



# Aspen Fire Protection District Board of Directors Regular Monthly Meeting

MEETING DATE: April 12, 2022  
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 held March 8, 2022.
  - b) Motion to approve minutes from Special Meeting held March 24, 2022.
- IV. Public Comment
- V. AVFD Inc.
- 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 – Ali Hager
  - a) Project & Funding Update
- VIII. Financials
  - a) Monthly Financial Review
- IX. Board Member Comments & Action Items
  - a) Adopt Resolution 2022-04-01 Proclaiming May as Wildfire Preparedness Month
- X. Staff Report
  - a) Fire Marshal/Prevention – Jan Legersky
  - b) Operations Overview - Deputy Chief Andersen
  - c) Training

- d) Recruiting
  
- XI. CEO/Fire Chief & Good of District
  - a) Fire Place Housing Updates
  - b) Major Incidents
  - c) Ukraine Donations
  - d) North 40 Roofing Update
  
- XII. Old Business
  - a) Aspen Village Housing
  - b) Training Center Update
  - c) Community Risk Assessment
  - d) Standard of Coverage
  
- XIII. New Business

# Aspen Fire Protection District

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



## Board of Directors Regular Meeting March 8, 2022

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

### **Meeting called to order by Denis at 5:07pm**

#### **Roll Call:**

- Board of Directors Present: Denis Murray, Steve Wertheimer, Michael Buglione, Dave “Wabs” Walbert
- Board of Directors Absent: John Ward
- Staff/Volunteers Present: Rick Balentine, Jake Andersen, Jan Legersky, Jan Schubert, Ali Hager, Scott Arthur, Charlie Curtis
- Public/Others: Richard Peterson, Sebastian Wanatowicz

#### **Approval of Minutes:**

**MOTION: Motion by Michael to approve minutes from: Special meeting held February 7, 2022 and Regular meeting held on February 8, 2022. Steve second.**

**Discussion: None**

**Vote: All approved**

#### **Public Comment: None**

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

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

- Project Budget Update: Pay application 13 is currently being reviewed in the amount of \$864,500. Pushing through finishes, dry wall and roughing of buildings one and four. Drywall in building three and took down scaffolding plastic on building two. Things are moving well. Overall, the project is on schedule, but it is tight.
- Project Allowances and Contingency Reconciliation:
  - Received \$95,000 back on wood escalation costs that came back to allowance 22. This helped the overall bottom line. This will help pay for the brick on the elevator shaft.
  - In terms of overall allowance 22 and credits back to the project, we’re at \$53,146, putting the project contingency, including soft costs outside of the general contractor, at \$419,830.58 that Aspen Fire still has remaining from the \$500,000 assuming the general contractor doesn’t come in under budget on their line items. There were two change orders that came out of contingency. The general contractor still has \$208,899 in their project contingency to cover unforeseen issues.
  - They are still working through the battery for photo-voltaic in terms of getting final pricing and coordination for install based on the last decision of the board. It was decided to spend \$265,000 and in the budget there is \$240,000. The remaining \$15,000 will most likely come out of the credit contingency.
  - There was discussion of having to pull a permit for the trash enclosure.
- Project updates and schedule:

- After a site visit, it was decided to utilize some dead space in attics of building four to gain some more square footage. Idea is to make them into walk-in closets. The architect is working on some revised drawings and working with FCI to make this a no cost item.

### **Wildfire Community Action Fund Project – Ali Hager**

- Project and Funding Update:
  - There has been an update to the fundraising amount from \$222,000 that was included in the board packet to \$242,600. There has been an increase of \$61,100 since the February meeting. Most of the funding is peer-to-peer fundraising which tells us that our community is really invested in this work. They see a value and want to support it.
  - Outreach has been focused on the upcoming Hunter Smuggler prescribed burn that is planned for mid-April. April 5<sup>th</sup> at 5:30pm, we will be hosting open house in regards to the upcoming prescribed burns and fire safety/mitigation. Also, talking with HOA's directly.
  - Bark Beetle Project is still on target for this spring.
  - In the process of laying the groundwork for additional burn units in the 2024, possibly 2025 and working on getting full cost and scope for roadside evacuation clearing throughout the district starting with high-risk areas.
  - Scott Arthur wrote a grant and Ali assisted. The grant of \$25,000 was received for assistance to firefighters. This will give ability to purchase new thermal imaging camera.
  - Ali will be attending the wildland urban interface conference in Reno mid-March.

### **Financials**

- Monthly Financial Review: Monthly financial reports were included in the board packet.
- FPPA 4<sup>th</sup> Quarter 2021 Report: Included in the board packet.

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

- Wabs posed question about how the after-action review went in regards to the explosion incident. Rick gave an overview and Jake discussed where the investigation stands. A final report is expected to be released soon.

### **Staff Report:**

- Fire Marshal and Prevention: Jan will be meeting with the city to discuss code amendments and still needs to set up something with the county. The Western Slope Fire Marshal Organization has revived itself to discuss these types of issues as well as UL listed anti-freeze. They will be meeting in May and this will give Jan a better idea of what may affect code amendments.
- Operations Overview:
  - New staff started this week. There were several days last month we had unstaffed stations. With additional of new staff, this shouldn't happen.
  - Center for Public Safety Excellence (CPSE) is a membership we pay for which provides executive level education. This will help Deputy Chief and Battalion Chiefs with writing RFPs and other things similar. They also accredit fire agencies. It's a continuous performance evaluation and improvement model. Jake gave further overview.
  - Standard of Coverage was discussed. This is something that is part of the strategic plan for this year. The hope is to do this in conjunction with CPSE to help guide us through that process. There was a draft RFP included with staff report.
  - There have been multiple aircraft incidents. This has opened some issues that are currently being worked on with dispatch, in addition to expanding our major incident response with other agencies. We are in implementation phase, they are going through and redoing radios, redoing recommendations with dispatch and redoing some of the auto-aid zones drawn within CAD. The hope is to have some of this stuff rolled out early summer.

- Jake gave an overview of a mass casualty incident that Aspen Fire assisted with in the canyon. In the future this type of call would be immediate auto-aid dispatch. There was also an incident at Belly Up.
- Training Report:
  - Jake reviewed the training report included in staff report touching on a joint training with Roaring Fork Fire.
  - Scott Arthur touched on trainings in February, upcoming training and the SCBA annual recertification. The recruit class of 2021 was sworn in as full firefighters last week at March 2<sup>nd</sup> family night. They will now be signing up for 24-hour shifts. The recruit class of 22 are well into training at CMC.
- Fleet and Facilities:
  - Charlie Curtis gave an overview of how the inspection went in Appleton on the new engines. The trucks are expected to arrive in Denver at Front Range in the next week.

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

*\*\* There was audio interference on the recording moving forward. It was hard to make out the conversations. The minutes are brief based on what could be heard.*

- Rick discussed the family night and there will be an upcoming late spring/early summer family picnic. The firefighter of the year will be announced at that time.
- Rick has been talking with Michael Lawler who owns property behind Fire Place in regards to putting in a new fence.
- Rick gave an overview of the housing application and selection process.

**Old Business:**

- Aspen Village Housing Option: There was much discussion of housing options at Aspen Village. Jake suggested doing a needs assessment.

**MOTION:** Denis made a motion to proceed as planned (*due to audio interference, the motion could not be made out clearly*). Michael second.

**Discussion:**

**Vote:** All approved.

**MOTION:** Motion by Wabs to adjourn at 6:52pm. Michael second.

**Vote:** 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.**

# Aspen Fire Protection District

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## Board of Directors Special Meeting March 24, 2022

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

### **Meeting called to order by John at 5:03pm**

#### **Roll Call:**

- Board of Directors Present: John Ward, Denis Murray, Steve Wertheimer, Michael Buglione, Dave “Wabs” Walbert
- Board of Directors Absent:
- Staff/Volunteers Present: Rick Balentine, Jake Andersen, Jan Schubert, Nikki Lapin, Marc Zachary
- Public/Others: Karl Hanlon

#### **Aspen Fire Place Housing Review:**

- A draft of the housing lease was included in the board packet. A copy has been sent to the attorney for review.
- There was discussion of upkeep in common areas and what responsibility tenants may have.
- Utilities have not been added to the lease, this is still being worked out.
- The board would like to see tenants sign up with APCA within 30 days of lease and move-in, rather than wait until renewal. Member would not necessarily need to take a unit if they win, if it doesn't meet their needs.
- The board discussed termination of members. They would like to reduce it from 30 days to move out to 3 days minimum. Karl Hanlon will research to verify statutory requirements. They would also like to see some terminology in regards to ADA.
- It was suggested the housing committee meet from time to time to review qualifications and other items that come up.
- In regards to qualifications/member in good standing, change wording from “may” to “must” as it pertains to what qualifications are needed in addition to regular requirements.
- The board gave direction to add verbiage to include other AFD members after emergency response within the organization, prior to outside agencies. List as priority 2.
- It was agreed to charge rent of \$700 per room for outside agencies.
- There was discussion if a single firefighter could qualify for multi-bedroom and what that may look like.

#### **Property Management:**

- Direction to staff was to get pricing from companies and compare with hiring of one internal person to include all properties.

#### **Aspen Village:**

- Staff was asked at previous regular meeting to come up with a needs assessment. The officers felt that a training facility was needed more than additional housing. Denis discussed conversation had with

Roaring Fork Fire board member about collaborating with their agency on training facility. There is some land to create a regional training facility in El Jebel. There is a feeling from officer group to have something closer up valley to train on a weekly basis. Staff proposed a Class B facility and something to throw ladders against and potential for other training needs. It was suggested the board tour some other training facilities.

- Rick asked for direction as to moving forward. At last meeting agreed to get assessment of property and alternatives for housing. It was discussed that Denis come back at next meeting with some options with site plan to maximize housing on this parcel. It was agreed to table to next meeting and direct staff to talk to people about shared facility or build one and what timeline looks like. Rick mentioned that part of strategic plan and budget was to do Standard of Coverage and these will be things they are looking at.
- There was discussion of pausing drawing up Aspen Village to explore other needs and meet with Roaring Fork Fire as it relates to the training facility.

**MOTION: Motion by Wabs to adjourn at 6:56pm. Denis second.  
Vote: 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 - April 12, 2022**

Description Scope of Work	Current Budget	Spent To Date 4/12/22	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	187,910.61	57,176.63	Increased for Type Five
Stryker/Brown - Architects	862,151.49	843,275.91	18,875.58	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	92,641.75	(2,641.75)	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	16,945.96	12,554.04	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	4,025.00	8,375.00	\$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 - April 12, 2022**

Description Scope of Work	Current Budget	Spent To Date 4/12/22	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	30,928.23	(2,428.23)	Complete
Phone	5,000.00	5,000.00	-	Allowance
CTV	5,000.00	1,500.00	3,500.00	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	1,268.62	23,716.38	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 & KLA Fire Station Roof Solar Panel Structural Design & BLDG 4 Closets	(6,300.00)	-	(6,300.00)	

**AFPD - North 40 Housing - "Fire Place"**  
**Monthly Budget Update - April 12, 2022**

Description Scope of Work	Current Budget	Spent To Date 4/12/22	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>2,851,408.86</b>	<b>2,207,902.52</b>	<b>643,506.34</b>	
	<b>2,865,919.00</b>			
<b>FCI Construction Budget</b>				
<b>FCI's GMP contract budget</b>	<b>14,208,446.00</b>	<b>-</b>	<b>14,208,446.00</b>	<b>Executed contract</b>
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_10.06.21
PA # 9		1,174,010.95	(1,174,010.95)	Approved_11.04.22
PA # 10		958,823.60	(958,823.60)	Approval_12.10.21
PA # 11		585,040.40	(585,040.40)	Approval_01.11.22
PA #12		921,101.95	(921,101.95)	Approval_02.14.22
PA #13		864,518.05	(864,518.05)	Approval_03.10.22
PA #14		1,143,405.75	(1,143,405.75)	Approval_Pending
<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]
PCCO #3	-			Approved_07.15.21
PCCO #4	-			Approved_10.18.22
PCCO #5	-			Approved_10.29.23
<b>Construction Cost Total</b>	<b>14,278,702.82</b>	<b>9,906,948.60</b>	<b>4,301,497.40</b>	
<b>Grand Total</b>	<b>17,130,111.68</b>	<b>12,114,851.12</b>	<b>4,945,003.74</b>	

Grand total 3/9/21

17,074,362.00

**AFPD - North 40 Housing - "Fire Place"**  
**Contingency Reconciliation Update - April 12, 2022**

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		(6,300.00)	
KL&A Structural Engineer		-	
BG Works - MEP		(3,250.00)	
SGM		(2,641.75)	
<b>Special Inspections</b>			
Waterproofing special inspections		5,348.62	
<b>Utilities</b>			
Holy Cross construction cost		(2,428.23)	
<b>Soft Cost Total</b>	-	<b>(64,358.60)</b>	-
<b>FCI Construction Budget</b>			
<b>FCI's GMP contract budget</b>			
Allowance #022		130,782.00	
<b>Change Orders</b>			
PCCO #1		(40,378.00)	
PCCO #2		(29,878.82)	
<b>Construction Cost Total</b>	-	<b>60,525.18</b>	-
<b>Grand Total</b>	-	<b>(3,833.42)</b>	<b>496,166.58</b>

