3,761
	Total INSURANCE	940	940	940	940	3,761
CLEANING & GENERAL MAINTENANCE						
6311	Building Maintenance - OC	-	-	1,071	-	1,071
6312	Unit Repair & Maintenance - TRG	-	102	144	108	354
6315	Repairs & Maintenance	249	324	576	215	1,364
6350	On-Call Services	366	314	310	300	1,290
6390	Maintenance Supplies & Equipment	-	-	9	947	956
	Total CLEANING & GENERAL MAINTENANCE	615	740	2,110	1,570	5,035
JANITORIAL						
6520	Janitorial Supplies & Equipment	-	781	305	-	1,085
	Total JANITORIAL	-	781	305	-	1,085
UTILITIES						
6857	Garage Electricity	3,142	3,387	2,728	2,368	11,625
6865	Water	554	563	542	554	2,213
6866	Sewer	1,313	-	-	1,313	2,626
6870	Trash & Recycling	422	422	352	70	1,267
6882	Telephone-Fire Alarm Monitoring	287	304	288	286	1,166
	Total UTILITIES	5,719	4,677	3,911	4,591	18,898
OTHER						
6908	HOA Dues	850	-	-	850	1,700
6915	Miscellaneous Expense	-	90	-	-	90
	Total OTHER	850	90	-	850	1,790
	Total Operating Expense	10,329	9,426	10,088	10,195	40,038
	NOI - Net Operating Income	10,277	11,265	10,719	10,590	42,851

Other Income & Expense**Other Expense****OTHER CAPITAL EXPENSES**

9990

CP - Replace Reserve Expense

9,818	9,818	9,818	9,818	39,270
-------	-------	-------	-------	--------

Total OTHER CAPITAL EXPENSES

9,818	9,818	9,818	9,818	39,270
--------------	--------------	--------------	--------------	---------------

Total Other Expense

9,818	9,818	9,818	9,818	39,270
--------------	--------------	--------------	--------------	---------------

Net Other Income

(9,818)	(9,818)	(9,818)	(9,818)	(39,270)
----------------	----------------	----------------	----------------	-----------------

Total Income

20,605	20,691	20,807	20,786	82,889
--------	--------	--------	--------	--------

Total Expense

20,146	19,243	19,905	20,013	79,308
--------	--------	--------	--------	--------

Net Income

459	1,447	902	773	3,581
------------	--------------	------------	------------	--------------



Aspen Fire Protection District Monthly Staff Report - May 2023

Fire Marshal Report:

ACTIVITY	QUANTITY
Inspections (sprinkler, alarm, tents, tanks)	17
Plan Reviews (Sprinkler, alarm, preliminary building review, access, tent, solar, Ansul system, hood systems)	32
Site Visits / Meetings	41
Fire & Life Safety Inspections, including Tents	8
Training & Education	4

- Food & Wine is happening this week, June 16 thru 18. This is their 40th anniversary. Ben & I will be doing our fire life safety inspection walk-throughs on Thursday, before things kick off. I don't anticipate any issues, since the presenters have this event so well dialed in.
- Prevention was very busy this month with training. Deputy Fire Marshal Ben Smith and the prevention firefighters attended a Fire Educator Class in Denver. Firefighters Drew, Jack and Elijah represented the district very well, and everyone passed the class. Congrats to all!
- Jack, Elijah and Ben participated in a 40-hour Car Seat Technician class, organized this year by Aspen Fire. The class was conducted by Colorado State Patrol, for training on how to correctly install child car seats. This will allow the district to expand our services for child car seat installation by anyone who requests assistance. FF Curtis also re-certified as a car seat tech.
- Aspen Police and Pitkin County sheriff held their annual bike rodeo. Ben assisted, along with other fire department members, who took time to help with the activity.
- I participated in a web training for Lithium-Ion Battery Energy Storage Systems. This is just a never ending topic for learning. This training was offered by the Fire Marshal's Association of Colorado. FMAC offers monthly training on a variety of topics. They have always been a great resource.
- Tent season is beginning, and the permits are starting to pick up. In 2022 there were 144 tent permits issued. The year to date right now is 41, compared to 36 at this time last year. The big push happens in July & August, so maybe we'll set what kind of a year we have.
- Pitkin County Map Book: Pitkin County GIS has updated the Pitkin County Map Book, in collaboration with Aspen Fire and Roaring Fork Fire. This was needed since the last update was in 2006.
- Wildfire Preparedness Event: Ben wanted to give kudos to Ali for the recent Wildfire Preparedness Event. He stated it was an awesome event for fire prevention & wildfire preparedness.
- FirstDue software Steamboat Fire Collaboration: Ben showed Steamboat Fire how we're doing our preplanning with FirstDue. Steamboat has been evaluating the program to decide if they want to start using it, and it sounds like they probably will.



