



# Aspen Fire Protection District Board of Directors Regular Monthly Meeting

MEETING DATE: January 11, 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. **Executive Session: Pursuant to §24-6-402(4)(f) (I), C.R.S., to discuss personnel matters not specific to any individual employee who has requested the matter to be in open session, more specifically concerning the Fire Chief's 2021 end of year bonus.**  
  
*Note: This part of the meeting is planned to last until 5:30pm at which time the regular meeting will resume.*
- IV. Approval of Minutes
  - a) Motion to approve minutes from Regular Meeting December 14th, 2021.
- V. Public Comment
- VI. AVFD Inc. – Ryan Warren, President
- VII. North 40 Housing Project Update – Sebastian Wanatowicz
  - a) Project Budget Update
  - b) Project Contingency Reconciliation
  - c) Allowances Log Update
  - d) FCI Budget Reconciliation
  - e) PV Option Package
- VIII. Wildfire Community Action Fund – Ali Hager
  - a) Project & Funding Update
  - b) Policies and Procedures for WCAF
  - c) Citizen Advisory Board Draft
- IX. Financials
  - a) Monthly Financial Review

- X. Board Member Comments & Action Items
  - a) Adopt Resolution 2022-01-01: Posting of Meetings
  - b) Adopt Resolution 2022-02-02: Mail Ballot Election
  - c) Adopt Resolution 2022-02-03: Appointing of Designated Election Official and Authorizing Designated Election Official to Cancel Election
  - d) Adopt Resolution 2022-01-04: Ratifying Local Disaster Emergency Declaration
  - e) Approve Policies and Procedures for WFAC
  
- XI. Staff Report
  - a) Fire Marshal/Prevention – Jan Legersky
  - b) Operations Overview - Deputy Chief Andersen
  - c) Training
  - d) Recruiting
  
- XII. CEO/Fire Chief & Good of District
  
- XIII. Old Business
  - a) Aspen Fire Housing Guidelines and Rental Rates
  - b) North 40 Roofing Update
  
- XIV. New Business

# Aspen Fire Protection District

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



## Board of Directors Regular Meeting December 14, 2021

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

**Meeting called to order by Denis at 5:11pm**

### **Roll Call:**

- Board of Directors Present: John Ward (arrived at 5:21pm), Denis Murray, Stephen Wertheimer, Michael Buglione, Dave (Wabs) Walbert
- Board of Directors Absent:
- Staff/Volunteers Present: Rick Balentine, Jake Andersen, Jan Legersky, Jan Schubert, Nikki Lapin, Arnold Nimmo, Scott Arthur, Ken Josselyn, Bruce Bradshaw, Ali Hager, Thom Barr, Jack Orsi, Jeff McMahan, Ryan Warren, Hutch Foster
- Public/Others: Richard Peterson, Sebastian Wanatowicz

### **Approval of Minutes:**

**MOTION: Motion by Wabs to approve minutes from: Regular meeting held on November 9<sup>th</sup>, 2021 and Special Meeting held on December 7<sup>th</sup>, 2021. Michael second.**

**Discussion: None**

**Vote: All approved.**

### **Public Comment: None**

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

- In light of vote last month, AVFD Inc. board decided to bring to light the importance of hiring from within as much as possible. The AVFD Inc. board is drafting a letter of support that will be sent to the AFPD board. There was further discussion about hiring internally.

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

- Fire Place Budget Review: The regular consultant invoices for architects and mechanical engineers as well as two invoices from waterproofing and inspections. The flat roofs on two and three were inspected. There is framing up on two and three and being dried in with sheeting, internal wall framing and roughing in domestic hot water and fire suppression piping. Building one is partially framed and coordinating some roof, rafting and loft framing aspects before drying it in. Building four has curbs poured but not framed. This will be next.
- Contingency and Allowances: FCI put in payout #10 for \$958,328.60. The pay application has been approved and in process of payment. This leads to a total payout of \$6,392,882.45. There have been two change orders in the amount of \$70,000. Sebastian reviewed the contingency reconciliation and allowances.

- FCI has put out an RFP in regards to the solar as it pertains to putting panels on Fire Place, North 40 fire station and if further is needed, on Aspen Village. Sebastian and team are working to get the price package for review at the next meeting.
- A time lapse of the project was shown. Currently the project is exceeding the schedule.

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

- In the second month with main focus on fundraising, mitigation projects, grant writing and outreach.
- Fundraising: Goal is to raise enough startup funds so ensure the longevity to do mitigation in the long term and to use as matching funds for grants. Currently have raised \$164,500. This number will cover basic operating expenses for the next year. Next fundraising is for projects. Working on a grant we will be applying for in April called Forest Restoration and Wildfire Risk Management (FRWRM). Hoping to apply for some funds that will go toward treatments up in the Hunter Creek area. Project materials are coming together. Chief and Ali have been meeting with interested parties and working on a possible grant with Pano AI.
- Mitigation: Working on slam dunk projects that are important for removing fuels and on some brush mitigation up Red Mountain, along with other projects in the Hunter Creek area.
- Collaborations: We now have a seat on the steering committee for Roaring Fork Wildfire Collaborative. There are 50 entities involved that meet once a month to look at opportunities, how to move forward and support each other. Also, Ali recently attended a PODS meeting. This looks at maps for defining defensible lines and looking at holistic landscape. Also working with Hunter Smuggler Collaborative that is made up of interested parties to help combine forces.
- Talking about putting together a citizen advisory board as it pertains to wildfire. This would help accomplish two-way communication and an opportunity to have people with diverse backgrounds within our district to get feedback on community needs and help with potential fundraising. Big part of the job is communication and education.
- Policies and procedures were presented at last month's meeting. It was agreed to review and approve at the next meeting. The board requested a report in board packet in regards to collaboration, identified mitigation projects and fundraising.

### **Financials**

- Monthly review of budget:
  - There was clarification of Pano AI expense, It's shown as an expense, but income is shown in contributions received.
  - There was discussion of worker's compensation increase. This is due to the salary increases with addition of career firefighters. The EMOD did go down. Nikki noted that next year we will be getting a quote from Pinnacol as well. Staff is also working on some other programs that may give further discounts.
  - Starwood rent: Clarification that rent is paid upfront on a quarterly basis to Starwood and this is offset in the income from tenant rent and utilities. Rick noted that Starwood is very happy with the tenants and the program.
- 2022 Draft Budget Review:
  - 41861 Volunteer Health Insurance/HSA/HRA: The increase is due to the last two classes not yet eligible that will be this coming year. New volunteers will be offset by the grant.
  - 41115 Overtime: This has been budgeted \$60,000. The goal, if things go as planned, is to only need this amount with the hopes it will be less.
  - 42220 Pano AI Project: They were asking for \$120,000. As a partnership effort, it was agreed to possibly only pay \$60,000. Rick is talking with insurance companies. The goal is to get insurance companies to help fund this project and to help decrease the cost to homeowners that live in areas with this technology. There will be an offset to the \$60,000 through funds still in WFAC project under line item 38050.

- Charging stations at North 40: There was discussion about charging stations at North 40 for future electric vehicles for the district, in addition to residential ones in parking garages. Discussion if it should be in this budget, not part of the housing project. It was suggested it could come out of the Capital Acquisition fund.
- Air Conditioning: Budgeted for Station 61 bunk rooms and apartment at Station 62.
- North 40 Roofing: Confirmed with Ajax Roofing that their bid does include doing all roofing around existing and new solar panels.

**Board Comments & Action Items:**

**MOTION: Motion by Steve to approve Resolution 2021-12-01 To Adopt 2022 Budget. John second.**

**Discussion: None**

**Vote: Yes (John, Wabs, Steve, Michael) No (Denis). Motion passes 4-1.**

**MOTION: Motion by John to approve Resolution 2021-12-02 To Set Mill Levies. Steve second.**

**Discussion: None**

**Vote: All approved.**

**MOTION: Motion by John to approve Resolution 2021-12-03 To Appropriate Funds. Michael second.**

**Discussion: None**

**Vote: All approved.**

- Denis Murray: Denis has requested the following: a meeting with AVFD Inc. Board, to see a breakdown of salary changes with overtime and merit increases, see update on Aspen Village proposal of and putting a unit where the office is and would like fire code adoption draft by February. Jan Legersky commented that she needs time to review and asks for the same timeframe her predecessors have. Jan will put it together for review by the board at least a month prior to City and County approving theirs. Denis wants to see all the residences sprinklered. Denis also requested to take Aspen Volunteer Fire Department off the front of the building and put Aspen Fire Department.
- Steve: COLA did have their election for board seat. The incumbent was elected. Thank you for your support.
- Michael: Spoke to Rick about getting individual COVID tests to be used at home. The state has a program and staff is looking into it. There is discussion of serial testing those unvaccinated at other agencies.

**Staff Report:**

- Fire Marshal and Prevention
  - It is holiday crunch time. Information on inspections was included in the staff report. Staff is currently working on life safety programs. Ben is heading up the First Due preplan program coming in.
- Operations Overview: DC Andersen thanked the board for their hard decisions that have been made. He understands the full comprehension and gravity of the trust and responsibility to run

this operation, provide service in a fiscally responsible manner and to manage the morale of all our members. A lot of good ideas and suggestion have been brought forth through this process. Rick and Jake will be meeting with Deputy Chief and Chief of Roaring Fork Fire and Director of Aspen Ambulance to finalize Roaring Fork Valley Major Incident Response Model and revitalization of auto-aid agreements. Also, having meeting with operations chiefs up and down valley to figure out how to align operating guidelines, practices and training practices.

- Training Report:
  - Scott gave an overview of training for November and coming up in December. We will be holding our last CPR class for the year and moving forward will be using a new program called RQI. We will have a station set up to online training software. Each member will have a quarterly assignment that they will come in on their own to do. They will get hands-on practice. Further updates are included in the staff report.
- Recruiting:
  - The new recruits will be starting the CMC Academy on January 18th. There are 6 new recruits. They have been required to do (3) 10-hour day shifts prior to going to academy to get to know the station, culture, equipment and members. Exploring options for the future for those that may not be able to provide the same commitment.

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

- Thank you to the board for your hard work and commitment. Rick did send an email to the board about reinstating pay for board members. Board members are entitled up to \$100 per meeting not to exceed \$2400. This was forfeited in the past to go toward Honor Guard.
- Rick would like to encourage open communication between everyone, the volunteers and career staff when possible, but please remember operations items need to be made at an operational level. The board has a conduit to all members through Chief and Deputy Chief.
- The officers decided not to go through with the holiday party for the safety of department and retired members. Looking at putting together a get together in the late spring, early summer when we can congregate outside. AVFD Inc. did decide to move forward with a party this Saturday.

#### **Old Business:**

- Fire Place Housing Guideline and Rental rate: Rick has a group of members interested in being part of the focus committee. They will be getting together soon to discuss what progression will look like along with other guidelines. This will not include rates. The board would like to see information prior to February at a special meeting set for Monday, February 7th at 11:00am - 1:00pm.

**MOTION: Motion by Wabs to adjourn at 7:21pm. Steve second. All approved.**

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

**AFPD - North 40 Housing - "Fire Place"**  
**Monthly Budget Update - January 11, 2022**

Description Scope of Work	Current Budget	Spent To Date 1/11/22	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	160,773.86	84,313.38	Increased for Type Five
Stryker/Brown - Architects	862,151.49	819,550.44	42,601.05	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 - January 11, 2022**

Description Scope of Work	Current Budget	Spent To Date 1/11/22	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	-	5,000.00	Allowance
Black Hills - gas line re-location	1,000.00	1,000.00	-	Complete
		-	-	
<b>Permit Fees</b>		-	-	
Building permit & plan check fees	243,025.00	243,025.00	-	Complete
Permit intake fee	60,750.00	60,750.00	-	Complete
Access permit	675.75	675.75	-	Complete
Use tax		-	-	NIC
GIS fee	200.00	200.00	-	Complete
Road impact fees	60,530.13	60,530.13	-	Complete
		-	-	
<b>Building permit change order fees</b>	24,985.00	-	24,985.00	Allowance
Change order # 1 - Trash enclosure		-	-	
		-	-	
<b>FF &amp; E</b>	5,000.00	-	5,000.00	Allowance
Bike racks		-	-	
Benches		-	-	
		-	-	
<b>Insurances</b>		-	-	
Builders Risk		-	-	In construction budget
Performance & payment Bond		-	-	In construction budget
General Liability insurance		-	-	In construction budget
		-	-	
<b>Legal Fees</b>		-	-	
Karp.Neu.Hanlon	20,000.00	7,940.00	12,060.00	Allowance
		-	-	
<b>Staging Area</b>		-	-	
Lease & insurance	20,000.00	-	20,000.00	Allowance
		-	-	
<b>AFPD Contingencies</b>	500,000.00		500,000.00	Allowance
Increase for Type Five (Owners Rep)	(55,087.24)	-	(55,087.24)	
SBA & KLA Fire Station Roof Solar Panel Structural Design	(5,000.00)	-	(5,000.00)	