Cost code	Description	Original Estimate	Approved Estimated Changes	Pending Estimate Changes	Amount Remaining
01 600001 OTH	Misc Site Demo/Foundation Drain Drywell	18,575.00	18,575.00	-	-
01 600002 OTH	Winter Conditions - Concrete Add Mix	36,656.00	18,328.00	-	18,328.00
01 600003 OTH	Winter Conditions - Concrete Heat	37,840.00	18,920.00	-	18,920.00
01 600004 OTH	Reshoring of Concrete Deck	15,000.00	15,000.00	-	-
01 600005 OTH	Misc Metals	28,024.00	823.00	-	27,201.00
01 600006 OTH	Stair Canopy - Structural Design	2,500.00	2,500.00	-	-
01 600007 OTH	Stair Canopy Structure (Steel)	35,000.00	35,000.00	-	-
01 600008 OTH	Trash Enclosure Structure & Roof	37,127.00	37,127.00	-	-
01 600009 OTH	Composite Balcony/Walkway Slats	43,205.00	43,205.00	-	-
01 600010 OTH	Cost Impacts - Added Laundry Area Cabinets	5,000.00	5,000.00	-	-
01 600011 OTH	Misc Flashing	25,000.00	-	-	25,000.00
01 600012 OTH	Window & Sliding Door Package	85,000.00	85,000.00	-	-
01 600013 OTH	Temp Heating	52,500.00	33,716.00	-	18,784.00
01 600014 OTH	Signage	2,915.00	2,915.00	-	-
01 600015 OTH	Photovoltaic System	240,000.00	-	-	240,000.00
01 600016 OTH	Plumbing Fixture Package	125,000.00	125,000.00	-	-
01 600017 OTH	Snow Removal & Earthwork Winter Conditions	138,600.00	95,170.00	-	43,430.00
01 600018 OTH	Rock Removal	35,000.00	35,000.00	-	-
01 600019 OTH	Dewatering	20,420.00	20,420.00	-	-
01 600020 OTH	Irrigation System Design & Construction	45,000.00	45,000.00	-	-
01 600021	Wood Material Cost Increase	-	95,729.00	95,729.00	-
01 600022	Supplementary Funds - Project Credits	-	130,782.00		130,782.00
		<b>1,028,362.00</b>	<b>863,210.00</b>	<b>95,729.00</b>	<b>522,445.00</b>

	Initial	Change	Current
<b>Base Contract</b>	\$ 12,792,875		
COR 01 - Additional Drywell		\$ 40,378.00	
COR 02 - Foundation Drain and Pump		\$ 2,032.38	
AL 07 - Added Scope in Permit Revision		\$ 27,849.44	
Allowance Reconciliation to Date		\$ 704,485.39	
			\$ 13,567,620
<b>Allowance 0001 MISC SITE DEMOLITION &amp; FOUNDATION DRAIN DRYWELL</b>	\$ 18,575		
AL 03 - Fund additional drywell requirements.		\$ (11,075.00)	
AL 07 - Fund final costs on site demo allowance.		\$ (7,500.00)	
			\$ -
<b>Allowance 0002 WINTER CONDITIONS - CONCRETE ADD MIX</b>	\$ 36,656		
AL 56 - Reallocation of Winter Conditions		\$ (18,328.00)	
			\$ 18,328
<b>Allowance 0003 WINTER CONDITIONS - CONCRETE HEAT</b>	\$ 37,840		
AL 56 - Reallocation of Winter Conditions		\$ (18,920.00)	
			\$ 18,920
<b>Allowance 0004 RESHORING OF CONCRETE DECK</b>	\$ 15,000		
AL 48 - Re-fund Shoring		\$ (15,000.00)	
			\$ -
<b>Allowance 0005 MISCELLANEOUS METALS</b>	\$ 28,024		
AL 27 - Added Bollards		\$ (823.00)	
			\$ 27,201
<b>Allowance 0006 STAIR CANOPY-STRUCTURAL DESIGN</b>	\$ 2,500		
AL 02 - Fund Contract for Engineering Services		\$ (2,500.00)	
			\$ -
<b>Allowance 0007 STAIR CANOPY STRUCTURE (STEEL)</b>	\$ 35,000		
AL 34 - Buyout		\$ (35,000.00)	
			\$ -
<b>Allowance 0008 TRASH ENCLOSURE STRUCTURE &amp; ROOF</b>	\$ 37,127		
AL 07 - Reconcile final trash enclosure costs.		\$ (37,127.00)	
			\$ -
<b>Allowance 0009 COMPOSITE BALCONY/WALKWAY SLATS</b>	\$ 43,205		
AL 17 - Balcony and Walkway Slats		\$ (43,205.00)	
			\$ -
<b>Allowance 0010 COST IMPACTS-ADDED LAUNDRY AREA CABINETS</b>	\$ 5,000		
AL 07 - Reconcile final costs.		\$ (5,000.00)	
			\$ -

Allowance 0011	MISC FLASHING	\$	25,000		\$	25,000
Allowance 0012	WINDOW & SLIDING DOOR PACKAGE	\$	85,000			
	AL 05 - Fund Final Window Package			\$	(77,854.08)	
	AL 07 - Offset balance towards permit pricing exercise.			\$	(7,145.92)	
						\$ -
Allowance 0013	TEMPORARY HEATING	\$	52,500			
	AL 20 - Temping Heating Temp Gas Line			\$	(14,933.00)	
	AL 56 - Reallocation of Winter Conditions			\$	(18,783.00)	
						\$ 18,784
Allowance 0014	SIGNAGE	\$	2,915			
	AL 32 - Signage			\$	(2,915.00)	
						\$ -
Allowance 0015	PHOTOVOLTAIC SYSTEM	\$	240,000			
						\$ 240,000
Allowance 0016	PLUMBING FIXTURE PACKAGE	\$	125,000			
	AL 06 -Fund Plumbing Fixture Package			\$	(124,990.00)	
	AL 07 - Offset balance towards permit pricing exercise.			\$	(10.00)	
						\$ -
Allowance 0017	SNOW REMOVAL & EARTHWORK WINTER CONDITIONS	\$	138,600			
	AL 01 - Winter Conditions Costs for February			\$	(8,390.00)	
	AL 04 - Winter Conditions Costs for March			\$	(1,680.00)	
	AL 36 - Snow Removal from Roof			\$	(2,105.00)	
	AL 39 - Snow Removal			\$	(840.00)	
	AL 47 - Winter Conditions FEB			\$	(21,636.00)	
	AL 56 - Reallocation of Winter Conditions			\$	(49,994.00)	
	AL 57 - January Winter Conditions			\$	(10,525.00)	
						\$ 43,430
Allowance 0018	ROCK REMOVAL	\$	35,000			
	AL 04 - March Rock Removal Costs			\$	(2,340.00)	
	AL 09 - April Rock Removal Costs			\$	(1,240.00)	
	AL 10 - May Rock Removal Costs			\$	(11,410.00)	
	AL 19 - Final Reconciliation			\$	(20,010.00)	
						\$ -
Allowance 0019	DEWATERING	\$	20,420			
	AL 07 - Offset balance towards permit pricing exercise.			\$	(20,420.00)	
						\$ -
Allowance 0020	IRRIGATION SYSTEM DESIGN & CONSTRUCTION	\$	45,000			
	AL 07 - Offset balance towards permit pricing exercise.			\$	(45,000.00)	

\$ -

<b>Allowance 0021</b>	<b>Wood Cost Escalation Allowance</b>	\$ -
	AL 07 - Added Allowance for Wood Escalation	\$ 228,000.00
	AL 08 - Wood Escalation Costs	\$ (87,277.00)
	AL 28 - Warehouse Wood Storage	\$ (21,672.00)
	AL 50 - Warehouse Wood Storage (Final)	\$ (23,322.00)
	AL 51 - Credit from Unused Material Escalation	\$ (95,729.00)
		\$ -

<b>Allowance 0022</b>	<b>Misc. Allowance</b>	\$ -
	COR 04 - One Line Change Credit	\$ 27,787.21
	COR 05 - Board Form and Trench Drain Install Credit	\$ 22,210.00
	AL 11 - Refrigerator Water Connection Costs	\$ (3,730.78)
	AL 12 - Elevator Ventilation Costs	\$ (4,183.00)
	AL 13 - Concrete Sealer	\$ (11,480.00)
	AL 14 - Guardrail VE	\$ 22,427.77
	AL 15 - Additional Site Camera	\$ (4,810.39)
	AL 16 - Fitness Room Fit out	\$ (20,348.41)
	AL 17 - Balcony Slat Savings	\$ 5,839.00
	AL 18 - Driveway Snowmelt and Heat Trace	\$ 38,270.00
	AL 19 - Final Rock Removal Reconciliation	\$ 20,010.00
	AL 21 - 3" Spray Foam ILO Ridgid Type V	\$ 5,104.00
	AL 22 - LDI Roof Evaluation at Aspen Village and Woody Creek	\$ (4,000.00)
	AL 23 - Add Vertical Bling Specification Change	\$ (2,109.45)
	AL 24 - PR 04 Low Voltage Design	\$ (19,548.00)
	AL 25 - Snowmelt Design Change	\$ (1,012.00)
	AL 26 - Added Charging Stations	\$ (14,971.00)
	AL 29 - Horizontal Blind Upgrade	\$ (1,701.00)
	AL 30 - Fitness Room Flooring	\$ (181.00)
	AL 31 - Metal Wall Panel VE	\$ 9,003.00
	AL 34 - Steel Canopy Buyout Savings	\$ 15,255.00
	AL 35 - ASI 02 - Soffit Changes	\$ (6,900.00)
	AL 36 - Pressure Guages, RFI 081, RFI 77	\$ (4,405.00)
	AL 37 - Additional Closet Shelves	\$ (1,350.00)
	AL 39 - Low Voltage Coordination	\$ (9,426.00)
	AL 40 - PR-08 Additional Lighting	\$ (4,019.00)
	AL 41 - Additional Paint Colors	\$ (900.00)
	AL 42 - Additional Date Connections	\$ (1,865.00)
	AL 43 - Credit Flag Pole Instalation	\$ 2,925.00
	AL 44 - Additional Postal Shelving	\$ (2,730.00)
	AL 45 - Deleted Power Outlets	\$ 2,077.00
	AL 46 - Tile ILO Showe Inserts at ADA Bathrooms	\$ (13,092.00)
	AL 48 - Re-fund shoring	\$ 15,000.00
	AL 51 - Credit from Unused Material Escalation	\$ 95,729.00
	AL 52 - Brick ILO of Stucco on Elevator Shaft	\$ (51,753.00)
	AL 53 - Additional Storage in Parking Garage PR-009	\$ (17,076.00)
	AL 54 - PR-007 T&M Costs Allocated at Building # Loft	\$ (6,010.00)
	AL 55 - OH Door Chain Add	\$ (956.00)
	AL 56 - Reallocation of Winter Conditions	\$ 106,025.00

AL 58 - Entry Door Tinting	\$ (2,158.00)	
AL 59 - Added Insulation	\$ (2,136.00)	
AL 60 - Waterproofing Changes	\$ (44,029.00)	
		\$ 130,782

<b>Construction Contingency</b>	\$ 387,206	
BVR 01 - Permit Pricing Exercise	\$ (114,329.00)	
BVR 02 - Waterproofing Subcontractor Default	\$ (30,222.00)	
BVR 03 - Millwork Adds	\$ (6,756.00)	
BVR 04 - Damproofing	\$ (27,000.00)	
BVR 05 - ADA Bathrooms Tile ILO of Basins	\$ (18,126.00)	
BVR 06 - Building 1 & 4 Added Insulation	\$ (2,136.00)	
		\$ 188,637

<b>Grand Total</b>	\$ 14,208,443	\$ 14,278,702
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\*\*\*\*\*ALL TOTALS ARE ROUGH ORDER MAGNITUDE SAVINGS - CONFIRMATION NEEDED WITH SUBCONTRACTORS AND DESIGN\*\*\*\*\*

Item	Description	PRICING (-)	Allowance CORS (+)	ACCEPTED/ REJECTED	SCHEDULE IMPACTS	Notes
	Current Allowance 22 - 04/07/2022	\$ 163,047.94				
1	FENCE BEHIND BUILDING 1 AND 2	\$ (22,300)				FCI will cover Stutsman costs
2	FILM ON ALL ENTRY DOORS AND BLDG 3 PATIO DOORS			Processed		
3	BLD #1 Loft Rework			Processed		
4	Plaza Slab Drainage			Processed		
5	Winter Condition Reallocation			Processed		
6	Additional Closets BLD 4	\$ (7,300)				
7	Commissioning	\$ (22,550)				
8a	BDA w/ WAPS	\$ (33,397)				
9	PV Panel					
10	RFL-118 Call Stations			Processed		Holy Cross is no longer pursuing incentive offer w/ 1 meter
11	RFL-151 Additional Lights in PG per Ownership	(\$5,024)				LEI Pricing
12	RFL-138 Pipe Insulation					FCI BYR
13	Fitness Room Flooring	(\$17,200)		Processed		
14	RFL-156 Added BLDG #1 LV drops	(\$1,100)				
15	Building 1 Fiber to 2nd Floor	(\$2,294)				
16	Plaza Gathering - Gazibo					
17	PR-010 Elevator Shaft	(\$2,631)				
18						
	<b>TOTALS</b>	\$ 49,252				
						\$

