



# Aspen Fire Protection District Board of Directors Regular Monthly Meeting

MEETING DATE: October 12th, 2021  
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=eVEvSkRrdDZNYW9BZ0dwY0dUSkphdz09> Meeting ID: 818 6625 0163 Passcode: 365443. Please contact Nikki Lapin, District Administrator at [nikki.lapin@aspensfire.com](mailto: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 September 14<sup>th</sup>, 2021.
- IV. Public Comment
- V. AVFD Inc. – Ryan Warren, President
- VI. North 40 Housing Project Update – Sebastian Wanatowicz
  - a) Project Budget Update
  - b) Project Contingency Reconciliation
  - c) Allowances Log Update
  - d) FCI Budget Reconciliation
- VII. Wildfire Community Action Fund Project
  - a) Fuels Reduction Specialist Proposal/Ali Hager
  - b) Establish Special Revenue Fund
- VIII. Strategic Plan Update / Staffing Review – DC Andersen
- IX. Financials
  - a) Monthly Financial Review
  - b) 2022 Draft Budget Review
  - c) Volunteer FPPA
- X. Board Member Comments & Action Items
- XI. Staff Report
  - a) Fire Marshal/Prevention
  - b) Training

- c) Wildfire
- d) Recruiting
  
- XII. CEO/Fire Chief & Good of District
  - a) Personnel Update
  
- XIII. Old Business
  - a) Pano AI Rapid Wildfire Detection Project Update
  - b) Aspen Fire Housing Guidelines and Rental Rates – Work Session Thursday, October 14<sup>th</sup> at 11:30am
  - c) North 40 Roofing Update
  
- XIV. New Business

# Aspen Fire Protection District

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



## Board of Directors Regular Meeting September 14, 2021

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

**Meeting called to order by John at 5:05pm**

### **Roll Call:**

- Board of Directors Present: John Ward, Denis Murray, Stephen Wertheimer, Michael Buglione, Dave (Wabs) Walbert
- Board of Directors Absent:
- Staff/Volunteers Present: Rick Balentine, Jake Andersen, Nikki Lapin, Jan Schubert, Jan Legersky
- Public/Others: Karl Hanlon, Sebastian Wanatowicz, Cody Lyster, Wayne Stryker

### **Approval of Minutes:**

**MOTION: Motion by Denis to approve minutes from: Regular meeting held on August 10<sup>th</sup>, 2021. Michael second. All approved.**

**Public Comment: None**

**AVFD Inc., Ryan Warren: Not Present**

### **North 40 Housing Project Update: Sebastian Wanatowicz**

- Fire Place Budget Review:
  - Sebastian went over some billable items this month; Testing of concrete by GEO Engineer, site reviews by SGM, review of submittals for RFIs by Stryker Brown and Holy Cross bill for infrastructure of transformer. The bill from Holy Cross went over by \$2300 and will hit contingency.
  - Received payout from FCI in the amount of \$782,648.95. Majority of this was concrete work for podium slab.
- Allowances:
  - FCI was able to give back a few things on items they are no longer using, such as rock work. There is \$91,991 returned back from FCI for non-use of allowances that may be applied to other items. Sebastian has asked FCI to reconcile budget with allowances and the list was reviewed. Some of FCI's contingencies have been used to buy up framing in amount of \$114,000.
- Lead time for supplies: FCI has been buying out job early as possible. Cody Lyster spoke to buyout and lead times. Fully bought out on wood material that is currently being housed in Grand Junction. Cody feels good about material procurement with the project.
- PV pricing log: Discussion as to where the board wants to go with the solar project. Sebastian and Cody helped walk the board through some options to help on making decisions. There was a very

long discussion in regards to 100% snowmelt on the driveway, solar battery backup and how much solar the project should have and where it should be placed.

**MOTION:** Motion by John to snowmelt the entire driveway plumbed with two zones, with 10 ft. zone that can be turned off if not needed. Discussion: It was suggested talking to FCI to see what best way is to zone. Steve Second. Vote: 4 Yes, 1 No (Denis) Motion passed.

**MOTION:** Motion by John to purchase the battery and put maximum solar panels on the Fire Place project and overflow on North 40 station and/or Aspen Village to get to net zero. Michael second. Discussion: The Fire Place can store 38 kilowatts on it. Roughly 10,000kw will need to be stored. These are rough numbers as there is not a total scope completed. It could be between a \$150,000 & \$180,000 cost. The board would like to explore incentives options with county and working with Tesla.

#### **AMENDED**

**MOTION:** Motion by John to put maximum solar panels on the Fire Place, Aspen Village and North 40 and propose entire project as campus without battery backup by working with county to waive the requirement if we get to net zero, but if we do need to add battery backup, we have the funds set aside to do it. Michael second. Vote: 3 Yes, 2 No (Denis and Wabs) Motion passes. Sebastian and Cody will put together a package to present to county to consider the North 40 and Fire Place as campus project and see if they will waive the requirement for battery backup if we pipe in the solar, we are contemplating to put on the Fire Place roof as designed over to the North 40 and maximize the roof, along with Aspen Village roof to meet the net zero to also include the additional snowmelt on the driveway.

#### **Financials:**

- Review of monthly budget. This was included in the board packet.
- FPPA Actuarial Review: This was included in packet. It went up due to over funding. They did three comparisons. Rick thanked the board for their work the board has done with getting funding up.
- 2022 Draft Budget: The board would like to review in October.

#### **Board Comments & Action Items:**

- Michael commented on the tremendous job putting together the 9/11 Annual Remembrance.
- Denis would like to do a test fire to see how long it will take for Pano AI to discover/locate. There was discussion of continuing on with the program next year and cost would be. Denis would also like to see a draft of fire ordinance in the next couple months, along with a fire mapping demo with layers.
- Jake Andersen found a journal at garage sale that was written by a former Deputy Chief. He is buried at Red Butte Cemetery without stone. Denis suggested purchasing one and having it installed.

**MOTION:** Motion by Denis to pay for a headstone and have installed. Wabs second. All approved.

- Chief Contract. Last month it was agreed to extend the contract through December 31<sup>st</sup>, 2022 with a 5% salary increase to Rick. This is the first increase in the past three years and fits within the salary range that was approved. Everything else was similar to other contracts in past.

**MOTION: Motion by John to approve chief contract and have Rick sign it. Wabs second. All approved.**

**Staff Report:**

- Staff report was included in board packet.
- Fire Prevention: Jan Legersky gave a quick overview. There was discussion about code adoption. Denis would like to have conversation around code adoption and possible changes.
- Training: EMR training starting today.
- Recruiting: In the process of recruiting for 2022 recruit class. This class will start beginning of January 2022.

**CEO/Fire Chief and Good of the District:**

- Strategic Plan: A completion report was included in the board packet. It was suggested that a full presentation be given in April 2022.
- Family Night: This was held during the past operations meeting. There was approximately 75 members and family that attended.
- North 40 Roofing: A letter was included in board packet. There is a recommendation to let Umbrella fix deficiencies first. Rick would like to put in an RFP for reroofing of remaining North 40 station roofs. Fire Stone has warrantied the two roofs.

**Old Business:**

- Aspen Fire Housing Guidelines and Rental Rates: Work session will be held Thursday, October 14<sup>th</sup> at 11:30am-1:30pm.

**MOTION: Motion by John to adjourn at 7:34pm. Wabs second. All approved.**

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

**AFPD - North 40 Housing - "Fire Place"**  
**Monthly Budget Update - October 12, 2021**

Description Scope of Work	Current Budget	Spent To Date 10/12/21	Balance To Complete	Clarifications & Remarks
<b>Soft Cost Budget</b>				
<b>Architect Selection process</b>		-	-	
Harry Teague	5,000.00	5,000.00	-	Conceptual drawings
Stryker/Brown	5,050.50	5,050.50	-	Conceptual drawings
		-	-	
<b>Consultants</b>		-	-	
BendonAdams - Land Consultant	20,000.00	18,810.48	1,189.52	
		-	-	
Type Five - Owners Rep.	245,087.24	137,218.61	107,868.63	Increased for Type Five
Stryker/Brown - Architects	862,151.49	784,670.47	77,481.02	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	92,073.75	(2,073.75)	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	2,650.00	-	Complete
		-	-	
Kubed - Fire sprinkler design	1,750.00	1,750.00	-	Complete
		-	-	
<b>Special Inspections</b>		-	-	
Kumar - Geo-Engineers	29,500.00	12,278.06	17,221.94	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	1,900.00	10,500.00	\$17,748.62 Allowance
		-	-	
<b>Miscellaneous fees</b>		-	-	
Aspen Reprographics	3,500.00	1,145.84	2,354.16	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 - October 12, 2021**

Description Scope of Work	Current Budget	Spent To Date 10/12/21	Balance To Complete	Clarifications & Remarks
		-	-	
<b>Utilities</b>		-	-	
Water tap fees	330,021.60	330,021.60	-	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	30,839.61	(2,339.61)	Complete
Phone	5,000.00	-	5,000.00	Allowance
CTV	5,000.00	-	5,000.00	Allowance
Black Hills - gas line re-location	1,000.00	1,000.00	-	Complete
		-	-	
<b>Permit Fees</b>		-	-	
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
		-	-	
<b>Building permit change order fees</b>	24,985.00	-	24,985.00	Allowance
Change order # 1 - Trash enclosure		-	-	
		-	-	
<b>FF &amp; E</b>	5,000.00	-	5,000.00	Allowance
Bike racks		-	-	
Benches		-	-	
		-	-	
<b>Insurances</b>		-	-	
Builders Risk		-	-	In construction budget
Performance & payment Bond		-	-	In construction budget
General Liability insurance		-	-	In construction budget
		-	-	
<b>Legal Fees</b>		-	-	
Karp.Neu.Hanlon	20,000.00	7,940.00	12,060.00	Allowance
		-	-	
<b>Staging Area</b>		-	-	
Lease & insurance	20,000.00	-	20,000.00	Allowance
		-	-	
<b>AFPD Contingencies</b>	500,000.00		500,000.00	Allowance
Increase for Type Five (Owners Rep)	(55,087.24)	-	(55,087.24)	
SBA Fire Station Roof Solar Panel Structural Design	(5,000.00)	-	(5,000.00)	

**AFPD - North 40 Housing - "Fire Place"**  
**Monthly Budget Update - October 12, 2021**

Description Scope of Work	Current Budget	Spent To Date 10/12/21	Balance To Complete	Clarifications & Remarks
BGBW Low Voltage Submittal Review	(3,250.00)		(3,250.00)	
<b>Work completed by AFPD</b>		-	-	
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
		-	-	
		-	-	
<b>Soft Cost Total</b>	<b>2,852,708.86</b>	<b>2,083,386.94</b>	<b>769,321.92</b>	
	<b>2,865,919.00</b>			
<b>FCI Construction Budget</b>				
<b>FCI's GMP contract budget</b>	14,208,446.00	-	14,208,446.00	Executed contract
PA # 1		172,411.70	(172,411.70)	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_09.06.21
<b>Change Orders</b>				
PCCO #1	40,378.00	-	-	Approved_04.21.21 [Drywell and Drain Pipe]
PCCO #2	29,878.82	-	-	Approved_06.15.21 [Permit Set Pricing]
<b>Construction Cost Total</b>	<b>14,278,702.82</b>	<b>4,260,047.90</b>	<b>9,948,398.10</b>	
<b>Grand Total</b>	<b>17,131,411.68</b>	<b>6,343,434.84</b>	<b>10,717,720.02</b>	

Grand total 3/9/21

17,074,362.00



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	-	-	36,656.00
01 600003 OTH	Winter Conditions - Concrete Heat	37,840.00	-	-	37,840.00
01 600004 OTH	Reshoring of Concrete Deck	15,000.00	-	-	15,000.00
01 600005 OTH	Misc Metals	28,024.00	-	-	28,024.00
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	14,933.00	-	37,567.00
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	10,070.00	-	128,530.00
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	-	140,723.00	-	140,723.00
01 600022	Supplementary Funds - Project Credits	-	93,273.00	-	93,273.00
		<b>1,028,362.00</b>	<b>675,826.00</b>	<b>-</b>	<b>820,528.00</b>

**AFPD - North 40 Housing - "Fire Place"**  
**Contingency Reconciliation Update - October 12, 2021**

Description Scope of Work	Current Budget	Change to Contract Amounts	Balance To Complete
<b>Soft Cost Budget</b>			
<b>AFPD Contingencies</b>	500,000.00		
<b>Consultants</b>			
Type Five - Owners Rep.		(55,087.24)	
Stryker/Brown - Architects		(5,000.00)	
KL&A Structural Engineer		-	
BG Works - MEP		(3,250.00)	
SGM		(2,073.75)	
<b>Special Inspections</b>			
Waterproofing special inspections		5,348.62	
<b>Utilities</b>			
Holy Cross construction cost		(2,339.61)	
<b>Soft Cost Total</b>	-	<b>(62,401.98)</b>	-
<b>FCI Construction Budget</b>			
<b>FCI's GMP contract budget</b>			
Allowance #022		93,273.00	
<b>Change Orders</b>			
PCCO #1		(40,378.00)	
PCCO #2		(29,878.82)	
<b>Construction Cost Total</b>	-	<b>23,016.18</b>	-
<b>Grand Total</b>	-	<b>(39,385.80)</b>	<b>460,614.20</b>



## **Aspen Fire Protection District Fuels Reduction Specialist Proposal**

### **Background**

Pitkin County is the only county in northwest Colorado that did not have a major wildfire last year. Aspen Fire Protection District (AFPD), which includes the City of Aspen and encompasses 87 square miles, safeguards an assessed \$32.6 Billion\* in taxable real property value. Hazardous fuel levels have built up in local forests from drought, bark beetles, avalanche debris, and decades of fire suppression. Currently there is no dedicated staff member within AFPD whose singular focus is to coordinate and implement fire mitigation plans within the fire district's jurisdiction and its surrounding areas which lie within the Wildland Urban Interface (WUI).

By hiring a Fuels Reduction Specialist (detailed on page 2), AFPD will internally create a program infrastructure for a long-range, comprehensive plan to proactively address wildfire hazards. This staff member will be solely dedicated to fuels mitigation projects (and its associated fundraising) and will expand AFPD's capacity to acquire additional funding through grants and donations. This Full-Time/Temporary employee will take approximately two years to fully establish the organizational framework, identify shovel-ready projects, fundraise, facilitate ground work, and expand to meet community needs as may be appropriate.

Much of the scientific research has already been completed locally -- AFPD has risk maps; the US Forest Service has NEPA approved, shovel-ready projects. The National Forest Foundation has expressed enthusiastic interest in collaborating on local fuels reduction work, provided a coordinator is available to facilitate the work locally. We have identified private funders who are willing to pledge financial support to help catalyze this project at zero additional expense to the taxpayer or AFPD. What

\*actual value may be closer to double or triple this amount

is needed now is a tenacious individual to organize this effort who possesses a strong sense for the organizational politics of stakeholders in the valley. We have a dedicated team of foresters, hydrologists, land managers, and others in place to support the incumbent.

**Job Title:** Fuels Reduction Specialist

### **Description**

Full-Time/ Temporary employee reporting to Aspen Fire Chief (Rick Balentine) or as assigned. Incumbent will work 75% remotely, 25% attending site visits in Aspen. Aspen Fire will provide a work station in its offices during on-site work. Extended hours of normal schedule may be required.

### **Job Purpose**

To promote wildfire resilience across the Aspen Fire Protection District (AFPD) 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 and 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:

- **Creating a Wildfire Fund to ensure the longevity** of wildfire preparedness in Aspen.
  - Writing grant proposals and reports; administering grants; providing guidance on maintaining Aspen Fire grant eligibility;
  - Developing relationships with public and private stakeholders, nonprofits, media, and government entities, and acting as a liaison to wildfire issues;
  - Creating fundraising appeals for donor engagement/ sponsorship decks;
  - Leveraging public and private donations through matching gifts and grants;
  - Advising the spending of Wildfire Fund on associated projects/ supplies/ salaries;
- **Pulling together and overseeing multi-agency team** of scientists, ecologists, land use experts, and others to coordinate on-the-ground work across public and private landscapes.
- **On the ground fuel reduction and forest habitat improvement** efforts in collaboration with Wildfire Mitigation Forester(s) and Environmental planners.
  - Rejuvenation of local ecosystems and reduction hazardous fuels buildup
    - Establishing and maintaining firebreak trails across forested areas;
    - Facilitating targeted burns and mechanical brush removal;
    - Implementing project monitoring programs for fuel reduction program efficacy;
- Working to educate the public on preparedness and prevention for peak wildfire season.
  - Gaining community participation at the urban-wildland interface, especially on private lands, through:
    - Website and social media management to promote community buy-in
    - Media/ news engagement to tell the why/ how of this story/ project
    - Creating content for public engagement, including bilingual materials

- Providing technical assistance for mitigation planning and programs that provide assistance to the public

### **Knowledge, Skills, and Abilities**

- Demonstrable knowledge of landscape and local ecosystems
- Experience with local government, organizations, and key stakeholders in Aspen
- Ability to prepare and present public information and educational programs
- Ability to communicate clearly, concisely, and authentically, both orally and in writing
- Ability to establish and maintain effective working relationships with those contracted in the course of work
- Excellent interpersonal skills; ability to collect many different types of input and move forward in a positive, productive way
- Strategic and tactical planning skills
- Ability to oversee and coordinate multiple projects and personnel at once
- Close attention to detail and organization
- Ability to analyze and respond to stakeholder concerns
- Skilled in grant and grant report writing
- Experience with managing contracts, project budgets, and/ or grant implementation
- Skilled in managing fundraising campaigns
- Skilled in Adobe Photoshop, Indesign, Spark, and Lightroom; Microsoft Office; Google Drive; Email marketing services and Constituent Relationships Management tools like NeonCRM.
- Willingness and flexibility to travel locally, regionally, and potentially out of state for extended periods of time
- Highest work/ personal ethics and integrity
- Self-starter, self-motivated, positive attitude

### **Experience**

- 4+ years professional development work, including design, mailings, and in-person solicitations
- 4+ years in environmental work
- 4+ years experience in the Aspen Community

# Aspen Fire Protection District Balance Sheet

As of September 30, 2021

Sep 30, 21

<b>Other Current Assets</b>	
<b>GENERAL FUND (Asset)</b>	
10450 · Property Tax Receivable	82,271.36
<b>Total GENERAL FUND (Asset)</b>	<b>82,271.36</b>
<b>BOND DEBT SERVICE FUND (Asset)</b>	
10750 · Property Tax Receivable	18,943.18
<b>Total BOND DEBT SERVICE FUND (Asset)</b>	<b>18,943.18</b>
10671 · Prepaid Expenses--General Fund	19,387.58
10672 · Apparatus Deposits--CA Fund	782,343.00
1499 · Undeposited Funds	1,485.47
<b>Total Other Current Assets</b>	<b>904,430.59</b>
<b>Total Current Assets</b>	<b>20,013,725.99</b>
<b>Fixed Assets</b>	
<b>GENERAL FIXED ASSET GROUP</b>	
10600 · Fire Trucks & Equip	4,429,722.00
10610 · Building Improvements	1,293,009.40
10615 · Buildings	13,398,373.00
10640 · Firefighting Equipment	375,665.98
10650 · Administrative	374,807.41
10660 · Construction in Progress	1,738,302.29
10665 · Land - North 40	1,700,000.00
10669 · Accumulated Depreciation	-7,676,469.82
<b>Total GENERAL FIXED ASSET GROUP</b>	<b>15,633,410.26</b>
<b>Total Fixed Assets</b>	<b>15,633,410.26</b>
<b>Other Assets</b>	
10593 · Deferred Refunding Cost	1,574,234.68
10594 · Deferred Refunding Costs-Accum.	-1,299,064.71
90103 · VPF-Def Oflow-Pens Inv Ret Diff	118,082.00
90105 · VPF-Def Oflow-Pens Contr After	632,000.00
90111 · SWDB-Def Oflow-Pens Exper Diff	70,656.34
90112 · SWDB-Def Oflow-Pens Chg Assum	39,642.24
90113 · SWDB-Def Oflow-Pens Inv Ret Dif	0.07
90115 · SWDB-Def Oflow-Pens Chg Propor	20,909.00
90116 · SWDB-Def Oflow-Pens Contr After	48,429.92
<b>Total Other Assets</b>	<b>1,204,889.54</b>
<b>TOTAL ASSETS</b>	<b>36,852,025.79</b>

# Aspen Fire Protection District Balance Sheet

As of September 30, 2021

Sep 30, 21

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

2002 · 20120 - Accts Payable--CA Fund 17,828.15

**Total Accounts Payable** 17,828.15

**Other Current Liabilities**

**CURRENT LIABILITIES**

20140 · Section 125 Accrual -18,806.65

20162 · Vol FFs Insurances Accrual 6,914.06

20310 · Federal Withholding Tax Accrual -100.00

20317 · AVFD T-shirt Sales (+) Accrual 3,367.36

21000 · Deferred Revenue--Prop. Tax 82,271.36

**Total CURRENT LIABILITIES** 73,646.13

23050 · Accrued Int. Payable--Bond Debt 43,121.27

**Total Other Current Liabilities** 116,767.40

**Total Current Liabilities** 134,595.55

**Long Term Liabilities**

**BOND DEBT SERVICE FUND (Liab.)**

22000 · Deferred Revenue--Prop.Tax 18,943.18

23000 · Bonds Payable 4,850,000.00

23010 · Current Portion - Bonds Payable 880,000.00

22900 · Bond Premium 1,100,512.25

22901 · Bond Premium- Accumulate Amort. -955,334.34

**Total BOND DEBT SERVICE FUND (Liab.)** 5,894,121.09

**HOUSING DEBT SERVICE (Liab.)**

22902 · COPs Payable 13,305,000.00

22903 · Current Portion - COPs Payable 550,000.00

22904 · COPs Premium 1,836,645.45

**Total HOUSING DEBT SERVICE (Liab.)** 15,691,645.45

## Aspen Fire Protection District Balance Sheet

As of September 30, 2021

	Sep 30, 21
90200 · VPF--Net Pension Liability	880,302.00
90202 · VPF--Def Iflow--Pens Chg Assum	180,279.00
90210 · SWDB--Net Pension Liability	-20,877.42
90211 · SWDB-Def Iflow-Pens Exp Diff	409.29
90213 · SWDB-Def Iflow-Pens Inv Ret Dif	32,820.00
90214 · SWDB-Def Iflow-Pens Act/Rep Dif	7,951.76
90215 · SWDB-Def Iflow-Pens Chg Propor	33,325.97
90220 · Compensated Absences / PTO	193,159.81
<b>Total Long Term Liabilities</b>	<b>22,893,136.95</b>
<b>Total Liabilities</b>	<b>23,027,732.50</b>
<b>Equity</b>	
<b>FUND BALANCES</b>	
30005 · LT Assets minus LT Debt	-7,903,918.70
30015 · Capital Acq. Fund Balance	655,027.00
30020 · Debt Svc Fund Balance	1,091,188.00
30025 · Housing Fund Balance	17,021,048.00
30300 · Net Pension Liab. & Deferrals	-860,120.00
30600 · Contingency Reserve (TABOR)	186,000.00
37500 · GF - Unrestricted Fund Balance	1,664,931.00
37501 · GF - Restricted Fund Balance	22,002.00
<b>Total FUND BALANCES</b>	<b>11,876,157.30</b>
3900 · Retained Earnings	2,576,633.32
Net Income	-628,497.33
<b>Total Equity</b>	<b>13,824,293.29</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>36,852,025.79</b>