Aspen Fire Protection District Monthly Staff Report - May 2023

OPERATIONAL RESPONSE REPORT (report #849):

TOTAL CALLS	145
(100) Fire (i.e. structure, cooking fire, dumpster, wildland)	2
(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)	20
(400) Hazardous Condition (i.e. gas leak, chemical spill, electrical/wiring problem, carbon monoxide, aircraft standby, vehicle accident clean up)	6
(500) Service Call (i.e. smoke/odor removal, assist other agency, person in distress, water problem, animal problem)	4
(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)	40
(700) False Alarm, False Call (i.e. alarms due to malfunction, unintentional alarms, pull station alarm activated maliciously or by accident)	73
(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)	0

NOTABLE INCIDENTS:

- Construction site rescue - using crane again!
- Assisted RFFR in a swift water rescue/body recovery
- Assisted RFFR in a swift water rescue. Rescued a 5 YO and a 36 YO off an island after their boat flipped near Hooks LN.
- Assisted Town of Snowmass Village with the Kearns incident. 602 LOGS and 607 Safety. We helped in the ICP as part of the Incident Management Team.



Aspen Fire Protection District Monthly Staff Report - May 2023



EVENTS

- May 5th wildfire party! Over 100 people!
- A Shift attended the Memorial Day Event
- All 3 Shifts performed a walk-through of the elementary, middle, and high school with an SRO.

PROJECTS / COLLABORATIONS

- Curbsides
- Chief Spaulding participated in an assessment center for the promotion of an LT and BC for RFFR.
- First Arriving - information sharing and improved SA
- CWPP - County and Partner Agencies
- MCI Plan - County and partner Agencies
- ASD School Safety Team - Andersen and Smith



Aspen Fire Protection District Monthly Staff Report - May 2023

SPOTLIGHTS

- Fitness committee! They have rolled out a new fitness app to all staff! Brought back yoga, and monthly challenges!
- Engineers have taken on a lot of extra projects
- Props to the prevention firefighters and those who have helped create so many preplans!
- Fire and Life Safety Educators!
- Car Seat Technicians - 40-HOUR CLASS!

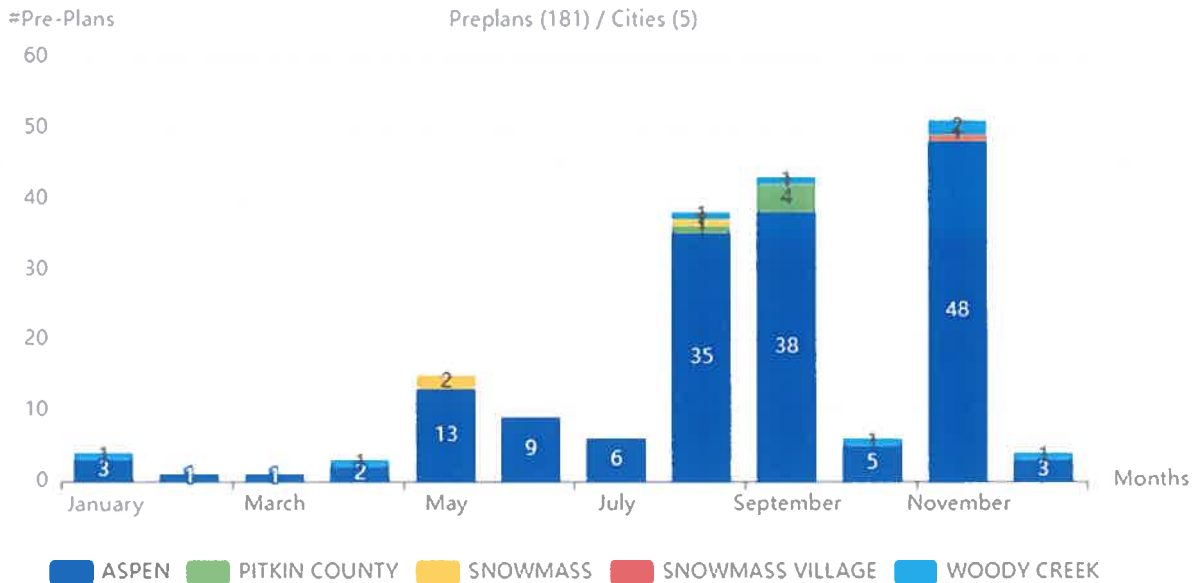
Pre-plans Completed by User

Preplans (320) / Users (13)



Pre-Plans Completed by month per City

Preplans (181) / Cities (5)





Aspen Fire Protection District Monthly Staff Report - May 2023

Training Report (Report #1625)