## WCAF Board Meeting Update - April 12, 2022

### Fundraising:

- Gross since October 2021: - \$281,300
- Increase since March 2022: +\$58,700 (from \$222,600)
- Grant update: Chipper Program grant due April 17, 2022

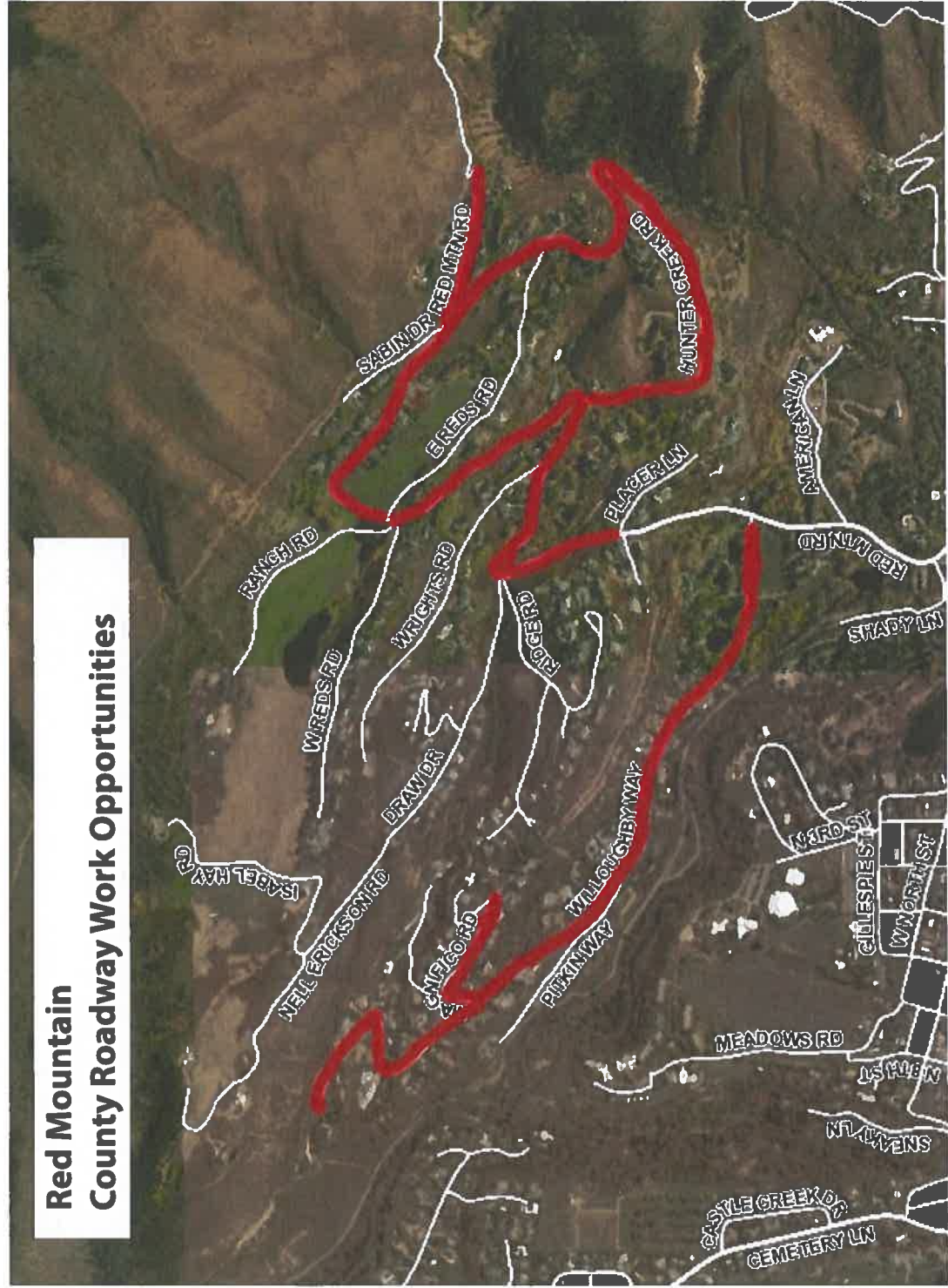
### Mitigation:

- Prescribed Fires in Hunter Creek & Collins Creek projected for end of April/ beginning of May
- Preparation for additional burns in Sunnyside area 2024
- Bark Beetle project to begin in full scope starting May 23, 2022
- Estimate by Aspen Tree Services for methods and costs for Red Mountain Evacuation Routes (see attached map)

### Outreach:

- Prescribed Fires:
  - Hybrid "Community Learning Session" on April 5 hosted 30 people with 2 presenters from the UCR Interagency Fire Unit & ACES
  - FAQ sheet in English & Spanish with map posted at 5 trailhead locations
  - 4 new pages on our website where people can find more info
- HOA meetings:
  - Starwood
  - Brush Creek & Brush Creek Metro
  - Red Mountain Ranch
  - Ridge of Red Mountain
  - Meadowood
- Wildfire Awareness Month - May
  - Weekly messaging planned with Roaring Fork, Carbondale, Glenwood, Eagle, and Colorado River Fire Departments for month of May
  - Community Event: May 18 (Wednesday) 5:30-7:30
    - Ready, Set, Go!, Wildfire Preparedness, & Prevention
  - Roaring Fork Wildfire Collaborative (RFWC) Draft Statements:
    - Purpose: Helping all people in the RFV prepare for and live with wildfires.
    - Vision: The RFWC empowers all people to take action to reduce wildfire risk in their communities, in order to protect people, property, and places from wildfire loss.
    - Mission: The RFWC reduces wildfire risk through identifying, prioritizing, and implementing strategic cross-boundary plans and projects aimed at creating fire resilient landscapes and communities while focusing on community engagement and inclusion.
      - Meeting frequency - first Thursday of each month
    - Other:
      - Pitkin County Hazard Mitigation Plan update meeting 4/5
      - Pitkin County Public Safety Council meeting 4/6
      - BOCC meeting with Pano 4/12

# Red Mountain County Roadway Work Opportunities



### Legend

- State Highway
- Road Centerline
- Primary Road
- Secondary Road

County Rd #	Road Name	Distance
65	"Willoughby Way"	1.3 mi
20	"Red Mountain Rd"	1.3 mi
20A	"Hunter Creek Rd"	0.9 mi
69	"Magnifico Drive"	0.21 mi

THIS MAP IS FOR INFORMATIONAL PURPOSES. Pitkin County GIS makes no warranty or guarantee concerning the completeness, accuracy, or reliability of the content represented.



1: 18,056

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere



**Aspen Fire Protection District**  
**Balance Sheet**  
 As of March 31, 2022

Mar 31, 22

**ASSETS**

**Current Assets**

**Checking/Savings**

**GENERAL FUND BANK ACCTS**

10100 · Alpine Bank--GF Checking	170,042.08
10401 · ColoTrust--GF General	798,712.75
10406 · ColoTrust--GF Emerg Reserve	301,988.17
10407 · ColoTrust--GF Operations Resrv	1,212,039.57
10409 · ColoTrust--GF FPPA	257,396.92
10545 · Grand Junction Fed Credit Union	83.60

**Total GENERAL FUND BANK ACCTS** 2,740,263.09

**CAPITAL ACQ. FUND BANK ACCTS**

10700 · Alpine Bank--Cap Acq. Checking	2,056.41
10801 · ColoTrust--Cap Acq	704,836.32

**Total CAPITAL ACQ. FUND BANK ACCTS** 706,892.73

**HOUSING FUND BANK ACCOUNTS**

10890 · Alpine Bank--Housing Checking	359,731.45
10901 · ColoTrust--Housing	1,138,298.60
10905 · ColoTrust (UMB)--Construction	5,998,516.11
10906 · ColoTrust (UMB)--Cert Principal	11.02
10907 · ColoTrust (UMB)--Cert Interest	7.76

**Total HOUSING FUND BANK ACCOUNTS** 7,496,564.94

**WILDFIRE C.A. FUND BANK ACCTS**

10950 · Alpine Bank--WCAF Checking	35,219.12
10951 · ColoTrust--WCAF Reserves	191,056.48

**Total WILDFIRE C.A. FUND BANK ACCTS** 226,275.60

**DEBT SERVICE FUND BANK ACCTS**

11201 · ColoTrust--Debt Service	1,446,002.35
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**Total DEBT SERVICE FUND BANK ACCTS** 1,446,002.35

**Total Checking/Savings** 12,615,998.71

**Accounts Receivable**

**ACCOUNTS RECEIVABLE**

12235 · Receivable due - Pitkin County	10,079.11
12252 · Receivable due - AFD Staff	6,739.86
12255 · Receivable due - Other	608.60

**Total ACCOUNTS RECEIVABLE** 17,427.57

**Total Accounts Receivable** 17,427.57

10672 · Apparatus Deposits--CA Fund	1,564,686.00
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**Total Other Current Assets** 6,508,152.23

**Total Current Assets** 19,141,578.51

**Aspen Fire Protection District**  
**Balance Sheet**  
 As of March 31, 2022

	Mar 31, 22
10640 · Firefighting Equipment	350,515.19
10650 · Administrative	374,807.41
10660 · Construction in Progress	9,620,393.90
10665 · Land - North 40	1,700,000.00
10669 · Accumulated Depreciation	-8,211,685.11
<b>Total GENERAL FIXED ASSET GROUP</b>	<b>22,972,462.79</b>
<b>Total Fixed Assets</b>	<b>22,972,462.79</b>
<b>Other Assets</b>	
10593 · Deferred Refunding Cost	1,574,234.68
10594 · Deferred Refunding Costs-Accum.	-1,388,693.62
90101 · VPF-Def Oflow-Pens Exper Diff	11,435.00
90103 · VPF-Def Oflow-Pens Inv Ret Diff	72,196.00
90105 · VPF-Def Oflow-Pens Contr After	545,000.00
90111 · SWDB-Def Oflow-Pens Exper Diff	129,462.34
90112 · SWDB-Def Oflow-Pens Chg Assum	64,923.24
90113 · SWDB-Def Oflow-Pens Inv Ret Dif	0.07
90114 · SWDB-Def Oflow-Pens Act/Rep Dif	14.00
90115 · SWDB-Def Oflow-Pens Chg Propor	18,161.00
90116 · SWDB-Def Oflow-Pens Contr After	88,856.92
<b>Total Other Assets</b>	<b>1,115,589.63</b>
<b>TOTAL ASSETS</b>	<b>43,229,630.93</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · 20100 - Accts Payable--GF	50,303.13
2002 · 20120 - Accts Payable--CA Fund	13,816.46
2004 · 20140 - Accts Payable--Housing	17,699.90
<b>Total Accounts Payable</b>	<b>81,819.49</b>
<b>Other Current Liabilities</b>	
<b>CURRENT LIABILITIES</b>	
20120 · State Withholding Tax Accrual	4,981.00
20125 · State Unemployment Accrual	828.30
20135 · HSAs Accrual	259.20
20162 · Vol FFs Insurances Accrual	-1,745.77
20317 · AVFD T-shirt Sales (+) Accrual	216.51
21000 · Deferred Revenue--Prop. Tax	4,232,231.05
<b>Total CURRENT LIABILITIES</b>	<b>4,236,770.29</b>
23050 · Accrued Int. Payable--Bond Debt	41,537.90
<b>Total Other Current Liabilities</b>	<b>4,278,308.19</b>
<b>Total Current Liabilities</b>	<b>4,360,127.68</b>

**Aspen Fire Protection District**  
**Balance Sheet**  
As of March 31, 2022

Mar 31, 22

**Long Term Liabilities**

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

22000 · Deferred Revenue--Prop.Tax	692,934.60
23000 · Bonds Payable	3,945,000.00
23010 · Current Portion - Bonds Payable	905,000.00
22900 · Bond Premium	1,100,512.25
22901 · Bond Premium- Accumulate Amort.	-1,002,622.27

**Total BOND DEBT SERVICE FUND (Liab.)** 5,640,824.58

**HOUSING DEBT SERVICE (Liab.)**

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

**Total HOUSING DEBT SERVICE (Liab.)** 14,967,340.89

90200 · VPF--Net Pension Liability	422,124.00
90202 · VPF--Def Iflow--Pens Chg Assum	251,680.00
90210 · SWDB--Net Pension Liability	-152,646.42
90211 · SWDB-Def Iflow-Pens Exp Diff	607.29
90213 · SWDB-Def Iflow-Pens Inv Ret Dif	156,790.00
90214 · SWDB-Def Iflow-Pens Act/Rep Dif	-9,643.24
90215 · SWDB-Def Iflow-Pens Chg Propor	175,904.97
90220 · Compensated Absences / PTO	196,382.39

**Total Long Term Liabilities** 21,649,364.46

**Total Liabilities** 26,009,492.14

**Equity**

**FUND BALANCES**

30005 · LT Assets minus LT Debt	-5,468,896.70
30015 · Capital Acq. Fund Balance	1,316,724.00
30020 · Debt Svc Fund Balance	1,063,139.00
30025 · Housing Fund Balance	15,733,239.00
30300 · Net Pension Liab. & Deferrals	-860,120.00
30600 · Contingency Reserve (TABOR)	186,000.00
37500 · GF - Unrestricted Fund Balance	2,482,705.00

