



# Aspen Fire Protection District Board of Directors Work Session

MEETING DATE: October 18th, 2022  
MEETING TIME: 3:00pm

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. 2023 Draft Budget Review
- IV. February Board Meeting Date Change

# ASPEN FIRE PROTECTION DISTRICT

2023 PROPOSED BUDGET -- DRAFT #2.5 (10/18/2022)

GENERAL FUND

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Beginning Balance, January 1				
	2021 <b>ACTUAL</b>	2022 <b>ESTIMATED</b>	2023 <b>PROPOSED</b>	2022 <b>AS APPROVED</b>
	2,668,705	3,113,951	3,441,115	
<b>REVENUES</b>				
<b>GENERAL (Income)</b>				
31100 · General Property Tax				
31102 - Allocation--to Cap Acq Fund	600,000	600,000	600,000	600,000
31103 - Allocation--to Housing Fund	1,100,000	1,100,000	1,100,000	1,100,000
31104 - Allocation--to GF General	3,562,257	4,208,944	4,281,104	4,208,944
31105 - Allocation--to GF Emergency Reserve	50,000	50,000	50,000	50,000
31106 - Allocation--to GF Operations Reserve	200,000	-	-	-
31107 - Allocation--to GF FPPA Annual	250,000	250,000	150,000	250,000
31109 - Allocation--for Treasurer Fee	303,705	326,787	325,321	326,787
<b>Total General Property Tax</b>	<b>6,065,962</b>	<b>6,535,731</b>	<b>6,506,425</b>	<b>6,535,731</b>
31200 · Specific Ownership Taxes	221,334	240,000	250,000	225,000
36100 · Interest Earned--Prop. Taxes	12,600	12,000	12,000	12,000
36200 · Interest on Investments	682	40,000	32,000	600
37100 · Delinquent Taxes	(5,107)	(2,000)	(4,000)	(6,000)
38000 · North 40 Lease to County	49,609	52,411	55,000	51,700
38010 · County Share of Expenses @N40	28,236	32,000	36,000	30,000
38015 · FF Tenants' Rent & Utilities @ Starwood	14,154	15,000	15,000	15,000
38020 · FF Tenants' Rent @ N40 and Woody Creek	16,164	20,000		23,832
Tenant's Rent @N40			7,200	
Tenant's Rent @Woody Creek			6,000	
38050 · WFAC Project (from Aspen Community Foundation)	41,180	(37,725)		37,725
38100 · Other Income (vs. Expense)	-	103,061	-	-
38101 - Grants	46,290	100,000	130,000	125,000
38103 · CDPS DFPC--Cooperator Incident	2,154	32,727	-	-
38109 · Donations / Contributions (Assigned Funds)	53,061	38,188	-	-
38110 · Sprinkler Permit Fees (Plans Checks)	53,075	50,000	50,000	50,000
<b>Total GENERAL</b>	<b>6,599,394</b>	<b>7,231,393</b>	<b>7,095,625</b>	<b>7,100,588</b>
<b>Total Revenues</b>	<b>6,599,394</b>	<b>7,231,393</b>	<b>7,095,625</b>	<b>7,100,588</b>
<b>EXPENDITURES</b>				
<b>PERSONNEL EXPENSES (Staff)</b>				
41110 - Wages - Career Duty Firefighters	687,299	1,100,000	1,255,471	1,157,787
41115 - Overtime - Career Duty Firefighters	101,101	80,000	40,000	60,000
41111 · Salaries & Wages - All Other Paid Staff	716,935	810,000	881,447	850,712
41120 · Misc. Payroll Expenses	1,690	1,800	1,800	1,800
41125 · Employer SUI--Staff	4,524	4,000	4,468	4,242
41130 · Retirement Plan--401(a)	124,199	135,000	139,510	134,272
41132 · Pension Plan--FPPA SWDB	88,856	140,000	167,043	156,991
41135 · Employer Medicare--Staff	22,303	29,000	32,390	30,757
41139 - FAMLI Tax (Paid Family Leave)			10,052	
41140 · All Insurances & HSA Contributions	207,781	420,000	443,870	436,135
41141 · Board Match--457(b) Plan	30,005	40,000	43,176	41,023
41142 · Fitness/Wellness Allowance--Staff	14,408	28,000	33,000	30,800
41143 · Health Insurance--Staff Dependents	61,585	85,000	97,215	94,884
41144 · Benefits Contingency - PTO Cash	58,259	22,000	23,903	21,495
<b>Total PERSONNEL EXPENSES (Staff)</b>	<b>2,118,945</b>	<b>2,894,800</b>	<b>3,173,345</b>	<b>3,020,898</b>