**AFPD - North 40 Housing - "Fire Place"**  
**Monthly Budget Update - January 11, 2022**

Description Scope of Work	Current Budget	Spent To Date 1/11/22	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>2,852,708.86</b>	<b>2,149,271.68</b>	<b>703,437.18</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>	Executed contract
PA # 1		172,411.70	(172,411.70)	Approved_03.23.21
PA # 2		261,922.60	(261,922.60)	Approved_04.15.21
PA # 3		512,340.70	(512,340.70)	Approved_05.05.21
PA # 4		377,720.95	(377,720.95)	Approved_06.07.21
PA # 5		604,975.15	(604,975.15)	Approved_07.12.21
PA # 6		540,510.10	(540,510.10)	Approved_08.12.21
PA # 7		782,648.95	(782,648.95)	Approved_09.10.21
PA # 8		1,007,517.75	(1,007,517.75)	Approved_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_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>6,977,922.85</b>	<b>7,230,523.15</b>	
<b>Grand Total</b>	<b>17,131,411.68</b>	<b>9,127,194.53</b>	<b>7,933,960.33</b>	

Grand total 3/9/21

17,074,362.00

Cost code	Description	Original Estimate	Approved Estimated Changes	Pending Estimate Changes	Amount Remaining
01 600001 OTH	Misc Site Demo/Foundation Drain Drywell	18,575.00	18,575.00	-	-
01 600002 OTH	Winter Conditions - Concrete Add Mix	36,656.00	-	-	36,656.00
01 600003 OTH	Winter Conditions - Concrete Heat	37,840.00	-	-	37,840.00
01 600004 OTH	Reshoring of Concrete Deck	15,000.00	-	-	15,000.00
01 600005 OTH	Misc Metals	28,024.00	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	14,933.00	-	37,567.00
01 600014 OTH	Signage	2,915.00	2,915.00	-	-
01 600015 OTH	Photovoltaic System	240,000.00	-	-	240,000.00
01 600016 OTH	Plumbing Fixture Package	125,000.00	125,000.00	-	-
01 600017 OTH	Snow Removal & Earthwork Winter Conditions	138,600.00	10,070.00	-	128,530.00
01 600018 OTH	Rock Removal	35,000.00	35,000.00	-	-
01 600019 OTH	Dewatering	20,420.00	20,420.00	-	-
01 600020 OTH	Irrigation System Design & Construction	45,000.00	45,000.00	-	-
01 600021	Wood Material Cost Increase	-	140,723.00	21,672.00	119,051.00
01 600022	Supplementary Funds - Project Credits	-	93,273.00	28,097.00	65,176.00
		<b>1,028,362.00</b>	<b>714,564.00</b>	<b>49,769.00</b>	<b>732,021.00</b>

**AFPD - North 40 Housing - "Fire Place"**  
**Contingency Reconciliation Update - January 11, 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		(5,000.00)	
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>(63,058.60)</b>	-
<b>FCI Construction Budget</b>			
<b>FCI's GMP contract budget</b>			
Allowance #022		65,176.00	
<b>Change Orders</b>			
PCCO #1		(40,378.00)	
PCCO #2		(29,878.82)	
<b>Construction Cost Total</b>	-	<b>(5,080.82)</b>	-
<b>Grand Total</b>	-	<b>(68,139.42)</b>	<b>431,860.58</b>

		Initial	Change	Current
<b>Base Contract</b>		\$ 12,792,875		
	COR 01 - Additional Drywell		\$ 40,378	
	COR 02 - Foundation Drain and Pump		\$ 2,032	
	AL 07 - Added Scope in Permit Revision		\$ 27,849	
	Allowance Reconciliation to Date		\$ 460,192	
				\$ 13,323,327
<b>Allowance 0001</b>	<b>MISC SITE DEMOLITION &amp; FOUNDATION DRAIN DRYWELL</b>	\$ 18,575		
	AL 03 - Fund additional drywell requirements.		\$ (11,075)	
	AL 07 - Fund final costs on site demo allowance.		\$ (7,500)	
				\$ -
<b>Allowance 0002</b>	<b>WINTER CONDITIONS - CONCRETE ADD MIX</b>	\$ 36,656		
				\$ 36,656
<b>Allowance 0003</b>	<b>WINTER CONDITIONS - CONCRETE HEAT</b>	\$ 37,840		
				\$ 37,840
<b>Allowance 0004</b>	<b>RESHORING OF CONCRETE DECK</b>	\$ 15,000		
				\$ 15,000
<b>Allowance 0005</b>	<b>MISCELLANEOUS METALS</b>	\$ 28,024		
	AL 27 - Added Bollards		\$ (823)	
				\$ 27,201
<b>Allowance 0006</b>	<b>STAIR CANOPY-STRUCTURAL DESIGN</b>	\$ 2,500		
	AL 02 - Fund Contract for Engineering Services		\$ (2,500)	
				\$ -
<b>Allowance 0007</b>	<b>STAIR CANOPY STRUCTURE (STEEL)</b>	\$ 35,000		
	AL 34 - Buyout		\$ (35,000)	
				\$ -
<b>Allowance 0008</b>	<b>TRASH ENCLOSURE STRUCTURE &amp; ROOF</b>	\$ 37,127		
	AL 07 - Reconcile final trash enclosure costs.		\$ (37,127)	
				\$ -
<b>Allowance 0009</b>	<b>COMPOSITE BALCONY/WALKWAY SLATS</b>	\$ 43,205		
	AL 17 - Balcony and Walkway Slats		\$ (43,205)	
				\$ -
<b>Allowance 0010</b>	<b>COST IMPACTS-ADDED LAUNDRY AREA CABINETS</b>	\$ 5,000		
	AL 07 - Reconcile final costs.		\$ (5,000)	
				\$ -
<b>Allowance 0011</b>	<b>MISC FLASHING</b>	\$ 25,000		

\$ 25,000

Allowance 0012	WINDOW & SLIDING DOOR PACKAGE	\$	85,000	
	AL 05 - Fund Final Window Package		\$	(77,854)
	AL 07 - Offset balance towards permit pricing exercise.		\$	(7,146)
				\$ -
Allowance 0013	TEMPORARY HEATING	\$	52,500	
	AL 20 - Temping Heating Temp Gas Line		\$	(14,933)
				\$ 37,567
Allowance 0014	SIGNAGE	\$	2,915	
	AL 32 - Signage		\$	(2,915)
				\$ -
Allowance 0015	PHOTOVOLTAIC SYSTEM	\$	240,000	
				\$ 240,000
Allowance 0016	PLUMBING FIXTURE PACKAGE	\$	125,000	
	AL 06 -Fund Plumbing Fixture Package		\$	(124,990)
	AL 07 - Offset balance towards permit pricing exercise.		\$	(10)
				\$ -
Allowance 0017	SNOW REMOVAL & EARTHWORK WINTER CONDITIONS	\$	138,600	
	AL 01 - Winter Conditions Costs for February		\$	(8,390)
	AL 04 - Winter Conditions Costs for March		\$	(1,680)
	AL 36 - November Snow Removal		\$	(2,105)
	AL 39 - December Snow Removal		\$	(840)
				\$ 125,585
Allowance 0018	ROCK REMOVAL	\$	35,000	
	AL 04 - March Rock Removal Costs		\$	(2,340)
	AL 09 - April Rock Removal Costs		\$	(1,240)
	AL 10 - May Rock Removal Costs		\$	(11,410)
	AL 19 - Final Reconciliation		\$	(20,010)
				\$ -
Allowance 0019	DEWATERING	\$	20,420	
	AL 07 - Offset balance towards permit pricing exercise.		\$	(20,420)
				\$ -
Allowance 0020	IRRIGATION SYSTEM DESIGN & CONSTRUCTION	\$	45,000	
	AL 07 - Offset balance towards permit pricing exercise.		\$	(45,000)
				\$ -
Allowance 0021	Wood Cost Escalation Allowance	\$	-	
	AL 07 - Added Allowance for Wood Escalation		\$	228,000
	AL 08 - Wood Escalation Costs		\$	(87,277)
	AL 28 - Warehouse Wood Storage		\$	(21,672)

\$ 119,051

Allowance 0022	Misc. Allowance	\$	-	
	COR 04 - One Line Change Credit	\$	27,787	
	COR 05 - Board Form and Trench Drain Install Credit	\$	22,210	
	AL 11 - Refrigerator Water Connection Costs	\$	(3,731)	
	AL 12 - Elevator Ventilation Costs	\$	(4,183)	
	AL 13 - Concrete Sealer	\$	(11,480)	
	AL 14 - Guardrail VE	\$	22,428	
	AL 15 - Additional Site Camera	\$	(4,810)	
	AL 16 - Fitness Room Fit out	\$	(20,348)	
	AL 17 - Balcony Slat Savings	\$	5,839	
	AL 18 - Driveway Snowmelt and Heat Trace	\$	38,270	
	AL 19 - Final Rock Removal Reconciliation	\$	20,010	
	AL 21 - 3" Spray Foam ILO Ridgid Type V	\$	5,104	
	AL 22 - LDI Roof Evaluation at Aspen Village and Woody Creek	\$	(4,000)	
	AL 23 - Add Vertical Bling Specification Change	\$	(2,109)	
	AL 24 - PR 04 Low Voltage Design	\$	(19,548)	
	AL 25 - Snowmelt Design Change	\$	(1,012)	
	AL 26 - Added Charging Stations	\$	(14,971)	
	AL 29 - Horizontal Blind Upgrade	\$	(1,701)	
	AL 30 - Fitness Room Flooring	\$	(181)	
	AL 31 - Metal Wall Panel VE	\$	9,003	
	AL 34 - Steel Canopy Buyout Savings	\$	15,255	
	AL 35 - ASI 02 - Soffit Changes	\$	(6,900)	
	AL 37 - Added Pressure Guages	\$	(4,405)	
	AL 38 - Added Shelving	\$	(1,350)	
				\$ 65,176

Construction Contingency		\$	387,206	
	BVR 01 - Permit Pricing Exercise	\$	(114,329)	
	BVR 02 - Waterproofing Subcontractor Default	\$	(30,222)	
	BVR 03 - Millwork Adds	\$	(6,756)	
	BVR 04 - Damproofing	\$	(27,000)	
				\$ 208,899

Grand Total		\$	14,208,443	\$ 14,261,302
-------------	--	----	------------	---------------





Production

52.0 kW system  
121 panels

ANNUAL PRODUCTION  
**62,128 kWh**  
Energy

62.1 MWh  
Energy Offset

MONTHLY PRODUCTION

Month	Production (MWh)	Consumption (MWh)
Jan	~0.5	~0.5
Feb	~0.5	~0.5
Mar	~1.5	~1.5
Apr	~3.5	~3.5
May	~5.5	~5.5
Jun	~6.5	~6.5
Jul	~6.5	~6.5
Aug	~6.5	~6.5
Sep	~5.5	~5.5
Oct	~3.5	~3.5

52.0 kW system  
121 panels

ANNUAL PRODUCTION  
**62,128 kWh**  
Energy

62.1 MWh  
Energy Offset

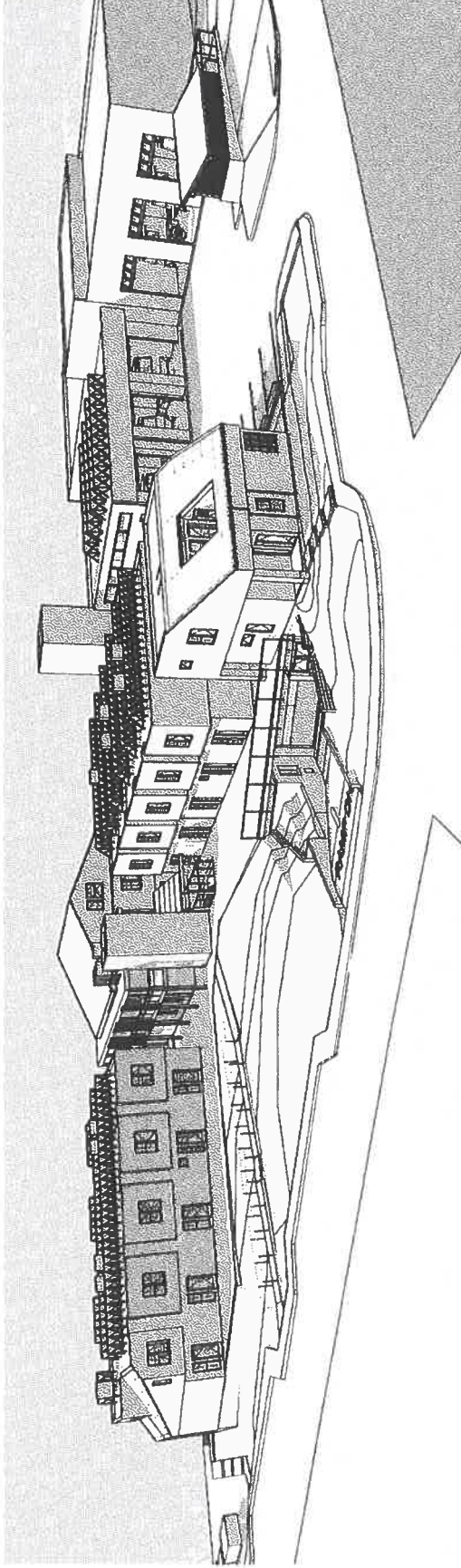
MONTHLY PRODUCTION

PRODUCTION ADVANCED

Insert Panels  
Add Components  
String/Connect  
Walkway

# FIRE PLACE

## North Forty Fire District Housing



AERIAL VIEW FROM NORTH





## WCAF Updates (as of 1/7/22)

1. **Fundraising update:** \$175,500.00 as of 1/7/22
2. **Web pages are live!**
  - i. <https://aspensfire.com/wcaf>
  - ii. <https://aspensfire.com/wcaf-donation-form>
3. **Document Review**
  - a. Approval of “Policies and Procedures” document
  - b. Review of Citizens Advisory Board draft document
4. **Notable partnerships projects**
  - a. **Hunter Smuggler Prescribed Burn:** City of Aspen, Pitkin County, US Forest Service, CO State Forest service, Aspen Center for Environmental Studies, Aspen Skiing Company, Roaring Fork Mountain Bike Association, Wilderness Workshop, Roaring Fork Outdoor Volunteers
  - b. **Bark beetle project:** City of Aspen, Pitkin County, US Forest Service, Colorado State Forest Service, Aspen Center for Environmental Studies, & Aspen Skiing Company
  - c. **Roaring Fork Wildfire Collaborative:** City of Aspen, Pitkin County, Eagle County, Town of Basalt, Garfield County Sheriff, Sunlight Mountain, Roaring Fork Fire, Carbondale Fire, Glenwood Fire, Fire Adapted Colorado, Middle Colorado Watershed Council, local Cattlemens Association, Town of Snowmass Village, Roaring Fork Outdoor Volunteers, Watershed Biodiversity Initiative, Aspen Valley Land Trust, BLM, National Forest Foundation, Aspen Skiing Company, Town of Vail, US and Colorado State Forest Service. (discussion of social media)
  - d. **Locally:** working on outreach to HOA’s and establishing a Citizens Advisory Board to reflect the fire related needs of our community. Close relationship with Pitkin County Emergency Manager regarding community outreach and Fire Adapted Colorado (FACO) for strategy feedback to overcome mitigation challenges.