**Total FUND BALANCES** 14,452,790.30

3900 · Retained Earnings 3,600,818.66

Net Income -833,470.17

**Total Equity** 17,220,138.79

**TOTAL LIABILITIES & EQUITY** 43,229,630.93

## Aspen Fire Protection District Profit & Loss Budget Performance March 2022

	Mar 22	Jan - Mar 22	YTD Budget	Annual Budget
<b>Income</b>				
<b>GENERAL (Income)</b>				
<b>31100 · General Property Tax</b>				
31102 · Allocation--to Cap Acq Fund	600,000.00	600,000.00	150,000.00	600,000.00
31103 · Allocation--to Housing Fund	1,100,000.00	1,100,000.00	275,000.06	1,100,000.00
31104 · Allocation--to GF General	161,846.81	187,142.58	1,052,236.03	4,208,944.00
31105 · Allocation--to GF Emerg Reserve	50,000.00	50,000.00	12,500.06	50,000.00
31107 · Allocation--to GF FPPA Annual	0.00	250,000.00	62,500.03	250,000.00
31109 · Allocation--for Treasurer Fee	100,615.64	115,104.91	81,696.75	326,787.00
<b>Total 31100 · General Property Tax</b>	<b>2,012,462.45</b>	<b>2,302,247.49</b>	<b>1,633,932.93</b>	<b>6,535,731.00</b>
31200 · Specific Ownership Taxes	19,752.80	38,909.00	56,250.00	225,000.00
36100 · Interest Earned--Prop. Taxes	-1.50	-1.50	3,000.00	12,000.00
36200 · Interest on Investments	552.44	934.71	150.00	600.00
37100 · Delinquent Taxes	-150.09	-150.11	-1,500.00	-6,000.00
38000 · North 40 Lease to County	4,388.27	12,916.42	12,925.03	51,700.00
38010 · County Share of Expenses @N40	10,079.11	10,079.11	7,500.00	30,000.00
38015 · Tenants' Rent & Utilities @Stwd	2,086.76	4,264.26	3,750.00	15,000.00
38020 · Tenants' Rent @ N40 & Woody Crk	1,986.00	5,958.00	5,958.00	23,832.00
38050 · WFAC (Wildfire Mapping) Project	0.00	-37,725.26	37,725.00	37,725.00
38100 · Other Income (vs. Expense)	5.00	5.00		
38101 · Grants	0.00	0.00	31,250.06	125,000.00
38109 · Donations/Contrib (GF-Assigned)	0.00	38,862.68		
38110 · Sprinkler Permit Fees(PlansChk)	4,673.93	4,673.93	12,500.06	50,000.00
<b>Total GENERAL (Income)</b>	<b>2,055,835.17</b>	<b>2,380,973.73</b>	<b>1,803,441.08</b>	<b>7,100,588.00</b>
<b>Total Income</b>	<b>2,055,835.17</b>	<b>2,380,973.73</b>	<b>1,803,441.08</b>	<b>7,100,588.00</b>
<b>Gross Profit</b>	<b>2,055,835.17</b>	<b>2,380,973.73</b>	<b>1,803,441.08</b>	<b>7,100,588.00</b>
<b>Expense</b>				
<b>PERSONNEL - District Staff</b>				
41110 · Wages - Career Duty FFs	72,575.36	190,501.90	289,446.75	1,157,787.00
41115 · Overtime - Career Duty FFs	17,867.79	35,965.84	15,000.00	60,000.00
41111 · Salaries & Wages-All Other Paid	56,161.36	181,757.33	212,678.06	850,712.00
41120 · Misc. Payroll Expenses	84.00	408.00	450.00	1,800.00
41125 · Employer SUI--Staff	280.37	788.67	1,060.50	4,242.00
41130 · Retirement Plan--401(a)	11,121.09	31,214.28	33,568.03	134,272.00
41132 · Pension Plan--FPPA SWDB	9,077.16	24,602.23	39,247.78	156,991.00
41135 · Employer Medicare--Staff	2,073.97	5,832.72	7,689.28	30,757.00
41140 · All Insurances & HSA Contrib.	24,071.15	81,045.23	109,033.78	436,135.00
41141 · Board Match--457(b) Plan	2,844.83	7,917.33	10,255.78	41,023.00
41142 · Fit/Wellness Allowance--Staff	0.00	0.00	7,700.06	30,800.00
41143 · Health Insur--Staff Dependents	6,827.24	16,964.07	23,721.00	94,884.00
41144 · Benefits Contingency - PTO Cash	1,932.40	6,515.20	5,373.75	21,495.00
<b>Total PERSONNEL - District Staff</b>	<b>204,916.72</b>	<b>583,512.80</b>	<b>755,224.77</b>	<b>3,020,898.00</b>

**Aspen Fire Protection District**  
**Profit & Loss Budget Performance**  
 March 2022

	<u>Mar 22</u>	<u>Jan - Mar 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>ADMINISTRATION</b>				
41149 · County Treasurer Fee	100,615.64	115,104.91	81,761.06	327,044.00
41150 · Employer Medicare--AVFD+	0.00	0.00	375.00	1,500.00
41155 · Employer Social Security--AVFD+	390.37	1,170.21	3,000.00	12,000.00
41160 · Employer SUI--AVFD+	0.00	0.00	125.06	500.00
41146 · Employee Wellness Program	400.00	591.10	2,000.06	8,000.00
41210 · Contr Labor/ Special Projects	0.00	0.00	10,750.03	43,000.00
41211 · Supplies & Expenses	4,372.28	10,629.69	6,074.06	24,296.00
41212 · Telephone Expense	3,173.79	9,556.32	8,000.06	32,000.00
41214 · Info. Systems & Support	2,257.00	7,467.70	9,000.00	36,000.00
41500 · Audit & Budget	14,500.00	14,500.00	4,750.03	19,000.00
41510 · Insurance				
Gen Liability/Accident & Other	0.00	0.00	11,250.00	45,000.00
Workers' Comp	0.00	94,911.39	22,500.00	90,000.00
<b>Total 41510 · Insurance</b>	<b>0.00</b>	<b>94,911.39</b>	<b>33,750.00</b>	<b>135,000.00</b>
41520 · Legal	1,158.00	3,085.00	6,500.06	26,000.00
41770 · Equip Repair/Replace	0.00	0.00	1,250.06	5,000.00
41810 · Election	111.03	344.55	8,000.02	16,000.00
41820 · Staff Vehicle Expense				
Maint. Labor--at County Fleet	3,680.00	3,680.00		
41820 · Staff Vehicle Expense - Other	1,645.46	2,695.61	2,750.06	11,000.00
<b>Total 41820 · Staff Vehicle Expense</b>	<b>5,325.46</b>	<b>6,375.61</b>	<b>2,750.06</b>	<b>11,000.00</b>
41840 · Administrative	7,639.85	12,179.28	11,250.00	45,000.00
41920 · Capital Outlay - Computers +	0.00	2,182.00	5,000.06	20,000.00
<b>Total ADMINISTRATION</b>	<b>139,943.42</b>	<b>278,097.76</b>	<b>194,335.62</b>	<b>761,340.00</b>
<b>PERSONNEL - Volunteer Staff</b>				
41860 · Vol. Fit/Wellness Allowance	0.00	0.00	10,500.00	42,000.00
41861 · Volunteer Health Insur/HSA/HRA	15,435.03	53,348.15	88,237.50	352,950.00
41870 · Volunteer Health Screenings	0.00	0.00	500.06	2,000.00
41875 · LOSAP	0.00	31,750.00	34,750.00	34,750.00
41892 · ALL Volunteer Incentives	0.00	0.00	7,500.00	30,000.00
<b>Total PERSONNEL - Volunteer Staff</b>	<b>15,435.03</b>	<b>85,098.15</b>	<b>141,487.56</b>	<b>461,700.00</b>



**Aspen Fire Protection District**  
**Profit & Loss Budget Performance**  
 March 2022

	<u>Mar 22</u>	<u>Jan - Mar 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>FIRE FIGHTING</b>				
42205 · Firefighters' Logistics/Support	7,672.71	9,799.36	6,250.03	25,000.00
42206 · Uniforms	565.98	2,850.00	5,000.06	20,000.00
42211 · Operational Supplies & Expenses	3,843.10	4,857.10	37,500.00	150,000.00
42212 · Rescue Supplies & Expenses	1,639.39	1,789.37	3,750.00	15,000.00
42213 · EMS Supplies & Expenses	2,461.06	2,660.96	3,750.00	15,000.00
42214 · Wildfire Supplies & Expenses	355.87	929.28	2,500.03	10,000.00
42220 · Pano AI Project	0.00	0.00	15,000.00	60,000.00
42300 · Fuel	2,046.50	2,744.58	3,750.00	15,000.00
42400 · Subscriptions & Dues	240.00	1,065.00	375.00	1,500.00
42402 · Honor Guard	0.00	0.00	1,250.06	5,000.00
<b>Total FIRE FIGHTING</b>	<b>18,824.61</b>	<b>26,695.65</b>	<b>79,125.18</b>	<b>316,500.00</b>
<b>TRAINING</b>				
44102 · EMS Training & Records	2,450.00	3,154.50	6,000.00	24,000.00
44103 · FF Training & Records	15,469.56	15,978.38	10,000.03	40,000.00
44211 · Supplies & Expenses	1,890.81	1,890.81	2,500.03	10,000.00
<b>Total TRAINING</b>	<b>19,810.37</b>	<b>21,023.69</b>	<b>18,500.06</b>	<b>74,000.00</b>
<b>FIRE PREVENTION</b>				
43200 · Training	241.00	747.99	1,500.00	6,000.00
43211 · Supplies & Expenses	50.00	1,220.25	2,250.00	9,000.00
43212 · Public Fire Education	0.00	0.00	1,500.00	6,000.00
43214 · Advertising--Public Education	669.00	1,901.00	3,000.00	12,000.00
<b>Total FIRE PREVENTION</b>	<b>960.00</b>	<b>3,869.24</b>	<b>8,250.00</b>	<b>33,000.00</b>
<b>COMMUNICATIONS</b>				
45211 · Supplies & Expenses	0.00	625.00	2,000.06	8,000.00
45300 · Administration				
County Dispatch Services	0.00	0.00	11,250.00	45,000.00
County Radio Services	0.00	0.00	7,500.00	30,000.00
<b>Total 45300 · Administration</b>	<b>0.00</b>	<b>0.00</b>	<b>18,750.00</b>	<b>75,000.00</b>
45910 · Radio Capital Outlay	0.00	0.00	5,000.06	20,000.00
<b>Total COMMUNICATIONS</b>	<b>0.00</b>	<b>625.00</b>	<b>25,750.12</b>	<b>103,000.00</b>
<b>REPAIR SERVICES (Fleet &amp; Equip)</b>				
46200 · Pump & Equipment Testing	0.00	0.00	5,000.06	20,000.00
46211 · Supplies & Expenses & Parts	3,745.59	3,745.59	7,000.03	28,000.00
46212 · Out-source Maint& Repair				
Labor--at County Fleet	5,028.10	5,028.10		
46212 · Out-source Maint& Repair - Other	0.00	65.00	18,750.00	75,000.00
<b>Total 46212 · Out-source Maint&amp; Repair</b>	<b>5,028.10</b>	<b>5,093.10</b>	<b>18,750.00</b>	<b>75,000.00</b>
<b>Total REPAIR SERVICES (Fleet &amp; Equip)</b>	<b>8,773.69</b>	<b>8,838.69</b>	<b>30,750.09</b>	<b>123,000.00</b>

