

Station 16
8130 3rd Street
Wellington, CO 80549



Station 17
108 E County Road 66
Fort Collins, CO 80524

Wellington Fire Protection District

REGULAR BOARD MEETING AGENDA

The **Regular Board Meeting** of the Wellington Fire Protection District on **January 19th, 2024**. The meeting will be held at **Station 16** located at 8130 3rd St, Wellington, CO 80549 **at 5PM**. Please contact our administrative office for any attendance accommodations. **Zoom Meeting information is listed below.**

Pledge of Allegiance

Roll Call

Additions/Deletions to the Agenda

Conflicts of Interest

Correspondence

Chief's Report

Public Comment

Any property owner, business owner, or resident of the District that would like to comment on items not listed on the agenda may be restricted to a 3-minute limit per person.

Employee Recognition

Consent Agenda

Guests or Presentations

Monthly financial report – David Green

District Business

1. Bank account discussion
2. Chief Recruiting Firm
3. Chief Recruiting committee to discuss qualifications
4. Grant Contractor
5. Rubric for Chief performance review

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Wellington Fire Protection District

5. Packet timeline
6. Honor Guard

Other

Adjournment

Zoom Meeting Information

Wellington Fire Protection District is inviting you to a scheduled Zoom meeting.

Topic: Wellington Fire Protection District's Zoom Meeting

Time: Nov 15th, 2023 05:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/7848079463>

Meeting ID: 784 807 9463

One tap mobile

+17209289299,,7848079463# US (Denver)

+13017158592,,7848079463# US (Washington DC)---

Dial by your location

- +1 720 928 9299 US (Denver)

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Wellington, CO 80549



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Wellington Fire Protection District

- +1 301 715 8592 US (Washington DC)

Meeting ID: 784 807 9463

Find your local number: <https://us02web.zoom.us/j/kukYHs6Ch>

Wellington Fire Protection District
Balance Sheet Prev Year Comparison
As of December 31, 2023

	Dec 31, 23	Dec 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
CASH-CAPITAL FUND			
107.400 · Town Impact Fees-PW-3768	75,597.60	18,886.22	56,711.38
107.500 · County Impact Fees-PW-3818	25,182.33	22,015.70	3,166.63
107.600 · FNBO Town Impact Fees - 9432	129,739.00	450,000.00	-320,261.00
Total CASH-CAPITAL FUND	230,518.93	490,901.92	-260,382.99
CASH - GENERAL FUND			
107.350 · Colotrust Plus	380,046.68	0.00	380,046.68
107.355 · Colotrust Prime	501,314.02	0.00	501,314.02
107.000 · Operating - Points West - 5485	51,835.03	105,683.26	-53,848.23
107.200 · Money Market - Points West 3800	123.46	32,258.55	-32,135.09
Total CASH - GENERAL FUND	933,319.19	137,941.81	795,377.38
Total Checking/Savings	1,163,838.12	628,843.73	534,994.39
Other Current Assets			
Impact Fees Due from Gen Fund	2,262.36	0.00	2,262.36
OTHER CURRENT ASSETS			
110.000 · Cash with County Treasurer	15,757.73	17,098.00	-1,340.27
120.000 · Property Tax Receivable	3,792,486.00	3,048,275.40	744,210.60
Total OTHER CURRENT ASSETS	3,808,243.73	3,065,373.40	742,870.33
1-140.0 · Prepaid Expense	15,202.75	20,104.95	-4,902.20
1270 · Net Pension Asset	0.00	1,455,898.00	-1,455,898.00
1275 · Deferred Outflows - Pension	0.00	844,801.00	-844,801.00
Total Other Current Assets	3,825,708.84	5,386,177.35	-1,560,468.51
Total Current Assets	4,989,546.96	6,015,021.08	-1,025,474.12
Other Assets			
FIXED ASSETS			
150.100 · Land	0.00	795,566.00	-795,566.00
150.200 · Buildings and Improvements	0.00	2,841,483.00	-2,841,483.00
150.300 · Fire Equipment	0.00	3,066,072.00	-3,066,072.00
150.900 · Accumulated Depreciation	0.00	-3,550,744.00	3,550,744.00
Total FIXED ASSETS	0.00	3,152,377.00	-3,152,377.00
Total Other Assets	0.00	3,152,377.00	-3,152,377.00
TOTAL ASSETS	4,989,546.96	9,167,398.08	-4,177,851.12
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · ACCOUNTS PAYABLE	4,963.80	17,777.87	-12,814.07
Total Accounts Payable	4,963.80	17,777.87	-12,814.07
Credit Cards			
2201 · Vectra Bank Colorado	2,084.12	964.71	1,119.41
Total Credit Cards	2,084.12	964.71	1,119.41
Other Current Liabilities			
2001 · Accounts Payable - Accruals	0.00	1,494.50	-1,494.50
Due to Impact Fee Fund	2,262.36	0.00	2,262.36
Payroll Liabilities			
2100 · Payroll Liabilities	0.00	35,639.86	-35,639.86
2105 · 457 Plan Payable	0.00	1,289.00	-1,289.00
2106 · Employee Insurance	6,417.73	0.00	6,417.73
2120 · Colorado Unemployment	0.00	2,505.35	-2,505.35
2130 · FPPA Employer Share	0.00	5,617.00	-5,617.00
2140 · FPPA Payable	18,230.62	0.00	18,230.62
2150 · FPPA Death & Disability	0.00	856.00	-856.00