# ASPEN FIRE PROTECTION DISTRICT

2023 PROPOSED BUDGET -- DRAFT #2.5 (10/18/2022)

## GENERAL FUND

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	2021 ACTUAL	2022 ESTIMATED	2023 PROPOSED	2022 AS APPROVED
<b>ADMINISTRATION</b>				
41149 - County Treasurer Fee	303,705	327,044	325,321	327,044
41150 - Employer Medicare--AVFD+	973	500	1,000	1,500
41155 - Employer Social Security--AVFD+	9,376	8,000	10,000	12,000
41160 - Employer SUI--AVFD+	201	150	400	500
41146 - Employee Wellness Program	3,501	8,000	8,000	8,000
41200 - Other Expense (vs. Income)	47,138	-	-	-
41209 - RFV Wildfire Collaborative (fka WFAC Mapping)	3,456	-	10,000	-
41210 - Contract Labor / Special Projects	31,531	43,000	25,000	43,000
41211 - Supplies & Expenses	23,961	25,000	24,349	24,296
41212 - Telephone Expense	32,093	36,000	38,000	32,000
41214 - Info. Systems & Support	32,137	40,000	40,000	36,000
41500 - Audit & Budget	17,360	18,800	20,000	19,000
41510 - Insurance				
Gen Liability/Accident & Other	37,978	50,171	55,000	45,000
Workers' Comp	71,116	96,335	100,000	90,000
41520 - Legal	25,156	36,000	26,000	26,000
41770 - Equip Repair/Replace	-	5,000	5,000	5,000
41810 - Election		17,253	18,000	16,000
41820 - Staff Vehicle Expense	14,269	15,000	15,000	11,000
41840 - Administrative	44,673	45,000	45,000	45,000
41920 - Capital Outlay - Computers +	24,687	20,000	20,000	20,000
<b>Total ADMINISTRATION</b>	<b>723,311</b>	<b>791,253</b>	<b>786,070</b>	<b>761,340</b>
<b>VOLUNTEER BENEFITS</b>				
41860 - Volunteer Fitness/Wellness Allowance	39,000	42,000	45,000	42,000
41861 - Volunteer Health Insur/HSA/HRA	175,557	275,000	300,000	352,950
41870 - Volunteer Health Screenings	1,146	1,000	1,000	2,000
41875 - LOSAP	46,500	31,750	35,625	34,750
41877 - Volunteer Shift Incentives	3,550			
41880 - EMS Incentive Program	17,212			
41890 - FFII Proficiency Incentive	8,181			
41891 - Officer & D/O Incentives	1,800			
41892 - ALL Volunteer Incentives (EMT,FFII,Officer,D/O)		15,000	20,000	30,000
<b>Total VOLUNTEER BENEFITS</b>	<b>292,946</b>	<b>364,750</b>	<b>401,625</b>	<b>461,700</b>
<b>FIRE FIGHTING</b>				
42205 - Firefighters' Logistics/Support	23,511	25,000	25,000	25,000
42206 - Uniforms	29,112	22,000	20,000	20,000
42211 - Operational Supplies & Expenses	92,548	150,000	100,000	150,000
42212 - Rescue Supplies & Expenses	7,014	15,000	5,000	15,000
42213 - EMS Supplies & Expenses	12,233	18,000	18,000	15,000
42214 - Wildfire Supplies & Expenses	9,936	13,346	15,000	10,000
42215 - Wildfire Program (Seasonal FFs +)	690	1,373	-	-
42220 - Pano AI Project	49,678	60,000	60,000	60,000
42300 - Fuel	15,201	26,000	24,000	15,000
42400 - Subscriptions & Dues	2,825	3,000	3,000	1,500
42402 - Honor Guard	6,943	2,000	5,000	5,000
<b>Total FIRE FIGHTING</b>	<b>249,691</b>	<b>335,719</b>	<b>275,000</b>	<b>316,500</b>