**Aspen Fire Protection District**  
**Profit & Loss Budget Performance**  
September 2021

	<u>Sep 21</u>	<u>Jan - Sep 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>				
<b>GENERAL (Income)</b>				
<b>31100 · General Property Tax</b>				
31102 · Allocation--to Cap Acq Fund	0.00	600,000.00	495,000.00	600,000.00
31103 · Allocation--to Housing Fund	0.00	1,100,000.00	770,000.00	1,100,000.00
31104 · Allocation--to GF General	67,735.02	3,514,902.38	2,506,285.60	3,580,408.00
31105 · Allocation--to GF Emerg Reserve	0.00	50,000.00	35,000.00	50,000.00
31106 · Allocation--to GF Ops Reserve	0.00	200,000.00	140,000.00	200,000.00
31107 · Allocation--to GF FPPA Annual	0.00	250,000.00	175,000.00	250,000.00
31109 · Allocation--for Treasurer Fee	3,724.38	301,303.00	228,174.02	304,232.00
31100 · General Property Tax - Other	0.00	0.00		
<b>Total 31100 · General Property Tax</b>	<u>71,459.40</u>	<u>6,016,205.38</u>	<u>4,349,459.62</u>	<u>6,084,640.00</u>
31200 · Specific Ownership Taxes	21,772.34	150,906.67	138,750.02	185,000.00
36100 · Interest Earned--Prop. Taxes	2,877.26	10,472.76	7,500.01	10,000.00
36200 · Interest on Investments	58.83	421.52	7,500.01	10,000.00
37100 · Delinquent Taxes	150.70	-776.29	-3,000.01	-4,000.00
38000 · North 40 Lease to County	4,139.88	37,189.72	37,646.27	50,195.00
38010 · County Share of Expenses @N40	6,190.74	20,450.75	22,500.00	30,000.00
38015 · Tenants' Rent & Utilities @Stwd	959.78	10,499.25	3,000.01	4,000.00
38020 · Tenants' Rent @ N40 & Woody Crk	1,986.00	10,206.00		
38050 · WFAC (Wildfire Mapping) Project	0.00	41,180.00	40,000.00	40,000.00
38100 · Other Income (vs. Expense)	2,500.00	4,500.00		
38101 · Grants	0.00	10,538.96	30,000.01	40,000.00
38103 · CDPS DFPC--Cooperator Incident	0.00	2,154.15	75,000.01	100,000.00
38109 · Donations/Contrib (GF-Assigned)	0.00	54,198.97		
38110 · Sprinkler Permit Fees(PlansChk)	8,742.83	32,897.82	26,250.02	35,000.00
<b>Total GENERAL (Income)</b>	<u>120,837.76</u>	<u>6,401,045.66</u>	<u>4,734,605.97</u>	<u>6,584,835.00</u>
<b>Total Income</b>	<u>120,837.76</u>	<u>6,401,045.66</u>	<u>4,734,605.97</u>	<u>6,584,835.00</u>
<b>Gross Profit</b>	<u>120,837.76</u>	<u>6,401,045.66</u>	<u>4,734,605.97</u>	<u>6,584,835.00</u>
<b>Expense</b>				
<b>PERSONNEL - District Staff</b>				
41110 · Wages - Career Duty FFs	66,866.68	574,131.02	609,810.02	813,080.00
41111 · Salaries & Wages-All Other Paid	59,204.81	501,880.76	634,248.00	845,664.00
41120 · Misc. Payroll Expenses	0.00	1,087.20	900.00	1,200.00
41125 · Employer SUI--Staff	349.95	3,239.45	3,833.27	5,111.00
41130 · Retirement Plan--401(a)	9,549.08	88,977.76	87,673.50	116,898.00
41132 · Pension Plan--FPPA SWDB	7,465.18	63,083.07	75,815.27	101,087.00
41135 · Employer Medicare--Staff	1,714.75	15,969.24	18,529.51	24,706.00
41140 · All Insurances & HSA Contrib.	17,882.55	174,811.23	196,099.51	261,466.00
41141 · Board Match--457(b) Plan	2,396.39	21,505.50	23,026.50	30,702.00
41142 · Fit/Wellness Allowance--Staff	0.00	6,825.01	15,600.01	20,800.00
41143 · Health Insur--Staff Dependents	5,716.70	43,798.37	43,941.77	58,589.00
41144 · Benefits Contingency - PTO Cash	0.00	47,638.98	18,213.02	24,284.00
<b>Total PERSONNEL - District Staff</b>	<u>171,146.09</u>	<u>1,542,947.59</u>	<u>1,727,690.38</u>	<u>2,303,587.00</u>

**Aspen Fire Protection District**  
**Profit & Loss Budget Performance**  
September 2021

	<u>Sep 21</u>	<u>Jan - Sep 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>ADMINISTRATION</b>				
41149 · County Treasurer Fee	3,724.38	301,303.00	228,215.25	304,287.00
41150 · Employer Medicare--AVFD+	91.57	263.78	1,875.01	2,500.00
41155 · Employer Social Security--AVFD+	644.37	5,029.86	11,250.00	15,000.00
41160 · Employer SUI--AVFD+	18.95	54.58	468.76	625.00
41146 · Employee Wellness Program	0.00	2,595.75	6,000.02	8,000.00
41200 · Other Expense (vs. Income)				
COVID-related reimb--part 3	0.00	0.00		
41200 · Other Expense (vs. Income) - Other	8,593.17	63,332.72		
<b>Total 41200 · Other Expense (vs. Income)</b>	<b>8,593.17</b>	<b>63,332.72</b>		
41209 · WFAC (Wildfire Mapping) Project	240.00	3,136.11	30,000.01	40,000.00
41210 · Contr Labor/ Special Projects	0.00	13,190.52	33,750.00	45,000.00
41211 · Supplies & Expenses	817.22	19,697.91	17,418.01	23,224.00
41212 · Telephone Expense	2,783.06	23,864.77	22,500.00	30,000.00
41214 · Info. Systems & Support	1,651.00	23,749.89	22,500.00	30,000.00
41500 · Audit & Budget	0.00	17,360.00	13,500.00	18,000.00
41510 · Insurance				
Gen Liability/Accident & Other	0.00	36,891.00	37,500.02	50,000.00
Workers' Comp	0.00	71,115.95	33,750.00	45,000.00
<b>Total 41510 · Insurance</b>	<b>0.00</b>	<b>108,006.95</b>	<b>71,250.02</b>	<b>95,000.00</b>
41520 · Legal	2,786.00	21,453.05	18,750.01	25,000.00
41770 · Equip Repair/Replace	0.00	0.00	3,750.02	5,000.00
41820 · Staff Vehicle Expense				
Maint. Labor--at County Fleet	1,720.00	1,880.00		
41820 · Staff Vehicle Expense - Other	2,928.96	8,523.71	12,750.02	17,000.00
<b>Total 41820 · Staff Vehicle Expense</b>	<b>4,648.96</b>	<b>10,403.71</b>	<b>12,750.02</b>	<b>17,000.00</b>
41840 · Administrative	6,077.66	37,676.27	33,750.00	45,000.00
41920 · Capital Outlay - Computers +	0.00	2,200.00	18,750.01	25,000.00
<b>Total ADMINISTRATION</b>	<b>32,076.34</b>	<b>653,318.87</b>	<b>546,477.14</b>	<b>728,636.00</b>
<b>PERSONNEL - Volunteer Staff</b>				
41860 · Vol. Fit/Wellness Allowance	3,900.00	15,600.00	36,075.01	48,100.00
41861 · Volunteer Health Insur/HSA/HRA	20,665.02	118,453.15	231,871.50	309,162.00
41870 · Volunteer Health Screenings	0.00	1,094.60	3,750.02	5,000.00
41875 · LOSAP	0.00	46,500.00	33,000.00	33,000.00
41877 · Volunteer Shift Incentives	0.00	3,300.00		
41892 · ALL Volunteer Incentives	0.00	0.00	60,000.02	80,000.00
<b>Total PERSONNEL - Volunteer Staff</b>	<b>24,565.02</b>	<b>184,947.75</b>	<b>364,696.55</b>	<b>475,262.00</b>

**Aspen Fire Protection District**  
**Profit & Loss Budget Performance**  
 September 2021

	<u>Sep 21</u>	<u>Jan - Sep 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>FIRE FIGHTING</b>				
42205 · Firefighters' Logistics/Support	3,378.90	12,732.69	18,750.01	25,000.00
42206 · Uniforms	2,600.98	26,370.38	22,500.00	30,000.00
42211 · Operational Supplies & Expenses	5,225.03	75,301.19	93,750.02	125,000.00
42212 · Rescue Supplies & Expenses	1,194.53	4,740.37	11,250.00	15,000.00
42213 · EMS Supplies & Expenses	616.74	8,790.97	11,250.00	15,000.00
42214 · Wildfire Supplies & Expenses	287.90	8,376.86	7,500.01	10,000.00
42215 · Wildfire Program (Seasonal FFs)	0.00	690.00	18,750.00	25,000.00
42300 · Fuel	1,565.29	9,913.06	11,250.00	15,000.00
42400 · Subscriptions & Dues	0.00	825.00	1,125.00	1,500.00
42402 · Honor Guard	4,178.00	8,308.69	5,625.00	7,500.00
<b>Total FIRE FIGHTING</b>	<b>19,047.37</b>	<b>156,049.21</b>	<b>201,750.04</b>	<b>269,000.00</b>
<b>TRAINING</b>				
44102 · EMS Training & Records	882.71	12,798.91	18,000.00	24,000.00
44103 · FF Training & Records	610.00	18,118.10	31,500.00	42,000.00
44211 · Supplies & Expenses	1,484.80	6,834.96	7,500.01	10,000.00
<b>Total TRAINING</b>	<b>2,977.51</b>	<b>37,751.97</b>	<b>57,000.01</b>	<b>76,000.00</b>
<b>FIRE PREVENTION</b>				
43200 · Training	128.00	872.58	3,750.02	5,000.00
43211 · Supplies & Expenses	2,465.00	8,781.28	6,750.00	9,000.00
43212 · Public Fire Education	0.00	2,312.00	4,500.00	6,000.00
43214 · Advertising--Public Education	645.00	4,135.00	9,000.00	12,000.00
<b>Total FIRE PREVENTION</b>	<b>3,238.00</b>	<b>16,100.86</b>	<b>24,000.02</b>	<b>32,000.00</b>
<b>COMMUNICATIONS</b>				
45211 · Supplies & Expenses	0.00	3,137.40	7,500.01	10,000.00
45300 · Administration				
County Dispatch Services	8,978.00	24,410.00	33,750.00	45,000.00
County Radio Services	0.00	24,488.00	22,500.00	30,000.00
<b>Total 45300 · Administration</b>	<b>8,978.00</b>	<b>48,898.00</b>	<b>56,250.00</b>	<b>75,000.00</b>
45910 · Radio Capital Outlay	2,500.00	21,529.16	15,000.02	20,000.00
<b>Total COMMUNICATIONS</b>	<b>11,478.00</b>	<b>73,564.56</b>	<b>78,750.03</b>	<b>105,000.00</b>
<b>CDPS COOPERATOR INCIDENTS</b>				
42600 · Cooperator Incident--Misc.	0.00	0.00	6,000.00	8,000.00
42601 · Cooperator Incident--Personnel	0.00	0.00	31,500.00	42,000.00
<b>Total CDPS COOPERATOR INCIDENTS</b>	<b>0.00</b>	<b>0.00</b>	<b>37,500.00</b>	<b>50,000.00</b>
<b>REPAIR SERVICES (Fleet &amp; Equip)</b>				
46200 · Pump & Equipment Testing	0.00	12,264.31	17,250.02	23,000.00
46211 · Supplies & Expenses & Parts	121.05	30,112.04	22,500.00	30,000.00
46212 · Out-source Maint& Repair				
Labor--at County Fleet	1,040.00	51,128.00		
46212 · Out-source Maint& Repair - Other	0.00	2,205.85	63,750.01	85,000.00
<b>Total 46212 · Out-source Maint&amp; Repair</b>	<b>1,040.00</b>	<b>53,333.85</b>	<b>63,750.01</b>	<b>85,000.00</b>
<b>Total REPAIR SERVICES (Fleet &amp; Equip)</b>	<b>1,161.05</b>	<b>95,710.20</b>	<b>103,500.03</b>	<b>138,000.00</b>

**Aspen Fire Protection District**  
**Profit & Loss Budget Performance**  
September 2021

	<u>Sep 21</u>	<u>Jan - Sep 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>STATIONS, BUILDINGS &amp; GROUNDS</b>				
<b>Headquarters Station</b>				
48209 · Alarm Monitoring and T&I--HQ	0.00	0.00	1,275.02	1,700.00
48210 · Repairs & Maint. - Headquarters	411.51	8,840.72	17,250.02	23,000.00
48211 · Supplies & Exp. - Headquarters	2,059.06	7,724.54	9,000.00	12,000.00
48214 · Utilities - Headquarters	2,087.77	30,939.72	27,000.00	36,000.00
48215 · Cleaning - Headquarters	540.00	5,456.40	7,500.01	10,000.00
<b>Total Headquarters Station</b>	<u>5,098.34</u>	<u>52,961.38</u>	<u>62,025.05</u>	<u>82,700.00</u>
<b>North 40 Station</b>				
48309 · Alarm Monitoring and T&I--N40	0.00	0.00	900.00	1,200.00
48311 · Repairs & Maint. - North 40	1,651.63	14,994.46	15,000.02	20,000.00
48315 · Supplies & Expenses - North 40	282.50	3,919.07	9,000.00	12,000.00
48320 · Utilities - North 40	2,782.82	26,634.88	28,500.02	38,000.00
<b>Total North 40 Station</b>	<u>4,716.95</u>	<u>45,548.41</u>	<u>53,400.04</u>	<u>71,200.00</u>
<b>Aspen Village Substation</b>				
48016 · Supplies & Exp.- Aspen Village	0.00	96.18	1,500.02	2,000.00
48400 · Utilities - Aspen Village	319.16	4,444.93	4,087.52	5,450.00
48409 · Alarm Monitoring and T&I--AV	0.00	656.00	562.50	750.00
48410 · Repairs & Maint.- Aspen Village	100.00	4,217.00	15,000.02	20,000.00
<b>Total Aspen Village Substation</b>	<u>419.16</u>	<u>9,414.11</u>	<u>21,150.06</u>	<u>28,200.00</u>
<b>Starwood Substation</b>				
48411 · Tenants' Rent - Starwood	0.00	7,839.00	750.01	1,000.00
48412 · Utilities & Expenses - Starwood	402.49	8,217.55	6,000.02	8,000.00
<b>Total Starwood Substation</b>	<u>402.49</u>	<u>16,056.55</u>	<u>6,750.03</u>	<u>9,000.00</u>
<b>Woody Creek Substation</b>				
47301 · Supplies & Exp. - Woody Creek	0.00	0.00	1,125.00	1,500.00
47302 · Utilities - Woody Creek	649.13	7,133.69	6,675.02	8,900.00
47309 · Alarm Monitoring and T&I--WC	0.00	656.00	637.51	850.00
47310 · Repairs & Maint. - Woody Creek	100.00	9,501.05	3,750.02	5,000.00
<b>Total Woody Creek Substation</b>	<u>749.13</u>	<u>17,290.74</u>	<u>12,187.55</u>	<u>16,250.00</u>
<b>Total STATIONS, BUILDINGS &amp; GROUNDS</b>	<u>11,386.07</u>	<u>141,271.19</u>	<u>155,512.73</u>	<u>207,350.00</u>
<b>TRANSFER TO OTHER FUNDS</b>				
49502 · Transfer to CapAcquisition Fund	0.00	600,000.00	495,000.00	600,000.00
49503 · Transfer to Housing Fund	0.00	1,100,000.00	770,000.00	1,100,000.00
49507 · Xfer to Emergency Reserve Fund	0.00	50,000.00	35,000.00	50,000.00
49508 · Xfer to Operations Reserve Fund	0.00	200,000.00	140,000.00	200,000.00
49509 · Xfer to FPPA Annual Accrual Fnd	0.00	0.00	175,000.00	250,000.00
49515 · Contribution--FPPA Vol. Pension	0.00	545,000.00		
<b>Total TRANSFER TO OTHER FUNDS</b>	<u>0.00</u>	<u>2,495,000.00</u>	<u>1,615,000.00</u>	<u>2,200,000.00</u>
<b>Total Expense</b>	<u>277,075.45</u>	<u>5,396,662.20</u>	<u>4,911,876.93</u>	<u>6,584,835.00</u>
<b>Net Income</b>	<u><u>-156,237.69</u></u>	<u><u>1,004,383.46</u></u>	<u><u>-177,270.96</u></u>	<u><u>0.00</u></u>

## Aspen Fire Protection District Profit & Loss Budget Performance September 2021

	<u>Sep 21</u>	<u>Jan - Sep 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>				
<b>CAPITAL ACQUISITION (Income)</b>				
30075 - General Property Tax Allocation	0.00	600,000.00	495,000.00	600,000.00
30085 - Donations/Contrib (CA-Assigned)	12,000.00	12,000.00		
60100 - Interest on Investments	4.32	31.79	3,000.01	4,000.00
<b>Total CAPITAL ACQUISITION (Income)</b>	<u>12,004.32</u>	<u>612,031.79</u>	<u>498,000.01</u>	<u>604,000.00</u>
<b>Total Income</b>	<u>12,004.32</u>	<u>612,031.79</u>	<u>498,000.01</u>	<u>604,000.00</u>
<b>Gross Profit</b>	<u>12,004.32</u>	<u>612,031.79</u>	<u>498,000.01</u>	<u>604,000.00</u>
<b>Expense</b>				
<b>CAPITAL ACQ. Fund (Expenses)</b>				
<b>60110 - Cap. Outlay/Equipment/Projects</b>				
equiping Engines 61 + 62	0.00	0.00	0.00	100,000.00
air conditioning @Stations62+63	0.00	28,295.33	30,000.01	40,000.00
replacement Engine 62	0.00	782,343.00	781,239.00	781,239.00
new fleet vehicle(s)	0.00	52,930.71	37,500.02	50,000.00
replacement roof @ N40	0.00	3,600.00		
<b>Total 60110 - Cap. Outlay/Equipment/Projects</b>	<u>0.00</u>	<u>867,169.04</u>	<u>848,739.03</u>	<u>971,239.00</u>
<b>Total CAPITAL ACQ. Fund (Expenses)</b>	<u>0.00</u>	<u>867,169.04</u>	<u>848,739.03</u>	<u>971,239.00</u>
<b>Total Expense</b>	<u>0.00</u>	<u>867,169.04</u>	<u>848,739.03</u>	<u>971,239.00</u>
<b>Net Income</b>	<u><u>12,004.32</u></u>	<u><u>-255,137.25</u></u>	<u><u>-350,739.02</u></u>	<u><u>-367,239.00</u></u>

## Aspen Fire Protection District Profit & Loss Budget Performance September 2021

	<u>Sep 21</u>	<u>Jan - Sep 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>				
<b>HOUSING (Income)</b>				
31175 · General Property Tax Allocation	0.00	1,100,000.00	825,000.02	1,100,000.00
31190 · Interest on Investments	67.22	1,751.98	37,500.02	50,000.00
<b>Total HOUSING (Income)</b>	<u>67.22</u>	<u>1,101,751.98</u>	<u>862,500.04</u>	<u>1,150,000.00</u>
<b>Total Income</b>	<u>67.22</u>	<u>1,101,751.98</u>	<u>862,500.04</u>	<u>1,150,000.00</u>
<b>Gross Profit</b>	67.22	1,101,751.98	862,500.04	1,150,000.00
<b>Expense</b>				
<b>HOUSING Fund (Expenses)</b>				
<b>70100 · North 40 Project--Soft Costs</b>				
Architectural Services	14,720.63	75,373.09		
Construction Mgmt. Services	8,265.00	59,086.87		
Other Services / Fees	<u>5,112.97</u>	<u>328,348.95</u>		
<b>Total 70100 · North 40 Project--Soft Costs</b>	<u>28,098.60</u>	<u>462,808.91</u>		
70200 · North 40 Project--Construction	782,648.95	3,252,531.15	8,812,500.02	11,750,000.00
<b>70300 · COPs--Lease Payments</b>				
70301 · Interest Payments	0.00	271,525.00	271,525.00	543,050.00
70302 · Principal Payments	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>550,000.00</u>
<b>Total 70300 · COPs--Lease Payments</b>	<u>0.00</u>	<u>271,525.00</u>	<u>271,525.00</u>	<u>1,093,050.00</u>
70305 · Bank (UMB) Sweep / Admin Fees	<u>0.00</u>	<u>599.08</u>	<u>5,212.52</u>	<u>6,950.00</u>
<b>Total HOUSING Fund (Expenses)</b>	<u>810,747.55</u>	<u>3,987,464.14</u>	<u>9,089,237.54</u>	<u>12,850,000.00</u>
<b>Total Expense</b>	<u>810,747.55</u>	<u>3,987,464.14</u>	<u>9,089,237.54</u>	<u>12,850,000.00</u>
<b>Net Income</b>	<u><b>-810,680.33</b></u>	<u><b>-2,885,712.16</b></u>	<u><b>-8,226,737.50</b></u>	<u><b>-11,700,000.00</b></u>

**Aspen Fire Protection District**  
**Profit & Loss Budget Performance**  
 September 2021

	<u>Sep 21</u>	<u>Jan - Sep 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>				
<b>BOND DEBT SERVICE FUND (Income)</b>				
35100 · General Property Tax	12,998.53	1,094,353.18	815,635.52	1,087,514.00
35200 · Specific Ownership Taxes	3,960.41	27,450.05	26,250.02	35,000.00
35210 · Interest Earned--Prop. Taxes	523.37	1,904.78	1,500.02	2,000.00
35250 · Interest on Investments	30.31	221.59	5,250.01	7,000.00
35700 · Delinquent Taxes	27.41	-141.20	-3,750.02	-5,000.00
<b>Total BOND DEBT SERVICE FUND (Income)</b>	<u>17,540.03</u>	<u>1,123,788.40</u>	<u>844,885.55</u>	<u>1,126,514.00</u>
<b>Total Income</b>	<u>17,540.03</u>	<u>1,123,788.40</u>	<u>844,885.55</u>	<u>1,126,514.00</u>
<b>Gross Profit</b>	17,540.03	1,123,788.40	844,885.55	1,126,514.00
<b>Expense</b>				
<b>BOND DEBT SERVICE Fund (Expns.)</b>				
50005 · County Treasurer Fee	677.47	54,807.28	40,782.01	54,376.00
50010 · Interest Payments	0.00	95,812.50	95,812.50	191,625.00
50011 · Principal Payments	0.00	0.00	0.00	880,000.00
50020 · Fees & Expenses	0.00	200.00	200.00	200.00
<b>Total BOND DEBT SERVICE Fund (Expns.)</b>	<u>677.47</u>	<u>150,819.78</u>	<u>136,794.51</u>	<u>1,126,201.00</u>
<b>Total Expense</b>	<u>677.47</u>	<u>150,819.78</u>	<u>136,794.51</u>	<u>1,126,201.00</u>
<b>Net Income</b>	<u><u>16,862.56</u></u>	<u><u>972,968.62</u></u>	<u><u>708,091.04</u></u>	<u><u>313.00</u></u>