Wellington Fire Protection District
Balance Sheet Prev Year Comparison
As of December 31, 2023

	Dec 31, 23	Dec 31, 22	\$ Change
2170 · Accrued vacation	59,246.99	59,246.99	0.00
Total Payroll Liabilities	83,895.34	105,154.20	-21,258.86
2022 · FNBO - Line Of Credit	0.00	250,000.00	-250,000.00
2023 · SH of Colorado - Hwy 1	0.00	139,000.00	-139,000.00
2024 · Larimer Cty Impact Fees for Hwy	0.00	227,920.00	-227,920.00
220.100 · Deferred Property Tax Revenue	3,792,486.00	3,048,274.76	744,211.24
2250 · Accrued Interest Payable	0.00	2,353.46	-2,353.46
2270 · Net Pension Liab	0.00	689,253.00	-689,253.00
2275 · Deferred Inflows - Pension	0.00	1,440,608.00	-1,440,608.00
Total Other Current Liabilities	3,878,643.70	5,904,057.92	-2,025,414.22
Total Current Liabilities	3,885,691.62	5,922,800.50	-2,037,108.88
Long Term Liabilities			
2025 · Tax rebate Payable	0.00	298,683.29	-298,683.29
8.24700 · Loan Payable			
2350 · Bunker Gear Loan	0.00	66,207.23	-66,207.23
2360 · Station Alerting System Loan	0.00	70,158.62	-70,158.62
2370 · Fire Truck Refurb	0.00	72,158.06	-72,158.06
Total 8.24700 · Loan Payable	0.00	208,523.91	-208,523.91
Total Long Term Liabilities	0.00	507,207.20	-507,207.20
Total Liabilities	3,885,691.62	6,430,007.70	-2,544,316.08
Equity			
EQUITY			
300.050 · Pension equity	-170,838.00	42,360.00	-213,198.00
300.100 · Net Position - Capital Assets	-3,152,377.00	1,314,455.00	-4,466,832.00
300.150 · Outstanding debt	725,104.02	1,316,815.00	-591,710.98
300.200 · Restricted Impact Fees	187,785.99	1,398,769.00	-1,210,983.01
300.300 · Investment in Fixed Assets	0.00	2,883,430.00	-2,883,430.00
399.999 · R.E. SUMMARY	6,303,384.72	-464,658.29	6,768,043.01
Total EQUITY	3,893,059.73	6,491,170.71	-2,598,110.98
1.399.9 · RETAINED EARNINGS	-3,753,780.33	-4,951,418.74	1,197,638.41
Net Income	964,575.94	1,197,638.41	-233,062.47
Total Equity	1,103,855.34	2,737,390.38	-1,633,535.04
TOTAL LIABILITIES & EQUITY	4,989,546.96	9,167,398.08	-4,177,851.12