# Aspen Fire Protection District



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

## Policies and Procedures

### Wildfire Community Action Fund (WCAF)

The purpose of this document is to outline appropriate sources of income, fund management practices, expense parameters, and processes for the Wildfire Community Action Fund, created by board approval at the Aspen Fire Board of Directors meeting October 12, 2021. The guiding principle for this fund's use is meaningful fuels reduction, habitat improvement, and watershed protection across and surrounding Aspen Fire's district. The following policies and procedures are intended to reinforce the integrity of this fund and ensure the proper allocation of its resources.

#### 1. Accounting Procedures

- Throughout the fiscal year, expenses are accrued into the month in which they are incurred. The books are closed no later than the last day of every month
- At the close of the fiscal year, this rule is not enforced. All expenses that should be accrued into the prior fiscal year, are so accrued, in order to ensure that year-end financial statements reflect all expenses incurred during the fiscal year. Year-end books are closed no later than 45 days after the end of the fiscal year.
- Revenue is recorded in the month in which it was received. Pledges will be accrued as per the fire district standard.
- Bank statements will be approved and reconciled no more than 30 days after the close of the month
- Audit will occur annually by the district's CPA as part of the district's yearly audit of all funds.

#### 2. Record Keeping

- Documents will be retained in accordance with the State of Colorado's special district's management requirements.

#### 3. Segregation of Funds and Duties

- WCAF funds, income, and expenses shall be accounted for separately from other fire district funds, income, and expenses.
- AFPD/ WCAF's financial oversight is distributed among multiple people including the fund manager and finance manager to help ensure protection from fraud and error. The distribution of duties aims for maximum protection of AFPD/ WCAF's assets while also considering efficiency of operations

#### 4. Physical Security

- AFPD/ WCAF maintains physical security of its assets to ensure that only people who are authorized have physical or indirect access to money and other valuables.

#### 5. WCAF Budget

- The program director will work with the Fire Chief/ CEO to ensure that the fund's annual operating budget is an accurate reflection of operating goals for the coming year. The

proposed WCAF operating budget for the upcoming fiscal year will be submitted prior to October 15 and approved as the final budget by December 15. Individual project budgets will be approved by the Fire Chief/ CEO.

**6a. Program Income**

1. Funds may be received in the form of grants or donations. Stock transfers will be recorded as income at fair value at the time of donation and monetized upon receipt. Other non-cash contributions will be recorded at fair value at the time of receipt.
2. Cash, Checks, and other donations will be processed by the Finance Manager.
  - a. WCAF must abide by regulations & restrictions set forth through grant agreements.
  - b. While donations may be earmarked for specific projects, donors may not dictate timing, location, or methods of fuels mitigation.
  - c. Donations may be tax deductible as this fund operates for the public good; therefore, no goods and services may be provided in exchange for contributions.

**6b. Program Expenses**

3. Funds shall be used only for wildfire mitigation programs and projects on public and private lands relevant to Aspen Fire's jurisdiction. This includes all lands within the fire district and may explicitly include adjacent lands that are likely to affect district lands if a wildfire occurs.
  - a. Such expenditures include, but are not limited to:
    - i. Staff wages, benefits, and employer taxes
    - ii. Consultant fees and contractor labor
    - iii. Wildfire mitigation planning
    - iv. On-the-ground fuels reduction work
    - v. Matching funding
    - vi. Forest health monitoring
    - vii. Administrative costs
    - viii. Reimbursement for any of the above
  - b. Funds used for land management will be guided by community stakeholders, forester prescriptions, and best practices.
4. The Fund Director's credit card limit will be \$5,000.00. Checks of or above \$5,000.00 must be signed by the Fire Chief. and either the AFD Board President or Board Treasurer.
5. Invoices will be prepared by the fund director or Finance Manager.

**6. Internal Reporting**

- Financial updates will be given to the district board at regularly scheduled monthly board meetings.

**7. Payroll Funds**

- In the event of a lack of funding to support the salary(s) of WCAF dependent employees, the WCAF project may be suspended and/or eliminated from AFD's organization.
- The Community Wildfire Resiliency Program Director is required to maintain 180 days of operating expenses within the WCAF.
  - The Director must notify the Fire Chief in writing if funding levels drop below this threshold.

**8. Operating Reserve & Asset Management**

- Operational reserve funds may be deposited into a ColoTrust account.

# Aspen Fire Protection District

420 E Hopkins Avenue • Aspen, CO 81611 • 970-925-5532 • [www.aspenfire.com](http://www.aspenfire.com)



## Wildfire Community Action Fund Citizens Advisory Board **DRAFT 1/7/22**

### **Background**

In Fall 2021, Aspen Fire Protection District launched a new wildfire initiative to better address growing wildfire concerns in our community. The “Wildfire Community Action Fund” (WCAF) is dedicated to proactive on-the-ground work for wildfire mitigation to protect our community’s people, assets, and ecosystems. WCAF is also coordinating messaging across local agencies and fire districts to communicate wildfire danger as well as improve public awareness.

### **Role: Citizen Advisers/ Ambassadors**

**Board term: 1 year**

**Meeting Frequency: once per month for 1 hour**

Aspen Fire WCAF is seeking community stakeholders to provide input from your unique perspective and segment of the community. This program will foster 2-way communication between the fire department and the needs of the community we serve. We are looking for a diverse set of dedicated citizens who are eager to:

- Build a relationship with AFD;
- Learn about and give feedback on prevention, mitigation, and emergency planning strategies;
- Help identify strengths, weaknesses, and opportunities to overcoming community fire-risk challenges;
- Elevate AFD’s messaging and risk reduction programs throughout your networks.

# Aspen Fire Protection District Balance Sheet

As of December 31, 2021

Dec 31, 21

## ASSETS

### Current Assets

#### Checking/Savings

##### GENERAL FUND BANK ACCTS

10100 · Alpine Bank--GF Checking	103,508.98
10401 · ColoTrust--GF General	1,555,828.58
10406 · ColoTrust--GF Emerg Reserve	251,892.17
10407 · ColoTrust--GF Operations Resrv	1,211,613.12
10409 · ColoTrust--GF FPPA	7,331.62
10545 · Grand Junction Fed Credit Union	83.55

Total GENERAL FUND BANK ACCTS 3,130,258.02

##### CAPITAL ACQ. FUND BANK ACCTS

10700 · Alpine Bank--Cap Acq. Checking	11,753.94
10801 · ColoTrust--Cap Acq	229,706.78

Total CAPITAL ACQ. FUND BANK ACCTS 241,460.72

##### HOUSING FUND BANK ACCOUNTS

10890 · Alpine Bank--Housing Checking	247,254.99
10901 · ColoTrust--Housing	38,123.12
10905 · ColoTrust (UMB)-Construction	8,544,166.47
10906 · ColoTrust (UMB)--Cert Principal	11.02
10907 · ColoTrust (UMB)--Cert Interest	7.76

Total HOUSING FUND BANK ACCOUNTS 8,829,563.36

##### WILDFIRE C.A. FUND BANK ACCTS

10950 · Alpine Bank--WCAF Checking	60,219.22
10951 · ColoTrust--WCAF Reserves	91,005.29

Total WILDFIRE C.A. FUND BANK ACCTS 151,224.51

##### DEBT SERVICE FUND BANK ACCTS

11201 · ColoTrust--Debt Service	1,078,966.34
---------------------------------	--------------

Total DEBT SERVICE FUND BANK ACCTS 1,078,966.34

Total Checking/Savings 13,431,472.95

#### Accounts Receivable

##### ACCOUNTS RECEIVABLE

12235 · Receivable due - Pitkin County	13,975.75
12252 · Receivable due - AFD Staff	7,245.02

Total ACCOUNTS RECEIVABLE 21,220.77

Total Accounts Receivable 21,220.77



# Aspen Fire Protection District Balance Sheet

As of December 31, 2021

Dec 31, 21

<b>Other Current Assets</b>	
<b>GENERAL FUND (Asset)</b>	
10450 · Property Tax Receivable	32,515.15
<b>Total GENERAL FUND (Asset)</b>	<u>32,515.15</u>
<b>BOND DEBT SERVICE FUND (Asset)</b>	
10750 · Property Tax Receivable	9,892.48
<b>Total BOND DEBT SERVICE FUND (Asset)</b>	<u>9,892.48</u>
10671 · Prepaid Expenses–General Fund	19,387.58
10672 · Apparatus Deposits–CA Fund	782,343.00
<b>Total Other Current Assets</b>	<u>844,138.21</u>
<b>Total Current Assets</b>	<u>14,296,831.93</u>
<b>Fixed Assets</b>	
<b>GENERAL FIXED ASSET GROUP</b>	
10600 · Fire Trucks & Equip	4,429,722.00
10610 · Building Improvements	1,293,009.40
10615 · Buildings	13,398,373.00
10640 · Firefighting Equipment	375,665.98
10650 · Administrative	374,807.41
10660 · Construction in Progress	1,738,302.29
10665 · Land - North 40	1,700,000.00
10669 · Accumulated Depreciation	-7,676,469.82
<b>Total GENERAL FIXED ASSET GROUP</b>	<u>15,633,410.26</u>
<b>Total Fixed Assets</b>	<u>15,633,410.26</u>
<b>Other Assets</b>	
10593 · Deferred Refunding Cost	1,574,234.68
10594 · Deferred Refunding Costs-Accum.	-1,299,064.71
90103 · VPF-Def Oflow-Pens Inv Ret Diff	118,082.00
90105 · VPF-Def Oflow-Pens Contr After	632,000.00
90111 · SWDB-Def Oflow-Pens Exper Diff	70,656.34
90112 · SWDB-Def Oflow-Pens Chg Assum	39,642.24
90113 · SWDB-Def Oflow-Pens Inv Ret Dif	0.07
90115 · SWDB-Def Oflow-Pens Chg Propor	20,909.00
90116 · SWDB-Def Oflow-Pens Contr After	48,429.92
<b>Total Other Assets</b>	<u>1,204,889.54</u>
<b>TOTAL ASSETS</b>	<u><u>31,135,131.73</u></u>

# Aspen Fire Protection District Balance Sheet

As of December 31, 2021

Dec 31, 21

## LIABILITIES & EQUITY

### Liabilities

#### Current Liabilities

##### Accounts Payable

2000 · 20100 - Accts Payable--GF	15,014.84
2002 · 20120 - Accts Payable--CA Fund	9,824.00
2004 · 20140 - Accts Payable--Housing	20,282.31

Total Accounts Payable 45,121.15

##### Other Current Liabilities

##### CURRENT LIABILITIES

20125 · State Unemployment Accrual	1,481.53
21000 · Deferred Revenue--Prop. Tax	32,515.15

Total CURRENT LIABILITIES 33,996.68

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

Total Other Current Liabilities 77,117.95

Total Current Liabilities 122,239.10

#### Long Term Liabilities

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

22000 · Deferred Revenue--Prop.Tax	9,892.48
23000 · Bonds Payable	4,850,000.00
23010 · Current Portion - Bonds Payable	880,000.00
22900 · Bond Premium	1,100,512.25
22901 · Bond Premium- Accumulate Amort.	-955,334.34

Total BOND DEBT SERVICE FUND (Liab.) 5,885,070.39

##### HOUSING DEBT SERVICE (Liab.)

22902 · COPs Payable	13,305,000.00
22903 · Current Portion - COPs Payable	550,000.00
22904 · COPs Premium	1,836,645.45