# ASPEN FIRE PROTECTION DISTRICT

2023 PROPOSED BUDGET -- DRAFT #2.5 (10/18/2022)

## GENERAL FUND

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	2021 ACTUAL	2022 ESTIMATED	2023 PROPOSED	2022 AS APPROVED
<b>TRAINING</b>				
44102 - EMS Training & Records	23,560	15,000	24,000	24,000
44103 - FF Training & Records	28,904	35,000	40,000	40,000
44105 - Overtime Pay for All Training			40,000	
44211 - Supplies & Expenses	10,169	10,000	10,000	10,000
Total TRAINING	62,633	60,000	114,000	74,000
<b>FIRE PREVENTION</b>				
43200 - Training	3,180	3,000	3,000	6,000
43211 - Supplies & Expenses	12,091	6,000	6,000	9,000
43212 - Public Fire Education	3,235	4,000	4,000	6,000
43213 - Outsourced Plans Checks		1,350	2,000	
43214 - Advertising--Public Education	6,785	8,000	8,000	12,000
Total FIRE PREVENTION	25,291	22,350	23,000	33,000
<b>COMMUNICATIONS</b>				
45211 - Supplies & Expenses	3,567	5,000	4,000	8,000
45300 - Administration				
County Dispatch Services	32,173	60,000	60,000	45,000
County Radio Services	24,488	28,980	30,000	30,000
45910 - Radio Capital Outlay	23,490	15,000	20,000	20,000
Total COMMUNICATIONS	83,718	108,980	114,000	103,000
<b>CDPS COOPERATOR INCIDENTS</b>				
42600 - Cooperator Incident--Misc.	-	2,995	-	-
42601 - Cooperator Incident--Personnel	-	10,000	-	-
Total FF COOPERATIVE AGREEMENT	-	12,995	-	-
<b>REPAIR SERVICES (Fleet &amp; Equip)</b>				
46200 - Pump & Equipment Testing	26,059	20,000	20,000	20,000
46211 - Supplies & Expenses & Parts	41,010	25,000	25,000	28,000
46212 - Out-source Maint& Repair	86,910	55,000	55,000	75,000
Total REPAIR SERVICES (Fleet & Equip)	153,979	100,000	100,000	123,000

# ASPEN FIRE PROTECTION DISTRICT

2023 PROPOSED BUDGET -- DRAFT #2.5 (10/18/2022)

GENERAL FUND

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	2021 ACTUAL	2022 ESTIMATED	2023 PROPOSED	2022 AS APPROVED
<b>STATIONS, BUILDINGS &amp; GROUNDS</b>				
Headquarters Station				
48209 - Alarm Monitoring and T&I--HQ	1,654	1,750	1,750	1,750
48210 - Repairs & Maint. - Headquarters	16,763	20,000	20,000	17,000
48211 - Supplies & Exp. - Headquarters	9,463	12,000	12,000	12,000
48214 - Utilities - Headquarters	41,010	42,000	42,000	42,000
48215 - Cleaning - Headquarters	7,346	7,500	8,000	9,000
Total Headquarters Station	76,236	83,250	83,750	81,750
North 40 Station				
48299 - Residential Apartment--North40		3,457	1,750	
48309 - Alarm Monitoring and T&I--N40	1,064	1,200	1,200	1,200
48311 - Repairs & Maint. - North 40	21,645	22,000	20,000	20,000
48315 - Supplies & Expenses - North 40	6,482	10,000	10,000	10,000
48320 - Utilities - North 40	37,035	40,000	40,000	40,000
Total North 40 Station	66,226	76,657	72,950	71,200
Aspen Village Substation				
48016 - Supplies & Exp. - Aspen Village	291	500	750	1,000
48400 - Utilities - Aspen Village	6,112	6,000	6,000	6,000
48409 - Alarm Monitoring and T&I--AV	1,321	1,000	1,000	1,000
48410 - Repairs & Maint. - Aspen Village	5,192	4,000	4,000	5,000
Total Aspen Village Substation	12,916	11,500	11,750	13,000
Starwood Substation				
48411 - Tenants' Rent - Starwood	10,452	11,000	11,000	11,000
48412 - Utilities & Expenses - Starwood	10,741	12,000	12,000	12,000
Total Starwood Substation	21,193	23,000	23,000	23,000
Woody Creek Substation				
47299 - Residential Apartment--Woody Creek		3,975	1,750	
47301 - Supplies & Exp. - Woody Creek	1,097	500	885	1,200
47302 - Utilities - Woody Creek	9,452	11,000	11,000	11,000
47309 - Alarm Monitoring and T&I--WC	1,313	1,000	1,000	1,000
47310 - Repairs & Maint. - Woody Creek	10,201	2,500	2,500	5,000
Total Woody Creek Substation	22,063	18,975	17,135	18,200
Total STATIONS, BUILDINGS & GROUNDS	198,634	213,382	208,585	207,150
<b>OTHER</b>				
49502 Transfer TO Capital Acquisition Fund	600,000	600,000	600,000	600,000
49505 Transfer TO Housing Fund	1,100,000	1,100,000	1,100,000	1,100,000
49507 Transfer TO Emergency Reserve Fund	50,000	50,000	50,000	50,000
49508 Transfer TO Operations Reserve Fund	200,000	-	-	-
49515 Contribution TO FPPA Volunteer Pension Fund	545,000	250,000	150,000	250,000
Total OTHER	2,495,000	2,000,000	1,900,000	2,000,000
Total Expenditures	6,404,148	6,904,229	7,095,625	7,100,588
<b>Net Income</b>	<b>195,246</b>	<b>327,164</b>	-	-
Ending Balance, December 31	3,113,951	3,441,115	3,441,115	