Type of Class	# Classes	Total Class Hours	Total # Members Attended	Total Combined Member Hours
In House - Aerial Ops	3	5:15	13	25:45
In House - DO Driving				
In House - DO Pumping	10	22:10	59	144:20
In House - EMS	3	6:00	24	48:00
In House - Fire Officer / Command				
In House - Firefighter	1	3:00	5	15:00
In House - Monthly Training				
In House - Tech Rescue	1	1:00	6	6:00
In House - Wildland FF	2	2:30	8	10:30
Miscellaneous	1	1:45	1	1:45
Outside Training	3	49:30	5	96:00
TOTAL	24	91:10	121	347:20

The May fire training was on Water Shuttles in Rural Areas taught by our Engineer Group; Mike Holmes, Shawn Jones and Charlie Curtis. Attached is a picture showing the training which includes one apparatus pumping 500gpm while being supplied from two tenders filling a tandem dump tank system.

The medical training was taught by Rick Magnuson from Aspen PD and Gabe Muething from Aspen Ambulance that covered how to control crime scenes that relate to EMS calls and a review of the current paperwork and expectations of EMS personnel on calls with Do Not Resuscitate or Hospice orders.

The Recruit Class of 2023 have completed their fire academy and their hazmat class. All of the recruits completed and passed their hazmat practical test. They are now in the Emergency Medical Responder course that we are teaching in-house which started 5-30 followed by the Wildland S130/190 course they will be completing in July. The recruit who is going to attend the fall academy has had his task book expanded and is attending the EMR and S130/190 classes to progress ahead of going to the academy.



Aspen Fire Protection District Monthly Staff Report - May 2023

Spring is a busy training time for all of the agencies in the valley and we are participating in a number of trainings in conjunction with them. We participated in five trainings with Aspen Airport Fire on water supply on airport incidents. The last few personnel who needed to complete the wildland refresher training for the year have joined Roaring Fork Fire in their last class. We will also be working with Roaring Fork Fire on a Swiftwater rescue refresher class and a full class for new rescuers. Additionally, we provided Swiftwater rescue shore person training to the Pitkin County Outdoor Rangers and Aspen PD personnel as fellow first responders who may arrive prior to our trained swimmers.



Our Fire Prevention Track Firefighters all completed the Public Fire and Life Safety Educator I class to advance their abilities to educate the public. They have also completed the Car Seat Technician class.



All three firefighters that completed the Fire Officer I class that was held in Snowmass in April completed their task books and one has already passed the written test.

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:

- Fire Officer II - 1 Battalion Chief
- Fire Instructor I - 1 firefighter
- Our Community Listens - 1 firefighter
- Chief Officer Training Curriculum - 2 Battalion Chiefs (18 month class)
- Roaring Fork Leadership - 1 Battalion Chief (9 month class)
- Colorado Public Manager - 1 firefighter (1 year class)





Aspen Fire Protection District Monthly Staff Report - May 2023

Wildfire Report

	# Completed for Month	Year-to-date
Wildfire Risk Assessments	22	22
Wildfire Risk Map Curbside Assessments	510	510

Wildfire Risk Assessments and Curbside Assessments are just getting started.

June 2023 Update

Gross Fundraising Total (Oct. '21 - June '23): \$471,985
Gross Income (2023): \$111,551.22
Net Income (2023): \$37,110.74

These numbers do not include our recent CSU grant award ^

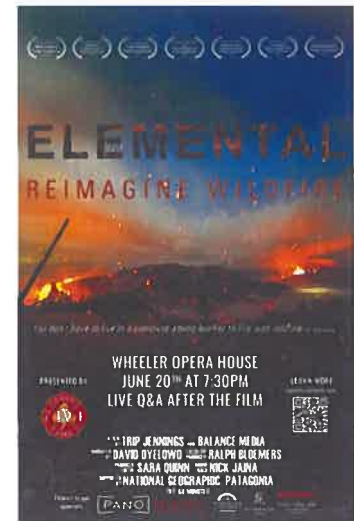


- **Thank you, Agathe!** Our risk reduction intern from Bordeaux leaves us June 18, 2023.