Wellington Fire Protection District
Profit & Loss Budget Performance
December 2023

	Dec 23	Budget	\$ Over Budget	Jan - Dec 23	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
Tax Levy Revenue							
4010 · PROPERTY TAXES	29,443.98	32,450.41	-3,006.43	3,044,710.30	3,062,694.01	-17,983.71	3,062,694.01
4013 · Tax Rebate Payment	0.00	-1,189.00	1,189.00	0.00	-14,269.00	14,269.00	-14,269.00
4011 · DELQ TAX & INTEREST	1,976.48			5,185.10			
4012 · SPECIFIC OWNERSHIP	31,408.37	15,898.00	15,510.37	222,537.25	214,390.00	8,147.25	214,390.00
Total Tax Levy Revenue	62,828.83	47,159.41	15,669.42	3,272,432.65	3,262,815.01	9,617.64	3,262,815.01
Non Tax Levy Revenue							
4014 · WILDLAND FIREFIGHTING	0.00	150,000.00	-150,000.00	0.00	150,000.00	-150,000.00	150,000.00
4015 · IMPACT FEES	55,125.62			93,598.79			
4016 · SERVICE FEES	0.00	1,163.00	-1,163.00	24,094.00	14,000.00	10,094.00	14,000.00
4017 · MISCELLANEOUS	11,607.00	417.00	11,190.00	18,873.05	5,000.00	13,873.05	5,000.00
4018 · DONATIONS	0.00	2,083.00	-2,083.00	25,620.00	25,000.00	620.00	25,000.00
4019 · GRANTS	0.00	1,767.00	-1,767.00	0.00	21,200.00	-21,200.00	21,200.00
1.400.0 · REVENUE							
4020 · EARNINGS ON DEPOSITS	4,545.82			24,569.83			
Total 1.400.0 · REVENUE	4,545.82			24,569.83			
Total Non Tax Levy Revenue	71,278.44	155,430.00	-84,151.56	186,755.67	215,200.00	-28,444.33	215,200.00
Total Income	134,107.27	202,589.41	-68,482.14	3,459,188.32	3,478,015.01	-18,826.69	3,478,015.01
Gross Profit	134,107.27	202,589.41	-68,482.14	3,459,188.32	3,478,015.01	-18,826.69	3,478,015.01
Expense							
Personnel Costs							
5010 · Salaries and Wages	100,211.50	178,962.00	-78,750.50	1,349,611.50	1,577,416.00	-227,804.50	1,577,416.00
5030 · Overtime	3,640.22	11,900.00	-8,259.78	182,882.24	105,000.00	77,882.24	105,000.00
5020 · Wildland Salaries	0.00	90,000.00	-90,000.00	0.00	90,000.00	-90,000.00	90,000.00
5025 · District Board Compensation	500.00	1,000.00	-500.00	7,100.00	12,000.00	-4,900.00	12,000.00
5040 · Vacation Pay/Sick Pay	0.00	2,700.00	-2,700.00	31,752.53	20,000.00	11,752.53	20,000.00
5060 · Volunteer & Reserve Pay	0.00	598.00	-598.00	0.00	7,176.00	-7,176.00	7,176.00
5110 · Employer Taxes	2,948.66	5,307.00	-2,358.34	43,112.11	47,807.00	-4,694.89	47,807.00
5120 · Workers Compensation	0.00	5,002.00	-5,002.00	43,736.05	60,021.00	-16,284.95	60,021.00
5210 · Health, Dental & Visions Ins	16,622.47	16,300.00	322.47	142,923.46	139,400.00	3,523.46	139,400.00
5220 · Other Employee Benefits	656.26	4,199.00	-3,542.74	4,931.40	37,499.00	-32,567.60	37,499.00
5230 · FPPA Expense	11,556.90	22,987.00	-11,430.10	158,905.63	203,487.00	-44,581.37	203,487.00
5240 · 457 Expense	1,319.28	6,084.00	-4,764.72	25,662.89	48,684.00	-23,021.11	48,684.00