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

# Aspen Fire Protection District Balance Sheet

As of December 31, 2021

	<u>Dec 31, 21</u>
90200 · VPF--Net Pension Liability	880,302.00
90202 · VPF--Def Iflow--Pens Chg Assum	180,279.00
90210 · SWDB--Net Pension Liability	-20,877.42
90211 · SWDB-Def Iflow-Pens Exp Diff	409.29
90213 · SWDB-Def Iflow-Pens Inv Ret Dif	32,820.00
90214 · SWDB-Def Iflow-Pens Act/Rep Dif	7,951.76
90215 · SWDB-Def Iflow-Pens Chg Propor	33,325.97
90220 · Compensated Absences / PTO	193,159.81
<b>Total Long Term Liabilities</b>	<u>22,884,086.25</u>
<b>Total Liabilities</b>	<u>23,006,325.35</u>
<b>Equity</b>	
<b>FUND BALANCES</b>	
30005 · LT Assets minus LT Debt	-7,903,918.70
30015 · Capital Acq. Fund Balance	655,027.00
30020 · Debt Svc Fund Balance	1,091,188.00
30025 · Housing Fund Balance	17,021,048.00
30300 · Net Pension Liab. & Deferrals	-860,120.00
30600 · Contingency Reserve (TABOR)	186,000.00
37500 · GF - Unrestricted Fund Balance	1,664,931.00
37501 · GF - Restricted Fund Balance	22,002.00
<b>Total FUND BALANCES</b>	<u>11,876,157.30</u>
3900 · Retained Earnings	2,576,633.32
Net Income	-6,323,984.24
<b>Total Equity</b>	<u>8,128,806.38</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>31,135,131.73</u></u>

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

	<u>Dec 21</u>	<u>Jan - Dec 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>				
<b>GENERAL (Income)</b>				
<b>31100 · General Property Tax</b>				
31102 · Allocation--to Cap Acq Fund	0.00	600,000.00	600,000.00	600,000.00
31103 · Allocation--to Housing Fund	0.00	1,100,000.00	1,100,000.00	1,100,000.00
31104 · Allocation--to GF General	4,890.56	3,562,256.96	3,580,408.00	3,580,408.00
31105 · Allocation--to GF Emerg Reserve	0.00	50,000.00	50,000.00	50,000.00
31106 · Allocation--to GF Ops Reserve	0.00	200,000.00	200,000.00	200,000.00
31107 · Allocation--to GF FPPA Annual	0.00	250,000.00	250,000.00	250,000.00
31109 · Allocation--for Treasurer Fee	206.66	303,704.64	304,232.00	304,232.00
<b>Total 31100 · General Property Tax</b>	<u>5,097.22</u>	<u>6,065,961.60</u>	<u>6,084,640.00</u>	<u>6,084,640.00</u>
31200 · Specific Ownership Taxes	17,164.78	207,794.99	185,000.00	185,000.00
36100 · Interest Earned--Prop. Taxes	151.72	12,600.01	10,000.00	10,000.00
36200 · Interest on Investments	131.21	681.52	10,000.00	10,000.00
37100 · Delinquent Taxes	-1,335.44	-5,107.28	-4,000.00	-4,000.00
38000 · North 40 Lease to County	4,139.88	49,609.36	50,195.00	50,195.00
38010 · County Share of Expenses @N40	7,785.01	28,235.76	30,000.00	30,000.00
38015 · Tenants' Rent & Utilities @Stwd	1,479.84	14,153.59	4,000.00	4,000.00
38020 · Tenants' Rent @ N40 & Woody Crk	1,986.00	16,164.00		
38050 · WFAC (Wildfire Mapping) Project	0.00	41,180.00	40,000.00	40,000.00
38101 · Grants	0.00	46,288.96	40,000.00	40,000.00
38103 · CDPS DFPC--Cooperator Incident	0.00	2,154.15	100,000.00	100,000.00
38109 · Donations/Contrib (GF-Assigned)	0.00	54,198.97		
38110 · Sprinkler Permit Fees(PlansChk)	4,071.93	40,514.50	35,000.00	35,000.00
<b>Total GENERAL (Income)</b>	<u>40,672.15</u>	<u>6,574,430.13</u>	<u>6,584,835.00</u>	<u>6,584,835.00</u>
<b>Total Income</b>	<u>40,672.15</u>	<u>6,574,430.13</u>	<u>6,584,835.00</u>	<u>6,584,835.00</u>
<b>Gross Profit</b>	40,672.15	6,574,430.13	6,584,835.00	6,584,835.00
<b>Expense</b>				
<b>PERSONNEL - District Staff</b>				
41110 · Wages - Career Duty FFs	90,784.50	687,298.73	693,080.00	693,080.00
41115 · Overtime - Career Duty FFs	4,030.44	101,100.89	120,000.00	120,000.00
41111 · Salaries & Wages-All Other Paid	90,135.79	716,935.04	845,664.00	845,664.00
41120 · Misc. Payroll Expenses	100.00	1,585.19	1,200.00	1,200.00
41125 · Employer SUI--Staff	543.87	4,524.34	5,111.00	5,111.00
41130 · Retirement Plan--401(a)	16,653.83	124,198.91	116,898.00	116,898.00
41132 · Pension Plan--FPPA SWDB	10,995.41	88,855.94	101,087.00	101,087.00
41135 · Employer Medicare--Staff	2,685.60	22,302.95	24,706.00	24,706.00
41140 · All Insurances & HSA Contrib.	25,722.47	242,781.59	261,466.00	261,466.00
41141 · Board Match--457(b) Plan	3,802.74	30,004.69	30,702.00	30,702.00
41142 · Fit/Wellness Allowance--Staff	7,583.30	14,408.31	20,800.00	20,800.00
41143 · Health Insur--Staff Dependents	8,032.91	61,584.76	58,589.00	58,589.00
41144 · Benefits Contingency - PTO Cash	7,808.77	58,259.53	24,284.00	24,284.00
<b>Total PERSONNEL - District Staff</b>	<u>268,879.63</u>	<u>2,153,840.87</u>	<u>2,303,587.00</u>	<u>2,303,587.00</u>

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

	<u>Dec 21</u>	<u>Jan - Dec 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>ADMINISTRATION</b>				
41149 · County Treasurer Fee	206.66	303,704.64	304,287.00	304,287.00
41150 · Employer Medicare--AVFD+	709.53	973.31	2,500.00	2,500.00
41155 · Employer Social Security--AVFD+	2,899.29	9,375.77	15,000.00	15,000.00
41160 · Employer SUI--AVFD+	146.83	201.41	625.00	625.00
41146 · Employee Wellness Program	510.00	3,500.85	8,000.00	8,000.00
41200 · Other Expense (vs. Income)	-7,993.00	15,241.55		
41209 · WFAC (Wildfire Mapping) Project	0.00	3,456.11	40,000.00	40,000.00
41210 · Contr Labor/ Special Projects	10,000.00	31,531.52	45,000.00	45,000.00
41211 · Supplies & Expenses	642.32	22,947.38	23,224.00	23,224.00
41212 · Telephone Expense	2,741.19	32,093.29	30,000.00	30,000.00
41214 · Info. Systems & Support	5,814.60	32,137.49	30,000.00	30,000.00
41500 · Audit & Budget	0.00	17,360.00	18,000.00	18,000.00
41510 · Insurance				
Gen Liability/Accident & Other	0.00	36,891.00	50,000.00	50,000.00
Workers' Comp	0.00	71,115.95	45,000.00	45,000.00
<b>Total 41510 · Insurance</b>	<b>0.00</b>	<b>108,006.95</b>	<b>95,000.00</b>	<b>95,000.00</b>
41520 · Legal	0.00	23,476.55	25,000.00	25,000.00
41770 · Equip Repair/Replace	0.00	0.00	5,000.00	5,000.00
41820 · Staff Vehicle Expense				
Maint. Labor--at County Fleet	640.00	2,560.00		
41820 · Staff Vehicle Expense - Other	1,469.04	12,087.15	17,000.00	17,000.00
<b>Total 41820 · Staff Vehicle Expense</b>	<b>2,109.04</b>	<b>14,647.15</b>	<b>17,000.00</b>	<b>17,000.00</b>
41840 · Administrative	5,769.65	45,913.44	45,000.00	45,000.00
41920 · Capital Outlay - Computers +	15,983.00	18,183.00	25,000.00	25,000.00
<b>Total ADMINISTRATION</b>	<b>39,539.11</b>	<b>682,750.41</b>	<b>728,636.00</b>	<b>728,636.00</b>
<b>PERSONNEL - Volunteer Staff</b>				
41860 · Vol. Fit/Wellness Allowance	11,700.00	39,000.00	48,100.00	48,100.00
41861 · Volunteer Health Insur/HSA/HRA	25,250.40	175,556.75	309,162.00	309,162.00
41870 · Volunteer Health Screenings	51.30	1,145.90	5,000.00	5,000.00
41875 · LOSAP	0.00	46,500.00	33,000.00	33,000.00
41877 · Volunteer Shift Incentives	0.00	3,550.00		
41880 · EMS Incentive Program	17,212.49	17,212.49		
41890 · FFII Proficiency Incentive	8,181.25	8,181.25		
41891 · Officer & D/O Incentive	1,800.00	1,800.00		
41892 · ALL Volunteer Incentives	0.00	0.00	80,000.00	80,000.00
<b>Total PERSONNEL - Volunteer Staff</b>	<b>64,195.44</b>	<b>292,946.39</b>	<b>475,262.00</b>	<b>475,262.00</b>

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

	Dec 21	Jan - Dec 21	YTD Budget	Annual Budget
<b>FIRE FIGHTING</b>				
42205 · Firefighters' Logistics/Support	3,350.12	23,284.18	25,000.00	25,000.00
42206 · Uniforms	371.67	28,457.15	30,000.00	30,000.00
42211 · Operational Supplies & Expenses	4,762.16	117,988.09	125,000.00	125,000.00
42212 · Rescue Supplies & Expenses	2,250.00	7,630.37	15,000.00	15,000.00
42213 · EMS Supplies & Expenses	1,906.21	12,100.43	15,000.00	15,000.00
42214 · Wildfire Supplies & Expenses	1,559.57	9,936.43	10,000.00	10,000.00
42215 · Wildfire Program (Seasonal FFs)	0.00	690.00	25,000.00	25,000.00
42220 · Pano AI Project	0.00	40,000.00		
42300 · Fuel	1,100.00	13,881.05	15,000.00	15,000.00
42400 · Subscriptions & Dues	2,000.00	2,825.00	1,500.00	1,500.00
42402 · Honor Guard	1,804.86	6,942.68	7,500.00	7,500.00
<b>Total FIRE FIGHTING</b>	<b>19,104.59</b>	<b>263,735.38</b>	<b>269,000.00</b>	<b>269,000.00</b>
<b>TRAINING</b>				
44102 · EMS Training & Records	4,597.08	24,756.13	24,000.00	24,000.00
44103 · FF Training & Records	5,660.00	26,970.06	42,000.00	42,000.00
44211 · Supplies & Expenses	729.30	10,621.70	10,000.00	10,000.00
<b>Total TRAINING</b>	<b>10,986.38</b>	<b>62,347.89</b>	<b>76,000.00</b>	<b>76,000.00</b>
<b>FIRE PREVENTION</b>				
43200 · Training	0.00	3,179.91	5,000.00	5,000.00
43211 · Supplies & Expenses	0.00	11,718.66	9,000.00	9,000.00
43212 · Public Fire Education	0.00	3,234.65	6,000.00	6,000.00
43214 · Advertising--Public Education	1,356.00	6,785.00	12,000.00	12,000.00
<b>Total FIRE PREVENTION</b>	<b>1,356.00</b>	<b>24,918.22</b>	<b>32,000.00</b>	<b>32,000.00</b>
<b>COMMUNICATIONS</b>				
45211 · Supplies & Expenses	0.00	3,566.84	10,000.00	10,000.00
45300 · Administration				
County Dispatch Services	0.00	24,410.00	45,000.00	45,000.00
County Radio Services	0.00	24,488.00	30,000.00	30,000.00
<b>Total 45300 · Administration</b>	<b>0.00</b>	<b>48,898.00</b>	<b>75,000.00</b>	<b>75,000.00</b>
45910 · Radio Capital Outlay	0.00	23,490.56	20,000.00	20,000.00
<b>Total COMMUNICATIONS</b>	<b>0.00</b>	<b>75,955.40</b>	<b>105,000.00</b>	<b>105,000.00</b>
<b>CDPS COOPERATOR INCIDENTS</b>				
42600 · Cooperator Incident--Misc.	0.00	0.00	8,000.00	8,000.00
42601 · Cooperator Incident--Personnel	0.00	0.00	42,000.00	42,000.00
<b>Total CDPS COOPERATOR INCIDENTS</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>50,000.00</b>
<b>REPAIR SERVICES (Fleet &amp; Equip)</b>				
46200 · Pump & Equipment Testing	9,108.60	26,059.15	23,000.00	23,000.00
46211 · Supplies & Expenses & Parts	1,058.90	37,725.65	30,000.00	30,000.00
46212 · Out-source Maint& Repair				
Labor--at County Fleet	6,640.00	70,688.00		
46212 · Out-source Maint& Repair - Other	0.00	2,205.85	85,000.00	85,000.00
<b>Total 46212 · Out-source Maint&amp; Repair</b>	<b>6,640.00</b>	<b>72,893.85</b>	<b>85,000.00</b>	<b>85,000.00</b>
<b>Total REPAIR SERVICES (Fleet &amp; Equip)</b>	<b>16,807.50</b>	<b>136,678.65</b>	<b>138,000.00</b>	<b>138,000.00</b>