# ASPEN FIRE PROTECTION DISTRICT

2022 PROPOSED BUDGET -- DRAFT #2 (10/12/2021)

## GENERAL FUND

PAGE 1

	2020 ACTUAL	2021 ESTIMATED	2022 PROPOSED	2021 AS APPROVED
Beginning Balance, January 1	1,872,933	2,168,705	2,168,705	
<b>REVENUES</b>				
<b>GENERAL (Income)</b>				
31100 · General Property Tax				
31102 - Allocation--to Cap Acq Fund	800,000	600,000	600,000	600,000
31103 - Allocation--to Housing Fund	1,070,000	1,100,000	1,100,000	1,100,000
31104 - Allocation--to GF General	2,916,480	3,580,408	3,633,845	3,580,408
31105 - Allocation--to GF Emergency Reserve	100,000	50,000	50,000	50,000
31106 - Allocation--to GF Operations Reserve	400,000	200,000	580,000	200,000
31107 - Allocation--to GF FPPA Annual	382,000	250,000	250,000	250,000
31109 - Allocation--for Treasurer Fee	295,123	304,232	327,044	304,232
Total General Property Tax	5,963,603	6,084,640	6,540,889	6,084,640
31200 · Specific Ownership Taxes	193,861	200,000	190,000	185,000
36100 · Interest Earned--Prop. Taxes	11,367	11,000	8,000	10,000
36200 · Interest on Investments	9,314	500	500	10,000
37100 · Delinquent Taxes	(75,400)	(2,000)	(2,000)	(4,000)
38000 · North 40 Lease to County	48,761	49,610	51,700	50,195
38010 · County Share of Expenses @N40	27,951	30,000	30,000	30,000
38015 · Tenants' Rent & Utilities @ Starwood	3,249	15,000	15,000	4,000
38020 · Tenants' Rent @ N40 and Woody Creek		16,164	23,832	
38050 · WFAC Project (from Aspen Community Foundation)	15,570	41,180	37,500	40,000
38100 · Other Income (vs. Expense)	14,500	4,500	-	-
38101 - Grants	78,744	50,000	125,000	40,000
38103 · CDPS DFPC--Cooperator Incident	215,064	2,154	-	100,000
38109 - Donations / Contributions (Assigned Funds)	-	54,199	-	-
38110 · Sprinkler Permit Fees (Plans Checks)	43,283	45,000	50,000	35,000
Total GENERAL	6,549,867	6,601,947	7,070,421	6,584,835
Total Revenues	6,549,867	6,601,947	7,070,421	6,584,835
<b>EXPENDITURES</b>				
<b>PERSONNEL EXPENSES (Staff)</b>				
41110 - Wages - Career Duty Firefighters	318,377	810,000	860,443	813,080
41111 · Salaries & Wages - All Other Paid Staff	804,540	750,000	848,926	845,664
41120 · Misc. Payroll Expenses	1,012	2,000	2,000	1,200
41125 · Employer SUI--Staff	3,518	4,500	5,260	5,111
41130 · Retirement Plan--401(a)	105,115	120,000	114,949	116,898
41132 · Pension Plan--FPPA SWDB	48,429	90,000	124,074	101,087
41135 · Employer Medicare--Staff	17,319	22,000	25,422	24,706
41140 · All Insurances & HSA Contributions	177,717	260,000	316,614	261,466
41141 · Board Match--457(b) Plan	21,626	30,000	33,665	30,702
41142 · Fitness/Wellness Allowance--Staff	10,392	15,000	22,400	20,800
41143 · Health Insurance--Staff Dependents	40,719	65,000	64,926	58,589
41144 · Benefits Contingency - PTO Cash	53,207	55,000	21,495	24,284
Total PERSONNEL EXPENSES (Staff)	1,601,971	2,223,500	2,440,174	2,303,587



# ASPEN FIRE PROTECTION DISTRICT

2022 PROPOSED BUDGET -- DRAFT #2 (10/12/2021)

## GENERAL FUND

PAGE 2

	2020 ACTUAL	2021 ESTIMATED	2022 PROPOSED	2021 AS APPROVED
<b>ADMINISTRATION</b>				
41149 - County Treasurer Fee	295,123	304,232	327,044	304,287
41150 - Employer Medicare--AVFD+	1,655	1,500	2,000	2,500
41155 - Employer Social Security--AVFD+	15,908	10,000	12,000	15,000
41160 - Employer SUI--AVFD+	342	300	500	625
41146 - Employee Wellness Program	1,495	5,000	8,000	8,000
41200 - Other Expense (vs. Income)	78,744	60,000	-	-
41209 - WFAC (Wildfire Mapping) Project	15,570	41,180	37,500	40,000
41210 - Contract Labor / Special Projects	33,413	40,000	20,000	45,000
41211 - Supplies & Expenses	25,088	21,784	22,450	23,224
41212 - Telephone Expense	31,370	32,000	30,000	30,000
41214 - Info. Systems & Support	25,023	32,000	35,000	30,000
41500 - Audit & Budget	16,697	17,360	18,000	18,000
41510 - Insurance				
Gen Liability/Accident & Other	37,427	40,000	45,000	50,000
Workers' Comp	35,445	85,000	90,000	45,000
41520 - Legal	22,160	28,000	25,000	25,000
41770 - Equip Repair/Replace	3,558	4,000	5,000	5,000
41810 - Election	13,816	-	16,000	-
41820 - Staff Vehicle Expense	12,753	13,000	10,000	17,000
41840 - Administrative	39,576	45,000	45,000	45,000
41920 - Capital Outlay - Computers +	9,375	25,000	20,000	25,000
<b>Total ADMINISTRATION</b>	<b>714,538</b>	<b>805,356</b>	<b>768,494</b>	<b>728,636</b>
<b>VOLUNTEER BENEFITS</b>				
41860 - Volunteer Fitness/Wellness Allowance	42,604	40,000	43,369	48,100
41861 - Volunteer Health Insur/HSA/HRA	233,405	200,000	353,684	309,162
41870 - Volunteer Health Screenings	824	1,500	2,000	5,000
41875 - LOSAP	22,000	46,500	35,750	33,000
41877 - Volunteer Shift Incentives	725	4,000	-	-
41880 - EMS Incentive Program	16,150	18,063	-	-
41890 - FFII Proficiency Incentive	7,225	8,288	-	-
41891 - Officer & D/O Incentives	1,900	3,000	-	-
41892 - ALL Volunteer Incentives (Shifts+Quals+Points)	-	-	40,000	80,000
<b>Total VOLUNTEER BENEFITS</b>	<b>324,833</b>	<b>321,351</b>	<b>474,803</b>	<b>475,262</b>
<b>FIRE FIGHTING</b>				
42205 - Firefighters' Logistics/Support	17,800	25,000	25,000	25,000
42206 - Uniforms	30,572	30,000	20,000	30,000
42211 - Operational Supplies & Expenses	107,220	125,000	125,000	125,000
42212 - Rescue Supplies & Expenses	25,637	15,000	15,000	15,000
42213 - EMS Supplies & Expenses	7,121	15,000	15,000	15,000
42214 - Wildfire Supplies & Expenses	16,252	10,000	10,000	10,000
42215 - Wildfire Program (Seasonal FFs +)	2,310	690	-	25,000
42xxx - Pano AI Project	-	-	20,000	-
42300 - Fuel	10,019	13,000	15,000	15,000
42400 - Subscriptions & Dues	3,238	1,500	1,500	1,500
42402 - Honor Guard	7,511	8,500	5,000	7,500
<b>Total FIRE FIGHTING</b>	<b>227,680</b>	<b>243,690</b>	<b>251,500</b>	<b>269,000</b>

**ASPEN FIRE PROTECTION DISTRICT****2022 PROPOSED BUDGET -- DRAFT #2 (10/12/2021)****GENERAL FUND**

PAGE 3

	2020 ACTUAL	2021 ESTIMATED	2022 PROPOSED	2021 AS APPROVED
<b>TRAINING</b>				
44102 · EMS Training & Records	10,326	20,000	24,000	24,000
44103 · FF Training & Records	18,482	25,000	50,000	42,000
44211 · Supplies & Expenses	9,736	10,000	10,000	10,000
Total TRAINING	38,544	55,000	84,000	76,000
<b>FIRE PREVENTION</b>				
43200 · Training	4,955	3,000	6,000	5,000
43211 · Supplies & Expenses	3,324	12,000	9,000	9,000
43212 · Public Fire Education	128	4,500	6,000	6,000
43214 · Advertising--Public Education	5,697	8,000	12,000	12,000
Total FIRE PREVENTION	14,104	27,500	33,000	32,000
<b>COMMUNICATIONS</b>				
45211 · Supplies & Expenses	8,255	8,000	8,000	10,000
45300 · Administration				
County Dispatch Services	42,007	40,000	50,000	45,000
County Radio Services	23,775	25,000	30,000	30,000
45910 · Radio Capital Outlay	12,465	25,000	20,000	20,000
Total COMMUNICATIONS	86,502	98,000	108,000	105,000
<b>CDPS COOPERATOR INCIDENTS</b>				
42600 · Cooperator Incident--Misc.	15,928	-	-	-
42601 · Cooperator Incident--Personnel	81,049	-	-	-
Total FF COOPERATIVE AGREEMENT	96,977	-	-	50,000
<b>REPAIR SERVICES (Fleet &amp; Equip)</b>				
46200 · Pump & Equipment Testing	17,167	23,000	23,000	23,000
46211 · Supplies & Expenses & Parts	41,111	35,000	28,000	30,000
46212 · Out-source Maint& Repair	107,276	75,000	75,000	85,000
Total REPAIR SERVICES (Fleet & Equip)	165,554	133,000	126,000	138,000

# ASPEN FIRE PROTECTION DISTRICT

2022 PROPOSED BUDGET -- DRAFT #2 (10/12/2021)

## GENERAL FUND

PAGE 4

	2020 ACTUAL	2021 ESTIMATED	2022 PROPOSED	2021 AS APPROVED
<b>STATIONS, BUILDINGS &amp; GROUNDS</b>				
Headquarters Station				
48209 - Alarm Monitoring and T&I--HQ	1,392	1,700	1,700	1,700
48210 - Repairs & Maint. - Headquarters	16,011	12,000	18,000	23,000
48211 - Supplies & Exp. - Headquarters	13,635	11,000	12,000	12,000
48214 - Utilities - Headquarters	39,627	37,000	38,000	36,000
48215 - Cleaning - Headquarters	8,034	10,000	10,000	10,000
Total Headquarters Station	78,699	71,700	79,700	82,700
North 40 Station				
48309 - Alarm Monitoring and T&I--N40	1,040	1,200	1,200	1,200
48311 - Repairs & Maint. - North 40	22,554	18,000	18,000	20,000
48315 - Supplies & Expenses - North 40	13,516	10,000	10,000	12,000
48320 - Utilities - North 40	37,468	38,000	40,000	38,000
Total North 40 Station	74,578	67,200	69,200	71,200
Aspen Village Substation				
48016 - Supplies & Exp.- Aspen Village	745	1,000	1,000	2,000
48400 - Utilities - Aspen Village	5,369	5,450	5,450	5,450
48409 - Alarm Monitoring and T&I--AV	725	1,300	750	750
48410 - Repairs & Maint. - Aspen Village	32,456	5,000	7,000	20,000
Total Aspen Village Substation	39,295	12,750	14,200	28,200
Starwood Substation				
48411 - Rent & Expenses - Starwood	274	11,000	11,000	1,000
48412 - Utilities - Starwood	9,872	12,000	12,000	8,000
Total Starwood Substation	10,146	23,000	23,000	9,000
Woody Creek Substation				
47301 - Supplies & Exp. - Woody Creek	707	1,500	1,500	1,500
47302 - Utilities - Woody Creek	7,850	9,000	10,000	8,900
47309 - Alarm Monitoring and T&I--WC	732	1,400	850	850
47310 - Repairs & Maint. - Woody Creek	19,386	13,000	6,000	5,000
Total Woody Creek Substation	28,675	24,900	18,350	16,250
Total STATIONS, BUILDINGS & GROUNDS	231,393	199,550	204,450	207,350
<b>OTHER</b>				
49502 Transfer TO Capital Acquisition Fund	800,000	600,000	600,000	600,000
49505 Transfer TO Housing Fund	1,070,000	1,100,000	1,100,000	1,100,000
49507 Transfer TO Emergency Reserve Fund	100,000	50,000	50,000	50,000
49508 Transfer TO Operations Reserve Fund	400,000	200,000	580,000	200,000
49515 Contribution TO FPPA Volunteer Pension Fund	382,000	545,000	250,000	250,000
Total OTHER	2,752,000	2,495,000	2,580,000	2,200,000
Total Expenditures	6,254,096	6,601,947	7,070,421	6,584,835
<b>Net Income</b>	<b>295,772</b>	-	-	-
Ending Balance, December 31	2,168,705	2,168,705	2,168,705	



# ASPEN FIRE PROTECTION DISTRICT

2022 PROPOSED BUDGET -- DRAFT #2 (10/12/2021)

## HOUSING FUND

	2020 ACTUAL	2021 ESTIMATED	2022 PROPOSED	2021 AS APPROVED
Beginning Balance, January 1	17,021,048	15,733,239	9,161,489	
*****				
<b>REVENUES</b>				
<b>HOUSING FUND (Income)</b>				
31175 · General Property Tax Allocation	1,070,000	1,100,000	1,100,000	1,100,000
31190 · Interest on Investments	75,016	2,000	1,000	50,000
Total HOUSING FUND (Income)	1,145,016	1,102,000	1,101,000	1,150,000
Total Revenues	1,145,016	1,102,000	1,101,000	1,150,000
<b>EXPENDITURES</b>				
<b>HOUSING FUND (Expenses)</b>				
70100 - North 40 Project--Soft Costs				
Architectural Services	482,328	90,000	50,000	
Construction Mgmt. Services	68,120	90,000	80,000	
Other Services / Fees	807,094	400,000	270,339	
70200 · North 40--Construction		6,000,000	8,770,100	11,750,000
70300 · COPs--Lease Payments				
70301 - Interest Payments	544,684	543,050	526,550	543,050
70302 - Principal Payments	520,000	550,000	565,000	550,000
70305 - Bank (UMB) Sweep/Admin Fees	10,599	700	500	6,950
Total HOUSING FUND (Expenses)	2,432,825	7,673,750	10,262,489	12,850,000
Total Expenditures	2,432,825	7,673,750	10,262,489	12,850,000
<b>Net Income</b>	<b>(1,287,809)</b>	<b>(6,571,750)</b>	<b>(9,161,489)</b>	<b>(11,700,000)</b>
*****				
Ending Balance, December 31	15,733,239	9,161,489	-	

# ASPEN FIRE PROTECTION DISTRICT

2022 PROPOSED BUDGET -- DRAFT #2 (10/12/2021)

## DEBT SERVICE FUND

	2020 ACTUAL	2021 ESTIMATED	2022 PROPOSED	2021 AS APPROVED
Beginning Balance, January 1	1,091,188	1,063,139	1,067,264	
*****				
<b>REVENUES</b>				
<b>DEBT SERVICE FUND (Income)</b>				
35100 · General Property Tax	1,068,513	1,096,000	1,069,355	1,087,514
35200 · Specific Ownership Taxes	34,735	33,000	40,000	35,000
35210 · Interest Earned--Prop. Taxes	2,037	2,000	1,800	2,000
35250 · Interest on Investments	5,529	250	300	7,000
35700 · Delinquent Taxes	(13,510)	(300)	(500)	(5,000)
Total BOND Debt Service Fund (Income)	1,097,304	1,130,950	1,110,955	1,126,514
Total Revenues	1,097,304	1,130,950	1,110,955	1,126,514
<b>EXPENDITURES</b>				
<b>DEBT SERVICE FUND (Expenses)</b>				
50005 - County Treasurer Fee	52,878	55,000	53,468	54,376
50010 · Interest Payments	217,275	191,625	165,225	191,625
50011 · Principal Payments	855,000	880,000	905,000	880,000
50020 · Fees & Expenses	200	200	200	200
Total BOND Debt Service Fund (Expenses)	1,125,353	1,126,825	1,123,893	1,126,201
Total Expenditures	1,125,353	1,126,825	1,123,893	1,126,201
<b>Net Income</b>	<b>(28,049)</b>	<b>4,125</b>	<b>(12,938)</b>	<b>313</b>
*****				
Ending Balance, December 31	1,063,139	1,067,264	1,054,326	



DRAFT



# BENEFITS GUIDE

Benefit plans effective January 1, 2022 – December 31, 2022

## ◆ Table of Contents

### How Benefits Work

Benefits Eligibility Summary.....	2
Enrollment .....	5
Changing Your Benefits During the Year.....	5

### Medical Insurance Plans

Health Insurance.....	6
Vision Insurance.....	8
Dental Insurance.....	10
Health Savings Account.....	12
Health Reimbursement Account.....	13

### Supplemental Insurance

Short-Term Disability.....	13
Long-Term Disability.....	13
24 Hour AD&D.....	13
Accident & Health Policy.....	15
Basic Term Life & AD&D Insurance.....	15
Voluntary Life & AD&D Insurance.....	16
Colorado Firefighters HEART Program....	16

Colorado Firefighters CANCER Award Program .....	17
---	----

### RETIREMENT PLANS

401(a) Retirement Plan.....	18
457(b) Retirement Plan.....	19
FPPA Statewide Defined Benefit & Death & Disability Plan.....	19
FPPA Volunteer Pension Plan.....	20
Length of Service Award Program.....	20

### Other Benefits

Employee Assistance Program.....	25
Fitness / Wellness Allowance.....	26
Holidays.....	26
Paid Time Off & Extended Sick Leave....	27

### Other Resources & Perks

Aspen Golf Club.....	29
Aspen Highlands Skier Parking.....	29
Aspen Recreation Center.....	29
Credit Union.....	30
Responder Strong.....	30

## Aspen Fire Benefits Package

At Aspen Fire Protection District (AFPD), we are committed to a comprehensive staff member benefits program that helps our staff members stay healthy, feel secure, and maintain a work-life balance. Within this guide, you will find important information on the health and well-being benefits available to you for the 2022 plan year. Please take a moment to review the benefits AFPD offers to determine which plans are best for you.

This guide contains only general and summary information; it should not be considered a replacement for the more detailed information set forth in certificates of coverage or master plan documents produced by each insurance company. Every effort is taken to assure the accuracy of this guide; however, in the event of any conflict between the guide and



information produced by each insurance company, the insurance company's documents will be final authority. To access these documents, please contact the District Administrator/HR.

## ◆ Benefits Eligibility Summary

BENEFITS	ADMINISTRATION		OPERATIONS						AUXILIARY	
	Administrative Staff		Career Staff			Volunteer Staff			Auxiliary Volunteer Staff	
	F/T	P/T	Command F/T (Exempt)	Specialty F/T	P/T	Duty F/T	Shifted	Legacy		Support
<b>MEDICAL INSURANCE: HEALTH, VISION, DENTAL</b>										
Health Insurance	✓		✓	✓		✓	✓ *			
Vision Insurance	✓		✓	✓		✓	✓			
Dental Insurance	✓		✓	✓		✓	✓			
Health Savings Account	✓		✓	✓		✓	✓ *			
Health Reimbursement Account							✓ *			
<i>*Volunteer Staff Shifted will receive the choice of Medical Insurance, HSA or HRA as eligibility allows</i>										
<b>SUPPLEMENTAL INSURANCE: LIFE, AD&amp;D, ACCIDENT, HEART/CANCER</b>										
Short-Term Disability (STD)	✓		✓	✓		✓				
Long-Term Disability (LTD)	✓		✓	✓		✓				
24 Hour AD&D	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Accident and Health Policy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Basic Life / AD&D Insurance	✓		✓	✓		✓	✓	✓		
Basic Term Life Insurance	✓		✓	✓		✓	✓	✓		
Voluntary Life AD&D	✓		✓	✓		✓	✓			
CO FF Heart Benefit			✓	✓		✓				
CO FF Cancer Award Program			✓	✓	✓	✓	✓	✓	✓	
<b>RETIREMENT BENEFITS</b>										
Retirement Plan – 401(a)	✓		✓	✓		✓				
Retirement Plan – 457(b)	✓		✓	✓		✓				
FPPA (SWDB) – Career Firefighters			✓	✓		✓				
FPPA – Volunteer Firefighters							✓	✓		

BENEFITS	ADMINISTRATION		OPERATIONS						AUXILIARY	
	Administrative Staff		Career Staff			Volunteer Staff			Auxiliary Volunteer Staff	
	F/T	P/T	Command F/T (Exempt)	Specialty F/T	Duty P/T	Duty F/T	Shifted	Legacy		Support
<b>RETIREMENT BENEFITS</b>										
Fire & Police Pension (FPPA) -- Death & Disability			✓	✓		✓				
Length of Service Award (LOSAP)							✓	✓	✓	
<b>ADDITIONAL PROGRAMS</b>										
Employee Assistance Program (EAP)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fitness / Wellness Allowance	✓		✓	✓		✓	✓	✓	✓	
Paid Holidays	✓		✓	✓		✓				
PTO – Vacation / Sick	✓		✓	✓		✓				
PTO – Extended Sick Leave	✓		✓	✓		✓				

Eligibility for benefits is determined by the number of hours you are scheduled to work and/or your voluntary status.

**Many of the plans offer coverage for eligible dependents, including:**

- Your legal spouse (documentation of marriage, civil union, or legal union **must** be provided to Human Resources).
- Your children to age 26, regardless of student, marital, or tax-dependent status (including a stepchild, legally-adopted child, a child placed with you for adoption, or a child for whom you are the legal guardian).
- Your unmarried dependent children of any age who are physically or mentally unable to care for themselves.

## ◆ Enrollment

**You can sign up for benefits or change your benefit elections at the following times:**

- Within 30 days of your initial eligibility date (as a newly-hired employee).
- During the annual benefits open enrollment period (November 1st – November 19th, 2021).
- Within 30 days of experiencing a qualifying life event.

## ◆ Changing Your Benefits During the Year

AFPD allows you to pay your portion of the medical/vision and dental plan costs, and fund a health savings account (HSA) on a pre-tax basis. Thus, due to IRS regulations, once you have made your elections for the plan year, you cannot change your benefits until the next annual open enrollment period. The only exception is if you experience a qualifying life event. Election changes must be consistent with your life event. This restriction does not apply to the health savings account (HSA), which allows you to change your contribution at any time during the plan year.

To request a benefits change, please contact the District Administrator/HR within 30 days of the qualifying life event. Change requests submitted after 30 days cannot be accepted. You will be required to provide proof of the event, such as a marriage license or birth certificate.

### **Qualifying life events include, but are not limited to:**

- Marriage, divorce, or legal separation.
- Birth or adoption of an eligible child.
- Death of your spouse or covered child.
- Change in your spouse's work status that affects his or her insurance coverage.
- Change in your child's eligibility for benefits.
- Qualified Medical Child Support Order.
- Enrollment into Medicare.

## ◆ Medical Insurance Plans

### Health Insurance

AFPD provides health insurance to eligible Full-Time Administrative, Full-Time Career and Active Volunteer Shifted staff members, along with their dependents. The plan is administered by United Healthcare and is a High Deductible Health Plan that offers in-and out-of-network benefits, providing you the freedom to choose any provider. However, you will pay less out of your pocket when you choose a United Healthcare in-network provider. Locate a network provider at [www.myuhc.com](http://www.myuhc.com).

**Policy Provider:** United Healthcare – Group #0906675 / 800-357-0978 / [www.myuhc.com](http://www.myuhc.com)

**Eligible:** **Full-Time Administrative** staff members are eligible 1<sup>st</sup> of Month after Date of Hire.

**Full-Time Career** staff members are eligible 1<sup>st</sup> of Month after Date of Hire.

**Active Volunteer Shifted** staff members are eligible 1<sup>st</sup> of Month after completion of all required certifications and completion of probationary period.

**Note:** The table below summarizes the key features of the medical plan. Please refer to the official plan documents for additional information on coverage and exclusions.

MEDICAL PLAN	
PPO Plan D HSA	
Dr. Office Visit – Primary Physician	Plan pays 100% after deductible
Specialist Visit	Plan pays 100% after deductible
Preventive Care	Plan pays 100%
Individual Deductible	\$2,500 per employee only in-network
Family Deductible	\$5,000 per family *COMBINED
Co-Insurance Percentage ( <i>applied after deductible</i> )	Plan pays 100% in-network Plan pays 70% out-of-network
Individual Out of Pocket Max	\$3,500 per employee only
Family Out of Pocket Max ( <i>after which plan pays 100%</i> )	\$7,000 per family *COMBINED
Urgent Care	Plan pays 100% after deductible
Emergency Room	Plan pays 100% after deductible
Inpatient Hospital	Plan pays 100% after deductible
Outpatient Hospital	Plan pays 100% after deductible
Associated Lab Work	Plan pays 100% after deductible
MRI, CT, PET Scans	Plan pays 100% after deductible
Prescription Drug Copays	Medical Deductible then: Tier 1 - \$15/Tier 2 - \$40/Tier 3 - \$70/ Tier 4 - 25% (Max \$500)

## Health Insurance Costs

Listed below are the costs for health insurance premiums.