Grant Name	Due	\$ Ask	\$ Received	Match/ other info	Status
Bureau of Land Management CO Fuels Management & Community Fire Assistance	8/17/22	\$10,000 (total project budget \$28,498.20)	\$10,000	For Willoughby/ 33-acre Fuel Break Project.	Phase 1 complete
Laura Jane Musser Fund	3/15/23	\$20,000 matched with \$20k from Pitkin OST and \$10k from AFPD's WCAF	TBD: July '23	Environmental preservation & sustainable use of public open spaces projects. Match not required but accepted. – collab with Pitkin OST for fuels reduction in Sky Mountain Park. "very competitive."	Submitted
Colorado State University: Wildfire Mitigation Incentives for Local Government	4/5/23	\$109,922.78 in capacity building support, matched with \$340,185.02 from AFPD, for 2023 - 2027	\$109,922.78	Provides state support to match revenue raised by local governments for forest management or fuels reduction, or for local governments to expand existing, long-term programs for forest management and wildfire mitigation.	Approved!
FACO	7/14/23	\$500-2,500		launching local neighborhood ambassador programs and completing community mitigation projects near BLM-managed lands. - 50% cash or in-kind match is requested	

- **RFV Wildfire Collaborative**
 - Collaborative program manager Angie Davlyn has started and we are transitioning responsibilities over to her

WCAF Board Meeting Update – June 2023



- **Outreach & Education:**
 - *Elemental: Reimagining Wildfire* screening June 20 at 7:30 at Wheeler Opera House.
 - First responder and friends/family **promo code: AFPDFAMILY23**
 - \$4500 in Sponsorships, plus \$1,000 in-kind advertising
 - Agathe helping with social media and community outreach, especially with Chipper program
 - **June 6** - presentation to Aspen Elks Lodge on “All things Wildfire”
 - Evacuation Route planning (public plan) with City of Aspen
 - Chainsaw training completed with Roaring Fork Outdoor Volunteers

- **Projects**
 - **Ongoing:**
 - PODS Mapping & Prioritization with Jake Andersen & Jake Spaulding
 - **Planning Phase:**
 - Spring retreatment of Ajax beetle kill areas: **\$4,000 WCAF Commitment**
 - Collaboration with Pitkin Open Space & Trails for Sky Mountain Park
 - Grant submitted; potential **\$10k WCAF** commitment
 - Expanded Chipping Program 2023
 - Up to \$70k budget with support from City of Aspen and Pitkin County
 - Targeting 10 high risk neighborhoods; RFP posted and outreach ongoing
 - Willoughby Fuel Break Implementation with BLM
 - Phase 1 implemented on OST property (see photos below)
 - Phase 2 to take place in the Fall
 - **Future Projects:**
 - 2025 Red Mountain Burn - USFS, Pitkin County, ACES:
 - **Up to \$14k** AFPD commitment to assist with weeds treatments in 2023

WCAF Board Meeting Update – June 2023

- Outreach beginning to cross-boundary partners
 - Site visit conducted with reps from ACES, Pitkin County, Starwood and other adjacent property representatives, BLM, and Forest Service
- CSFS visit on 5/26; recommendation on focusing on both the larger scale as well as communications around home hardening

Phase 1 complete of Willoughby Way project

33 acre treatment with BLM, Pitkin OST, and 3 adjacent landowners.



BEFORE – too thick to walk through. Pictures could only be taken from above or side of treatment area.



AFTER:

- Ample room for firefighters to work in case of an incoming wildfire.
- Forage and habitat improved for big and small game
- Strategically located for a wind-driven event



WCAF Board Meeting Update – June 2023



Ali has completed her wildland firefighter training and is Red Card qualified.



Aspen Fire personnel assisted Roaring Fork Outdoor Volunteers in a training on chainsaw use for wildfire mitigation.





5060 Campus Delivery
Fort Collins, CO 80523-5060
(970) 491-6303
Fax: (970) 491-8645

May 18, 2023

Aspen Fire Protection District
420 E. Hopkins Ave
Aspen, CO 81611

Dear Ali Hammond,

I am pleased to inform you that your application for the 2023 Incentives for Local Government Grant Program, **Aspen Fire Community Wildfire Action**, has been approved for funding in the amount of **\$109,922.78 to hire a Community Wildfire Resilience Program Director**.

To accept this award please review the enclosed Project Award Notification and Scope of Work. If you agree with the requirements of the grant please sign and date the Project Award Notification and initial the Scope of Work where indicated. Be sure to retain a copy for your records.

Please electronically sign and initial the PDF forms and email the signed copies of the documents to: csfs_grants@colostate.edu and cc kahla.montrose@colostate.edu **prior to beginning project work**.

Instructions for setting up an electronic signature in Adobe are attached. If you are unable to electronically sign, please scan and email the original signed copies.

I will be your primary contact for this grant so please reach out at any time if questions arise. I can be reached at **(208) 473-8099** or kahla.montrose@colostate.edu.

Projects must be completed and certified by CSFS no later than close of business on **July 1, 2027**. The final reimbursement request with your signature and cost documentation must be received by CSFS no later than **August 1, 2027**. Reimbursement procedures and cost documentation requirements are described in the Project Award Notification.