Wellington Fire Protection District
Profit & Loss Budget Performance
December 2023

	<u>Dec 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jan - Dec 23</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
5260 · Uniform Expense	1,601.22	750.00	851.22	5,172.59	9,000.00	-3,827.41	9,000.00
5270 · Awards & Recognition	0.00	179.00	-179.00	408.55	2,146.00	-1,737.45	2,146.00
Total Personnel Costs	139,056.51	345,968.00	-206,911.49	1,996,198.95	2,359,636.00	-363,437.05	2,359,636.00
Buildings & Land							
6010 · Utilities	1,934.04	3,950.00	-2,015.96	40,683.22	47,400.00	-6,716.78	47,400.00
6020 · Station Supplies	288.47	417.00	-128.53	3,118.89	5,000.00	-1,881.11	5,000.00
6030 · Building Repairs & Maintenance	615.46	1,667.00	-1,051.54	3,806.86	20,000.00	-16,193.14	20,000.00
Total Buildings & Land	2,837.97	6,034.00	-3,196.03	47,608.97	72,400.00	-24,791.03	72,400.00
Vehicles & Equipment							
6110 · Firefighting Equipment	0.00	500.00	-500.00	3,517.29	6,000.00	-2,482.71	6,000.00
6120 · Fuel Expense	764.63	2,250.00	-1,485.37	14,968.22	27,000.00	-12,031.78	27,000.00
6130 · EMS Supplies	0.00	500.00	-500.00	2,297.02	6,000.00	-3,702.98	6,000.00
6140 · Vehicles Repairs & Maintenance	97.40	5,418.00	-5,320.60	21,801.58	65,022.00	-43,220.42	65,022.00
6150 · EMS & Firefighting Equip Maint	0.00	417.00	-417.00	1,897.93	5,000.00	-3,102.07	5,000.00
6160 · Small Equipment	0.00	19.00	-19.00	0.00	225.00	-225.00	225.00
6170 · PPE	0.00	833.00	-833.00	6,828.68	10,000.00	-3,171.32	10,000.00
Total Vehicles & Equipment	862.03	9,937.00	-9,074.97	51,310.72	119,247.00	-67,936.28	119,247.00
Communication & IT							
6210 · I.T. Expenses	2,014.35	2,971.00	-956.65	27,174.63	35,654.00	-8,479.37	35,654.00
6220 · Radio Maintenance	0.00	208.00	-208.00	1,261.43	2,500.00	-1,238.57	2,500.00
6230 · Dispatch	0.00	1,205.00	-1,205.00	8,024.46	14,463.00	-6,438.54	14,463.00
6240 · Computer Equip & Maintenance	0.00	125.00	-125.00	0.00	1,500.00	-1,500.00	1,500.00
Total Communication & IT	2,014.35	4,509.00	-2,494.65	36,460.52	54,117.00	-17,656.48	54,117.00
Travel & Training & Oper Supp							
6310 · Health & Safety	1,500.00	2,333.00	-833.00	26,792.00	28,000.00	-1,208.00	28,000.00
6320 · Wildland Travel Expenses	0.00	15,000.00	-15,000.00	0.00	15,000.00	-15,000.00	15,000.00
6330 · Training & Seminars	720.00	950.00	-230.00	6,483.66	15,000.00	-8,516.34	15,000.00
6340 · Medical Training	0.00	555.00	-555.00	0.00	6,682.00	-6,682.00	6,682.00
6350 · Firefighter Rehab	119.24	42.00	77.24	589.60	500.00	89.60	500.00
Travel & Training & Oper Supp - Other	0.00			46.63			
Total Travel & Training & Oper Supp	2,339.24	18,880.00	-16,540.76	33,911.89	65,182.00	-31,270.11	65,182.00
Managerial Expenses							