- AFDPD pays 100% of the premium for Full-Time Administrative, Full-Time Career and Active Volunteer Shifted staff members.
- AFDPD pays 50% of the premium for dependents of Full-Time Administrative and Full-Time Career staff members. Staff member will be responsible for the remaining premium that will be paid through payroll deduction. In order for dependents to be eligible, the staff member must opt for coverage.
- Active Volunteer Shifted staff members pay 100% of dependent premiums. Staff member will be responsible for prompt payment of the premium to the District by arrangement with the Finance Department. In order for dependents to be eligible, the staff member must opt for coverage.

If staff member is enrolled in the health insurance plan and changes to an employment classification that would make the staff member no longer eligible, he/she may be able to continue his/her health care benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). See the Benefits Continuation (COBRA) Policy in this Handbook for more information.

HEALTH INSURANCE COST			
	Admin (F/T) / Career (F/T) Staff Cost Per Pay Period (*24 Pay Periods)	Volunteer Staff Cost Per Month	Total Premium
Employee Only	\$0	\$0	\$1,009.05
Employee + Spouse/Partner	\$259.86	\$1,039.43	\$2,048.48
Employee + Child(ren)	\$203.46	\$ 813.82	\$1,822.87
Employee + Family	\$364.24	\$1,456.95	\$2,466.00

\*\* There are 26 pay periods in 2022, however deductions will be based on 24 pay periods. For the two extra pay periods in 2022, you will not see any deductions.

## Medicare

If you enroll in any Medicare plans, please notify District Administrator/HR immediately. You are eligible for Medicare on the basis of age (currently at 65) or disability. Special eligibility rules apply in the case of end stage renal disease. For assistance navigating your options, which include Medicare Supplements, Medicare Advantage, and Medicare Part D, please contact District Administrator/HR for further resources.

Reminder for staff members enrolled in Medicare: **If you are enrolled in any Medicare plan, you are not eligible to contribute to a health savings account (HSA). You must stop your HSA contributions 6 months prior to electing Medicare. Your contributions may not exceed the prorated amount for the time in which you are eligible to contribute.**

## HealthiestYou – Teledoc Service

Staff members enrolled in the AFD health plan have 24/7 access to licensed physicians through HealthiestYou. With HealthiestYou can connect to a doctor, get treatment, and get prescriptions, 24 hours a day, 7 days a week over the phone or via the mobile app. Using HealthiestYou can SAVE YOU TONS OF MONEY and no more sitting around in waiting rooms. And best of all, it's FREE!

Be sure to download the app at [member.healthiestyou.com](http://member.healthiestyou.com) and register for the member portal. You may also contact HealthiestYou at **866-703-1259**.

## ◆ Medical Insurance Plans

### Vision Insurance

AFPD provides vision insurance to eligible Full-Time Administrative, Full-Time Career and Active Volunteer Shifted staff members, along with their dependents. The plan is administered by MetLife that offers in-and out-of-network benefits, providing you the freedom to choose any provider. However, you will pay less out of your pocket when you choose a MetLife in-network provider.

**Policy Provider:** MetLife - Group #5348811 / 1-855-MET-EYE-1 / [www.metlife.com](http://www.metlife.com)

**Eligible:** **Full-Time Administrative** staff members are eligible 1<sup>st</sup> of Month after Date of Hire.

**Full-Time Career** staff members are eligible 1<sup>st</sup> of Month after Date of Hire.

**Active Volunteer Shifted** staff members are eligible 1<sup>st</sup> of Month after completion of all required certifications and completion of probationary period.



**Note:**

The table below summarizes the key features of the vision plan. Please refer to the official plan documents for additional information on coverage and exclusions.

Public Sector Health Care Group offers you a vision plan through MetLife. The vision plan covers an eye exam and your choice of lenses or contacts every 12 months. It also covers frames every 24 months. Please note that if you choose an out-of-network doctor or facility, then MetLife will only reimburse you up to the allowable amount outlined in the table to the right. Please refer to your plan description for full details.

For a complete list of providers near you, use the MetLife Provider Locator on <https://www.metlife.com/insurance/vision-insurance/> and choose the "Find and Eye Doctor." You may also call MetLife at 1-855-MET-EYE-1.

You will not receive MetLife ID card. When you schedule your appointment, simply tell them that you have MetLife for your vision benefits. That's all you need to do!

VISION PLAN		
	In-Network	Out-of-Network
Eye Exam	\$10 copay	\$45 allowance
Prescription Glasses: Lenses	\$10 copay	\$30 - \$100 allowance
Prescription Glasses: Frames	\$150 retail allowance	\$70 allowance
Contact Lenses	\$150 allowance	\$105 allowance
Benefit Frequency	In-Network	Out-of-Network
Eye Exam	Every 12 months	Every 12 months
Prescription Glasses: Lenses	Every 12 months	Every 12 months
Prescription Glasses: Frames	Every 24 months	Every 24 months
Contact Lenses	Every 12 months in lieu of glasses	Every 12 months in lieu of glasses
Network Discounts	In-Network	Out-of-Network
Laser Vision Correction	15% Savings	N/A
Prescription Glasses	20% Savings	N/A
Contact Lenses	15% Off Evaluation	N/A

## Vision Insurance Costs

Listed below are the costs for vision insurance costs.

- AFDPD pays 100% of the premium for Full-Time Administrative, Full-Time Career and Active Volunteer Shifted staff members.
- AFDPD pays 50% of the premium for dependents of Full-Time Administrative and Full-Time Career staff members. Staff member will be responsible for the remaining



premium that will be paid through payroll deduction. In order for dependents to be eligible, the staff member must opt for coverage.

- Active Volunteer Shifted staff members pay 100% of dependent premiums. Staff member will be responsible for prompt payment of the premium to the District by arrangement with the Finance Department. In order for dependents to be eligible, the staff member must opt for coverage.

VISION INSURANCE COST			
	Admin (F/T) / Career (F/T) Staff Cost Per Payperiod	Volunteer Staff Cost Per Month	Total Premium
Employee Only	\$0	\$0	\$7.79
Employee + Spouse/Partner	\$1.80	\$ 7.82	\$15.61
Employee + Child(ren)	\$1.25	\$ 5.43	\$13.22
Employee + Family	\$3.23	\$14.00	\$21.79

## Dental Insurance

AFPD provides dental insurance to eligible Full-Time Administrative, Full-Time Career and Active Volunteer Shifted staff members, along with their dependents administered by MetLife. The plan offers in-and out-of-network benefits, providing you the freedom to choose any provider. However, you will pay less out of your pocket when you choose a MetLife in-network provider.

**Policy Provider:** MetLife – Group #5348811 / 800-275-4638 / [www.metlife.com](http://www.metlife.com)

**Eligible:** **Full-Time Administrative** staff members are eligible 1<sup>st</sup> of Month after Date of Hire.

**Full-Time Career** staff members are eligible 1<sup>st</sup> of Month after Date of Hire.

**Active Volunteer Shifted** staff members are eligible 1<sup>st</sup> of Month after completion of all required certifications and completion of probationary period.

**Note:** The table below summarizes the key features of the dental plan. Please refer to the official plan documents for additional information on coverage and exclusions.

**ID Cards:** MetLife will not send you an ID Card. If you need an ID card, you can request one online.

Go to: <https://www.metlife.com/insurance/dental-insurance/> and log in to your account.

DENTAL PLAN		
Key Point Summary	In-Network	Out of Network
Calendar Year Deductible	\$50 per individual / max \$150 per family	\$50 per individual / max \$150 per family
Deductible Applies To	Type II & III	Type II & III
Dental Calendar Year Maximum	\$1,500 per individual in your family	\$1,500 per individual in your family
Orthodontia Lifetime Maximum	\$1,500 for children up to age 19	\$1,500 for children up to age 19
MetLife	In-Network	Out of Network
Type I – Diagnostic & Preventive	100%	100%
Type II – Basic Services	80%	80%
Type III – Major Services	50%	50%
Type IV – Orthodontic Services	50%	50%
Endodontics / Periodontics	80%	80%
MetLife		
Waiting Periods	Waiting periods only apply for late entrants (members who do not join the plan at their initial enrollment)	

## Dental Insurance Costs

Listed below are the costs for dental insurance costs.

- AFDPD pays 100% of the premium for Full-Time Administrative, Full-Time Career and Active Volunteer Shifted staff members.
- AFDPD pays 50% of the premium for dependents of Full-Time Administrative and Full-Time Career staff members. Staff member will be responsible for the remaining premium that will be paid through payroll deduction. In order for dependents to be eligible, the staff member must opt for coverage.
- Active Volunteer Shifted staff members pay 100% of dependent premiums. Staff member will be responsible for prompt payment of the premium to the District by arrangement with the Finance Department. In order for dependents to be eligible, the staff member must opt for coverage.

DENTAL INSURANCE COST			
	Admin (F/T) / Career (F/T) Staff Cost Per Payperiod	Volunteer Staff Cost Per Month	Total Premium
Employee Only	\$0	\$0	\$ 31.71
Employee + Spouse/Partner	\$7.61	\$32.99	\$ 64.70
Employee + Child(ren)	\$12.27	\$53.15	\$ 84.86
Employee + Family	\$21.64	\$93.78	\$125.49

## ◆ Health Savings Account

### HSA Eligibility

Full-Time Administrative, Full-Time Career staff and Active Volunteer Shifted staff members who have their own personal insurance with a High Deductible Health Care plan and decline the District's medical insurance or are not eligible for enrollment in the District's medical insurance plan, may be eligible to set up an HSA account. Active Volunteer Shifted staff members who participate in the District's health insurance plan may open a HSA account and contribute on their own.

AFPD will contribute tax-free funds to an HSA account on a **quarterly basis** for eligible staff members.

Full-Time Administrative and Full-Time Career staff members enrolled in AFPD's High Deductible Health Care plan may begin making contributions to the HSA plan pre-tax through payroll deduction, unless you are not eligible to fund an HSA.

You are not eligible to fund an HSA if:

- You are covered by a non-HSA qualified plan, including a PPO or HMO plan that you may be enrolled in through your spouse.
- You are covered by a health reimbursement arrangement through your spouse.
- You are covered by a health care Flexible Spending Account (FSA) (however, you may participate in a limited purpose health care FSA).
- You are eligible to be claimed as a dependent on someone else's tax return (for a list of eligible dependents, refer to **IRS Publication 501**).
- You are enrolled in Medicare, TRICARE, or TRICARE for Life. **If you are enrolled in any Medicare plan, you are not eligible to contribute to a health savings account (HSA). You must stop your HSA contributions 6 months prior to electing Medicare. Your contributions may not exceed the prorated amount for the time in which you are eligible to contribute.**
- You have received Veterans Administration Benefits in the last three months.

### 2022 HSA Contributions

	Admin (F/T) / Career (F/T) Staff – District Contribution	Active Volunteer Shifted Staff Contribution (Not taking District's Health Insurance)	2022 IRS HSA LIMITS
Employee Only	\$2,500	Up to \$3,650	\$3,650
Employee + Spouse/Partner	\$5,000	Up to \$3,650	\$7,300
Employee + Child(ren)	\$5,000	Up to \$3,650	\$7,300
Employee + Family	\$5,000	Up to \$3,650	\$7,300

(1) HSA contributions are prorated based on your date of hire

- (2) If a staff member receives an HSA contribution from another employer, the contribution may be adjusted accordingly to not exceed the IRS Limits.
- (3) If you are age 55+ by December 31, 2021, you may contribute an additional \$1,000 for the 2022 plan year.
- (4) HSA account must be set up with any qualified custodian in the staff member's name. Contributions will not be applied to a spouse's account.

## Qualified HSA Expenses

- Funds in your HSA can be used for your eligible expenses and those of your spouse and eligible dependents, even if they are not covered by the AFPD HDHP medical plan.
- A complete list of eligible expenses can be found at [www.irs.gov/pub/irs-pdf/p502.pdf](http://www.irs.gov/pub/irs-pdf/p502.pdf).

## HSA Tax Savings

- Contributions to an HSA are tax free and can be made through payroll deductions on a pre-tax basis.
- The money in your HSA (including interest and investment earnings) grows tax free.
- As long as you use the funds to pay for qualified medical expenses, the money is spent tax free.

## Your HSA is an Individually Owned Account

- You own and administer your HSA; you determine how much you will contribute to your account and when to use the money.
- You can change your contribution at any time during the plan year without a qualifying event.
- Like a bank account, you must have a balance in order to pay your eligible expenses.
- Keep all receipts for tax documentation.
- An HSA allows you to save and "rollover" money from year to year.
- The money in the account is always yours, even if you change health plans or employers.
- There are no vesting requirements or forfeiture provisions.

## ◆ Health Reimbursement Account (HRA)

### HRA Eligibility

A Full-Time Administrative, Full-Time Career or Active Volunteer Shifted staff member who declines enrollment in AFPD's medical insurance plan may be eligible for an HRA account. To be eligible for an HRA account, a staff member must be enrolled in another type of group health insurance plan to qualify for an HRA. An HRA is an employer-funded medical reimbursement arrangement designed to help offset medical costs.

Alerus will provide a debit card to pay for those items (co-pays, co-insurance, deductibles, prescription medications and services) agreed to by the employer which are not covered by the staff member's selected standard insurance plan (any health insurance plan, not only high-deductible plans). These arrangements are described in IRS Section 105.

**Provider:** Alerus

**Quarterly Contribution:** \$912.50 (Total of \$3,650 maximum for 2022) Contributions may be prorated based on date of hire.

## ◆ Supplemental Insurance

### Short-Term Disability

Aspen Fire provides short-term disability (STD) through MetLife. This plan pays 60% of pre-disability earnings for up to 9 weeks for employees who are sick, pregnant, or experience an accidental injury. The maximum benefit for this plan is \$1,000.

### Long-Term Disability

Aspen Fire provides long-term disability (LTD) through MetLife. This plan helps employees replace a portion of their income if they are disabled past the STD timeframe. The plan pays 60% of employee disability earnings up to a maximum of \$6,000 per month.

**PROPOSED ADDITION FOR 2022**  
**\* Addition to Benefits Package: STD & LTD**

### 24 Hour Accidental Death & Dismemberment (AD&D)

Aspen Fire automatically provides 24 Hour AD&D coverage to all eligible staff members while they are at work and when they are off-duty. This plan provides a cash payout in the event of an accidental loss of life or limb. The plan includes:

- A 24-Hour Accidental Death Benefit
- Auto and Emergency Vehicle Seatbelt Benefit
- Will Preparation, Identity Theft and Healthy Rewards programs
- Hepatitis C Accident Benefit
- No Aggregate Maximum
- Line of Duty Death Benefit – 100% of Principal Sum to \$50,000 maximum

**Policy Provider:** Provident

**Benefit Amount:** Up to \$30,000

**Eligible:** Date of Hire

**Claims:** Insured or the Insured's beneficiary must provide written notice within 90 days of the Loss.

**Note:** Please refer to the official plan document for additional information on coverage and exclusions.



## Accident and Health Policy

Aspen Fire automatically provides an Accident and Health Insurance policy to all eligible staff members. This insurance helps pay benefits for losses caused by accidental injury, accidental death or illness incurred on the job that may not be covered under worker's compensation.

- Policy Provider:** Provident
- Benefit Amount:** Up to \$100,000
- Eligible:** Date of Hire
- Claims:** Insured or the Insured's beneficiary must provide written notice within 20 days after a Covered Injury or Covered Illness.
- Note:** Please refer to the official plan document for additional information on coverage and exclusions.

## Basic Term Life & AD&D Insurance

Aspen Fire automatically provides Basic Life & AD&D insurance to you, your spouse/partner, and your dependent children **at no cost**.

- Policy Provider:** MetLife
- Benefit Amount:** Up to \$50,000
- Eligible:** 1<sup>st</sup> of Month after Date of Hire
- Note:** Please refer to the official plan document for additional information on coverage and exclusions.

Basic Term Life / AD&D & Dependent Term Life	
Life	\$50,000 Flat Amount
AD&D	\$50,000 Flat Amount
Benefit Maximum	\$50,000
Dependent Life:	
Spouse/Partner	\$5,000
Child(ren) age 0-15 days / 15 days - 6 months / 6 months & older	\$0 / \$100 / \$2,000
Guarantee Issue Amount	\$50,000
Age Reduction Schedule	35% at age 65, 60% at age 70, 75% at age 75

## Voluntary Supplemental Life and Voluntary AD&D Insurance

Aspen Fire provides you the option to purchase voluntary life and voluntary AD&D insurance for yourself, your spouse/partner, and your dependent children. You must purchase voluntary coverage for yourself in order to purchase coverage for your spouse/partner and/or dependents.

**Policy Provider:** MetLife

**Eligible:** 1<sup>st</sup> of Month after Date of Hire

**Note:** Please refer to the official plan document for additional information on coverage and exclusions.

	Employee	Spouse/Partner	Child
Life Coverage: Provides a benefit in the event of death	Increments of \$10,000	Increments of \$5,000	Flat Amount: \$1,000, \$2,000, \$4,000, \$5,000 or \$10,000
Non Medical Maximum	\$100,000	\$30,000	\$10,000
Overall Benefit Maximum	The lesser of 5x salary or \$500,000	\$100,000 or 50% of employee election	\$10,000
AD&D Coverage: Provides a benefit in the event of death or dismemberment resulting from covered accident	100% of the Supplemental Term Life Benefit	100% of the Spouse/Partner Supplemental Term Life Benefit	100% of the Dependent Supplemental Term Life Benefit
AD&D Maximum	Same as Supplemental Life	Same as Supplemental Life	Same as Supplemental Life
Employee Contribution	100%	100%	100%

**\*\* Please refer to District Administrator/HR for pricing.**

## Colorado Firefighters HEART Program

AFPD, through the Colorado Firefighter Heart & Cancer Benefits Trust (CFHC) provides Full-Time Career Staff, with at least five (5) years of continuous fire service with *any* employer(s), with coverage for heart and circulatory malfunctions. This program is to help safeguard firefighters from the human and financial burdens created by cardiac incidents.

The financial, physical, and mental stresses brought on by a cardiac incident can be tremendous. These issues can compound one another, and make things significantly worse. The CFHC Trust's Heart Program alleviates some of the financial strains on a firefighter's family during that time. Depending on the severity, this can mean payments of thousands of dollars over a predetermined period for qualifying job-related cardiac incidents. The benefits

don't stop there. Additional coverage is offered to help pay for heart screenings not covered by health insurance. Discovering heart conditions before they become an issue is more valuable than the coverage itself.

**Coverage Period:** July 1, 2021 through June 30, 2022

**Note:** For information on Schedule of Benefits and Exclusions, please go to [www.cfhtrust.com/heart/](http://www.cfhtrust.com/heart/).

## Colorado Firefighters CANCER Award Program

AFPD, through the Colorado Firefighter Heart & Cancer Benefits Trust (CFHC) is part of the Voluntary Cancer Award Program (VCAP) that is provided to Full-Time Career Staff and Volunteer Staff (Shift, Legacy and Support), with coverage for five currently covered cancers: brain, skin, digestive, hematological, or genitourinary.

This is an alternative program to worker's compensation as it relates to cancer in the fire service industry. In 2007, statutory changes in Colorado presumed cancer to be a worker's compensation issue for firefighters. The intent was to ensure quality care for state's fire service professionals. But for firefighter's affected by cancer, this often meant long legal battles and invasive medical inquires to obtain benefits.

Ten years later, Governor Hickenlooper signed Senate Bill 17-214, which lets fire departments sidestep the 2007 law and ensure the kind of quality care firefighters deserve. This means no more long waits for benefits, scaled awards based on condition, recognition of service and tax-free benefits.

**Coverage Period:** July 1, 2021 through June 30, 2022

**Eligibility:** In order for an employee to qualify for benefits, the following conditions must be met:

- Full-Time Career firefighters must have at least five (5) years' continuous employment in the fire service with *any* employer(s)\*.
- Part-Time Career and Volunteer firefighters must have at least ten (10) years' continuous employment in the fire service with *any* employer(s) \*\*.
- A medical exam is required after the start of employment but prior to claim.
- Be diagnosed with cancer before ten (10) years after the end of their employment with the fire department.
- Part-Time Career and Volunteer firefighters must maintain at least 36 hours of training per year.

\*A break in service of no more than one year will not be considered a break in continuous employment, though said period will not count as part of the required five years of service

\*\* Time spent in any employment status contribute, on a percentage basis, to a firefighter's total eligibility.



**Note:** For information on Schedule of Benefits and Exclusions, please go to [www.cfhtrust.com/cancer/](http://www.cfhtrust.com/cancer/).

## ◆ Retirement Plans

### 401(a) Retirement Plan

This is an employer-sponsored defined contribution plan. AFPD is exempt from Social Security taxes; in lieu the district will contribute 6.2% of gross compensation to all Full-Time Administrative and will contribute 5.2% to all Full-Time Career staff members. The district will contribute an additional 8% of gross compensation (for a total of 14.2%) to all Full-Time Administrative and Full-Time Career Specialty staff members that are not part of the FPPA Statewide Defined Benefit (SWDB) Plan. Full-Time staff members will be 100% vested after 5 years of service.

Participants may borrow money from the plan using an application form provided by the plan Administrator. All payments of principal and interest by you on a loan will be credited back to your account. The District will require that you repay your loan by agreeing to payroll deduction. Your ability to obtain a participant loan depends on several factors; the Administrator will determine whether you satisfy these factors, and can provide a copy of the loan program.

**Plan Trustee:** Nationwide

<https://www.nationwide.com/personal/investing/retirement-plans/>

**Eligible:** Date of Hire

**Note:** 100% vested after 5 years of service.

Full-Time Administrative and Full-Time Career staff members with previous service as an Operations Active Volunteer staff member with the District will receive credit of 1 year of service for every 4 complete years as an Operations Active Volunteer staff member with the District.

Years of Service	Vesting Percentage
Less than 1 year	50%
1 Year	60%
2 Years	70%
3 Years	80%
4 Years	90%
5 Years	100%

## 457(b) Retirement Plan

AFPD offers this tax-exempt government deferred compensation plan to Full-Time Administrative and Full-Time Career staff members. AFPD will match 2% of gross compensation if a staff member voluntarily contributes a minimum of 2%.

**Plan Trustee:** Nationwide

<https://www.nrsforu.com/iApp/tcm/nrsforu/index.jsp>

**Eligible:** Date of Hire

**Note:** Contributions will be made through payroll deduction. Each participant's account will be immediately vested at 100%.

## FPPA Statewide Defined Benefit (SWDB) Plan and Death & Disability (SWD&D) Plan

Full-Time Career Command and Full-Time Career Duty staff members (i.e., active full-time paid staff members whose duties are directly involved in the provision of fire protection) will automatically be enrolled by AFPD in the Statewide Defined Benefit (SWDB) Plan for pension benefits and the Death & Disability (SWD&D) Plan for disability and survivor benefits, both plans administered by the Fire & Police Pension Association of Colorado.

The District is exempt from Social Security taxes; in lieu the District will contribute to the FPPA SWDB Plan. AFPD will contribute 9% of gross base salary (exclusive of overtime) as required by FPPA. The staff member will be required to contribute 12% of gross base salary (exclusive of overtime) as required by FPPA for 2022. Staff member contributions to FPPA are tax-deferred for both state and federal income tax purposes.

AFPD will contribute the mandatory 3% of gross base pay compensation to the Statewide Death & Disability Plan. This is submitted pre-tax on behalf of the member. The District has elected, at this time, to pay 100% of the mandatory contribution, although the contribution may be split between the staff member and the District, at the District's discretion.

**Plan Trustee:** Fire & Police Pension Association of Colorado

<https://fppaco.org/MAPlaunch.html>

Member Account Portal (MAP): MAP provides active and retired members secure access to their pension benefit information. Through MAP, active members have the ability to view account balances, update beneficiary designations, generate retirement benefit estimates, estimate the cost for purchasing service credits, purchase service credits, apply for a refund of contributions, and print member statements. MAP is also where the member will complete their onboarding application. Retired members have the ability to view and print information about monthly benefit payments, 1099R statements and use the tax-withholding calculator.