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

	Dec 21	Jan - Dec 21	YTD Budget	Annual Budget
<b>STATIONS, BUILDINGS &amp; GROUNDS</b>				
<b>Headquarters Station</b>				
48209 · Alarm Monitoring and T&I--HQ	0.00	1,654.00	1,700.00	1,700.00
48210 · Repairs & Maint. - Headquarters	6,939.54	16,457.17	23,000.00	23,000.00
48211 · Supplies & Exp. - Headquarters	1,002.59	9,856.43	12,000.00	12,000.00
48214 · Utilities - Headquarters	3,623.96	41,009.91	36,000.00	36,000.00
48215 · Cleaning - Headquarters	810.00	7,346.40	10,000.00	10,000.00
<b>Total Headquarters Station</b>	<b>12,376.09</b>	<b>76,323.91</b>	<b>82,700.00</b>	<b>82,700.00</b>
<b>North 40 Station</b>				
48309 · Alarm Monitoring and T&I--N40	0.00	1,063.50	1,200.00	1,200.00
48311 · Repairs & Maint. - North 40	3,486.63	22,248.45	20,000.00	20,000.00
48315 · Supplies & Expenses - North 40	801.48	5,778.91	12,000.00	12,000.00
48320 · Utilities - North 40	3,727.13	37,034.81	38,000.00	38,000.00
<b>Total North 40 Station</b>	<b>8,015.24</b>	<b>66,125.67</b>	<b>71,200.00</b>	<b>71,200.00</b>
<b>Aspen Village Substation</b>				
48016 · Supplies & Exp.- Aspen Village	0.00	96.18	2,000.00	2,000.00
48400 · Utilities - Aspen Village	303.12	6,037.88	5,450.00	5,450.00
48409 · Alarm Monitoring and T&I--AV	0.00	1,321.00	750.00	750.00
48410 · Repairs & Maint.- Aspen Village	660.00	5,077.00	20,000.00	20,000.00
<b>Total Aspen Village Substation</b>	<b>963.12</b>	<b>12,532.06</b>	<b>28,200.00</b>	<b>28,200.00</b>
<b>Starwood Substation</b>				
48411 · Tenants' Rent - Starwood	0.00	10,452.00	1,000.00	1,000.00
48412 · Utilities & Expenses - Starwood	1,152.42	10,740.80	8,000.00	8,000.00
<b>Total Starwood Substation</b>	<b>1,152.42</b>	<b>21,192.80</b>	<b>9,000.00</b>	<b>9,000.00</b>
<b>Woody Creek Substation</b>				
47301 · Supplies & Exp. - Woody Creek	0.00	1,096.77	1,500.00	1,500.00
47302 · Utilities - Woody Creek	887.57	9,451.68	8,900.00	8,900.00
47309 · Alarm Monitoring and T&I--WC	0.00	1,313.00	850.00	850.00
47310 · Repairs & Maint. - Woody Creek	500.00	10,201.05	5,000.00	5,000.00
<b>Total Woody Creek Substation</b>	<b>1,387.57</b>	<b>22,062.50</b>	<b>16,250.00</b>	<b>16,250.00</b>
<b>Total STATIONS, BUILDINGS &amp; GROUNDS</b>	<b>23,894.44</b>	<b>198,236.94</b>	<b>207,350.00</b>	<b>207,350.00</b>
<b>TRANSFER TO OTHER FUNDS</b>				
49502 · Transfer to CapAcquisition Fund	0.00	600,000.00	600,000.00	600,000.00
49503 · Transfer to Housing Fund	0.00	1,100,000.00	1,100,000.00	1,100,000.00
49507 · Xfer to Emergency Reserve Fund	0.00	50,000.00	50,000.00	50,000.00
49508 · Xfer to Operations Reserve Fund	0.00	200,000.00	200,000.00	200,000.00
49509 · Xfer to FPPA Annual Accrual Fnd	0.00	0.00	250,000.00	250,000.00
49515 · Contribution--FPPA Vol. Pension	0.00	545,000.00		
<b>Total TRANSFER TO OTHER FUNDS</b>	<b>0.00</b>	<b>2,495,000.00</b>	<b>2,200,000.00</b>	<b>2,200,000.00</b>
<b>Total Expense</b>	<b>444,763.09</b>	<b>6,386,410.15</b>	<b>6,584,835.00</b>	<b>6,584,835.00</b>
<b>Net Income</b>	<b>-404,090.94</b>	<b>188,019.98</b>	<b>0.00</b>	<b>0.00</b>



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

	<u>Dec 21</u>	<u>Jan - Dec 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>				
<b>CAPITAL ACQUISITION (Income)</b>				
30075 · General Property Tax Allocation	0.00	600,000.00	600,000.00	600,000.00
30085 · Donations/Contrib (CA-Assigned)	0.00	12,000.00		
30100 · Sale of Apparatus	0.00	34,426.00		
60100 · Interest on Investments	9.45	50.97	4,000.00	4,000.00
<b>Total CAPITAL ACQUISITION (Income)</b>	<u>9.45</u>	<u>646,476.97</u>	<u>604,000.00</u>	<u>604,000.00</u>
<b>Total Income</b>	<u>9.45</u>	<u>646,476.97</u>	<u>604,000.00</u>	<u>604,000.00</u>
<b>Gross Profit</b>	9.45	646,476.97	604,000.00	604,000.00
<b>Expense</b>				
<b>CAPITAL ACQ. Fund (Expenses)</b>				
<b>60110 · Cap. Outlay/Equipment/Projects</b>				
equiping Engines 61 + 62	0.00	59,591.75	100,000.00	100,000.00
air conditioning @Stations62+63	9,299.00	37,594.33	40,000.00	40,000.00
replacement Engine 62	0.00	782,343.00	781,239.00	781,239.00
new fleet vehicle(s)	0.00	59,241.46	50,000.00	50,000.00
replacement roof @ N40	2,825.00	-1,549.00		
<b>Total 60110 · Cap. Outlay/Equipment/Projects</b>	<u>12,124.00</u>	<u>937,221.54</u>	<u>971,239.00</u>	<u>971,239.00</u>
<b>Total CAPITAL ACQ. Fund (Expenses)</b>	<u>12,124.00</u>	<u>937,221.54</u>	<u>971,239.00</u>	<u>971,239.00</u>
<b>Total Expense</b>	<u>12,124.00</u>	<u>937,221.54</u>	<u>971,239.00</u>	<u>971,239.00</u>
<b>Net Income</b>	<u><u>-12,114.55</u></u>	<u><u>-290,744.57</u></u>	<u><u>-367,239.00</u></u>	<u><u>-367,239.00</u></u>

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

	<u>Dec 21</u>	<u>Jan - Dec 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>				
<b>HOUSING (Income)</b>				
31175 · General Property Tax Allocation	0.00	1,100,000.00	1,100,000.00	1,100,000.00
31190 · Interest on Investments	129.65	1,991.33	50,000.00	50,000.00
<b>Total HOUSING (Income)</b>	<u>129.65</u>	<u>1,101,991.33</u>	<u>1,150,000.00</u>	<u>1,150,000.00</u>
<b>Total Income</b>	<u>129.65</u>	<u>1,101,991.33</u>	<u>1,150,000.00</u>	<u>1,150,000.00</u>
<b>Gross Profit</b>	129.65	1,101,991.33	1,150,000.00	1,150,000.00
<b>Expense</b>				
<b>HOUSING Fund (Expenses)</b>				
70100 · North 40 Project--Soft Costs				
Architectural Services	22,962.01	110,253.06		
Construction Mgmt. Services	8,540.50	82,642.12		
Other Services / Fees	7,365.21	344,013.43		
<b>Total 70100 · North 40 Project--Soft Costs</b>	<u>38,867.72</u>	<u>536,908.61</u>		
70200 · North 40 Project--Construction	958,823.60	6,392,883.45	11,750,000.00	11,750,000.00
70300 · COPs--Lease Payments				
70301 · Interest Payments	271,525.00	543,050.00	543,050.00	543,050.00
70302 · Principal Payments	550,000.00	550,000.00	550,000.00	550,000.00
<b>Total 70300 · COPs--Lease Payments</b>	<u>821,525.00</u>	<u>1,093,050.00</u>	<u>1,093,050.00</u>	<u>1,093,050.00</u>
70305 · Bank (UMB) Sweep / Admin Fees	2,500.00	3,099.08	6,950.00	6,950.00
<b>Total HOUSING Fund (Expenses)</b>	<u>1,821,716.32</u>	<u>8,025,941.14</u>	<u>12,850,000.00</u>	<u>12,850,000.00</u>
<b>Total Expense</b>	<u>1,821,716.32</u>	<u>8,025,941.14</u>	<u>12,850,000.00</u>	<u>12,850,000.00</u>
<b>Net Income</b>	<u><u>-1,821,586.67</u></u>	<u><u>-6,923,949.81</u></u>	<u><u>-11,700,000.00</u></u>	<u><u>-11,700,000.00</u></u>

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

	<u>Dec 21</u>	<u>Jan - Dec 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>				
<b>WILDFIRE COMM. ACTION (Income)</b>				
31575 · Contributions Received	60,001.64	174,501.64		
31590 · Interest on Investments	3.83	5.29		
<b>Total WILDFIRE COMM. ACTION (Income)</b>	<u>60,005.47</u>	<u>174,506.93</u>		
<b>Total Income</b>	<u>60,005.47</u>	<u>174,506.93</u>		
<b>Gross Profit</b>	60,005.47	174,506.93		
<b>Expense</b>				
<b>WILDFIRE C.A. Fund (Expenses)</b>				
<b>80100 · Operating Expenses</b>				
80101 · Administrative Expenses	0.00	1,316.92		
<b>80105 · Personnel</b>				
Wages	9,756.12	16,602.52		
Benefits	3,007.30	5,067.62		
Employer Taxes	173.56	295.36		
<b>Total 80105 · Personnel</b>	<u>12,936.98</u>	<u>21,965.50</u>		
80109 · Marketing	0.00	283.22		
<b>Total 80100 · Operating Expenses</b>	<u>12,936.98</u>	<u>23,565.64</u>		
<b>Total WILDFIRE C.A. Fund (Expenses)</b>	<u>12,936.98</u>	<u>23,565.64</u>		
<b>Total Expense</b>	<u>12,936.98</u>	<u>23,565.64</u>		
<b>Net Income</b>	<u><u>47,068.49</u></u>	<u><u>150,941.29</u></u>		

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

	<u>Dec 21</u>	<u>Jan - Dec 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>				
<b>BOND DEBT SERVICE FUND (Income)</b>				
35100 · General Property Tax	927.19	1,103,403.87	1,087,514.00	1,087,514.00
35200 · Specific Ownership Taxes	3,122.29	37,798.09	35,000.00	35,000.00
35210 · Interest Earned—Prop. Taxes	27.60	2,291.74	2,000.00	2,000.00
35250 · Interest on Investments	43.67	331.83	7,000.00	7,000.00
35700 · Delinquent Taxes	-242.92	-929.01	-5,000.00	-5,000.00
<b>Total BOND DEBT SERVICE FUND (Income)</b>	<u>3,877.83</u>	<u>1,142,896.52</u>	<u>1,126,514.00</u>	<u>1,126,514.00</u>
<b>Total Income</b>	<u>3,877.83</u>	<u>1,142,896.52</u>	<u>1,126,514.00</u>	<u>1,126,514.00</u>
<b>Gross Profit</b>	<u>3,877.83</u>	<u>1,142,896.52</u>	<u>1,126,514.00</u>	<u>1,126,514.00</u>
<b>Expense</b>				
<b>BOND DEBT SERVICE Fund (Expns.)</b>				
50005 · County Treasurer Fee	37.59	55,244.14	54,376.00	54,376.00
50010 · Interest Payments	0.00	191,625.00	191,625.00	191,625.00
50011 · Principal Payments	0.00	880,000.00	880,000.00	880,000.00
50020 · Fees & Expenses	0.00	200.00	200.00	200.00
<b>Total BOND DEBT SERVICE Fund (Expns.)</b>	<u>37.59</u>	<u>1,127,069.14</u>	<u>1,126,201.00</u>	<u>1,126,201.00</u>
<b>Total Expense</b>	<u>37.59</u>	<u>1,127,069.14</u>	<u>1,126,201.00</u>	<u>1,126,201.00</u>
<b>Net Income</b>	<u><u>3,840.24</u></u>	<u><u>15,827.38</u></u>	<u><u>313.00</u></u>	<u><u>313.00</u></u>

# Aspen Fire Protection District



420 E Hopkins Avenue • Aspen, CO 81611 • 970-925-5532 • [www.aspenfire.com](http://www.aspenfire.com)

## RESOLUTION TO ESTABLISH THE PUBLIC PLACES FOR POSTING NOTICE TO COMPLY WITH THE PROVISIONS OF C.R.S. 24-6-402 AND 32-1-903(2)

### RESOLUTION NO. 2022-01-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ASPEN FIRE PROTECTION DISTRICT ESTABLISHING THE PUBLIC PLACES FOR POSTING NOTICE TO COMPLY WITH THE PROVISIONS OF C.R.S. 24-6-402 AND 32-1-903(2)

**WHEREAS**, this resolution is intended to comply with the requirements of C.R.S. 24-6-402 (2) (c) and 32-1-903(2);

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Aspen Fire Protection District that the posting places within the boundaries of the Aspen Fire Protection District for notice of meetings shall be on the District's website:  
<https://aspenfire.com/about/board-of-directors/>

Regular meetings of the Aspen Fire Protection District shall be held at the Headquarters Building, 420 E Hopkins Ave., Aspen, Colorado, on the second Tuesday of each month at 5:00 p.m. unless a regular meeting is to be held in another location, in which case notice of the location of such regular meeting shall be posted as required by law.