Sincerely,

Kahla Montrose
Forestry Program Specialist

Attachments: Project Award Notification
Attachment A, Scope of Work
CSFS Grant Reimbursement Request Packet/Reimbursement Signature pages
Grant Reimbursement Procedures
Instructions for setting up pdf signatures

CC: CSFS Supervisory Forester- Matt Schiltz
CSFS Finance Manager- Keith Lippwe

WCAFE Progress			
Job Purpose	To promote wildfire resilience across the Aspen Fire Protection District through holistic fuels reduction, wildlife habitat improvement, and watershed protection. The incumbent will identify wildfire risk priorities, foster community involvement, fundraise for mitigation projects, and facilitate the execution of ecologically sound on-the-ground work.		
Job Duties & responsibilities	Starting with localized, achievable "proof of concept" projects in the AFPD, incumbent will build public trust through factually informed, forward thinking, adaptable and scalable fuels reduction work. Incumbent will work to reduce the consequences of wildfire hazards by overseeing the implementation of risk mitigation/ fuels reduction/ conservation programs, including but not limited to:		
	Items	Sub Items	Notes:
Fundraising/ Development	Create a Wildfire Fund to ensure the longevity of wildfire preparedness in Aspen		Current (6/9/23) bank balance: \$233,658
	Writing grant proposals and reports; administering grants; providing guidance on maintaining Aspen Fire grant eligibility		Grant award total: \$ 119,922.78
	Leveraging donations through matching gifts and grants		Demonstrated through grant awards and matching funding from City/ County for Chipper program
	Developing relationships with public & private stakeholders, nonprofits, media, and government entities, and acting as a liaison to wildfire issues		Notable relationships with Mountain Valley, Castle Creek Caucus, Ridge of Red Mountain, Starwood, Pitkin Green, and Brush Creek HOA's with ongoing outreach to others: Working with US Forest Service, CO State Forest Service, BLM, Pitkin County Emergency Management, Open Space & Trails, and City of Aspen Forestry, Board of County Commissioners, Aspen Center for Environmental Studies and Aspen Valley Land Trust
Mitigation	Pulling together and overseeing a multi-agency team of scientists, ecologists, land use experts, and others to coordinate on the ground work across public and private landscapes	Progress in connected landscapes	Instrumental in the success of the Roaring Fork Valley Wildfire Collaborative. Received Fire Adapted Colorado's award for "Outstanding Leadership of a New Collaborative." Now, we are in progress to have a watershed-wide projects map
		Partners in our district:	Ad hoc teams built for projects: relationships built with local specialists including Dan Nielsen & Jim Genuung (UCR Interagency Fire), Carly O'Connell and Liza Mitchell at Pitkin County OST, David Coon (Aspen City Forester), Matt Schiltz with CSFS, USFS District Ranger Kevin Warner, Emergency Manager Valerie MacDonald, Jonathan Lowsky at Colorado Wildlife Science, Mike Uncapher of Western Vegetation Management, Aspen Tree Services, Peak Tree Works, Aspen Arborists, Ken Tacker.
		Establishing and maintaining firebreak trails across forested areas	Phase 1 completed of BLM Community Fire Assistance grant for Willowgby Way/ Open Space & Trails public-private partnership firebreak
		On the ground fuels reduction and forest habitat improvement efforts in collaboration with wildfire mitigation foresters and environmental planners.	900 acre Hunter Creek prescribed burn in 2022 with USFS, BLM, ACES, City, & County. 750 acre Collins Creek burn in 2023; conversations opened for planning a next burn phase in 2025 in Sunnyside area
Outreach & Education		implementing project monitoring programs for fuel reduction program efficacy	Measures of success vary by location and method of work. Monitoring ongoing in partnership with Aspen Fire's prevention team's mitigation assessments
		Website and social media management to promote community buy in	Ongoing local partnerships to repeat important messages. Example: Wildfire Awareness Month valley-wide campaign