**Eligible:** Date of Hire

**Note:** Contributions will be made through payroll deduction.

Effective January 1 of Year	Mandatory Staff Member Contribution Rate to SWDB Plan	Mandatory AFPD Contribution Rate to SWDB Plan	Total Combined Staff Member & AFPD Contribution Rate to SWDB Plan	Mandatory Contribution to SWD&D Plan
2022	12.0%	9%	21%	3% (subject to change)

## FPPA Volunteer Pension Plan

AFPD provides a pension plan to (some) Volunteer Shifted and Legacy staff members through the Fire & Police Pension Association of Colorado. AFPD contributes funds to a defined benefit pension plan for all Active Volunteer staff members hired before January 1, 2017, except for some individual staff members who had a one-time opportunity to remove themselves from the FPPA Volunteer Pension Plan and move into the District's Length of Service Program (LOSAP) when it was created. The FPPA Volunteer Pension Plan was closed to new members as of 1/1/2017.

**Plan Trustee:** Fire & Police Pension Association of Colorado

<https://fppaco.org/MAPlaunch.html>

Member Account Portal (MAP): MAP provides active and retired members secure access to their pension benefit information. Through MAP, active members have the ability to view account balances, update beneficiary designations, generate retirement benefit estimates, and print member statements. Retired members have the ability to view and print information about monthly benefit payments, 1099R statements and use the tax-withholding calculator.

**Eligible:** Date of Hire, and if date of hire is before January 1, 2017

**Note:** A pension may be granted when a Volunteer staff member has:

- reached at least fifty (50) years of age, and
- maintained a minimum training participation in the fire department of thirty-six (36) hours each year of active volunteer service.

The "Normal Retirement" benefit is provided when the Volunteer staff member has attained twenty (20) years of active volunteer service.

AFPD has elected to provide a "Vested Retirement" benefit for any member who terminates service with ten (10) or more years, but less than twenty (20) years. The benefit is the pro-rated amount of the normal retirement benefit based on the member's pensionable years of service.

AFPD provides a supplemental monthly pension payment to an Active Volunteer staff member who has been in active service in excess of twenty (20) years, with up to a maximum of ten (10) additional years qualifying as pensionable years of service ("Supplemental Retirement" (for Extended Service) benefit).

In 2022, the retirement pension benefit amounts are:

at 10 years of active service: \$300/month

per additional year of active service: + \$30/month

at 20 years of active service: \$600/month

at 21-30 years of active service: + \$30/month

Pension benefits are paid to the retired member beginning when the member reaches at least fifty (50) years of age and until the member's death, at which time the member's surviving spouse receives an annuity equal to 50% of the pension benefit amount the member had earned and had been receiving.

When a retired or Active Volunteer staff member in the FPPA Volunteer Pension Plan dies, AFD PD pays a funeral benefit of \$500.

An Active Volunteer staff member shall not receive a Volunteer retirement pension for service in a fire department while the firefighter is an Active Volunteer staff member of that department except as provided in C.R.S., 31-30-1132.

Under C.R.S., 31-30-1132, if the Fire Chief determines that there is a need for additional Active Volunteer staff members, a retired member may, upon review of his/her application, be eligible to serve as an Active Volunteer staff member in that department. The retiree continues to receive such retirement benefits as may have been earned prior to these actions. During this period, the retiree does not receive additional years of service credit for the purpose of increasing the Volunteer pension benefit.

## Length of Service Award Program (LOSAP)

As of January 1, 2017, all newly hired Volunteer Shifted and Support staff members automatically become Participants in the AFD PD Length of Service Award Program (LOSAP) upon their "Service Start" date. Participants also include all eligible Active Volunteer staff members hired before January 1, 2017 who have retired (and are Vested, Collecting or Vested, Inactive) from the FPPA Volunteer Pension Plan and remain Active. The Service Award funds are deferred compensation and are contributed to a 457(e) governmental plan.

For any Plan year, the District Fire Chief, shall determine volunteer's eligibility for Plan participation and volunteer's eligibility for the Service Award, and in his/her sole discretion, may grant a Participant a Service Award in amount that is a factor of a Service Award base amount, which is determined in the Board's sole discretion for that Plan year, within budgetary limitations. The Board may at any time eliminate, increase or decrease the Service Awards in any Plan year.

Service Awards shall be paid out within the first quarter of the following year in the amounts set forth below, after a determination of the staff member's eligibility and fulfillment of the Service Award requirements for that Plan year, as detailed below.

**Plan Trustee:** Lincoln Financial Group's "Hero Plus" LOSAP

<https://www.lfg.com/public/individual>

**Eligible:** Date of Hire, and if date of hire is after December 31, 2016

Award Base Amount: \$2,000 (See table below)

After Full Years of Service	Award Base Amount = \$2,000	Service Award*
Year 1	0	\$0
Year 2	.5 x Base Amount	\$1,000
Years 3 & 4	1.0 x Base Amount	\$2,000
Years 5 to 9	1.25 x Base Amount	\$2,500
Years 10 to 14	1.5 x Base Amount	\$3,000
Years 15 to 19	1.75 x Base Amount	\$3,500
Years 20+	2 x Base Amount	\$4,000

\*Determined according to staff member's eligibility and the Service Award requirements, as detailed below.

**Note:**

**Plan Year** is defined as the year reviewed to determine participants eligibility for an award that will be paid as a benefit in the first quarter of the following year. Hence the 2022 LOSAP Benefit is based entirely on Plan year 2021.

To be eligible for a Service Award for any Plan year, a Participant must:

- Have performed an additional Full Year of Qualified Service
- A Participant who is on an approved leave of absence for less than or equal to six (6) months of the Plan year is eligible for a Service Award for that Plan year, with the award amount prorated based on the length of the approved leave of absence.
- A Participant whose "Service Start Date" falls mid-year is eligible for one-half the Service Award amount for that Plan year.
- A Participant's "Service Start Date" means:
  - If the date on which a volunteer is hired as a Volunteer Firefighter staff member is:
    - a) January 1 through March 31, then their Service start date shall be considered January 1 of the same calendar year
    - b) April 1 through September 30, then their Service start date shall be considered July 1 of the same calendar year
    - c) October 1 through December 31, then their Service start date shall be considered January 1 of the next calendar year
- Be an Active Volunteer staff member in "Good Standing" on December 31 of the respective Plan year
  - "Good Standing", for the purposes of determining LOSAP Service Award eligibility, means the Participant has satisfactorily performed and/or met all Volunteer service requirements,



training requirements (to include at least 36 hours annually), and Participation-Based Points Program requirements as established at the District Fire Chief's sole discretion. Such requirements are subject to change from time to time.

- Have met all the Minimum Certification requirements for the respective Plan year.
  - Although the Fire Chief of the Aspen Fire Protection District may grant exemptions to any of the below Minimum Certification requirements for a Volunteer Firefighter with the District for other purposes, such exemptions will not be honored for the purposes of LOSAP Service Award eligibility.
  - "Minimum Certifications", *for the purposes of determining LOSAP Service Award eligibility*, means holding and maintaining as active at least the following certifications from the volunteer's "Certification Start Date" through December 31 of the same year:
    - a) State of Colorado Firefighter I or Firefighter II
    - b) State of Colorado Hazardous Materials Operations (unless it has previously been determined that HazMat Awareness is sufficient, or that neither certification is required)
    - c) Emergency Medical Responder
    - d) BLS Healthcare CPR / AED
  
- Certification Start Date" means: If the date on which a volunteer attains or renews a Certification is:
  - a) January 1 through March 31, then their Certification start date shall be considered January 1 of the same calendar year
  - b) April 1 through September 30, then their Certification start date shall be considered July 1 of the same calendar year
  - c) October 1 through December 31, then their Certification start date shall be considered January 1 of the next calendar year

At the end of the Plan year, a Participant's eligibility for a full or partial Award will be determined. The Award amount will be automatically deposited in a 457(e) account with Lincoln Financial Group Trust Company's "Hero Plus" Program, designated by the District Board to administer the Plan. The Participant is solely responsible for his/her choices for the accrued benefit's investments, as selected from the available investment options, and for the eventual outcome of those investments. The investment choices are based on the Participant's appetite for risk. The fees paid by the Participant are a flat \$15 per year, and an annual asset fee of 1.6%. (Detailed information from Hero Plus provided upon initial 457 account funding.) A Participant will be fully vested in his/her accrued benefit at all times.

Volunteer Firefighters who were Accruing FPPA pensionable years of service as of January 1, 2017 are NOT eligible to participate in this Plan and shall NOT become a Participant in the Plan, until such time that they become (per defined Start Date) "Vested, Collecting" or "Vested, Inactive".

- "Vested, Collecting" means a Volunteer Firefighter that has reached vesting pursuant to the AFPD's FPPA Volunteer Pension Plan requirements (currently vesting requires at least ten (10) years of volunteer service), is eligible to collect their retirement benefits (having reached the mandatory FPPA-established age of retirement of at least 50 years), and is receiving or starts to receive their retirement benefits from the AFPD's FPPA Volunteer Pension Plan.
- "Vested, Inactive" means a Volunteer Firefighter that has reached vesting pursuant to the AFPD's FPPA Volunteer Pension Plan requirements (currently vesting requires at least ten (10) years of volunteer service), has terminated membership in AFPD's FPPA Volunteer Pension Plan but is not yet eligible to receive retirement benefits solely because he/she has not reached the mandatory FPPA-established age of retirement of 50 years, and is no longer accruing pensionable years under the AFPD's FPPA Volunteer Pension Plan.
- "Accruing" means a Volunteer Firefighter that may or may not have reached vesting pursuant to the AFPD's FPPA Volunteer Pension Plan requirements (currently vesting requires at least ten (10) years of volunteer service), is an active member in AFPD's FPPA Volunteer Pension Plan, may or may not yet be eligible to receive retirement benefits from the Pension Plan (based on the mandatory FPPA-established age of retirement of at least 50 years), and is still accruing pensionable years under the AFPD's FPPA Volunteer Pension Plan.
- "Vested, Collecting Start Date" or "Vested, Inactive Start Date" means: If the date on which a volunteer becomes "Vested, Collecting" or "Vested, Inactive" is:
  - a) January 1 through March 31, then their "Vested, Collecting" or "Vested, Inactive" start date shall be considered January 1 of the same calendar year
  - b) April 1 through September 30, then their "Vested, Collecting" or "Vested, Inactive" start date shall be considered July 1 of the same calendar year
  - c) October 1 through December 31, then their "Vested, Collecting" or "Vested, Inactive" start date shall be considered January 1 of the next calendar year

Participants may take distribution from their accrued benefit in the event of an unforeseeable emergency. An unforeseeable emergency is a severe financial hardship resulting from an illness or accident, loss of property due to casualty, or other similar extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the participant or beneficiary. Examples of events that may be considered unforeseeable emergencies include imminent foreclosure on, or eviction from, the volunteer's home, medical expenses, and funeral expenses. Generally, the purchase of a home and the payment of college tuition are not unforeseeable emergencies. The purpose for the distribution or loan must be approved by the Plan Sponsor and its implementation arranged with the Plan Administrator.

Upon Severance from Service, a Participant's accrued benefit shall be paid in a lump-sum cash distribution to the Participant within an administratively reasonable period of time following the Participant's Severance from Service or paid in cash installment distributions,

according to the Participant's preference and arrangement with the Plan Administrator. Upon Severance from Service, a Participant may choose not to take distributions until a later date of his/her choice.

Transfer of an accrued benefit to an Individual Retirement Account or other plan subject to Code Section 457 is prohibited. Transfer of an accrued benefit to an account in the LOSAP Program of another Volunteer Fire Department is allowed.

LOSAP awards and deemed earnings enjoy tax deferral and are not taxed to the volunteer until the year(s) they are distributed. Accrued benefit distributions will be reported on Form W-2: Wage and Tax Statement issued by the Lincoln Financial Group.

## ◆ Other Benefits

### Employee Assistance Program (EAP)

As your employer, we care about your total well-being, which is why we offer an employee assistance program (EAP) through Triad EAP. This program provides counseling services that help you manage problems before they adversely affect your personal life, health, and/or job performance. This benefit is available to all staff members, their spouse and dependent children up to 26 years old. This is a free, strictly confidential service that includes:

- Up to **five** free counseling sessions per year per incident.
  - In person with a local provider or by phone.
- Financial experts for advice on a range of financial issues.
- Legal help by phone or with a local attorney; includes a 30-minute consult and discounted rates if further help is requested for many issues.
- Online counselor profiles and thousands of legal/financial articles and tools.

**Provider:** Triad / 877-679-1100 / [www.triadeap.com](http://www.triadeap.com)

**Note:** The free employee assistance program information can be accessed by calling 877-679-1100 8:00am to 6:00pm MST Monday through Friday or in the case of a clinical emergency, call 24/7 from wherever you are to talk to an on-call therapist.

For more information and resources visit [www.triadeap.com](http://www.triadeap.com) (username: aspen; password: fire)



## Fitness / Wellness Allowance

AFPD encourages staff members to participate in fitness and wellness activities to promote healthy living (i.e. ski/snowboard pass, health club membership, athletic equipment). This benefit is provided as an opportunity to purchase personal fitness and/or wellness activities and/or equipment.

**Eligible:** Full-Time Administrative, Full-Time Career and Active Volunteer staff members.

**Benefit Amount:** Up to \$1,399\*

\*Amount may be prorated based on time worked in the previous calendar year.

### Qualifications for Allowance:

The following qualifications must be met in order to receive the Fitness/Wellness Allowance:

- Completion of physical within 365 days prior to request for allowance
- Completion of prior year of employment or volunteer service in "Good Standing"
- Must be currently a member in "Good Standing" and not on a leave.
- Must attend an Aspen Fire sponsored Mental Wellness training/seminar (minimum 3 hours) or a One-On-One private mental wellness check up through the EAP program within 365 days from applying for allowance.
- Completion of Fitness/Wellness Allowance Questionnaire and Affidavit Form. This form can be found in the Emergency Reporting Library under Forms – HR Forms.

**Note:** The Fitness/Wellness Allowance can be requested after the 1<sup>st</sup> quarter of the year based on participating from previous year. Completed requests received by the 25<sup>th</sup> of each month will be processed within 5-7 business days after the cutoff date of the 25<sup>th</sup>.

This is a taxable benefit.

## Holidays

The District observes some of the nationally recognized holidays, which are established by the Board of Directors. Holiday leave is provided to enable Full-Time staff members to enjoy periodic respite from their regular duties. To the extent practicable, all Full-Time staff members shall be afforded the opportunity to take holiday leave.

Full-Time Administrative, Full-Time Career Command and Full-Time Career Specialty staff shall receive their full regular pay for time away from work for observance of a holiday recognized by the District. All Career Duty staff will be paid for twelve (12) regular hours for each District-recognized holiday, regardless of shift work schedule. (If scheduled to work, the 12 hours will be in addition to regular pay.)

When a holiday falls on a weekend for Full-Time Administrative, Full-Time Career Command and Full-Time Career Specialty staff, the holiday will be observed on either the preceding Friday or following Monday, as designated by the Fire Chief. Staff will be notified

in advance as to the appropriate observed day for the particular calendar year. District office closures will align with the observed District holiday schedule.

The following eleven (11) Holidays are recognized:

- |                              |                             |                      |
|------------------------------|-----------------------------|----------------------|
| * New Year's Day             | * Independence Day          | * Christmas Eve Day  |
| * Martin Luther King Jr. Day | * Labor Day                 | * Christmas Day      |
| * President's Day            | * Thanksgiving Day          | * New Year's Eve Day |
| * Memorial Day               | * Friday after Thanksgiving | * Floating Holiday   |

## Paid Time Off and Extended Sick Leave

Aspen Fire strives to encourage and honor staff members' personal needs and wellbeing by balancing mutual public and staff member trust to create a happy, healthy, thriving organization that supports a work-life balance.

All Full-Time Administrative and Full-Time Career staff members begin accruing Paid Time Off (PTO) on the first day of continuous Full-Time employment, and are eligible to take PTO three (3) months after date of hire. PTO may be used for vacation, personal time, and time off due to a staff member or staff member's family's illness, in accordance with the following provisions.

Full-Time staff members working at least forty (40) hours per week shall accrue PTO in accordance with the following schedule, PTO for Full-Time staff members who are scheduled to work less than forty (40) hours per week shall be prorated according to the scheduled base hours, in accordance with the following schedule:

Full-Time Administrative, Full-Time Career Command and Full-Time Career Specialty Accrual Rates			
Length of Continuous Service	Accrual Rate Per 26 Pay Periods	Yearly Accrual	Max Accrual
<1 Year	4.61 hours	120 Hours / 3 weeks	120 Hours
>1 Year & <5 Years	7.69 hours	200 Hours / 5 weeks	320 Hours
>5 Years & <10 Years	9.23 hours	240 Hours / 6 weeks	440 Hours
>10 Years & <15 Years	9.23 hours	240 Hours / 6 weeks	560 Hours
>15 Years	9.23 hours	240 Hours / 6 weeks	680 Hours
Full-Time Career Duty Accrual Rates			
<1 Year	6.46 hours	168 Hours / 3 weeks	168 Hours
>1 Year & <5 Years	10.76 hours	280 Hours / 5 weeks	448 Hours
>5 Years & <10 Years	12.92 hours	336 Hours / 6 weeks	616 Hours
>10 Years & <15 Years	12.92 hours	336 Hours / 6 weeks	784 Hours
>15 Years	12.92 hours	336 Hours / 6 weeks	952 Hours

**Note:** Full-Time Administrative and Full-Time Career staff members with previous service as an Active Volunteer staff member with the District will receive credit of 1 year of service for every 1 complete year as an Active Volunteer staff member with the District.

All PTO must be scheduled in advance with the supervisor's approval, with the exception of PTO taken due to unforeseen illness/injury.

## ◆ Other Resources & Perks

### Aspen Golf Club (This program is reviewed each spring and may change.)

City of Aspen Golf Club generously offers Active Aspen Fire staff members golf privileges. This allows the staff member to play before 8am or after 1pm between June 15<sup>th</sup> and September 15<sup>th</sup>. Outside those dates you can play at any time. This only covers greens fees. Cart and range balls are separate.

- Reservations are required.
- This does not include guests or family.
- Probationary and/or staff members on leave are excluded.
- Aspen Fire ID may be required.
- This privilege is subject to change at any time.

### Aspen Ski Pass

AFPD is now a member of Aspen Chamber and can receive the Aspen Chamber Pricing for staff members and their spouses. Aspen Skiing Company also will continue to offer Aspen Fire staff members Aspen Chamber Pricing on ski passes. Each year, prior to season pass releases, a list of current active members will be provided to Aspen Ski Company.

### Aspen Highlands Skier Parking

Aspen Skiing Company generously offers Active Aspen Fire staff members parking privileges at Aspen Highlands Parking Garage during the winter season. A hanging pass may be picked up at Station 61 and must be returned immediately after use.

- This does not include guests or family.
- Probationary and/or staff members on leave are excluded.
- Aspen Fire ID may be required.
- This privilege is subject to change at any time.

### Aspen Recreation Center

Aspen Parks & Recreation generously offers Active Aspen Fire staff members access to the Aspen Recreation Center at the Maroon Creek Road location. This allows use of fitness facilities and pool. Fees may be required for ice rink, skate rentals and climbing wall.

- Includes family if Aspen Fire staff member is present

- Probationary and/or staff members on leave are excluded.
- Aspen Fire ID may be required.
- This privilege is subject to change at any time.

## Credit Union

Grand Junction Federal Credit Union is available for use to all employees. The purpose of the credit union is to promote fiscal responsibilities, allow members to accumulate savings, and offer loans at a reasonable interest rate. [www.grandjunctionfcu.org](http://www.grandjunctionfcu.org)

## Responder Strong

Responder Strong – [www.responderstrong.org](http://www.responderstrong.org). Set up a free, confidential account at <https://you.responderstrong.org/>

This summary of benefits is not intended to be a complete description of the terms and conditions of AFD's insurance benefit plans. Please refer to the plan document(s) for a complete description. Each plan is governed in all respects by the terms of its legal plan document, rather than by this or any other summary of the insurance benefits provided by the plan. In the event of any conflict between a summary of the plan and the official document, the official document will prevail. Although AFD maintains its benefit plans on an ongoing basis, AFD reserves the right to terminate or amend each plan, in its entirety or in any part at any time. Revised as of January 29, 2021.



# Aspen Fire Protection District Monthly Staff Report - SEPTEMBER 2021

---

## OPERATIONAL RESPONSE REPORT:

<b>TOTAL CALLS FOR SEPTEMBER</b>	<b>192</b>
<b>Fire</b> (i.e. structure, cooking fire, dumpster, wildland)	1
<b>Overpressure Rupture, Explosion, Overheat</b> (No Fire) (i.e. rupture from steam, overpressure rupture from air or gas, chemical reaction, explosion, excessive heat/scorch burns)	0
<b>Rescue &amp; Emergency Medical</b> (i.e. medical assist, vehicle accidents, removal from elevator, extrications, water/ice rescue)	24
<b>Hazardous Condition</b> (i.e. gas leak, chemical spill, electrical/wiring problem, carbon monoxide, aircraft standby, vehicle accident clean up)	16
<b>Service Call</b> (i.e. smoke/odor removal, assist other agency, person in distress, water problem, animal problem)	2
<b>Good Intent Call</b> (i.e. dispatched and cancelled enroute, authorized controlled burning, steam/vapor/dust thought to be smoke, hazmat release with no hazmat)	56
<b>False Alarm, False Call</b> (i.e. alarms due to malfunction, unintentional alarms, pull station alarm activated maliciously or by accident)	71
<b>Severe Weather &amp; Natural Disaster</b> (i.e. flood, windstorm, lighting strike with no fire, earthquake)	0
<b>Special Incident Type</b> (calls mistakenly paged out, informational pages, alarm tests)	22



# Aspen Fire Protection District

## Monthly Staff Report - SEPTEMBER 2021

---

### Fire Marshal Report

# Plan Reviews	# Inspections	# Site Visits	Fire Investigations
39	29	12	0

### Training Report

Type of Class	# Classes	Total Class Hours	Total # Members Attended	Total Combined Member Hours
In House - Aerial Ops	1	1:30	4	6
In House - DO Pumping	3	4:45	8	13:30
In House - EMS	7	27	30	76
In House - Firefighter	10	28	80	245.30
In House - Monthly Training	1	4	14	56
In House - Tech Rescue	0	0	0	0
In House - Wildland FF	1	6	12	72
Miscellaneous	3	10	11	44
Outside Training	3	30	3	30
<b>TOTAL</b>	<b>29</b>	<b>111.15</b>	<b>162</b>	<b>543</b>

### Wildfire Report

	# Scheduled Year-To-Date	# Completed Year-To-Date
Wildfire Risk Assessments	118	118



# Aspen Fire Protection District Monthly Staff Report - SEPTEMBER 2021

---

Wildfire Risk Map Curbside Assessments	N/A	694
--	-----	-----

## Miscellaneous

### Recruiting:

- 24 applications were received. Of those, 10 applicants were interviewed. Background checks are currently being conducted before any offers will be made.



**From:** ascent-bc@comcast.net  
**Subject:** RE: N-40 Roof RFP  
**Date:** October 7, 2021 at 1:02 PM  
**To:** Rick Balentine rick.balentine@aspenfire.com  
**Cc:** Kenneth Josselyn ken.josselyn@aspenfire.com



Hi Rick,

I anticipate completing my end of the RFP (specs and drawings) by the end of next week. Then it would get issued to potential bidding contractors as you deem fit.

Providing you want to issue on Monday the 18<sup>th</sup> to potential contractors, I would recommend giving them three weeks to bid the project with a bid due date of November 8<sup>th</sup> at 2 p.m.

Given the timing of the year, I would anticipate this to be a 2022 project.

Please let me know your thoughts and I can adjust timeframes accordingly.