ADOPTED on January 11th, 2022

ATTEST:

ASPEN FIRE PROTECTION DISTRICT

---

Secretary

---

President

# Aspen Fire Protection District



420 E Hopkins Avenue • Aspen, CO 81611 • 970-925-5532 • [www.aspenfire.com](http://www.aspenfire.com)

## ELECTION RESOLUTION FOR 2022 REGULAR DISTRICT ELECTION MAIL BALLOT ELECTION

### ASPEN FIRE PROTECTION DISTRICT RESOLUTION NO. 2022-01-02

§32-1-804, §1-13.5, C.R.S.

WHEREAS, the terms of office of Directors of Aspen Fire Protection District shall expire after their successors are elected at the regular special District election to be held on May 3, 2022 (“Election”) and take office; and

WHEREAS, in accordance with the provisions of the Special District Act (“Act”) and the Colorado Local Government Election Code (“Code”), the Election must be conducted to elect three Directors to serve for a term of three (3) years; and

NOW, THEREFORE, be it resolved by the Board of Directors of the Aspen Fire Protection District in the County of Pitkin, State of Colorado that:

1. The regular election of the eligible electors of the District shall be held on May 3, 2022, between the hours of 7:00 A.M. and 7:00 P.M. pursuant to and in accordance with the Act, Code, and other applicable laws. At the time, three Directors will be elected to serve a three-year term.

2. The Election shall be conducted as a mail ballot election in accordance with all relevant provisions of the Code. The Designated Election Official shall develop a Plan for conducting the mail ballot Election, which will be made available to the public. There shall be no election precinct or polling place. All mail ballots shall be returned to the Designated Election Official’s office.

3. The Board of Directors hereby designates Nikki Lapin as the Designated Election Official for the conduct of the election on behalf of the District, who is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and the Act, Code, or other applicable laws. The Election shall be conducted in accordance with the Act, Code, and other applicable laws. Among other matters, the Designated Election Official shall publish the call for nominations, appoint election judges as necessary, appoint the Canvass Board, arrange for the required notices of election, and printing of ballots, and direct that all other appropriate actions be accomplished.

4. If other special districts with overlapping boundaries of the District are conducting ballot issue elections on the Election day, the District is required to enter into an intergovernmental agreement with such special districts concerning the preparation and mailing of the TABOR Notice to the active registered electors within the overlapping area. Designated Election Official is authorized to enter into such agreement on behalf of the District.

5. Self-Nomination and Acceptance forms are available at the Designated Election Official's office located at the above address. All candidates must file a Self-Nomination and Acceptance form with the Designated Election Official no earlier than January 1, 2022, nor later than the close of business 5:00pm on Friday, February 25, 2022.

6. If the only matter before the electors is the election of Directors of the District and if, at the close of business on March 1, 2022, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than February 28, 2022, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code. The Notice and this resolution, signed by the board Chair, shall be filed with the Division of Local Government.

7. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intention that the various provisions hereof are severable.

8. Any and all actions previously taken by the Designated Election Official or the Secretary of the Board of Directors or any other persons acting on their behalf pursuant to the Act, the Code or other applicable laws, are hereby ratified and confirmed.

9. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

10. The provisions of this Resolution shall take effect immediately.

ADOPTED AND APPROVED this 11th day of January, 2022.

ASPEN FIRE PROTECTION DISTRICT

By \_\_\_\_\_  
President

ATTEST:

By \_\_\_\_\_  
Secretary



# Aspen Fire Protection District



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

## RESOLUTION TO APPOINT A DESIGNATED ELECTION OFFICIAL RESOLUTION NO. 2022-01-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ASPEN FIRE PROTECTION DISTRICT APPOINTING A DESIGNATED ELECTION OFFICIAL AND AUTHORIZING DESIGNATED ELECTION OFFICIAL TO CANCEL ELECTION

32-1-804(2), 1-13.5-513, 1-11-103(3) C.R.S.

**WHEREAS**, pursuant to 32-1-804(2), C.R.S., the Board of Directors of the Aspen Fire Protection District, Pitkin County, Colorado is authorized to designate a Designated Election Official (the “DEO”) to exercise the authority of the Board in conducting the election, and

**WHEREAS**, pursuant to 1-13.5-513, C.R.S., the Board can authorize the DEO to cancel the election upon certain conditions;

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

1. The Board hereby names Nikki Lapin as the DEO for the regular special district election scheduled for the 3rd day of May, 2022.
2. The Board hereby authorizes and directs the DEO, if the only matter before the electors is the election of persons to office, to cancel said election and declare the candidates elected, if at the close of business on the sixty-third day before the election there are not more candidates than offices to be filled, including candidates filing affidavits of intent to run as write-in candidates.
3. The Board further authorizes and directs the DEO to publish and post a Notice of Cancellation of election in the offices of the DEO, the County Clerk and Recorder of each county in which the district is located. The DEO shall also notify the candidates that the election was cancelled and they are elected by acclamation.
4. Pursuant to § 1-11-103(3), and § 1-13.5-513(1)&(4), if the DEO has cancelled the election, the DEO or district will file this resolution, together with the Notice of Cancellation, with the Division of Local Government.

Adopted and approved this 11th day of January 2022, by the Board of Directors of the Aspen Protection District, Pitkin County, Colorado.

By \_\_\_\_\_  
President

ATTEST:

By \_\_\_\_\_  
Secretary

## DECLARATION

### **A DECLARATION OF THE CHIEF OF THE ASPEN FIRE PROTECTION DISTRICT DECLARING A LOCAL DISASTER EMERGENCY RELATING TO THE NOVEL CORONAVIRUS/COVID-19 PANDEMIC.**

WHEREAS, Aspen Fire Protection District, Pitkin County, Colorado (the “District”), is a duly organized and validly existing special district, quasi-municipal corporation and political subdivision of the State of Colorado (the “State”); and

WHEREAS, the World Health Organization has declared the Novel Coronavirus/COVID-19 disease (“COVID-19”) a global pandemic; and

WHEREAS, the spread of new variants of COVID-19 are occurring within the District’s boundaries, requiring the response resources of District personnel; and

WHEREAS, pursuant to Section 24-33.5-709, Colorado Revised Statutes, the principal executive officer of a political subdivision of the State of Colorado may declare a local disaster emergency in order to activate the response and recovery aspects of any and all applicable local and interjurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans; and

WHEREAS, the Chief of the Aspen Fire Protection District finds it is in the best interests of public health, safety, and welfare of the residents of the District, and necessary to ensure preparedness during the COVID-19 pandemic, to declare a local disaster emergency.

NOW, THEREFORE, be it declared by the Chief of the Aspen Fire Protection District that:

1. The foregoing recitals are incorporated herein as findings.
2. The Chief of the Aspen Fire Protection District hereby declares a Local Disaster Emergency pursuant to Section 24-33.5-709, Colorado Revised Statutes.
3. This Declaration shall be filed in the Office of the Clerk and Recorder of Pitkin County, and with the Colorado Division of Homeland Security and Emergency Management, Emergency Management Office.

DECLARED and ADOPTED this 11th day of January 2022, by the Chief of the Aspen Fire Protection District.

*[Signatures on following page]*

ASPEN FIRE PROTECTION DISTRICT

By

\_\_\_\_\_  
Rick Balentine, Chief

ATTEST:

\_\_\_\_\_  
Secretary

## RESOLUTION 2022-01-04

### A RESOLUTION OF THE ASPEN FIRE PROTECTION DISTRICT BOARD OF DIRECTORS CONSENTING TO AND RATIFYING A LOCAL DISASTER EMERGENCY DECLARATION.

**WHEREAS**, the Aspen Fire Protection District, Pitkin County, Colorado (the “District”), is a duly organized, and validly existing special district, quasi-municipal corporation, and political subdivision of the State of Colorado (the “State”) pursuant to Section 32-1-1002, Colorado Revised Statutes; and

**WHEREAS**, the World Health Organization has declared the Novel Coronavirus/COVID-19 disease (“COVID-19”) a global pandemic and the United States, State of Colorado, Pitkin County, City of Aspen, have all declared states of emergency or local disaster emergencies; and

**WHEREAS**, the spread of new variants of COVID-19 is occurring within the District’s boundaries, requiring the response resources of District personnel; and

**WHEREAS**, pursuant to Section 24-33.5-709, Colorado Revised Statutes, the principal executive officer of a political subdivision of the State of Colorado may declare and the governing body may consent to a local disaster emergency in order to activate the response and recovery aspects of any and all applicable local and interjurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans; and

**WHEREAS**, on January 11, 2022 District Chief Rick Balentine signed a Declaration of a Local Disaster Emergency relating to the COVID-19 pandemic, attached hereto as **Exhibit A**;

**WHEREAS**, the Board of Directors of the Aspen Fire Protection District finds that due to the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property, resulting from COVID-19, it is in the best interests of public health, safety, and welfare of the residents of the District, and necessary to ensure preparedness during the COVID-19 pandemic, to consent to a declaration of a local disaster emergency.

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

**Section 1.** The above recitals are hereby incorporated as findings by the Aspen Fire Protection District Board of Directors.

**Section 2.** The Board of Directors of the Aspen Fire Protection District hereby consents to and ratifies the declaration of a local disaster emergency within the District’s boundaries.

**Section 3.** This Declaration shall be filed in the Office of the Clerk and Recorder of Pitkin County, and with the Colorado Division of Homeland Security and Emergency Management, Emergency Management Office.

PASSED AND ADOPTED THIS 11<sup>TH</sup> DAY OF JANUARY 2022.

ASPEN FIRE PROTECTION DISTRICT

ATTEST:

\_\_\_\_\_  
John Ward, Board President

\_\_\_\_\_  
Nikki Lapin, District Administrator



# Aspen Fire Protection District Monthly Staff Report - END OF 2021

---

## OPERATIONAL RESPONSE REPORT:

TYPE OF CALLS	2021	2020	2019
<b>Fire</b> (i.e. structure, cooking fire, dumpster, wildland)	30	21	16
<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	3	1
<b>Rescue &amp; Emergency Medical</b> (i.e. medical assist, vehicle accidents, removal from elevator, extrications, water/ice rescue)	276	100	118
<b>Hazardous Condition</b> (i.e. gas leak, chemical spill, electrical/wiring problem, carbon monoxide, aircraft standby, vehicle accident clean up)	157	123	110
<b>Service Call</b> (i.e. smoke/odor removal, assist other agency, person in distress, water problem, animal problem)	50	91	49
<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)	602	814	1038
<b>False Alarm, False Call</b> (i.e. alarms due to malfunction, unintentional alarms, pull station alarm activated maliciously or by accident)	944	682	366
<b>Severe Weather &amp; Natural Disaster</b> (i.e. flood, windstorm, lighting strike with no fire, earthquake)	0	0	0
<b>Special Incident Type</b> (calls mistakenly paged out, informational pages, alarm tests)	260	213	201
<b>TOTAL</b>	<b>2320</b>	<b>2047</b>	<b>1899</b>



# Aspen Fire Protection District Monthly Staff Report - END OF 2021

---

RESPONSE	2021	2020	2019
ALL	131	120	96
EMS/MUTUAL AID	194	44	67
OCO	1659	1541	1330
NO RESPONSE - ALARM TEST	115	172	139
NO RESPONSE - CONTROLLED BURN	42	80	65
NO RESPONSE - FILTERED FALSE	17	40	56
NO RESPONSE - OTHER AGENCY	4	29	28
NO RESPONSE - PAGE/INFORMATION/NO INFO/STANDBY	158	21	118
<b>TOTAL</b>	<b>2320</b>	<b>2047</b>	<b>1899</b>





# Aspen Fire Protection District Monthly Staff Report - END OF 2021

---

## **Fire Marshal Report – Jan Legersky will present at meeting.**

<b>ACTIVITY FOR DECEMBER 2021</b>	<b>#</b>
<b>Inspections</b> (sprinkler, alarm, tents, tanks)	44
<b>Plan Reviews</b> (sprinkler, alarm, preliminary building review, access, tent, solar, Ansul system, hood system)	18
<b>Site Visits</b>	8
<b>Fire &amp; Life Safety Inspections</b>	11

- 2022 Food & Wine review. Event is scheduled for June 17<sup>th</sup> through June 19<sup>th</sup>.
- Ben is proceeding with the rollout & training for First Due
- We are currently conducting inspections remotely, unless it is determined that a situation warrants the inspection be done in person.