**Aspen Fire Protection District**  
**Profit & Loss Budget Performance**  
March 2022

	<u>Mar 22</u>	<u>Jan - Mar 22</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	437.53	1,750.00
48210 · Repairs & Maint. - Headquarters	1,890.25	4,062.30	4,250.06	17,000.00
48211 · Supplies & Exp. - Headquarters	3,772.49	4,819.41	3,000.00	12,000.00
48214 · Utilities - Headquarters	3,475.18	14,484.03	10,500.00	42,000.00
48215 · Cleaning - Headquarters	540.00	1,620.00	2,250.00	9,000.00
<b>Total Headquarters Station</b>	<u>9,677.92</u>	<u>24,985.74</u>	<u>20,437.59</u>	<u>81,750.00</u>
<b>North 40 Station</b>				
48309 · Alarm Monitoring and T&I–N40	0.00	0.00	300.00	1,200.00
48311 · Repairs & Maint. - North 40	1,243.51	3,155.56	5,000.06	20,000.00
48315 · Supplies & Expenses - North 40	4,366.17	5,700.11	2,500.03	10,000.00
48320 · Utilities - North 40	5,101.08	15,608.11	10,000.03	40,000.00
<b>Total North 40 Station</b>	<u>10,710.76</u>	<u>24,463.78</u>	<u>17,800.12</u>	<u>71,200.00</u>
<b>Aspen Village Substation</b>				
48016 · Supplies & Exp.- Aspen Village	0.00	0.00	250.03	1,000.00
48400 · Utilities - Aspen Village	695.83	2,396.95	1,500.00	6,000.00
48409 · Alarm Monitoring and T&I–AV	0.00	0.00	250.03	1,000.00
48410 · Repairs & Maint.- Aspen Village	500.00	1,431.00	1,250.06	5,000.00
<b>Total Aspen Village Substation</b>	<u>1,195.83</u>	<u>3,827.95</u>	<u>3,250.12</u>	<u>13,000.00</u>
<b>Starwood Substation</b>				
48411 · Tenants' Rent - Starwood	0.00	2,613.00	2,750.06	11,000.00
48412 · Utilities & Expenses - Starwood	1,363.45	4,411.32	3,000.00	12,000.00
<b>Total Starwood Substation</b>	<u>1,363.45</u>	<u>7,024.32</u>	<u>5,750.06</u>	<u>23,000.00</u>
<b>Woody Creek Substation</b>				
47301 · Supplies & Exp. - Woody Creek	0.00	129.99	300.00	1,200.00
47302 · Utilities - Woody Creek	1,079.01	3,441.21	2,750.06	11,000.00
47309 · Alarm Monitoring and T&I–WC	0.00	0.00	250.03	1,000.00
47310 · Repairs & Maint. - Woody Creek	350.00	1,521.00	1,250.06	5,000.00
<b>Total Woody Creek Substation</b>	<u>1,429.01</u>	<u>5,092.20</u>	<u>4,550.15</u>	<u>18,200.00</u>
<b>Total STATIONS, BUILDINGS &amp; GROUNDS</b>	<u>24,376.97</u>	<u>65,393.99</u>	<u>51,788.04</u>	<u>207,150.00</u>
<b>TRANSFER TO OTHER FUNDS</b>				
49502 · Transfer to CapAcquisition Fund	0.00	0.00	150,000.00	600,000.00
49503 · Transfer to Housing Fund	0.00	0.00	275,000.06	1,100,000.00
49507 · Xfer to Emergency Reserve Fund	50,000.00	50,000.00	12,500.06	50,000.00
49509 · Xfer to FPPA Annual Accrual Fnd	0.00	250,000.00	62,500.03	250,000.00
<b>Total TRANSFER TO OTHER FUNDS</b>	<u>50,000.00</u>	<u>300,000.00</u>	<u>500,000.15</u>	<u>2,000,000.00</u>
<b>Total Expense</b>	<u>483,040.81</u>	<u>1,373,154.97</u>	<u>1,805,211.59</u>	<u>7,100,588.00</u>
<b>Net Income</b>	<u>1,572,794.36</u>	<u>1,007,818.76</u>	<u>-1,770.51</u>	<u>0.00</u>

## Aspen Fire Protection District Profit & Loss Budget Performance March 2022

	<u>Mar 22</u>	<u>Jan - Mar 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>				
<b>CAPITAL ACQUISITION (Income)</b>				
30075 · General Property Tax Allocation	0.00	0.00	150,000.00	600,000.00
60100 · Interest on Investments	110.97	130.26	12.47	50.00
<b>Total CAPITAL ACQUISITION (Income)</b>	<u>110.97</u>	<u>130.26</u>	<u>150,012.47</u>	<u>600,050.00</u>
<b>Total Income</b>	<u>110.97</u>	<u>130.26</u>	<u>150,012.47</u>	<u>600,050.00</u>
<b>Gross Profit</b>	110.97	130.26	150,012.47	600,050.00
<b>Expense</b>				
<b>CAPITAL ACQ. Fund (Expenses)</b>				
60110 · Cap. Outlay/Equipment/Projects				
PlymoVent at Stn 62	0.00	0.00	20,000.06	80,000.00
loft storage in Stn 62 bays	0.00	0.00	10,000.03	40,000.00
air conditioning @Stn 61+62 apt	0.00	0.00	8,750.06	35,000.00
equiping Engines 61 + 62	5,480.55	55,965.71	56,250.00	75,000.00
replacement roof @ N40	0.00	94,725.00	125,625.00	335,000.00
<b>Total 60110 · Cap. Outlay/Equipment/Projects</b>	<u>5,480.55</u>	<u>150,690.71</u>	<u>220,625.15</u>	<u>565,000.00</u>
<b>Total CAPITAL ACQ. Fund (Expenses)</b>	<u>5,480.55</u>	<u>150,690.71</u>	<u>220,625.15</u>	<u>565,000.00</u>
<b>Total Expense</b>	<u>5,480.55</u>	<u>150,690.71</u>	<u>220,625.15</u>	<u>565,000.00</u>
<b>Net Income</b>	<u><u>-5,369.58</u></u>	<u><u>-150,560.45</u></u>	<u><u>-70,612.68</u></u>	<u><u>35,050.00</u></u>

**Aspen Fire Protection District**  
**Profit & Loss Budget Performance**  
 March 2022

	<u>Mar 22</u>	<u>Jan - Mar 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>				
<b>HOUSING (Income)</b>				
31175 · General Property Tax Allocation	0.00	0.00	275,000.06	1,100,000.00
31190 · Interest on Investments	659.87	1,071.24	250.03	1,000.00
<b>Total HOUSING (Income)</b>	<u>659.87</u>	<u>1,071.24</u>	<u>275,250.09</u>	<u>1,101,000.00</u>
<b>Total Income</b>	<u>659.87</u>	<u>1,071.24</u>	<u>275,250.09</u>	<u>1,101,000.00</u>
<b>Gross Profit</b>	659.87	1,071.24	275,250.09	1,101,000.00
<b>Expense</b>				
<b>HOUSING Fund (Expenses)</b>				
70100 · North 40 Project--Soft Costs				
Architectural Services	8,340.26	24,994.09		
Construction Mgmt. Services	8,953.75	27,136.75		
Other Services / Fees	820.39	8,696.01		
70100 · North 40 Project--Soft Costs - Other	0.00	0.00	243,750.00	650,000.00
<b>Total 70100 · North 40 Project--Soft Costs</b>	<u>18,114.40</u>	<u>60,826.85</u>	<u>243,750.00</u>	<u>650,000.00</u>
70200 · North 40 Project--Construction	864,518.05	2,370,660.40	2,448,835.15	6,530,227.00
70300 · COPs--Lease Payments				
70301 · Interest Payments	0.00	0.00	0.00	526,550.00
70302 · Principal Payments	0.00	0.00	0.00	565,000.00
<b>Total 70300 · COPs--Lease Payments</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,091,550.00</u>
70305 · Bank (UMB) Sweep / Admin Fees	0.00	0.00	125.06	500.00
<b>Total HOUSING Fund (Expenses)</b>	<u>882,632.45</u>	<u>2,431,487.25</u>	<u>2,692,710.21</u>	<u>8,272,277.00</u>
<b>Total Expense</b>	<u>882,632.45</u>	<u>2,431,487.25</u>	<u>2,692,710.21</u>	<u>8,272,277.00</u>
<b>Net Income</b>	<u><u>-881,972.58</u></u>	<u><u>-2,430,416.01</u></u>	<u><u>-2,417,460.12</u></u>	<u><u>-7,171,277.00</u></u>

## Aspen Fire Protection District Profit & Loss Budget Performance March 2022

	<u>Mar 22</u>	<u>Jan - Mar 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>				
<b>WILDFIRE COMM. ACTION (Income)</b>				
31575 · Contributions Received	55,793.70	103,861.20	41,250.00	165,000.00
31590 · Interest on Investments	37.59	51.19	3.00	12.00
<b>Total WILDFIRE COMM. ACTION (Income)</b>	<u>55,831.29</u>	<u>103,912.39</u>	<u>41,253.00</u>	<u>165,012.00</u>
<b>Total Income</b>	<u>55,831.29</u>	<u>103,912.39</u>	<u>41,253.00</u>	<u>165,012.00</u>
<b>Gross Profit</b>	55,831.29	103,912.39	41,253.00	165,012.00
<b>Expense</b>				
<b>WILDFIRE C.A. Fund (Expenses)</b>				
<b>80100 · Operating Expenses</b>				
80101 · Administrative Expenses	1,018.45	1,018.45	375.00	1,500.00
80103 · Consultant Fees	0.00	0.00	6,250.03	25,000.00
<b>80105 · Personnel</b>				
Wages	6,118.97	19,811.77	22,250.72	89,003.00
Benefits	2,049.85	7,635.21	7,962.75	31,851.00
Employer Taxes	102.74	332.65	373.03	1,492.00
<b>Total 80105 · Personnel</b>	<u>8,271.56</u>	<u>27,779.63</u>	<u>30,586.50</u>	<u>122,346.00</u>
80109 · Marketing	0.00	0.00	2,500.03	10,000.00
80111 · Other / Unanticipated	0.00	0.00	1,000.03	4,000.00
<b>Total 80100 · Operating Expenses</b>	<u>9,290.01</u>	<u>28,798.08</u>	<u>40,711.59</u>	<u>162,846.00</u>
<b>Total WILDFIRE C.A. Fund (Expenses)</b>	<u>9,290.01</u>	<u>28,798.08</u>	<u>40,711.59</u>	<u>162,846.00</u>
<b>Total Expense</b>	<u>9,290.01</u>	<u>28,798.08</u>	<u>40,711.59</u>	<u>162,846.00</u>
<b>Net Income</b>	<u><u>46,541.28</u></u>	<u><u>75,114.31</u></u>	<u><u>541.41</u></u>	<u><u>2,166.00</u></u>

**Aspen Fire Protection District**  
**Profit & Loss Budget Performance**  
 March 2022

	<u>Mar 22</u>	<u>Jan - Mar 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>				
<b>BOND DEBT SERVICE FUND (Income)</b>				
35100 · General Property Tax	329,398.65	376,830.49	267,128.06	1,068,512.00
35200 · Specific Ownership Taxes	3,233.13	6,368.60	10,000.03	40,000.00
35210 · Interest Earned--Prop. Taxes	-0.25	-0.25	500.06	2,000.00
35250 · Interest on Investments	288.61	439.25	75.00	300.00
35700 · Delinquent Taxes	-24.57	-24.57	-500.06	-2,000.00
<b>Total BOND DEBT SERVICE FUND (Income)</b>	<u>332,895.57</u>	<u>383,613.52</u>	<u>277,203.09</u>	<u>1,108,812.00</u>
<b>Total Income</b>	<u>332,895.57</u>	<u>383,613.52</u>	<u>277,203.09</u>	<u>1,108,812.00</u>
<b>Gross Profit</b>	332,895.57	383,613.52	277,203.09	1,108,812.00
<b>Expense</b>				
<b>BOND DEBT SERVICE Fund (Expns.)</b>				
50005 · County Treasurer Fee	16,468.71	18,840.30	13,367.06	53,468.00
50010 · Interest Payments	0.00	0.00	0.00	165,225.00
50011 · Principal Payments	0.00	0.00	0.00	905,000.00
50020 · Fees & Expenses	200.00	200.00	200.00	200.00
<b>Total BOND DEBT SERVICE Fund (Expns.)</b>	<u>16,668.71</u>	<u>19,040.30</u>	<u>13,567.06</u>	<u>1,123,893.00</u>
<b>Total Expense</b>	<u>16,668.71</u>	<u>19,040.30</u>	<u>13,567.06</u>	<u>1,123,893.00</u>
<b>Net Income</b>	<u><u>316,226.86</u></u>	<u><u>364,573.22</u></u>	<u><u>263,636.03</u></u>	<u><u>-15,081.00</u></u>

**RESOLUTION PROCLAIMING MAY AS WILDFIRE PREPARDNESS MONTH  
RESOLUTION NO. 2022-04-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ASPEN FIRE PROTECTION  
DISTRICT PROCLAIMING MAY AS WILDFIRE PREPARDNESS MONTH IN ASPEN  
FIRE PROTECTION DISTRICT**

**WHEREAS**, Twenty of Colorado’s largest wildfires have occurred within the last twenty years. Four out of the five largest fires in state history have occurred within the last three years, including the most destructive fire in state history just four months ago; and

**WHEREAS**, warmer temperatures, drought, and continued development in the wildland-urban interface have made wildfire mitigation a top priority for Aspen Fire Protection District; and

**WHEREAS**, Wildfire Preparedness Month is focused on encouraging residents to learn about wildfire safety and take steps to reduce wildfire risk in and around their homes; and

**WHEREAS**, these actions will lead to unified and fire-adapted communities throughout AFPD.

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

**THAT**, the Board of Directors hereby declares May 2022 is Wildfire Preparedness Month in Aspen Fire Protection District.

**THAT**, the Board hereby finds, determines and declares that this Resolution is necessary for the safety, welfare, and resilience of the residents of Aspen Fire Protection District.

**MOVED, READ AND ADOPTED** by the Board of Directors of Aspen Fire Protection District, at its regular meeting held the 12<sup>th</sup> day of April, 2022.