Sincerely,  
**Steve R. Bunn, RRC, RRO**  
President  
Ascent Building Consulting, Inc.  
872 Eveningsong Drive  
Castle Rock, Colorado 80104  
Phone: 303-877-1119  
Email: [ascent-bc@comcast.net](mailto:ascent-bc@comcast.net)  
[www.ascent-bc.com](http://www.ascent-bc.com)

---

**From:** Rick Balentine <[rick.balentine@aspenfire.com](mailto:rick.balentine@aspenfire.com)>  
**Sent:** Wednesday, October 6, 2021 3:53 PM  
**To:** <[ascent-bc@comcast.net](mailto:ascent-bc@comcast.net)> <[ascent-bc@comcast.net](mailto:ascent-bc@comcast.net)>  
**Cc:** Kenneth Josselyn <[ken.josselyn@aspenfire.com](mailto:ken.josselyn@aspenfire.com)>  
**Subject:** Re: N-40 Roof RFP  
**Importance:** High

Thanks Steve, looks like we need to adjust many of the dates I would like to include this in our board packet which is due on Friday with as much up to date info as possible. Rick

On Oct 6, 2021, at 3:08 PM, <[ascent-bc@comcast.net](mailto:ascent-bc@comcast.net)> <[ascent-bc@comcast.net](mailto:ascent-bc@comcast.net)> wrote:

<Draft Specifications 10-6-21.pdf>

Rick Balentine  
Fire Chief/CEO  
Aspen Fire Protection District  
420 E. Hopkins Ave  
Aspen, CO 81612  
C: (970)922-8825

PRELIM.  
DRAFT ONLY



**SPECIFICATIONS**  
**FOR**  
**RE-ROOFING PROJECT**  
**ASPEN FIRE STATION #62**  
**ASPEN, COLORADO**  
**BID SET – 2021**

ASCENT BUILDING CONSULTING, INC.  
872 Eveningsong Drive  
Castle Rock, Colorado 80104

(303) 877-1119  
ascent-bc@comcast.net  
Ascent No. 21027

## TABLE OF CONTENTS

### SPECIFICATIONS

#### DIVISION 0: BIDDING AND CONTRACT REQUIREMENTS

- 00100: Instructions to Bidders
- 00310: Bid Form
- 00501: Agreement Form

#### DIVISION 1: GENERAL REQUIREMENTS

- 01010: Summary of Work and General Notes
- 01039: Project Meetings
- 01060: Regulatory Requirements and Permits
- 01300: Submittals
- 01500: Construction Facilities and Temporary Controls
- 01710: Cleaning-Up
- 01740: Contractor Warranties

#### DIVISION 2: SITE WORK

- 02050: Demolition and Removal

#### DIVISION 7: THERMAL AND MOISTURE PROTECTION

- 07542: TPO Membrane Roofing
- 07620: Sheet Metal Flashing and Trim

### DRAWINGS (11 SHEETS, NOT INCLUDED IN SPECIFICATIONS)

- A-0: Vicinity Map and Site Plan
- A-1: Roof Plan
- A-2: General Roof Details
- A-3: Roofing Flashing Details
- A-4: Roofing Flashing Details
- A-5: Roofing Flashing Details
- A-6: Roofing Flashing Details
- A-7: Roofing Flashing Details
- A-8: Roofing Flashing Details
- A-9: Roofing Flashing Details

END OF TABLE OF CONTENTS

## SECTION 00100

### INSTRUCTIONS TO BIDDERS

1.01 PROJECT: Aspen Fire Station #62– Re-roofing Project

1.02 GENERAL DESCRIPTION OF WORK:

In general, the scope of Base Bid Work includes reroofing of the north and west roofs as shown on the Drawings, but is not necessarily limited to, the following:

- Remove and legally dispose the existing single ply membrane, associated membrane flashings, roof cover board, tapered insulation, and flat stock insulation down to the steel roof deck.
- Loose lay two layers of flat stock polyisocyanurate insulation for a minimum R-Value of 35 to resist wind uplift forces.
- Fully adhere ¼":12" tapered insulation system over the entire roof surface with two component adhesive with beads spaced 6" o.c.
- Fully adhere 1/2" DensDeck Prime roof cover board over the entire roof surface with two component adhesive with beads spaced 6" o.c.
- Fully adhere 80 mil Firestone reinforced TPO roofing membrane to the cover board.
- Remove and replace all coping caps with a gravel stop detail with TPO clad metal flashing.
- Remove and reset existing metal panel siding as required to install new flashings.
- Obtain and pay for all applicable permits associated with the roofing replacement.

All work shall comply with local code requirements, local zoning requirements, local historical preservation requirements, and the manufacturer's published requirements.

1.03 EXAMINATION OF DOCUMENTS AND SITE: Bidders shall carefully examine the Drawings, Specifications, and other Contract Documents and shall satisfy themselves as to their sufficiency and shall not at any time after the submission of the bid, dispute or plead misunderstanding in regard to the location, extent, nature and amount of work to be performed. Bidders will be presumed to have visited and inspected the site and to have familiarized themselves with the existing conditions, and the submitting of a bid will be considered as acknowledgment on the part of the bidder of familiarity with conditions at the site.

1.04 RESOLUTION OF DISCREPANCIES AND AMBIGUITIES: Should a bidder find discrepancies in, or omissions from the Drawings or other Contract Documents, or should he be in doubt as to their meaning, he shall at once notify the Consultant, and should it be found necessary, a written addendum or clarification will be sent to all bidders. It shall remain, however, the responsibility of all bidders to make inquiry as to addenda and clarifications issued as all addenda and clarifications become a part of the Contract and all bidders shall be bound thereby, whether received by them or not. Neither the Owner nor Consultant will be responsible for any oral, telegraphic, or telephonic instructions, interpretations, proposals or modifications.

1.05 PREPARATION OF BIDS: In order to receive consideration, bids shall be made in accord with the following:

- A. Bids shall be made on the form bound with the Project Manual. All items shall be filled out; numbers shall be stated both in writing and in figures, signatures of all persons signing shall be in longhand; completed forms shall be without interlineations, alterations or erasures.
- B. Bids shall not contain any recapitulation of the work to be done; alternative proposals will not be considered unless called for; no oral, telegraphic or telephonic proposals or modifications will be considered.

- C. Bids shall be submitted as set forth in the Invitation to Bid and shall be sealed in an opaque envelope bearing the title of the project and the name of the bidder.
- 1.06 LIST OF SUBCONTRACTORS: Each bidder shall submit, along with his bid, the name and the location of the mill, shop or office of each subcontractor who will perform work or labor or render service to the Contractor in or about the construction of the work.
- The Contractor whose bid is accepted, shall not, without the written consent of the Owner, either:
- A. Substitute any person as subcontractor in place of the subcontractor designated in the original bid, or
  - B. Permit any subcontract to be assigned or transferred or allow it to be performed by anyone other than the original subcontractor, or
  - C. Sublet or subcontract any portion of the work as to which his original bid did not designate a subcontractor.
- 1.07 MODIFICATION AND WITHDRAWAL OF BID: Bids may not be modified after submittal. Bid may be withdrawn by the bidder at any time prior to the time fixed for opening of bids. Except as otherwise required by law, no bidder may withdraw his bid for a period as stated on the Bid Form contained in this Project Manual of sixty (60) calendar days after the date set for receipt thereof.
- 1.08 DISQUALIFICATION: The Owner reserves the right to disqualify any bid, before or after opening, upon evidence of collusion with intent to defraud or other illegal practices on the part of the bidder.
- 1.09 LICENSE QUALIFICATION: All contractors and subcontractors, including contractors bidding under joint venture agreements, shall have all appropriate licenses and certifications required by all governmental and regulatory agencies that have jurisdiction over the performance of the proposed Work.
- 1.10 CORPORATION AS BIDDER: In case a bid be submitted by a corporation it shall be signed in the name of such a corporation by a duly authorized officer or agent thereof. Certificates will be required attesting to the existence of the corporation as well as evidence that the officer or agent signing is duly authorized to do so.
- 1.10 BID DUE DATE AND SUBMISSION OF BIDS: The bid due date shall be 2:00 p.m., Mountain Standard Time, on [REDACTED]. Bids shall be submitted by email as word documents, adobe acrobat or image files sent to ascent-bc@comcast.net.
- 1.11 EXECUTION OF CONTRACT:
- A. The Owner reserves the right to accept any bid, and to reject any and all bids, or to negotiate Contract terms with the various bidders, when such is deemed by the Owner to be in their best interest.
  - B. Each bidder shall be prepared, if so requested by the Owner, to present evidence of his experience, qualifications, and financial ability to carry out the terms of the Contract.
  - C. Notwithstanding any delay in the preparation and execution of the formal Contract Agreement, each bidder shall be prepared, upon written notice of bid acceptance, to commence work on date stipulated in Notice to Proceed from the Owner.
  - D. The accepted bidder shall assist and cooperate with the Owner in preparing the formal Contract Agreement.

END OF SECTION

SECTION 00310

BID FORM

To: Aspen Fire Protection District

Project: Aspen Fire Station #62– Re-roofing Project

Date: \_\_\_\_\_

Bid Submitted By: \_\_\_\_\_

Gentlemen:

1.01 The undersigned, hereby offers to enter into a Contract with the Owner to perform the Work, based on the following:

BASE BID: In general, the scope of Base Bid Work includes reroofing of the north and west roofs as shown on the Drawings, but is not necessarily limited to, the following:

- Remove and legally dispose the existing single ply membrane, associated membrane flashings, roof cover board, tapered insulation, and flat stock insulation down to the steel roof deck.
- Loose lay two layers of flat stock polyisocyanurate insulation for a minimum R-Value of 35 to resist wind uplift forces.
- Fully adhere ¼":12" tapered insulation system over the entire roof surface with two component adhesive with beads spaced 6" o.c.
- Fully adhere 1/2" DensDeck Prime roof cover board over the entire roof surface with two component adhesive with beads spaced 6" o.c.
- Fully adhere 80 mil Firestone reinforced TPO roofing membrane to the cover board.
- Remove and replace all coping caps with a gravel stop detail with TPO clad metal flashing.
- Remove and reset existing metal panel siding as required to install new flashings.
- Obtain and pay for all applicable permits associated with the roofing replacement.

for the Contract Sum of:

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

Contractor proposes to substantially complete the Work within \_\_\_\_\_ calendar days from notice to proceed, with appropriate increase in days to account for weather delays.

1.03 The undersigned has checked carefully all the above figures and understands that the Owner will not be responsible for any errors and omissions on the part of the undersigned in making up this bid.

1.04 The undersigned hereby acknowledges the receipt of addenda numbered:

<u>Number</u>	<u>Date</u>
_____	_____
_____	_____

- 
- 
- 
- 
- 1.05 The undersigned agrees not to withdraw his bid for a period of sixty (60) calendar days following the date set for receipt of bids.
- 1.06 The undersigned agrees to substantially complete the Base Bid Work or Alternate Bid Work based upon the respective dates noted above. Downtime due to weather will be in addition to these days, and will be defined as days or half-days in which work could not reasonably be efficiently performed, in the opinion of the Contractor and Ascent, due to weather-related conditions.
- 1.07 By signing this Bid Form, the undersigned acknowledges that, in the process of preparing this bid, he has examined: the place of the Work, and all matters referred to in the Instructions to Bidders; he has read and understands the requirements of the Contract Documents.

The undersigned acknowledges his obligation to identify below any errors, omissions, conflicts, code violations or improper use of materials that he has discovered in his examination of the Contract Documents that could interfere with the timely completion, or increase the cost, or reduce the performance, of the Work for which the undersigned will be responsible.

Except as noted below, the undersigned has no objection to, or reservation about, the materials to be furnished or the conditions under which they will be installed, or the sufficiency of the Contract Documents; he is satisfied that he can complete his contractual responsibilities in a good workmanlike manner without extensive modifications or additional expense.

EXCEPTIONS (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1.08 The undersigned understands that the Owner reserves the right to reject any and all bids or to waive any irregularity in any bid received.
- 1.09 The undersigned hereby certifies that his bid is genuine and not sham or collusive, or made in the interest or in behalf of any person herein named; and that the undersigned has not directly or indirectly induced or solicited any other bidder or any other person, firm or corporation to refrain from bidding; and that the undersigned has not in any manner sought by collusion to secure for himself an advantage over any other bidder.
- 1.10 In accord with the requirements of the Instructions to Bidders, the undersigned has included a list of subcontractors which he proposes to use on this project, which list is attached hereto.



1.11 Bid Form Signature(s):

Name of Bidder: \_\_\_\_\_  
(Print or type full legal name of proprietorship, partnership, corporation, etc.)

Address of Bidder: \_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Applicable Contractor License No. (if required): \_\_\_\_\_

Classification: \_\_\_\_\_

Signature of Authorized Officer: \_\_\_\_\_

Print or Type Name of Authorized Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Nature of firm (corporation, partnership, etc.) \_\_\_\_\_

If Corporation, organized under the Laws of the State of \_\_\_\_\_

SEAL  
(If Corporation)

If the bidder is a joint venture or partnership, each member of the joint venture or partnership must sign on the lines below.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

LIST OF SUBCONTRACTORS

Herewith is the list of Subcontractors referenced in the Bid submitted by:

(Bidder) \_\_\_\_\_

dated \_\_\_\_\_ and which is an integral part of the Bid Form.

The following work will be performed (or provided) by Subcontractors and coordinated by us:

SECTION OR NATURE OF WORK

SUBCONTRACTOR NAME

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

END OF SECTION

SECTION 00501

AGREEMENT FORM

The AGREEMENT FORM of this Contract is the "Standard Form of Agreement Between Owner and Contractor" (Stipulated Sum Basis) of the American Institute of Architects, Document A101, 2017 Edition.

The following additions and modifications shall be made to this document:

ARTICLE 3

DATE OF COMMENCEMENT

Add the following:

Work to be performed under this Contract shall be commenced on a date to be specified in the "Notice to Proceed" issued by the Owner to the Contractor.

## SECTION 01010

### SUMMARY OF WORK AND GENERAL NOTES

#### PART 1 - SUMMARY OF WORK COVERED BY CONTRACT DOCUMENTS

The intent of Part 1 is to generally summarize the nature and extent of Work to be performed without in any way limiting the specific requirements of the Contract Documents. The Contractor shall provide full-time supervision, and all labor, plant, supplies, equipment, services, facilities, and appurtenances which are indicated or reasonably implied by the Contract Documents, or as specified, or that are required for the Work described in the Contract Documents.

In general, the scope of Base Bid Work includes reroofing of the north and west roofs as shown on the Drawings, but is not necessarily limited to, the following:

- Remove and legally dispose the existing single ply membrane, associated membrane flashings, roof cover board, tapered insulation, and flat stock insulation down to the steel roof deck.
- Loose lay two layers of flat stock polyisocyanurate insulation for a minimum R-Value of 35 to resist wind uplift forces.
- Fully adhere ¼":12" tapered insulation system over the entire roof surface with two component adhesive with beads spaced 6" o.c.
- Fully adhere 1/2" DensDeck Prime roof cover board over the entire roof surface with two component adhesive with beads spaced 6" o.c.
- Fully adhere 80 mil Firestone reinforced TPO roofing membrane to the cover board.
- Remove and replace all coping caps with a gravel stop detail with TPO clad metal flashing.
- Remove and reset existing metal panel siding as required to install new flashings.
- Obtain and pay for all applicable permits associated with the roofing replacement.

All work shall comply with local code requirements, local zoning requirements, local historical preservation requirements, and the manufacturer's published requirements.

#### PART 2 - GENERAL NOTES

In addition to the other specifications, these General Notes and notes on the Drawings also serve as specifications for performing the Work.

##### 2.01 DISCOVERY:

- A. During renovation work, the Contractor may encounter existing conditions which are not now known or are at variance with the Specifications or Drawings (discovery). Such conditions may interfere with the work, or may consist of damage or deterioration to structural materials or components which could jeopardize the structural integrity of the building or components.
- B. The Contractor shall notify Ascent Building Consulting, Inc. of all discoveries he believes may interfere with the proper execution of the work or jeopardize the structural integrity of the building prior to proceeding with work related to such discoveries.
- C. All information pertaining to the existing construction has been derived through review of available portions of previous design documents and limited observations and field-exploration by Ascent Building Consulting, Inc. All dimensions, elevations, and existing details shall be field-verified by the Contractor prior to shop detailing, fabrication, acquisition, or installation of materials. Contractor shall notify Ascent Building Consulting, Inc. of any existing conditions found to be different than

that indicated in the drawings or notes. Ascent Building Consulting, Inc. will review the situation and inform the Contractor of necessary changes, if any.

END OF SECTION

SECTION 01039

PROJECT MEETINGS

- 1.01 PRECONSTRUCTION CONFERENCE: Prior to the start of work, the Contractor will arrange a preconstruction conference. This meeting will be chaired by the Contractor. The Contractor shall be represented by his authorized project supervisory personnel. Meeting shall be attended by all subcontractors, a representative of Owner, and others as may be deemed appropriate. Participants should be prepared to discuss timing, procedures for smooth job progress, items requiring clarification, distribution of documents and correspondence. Ascent Building Consulting will available for a teleconference call during the pre-construction meeting.

END OF SECTION





SECTION 01060

REGULATORY REQUIREMENTS AND PERMITS

- 1.01 RULES, REGULATIONS AND CODES: Except as noted on the Plan View drawing for the Work, all work and materials shall be in full accord with the latest rules and regulations of federal, state and local agencies; and all other applicable federal, state and/or local codes, laws and ordinances.
- 1.02 PERMITS: Contractor will obtain and pay for all permits necessary to perform the work, post them as required, and provide copies of such permits to Consultant.

END OF SECTION

## SECTION 01300

### SUBMITTALS

#### 1.01 SUBMITTAL PROCEDURES

- A. Transmit each submittal with a form acceptable to Ascent Building Consulting, Inc. (Ascent). The following items will require a sample and/or submittal to Ascent prior to the start of demolition work on site:
  - 1. Manufacturer's taper plan.
  - 2. Product data.
- B. Apply Contractors stamp, signed or initialed certifying that review, verification of Products required field dimensions, adjacent construction Work, and coordination of information are in accordance with the requirements of the Work and Contract Documents.
- C. Schedule submittals to expedite the Project, and deliver to Ascent's business address. Coordinate submission of related items.
- D. Identify variations from contract Documents and Product or system limitations which may be detrimental to successful performance of the completed Work.
- E. Provide space for Contractor and Ascent review stamps.
- F. Revise and resubmit submittals as required, identify all changes made since previous submittal.
- G. Distribute copies of reviewed submittals to concerned parties. Instruct parties to promptly report any inability to comply with provisions.

#### 1.02 CONSTRUCTION PROGRESS SCHEDULES

- A. Submit initial progress schedule to Ascent at least one week prior to start of demolition work. Revise and resubmit as required.
- B. Indicate submittal dates required for shop drawings, product data, samples, and product delivery dates.

#### 1.03 SHOP DRAWINGS

- A. Submit manufacturer's taper plan.

#### 1.04 PRODUCT DATA

- A. Submit the number of copies which the Contractor requires, plus two copies which will be retained by Ascent.
- B. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturer's standard data to provide information unique to this project.

#### 1.05 SAMPLES

- A. Submit samples to illustrate functional and aesthetic characteristics of the Product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
- B. Submit samples of finishes from the full range of manufacturer's standard colors or in custom colors (if necessary), textures, and patterns for Ascent review and Owner selection.
- C. Include identification on each sample, with full Project information.
- D. Submit the number or samples specified in individual specification Sections; one of which will be retained by Ascent.
- E. Reviewed samples which may be used in the Work are indicated in individual specification Sections.

1.06 MANUFACTURER'S INSTRUCTIONS

- A. When specified in individual specification Sections, submit manufacturers' printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, in quantities specified for Product Data.
- B. Identify conflicts between manufacturers' instructions and Contract Documents.

1.07 MANUFACTURER'S CERTIFICATES

- A. When specified in individual specification Sections, submit manufacturers' certificate to Ascent for review, in quantities specified for Product Data.
- B. Indicate materials or Product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
- C. Certificates may be recent or previous test results on material or Product, but must be acceptable to Ascent.

END OF SECTION

## SECTION 01500

### CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

- 1.01 TEMPORARY CONSTRUCTION UTILITIES: The Owner will provide and pay for necessary electrical power and water used on site during the course of construction. Contractor shall verify characteristics of power available. Where power is not currently available or where power of different voltage, phase or current is required, Contractor shall be fully responsible for providing such service and shall pay all costs required therefore.
- 1.02 TEMPORARY FIRE PROTECTION: Portable equipment, extinguishers and general fire protection required by the Contractor shall be furnished by the Contractor. Contractor shall comply with the job-site fire regulations that are issued by the fire protection agency having jurisdiction. Contractor may be subject to periodic fire protection inspections and any deficiency or unsafe condition shall be corrected by the Contractor to the satisfaction of the Owner.
- 1.03 CELLULAR TELEPHONE SERVICE: The Contractor shall provide, maintain, and pay all costs associated with cellular telephone service. Superintendent shall wear cellular phone at all times during work hours.
- 1.04 SANITARY FACILITIES: The Contractor shall provide, pay for, install and maintain for the duration of the work, necessary toilet and sanitary facilities for workers, unless the Owner allows the use of nearby public facilities. Such facilities shall be kept in a clean and sanitary condition and shall conform to applicable codes and regulations governing such facilities. Sanitary facilities inside the building shall not be used by the Contractor without permission of Owner.
- 1.05 REMOVAL OF EXISTING MATERIALS: In the removal of existing materials, the Contractor shall furnish all covers and other means necessary to protect the building from damage from inclement weather.
- 1.06 SAFETY AND SECURITY: Precaution shall be exercised at all times for the protection of persons (including employees) and property. The safety provisions of applicable laws, building and construction codes shall be observed. Machinery, equipment, and all hazards shall be guarded or eliminated in accord with recommended safety provisions established by the Associated General Contractors of America, to the extent that such provisions are not in contravention of applicable law. The Contractor shall protect hazards with adequately constructed guard rails and/or barricades and shall provide lanterns, warning lights, and the like, as necessary. The Contractor shall eliminate attractive nuisances from the work and from the site. To this end, he shall so dispose, store, guard, and protect the premises and all work, materials, equipment and both permanent and temporary construction as to preclude the unauthorized use thereof by children or others and particularly to eliminate possible consequent injury to unauthorized persons.

Neither the Owner nor Ascent Building Consulting, Inc. (Ascent) will not be responsible, under any circumstances, for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work, nor shall the Owner or Ascent be responsible for Contractor's failure to employ proper safety procedures.

- 1.07 SCAFFOLDING AND HOISTS: Contractor shall furnish, maintain, and be responsible for hoists, staging, rigging, scaffolding, and runways required in the prosecution of the Work under this Contract.

Such temporary work shall be erected, equipped and maintained in accord with statutes, laws, ordinances, rules or regulations of the State or other authorities and insurance companies having jurisdiction.

- 1.08 MAINTENANCE OF EXITWAYS: Contractor shall provide safe access to building at all times. Maintain all exitways clear and free of debris or obstructions tripping hazards at all times.
- 1.09 PROTECTION OF PLANTING: All landscaping, trees, shrubs and other planting within project area and adjacent thereto shall be protected from damage due to construction operations. Damaged items shall be restored or replaced to Owner's satisfaction.
- 1.10 MATERIAL STORAGE: Contractor shall store materials in a defined, secured area on site acceptable to the owner. Protect stored materials from weather and from damage due to the construction work. Extreme care should be utilized to ensure that overloading the existing structure does not occur. Surfaces of plaza that are to remain shall be protected from stored materials.
- 1.11 EXISTING DRAINAGE AND UTILITY LINES: The Contractor shall maintain in operation, at his expense, for the duration of Contract, all drainage and utility lines within working areas. All connections to or modifications of utility lines shall be made and maintained in such manner as to not interfere with the continuing use of same by the Owner or others during the entire progress of the Work. Contractor shall verify that all drains in or adjacent to work areas are open and flowing freely prior to the start of the work (including stocking the job). Any plugged drains and damage caused by them will be the sole responsibility of the Contractor.
- 1.12 SNOW AND ICE REMOVAL: Provide for the expeditious removal of snow and ice as required for safety and efficient execution of the work within the limits of the Contractor's work area.