Wellington Fire Protection District

Profit & Loss Budget Performance

December 2023

	Dec 23	Budget	\$ Over Budget	Jan - Dec 23	YTD Budget	\$ Over Budget	Annual Budget
7010 · Office Supplies	0.00	158.00	-158.00	2,071.51	1,890.00	181.51	1,890.00
7015 · Postage & Printing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7020 · Accounting & Finance	2,700.00	10,000.00	-7,300.00	75,462.50	90,000.00	-14,537.50	90,000.00
7025 · Legal Expenses	0.00	833.00	-833.00	4,688.80	10,000.00	-5,311.20	10,000.00
7030 · Professional Fees	3,500.00	625.00	2,875.00	15,226.98	7,500.00	7,726.98	7,500.00
7040 · Leases	0.00	167.00	-167.00	0.00	2,000.00	-2,000.00	2,000.00
7050 · Dues and Subscriptions	7,501.03	158.00	7,343.03	20,346.80	8,960.00	11,386.80	8,960.00
7060 · Payroll Processing Fees	728.34	650.00	78.34	8,661.83	7,800.00	861.83	7,800.00
7070 · County Treasurer Fees	628.43	2,080.00	-1,451.57	60,993.78	66,256.00	-5,262.22	66,256.00
7080 · Bank Service Charges	769.00	23.00	746.00	963.91	282.00	681.91	282.00
7100 · Insurance Expenses	100.00	2,750.00	-2,650.00	16,109.00	33,000.00	-16,891.00	33,000.00
7110 · District Board Expenses	96.66	208.00	-111.34	905.02	2,500.00	-1,594.98	2,500.00
7120 · Elections Costs	0.00	0.00	0.00	10,726.60	14,000.00	-3,273.40	14,000.00
7130 · Grant Expenses	0.00	267.00	-267.00	0.00	3,200.00	-3,200.00	3,200.00
7140 · Interest Expense	0.00	0.00	0.00	6,087.84	6,777.00	-689.16	6,777.00
Total Managerial Expenses	16,023.46	17,919.00	-1,895.54	222,244.57	254,165.00	-31,920.43	254,165.00
Fire Prevention							
6401 · Public Education	0.00	83.00	-83.00	39.72	1,000.00	-960.28	1,000.00
6402 · Supplies-Enforcement	0.00	235.00	-235.00	961.04	2,823.00	-1,861.96	2,823.00
Total Fire Prevention	0.00	318.00	-318.00	1,000.76	3,823.00	-2,822.24	3,823.00
Capital Outlay							
7945 · C/O - Communicaiton Equipment	0.00	833.00	-833.00	0.00	10,000.00	-10,000.00	10,000.00
Total Capital Outlay	0.00	833.00	-833.00	0.00	10,000.00	-10,000.00	10,000.00
Contingencies							
8002 · Contingencies (Funding Reserve)	0.00	48,997.00	-48,997.00	0.00	48,997.00	-48,997.00	48,997.00
8003 · Volunteer Pension Contribution	105,876.00	105,876.00	0.00	105,876.00	105,876.00	0.00	105,876.00
Total Contingencies	105,876.00	154,873.00	-48,997.00	105,876.00	154,873.00	-48,997.00	154,873.00
Total Expense	269,009.56	559,271.00	-290,261.44	2,494,612.38	3,093,443.00	-598,830.62	3,093,443.00
Net Ordinary Income	-134,902.29	-356,681.59	221,779.30	964,575.94	384,572.01	580,003.93	384,572.01
Net Income	-134,902.29	-356,681.59	221,779.30	964,575.94	384,572.01	580,003.93	384,572.01