# ASPEN FIRE PROTECTION DISTRICT

2023 PROPOSED BUDGET -- DRAFT #2.5 (10/18/2022)

## CAPITAL ACQUISITION FUND

	2021 ACTUAL	2022 ESTIMATED	2023 PROPOSED	2022 AS APPROVED
Beginning Balance, January 1	1,316,724	1,808,322	1,901,633	
XX				
<b>REVENUES</b>				
<b>CAPITAL ACQUISITION FUND (Income)</b>				
30085 - Donations/Contributions (Assigned)	12,000	-	-	-
30100 - Sale of Apparatus	34,426	46,500	10,000	-
39501 - Transfer from General Fund	600,000	600,000	600,000	600,000
60100 - Interest on Investments	51	5,000	5,000	50
Total CAPITAL ACQUISITION (Income)	646,477	651,500	615,000	600,050
Total Revenues	646,477	651,500	615,000	600,050
<b>EXPENDITURES</b>				
<b>CAPITAL ACQUISITION FUND (Expenses)</b>				
60110 - Cap. Outlay/Equipment/Projects	154,879	558,189	459,000	565,000
Total CAPITAL ACQUISITION FUND (Expenses)	154,879	558,189	459,000	565,000
Total Expenditures	154,879	558,189	459,000	565,000
<b>Net Income</b>	<b>491,598</b>	<b>93,311</b>	<b>156,000</b>	<b>35,050</b>
XX				
Ending Balance, December 31	1,808,322	1,901,633	2,057,633	

**Author:**  
**2022 EXPENDITURES--estimated**  
 equipping new Engines 61+62 (Part 2): 68,221  
 PlymoVent at North40 Station: 63,000  
 storage (part 1) in Fire Place parking garage: 10,185  
     (part 2): station lockers: 25,690  
 air conditioning @Station 61 + 62 apartment: 36,775  
 replacement roof at North40 Station: 354,318

**Author:**  
**2022 BUDGET--AS APPROVED**  
 equipping new Engines 61+62 (Part 2): 75,000  
 PlymoVent at North40 Station: 80,000  
 loft storage in bays at North40 Station: 40,000  
  
 air conditioning @Station 61 + 62 apartment: 35,000  
 replacement roof at North40 Station: 335,000

**Author:**  
**2023 BUDGET--AS PROPOSED**  
 replacement SCBA (all components): 400,000  
 fire extinguisher training simulator: 14,000  
 electric vehicle replacement for Deputy Fire Marshal truck: 35,000  
 North40 station asphalt resealing: 10,000

# ASPEN FIRE PROTECTION DISTRICT

2023 PROPOSED BUDGET -- DRAFT #2 (10/11/2022)

## HOUSING FUND

	2021 ACTUAL	2022 ESTIMATED	2023 PROPOSED	2022 AS APPROVED
Beginning Balance, January 1	15,733,239	7,856,990	348,640	
*****				
<b>REVENUES</b>				
<b>HOUSING FUND (Income)</b>				
31190 · Interest on Investments	1,991	24,000	10,000	1,000
39502 - Transfer from General Fund	1,100,000	1,100,000	1,100,000	1,100,000
Total HOUSING FUND (Income)	1,101,991	1,124,000	1,110,000	1,101,000
Total Revenues	1,101,991	1,124,000	1,110,000	1,101,000
<b>EXPENDITURES</b>				
<b>HOUSING FUND (Expenses)</b>				
70100 - North 40 Project--Soft Costs				650,000
Architectural Services	110,253	75,000		see total above
Construction Mgmt. Services	82,642	90,000		see total above
Other Services / Fees	344,013	375,000		see total above
70200 · North 40--Construction	7,345,183	7,000,000		6,530,227
70300 · COPs--Lease Payments				
70301 - Interest Payments	543,050	526,550	509,600	526,550
70302 - Principal Payments	550,000	565,000	585,000	565,000
70305 - Bank (UMB) Sweep/Admin Fees	3,099	800	-	500
Total HOUSING FUND (Expenses)	8,978,240	8,632,350	1,094,600	8,272,277
Total Expenditures	8,978,240	8,632,350	1,094,600	8,272,277
<b>Net Income</b>	<b>(7,876,249)</b>	<b>(7,508,350)</b>	<b>15,400</b>	<b>(7,171,277)</b>
*****				
Ending Balance, December 31	7,856,990	348,640	364,040	