# Aspen Fire Protection District Monthly Staff Report - END OF 2021

---

## Training Report

Type of Class	# Classes	Total Class Hours	Total # Members Attended	Total Combined Member Hours
In House – Aerial Ops	7	14:45	26	56:15
In House – DO Pumping	49	96:55	179	383:20
In House - EMS	48	156:00	304	1024:00
In House – Fire Officer / Command	4	6:00	15	26:00
In House - Firefighter	91	403:25	517	2931:15
In House - Hazmat	6	30:30	70	423:30
In House – Monthly Training	30	95:00	265	897:30
In House – Tech Rescue	17	56:30	117	374:00
In House – Wildland FF	9	16:00	36	103:00
Miscellaneous	61	113:10	176	357:05
Outside Training	42	250:20	57	340:20
<b>TOTAL</b>	<b>364</b>	<b>1238:35</b>	<b>1762</b>	<b>6916:15</b>

- There was a total of **6,916** hours completed by members in 2021!!
- The new recruits will be starting CMC academy January 18<sup>th</sup>.
- EMS Training Calendar 2022 (*See attached calendar, topic details and instructor guidance for 2022*)
- EMS Training Calendar 2022 (*See attached calendar, topic details and instructor guidance for 2022*)





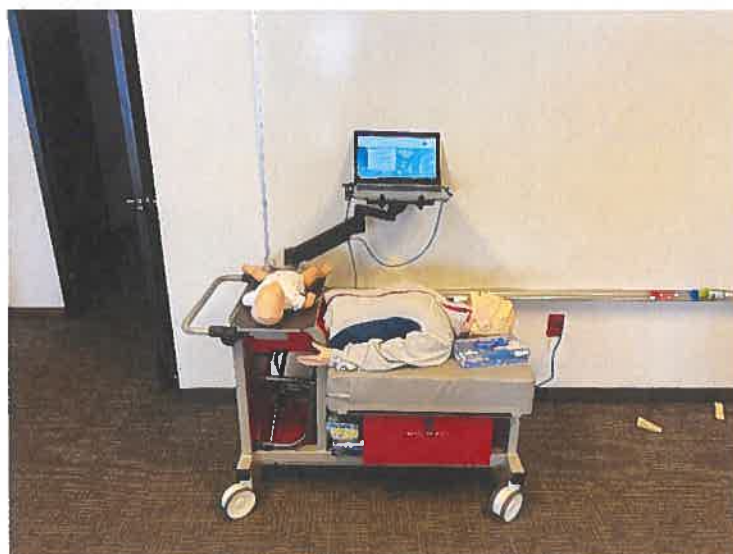
# Aspen Fire Protection District Monthly Staff Report - END OF 2021

---

- **Officer Development Program:** This is a 12-month program beginning January. We are participating in the Eagle County Joint Training Officers Association Officer Development Program. 8 AFD members in program. Andersen will be instructing and acting as mentor for officers from other agencies. Other agency chiefs will be serving as outside mentors for our participants as well. Courses include: Strategy and Tactics (Offered through Colorado Mountain College), Mentorship and How to Apply It, Leading Through the Middle, Street Version of Command, Commanding Large Scale Incidents, Utilizing Simulations, Risk Based Decision Making, Utilizing Simulations, Human Resources (HR overview, Personnel Problems, Simulations with actors), Special Operations, Managing the Crew, Personnel Development, Legal Decisions, Approach to Conversations, Decision Making in Chaotic Environments.
- DC Andersen, in cohort with City of Aspen and Pitkin County, is currently involved in the University of Colorado – School of Public Affairs Certified Public Manager
- (3) members are enrolled in the University of Denver – Daniels College of Business – Public Safety Leadership Development program in 2022.
- **Interagency Trainings:**
  - L-280 NWCG Followership to Leadership Course – Andersen and Spaulding will be teaching at AFD and RFFR along with Mo McPhee from RFFR.
  - Reading Smoke – This will be at RFFR. Andersen will be teaching.
- The new RQI, CPR program is ready. This program is designed for members to do on a quarterly basis to stay up on CPR competency.



University of Colorado **Denver**





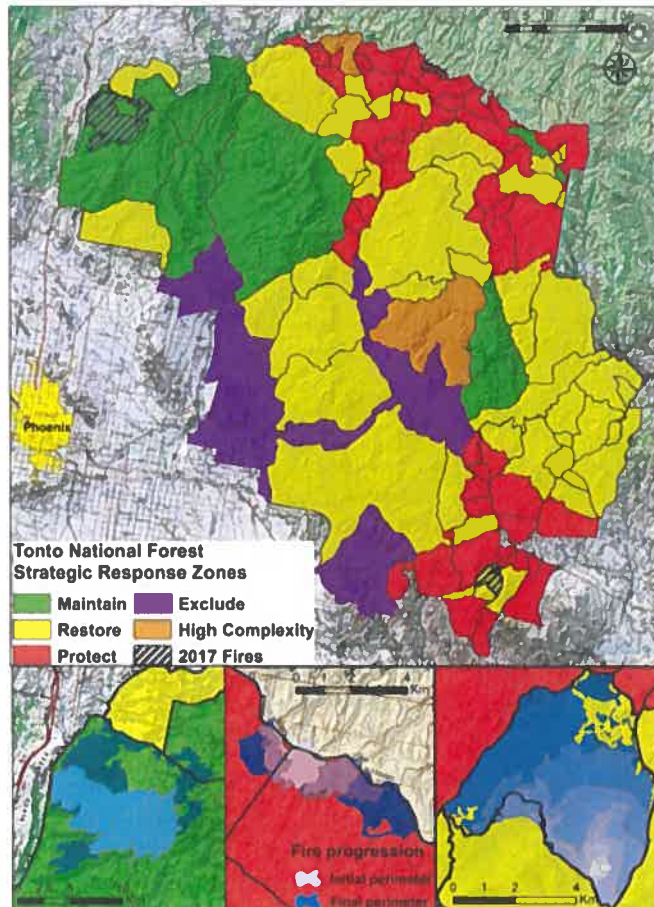
# Aspen Fire Protection District Monthly Staff Report - END OF 2021

## Wildfire Report

	# Scheduled Year-To-Date	# Completed Year-To-Date
Wildfire Risk Assessments	118	118
Wildfire Risk Map Curbside Assessments	N/A	694

- Captain Spaulding is continuing to assess our inventory of wildland supplies and prepare for the first 48 hours of a fire. This includes equipment, food, water and tools.
- DFPC's have been completed. This is necessary paperwork for the 2022 wildland season. Includes CRRF and IQS terms agreement.
- Aspen Fire attended the UCR POD's meeting for Pitkin County.
- Planning for wildfire classes for Aspen Fire and working with RFFR on a leadership class to be offered to Pitkin County Public Safety agencies this spring.

EXAMPLE OF POD MAP:







# Aspen Fire Protection District Monthly Staff Report - END OF 2021

---

## RECRUITING:

- Staff is in the process of recruiting for the position of Lieutenant and Firefighter/EMT. A total of six people will be hired to fill these positions, (3) Lieutenant and (3) Firefighter/EMT. The Lieutenant position was posted externally and internally. The Firefighter/EMT position was posted internally only. *(See job postings attached)*
- Staff is working on putting together a Recruitment, Retention and Participation Focus Group. *(See draft of program outline attached)*

## MISCELLANEOUS:

- First Due Program: This is our new response and pre-plan program. This will take the place of Rover. *(See sample attached of pre-plan as it would look on First Due)*
- Roaring Fork Valley Major Incident Response Model DRAFT. *(See copy of DRAFT attached)*

## INTERAGENCY COLLABORATIONS:

- Major Incident Response. Aspen Fire, Aspen Ambulance, Roaring Fork Fire, Carbondale Fire and Glenwood Spring Fire are currently working together on this.
- Renewed Auto-aid Agreement: This is in progress with Pitkin County Dispatch
- Valleywide Operational SOG's: There is currently a working group comprised of multiple agencies throughout the valley and as far as Grand Valley.
- MOU for COVID Staffing: This is a Roaring Fork Valley cooperation.





# Aspen Fire Protection District Monthly Staff Report - END OF 2021

---



**Aspen Fire  
EMS Training**



**EMS Training Calendar, topic details, and  
instructor guidance  
2021 & 2022**

**Dates, times, topics, and location subject (and likely) to  
change.**

**AFD**

## 2022 EMS TRAINING CALENDAR

DATE	TOPIC
JAN	High Performance CPR and Miscellaneous Cardiac - <b>Lyll</b> 25 (09:00), 27 (18:00), 29 (14:00)
FEB	Neurological - <b>Barr</b> 22 (09:00), 24 (18:00), 26 (14:00)
MAR	OBGYN, Childbirth, Neonatal resuscitation - <b>Edelson</b> 22 (09:00), 24 (18:00), 26 (14:00)
APR	Pediatric Emergencies - <b>Lyons</b> 26 (09:00), 28 (18:00), 30 (14:00)
MAY	Sepsis and Abdominal Pain - <b>Jones</b> 24 (09:00), 26 (18:00), 28 (14:00)
JUN	Infectious and Communicable Disease and Injury Prevention- <b>Curtis</b> 21 (09:00), 23 (18:00), 25 (14:00)
JUL	At Risk Populations - <b>Arywitz</b> 26 (09:00), 28 (18:00), 30 (14:00)
AUG	Head, Soft Tissue,CNS, and Extremity Trauma - <b>Holmes</b> 23 (09:00), 25 (18:00), 27 (14:00)
SEP	Basic Airway - <b>Lyll</b> 20 (09:00), 22 (18:00), 24 (14:00)
OCT	BLS Medication Review - <b>Nimmo</b> 25 (09:00), 27 (18:00), 29 (14:00)
NOV	Protocol Updates & EMS Skills - <b>Nimmo</b> 17 (09:00), 22 (09:00), 26 (14:00)
DEC	Shift Preference – <b>Shifts</b> 20 (09:00), 22 (18:00), 24 (14:00)

---

<b>Month 2022</b>	<b>Primary Topic</b>	<b>Include (but not limited to)</b>
Jan	HCCPR	Adult/Pediatric resuscitation, post care, airway, crew resource management
Feb	Neurological	Seizures, causes of ICP, AMS, stroke, etc.
Mar	Pediatric Emergencies	Assessment. Clinical focus on illnesses with extra focus on febrile seizure, respiratory, and ALTE. Medication doses and routes
Apr	Obgyn, Childbirth	
May	Sepsis and Abdominal Pain	Sepsis alert criteria, A&P of organs, causes of pain, pain management
June	Infectious and Communicable Disease, Injury Prevention	Ambulance safety, Stryker review, Culture of safety, CRM
July	At Risk Populations	Geriatrics, polypharmacy, polyillness, special needs, AMS, accidental and intentional trauma
Aug	Head, Soft Tissue, CNS, and Extremity Trauma	Assessment, burns, splinting, packaging, alert criteria
Sept	Basic Airway	iGel, OPA/NPA, suction techniques
Oct	BLS Medication review	Review of all medication doses and routes, Protocol review
Nov	BLS/ CPR Recertification	Protocol update and Skills testing
Dec	Protocol Updates & EMS Skills	NREMT skill sheets for re-cert



### Guidance for instructors:

- Thank you very much for your participation. Your willingness to assist in integral in our delivery of an EMS training program.
- The 2-year schedule is designed to cover the NCCP model minimums. It covers all the basic training needs an employee may have in their NREMT recertification cycle and then some. This breakdown can be found at <https://content.nremt.org/static/documents/NCCR%202016%20V3%20-%20Standard%20Course%20to%20SubTopics.pdf>
- It is ultimately up to individual providers to decide where to distribute their CEs. Detailed hour requirements for NREMT can be found for the various provider levels at <https://www.nremt.org/rwd/public/document/recertification>
- The **Primary Topic** is just that. Chose a primary topic that you would like to teach. There is an additional page that details more specifics that can be a focus in your presentation. You may also add more if you like.
- The NCCP Model offers suggestions on didactic lesson plans and practical sessions. Please review them and feel free to use all, some, or none of it. Usually the paramedic/EMT options do a good job of covering all levels. These can be found at:
  - EMTB- <https://content.nremt.org/static/documents/NCCP%202016%20EMT%20Education%20Update.pdf?v=1>
  - Paramedic- <https://content.nremt.org/static/documents/NCCP%202016%20NRP%20Education%20Update.pdf?v=1>
- A time frame goal for each training is roughly 2 hours. Please have a good mix of classroom and practical. Don't belabor a topic just to take up time.
- Don't make too many assumptions in practical skill sets and/or only verbalize too much. Make sure everyone understands and performs the detailed steps (nebs, CPAP, splints, etc.)
- Documentation- Please make sure all trainings are entered into Emergency Reporting and email Capt. Palmer or Capt. Nimmo the topic, number of hours and a list of students so it can be inputted into the NREMT website.