Wellington Fire Protection District

Monthly Disbursements

As of December 31, 2023

Type	Date	Num	Name	Memo	Clr	Split	Debit	Credit
CASH-CAPITAL FUND								
107.400 · Town Impact Fees-PW-3768								
Deposit	12/17/2023			Interest	X	4020 · EAR...	7.58	
Deposit	12/22/2023			Deposit		4015 · IMPA...	53,624.26	
Total 107.400 · Town Impact Fees-PW-3768							53,631.84	0.00
107.500 · County Impact Fees-PW-3818								
Deposit	12/15/2023			Interest	X	4020 · EAR...	14.90	
Transfer	12/26/2023			Funds Tran...		107.000 · O...		10,152.80
Total 107.500 · County Impact Fees-PW-3818							14.90	10,152.80
107.600 · FNBO Town Impact Fees - 9432								
Check	12/15/2023	1	First National Ba...		X	7080 · Bank...		761.00
Total 107.600 · FNBO Town Impact Fees - 9432							0.00	761.00
Total CASH-CAPITAL FUND							53,646.74	10,913.80
CASH - GENERAL FUND								
107.350 · Colotrust Plus								
Transfer	12/07/2023			Funds Tran...	X	107.000 · O...		175,000.00
General Journal	12/10/2023	2022...		Property ta...	X	4010 · PRO...	47,944.67	
Transfer	12/26/2023			Funds Tran...	X	107.000 · O...		100,000.00
Deposit	12/31/2023			Interest	X	4020 · EAR...	2,301.43	
Total 107.350 · Colotrust Plus							50,246.10	275,000.00
107.355 · Colotrust Prime								
Deposit	12/31/2023			Interest	X	4020 · EAR...	2,221.87	
Total 107.355 · Colotrust Prime							2,221.87	0.00
107.000 · Operating - Points West - 5485								
Bill Pmt -Check	12/01/2023	7000	National Fire Ser...	Fire Consul...	X	2000 · ACC...		3,500.00
Transfer	12/07/2023			Funds Tran...	X	107.350 · C...	175,000.00	
Deposit	12/11/2023			Deposit	X	4017 · MISC...	9,000.00	
Bill Pmt -Check	12/13/2023	7014	Becker Safety a...		X	2000 · ACC...		1,121.50
Bill Pmt -Check	12/13/2023	7015	Colorado Divisio...	VOID: Refu...	X	2000 · ACC...	0.00	
Bill Pmt -Check	12/13/2023	7016	Eso Solutions Inc.		X	2000 · ACC...		4,495.00
Bill Pmt -Check	12/13/2023	7017	First Responder ...		X	2000 · ACC...		1,500.00
Bill Pmt -Check	12/13/2023	7018	ICC-		X	2000 · ACC...		1,990.36
Bill Pmt -Check	12/13/2023	Auto...	Lumen/Century ...	Autopay	X	2000 · ACC...		175.89
Bill Pmt -Check	12/13/2023	7020	MES - Rocky Mo...		X	2000 · ACC...		449.56
Bill Pmt -Check	12/13/2023	7021	Poudre Fire Auth...		X	2000 · ACC...		481.80
Bill Pmt -Check	12/13/2023	7023	Standard Insura...		X	2000 · ACC...		821.27
Bill Pmt -Check	12/13/2023	7024	Tribbett Agency	Bond Rene...	X	2000 · ACC...		100.00
Bill Pmt -Check	12/13/2023	7025	Wellington Cha...		X	2000 · ACC...		210.00
Bill Pmt -Check	12/13/2023	7026	Vector Solutions		X	2000 · ACC...		2,694.60
Bill Pmt -Check	12/13/2023	7027	Family Support ...		X	2000 · ACC...		343.36
Bill Pmt -Check	12/15/2023	Auto...	Republic Services	VOID:	X	2000 · ACC...		200.10
Bill Pmt -Check	12/15/2023	ACH	Vectra Bank		X	2000 · ACC...		1,226.68
General Journal	12/15/2023	2022...		12.15.23 P...	X	5010 · Salar...		39,160.57
General Journal	12/15/2023	2022...		12.15.23 P...	X	5010 · Salar...		8,391.25
Check	12/19/2023	9999...	Northern Colora...		X	6010 · Utilities		157.95
Bill Pmt -Check	12/20/2023	9999...	Senergy Petrole...		X	2000 · ACC...		764.63
Check	12/20/2023	9999...	Paylocity		X	7060 · Payr...		728.34
Check	12/21/2023	9999...	Fire And Police ...		X	-SPLIT-		117,432.90
Deposit	12/22/2023			Deposit	X	4017 · MISC...	20.00	
Check	12/22/2023	9999...	Anthem Blue Cr...		X	5210 · Healt...		16,622.47
Check	12/22/2023	9999...	Northern Colora...		X	6010 · Utilities		78.59
Deposit	12/22/2023			Deposit		-SPLIT-	3,113.00	
Transfer	12/26/2023			Funds Tran...	X	107.500 · C...	10,152.80	
Transfer	12/26/2023			Funds Tran...	X	107.350 · C...	100,000.00	
Check	12/26/2023	9999...	Fire And Police ...		X	2140 · FPP...		11,533.04
Check	12/27/2023	9999...	Fire And Police ...		X	2140 · FPP...		22,479.51
Check	12/27/2023	9999...	Town of Wellingt...		X	6010 · Utilities		500.00
General Journal	12/29/2023	2022...		12.29.23 p...	X	5010 · Salar...		37,722.08
General Journal	12/29/2023	2022...		12.29.23 p...	X	5010 · Salar...		6,077.38
Total 107.000 · Operating - Points West - 5485							297,285.80	280,958.83
107.200 · Money Market - Points West 3800								