# ASPEN FIRE PROTECTION DISTRICT

2023 PROPOSED BUDGET -- DRAFT #2 (10/11/2022)

## WILDFIRE COMMUNITY ACTION FUND

	2021 ACTUAL	2022 ESTIMATED	2023 PROPOSED	2022 AS APPROVED
Beginning Balance, January 1	-	150,537	191,871	
<b>REVENUES</b>				
<b>WILDFIRE COMMUNITY ACTION FUND (Income)</b>				
31575 - Contributions Received	174,502	175,000	175,000	165,000
31580 - Grants Received		10,480	tbd	tbd
31590 - Interest on Investments	5	2,500	2,500	12
Total WILDFIRE C.A. FUND (Income)	174,507	187,980	177,500	165,012
Total Revenues	174,507	187,980	177,500	165,012
<b>EXPENDITURES</b>				
<b>WILDFIRE COMMUNITY ACTION FUND (Expenses)</b>				
80100 - Operating Expenses				
80101 - Administrative Expenses	1,721	1,500	2,500	1,500
80103 - Consultant Fees		-	25,000	25,000
80105 - Personnel				
Wages	16,603	89,003	89,003	89,003
Benefits	5,068	31,851	31,851	31,851
Employer Taxes	295	1,492	1,492	1,492
80109 - Marketing	283	8,000	6,000	10,000
80111 - Other / Unanticipated		800	4,000	4,000
80200 - Project Expenses				
		14,000	15,000	tbd
Total WILDFIRE C.A. FUND (Expenses)	23,970	146,646	174,846	162,846
Total Expenditures	23,970	146,646	174,846	162,846
<b>Net Income</b>	<b>150,537</b>	<b>41,334</b>	<b>2,654</b>	<b>2,166</b>
Ending Balance, December 31				
	150,537	191,871	194,525	



# ASPEN FIRE PROTECTION DISTRICT

2023 PROPOSED BUDGET -- DRAFT #2 (10/11/2022)

G.O. BOND DEBT SERVICE FUND

WILL BE PAID OFF  
END OF 2026

	2021 ACTUAL	2022 ESTIMATED	2023 PROPOSED	2022 AS APPROVED
Beginning Balance, January 1	1,063,139	1,081,430	1,083,699	
<b>REVENUES</b>				
<b>DEBT SERVICE FUND (Income)</b>				
35100 · General Property Tax	1,103,404	1,068,512	1,071,126	1,068,512
35200 · Specific Ownership Taxes	40,261	40,000	40,000	40,000
35210 · Interest Earned--Prop. Taxes	2,292	2,000	2,000	2,000
35250 · Interest on Investments	332	16,000	17,000	300
35700 · Delinquent Taxes	(929)	(350)	(1,000)	(2,000)
Total BOND Debt Service Fund (Income)	1,145,360	1,126,162	1,129,126	1,108,812
Total Revenues	1,145,360	1,126,162	1,129,126	1,108,812
<b>EXPENDITURES</b>				
<b>DEBT SERVICE FUND (Expenses)</b>				
50005 - County Treasurer Fee	55,244	53,468	55,556	53,468
50010 · Interest Payments	191,625	165,225	138,075	165,225
50011 · Principal Payments	880,000	905,000	935,000	905,000
50020 · Fees & Expenses	200	200	200	200
Total BOND Debt Service Fund (Expenses)	1,127,069	1,123,893	1,128,831	1,123,893
Total Expenditures	1,127,069	1,123,893	1,128,831	1,123,893
<b>Net Income</b>	<b>18,291</b>	<b>2,269</b>	<b>295</b>	<b>(15,081)</b>
Ending Balance, December 31	1,081,430	1,083,699	1,083,994	