<p>Working to educate the public on preparedness and prevention for peak wildfire season. Gaining Community Participation at the wildland-urban interface, through:</p>	<p>media/ news engagement to tell the why/ how of this story/ project</p> <p>Creating content for public engagement, including bilingual materials</p> <p>providing technical assistance for fire mitigation planning and programs that</p>	<p>3 separate pages created for WCAF, Prescribed Fire (bilingual), Wildfire preparedness month (Bilingual event, community info session, web page, advertisements), Bark Beetles web page, HOA education meetings; social media calendar created with social media analytics tracking</p>
<p>Events, etc</p>	<p>Assisting/ Assisted Starwood, Ridge of Red Mountain, Brush Creek, Meadowood, Mountain Valley, Castle Creek</p>	<p>Capitalize on Y+1-2 successes with publicized stories to build community engagement</p> <p>Intern assisted with content creation for upcoming programs</p>
<p>Self Education:</p>	<p>Wildfire Awareness month event annually; Partner opportunities like ACRA fair; education events like <i>Elemental</i> at the Wheeler Public Safety Leadership Development Program; U. Denver, Daniels College of Business Executive Education</p> <p>NWCG S-130, Firefighter Training</p> <p>NWCG L-180, Human Factors in the Wildland Fire Service</p> <p>NWCG S-190, Introduction to Wildland Fire Behavior</p> <p>IS-00100.c, Introduction to Incident Command System, ICS-100</p> <p>S-215 Fire Operations in the Wildland/ Urban Interface</p> <p>IS-700.B: AN INTRODUCTION TO THE NATIONAL INCIDENT MANAGEMENT SYSTEM</p> <p>IS-800.D: NATIONAL RESPONSE FRAMEWORK, AN INTRODUCTION</p>	<p>Offer internal opportunities to improve our assessment standards, including Certified Mitigation Specialist training and Assessing Critical Training Parameters</p> <p>Increase engagement with local schools and community groups; improve cooperation with local volunteer groups</p> <p>Certified Mitigation Specialist and Public Information Officer training</p>

Colorado State Forest Service Financial Assistance Program

Attachment A: Scope of Work

Project Name: Aspen Fire Community Wildfire Action
CSFS Account Number: 1929113

Work to be completed/deliverables:

AFPD will hire a Program Director for its Community Wildfire Resilience Program. Requested grant funds represent 25% of the Director's salary as a full time employee for the grant period of June 2023 through July 2027. Due to local increases in property valuations, AFPD anticipates that within the next few years, its mill levy will expand its operational budget to include the Director position long-term, instead of a year to year contract based on uncertain outcomes of annual fundraising efforts. Beyond the life of the grant, this program will be institutionalized in perpetuity at AFPD.

The Community Wildfire Resilience Program reduces hazardous fuel by identifying wildfire risk priorities, empowering community defensible space, and implementing fuels reduction projects with public and private landowners and the Director's purpose is education and collaborative fuels reduction to protect life, property, forests and waterways

The Program Director will:

- Help develop the County's 2024 CWPP
- Serve as co-chair of the new Roaring Fork Valley Wildfire Collaborative providing qualified leadership to bring the group from the planning stage through to watershed-wide project implementation and outreach
- Launch a neighborhood Ambassador program and engage all priority neighborhoods in this program by 2027

AFPD will:

- Provide enhanced resources to target high risk homeowners, visitors, local agencies, and Spanish speakers
- Pursue coordinated outreach efforts with the Aspen Chamber Resort Association, City and County offices, and Aspen Realtors Association to improve reach of Ready, Set, Go! Materials at hotels, short term rentals, and recreation hotspots
- Host a bilingual, family-friendly Wildfire Mitigation Day event in Spring each year
- Will perform at least 50 individualized defensible space assessments per year and 1,000 curbside assessments, engaging these homeowners with solutions customized to their property.

AFPD's landscape will be monitored by AFPD personnel and expert partner agencies. AFPD will monitor neighborhood risk, performing wildfire risk re-assessments on a 5 year rolling basis, with 1/5 of the district assessed each year. Partnership with CSFS will monitor the status of beetle related tree mortality, while partnership with City and County will ensure Open Space is properly stewarded according to management plans.

Budget Items:

Grant Award: \$109,922.78

Match requirement: \$340,185.02 via FPD's Operational budget based on a 2.202 mill levy

Milestone dates:

- In 2023, AFPD will accomplish:
 - 2014 Pitkin County CWPP update

Initials:

Rev. April 2023

- Launch Neighborhood Ambassador Program
- Expand Chipper program from 3 participating HOA's to 10 in priority (CWPP) neighborhoods
- Youth education programs with local schools and nonprofits
- Update website for Spanish language translation
- Between 2023-2027, AFD will scale up wildfire activities to:
 - Reach 22 priority neighborhoods representing at least 1500 structures with chipping, ambassador & outreach programs
 - Perform at least 50 personalized mitigation inspections and 1,000 curbside assessments annually
 - Support 5 highest risk neighborhoods in becoming designated Firewise communities
 - Host an annual event for Wildfire Mitigation Month
 - Reach 500+ community members with Ready, Set, Go! Training annually
 - Reach 5,000+ tourists annually
 - Plan and implement 1-2 900+acre prescribed burns and 3-5 fuel breaks, ideally cross-boundary
 - Treat 150+ acres of beetle infested forest annually by forester prescription.

Project Completion deadline: **July 1, 2027**

Final Report and reimbursement request due to CSFS: **August 1, 2027**

Standards or Guidelines: Best Management Practices must be followed for all forest management/fuels mitigation work completed under this award. Refer to the handbook *Forestry Best Management Practices to Protect Water Quality in Colorado* for more information which is located at <http://static.colostate.edu/client-files/csfs/pdfs/ForestryBMP-CO-2010.pdf> .