END OF SECTION

SECTION 01710

CLEANING-UP

- 1.01 GENERAL: The Contractor shall, at all times during the course of this Contract, keep the building, the Owner's premises and the adjoining premises, including streets and other areas assigned to, or used by, the Contractor, free from accumulations of waste materials and rubbish caused by his employees or Work, or by the employees or Work of his Subcontractors. All waste materials and debris shall be legally and safely disposed of off the Owner's property.
- 1.02 CLEANING MATERIALS: The Contractor shall be fully responsible for any damage to any surface or substrate caused by the improper use of cleaning techniques or materials.
- 1.03 EXECUTION:
- A. Final Cleaning: At completion of the Work, and prior thereto if so required by job-site conditions, remove from the premises, tools, appliances, surplus materials, debris, and temporary construction. Remove marks, stains and soil from building surfaces when such have resulted from work under this Contract.
  - B. If the Contractor, upon request by the Owner, does not attend to cleaning with reasonable promptness, the Owner may cause such cleaning to be done by others and charge the cost of same to the Contractor or deduct the said cost from payments still due the Contractor under the Contract.

END OF SECTION

## SECTION 01740

### CONTRACTOR WARRANTIES

#### 1.01 GENERAL:

- A. Furnish Owner with written warranty for period of five (5) years (or for longer period where indicated elsewhere in the Contract Documents for specific items) from date of Substantial Completion that all work is in accord with the Contract Documents, where applicable is watertight, and without defects in labor or materials. If repairs or changes are required in connection with the warranted Work within the warranty period, the Contractor shall, promptly upon receipt of notice from the Owner, and without expense to the Owner, comply with the following:
  - 1. Place in satisfactory condition in every particular, all of such warranted Work and correct all defects therein.
  - 2. Make good all damage to the building or site, which is the result of the condition needing said repairs and changes.
  - 3. Make good any Work disturbed or new work created in fulfilling any such warranty.
- B. If repairs are required in connection with warranted Work within warranty period and notice thereof is given within such period, the warranty shall continue as to Work requiring repair until the repairs required are completed, and the termination of the warranty period shall not apply thereto.
- C. Corrections of defects, imperfections, and faults shall not relieve the Contractor from his responsibility for additional corrective work during the remaining time period of the warranty.
- D. No provision in the Contract Documents nor any special or general warranty shall be held to limit, as to time or scope of liability, the Contractor's liability for defects, or the liability of his sureties, to less than the legal limit of liability under laws having jurisdiction.
- E. The Contractor will not be held responsible for defects due to misuse, negligence, willful damage, improper maintenance, or accident caused by others.
- F. The delivery of any warranties shall not relieve the Contractor from any obligation assumed under any other provision of the Contract Documents.
- G. The obligations of the Contractor, under this Section, shall survive termination of the Contract.



## SECTION 02050

### DEMOLITION AND REMOVAL

#### PART ONE – GENERAL

##### 1.01 SECTION INCLUDES

- A. Demolition and removal of existing materials to facilitate installation of the work specified elsewhere in these specifications.
- B. Demolition, removal, and disposal of the following:
  - 1. Single ply membrane roofing, membrane flashings, EPS taper insulation, slip sheet.
  - 2. Parapet wall cap.
  - 3. Roof hatch.
  - 4. Replacement of damaged plywood roof sheathing.

##### 1.02 RELATED SECTIONS

- A. Section 07542 – TPO Membrane Roofing
- B. Section 07620 – Sheet Metal Flashing and Trim

##### 1.03 DESCRIPTION

- A. Procedures shall provide for careful removal and disposition of materials specified to be salvaged, coordination with other work in progress, and a disconnection schedule of utility services (if necessary). The work includes demolition and removal of all construction indicated or specified. Remove rubbish and debris from the work site roof daily unless otherwise directed; do not allow accumulations outside the building. Store material that cannot be removed daily in areas specified by the Owner.

##### 1.04 DUST CONTROL

- A. Take appropriate action to check the spread of dust to occupied portions of the building and to avoid the creation of a nuisance in the surrounding area.

##### 1.05 PROJECT CONDITIONS

- A. Do not remove existing roofing when precipitation is eminent and the roof deck cannot be made watertight in sufficient time prior to the beginning of precipitation.

##### 1.06 PROTECTION

- A. Existing Work: Protect existing work that is to remain in place, that is to be reused, or that is to remain the property of the Owner by temporary covers, shoring, bracing, and supports. Items which are to remain and which are to be salvaged and which are damaged during performance of the work shall be repaired to their original condition or replaced with new, to the satisfaction of the Owner. Do not overload structural elements. Provide new supports and reinforcement for existing construction weakened by demolition or removal work.

- B. Weather Protection: For portions of the roof to remain, protect all materials and equipment from the weather at all times. Where removal of the existing roof is necessary to accomplish work, have materials and workmen ready to provide adequate and approved temporary covering of exposed areas. Temporary coverings shall be attended, as necessary, to insure effectiveness and to prevent displacement.
- C. Facilities: Protect all electrical and mechanical services and utilities. Where removal of existing utilities is necessary, provide approved barricades and temporary covering of exposed areas

#### 1.07 CHANGES IN THE WORK

- A. During reroofing work, the Contractor may encounter existing conditions which are not now known or are at variance with the drawings or specifications (discovery). Such conditions may interfere with reroofing work and may consist of damage or deterioration to the deck or surrounding materials or components which could jeopardize the integrity of the new roof.
- B. The Contractor shall notify Ascent Building Consulting, Inc. (Ascent) of all discoveries he believes may interfere with proper execution of the work or jeopardize the integrity of the new roof prior to proceeding with work related to such discoveries.
- C. In the event of discrepancies within the Drawings, within the Specifications, or between the Drawings and Specification, the more stringent of the two items shown shall be considered to be shown or specified at all locations where the discrepancies occur. Ascent shall be notified of such discrepancies.
- D. When a substitute or alternate is requested by the Contractor, and such substitute or alternate is accepted by Ascent, the Contractor shall bear all additional costs which may arise directly or indirectly from the use of the substitute or alternate.

### PART THREE – EXECUTION

#### 3.01 REMOVAL

- A. To the furthest extend possible, remove the existing roofing, lightweight concrete topping slab, and metal flashings without damaging the substrate.

#### 3.02 DISPOSITION OF MATERIAL

- A. Title to Materials: Except where indicated otherwise or specifically specified otherwise in other sections, all materials and equipment removed and not reused, shall become the property of the Contractor and shall be removed from Owner' s property.
- B. Reuse of Materials and Equipment: Carefully remove and store materials and equipment to be reused or relocated to prevent damage, and reinstall as the work progresses.

#### 3.03 REPLACEMENT OF ROOF SHEATHING

- A. Install new roof sheathing in compliance with local code requirements.
- B. For all damaged or rotten roof sheathing, take documentary photographs of general location of sheathing, as well as photos of the condition of sheathing.
- C. On a set of roof plans, note all areas of roof sheathing that required replacement.

3.04 CLEANUP

- A. Debris and Rubbish: Remove and transport debris and rubbish in a manner that will prevent spillage on streets or adjacent areas. Cleanup spillage from streets and adjacent areas.
- B. Regulations: Comply with Federal, State, and local hauling and disposal regulations.

END OF SECTION

## SECTION 07542

### TPO MEMBRANE ROOFING

#### PART ONE – GENERAL

##### 1.01 SECTION INCLUDES

- A. Installation of flat stock insulation, tapered insulation, cover board, TPO membrane roofing and associated flashings.

##### 1.02 RELATED SECTIONS

- A. Section 07620 – Sheet Metal Flashing and Trim

##### 1.03 REFERENCES

- A. American Society for Testing and Materials (ASTM):
  1. ASTM C 209 – Standard Test Methods for Cellulosic Fiber Insulating Board
  2. ASTM C 473 – Standard Test Methods for Physical Testing of Gypsum Panel Products
  3. ASTM C 518 – Standard Test Method for Steady-State Thermal Transmission Properties by Means of the Heat Flow Meter Apparatus
  4. ASTM C 1177 – Standard Specification for Glass Mat Gypsum Substrate for Use as Sheathing
  5. ASTM D 41 – Standard Specification for Asphalt Primer Used in Roofing, Dampproofing, and Waterproofing
  6. ASTM D 120 – Standard Specification for Rubber Insulating Gloves
  7. ASTM D 146 – Test Methods for Sampling and Testing Bitumen-Saturated Felts and Woven Fabrics for Roofing and Waterproofing
  8. ASTM D 412 – Standard Test Methods for Vulcanized Rubber and Thermoplastic Elastomers – Tension
  9. ASTM D 471 – Standard Test Method for Rubber Property – Effect of Liquids
  10. ASTM D 573 – Standard Test Method for Rubber Deterioration in an Air Oven
  11. ASTM D 624 – Standard Test Method for Tear Strength of Conventional Vulcanized Rubber and Thermoplastic Elastomers
  12. ASTM D 746 – Standard Test Method for Brittleness Temperature of Plastics and Elastomers by Impact
  13. ASTM D 816 – Standard Test Methods for Rubber Cement
  14. ASTM D 1149 – Standard Test Methods for Rubber Deterioration – Cracking in an Ozone Controlled Environment
  15. ASTM D 1204 – Standard Test Method for Lineal Dimensional Changes of Nonrigid Thermoplastic Sheeting or Film at Elevated Temperature
  16. ASTM D 1621 – Standard Test Method for Compressive Properties of Rigid Cellular Plastics
  17. ASTM D 1622 – Standard Test Method for Apparent Density of Rigid Cellular Plastics
  18. ASTM D 2126 – Standard Test Method for Response of Rigid Cellular Plastics to Thermal and Humid Aging
  19. ASTM D 2178 – Specification for Asphalt Glass Felt Used in Roofing and Waterproofing
  20. ASTM D 2240 – Standard Test Method for Rubber Property – Durometer Hardness

21. ASTM D 3273 – Standard Test Method for Resistance to Growth of Mold on the Surface of Interior Coatings in an Environmental Chamber
22. ASTM D 4601 – Standard Specification for Asphalt-Coated Glass Fiber Base Sheet Used in Roofing
23. ASTM E 96 – Standard Test Methods for Water Vapor Transmission of Materials
24. ASTM E 108 – Standard Test Methods for Fire Test of Roof Coverings
25. ASTM E 661 – Standard Test Method for Wood and Wood Based Floor and Roof Sheathing Under Concentrated Static and Impact Loads

B. International Code Congress (ICC):

1. 2015 International Building Code (IBC).

C. National Roofing Contractors Association (NRCA):

1. Low Slope Roofing Manual, Fifth Edition.

D. City of Aspen:

1. Amendments to the 2015 IBC.

E. Underwriter Laboratories:

1. Fire Resistance Directory, Current Edition.

1.04 DESCRIPTION OF ROOF SYSTEM

A. Roof system over wood decks:

1. Installation of two layers of flat stock polyisocyanurate insulation (min. R-35) and mechanically attached to the steel deck.
2. Installation of tapered insulation fully adhered to the flat stock insulation with two component low rise adhesive.
3. Installation of cover board fully adhered to the tapered insulation in two component urethane low rise adhesive.
4. Installation of an 80 mil reinforced TPO roof membrane fully adhered in bonding adhesive, with all associated flashings.

1.05 QUALITY ASSURANCE

- A. Entire roof assembly shall qualify for a Class ‘A’ Rating as listed in the current edition of the UL Fire Resistance Directory.
- B. Entire roof assembly shall meet the general performance criteria for a Factory Mutual 60 psf uplift rating or higher.
- C. Roofing materials shall be installed in accordance with the manufacturer’s published installation instructions and technical bulletins.

- D. Perform Work in accordance with local code requirements, the manufacturer's latest published installation instructions, and these specifications.
- E. Maintain at least one copy of these specifications on site.

#### 1.06 QUALIFICATIONS

- A. Manufacturer: Company specializing in manufacturing the products specified in this section with at least 10 years documented experience.
- B. Contractor: Company specializing in performing the work of this section with at least 5 years documented experience and approved, as appropriate, by the system manufacturer.
  - 1. The Contractor shall provide written evidence that they are in good standing with the roofing material manufacturer.
  - 2. The Contractor shall provide written evidence that they have completed a minimum of 4 similar projects in the last 2 years.
  - 3. The Contractor shall have installed a minimum of 250,000 square feet of TPO roofing.
  - 4. The Contractor shall have a repair crew within 100 miles that can respond to reported leaks within a 24 hour period.

#### 1.07 SUBMITTALS

- A. Submittals required prior to commencement of Work:
  - 1. Manufacturer's product literature and recommended installation procedures.
  - 2. Tapered insulation plan from the insulation manufacturer.
  - 3. Sample warranties.
- B. Submittals required upon completion of Work:
  - 1. Copy of TPO manufacturer's guarantee inspection report.
  - 2. Contractor's written five year labor and materials warranty.
  - 3. Manufacturer's written warranty.
- C. All submittals shall be provided in triplicate.

#### 1.08 DELIVERY, STORAGE AND HANDLING

- A. Deliver materials to site in manufacturer's unopened bundles with labels intact and legible.
- B. Keep all materials dry while they are transported, stored and installed. Do not allow materials to be exposed to any moisture anywhere, at any time, during transportation, storage, handling and installation. Reject and remove from the site any new materials which exhibit evidence of moisture during application, or have been exposed to moisture. Reject and remove from the site any materials which have moisture content more than 10 percent greater than the Equilibrium Moisture Content (EMC) at 90 percent relative humidity.

- C. Store all materials on raised platforms with weather protective coverings. The manufacturer's standard packaging and covering is not considered adequate weather protection. Tarpaulins are preferred for protection of all roof materials. If visqueen coverings are used, venting of each package is required.
- D. Store roll goods on end.
- E. Keep all adhesives, sealants and cleaning materials away from all ignition sources (i.e. flames, fire, sparks, etc.) Do not smoke while using these materials.

#### 1.09 PROJECT CONDITIONS

- A. All dimensions and existing details shall be field-verified by Contractor prior to bidding and acquisition or installation of materials. Contractor shall notify the Engineer of any existing condition found to be different than that indicated in the Contract Documents. Engineer shall review the situation and inform Contractor of necessary changes, if any.
- B. Install materials in strict accordance with all safety and weather conditions required by manufacturer, product literature, Material Safety Data Sheets, or of local, state, and federal rules and regulations.
- C. Do not remove existing roofing when precipitation is eminent and the roof deck cannot be made watertight in sufficient time prior to the beginning of precipitation, or prior to the end of the working day.
- D. Proceed with installing of roofing materials only when weather is appropriate for a quality installation.
- E. Consult container labels, Material Safety Data Sheets (MSDS) and Technical Information Sheets (TIS) for specific safety instructions for all products used on the project.
- F. Care must be used when installing fasteners or other required roof related items to avoid possible conduits and other piping within or under the roof deck.
- G. Fumes from adhesive solvents may be drawn into the building during installation through rooftop intakes. Refer to the manufacturer's guidelines for applying roofing materials to occupied buildings.
- H. When the outside temperature is below 40°F, certain combinations of temperature and humidity may cause condensation of the surface of solvent-based adhesives and primers. If this condition occurs, discontinue the application. When the ambient air conditions no longer promote condensation on adhesive surfaces and the membrane is clean and dry, then reapply additional adhesive or primer and continue the application.
- I. The consistency of sealants, adhesives and primers will begin to thicken as the temperature drops. To minimize this condition, the following is recommended:
  - 1. Start work with sealants, adhesives and primers that have been stored between 60°F and 80°F. Insulated and heated boxes may be helpful.
  - 2. Complete test areas to determine if conditions will cause problems such as condensation with the application of materials.
  - 3. Stop the operation or change to another warm container when material becomes too thick to apply properly.



- J. When the outside temperature is below 40°F, installation of TPO membrane requires additional application procedures:
  - I. Ensure that the roof surface is dry. Moisture, even in trace amounts, may cause poor adhesion, and may lead to moisture entrapment within the roofing system.

1.10 CHANGES IN THE WORK

- A. During reroofing work, the Contractor may encounter existing conditions which are not now known or are at variance with the drawings or specifications (discovery). Such conditions may interfere with reroofing work and may consist of damage or deterioration to the deck or surrounding materials or components which could jeopardize the integrity of the new roof.
- B. The Contractor shall notify the Engineer of all discoveries he believes may interfere with proper execution of the work or jeopardize the integrity of the new roof prior to proceeding with work related to such discoveries.
- C. In the event of discrepancies within the Drawings, within the Specifications, or between the Drawings and Specification, the more stringent of the two items shown shall be considered to be shown or specified at all locations where the discrepancies occur. The Engineer shall be notified of such discrepancies.
- D. When a substitute or alternate is requested by the Contractor, and such substitute or alternate is accepted by the Engineer, the Contractor shall bear all additional costs which may arise directly or indirectly from the use of the substitute or alternate.

1.11 WARRANTY

- A. Provide manufacturer’s 25 year, no dollar limit (NDL) total systems written warranty against defects in materials or workmanship and a 25 year warranty against wind speeds up to 55 mph.
- B. Provide Contractor’s written five year labor and materials written warranty.

PART TWO – PRODUCTS

2.01 APPROVED MANUFACTURERS

- A. Firestone Building Products, 250 West 96<sup>th</sup> Street, Indianapolis, IN 46260; Phone: 800-428-4442; Website: www.firestonebpco.com. (Basis of design)

2.02 TPO MEMBRANE

- A. Reinforced TPO Membrane.
  - I. Physical Properties:

Property	Results
Thickness per ASTM D 412	80 mils min.
Breaking Strength per ASTM D 751 Grab Method	390 lbf
Tear Resistance per ASTM D 624 (Die C)	120 lbf/in

Property	Results
Ozone Resistance for 7 days/100 pphm @ 100°F with 50% extension per ASTM D 1149	No Cracks
Tolerance on Nominal Thickness per ASTM D 412	± 10%

2. Color: White.
3. Approved Products:
  - a. UltraPly TPO Membrane, Firestone Building Products

### 2.03 FLAT STOCK INSULATION

- A. Closed-cell polyiso foam core insulation laminated to a black glass reinforced mat.

1. Properties:

Property	Typical Results
Thickness	3.0 inches
Board Size	4' x 4' for Fully Adhered System 4' x 8' for Mechanically Attached System
R-Value (LTTR)	8.6
Compressive Strength per ASTM D 1621	20 psi min.
Density per ASTM D 1622	2.0 pcf min.
Dimensional Stability per ASTM D 2126	< 2%
Moisture Vapor Transmission per ASTM E 96	< 1 perm
Water Absorption per ASTM C 209	< 1% by Volume

2. Approved Products:
  - a. ISO 95+ GL, Firestone Building Products;

### 2.04 TAPERED INSULATION

- A. Tapered closed-cell polyiso foam core insulation laminated to a black glass reinforced mat.

1. Properties:

Property	Typical Results
Thickness	0.5-2.0 inches
Board Size	4' x 4'
Taper	1/8" per foot
R-Value (LTTR)	Varies (2.5 min.)
Compressive Strength per ASTM D 1621	20 psi min.
Density per ASTM D 1622	2.0 pcf min.
Dimensional Stability per ASTM D 2126	< 2%
Moisture Vapor Transmission per ASTM E 96	< 1 perm
Water Absorption per ASTM C 209	< 1% by Volume

2. Approved Products:

- a. ISO 95+ GL Tapered, Firestone Building Products;

2.05 COVER BOARD

- A. Water resistant and moisture resistant treated gypsum core with glass mat facings on the front and back of the board with a non-asphaltic pre-primed surface.

- 1. Properties:

Property	Typical Results
Thickness	1/2" ± 1/16"
Board Size	4' x 4'
Weight	1.2 lb/sf
Flexural Strength, Parallel per ASTM C 473	40 lbf min.
Flute Spanability per ASTM E 551	2-5/8"
Moisture Vapor Transmission per ASTM E 96	>30 perms
R-Value per ASTM C 518 (LTTR)	0.28
Water Absorption per ASTM C 1177	10.0% max.
Compressive Strength	500 – 900 psi
Surface Water Absorption per ASTM C 1177	≤ 2.0 grams
Flame Spread, Smoke Developed per ASTM E 84	0, 0
Mold Resistance per ASTM D 3273	Mold Resistant

- 2. Approved Products:

- a. 1/2" DensDeck Prime, Georgia-Pacific.

2.06 TPO BASE WALL FLASHING MEMBRANE

- A. Manufacturer's 60 mil thick reinforced TPO membrane.

2.07 TPO BONDING ADHESIVE

- A. Manufacturer's approved synthetic bonding adhesive.

2.08 INSULATION ADHESIVE

- A. Manufacturer's two component urethane low rise adhesive.

2.09 LAP SEALANT

- A. Manufacturer's approved sealant.

2.10 FASTENERS & STRESS PLATES

- A. Fasteners into Steel or Wood : #14 threaded fastener with a #3 Phillips drive.

- 1. Approved Products:

- a. All Purpose Fastener, Firestone Building Products;

- B. Perimeter Securement Stress Plates.
  - 1. Approved Products:
    - a. 2” Metal Plate, Firestone Building Products;

2.11 TERMINATION BAR

- A. 1/8” x 1” aluminum termination bar.

2.12 SEALANTS

- A. Elastomeric Sealant: One part polyurethane sealant meeting Federal Specification TT-S-00230C, Type II, Class A and ASTM C-920 Type S, Grade NS, Class 25, Use NT, M, A, G and O.

2.13 OTHER MATERIALS

- A. Roof Sheathing: Plywood sheathing compliant with Grading Rules of APA, provisions for rated sheathing Exposure 1, and each sheet shall be APA grade stamped. Use roof sheathing in thickness to match existing, to repair damaged or deteriorated roof sheathing where it occurs.
- B. Wood Blocking (where necessary or required): Preservative-pressure-treated dimensional lumber, No. 2 or better, kiln dried with maximum moisture content 19 percent.

2.14 SHEET METAL FLASHINGS

- A. Refer to Section 07620.

PART THREE – EXECUTION

3.01 ROOFING REMOVAL

- A. Procedures shall provide for careful removal and disposition of materials, coordination with other work in progress, and a disconnection schedule of utility services where necessary. Remove rubbish and debris from the roof and work site daily; do not allow accumulations outside the building. Store material that cannot be removed daily in areas specified by the Owner.
- B. Take appropriate action to check the spread of dust to occupied portions of the building and to avoid the creation of a nuisance in the surrounding area.
- C. Temporarily terminate any utilities necessary after notification of the Owner in a manner conforming to the nationally recognized code covering the specific utility. Replace in a code-conforming manner after work is completed. Provide temporary services or connections for electrical and mechanical utilities.
- D. Remove existing roofing membrane, cover board, and rigid board insulation materials damaging the substrate.

- E. Title to Materials: Except where indicated otherwise or specifically specified otherwise in other sections, all materials and equipment removed and not reused, shall become the property of the Contractor and shall be removed from Owner's property.

### 3.02 EXAMINATION

- A. Prior to starting work, examine all roof decks for defects materials and workmanship which may be detrimental to the proper installation or long-term performance of the roofing system. Notify the project superintendent of any deficiencies and do not proceed with installation of roofing until noted deficiencies are corrected.

### 3.03 PREPARATION

- A. Sweep the deck surface to remove dirt and debris. The deck must be clean, smooth and dry prior to installation of the flat stock roof insulation.
- B. Where existing substrate is damaged or deteriorated, replace with new decking of same thickness. Install new sheathing panels with grain perpendicular to supports and all end joints supported. Stagger ends of adjacent sheets 4 ft where possible. Nail at 6 in. on center along all edges and 12 in. on center along all intermediate supports unless indicated otherwise. Use 6d nails for 1/2 in. thickness and 8d nails for greater thickness.