By: \_\_\_\_\_  
John Ward, President

Attest: \_\_\_\_\_  
Nikki Lapin, District Administrator



# Aspen Fire Protection District Monthly Staff Report - MARCH 2022

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## OPERATIONAL RESPONSE REPORT:

<b>TOTAL CALLS FOR MARCH</b>	<b>166</b>
<b>Fire</b> (i.e. structure, cooking fire, dumpster, wildland)	2
<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)	1
<b>Rescue &amp; Emergency Medical</b> (i.e. medical assist, vehicle accidents, removal from elevator, extrications, water/ice rescue)	23
<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)	4
<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)	53
<b>False Alarm, False Call</b> (i.e. alarms due to malfunction, unintentional alarms, pull station alarm activated maliciously or by accident)	64
<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)	3





# Aspen Fire Protection District Monthly Staff Report - MARCH 2022

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## Training Report (Report #1625)

Type of Class	# Classes	Total Class Hours	Total # Members Attended	Total Combined Member Hours
In House - Aerial Ops	2	3:30	9	16
In House - DO Pumping				
In House - EMS	5	7:30	36	54
In House - Fire Officer / Command	2	9:00	9	38
In House - Firefighter	3	3:30	11	16
In House - Monthly Training	4	10:00	32	94
In House - Tech Rescue	2	3:00	11	18
In House - Wildland FF				
Miscellaneous				
Outside Training				
<b>TOTAL</b>	<b>18</b>	<b>36:30</b>	<b>108</b>	<b>236</b>

The March fire training was live fire attack on Car Fires. We worked with the Pitkin County Airport crews to have multiple live fire evolutions at their training area at the airport. The medical training was OB/GYN issues and Emergency Childbirth

The April fire training will be the annual refresher for Wildland Fires. All personnel who maintain a Red Card (Federal Wildland Firefighter Certification) are required to complete the annual refresher and a pack test to maintain their Red Card. The medical training will be on Pediatric Emergencies

The Recruit Class of 2022 have completed the didactic section of training and they all passed the Colorado State Firefighter 1 written test. They have already started on live fire training evolutions and are working through all the standard Job Performance Requirements in preparation to take the State Firefighter 1 practical test which is scheduled for April 24. They are slated to graduate from their program on May 7 and will then transition directly into the



# Aspen Fire Protection District Monthly Staff Report - MARCH 2022

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Emergency Medical Responder program being taught through our training program. They will also start their on-line S130/190 Wildland Fire instruction at the same time.

The new career firefighters are getting signed off on driving and operating apparatus well

The two new fire apparatus are in and we are setting up a training program to get the career firefighters signed off quickly so the vehicles can be put in service. Volunteers who are currently cleared to drive and pump will be prioritized to get them training as soon as possible to make full use of all our driver operators

## Wildfire Report

	# Scheduled Year-To-Date	# Completed Year-To-Date
Wildfire Risk Assessments	0	0
Wildfire Risk Map Curbside Assessments	N/A	0

## Fleet & Facilities:

- The new engines have arrived. There will be a Wet Down, Push Back ceremony on Saturday, April 9<sup>th</sup> at 11:00am.

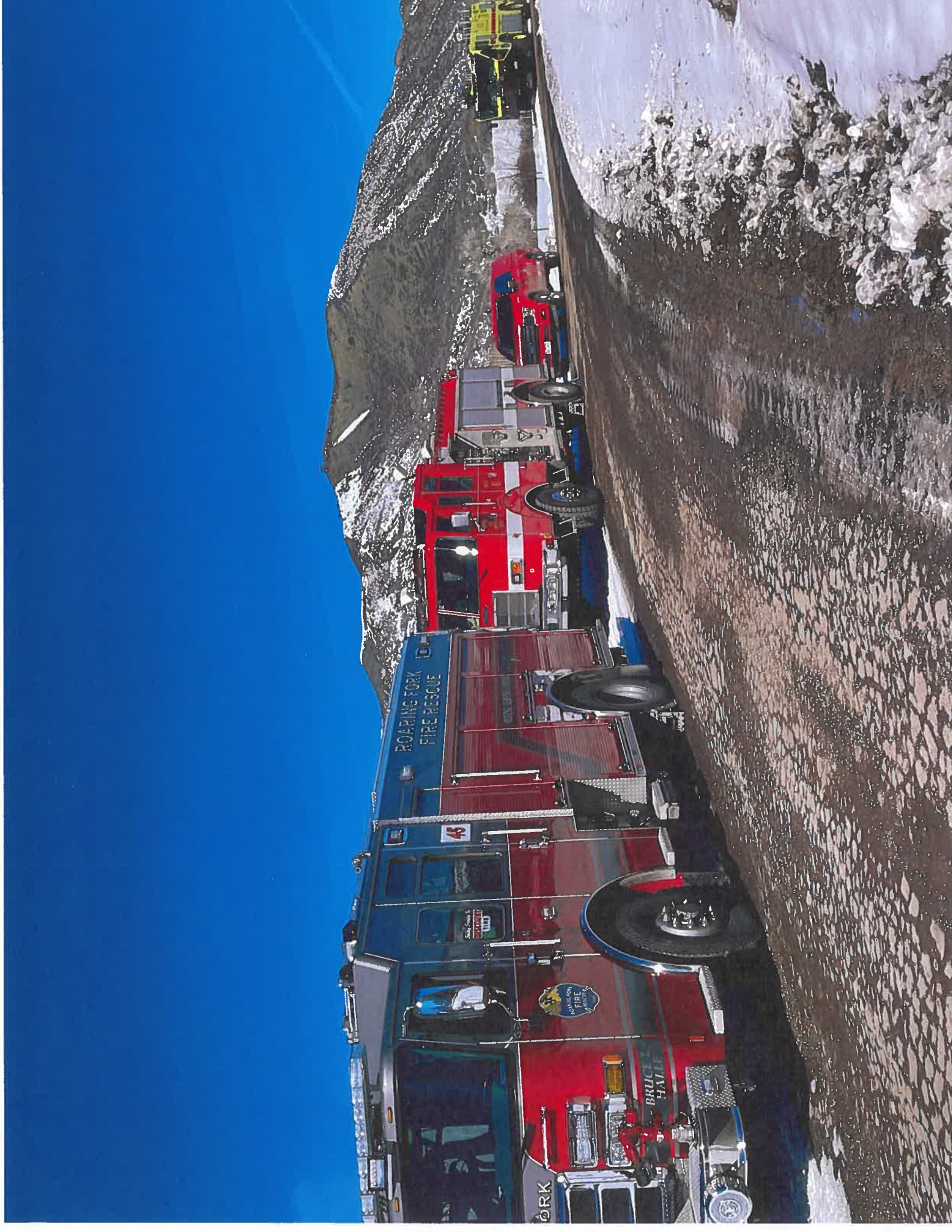


# Aspen Fire Protection District Monthly Staff Report - MARCH 2022

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# Strategic Plan Completions

## Status:

Objectives	Critical	Short	Mid	Long	
Identify Knowledge, Skills, & Abilities & Create Policy		12mo			Complete
Create Officer's Qualification Training Program			18mo		Complete
Review/Revise Officer Selection Program			18mo		Complete
Update Organizational Chart	3 mo				Complete
Define Chain-of-Command Structure		6mo			Complete
Develop Command Structure and COC Training Program			18mo		In progress
Review/Update Volunteer Job Descriptions		12mo			In Progress
Review/Update Career Job Descriptions		12mo			Complete
Review/Update Administrative/Prevention Job Descriptions		12mo			
Develop Evaluation/Appraisal Program for All Personnel			24mo		Complete
Update Community Outreach Education Program			18mo		
Review/Update Wildfire Mitigation Assessment Program			30mo		Complete
Revise Seasonal Staffing Program		3mo			Complete
Develop First 48 Incident Action Plan		6mo			Complete
Develop Out-of-District Response Program			24mo		
Create Firefighter Training Matrix			18mo		In Progress
Identify Firefighter Knowledge, Skills, & Abilities & Create Policy		12mo			Complete
Develop Programs For At-Risk Groups			24mo		
Review/Revise School Education Program			24mo		
Develop Life-Safety Educational Program			24mo		
Develop Community Risk Reduction Program			24mo		
Evaluate EMS Equipment/Supplies		12mo			Complete
Evaluate EMS Response Policy			18mo		Complete
Review/Revise Internal EMS Training Program			24mo		Complete
Conduct EMS Gap Analysis			24mo		
Develop Internal EMS Team		12mo			In Progress
Develop Peer Support Program			24mo		In Progress
Develop Cancer Prevention Initiative			24mo		
Create Health and Wellness Committee			24mo		In Progress
Identify Fitness/Wellness Partners			24mo		In progress
Perform Gap Analysis for Occupational Physical Standards				36mo	
Develop Annual Employee Health Screening Protocol			24mo		
Develop Functional Physical Fitness Program		12mo			In progress
Evaluate/Enhance Mental Health Program			18mo		
Develop Apparatus/Support Vehicle Replacement Criteria			24mo		In progress
Review/Revise Apparatus Truck-Check Program		12mo			Complete
Develop Maintenance Reporting Program		12mo			Complete
Identify Long-Term Maintenance Needs				60mo	
Develop Facility Master Plan			24mo		
Identify Property Manager Needs for Internal Housing Project		12mo			In Progress
Develop a Small Equipment Inventory Schedule			18mo		In progress
Develop a Small Equipment Maintenance Plan			18mo		In progress
Develop an IT Inventory Schedule		12mo			Complete
Evaluate Staffing Needs for IT Services			24mo		

Evaluate Internal/External Communications Equipment Needs	24mo	
<b>Conduct Salary Survey for All Positions</b>	<b>12mo</b>	<b>Complete</b>
Develop Recruitment/Retention Analysis	18mo	In Progress
Consider Options for Implementing Fire Explorer Post Program	12mo	In Progress
Define Support Roles, Responsibilities, and Workflows (Administrative)	24mo	
Conduct Needs Assessment for Administration, Prevention, and Support Service	30mo	
Identify Shared Administrative Service Opportunities	60mo	
<b>Define Operational Roles, Responsibilities, and Workflows (Operational)</b>	<b>24mo</b>	<b>Complete</b>
Evaluate Operational Needs Based on Standards of Cover	36mo	In Progress
Conduct Volunteer Firefighter Optimization Study	12mo	In Progress
<b>Evaluate Local/Regional Training Opportunities</b>	<b>12mo</b>	<b>Complete</b>
<b>Increase Participation in Local and Regional Incident Management Teams</b>	<b>6mo</b>	<b>Complete</b>
<b>Explore Service Delivery Options with Aspen Ambulance District</b>	<b>12mo</b>	<b>Complete</b>
Evaluate Service Delivery Options	60mo	
Evaluate Regional Special Team Participation	60mo	
Review/Enhance Mutual and Auto-Aid Agreements	12mo	In Progress
Define Statutory Requirements (CPM Course?)	18mo	In Progress
Identify Community Needs/Expectations	24mo	
Identify Organizational Needs/Expectations	24mo	
<b>Identify Available Fireground Incident Command System Models</b>	<b>12mo</b>	<b>Complete</b>
Develop Training Program for the use of ICS	24mo	In Progress
Identify Future Organizational Needs/Expectations (ICS)	24mo	
<b>Develop Internal Communications Plan</b>	<b>6mo</b>	<b>Complete</b>
Develop External Communications Plan	12mo	In Progress
Establish Media Relations Protocol	12mo	In Progress
Perform Community Risk Assessment (COMBINE WITH SOC)	48mo	Propose Early?
Conduct a Standards-of-Cover Assessment (Duplicate Proposal - IMPORTANT!)	24mo	Propose Early?
Review/Revise Current SOPs/SOGs	24mo	In Progress
Develop Training Policies, Procedures, and Guidelines	36mo	In Progress
Create Training Manual	60mo	In Progress
List Advantages of Current Volunteer Organizational Structure	18mo	
List Advantages of Current Career Organizational Structure	18mo	
Define Advantages of Combination Organization Model	30mo	
Perform Cost-Benefit Analysis	36mo	



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ZIP 80216  
041L12205054

Aspen Fire  
420 E Hopkins Ave  
Aspen CO 81611



Greetings, March 2022  
I enjoyed reading about  
your efforts to get equipment  
to Ukraine - I am sure it  
will protect those who find  
themselves challenging  
circumstances. Thanks for  
all you do - 



# Ascent Building Consulting, Inc.

872 Eveningsong Drive  
Castle Rock, Colorado 80104  
Tel: 303-877-1119

April 9, 2022

Aspen Fire Department  
c/o Mr. Rick Balentine  
Fire Chief  
420 East Hopkins Avenue  
Aspen, Colorado 81611

Ms. Brady Emens  
Ajax Roofing

Re: Pre-Con Meeting Minutes  
Fire Station 62 Reroof  
043 Sage Way Road, Aspen, Colorado  
Ascent No.: 21027

Dear Mr. Balentine and Ms. Emens:

In accordance with our agreement dated June 4, 2021, we performed a pre-construction meeting on site at 10 a.m. on March 31, 2022, for the upcoming Carlise TPO roofing system planned at Fire Station #62. The following is a summary of the minutes of that meeting.

## **Attendees:**

Mr. Rick Balentine, Fire Chief/CEO for the AFD  
Mr. Ken Josselyn, Capitan for the AFD  
Ms. Brady Emens of Ajax  
Mr. Jay Sallee, Project Manager of Ajax  
Mr. Ryan Melcher, Estimator/Superintendent of Ajax  
Steve Bunn of Ascent Building Consulting, Inc., Roof Consultant  
Ms. Adriana Rivera, Engineer of FCI (briefly attending for coordination w/ adjacent Fireplace project site)

## **Meeting Minutes**

The pre-construction meeting commenced at 10:05 a.m., and concluded around 10:50 a.m.