# **Aspen Fire Fire Training**



## **Fire Training Calendar, topic details, and instructor guidance**

**2022**

**Dates, times, topics, and location subject (and likely) to  
change.**

# AFD

## 2022 FIRE TRAINING CALENDAR

DATE	TOPIC
JAN	SCBA Competency (required* yearly) - <b>Spaulding</b> 11(09:00), 13(18:00), 15(14:00)
FEB	Strategies and Tactics for initial arriving company- <b>Nimmo</b> 8(09:00), 10(18:00), 12(14:00)
MAR	Vehicle Fire – <b>Holmes/Arywitz</b> 8(09:00), 10(18:00), 12(14:00)
APR	Wildland Refresher (required*) – <b>Spaulding/Hardenbergh</b> 12(09:00), 14(18:00), 16(14:00)
MAY	Hose Management - <b>Jones</b> 10(09:00), 12(18:00), 14(14:00)
JUN	Rope rescue – <b>Nimmo</b> 7(09:00), 9(18:00), 11(14:00)
JUL	Ladders – <b>Holmes</b> 12(09:00), 14(18:00), 16(14:00)
AUG	Driving/Engineering – <b>Curtis/Arthur</b> 9(09:00), 11(18:00), 13(14:00)
SEP	Extrication- <b>Barr/Lyall</b> 13(09:00), 15(18:00), 17(14:00)
OCT	Live Fire (required* once during recert cycle)- <b>Training Group</b> 11(09:00), 13(18:00), 15(14:00)
NOV	Firefighter Survival/MayDay - <b>Schiff</b> 8(09:00), 10(18:00), 12(14:00)
DEC	HazMat – <b>Lougeay/Edelson</b> 6(09:00), 8(18:00), 10(14:00)

---

<b>Month 2022</b>	<b>Primary Topic</b>	<b>Include (but not limited to)</b>
Jan	SCBA Competency	SCBA confidence course and review of all parts and operation of SCBA
Feb	Strategies and Tactics for initial arriving company	
Mar	Vehicle Fire	
Apr	Wildland Refresher	RT-130
May	Hose Management	Review Minuteman load and hose advancement
June	Rope rescue	Basic rope rescue scenarios
July	Ladders	Basic ladder throws and "tricks of the trade"
Aug	Driving/Engineering	Driving, pumping, water relay/shuttle
Sept	Extrication	
Oct	Live Fire	
Nov	Firefighter Survival/MayDay	Review Mayday protocol, Firefighter survival techniques, moving down firefighter
Dec	Haz-Mat	

**Guidance for instructors:**

- Thank you very much for your participation. Your willingness to assist is integral in our delivery of a quality Fire training program.
- The 3-year schedule is designed to cover the Colorado FF1 & FF2 JPRs. It covers all the basic training needs an employee may have for their CO FF1 or FF2 recertification.
- The **Primary Topic** is just that. Chose a primary topic that you would like to teach. There is an additional page that details more specifics that can be a focus in your presentation. You may also add more if you like.
- The
- A time frame goal for each training is roughly 3 hours. Please have a good mix of classroom and practical. Don't belabor a topic just to take up time.
- Don't make too many assumptions in practical skill sets and/or only verbalize too much. Make sure everyone understands and performs the detailed skills.
- Documentation- Please make sure all trainings are entered into Emergency Reporting.
-



# LIEUTENANT

The Aspen Fire Department is searching for dynamic, forward-thinking leaders who are ready to embrace a profession of leadership and service! We are currently accepting applications for the position of Lieutenant!

## Minimum Qualifications (see website for complete details):

- Minimum (5) years of firefighting and/or EMS service
- Valid Colorado, IFSAC or ProBoard Firefighter II
- Valid Colorado, IFSAC or ProBoard Fire Instructor I
- Ability to obtain Colorado, IFSAC or ProBoard Fire Officer I within one year of hire
- Valid Colorado, IFSAC or ProBoard Hazmat Operations
- Valid BLS for Healthcare Provider card
- Valid Colorado EMT or National Registry EMT
- NWCG FF2
- ICS-100, ICS-200, NIMS-700, NIMS-800
- Valid Colorado Driver's License with satisfactory driving record

## Preferred Qualifications (see website for complete details):

- Associates Degree (or higher)
- Valid Colorado, IFSAC or ProBoard Driver Operator
- Valid Colorado, IFSAC or ProBoard Fire Officer I (or higher)
- NWCG FF1 (or higher)
- ICS-300 (or higher)

Any equivalent combination of experience, training, or education which provides the knowledge, skills, and abilities necessary for this position may be considered.

# NOW HIRING!

**Interested in:**

**Leading our already amazing team as we serve our incredible community?**

**Raising the bar for service excellence and leadership?**



## **ASPEN FIRE DEPARTMENT**

420 East Hopkins Ave.  
Aspen, CO 81611  
970-925-5532  
[www.aspenfire.com](http://www.aspenfire.com)

**Wage Range: \$72,574 - \$108,861**

*Aspen Fire has an excellent benefit package: medical, dental, vision, short-term/long-term disability, retirement, life insurance, fitness wellness allowance and generous paid time off.*

**Applications Due: 01/12/2022 by 5:00pm MST**

For additional information and to submit your application, please visit  
[www.aspenfire.com/employment](http://www.aspenfire.com/employment)



INTERNAL POSTING ONLY  
**FIREFIGHTER / EMT**

The Aspen Fire Department is searching for incredible people who are ready to embrace a profession of service to others! We are currently accepting applications for the position of Firefighter/EMT!

Minimum Qualifications (see website for complete details):

- Valid Colorado, IFSAC or ProBoard Firefighter I
- Valid Colorado, IFSAC or ProBoard Hazmat Operations
- Valid BLS for Healthcare Provider card
- Valid Colorado EMT or National Registry EMT
- NWCG S130/S190
- ICS-100, ICS-200, NIMS-700, NIMS-800
- Valid Colorado Driver's License with satisfactory driving record

Preferred Qualifications (see website for complete details):

- Minimum (3) years of firefighting and/or EMS service
- Associates Degree (or higher)
- Valid Colorado, IFSAC or ProBoard Driver Operator (or higher)
- NWCG FF2 (or higher)

INTERNAL POSTING ONLY  
**NOW HIRING!**

**Interested in:**

**Adding value to an already amazing team?**

**Serving our incredible community?**

**Raising the bar for service excellence?**



**ASPEN FIRE DEPARTMENT**

420 East Hopkins Ave.  
Aspen, CO 81611  
970-925-5532  
[www.aspenfire.com](http://www.aspenfire.com)

**Wage Range:** \$49,439 to \$98,577.00

*Aspen Fire has an excellent benefit package: medical, dental, vision, short-term/long-term disability, retirement, life insurance, fitness wellness allowance and generous paid time off.*

**Applications Due:** 01/12/2022 by 5:00pm MST

For additional information and to submit your application, please visit  
[www.aspenfire.com/employment](http://www.aspenfire.com/employment)

Any equivalent combination of experience, training, or education which provides the knowledge, skills, and abilities necessary for this position *may* be considered.



# Aspen Fire Protection District



420 E Hopkins Avenue • Aspen, CO 81611 • 970-925-5532 • [www.aspenfire.com](http://www.aspenfire.com)

## Recruitment/Retention/Participation

### Task:

1. Hire and keep an incredible volunteer and career workforce
2. Create incentive programs based on community, organization and employee needs
3. Generate opportunities for our members to become involved and gain ownership
4. Build an even better team (we're already pretty awesome!)

### Purpose (the why):

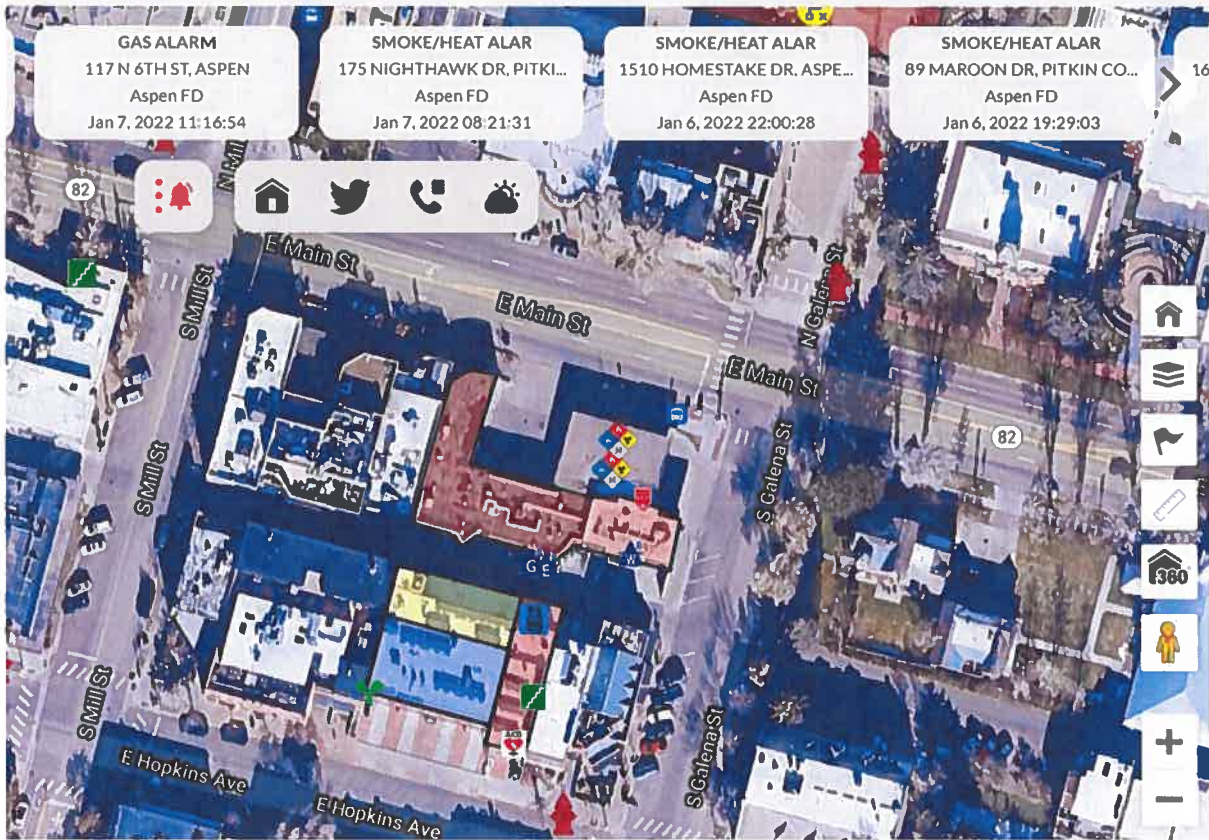
1. We want to keep our incredible members
2. We want to draw out the best in our people and help them fulfill their personal and professional goals
3. Happy employees make for happy customers
4. We can improve our mental, physical and spiritual health
5. Great teams provide great service
6. If we inspire others to give their best we get more out of them...duh

### End state:

1. Community needs met by Aspen Fire and our employees
2. Don't lose anyone we could have kept. (Minimal turnover. Good exit interviews to determine why?)
3. Organization where people feel included and valued
4. Increased participation and ownership
5. Ample benefits
6. Notable increase in unmeasurables (general happiness, feeling valued, increased participation (calls/station))







## Roaring Fork Valley Major Incident Response Model

**Intent:** Create a system that: immediately dispatches an Effective Response Force appropriate to call type, is simple to dispatch, allows system status managers to manage their systems and maintain coverage, and that allows multiple agencies to function as one under a unified mission of getting help quickly to people when they need it through interagency cooperation focused on service and response.

**Definitions:**

**Closest staffed station – 24/7 personnel regularly on-duty at this location**

**AHJ – Authority Having Jurisdiction based on district boundaries and statutory responsibility**

**ERF – Effective Response Force – Min. personnel/equipment to incident within prescribed time**

**Soft Cover – Cover neighboring agency. Notify Pitkin of Request/Release. Not paged *unless* a call comes in.**

**Hard Cover – Cover requested to a specific station or location, Along Hwy 82 Corridor when possible.**

**2<sup>nd</sup> Tier Agency – Agencies not involved in first alarm response. Based on geographic location relative to incident**

**Major Incident Response:** The matrix below is used for the following incident types **anywhere** within an AHJ: Structure Fire, Wildland Fire, MCI/ASHER Event, Alert 3

	Initial Dispatch	Additional Alarms	All Valley Alert	MAMA
<b>AHJ</b>	ALL CALL First due response as outlined by AHJ SOG	All HANDS All available units to scene	All VALLEY ALERT All available units to scene or stations	Contact Vail Dispatch @ 970-479-2201 *Request resource type(s) & number to staging area
<b>Closest Neighboring Agency</b>	ALL CALL Apparatus specific to incident type	All HANDS Apparatus specific to incident type	All VALLEY ALERT Available resources to incident or backfill	
<b>2<sup>nd</sup> Tier Agencies</b>	Station Call Notification only. Appropriate resource move-up to cover if requested	All CALL Back fill empty stations as requested. *Coordinate coverage valleywide	All VALLEY ALERT Available resources to incident or backfill *Coordinate coverage valleywide	

**2<sup>nd</sup> alarm or greater** – Trigger point for “management notification” (Everbridge) and assignment of MAC channel. 2<sup>nd</sup> Tier or management aid in command and/or system management for neighboring agencies.

**High Call Volume Back Fill:** The system manager of an AHJ may request a “Cover” through dispatch. Dispatch will tone out an “All Call” for a Hard Cover and units will move to cover the requesting station. Soft Cover will occur without tones from a units normal operating posture.

**Considerations:**

- Resources respond emergent or non-emergent based on call information.
- Resources should be returned to service as soon as possible
- Exercise caution as resources converge on a common location
- It is understood that agencies providing aid shall retain 1 company or more as need for their coverage. This may not apply to exceptional circumstances.
- Contact MAMA early for any incident type that is expected to exceed local capacities.



- Additional All-Calls and/or All-Hands pages within an agency are still appropriate in some situations

DRAFT