### 3.04 MECHANICALLY ATTACHED FLAT STOCK INSULATION

- A. Install flat stock insulation as two layers of 3.0" thick polyisocyanurate insulation each.
- B. Staggered end joints of adjacent boards a minimum of 2 feet that exist on the same insulation layer.
- C. Staggered end joints of adjacent boards a minimum of 6 inches from joints that exist between different layers.
- D. Lay insulation boards perpendicular to the flutes of the steel decking.
- E. Terminate all ends of insulation boards centered over top flute.
- F. Install the insulation board over the steel deck with joints of no more than 1/4".
- G. Cut insulation tightly around roof curbs and penetrations.
- H. Mechanically fasten insulation boards with fasteners and stress plates at the rates noted below, fastening to the top flutes only:
  - 1. Field: 1 fasteners and stress plate per 2.0 square feet of insulation board.
  - 2. Perimeter: 1 fasteners and stress plate per 1.5 square feet of insulation board.
  - 3. Corners: 1 fasteners and stress plate per 1.0 square feet of insulation board.
- I. Fasteners shall fully penetrate the steel deck a minimum of 0.75".

### 3.05 FULLY ADHERED TAPERED INSULATION

- A. Install only 4' x 4' tapered insulation boards.

- B. Install the tapered insulation in compliance with the insulation manufacturer's tapered insulation plan to be provided during the roofing submittal process by the roofing contractor. Install tapered insulation to provide positive drainage and to prevent ponding water, which is defined as standing water on the roof membrane after 72 hours of the last event of precipitation.
- C. Install the tapered insulation board over the base layers of insulation with joints of no more than ¼".
- D. Cut tapered insulation tightly around roof curbs and penetrations.
- E. Check to ensure the substrate is clean, free of debris, other contaminants, and dry. Adhesive cannot be applied to a wet or a damp surface.
- F. Allow the adhesive to rise up approximately 1/8" and develop strings prior to setting insulation boards into adhesive.
- G. Fully adhere tapered insulation with manufacturer's two component urethane low rise adhesive. Bead spacing in the field shall be no more than 6" over the entire roof surface.
- H. Walk the boards into the adhesive and roll using the 30" wide, 100 – 150 pound weighted steel roller to ensure full embedment. Optimal set up time should be approximately 5 to 10 minutes.

### 3.06 FULLY ADHERED COVER BOARD INSTALLATION

- A. Install only 4' x 4' cover boards in adhered installations.
- B. Install the roof cover board over the tapered roof insulation. Cut boards and install to match the tapered insulation without bridging at valleys created by crickets or other changes in plane.
- C. Stagger joints in cover board from tapered insulation a minimum of 12".
- D. Stagger joints in cover board by at least 24".
- E. Install the cover board with joints of no more than ¼".
- F. Cut cover board tightly around roof curbs and penetrations.
- G. Check to ensure the substrate is clean, free of debris, other contaminants, and dry. Adhesive cannot be applied to a wet or a damp surface.
- H. Allow the adhesive to rise up approximately 1/8" and develop strings prior to setting cover boards into adhesive.
- I. Fully adhere cover board with manufacturer's two component urethane low rise adhesive. Bead spacing in the field shall be no more than 6" over the entire roof surface.
- J. Walk the boards into the adhesive and roll using the 30" wide, 100 – 150 pound weighted steel roller to ensure full embedment. Optimal set up time should be approximately 5 to 10 minutes.

### 3.07 TPO MEMBRANE INSTALLATION

- A. Lay out sheets perpendicular to the main slope of the roof. Install sheets in shiplap fashion to eliminate buck-water seams.

- B. Place the membrane panel, without stretching, over the cover board and allow the membrane to relax for a minimum of 30 minutes prior to splicing or installing the membrane.
- C. After the sheet has fully relaxed, allow for a minimum 7" side lap for adjacent sheets and fold the sheet back evenly onto itself without wrinkles to expose the underside mating surface of the sheet.
- D. Sweep the mating surface with a stiff broom to remove any dusting agent or dirt that may have accumulated.
- E. Apply bonding adhesive with either a 9" wide solvent- resistant paint roller, commercial grade adhesive sprayer or power roller. Adhesive must be applied in a relatively uniform thickness to the cover board and the mating surface on the back of the sheet at approximately the same time. If adhesive is spray-applied, it must be back-rolled with a paint roller to assure proper contact and coverage.
- F. Care must be exercised to not apply bonding adhesive over an area that is intended to be spliced to another sheet or flashing. All bonding adhesive must be completely removed from the seam area.
- G. Apply the bonding adhesive at coverage rates recommended by the roofing manufacturer.
- H. Allow the bonding adhesive to flash-off. Touch the adhesive surface in the thickest area with a clean, dry finger to be certain that the adhesive does not stick or string. When touching the adhesive, push forward on the adhesive at an angle to ensure that the adhesive is ready throughout its thickness. If either motion exposes wet or stringy adhesive when the finger is lifted, the adhesive is not ready for mating. Flash-off time will vary depending upon ambient conditions.
- I. Starting at the fold, roll the previously coated portion of the membrane into the coated substrate slowly and evenly to minimize wrinkles.
- J. To assure proper contact, compress the bonded half of the membrane to the substrate with a stiff push broom.
- K. Unfold the un-adhered half of the membrane back onto itself, and repeat the procedure noted above.

### 3.07 MEMBRANE SEAM WELDING

- A. General:
  - 1. All field seams exceeding 10 feet in length shall be welded with an approved automatic welder.
  - 2. All field seams must be clean and dry prior to initiating any field welding.
  - 3. Remove foreign materials from the seams (dirt, oils, etc.) with acetone or authorized cleaner. Use clean white cotton cloths and allow approximately five minutes for solvents to dissipate before initiating the automatic welder. Do not use denim or synthetic rags for cleaning.
  - 4. All welding shall be performed by qualified personnel to ensure the quality and continuity of the weld.
  - 5. Contaminated areas within a seam will inhibit proper welding and will require a patch.
- B. Hand Welding:
  - 1. The lap or seam area of the membrane shall be intermittently tack welded to hold the membrane in place.
  - 2. The back 'interior' edge of the membrane shall be welded first, with a thin, continuous weld to concentrate the heat along the exterior edge of the lap during the final welding pass.



3. The nozzle of the hand held hot air welder shall be inserted into the lap at a 45° angle to the lap. Once the polymer on the material begins to flow, a hand roller shall be used to apply pressure at a right angle to the tip of the welder. Properly welded seams shall utilize a 1 ½ inch wide nozzle, to create a homogeneous weld, a minimum of 1 ½ inch in width.
4. Smaller nozzles may be used for corners, and other field detailing, maintaining a minimum 1 inch weld.

C. Automatic Welding Machine:

1. Proper welding of the membrane can be achieved with a variety of automatic welding equipment. Contact the manufacturer for specific recommendations.
2. Follow all manufacturer's instructions for safe operation of the automatic welder.
3. Follow local code requirements for electric supply, grounding and surge protection.
4. The use of a dedicated, portable generator is highly recommended to ensure a consistent electrical supply, without fluctuations that can interfere with weld consistency.
5. Properly welded seams shall utilize a 1 ½ inch wide nozzle, to create a homogeneous weld, a minimum of 1 ½ inch in width.

D. Inspection:

1. The job foreman and/or supervisor shall initiate daily inspections of all completed work which shall include, but is not limited to, the probing of all field welding with a dull pointed instrument to assure the quality of the application and to ensure that any equipment or operator deficiencies are immediately resolved.
2. Ensure that all aspects of the installation (sheet layout, attachment, welding, flashing details, etc.) are in strict accordance with the most current recommendations of the manufacturer.
3. Excessive patching of field seams because of inexperienced or poor workmanship will not be accepted at the time of final inspection by the manufacturer or consultant.
4. It is the responsibility of the contractor to perform a final 'self' inspection on all seams prior to requesting the inspection for warranty issuance by the manufacturer.

### 3.08 ADDITIONAL MEMBRANE SECUREMENT AND BASE TIE-IN FLASHING

- A. Run the field roofing membrane up base wall conditions a minimum of 3".
- B. Secure field membrane to wall or curb with approved fastener and plate 12" o.c. max, or aluminum termination bar fastened 8" o.c. max.

### 3.09 WALL, PARAPET, AND CURB FLASHINGS

- A. Using the largest pieces of flashing membrane as practical, flash all walls, parapets, curbs, etc. to the height as specified in the Construction Drawings, but never less than 8" in height.
- B. Substrates must be smooth, sound and dry.
- C. Additional membrane securement and base tie-in flashing as described above is required at angle changes greater than 1" in 12".
- D. The top of the membrane on the vertical substrate must be terminated as shown in the Construction Drawings, which is typically accomplished with a 1/8" x 1" aluminum termination bar secured 8" o.c.
- E. Intermediate attachment of the membrane is required at 36" intervals unless the surface is smooth and the membrane is installed underneath the coping to the outside edge of the wall.

### 3.10 PIPE AND TUBE FLASHINGS

- A. Flash penetration with the manufacturer's pre-molded pipe flashings wherever possible. Do not cut or patch the pre-molded flashings to assist in their installation.
- B. Use manufacturer's TPO flashing membrane when use of pre-molded pipe flashings is not possible.
- C. Refer to the manufacturer's technical information sheet for minimum and maximum pipe diameters that can be successfully flashed with pre-molded TPO pipe flashings.
- D. Refer to the drawings for additional flashing requirements.

### 3.11 SCUPPER DRAINS

- A. Provide and install a new membrane coated metal watertight drain assembly per Drawings.
- B. Set watertight scupper drain in approved sealant and secure scupper to the structure.
- C. Refer to details for additional flashing requirements at scuppers.

### 3.12 ROOF DRAINS

- A. Set membrane in approved sealant and secure with clamping ring.
- B. Refer to details for additional flashing requirements at roof drains.

### 3.13 TEMPORARY SEAL

- A. Temporary seals which assure that moisture does not damage any completed section of the new roofing system are the responsibility of the roofing contractor. Completion of flashings, terminations and temporary seals is required to provide a watertight condition at the end of each day's work.

### 3.14 WARRANTY INSPECTION

- A. Upon completion of the project, the authorized roofing contractor shall complete and submit the manufacturer's technical representative.
- B. Upon receipt of the notice of completion, the manufacturer's technical representative will schedule an inspection with a representative of the authorized roofing contractor to thoroughly review the installation and verify compliance with Manufacturer's specifications.
- C. Any corrections or modifications necessary for compliance with the specifications and acceptance for warranty (*punch list*) will be noted on the Final Inspection for Warranty Form.
- D. Upon completion of all punch list items and final acceptance of the installation, a warranty as authorized by the approved manufacturer will be issued.

### 3.15 CLEANUP

- A. Remove trash, debris, and equipment from job site.
- B. Repair damage and remove stains caused by the Work.

END OF SECTION

## SECTION 07620

### SHEET METAL FLASHING AND TRIM

#### PART ONE – GENERAL

##### 1.01 SECTION INCLUDES

- A. Installation of sheet metal roof flashings, scuppers, collector heads, and downspouts.

##### 1.02 RELATED SECTIONS

- A. Section 07542 – TPO Membrane Roofing

##### 1.03 REFERENCES

- A. American National Standards Institute/Single Ply Roofing Institute (ANSI/SPRI):
  - 1. ES-1 – Wind Design Standard for Edge Systems Use in Low Slope Roof Systems
- B. American Society for Testing and Materials (ASTM):
  - 1. ASTM A 525 – Standard Specification for General Requirements for Sheet Steel, Zinc-Coated (Galvanized) by the Hot-Dip Process
  - 2. ASTM A 591 – Standard Specification for Sheet Steel, Electrolytic Zinc-Coated, for Light Coating Weight (Mass) Applications
  - 3. ASTM B 209 – Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate
- C. International Code Congress (ICC):
  - 1. 2015 International Building Code (IBC).
- D. National Roofing Contractors Association (NRCA):
  - 1. Steep Slope Roofing Manual, Fifth Edition.
- E. Sheet Metal and Air Conditioning Contractors National Association, Inc. (SMACNA):
  - 1. Architectural Sheet Metal Manual, Sixth Edition.
- F. City of Aspen County:
  - 1. Amendments to the 2015 IBC.

##### 1.04 QUALITY ASSURANCE

- A. Perform Work in general accordance with SMACNA's Architectural Sheet Metal Manual.
- B. Maintain at least one copy of these specifications on site.

##### 1.05 QUALIFICATIONS

2021

- A. Contractor: Company specializing in performing the work of this section with at least 5 years documented experience.

#### 1.06 SUBMITTALS

- A. Submittals required prior to commencement of Work:
  - 1. Manufacturer's product literature and recommended installation procedures.
  - 2. Detailed shop drawings for all sheet metal fabrications showing layout, profiles, methods of joining, and anchorage details.
  - 3. 12 inch long samples of all sheet metal trim.
  - 4. Samples of each fastener specified.
- B. Submittals required upon completion of Work:
  - 1. Contractor's written five year labor and materials warranty.
- C. All submittals shall be provided in triplicate.

#### 1.07 DELIVERY, STORAGE AND HANDLING

- A. Keep all materials dry while they are transported, stored and installed.
- B. Store all materials on raised platforms with weather protective coverings. The manufacturer's standard packaging and covering is not considered adequate weather protection. Tarpaulins are preferred for protection of all roof materials. If visqueen coverings are used, venting of each package is required.
- C. Roof Top Loading: Materials stored on roofs shall be limited to the safe loading of installed materials, decking and structural framing.

#### 1.08 PROJECT CONDITIONS

- A. All dimensions, and existing details shall be field-verified by Contractor prior to bidding and acquisition or installation of materials. Contractor shall notify the Consultant of any existing condition found to be different than that indicated in the Contract Documents. Consultant shall review the situation and inform Contractor of necessary changes, if any.
- B. Install materials in strict accordance with all safety and weather conditions required by manufacturer, product literature, Material Safety Data Sheets, or of local, state, and federal rules and regulations.

#### 1.09 CHANGES IN THE WORK

- A. During reroofing work, the Contractor may encounter existing conditions which are not now known or are at variance with the drawings or specifications (discovery). Such conditions may interfere with reroofing work and may consist of damage or deterioration to the deck or surrounding materials or components which could jeopardize the integrity of the new roof.
- B. The Contractor shall notify the Consultant of all discoveries he believes may interfere with proper execution of the work or jeopardize the integrity of the new roof prior to proceeding with work related to such discoveries.

- C. In the event of discrepancies within the Drawings, within the Specifications, or between the Drawings and Specification, the more stringent of the two items shown shall be considered to be shown or specified at all locations where the discrepancies occur. The Consultant shall be notified of such discrepancies.
- D. When a substitute or alternate is requested by the Contractor, and such substitute or alternate is accepted by the Consultant, the Contractor shall bear all additional costs which may arise directly or indirectly from the use of the substitute or alternate.

#### 1.10 WARRANTY

- A. Provide manufacturer's standard written materials warranty.
- B. Provide Contractor's written five year labor and materials written warranty.

### PART TWO – PRODUCTS

#### 2.01 APPROVED MANUFACTURERS

- A. Subject to compliance with requirements, manufacturers offering products that may be incorporated into the work for listed materials.

#### 2.02 SHEET METAL MATERIALS

- A. Coping Edge Metal: Commercial quality, ASTM A 525, 26 gage, hot-dipped, galvanized sheet steel with adhered TPO membrane.
- B. Continuous Cleat: Commercial quality, ASTM A 525, 22 gage, hot-dipped, galvanized sheet steel.
- C. Scupper Drains: Commercial quality, ASTM A 525, 26 gage, hot-dipped, galvanized sheet steel with adhered TPO membrane.
- D. Gravel Stop: Commercial quality, ASTM A 525, 26 gage, hot-dipped, galvanized sheet steel with adhered TPO membrane.

#### 2.03 FASTENERS

- A. Screws: Min. No. 10, hardened carbon steel with mechanically applied zinc coating, hex washer head self drilling wood screws with a hardened carbon steel washer with a bonded 60 mil EPDM gasket. Fastener shall exhibit corrosion of no more than 15% of the surface area when submitted to 15 cycles of testing completed in accordance with the DIN Standard Kesternick Test. Exposed fasteners shall utilize a sealing washer and hex head.
- B. Nails: Hot dipped galvanized 6d nail.

#### 2.04 MISCELLANEOUS MATERIALS

- A. Asphaltic Mastic: SSPC-Paint 12, solvent-type asphalt mastic, nominally free of sulfur and containing no asbestos fibers, compounded for 15-mil dry film thickness per coat.

- B. Elastomeric Sealant: One part polyurethane sealant meeting Federal Specification TT-S-00230C, Type II, Class A and ASTM C-920 Type S, Grade NS, Class 25, Use NT, M, A, G and O.
- C. Plastic Roof Cement: Asbestos free, heavy solids, ASTM D 4586 Type 1 plastic roof cement.
- D. Metal Accessories: Provide sheet metal clips, straps, anchoring devices, and similar accessory units as required for installation of Work, matching or compatible with material to be installed; noncorrosive; size and thickness required for performance.
- E. Lap joint sealant: Refer to Section 07920.

## 2.05 FABRICATION

- A. General Metal Fabrication: Shop fabricate Work to the greatest extent possible. Comply with details shown and with applicable requirements of SMACNA's Architectural Sheet Metal Manual and other recognized industry practices. Fabricate for waterproof and weathertight performance, with expansion provisions for running work, sufficient to prevent leakage, damage or deterioration of the Work. Form work to fit substrates. Comply with material manufacturer's instructions and recommendations for forming material. Form exposed sheet metal work without excessive oil-canning, buckling and tool mark, true to line and levels indicated, with exposed edges folded back. Counterflashings shall be of a two piece type, unless specifically shown otherwise in the Construction Drawings.
- B. Install new sheet metal fabrications and accessories as shown on the Drawings.
- C. Where materials or construction systems are specified with reference to a particular manufacturer, make installation in strict accordance with the approved manufacturer's published installation instructions.
- D. Accurately reproduce profiles and beds, making intersections sharp, even and true. Make plain surfaces free from buckles and waves with as few of joints as possible. Reinforce work as required for strength and appearance.
- E. Bend metals to minimum radius recommended by manufacturer for thickness specified. As a general rule, the radius shall not be less than the thickness of the metal.
- F. Field document the required configuration and measurement of all new flashings prior to fabrication.
- G. Shop fabricate new sheet metal shapes in 10 foot long sections, or as long as practical.
- H. Separate metal from non-compatible metal or corrosive substances by coating concealed surfaces at locations of contact with asphaltic mastic or other permanent separation as recommended by the manufacturer.

## PART THREE – EXECUTION

### 3.01 COORDINATION

- A. Coordinate installation of sheet metal work with the other Sections of this Specification.

### 3.02 EXAMINATION

- A. Prior to starting work, examine all surface conditions to which sheet metal is to be installed. Do not proceed with installation until unsatisfactory conditions have been corrected in a manner approved by the Architect or Consultant.

### 3.03 PREPARATION

- A. Clean the substrate of obstructions and substances detrimental to the Work.
- B. Proceeding with the Work shall signify the Contractor's acceptance of the substrate being covered by the new sheet metal installation.

### 3.04 INSTALLATION:

- A. General: Except as otherwise indicated, comply with the manufacturer's published installation instructions and the recommendations within SMACNA's Architectural Sheet Metal Manual and other recognized industry practices. Anchor units of Work securely in place by methods indicated, or if methods are not indicated on the drawings, anchor units firmly into place with anchorage devices appropriate to the substrate. Space anchors to adequately resist lateral and thermal stresses as well as thermal expansion of metal units. Conceal fasteners where possible. Install work with laps, joints, and seams that will be waterproof and weathertight.
- B. Install exposed sheet metal work that is without excessive oil canning, buckling, and tool marks and that is true to line and levels indicated, with exposed edges folded back to form hems. Install sheet metal flashing and trim to fit substrates and to result in waterproof and weathertight performance.
- C. Provisions for Expansion and Contraction: Provide for proper expansion and contraction for the type of metal and for the expected temperature range anticipated during service life. Space movement joints at a maximum of 10 feet with no joints allowed within 24 inches of corners or intersections. Where lapped or bayonet-type expansion provisions in the Work cannot be used or would not be sufficiently waterproof or weathertight, form expansion joints of intermeshing hooked flanges, not less than 1 inch deep, filled with mastic sealant concealed within the joint.
- D. Where possible conceals nails and other fasteners. Secure exposed edges to underlying materials with clips or tabs, unless specifically shown otherwise in the Construction Drawings.
- E. Make seams ship lapped to account for the direction of the flow of water.
- F. Provide cleats for sheet metal fabrications 18 inches and greater in width. Use continuous cleats unless specifically shown otherwise in the Construction Drawings. Cleats shall be at least one gage heavier than the metal being secured.
- G. Lap all metal at least 4 inches, or as shown in the Construction Drawings, and provide two beads of sealant within the overlap to permit movement between surfaces and to make the entire installation watertight.

### 3.05 FLASHINGS

- A. Install flashings required to provide waterproof and weathertight protection.

### 3.06 CLEANING AND PROTECTION

- A. Clean exposed metal surfaces, removing substances that might cause corrosion of metal or deterioration and staining of finishes.
- B. Provide final protection and maintain conditions that ensure sheet metal flashing and trim Work during construction is without damage or deterioration other than natural weathering at the time of Substantial Completion.
- C. Remove trash, debris, and equipment from the job site.

END OF SECTION



**From:** Rick Balentine rick.balentine@aspensfire.com  
**Subject:** Congrats Chaplain Holloway  
**Date:** October 7, 2021 at 3:28 PM  
**To:** everyone everyone@aspensfire.com  
**Bcc:** Dave (Wabs) Walbert dave.walbert@aspensfire.com, Michael Buglione michaelbuglione@gmail.com, stephen wertheimer steve@moorelandrd.com, Denis Murray Denis.Murray@cityofaspen.com, John Ward john.ward@anbbank.com, tim cottrell timcottrell49@gmail.com

Good afternoon, in case you missed it, here is the email regarding Chaplain Roy's award that he will be presented next week. Thanks Roy for the great work you do for us and others. Rick

----- Forwarded message -----

**From:** Rick Balentine <[rick.balentine@aspensfire.com](mailto:rick.balentine@aspensfire.com)>  
**Date:** Tue, Sep 28, 2021 at 11:15 AM  
**Subject:** Congrats Chaplain Holloway  
**To:** everyone <[everyone@aspensfire.com](mailto:everyone@aspensfire.com)>

Wanted to let everyone know that I nominated Roy for the PITKIN COUNTY Cares Volunteer Service Award and received notice this morning that he was indeed selected to receive this prestigious award on Tuesday, October 12th at 11:am at a special ceremony and reception with the Board of County Commissioners at 530 East Main Street. This will be an in person ceremony and also broadcast live at [www.pitkincounty.com/watchmeetings](http://www.pitkincounty.com/watchmeetings) and on GrassRoots/CGTV Channel 11. Further info to follow. Well deserved Reverend thanks for everything you do for us. Rick

Rick Balentine  
Fire Chief/CEO  
Aspen Fire Protection District  
420 E. Hopkins Ave  
Aspen, CO 81612  
C: (970)922-8825  
E: [rick.balentine@aspensfire.com](mailto:rick.balentine@aspensfire.com)  
O: (970)925-5532

--  
Nikki Lapin  
District Administrator / HR Benefits Coordinator  
Aspen Fire Protection District  
970-925-5532  
[www.aspensfire.com](http://www.aspensfire.com)



*Under Colorado's Open Records Act (CORA), all e-mails sent by or to us on this District-owned e-mail account may be subject to public disclosure.*

*PRIVACY NOTICE -- This electronic message transmission contains information from the Aspen Fire Protection District that may be confidential or privileged. If you are not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is prohibited.*

*If you have received this communication in error, please notify us immediately, and please delete the original message.*

Rick Balentine  
Fire Chief/CEO  
Aspen Fire Protection District  
420 E. Hopkins Ave

**From:** Kevin Clark kevin.clark.d@gmail.com  
**Subject:** Proud to be an American  
**Date:** October 7, 2021 at 10:54 AM  
**To:** rick.balentine@aspensfire.com



Captain Balentine,

My name is Kevin Clark, along with my wife, daughter and her boyfriend we were in Aspen on 9/11 and took these pictures. I could not have been more proud of Aspen and the people in these pictures. The young fireman was so proud and embodies all of what's right with this country. I shook his hand and thanked him for everything he stands for. We lost many, many citizens just like him 20 years ago.

Aspen is a beautiful place and we were all in awe of its beauty.

Sent from my iPhone