All work completed under this award must be certified as meeting minimum Colorado State Forest Service standards prior to any reimbursement being made to the award recipient. CSFS Grant Reimbursement Request Form Package will be used to both request reimbursement and to certify that work has been completed to minimum standards.



Procedures for Submitting Reimbursements for the Incentives for Local Government Grant Program

Reimbursement requests may be submitted at any time throughout the grant period. To be eligible to submit a reimbursement request, the match for the amount being requested must also be met. See example on page 2. * If your *Award Notification* listed match higher than the minimum required match, you will be required to provide that amount prior to project completion.

When submitting for a reimbursement, you must use the *CSFS Grant Reimbursement Request Package (Excel Spreadsheet)* that was included in your *Final Award Package*.

All required reimbursement forms are located in this Excel spreadsheet with one form on each tab that are designed to auto calculate and auto populate fields between forms.

Instruction for completing the *CSFS Grant Reimbursement Request Package*:

- **Form 1 of 3:**

Please fill out only the fields highlighted in yellow. CSFS staff will complete all other fields.

- **1. "Make Payment To"**

- Enter the name and contact information for the reimbursement. **Payments will only be given to the award recipient listed on the Project Award Notification.** If the information has changed provide CSFS with the updated information.

- **4. "Payment Amount Requested"**

- Enter the amount you are requesting for this reimbursement.

- **Form 2 of 3:**

Please document accomplishments for this reimbursement only (not project accomplishments to-date) using the listed fields that meet the requirements outlined in the project Scope of Work.

- **11. "Accomplishments"** Be specific and report numbers such as acres treated, numbers of defensible spaces, tons/cubic feet/yards of slash collected, number of presentations, number of plans written, etc., for which the award was granted. Attach additional sheets as necessary.
- Be sure to list all communities impacted in the space provided.
- **12. "Signature"** Since Spreadsheets can't be e-signed, please electronically sign the PDF "*Reimbursement Signature Pages*" that was included in your *Final Award Package*. If you are unable to electronically sign, please print form 3, sign and scan in with the completed Reimbursement Package.

- **Form 3 of 3:**

Cost Documentation Worksheet. Only recipient costs that support accomplishing the Scope of Work as indicated on *Attachment A* of the *Project Award Notification* are eligible for reimbursement.

- Amounts for items "A" through "E" will auto populate.
- **Only enter allowable costs and match.** For each project expense and/or activity list the date completed, by whom (i.e. boy scouts, contractor company name, self, etc.), activity/expense, time contributed to the activity if applicable, the reimbursement value of the activity/expense, the match value of the activity/expense, and select the respective cost category from the drop down list.
- For projects where the award recipient passes funds to individual landowners, each landowner's expenses must be shown on Form 3. Reimbursement will only be made to the original award recipient/fiscal agent who will then reimburse the landowner. Ex. County is the award recipient and makes additional awards to individual landowners.

Landowners do the work, submit documentation to County, County submits reimbursement request for County to CSFS, CSFS reimburses County, County reimburses individual landowner.

- Documentation must be submitted for all costs listed on this sheet.

Once the CSFS Grant Reimbursement Request Package is completed, compile the following documentation:

- Documentation for all expenses and match
 - Out of pocket expenses must provide paid receipts, invoices showing a zero balance, invoices signed as being paid by vendor or an invoice in conjunction with proof of payment (ex. Cleared check, credit card receipt).
 - Follow the guidelines in the *Guidance for Allowable/Unallowable Costs for Reimbursement and Match* (tab 4 in *CSFS Grant Reimbursement Request Package*).
 - In-kind activities are not allowable as match for this Program.
 - **If this is a final reimbursement request, a *Final Closeout Report* is required and the report must be submitted in a separate document at the time of the final reimbursement request.** If the *Report* is not received with the reimbursement request, 10% of the award amount will be withheld until the *Report* is received. See *Final Award Notification for Report* requirements.

Once all documents have been completed, combine all required reimbursement documents and supportive materials into a **single PDF file** and email package to CSFS_grants@colostate.edu. If you were unable to e-sign the “*Reimbursement Signature Pages*” PDF, please print off form 3, sign and then scan the forms and all supporting documentation into a single PDF file. **Incomplete packages will be returned.**

*To be eligible to submit a reimbursement request, the match for the amount being requested must also be met. For example, if \$25,000 worth of contracted fuels treatment/equipment purchases has been paid for then \$25,000 (or ~\$8,333.33 if eligible for 25% match) of allowable match must also be completed and documented.