### ***Commencement of Work***

Weather and materials delivery permitting, re-roofing activities will commence on or about May 16, 2022. The project is currently scheduled to last approximately 60 days.

### ***Phasing of the Work***

Reroofing will begin over the north garage and then will be completed over the east garage. Ajax will man the project initially with 12-15 personnel. As the project progresses towards substantial completion.



### ***Staging Area and Porta-Potty Location***

Staging of materials will primarily take place on the existing roofs. FCI is permitting Ajax personnel to utilize their Porta-Potties at the adjacent Fireplace work site.

### ***Parking***

Parking at/adjacent to the project site is extremely limited. No parking shall be allowed at the fire station lot along the west side of the station. Six spots are located offsite that can be utilized for parking but may be filled by personnel working the Fireplace work site. Commuting of personnel is highly recommended to the greatest extent possible to minimize work vehicles in the area.

### ***Dump Trucks***

Due to limited access on site and the need to facilitate quick dispatch of emergency vehicles, Ajax personnel will need to coordinate timing and location of dump trucks used for debris removal. Ajax will bundle debris in large bags on a daily basis to keep debris contained and to facilitate quick removal of debris from the roof and project site.

### ***Hours of Work***

Hours of work will be limited to 7:00 a.m. to 6:00 p.m., Monday through Saturday, or as permitted by the local jurisdiction.

### ***Emergency Contact***

For after-hours emergencies, Jay Sallee of Ajax can be contacted at 970-618-3169.

### ***Construction Observation Reports***

Following each construction observation performed by Ascent Building Consulting, Inc. (Ascent), Ascent will email a copy of our report to both Ajax and the AFD. Ajax Roofing will be solely responsible for ensuring all potentially deficient items noted within the report are corrected to fully comply with the Construction Documents.

### ***Use of On-Site Electricity***

While use of on-site electricity is permitted, Ajax will need to provide their own generator to provide the 220V power for the heat welding machines.

### ***Sheet Metal Color***

Weathered Zinc by Drexel Metals has been approved as the sheet metal flashing color for pre-finished sheet metal flashings.

### ***Change Order Procedures***

At this time, no change orders are currently anticipated for the project. While Ascent may need to provide expedited direction on how to address unforeseen conditions that may change the price or time of the work, Ascent does not have authority to authorize change orders. Change orders are to be produced expeditiously by Interstate for review by Ascent and formal approval by the AFD.



Please confirm that these meeting minutes are complete and accurate.

Sincerely,  
**Ascent Building Consulting, Inc.**

A handwritten signature in blue ink that reads "S R B" with a long horizontal line extending to the right.

Steve R. Bunn, RRC, RRO  
President



ASPEN VOLUNTEER FIRE DEPARTMENT







# Training Center Considerations

# High Risk – Low Frequency Skills

High Risk – Low Frequency Skills are those that have a potential of injury or death to the firefighter and are done on scenes very rarely which means that real life training on them is the only way to get proficient and safe at them

Live Firefighting – Above ground, at ground and below ground level (State Requirements for Firefighter 1 certification)

Ladder Rescue

Limited Visibility Search and Rescue

High Angle Rescue

Confined Space Rescue

Trapped Firefighter Access and Rescue

Live Vehicle Firefighting

Vehicle Extrication

Above Ground Horizontal Ventilation

Vertical Roof Ventilation

Pumping/Aerial Ladder Operations



# Current HR-LF Training Opportunities

Once or twice a year we pay to rent an out of district training center to do some of the HR-LF trainings. Drawbacks:

It entails an entire day – Picking up fire apparatus, driving to the training center, training all day to make the time worthwhile, returning to the station, cleaning up equipment afterwards

It can take years to cover all the HR-LF topics

Only off duty career firefighters can attend, and they incur OT

Volunteers must give up an entire day and many cannot commit to weekends or weekdays depending on their jobs

If the “big one” does happen a large portion of our personnel are miles away from the district

# Current Other Training Opportunities

Due to the addition of Fireplace Housing the area commonly used to practice most training has been eliminated

Some vehicle extrication has been done at St. 64 which is causing damage to the asphalt

Live Vehicle Firefighting was just accomplished at the airport but that requires movement of training equipment, personnel and firefighting equipment in and out of the restricted area which is logistically difficult

Occasionally we are granted access to a donated home to do some HR-LF training – Limited opportunities and limited control of the conditions which create increased safety issues

# Carbondale Training Center



# Aspen Training Center

We could get by with a facility about 2/3 the size. One outside car fire prop and a pumping tank would be the best extras

Our firefighters, career and volunteer, could train on a daily basis, 365 days a year for just an hour or two as needed and not be taken out of service for entire days at a time. Inside training areas allow for inclement weather training time as well

Coverage of the district has limited if any disruptions

Depending on the design and where it is located, we could partner with local law enforcement so they could use it as well and potentially help pay for it

There is no confirmation on this, but one CMC instructor has said there were thoughts of having a one-year fire science program here at the Aspen Campus that would cover FFI, Haz Mat, EMT and then complete with FFII. This would necessitate a training center nearby and potentially give us a ready source of part time personnel



# ASPEN FIRE DEPARTMENT

## REQUEST FOR PROPOSAL:

To Provide

**Community Risk Assessment/Standards of Cover  
For  
Aspen Fire Protection District**

Date of Release: April 15, 2022

**RESPONSE DATE: XXXXXX, 2022 by 5 pm MST**

## INTRODUCTION

This Request for Proposals (RFP), issued by the Aspen Fire Protection District (AFPD) is put forth seeking a professional consultant, or consulting group, to provide a comprehensive Community Risk Assessment and Standards of Cover document that is fully compliant with the industry best practices. This evaluation and analysis of data will be based on nationally recognized guidelines and criteria, including recognized National Fire Protection Association (NFPA) standards, Insurance Services Office (ISO) schedules, any federal and state mandates relative to emergency services, and generally accepted practices within emergency services. All methodology used in this Standard of Cover analysis of the District will follow the methodology described in the "Community Risk Assessment: Standards of Cover", 6th Edition, published by the Commission on Fire Accreditation International (CFAI).

The Aspen Fire Protection District (AFPD) is a Title 32 Special District in the State of Colorado. We strive to be one of the most progressive fire and emergency service agencies in Colorado and aim to be the fire service employer of choice in our geographic area. Our mission is to *"Protect our community and environment by providing education, prevention, and response through professional excellence!"*

***Prevent \* Provide \* Protect***

The Aspen Fire Protection District encompasses 87 square miles in Pitkin County, including the City of Aspen and the Pitkin County Airport, the third busiest airport in Colorado. The District is governed by five citizen-elected board members. Our district contains 4 world class ski areas, multiple outdoor recreational opportunities, and we host some of the most prominent people and businesses in the world.

We provide community services, including fire prevention, fire education, code enforcement, personnel training, continuing education, incident management and emergency response. We operate 5 Engines, 1 Ladder Truck, 3 Brush Trucks, 2 Rescue Trucks, 1 Water Tender, 1 Wildfire Rescue out of 5 stations. Annually Aspen Fire responds to approximately 2300 calls for service.

In June of 2021, we unveiled our Community Centered Strategic Plan (see attachment). This plan provides the road map for AFD's continuous improvement over the next 5 years and beyond. AP Triton, community stakeholders, and AFD personnel guided the development of the plan with a major focus on gaining stakeholder feedback and identifying our strengths, weaknesses, opportunities, and threats. Two major identified goals within this Strategic Plan would see completion through the creation of a Community Risk Assessment and Standards of Cover (See attached plan and Highlighted CRA/SOC Goal).

**APPLICATION DEADLINE:** Interested parties must prepare and submit all required documents no later than 5:00 p.m. (EST) on **XXXXXXXXXXXXX**. Respondents should email a cover sheet and attachment(s) addressing the response requirements before the deadline to [nikki.lapin@aspenfire.com](mailto:nikki.lapin@aspenfire.com).

Late proposals will not be reviewed.

Questions about proposal submission should be sent at least three business days in advance of deadline to [nikki.lapin@aspenfire.com](mailto:nikki.lapin@aspenfire.com).

### **BACKGROUND**

AFPD is governed by a five-member board of directors that is elected via general election bi-annually. The board elects a president, vice president, secretary, and treasurer. They hire and manage a Chief Executive Officer/Fire Chief to manage the organization.

AFPD accomplishes its mission with a staff of three Career Battalion Chiefs, 3 Career Lieutenants, 9 Career Firefighters, over 40 committed volunteers and volunteer officers, a 2 person prevention division and additional operations and administrative support staff. We have been a volunteer organization since 1881 who hired our first career firefighters in July of 2020. To further our mission to prevent, provide and protect our community members we are constantly forward leaning in determining new strategies to improve service delivery and increase community and responder safety.

### **EXPECTED TIMELINES**

The selected organization is required to operate within our desired timelines. They are:

1. Deadline for Submissions: XXXXX
2. Internal Team Review and Selection of Final Candidates: XXXXXXX
3. Final Candidate Interviews: XXXXXXX
4. Organization selection: XXXXXXX
5. Kick off meeting: XXXXXXX
6. Complete and compile all community input: XXXXXXX
7. Develop CRA/SOC: XXXXXXX
8. Receive final CRA/SOC and implementation protocol: XXXXXXXXXXX

## DELIVERABLES SUMMARY

The selected organization is required to complete the following steps, at a minimum, in development of the corporate CRA/SOC.

- A survey instrument to gather input from the AFD community
- Three to five web listening sessions with select groups from within the AFD community
- A one and half day Risk Assessment and Standards of Cover development meeting with some AFD Board members, executive staff, career and volunteer leaders
- Facilitate and provoke discussion among the attendees at the development meeting to determine risks and coverage objectives
- Formulate success measures to ensure goals and objectives are achieved
- Compare and align the CRA/SOC with already adopted portions of the AFD Strategic Plan and provide recommendations for additional Initiatives, Goals, Objectives
- A protocol for implementation, tracking, and annual review of the Community Risk Assessment/Standards of Cover plan and the recommendations contained within
- A professional print-ready plan in workable format and PDF format that is informed by AFD community input and driven by AFD leadership
- A presentation, with visual aids, data, and projections that highlights the most pertinent findings and recommendations from the CRA/SOC at a meeting of the AFD Board of Directors including facilitated discussion and Q & A session

\*Details of specific components are outlined below for reference but are not all-inclusive.

## SCOPE OF PROFESSIONAL SERVICES

### **A. Scope of Work -Standards of Cover & Deployment Analysis**

The intent of this scope of work will be to produce a Standards of Cover document that is fully compliant with industry best practices in the field of deployment analysis. This evaluation and analysis of data will be based on nationally recognized guidelines and criteria, including recognized National Fire Protection Association (NFPA) standards, Insurance Services Office (ISO) schedules, any federal and state mandates relative to emergency services, and generally accepted practices within emergency services. All methodology used in this Standard of Cover analysis of the District will follow the methodology described in the "Community Risk Assessment: Standards of Cover", 6th Edition, published by the Commission on Fire Accreditation International (CFAI).

The scope of work will include but not be limited to:

#### **Component A - General summary of the community and constituents served by the District.**

- Service area general population and demographics.

- History, formation, and general description of the fire agency.
- Governance, lines of authority.
- Governance design, and model of board governance.
- Organizational design.
- Operating budget, funding, fees, taxation, and financial resources.
- Description of the current service delivery infrastructure.

**Component B - Analysis and summary of the services provided by the District.**

- Review and evaluation of calls for service demographics from a historical and live traffic perspective.
- Review and evaluate operational staffing levels and distribution of resources.
- Review and evaluate administration and support staffing levels.
- Review District performance goals, objectives, and measures.

**Component C - Examine the effectiveness of inter-jurisdictional response.**

The area served by the District is adjacent to partner agency providers. Some service areas overlap and interagency cooperation and effectiveness is critical. The study shall evaluate the effectiveness and benefits of emergency services including services provided by the District and by its partners.

**Component D - Analysis and summary of the Community Risk.**

Conduct an analysis of community fire protection and all-hazard risks, growth projections, and land uses and interpret their impact on emergency service planning and delivery. Land use, zoning classifications, parcel data, ISO fire flow data, economy value, building footprint densities, occupancy data, and demographic information should be used, along with specific target hazard information, to analyze and classify community fire protection risk by geography and type.

Use local planning/zoning data combined with available Geographic Information System (GIS) data to evaluate the physical risks of the community to include:

- Overall geospatial characteristics including political and growth boundaries, construction, and infrastructure limitations.
- Topography including response barriers, elevation extremes, and open space/interface.
- Transportation network including roads, rail lines, airports, and waterways.
- Evaluation of physical assets protected.

An interpretation of available census and community development data must be provided indicating:

- Population history.
- Census-based population and demographic information.
- School District, CDOT traffic, Pitkin County Airport flight data and/or other sources.



- Community planning-based population information.
- Transient population and demographic information.
- Population density.
- Community land use regulations.
- Occupancy types by land use designation.
- Hazardous substances and processes.
- Non-structural risk categorization.