Examples:

\$100,000 project @ 25% match – Grant share = \$75,000 Match commitment = \$25,000

1st reimbursement = \$25,000- Match commitment = ~\$8,333.33

2nd reimbursement = \$25,000- Match commitment = ~\$8,333.33

3rd/Final reimbursement = \$25,000- Match commitment = ~\$8,333.33

\$100,000 project @ 50% match – Grant share = \$50,000 Match commitment = \$50,000

1st reimbursement = \$25,000- Match commitment = \$25,000

2nd/Final reimbursement = \$25,000- Match commitment = \$25,000



Colorado State Forest Service Financial Assistance Program

Project Award Notification

Project Name	Aspen Fire Community Wildfire Action
Project Number	1
CSFS Account Number	1929113
CSFS Account Title	HB22-1011 Wildfire Mitigation Incentives for Local Govt.
Estimated Total Project Cost	\$450,107.80
Award Amount	\$109,185.78
Minimum Recipient Match Required	\$340,185.02
Award Beginning Date	May 18, 2023
Award End Date	July 1, 2027
Federal Funds	No
State Funds	Yes
Other Funds	No

Based on the strength of the application submitted, **Aspen Fire Community Wildfire Action**, the Colorado State Forest Service (CSFS) is providing funding in the amount up to but not exceeding **\$109,185.78** to accomplish the project described in the attached Scope of Work (Attachment A).

As the recipient, **Aspen Fire Protection District**, will be reimbursed for allowable costs incurred in implementing the project up to the amount listed above once the following requirements are met:

- Complete work as described in *Attachment A (Scope of Work)* including following Best Management Practices for Forest Management Practices.
- Cost/Match Documentation:
 - Expenses incurred prior to the Award Beginning Date will not be reimbursed or used as match.
 - Provide documentation that project funds have been matched at a minimum of **\$340,185.02**.
 - Documentation supporting costs and match must be submitted to CSFS via csfs_grants@colostate.edu for reimbursement. Original signatures are required on reimbursement requests. Documentation for all expenses (actual costs and values of items that are not out-of-pocket expenses) and match is required. Follow the guidelines in the enclosed "Guidance for Allowable/Unallowable Costs for Reimbursement and Match".
 - Only recipient costs that support accomplishing the Scope of Work as indicated on Attachment A of the Project Award Notification are eligible for reimbursement.
 - In-kind activities are unallowable as match for this grant program.
 - Project work that involves on the ground fuels mitigation will be inspected by the CSFS Field Office to certify the work meets the Scope of Work as described in Attachment A. Once all documentation is complete the CSFS Supervisory Forester will sign and date to certify the work meets the Scope of Work. The Program Specialist will certify all work related to capacity building projects.
- Closeout Reporting Info for Grant: **A final report will be required** which includes a narrative of accomplishments that includes the following, where applicable:
 1. Projects that included on the ground treatments

- o Number of acres treated
 - o Cost/acre to treat
 - o Use of any forest products generated
2. Projects that included public outreach and education efforts
 - o Number of individuals/homeowners/communities, etc. reached
 - o Description of efforts conducted
 3. Number of jobs created
 4. Digital photos of work being conducted, outreach/education efforts in action, before/after, etc.
 5. Shapefile of project boundaries
 6. Project start and end dates
- Record Retention/Data Sharing: At all times during and following this Award, including any extensions or renewals hereof, all records, information and data collected or developed during the performance of the Award, and any information provided to CSFS by award recipient or developed during the performance of the Award shall be retained by CSFS for academic and research purposes. Any publishing or information made available to the public will not include personal information of the award recipient. Upon request, award recipient may request the removal of award recipient’s information or property information on any publishing or information available to the public, and, if feasible, CSFS shall remove such requested information.
 - **Aspen Fire Protection District** certifies that neither the award recipient nor any principals represented herein are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
 - Grant funds may not be used to purchase capital equipment, unless the equipment was approved and described in *Attachment A Scope of Work*. Tangible supplies under \$5,000 that contribute to the Scope of Work are allowable as identified in the grant application.

The grant recipient is responsible for completing the CSFS Reimbursement Paperwork Package and submitting proper documentation to CSFS via csfs_grants@colostate.edu.

This funding may be extended at the discretion of CSFS Program Specialist. Requests for extensions must be made in writing **at least 90 days** before the award end date. Requests must be sent to the Program Specialist via CSFS_ILG_Grant@colostate.edu and include: why an extension is needed, new timeline for completion, and changes to the Scope of Work (deliverables) if applicable. Approvals will be given in writing to the award recipient.

As the award recipient I have read, understand, and agree to the conditions of participating in this financial assistance program.

Award Recipient Signature: _____ **Date:** _____

Award Recipient Name: _____

Mailing Address:

Telephone Number: _____

Email Address: _____