Evaluate the current workload of the District and relate that analysis to the previously described community risk:

- Prepare a demand study that analyzes and geographically displays current service demands by incident type and temporal variation.

Prepare an analysis that will include a matrix showing the community's common and predictable risk types identifying staffing and resource needs. The matrix shall be developed with attention to:

- Risk-specific staffing levels to meet the critical tasking analysis for the identified risks.
- Apparatus assignments to accommodate the anticipated fire flows and other critical functions of the identified risks.
- Time standards that will provide for effective initiation of critical tasks and functions.
- Summary of current available resources in matrix format.

**Component E - Review of Historical Fire Service System Performance.**

Review and make observations regarding all areas involved in, or affecting, service levels and performance. Areas to be reviewed shall include, but not necessarily be limited to:

- Distribution Study
  - Overview of the current facility and apparatus deployment strategy, analyzed through Geographical Information Systems (GIS) software, with identification of service gaps and redundancies in initial unit arrival.
- Concentration Study
  - Analysis of response time capability to achieve full effective response force.
  - Analysis of company and staff distribution as related to effective response force assembly.
- Reliability Study
  - Analysis of current workload, including unit hour utilization of individual companies.
  - Review of actual or estimated failure rates of individual companies.
  - Analysis of call concurrency and impact on effective response force assembly (resource drawdown).
- Capacity Study

- A study of the maximum emergency service capability of the District resources inclusive of auto aid and mutual aid resources.
- Analysis of concurrent/overlapping calls.
- Historical and Live Traffic Performance Summary
  - Analysis of actual fire service system reflex time performance, analyzed by individual components.

\*Aspen Fire Protection District has conducted limited analysis of Component E and has existing GIS layers related to travel time and response districts as well as preliminary response time analysis.

**Component F - Performance Objectives and Measures.**

An appropriate set of goals and objectives must be developed for the District specific to the nature and type of risks identified as common and predictable to the community. The goals and objectives shall be developed with respect to the following:

- Distribution - Initial attack (first due) resources for risk-specific intervention.
- Concentration - Effective response force assembly, or the initial resources necessary to stop the escalation of the emergency for each risk type.

**Component G - Overview of Compliance Methodology.**

Work with the District's management team to develop a methodology that will allow the District to continually measure future performance. This methodology shall include, but not necessarily be limited to:

- Records Management Systems (RMS) usage policies.
- Assignment of oversight responsibilities.
- Schedule of assessments.
- Review requirements.
- District adopted metrics

**Component H - Analysis of District Governance, Leadership Roles, Responsibilities and Function**

Work with the district elected officials, district attorney and management to determine effectiveness of current board and governance practices and provide recommendations for future structure and performance. This methodology shall include, but not necessarily be limited to:

- Organizational roles and responsibilities.
- Governance structure.
- Governance philosophy and model.

**Component I - Evaluation, Conclusions, and Recommendations to Policy Makers:**

Develop and analyze various operational models for providing emergency services with the specific intent of identifying those options that can deliver the optimum levels of service identified in the

previous components at the most efficient cost. Recommendations shall be provided identifying the best long-range strategy for service delivery and the impact of initiating such a strategy.

Develop one or more long range options for resource deployment that will improve the District's level of service for the identified performance objectives and targets. This should include, but is not necessarily limited to, specific recommendations regarding:

- Any relocation of existing facilities.
- General locations of future necessary fire stations.
- Selection and deployment of apparatus by type.
- Service delivery recommendations, including deployment of operational, administrative, and contractor staffing.

Evaluate and present in graphical and descriptive format for the deployment option(s):

- Degree of benefit to be gained through its implementation:
  - Extent to which it achieves established performance targets.
  - Potential negative consequences.

#### **B. Development and Review of Draft Project Report.**

Develop and produce a draft version of the written report for review by the District representatives. Feedback is a critical part of this project and adequate opportunity will be provided for review and discussion of the draft report prior to finalization. Review of the draft may be performed through web-based video conferencing. The draft report shall include:

- An executive summary describing the nature of the report, the methods of analysis, the primary findings, and critical recommendations.
- Detailed narrative analysis of each report component structured in easy-to-read sections, accompanied by explanatory support to encourage understanding by both staff and civilian readers.
- Clearly designated recommendations highlighted for easy reference and catalogued as necessary in a report appendix.
- Supportive charts, graphs, and diagrams, where appropriate.
- Supportive maps, utilizing GIS analysis, as necessary.
- Appendices, exhibits, and attachments, as necessary.

#### **C. Delivery of Final Standards of Cover Document**

Complete any necessary revisions of the draft and produce ten publication-quality bound, final versions of the written report.

**It is preferred that the final Risk Assessment/Standards of Cover be completed by XXXXXXXXX.**

If the District identifies the need, a formal presentation of the project report shall be made by District and consultant team members to District, City and/or, elected officials, and/or the general public, and shall include the following:

- A summary of the nature of the report, the methods of analysis, the primary findings, and critical recommendations.
- Supportive audio-visual presentation.
- Review and explanation of primary supportive charts, graphs, diagrams, and maps, where appropriate.
- Opportunity for questions and answers, as needed.

All presentation materials, files, graphics, and written material will be provided to the District at the conclusion of the presentation(s).

### **RESPONSE REQUIREMENT SUMMARY**

#### **Form of Response**

This Section contains detailed instructions to which Proposers must adhere in the preparation and submittal of proposals to the Aspen Fire Protection District. For purposes of evaluation, Proposers are advised that the proposal content, completeness of information, clarity, ease of reference and effectiveness in demonstrating the qualifications of the Proposer is most important. Failure to comply with these instructions may result in disqualification.

One (1) electronic copy (PDF) shall be submitted to [nikki.lapin@aspenfire.com](mailto:nikki.lapin@aspenfire.com) by 12:00 noon, (MDT), XXXXXXXXXX. All proposals shall be submitted electronically through the Share File Site:

Proposals must include the following information to be considered:

1. Cover letter introducing the organization, describing the interest the Proposer has in working on the project and what uniquely sets them apart from other equally qualified Proposers.
2. Identify your abilities and plan of action for the deliverables noted in the RFP
3. Identify your abilities to meet the timelines noted in the RFP and propose schedule for completion
4. A detailed project proposal including milestones and costs
5. Description of the development approach to the project, noting project understanding, unique challenges, assessments and project interpretation, and strengths that the individual, firm or team bring to this project. Please be clear and concise when describing the development approach.
6. Professional background information about the Proposer including an indication of who is the project lead, key team members responsible for the project and brief narratives of their backgrounds relevant to this work.

7. Description of relevant knowledge and experience including:
  - Fire District/Department deployment principles and practices.
  - Fire District/Department staffing practices.
  - Fire District/Department firefighter and civilian labor relations.
  - Fire District/Department performance measurement.
  - Fire prevention, urban-wildland interface, and community risk reduction.
  - Fire District/Department dispatch and communications.
  - Field operations for fire and emergency medical services.
  - Fire services management practices.
  - District business practices and governance.
  - Fire District/Department fleet management.
  - Fire services technology
  - Use of live traffic analysis
  - Safety and training.
  - Land use planning.
  - Strategic, master, and business planning.
8. Minimum of three examples of prior projects that are similar in scope and size to our project as well as references for these prior projects that we may contact. Ideally, these samples mirror other high mountain resort communities.
9. Provide a fee proposal for the scope of services of the project, with a breakdown of that fee. The fee proposal breakdown shall include a complete line-item budget for the work with explanations as necessary.
10. A written statement identifying any reservations, conditions or constraints related to the request for proposals.
11. Please submit your completed packet to [nikki.lapin@aspenfire.com](mailto:nikki.lapin@aspenfire.com)

#### **SELECTION CRITERIA**

As the successful candidate you will demonstrate:

- Significant experience in Community Risk Assessment/Standard of Cover planning and production
- An understanding of Colorado special districts and their management
- Experience, qualifications, and expertise with public safety and/or local government
- Demonstrated ability to provide services described
- Quality of work as verified by references
- Willingness to accept the Aspen Fire Protection Districts contract terms
- Experience synthesizing stakeholder input for action

- Experience facilitating group discussions
- A proven track record of project management by meeting committed deadlines and costs
- Any other factors deemed relevant.
- Demonstrated ability to make progress on multiple tasks in a dynamic and ever-changing process and resolve conflicts in communication, coordination, schedule, etc.
- Professional fee is competitive and based upon the scope and quality of the work to be provided and the ability to bring the project in on budget and on time.

In the event that only one (1) proposal is received in response to this RFP, the Aspen Fire Protection District may require assistance from the single responsive and responsible Proposer in the preparation of a proposal price analysis in order to determine whether the single proposal received by the Aspen Fire Protection District is fair and reasonable.

The Aspen Fire Protection District maintains the right, but shall be under no obligation, to award a contract to the responsive and responsible Proposer whose proposal is deemed by the Aspen Fire Protection District to be most advantageous to the District as determined by capability, qualifications and other factors set forth above.

## **TERMS AND CONDITIONS**

### **A. Invitation**

Qualified consultants (herein the “Proposer(s)”) are invited to submit a sealed proposal to the Aspen Fire Protection District, Colorado, to develop a Community Risk Assessment and Standards of Cover for Aspen Fire Protection District.

The purpose of this solicitation is to bind a qualified, competent, and experienced Proposer into a formal written agreement with the Aspen Fire Protection District to perform the scope of work described in this Request for Proposals.

This invitation is not to be construed as a commitment of any kind on the part of the Aspen Fire Protection District, nor does it commit the Aspen Fire Protection District to pay or otherwise reimburse any costs incurred in the submission of a proposal package, nor for any costs incurred prior to the mutual execution of a formal written agreement.

### **D. Advertisement and Notice of Invitation**

Requests for Proposal (herein “RFP”), including response submittal requirements for:

**Aspen Fire Protection District**

**Community Risk Assessment – Standards of Cover**

Should be emailed to Nikki Lapin at [nikki.lapin@aspenfire.com](mailto:nikki.lapin@aspenfire.com).

All questions shall be directed to Nikki Lapin at [nikki.lapin@aspenfire.com](mailto:nikki.lapin@aspenfire.com) by 12:00 pm MDT, XXXXXXXX.

- E.** The Aspen Fire Protection District is under no obligation to comply with the schedule shown on page 1 or with any of the times and dates listed above, provided that all prospective Proposers or other interested parties known to the Aspen Fire Protection District shall be notified equally of changes made to the schedule by the Aspen Fire Protection District within a reasonable time after any such changes are made. In no event shall any proposer or other interested parties have any redress to the Aspen Fire Protection District, be it financial or otherwise, in the event the Aspen Fire Protection District changes this schedule in any way. Responsibility for submitting the proposal to the Aspen Fire Protection District on or before the Deadline shall remain solely and strictly that of the Proposer.
- F.** All Proposers are encouraged to review this RFP carefully and to investigate all conditions involved in the execution of work requested. The selected Proposer shall not be allowed additional compensation for items on which it has failed to inform itself prior to the opening of proposals.
- G.** In the event that only one (1) proposal is received in response to this RFP, the Aspen Fire Protection District may require assistance from the single responsive and responsible Proposer in the preparation of a proposal price analysis in order to determine whether the single proposal received by the Aspen Fire Protection District is fair and reasonable.
- H.** The Aspen Fire Protection District maintains the right, but shall be under no obligation, to award a contract to the responsive and responsible Proposer whose proposal is deemed by the Aspen Fire Protection District to be most advantageous to the District as determined by capability, qualifications and other factors set forth above.
- I. Professional Services Agreement.** Upon selection, the selected Proposer shall execute a professional services agreement with the Aspen Fire Protection District, an example of which is attached to this document.
- J. Confidentiality.** By submitting a bid, the Proposer certifies that it has not and will not disclose any information about its bid to any other potential Proposers until after the procurement process is complete.
- K.** The Aspen Fire Protection District reserves all rights to investigate the qualifications of any and all individuals and firms under consideration, to perform a financial audit of one or more firms, to confirm any part of the information furnished in a proposal, and to require further evidence of managerial, financial or professional capabilities which are considered necessary for the successful performance of work described in this RFP. The Aspen Fire Protection District reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.
- L. Public Records.** All proposals and supporting documents, except such information that discloses proprietary or financial information submitted in response to qualification statements, becomes public information held in custody of the Aspen Fire Protection District after the proposal

submittal date given in this RFP. The Aspen Fire Protection District assumes no liability for the use or disclosure of technical or cost data submitted by any Proposer.

Nevertheless, if a proposal contains information that the Proposer does not want disclosed to the public, or used for any purpose other than the evaluation of this offer, all such information must be indicated with the following or similar statement:

"The information contained on pages \_\_\_\_\_ shall not be duplicated, used in whole or in part for any purpose other than to evaluate the proposal provided; that if a contract is awarded to this firm as a result of the submission of such information, the Aspen Fire Protection District shall have the right to duplicate, use, or disclose this information to the extent required by law. This restriction does not limit the right of the Aspen Fire Protection District to use the information contained herein if obtained from another source."

All such nondisclosure items specified in the proposal shall be subject to disclosure as provided in Part 2 of Article 72 of Title 24, C.R.S. ("The Colorado Public Records Act") or as otherwise provided by law.