10:57 AM

01/17/24

Accrual Basis

Wellington Fire Protection District

Monthly Disbursements

As of December 31, 2023

Type	Date	Num	Name	Memo	Clr	Split	Debit	Credit
Check	12/18/2023			Service Ch...	X	7080 · Bank...		8.00
Deposit	12/18/2023			Interest	X	4020 · EAR...	0.04	
Total 107.200 · Money Market - Points West 3800							0.04	8.00
108.000 · Operating - 1st National Bank								
Total 108.000 · Operating - 1st National Bank								
Total CASH - GENERAL FUND							349,753.81	555,966.83
TOTAL							403,400.55	566,880.63

10:57 AM

01/17/24

Accrual Basis

Wellington Fire Protection District

Monthly Disbursements

As of December 31, 2023

Balance

187,785.99
21,965.76
21,973.34
75,597.60

75,597.60

35,320.23
35,335.13
25,182.33

25,182.33

130,500.00
129,739.00

129,739.00

230,518.93

1,202,570.86
604,800.58
429,800.58
477,745.25
377,745.25
380,046.68

380,046.68

499,092.15
501,314.02

501,314.02

55,309.00
51,809.00
226,809.00
235,809.00
234,687.50
234,687.50
230,192.50
228,692.50
226,702.14
226,526.25
226,076.69
225,594.89
224,773.62
224,673.62
224,463.62
221,769.02
221,425.66
221,225.56
219,998.88
180,838.31
172,447.06
172,289.11
171,524.48
170,796.14
53,363.24
53,383.24
36,760.77
36,682.18
39,795.18
49,947.98
149,947.98
138,414.94
115,935.43
115,435.43
77,713.35
71,635.97

71,635.97

131.42

10:57 AM

01/17/24

Accrual Basis

Wellington Fire Protection District

Monthly Disbursements

As of December 31, 2023

Balance

123.42

123.46

123.46

43,237.71

43,237.71

996,357.84

1,226,876.77

Wellington Fire Protection District

Profit & Loss

January through December 2023

01/17/24

Accrual Basis

	Jan - Dec 23	Jan - Dec 23
Ordinary Income/Expense		
Income		
Tax Levy Revenue		
4010 · PROPERTY TAXES	3,044,710.30	3,044,710.30
4011 · DELQ TAX & INTEREST	5,185.10	5,185.10
4012 · SPECIFIC OWNERSHIP	222,537.25	222,537.25
Total Tax Levy Revenue	3,272,432.65	3,272,432.65
Non Tax Levy Revenue		
4015 · IMPACT FEES	93,598.79	93,598.79
4016 · SERVICE FEES	24,094.00	24,094.00
4017 · MISCELLANEOUS	18,873.05	18,873.05
4018 · DONATIONS	25,620.00	25,620.00
1.400.0 · REVENUE		
4020 · EARNINGS ON DEPOSITS	24,569.83	24,569.83
Total 1.400.0 · REVENUE	24,569.83	24,569.83
Total Non Tax Levy Revenue	186,755.67	186,755.67
Total Income	3,459,188.32	3,459,188.32
Gross Profit	3,459,188.32	3,459,188.32
Expense		
Personnel Costs		
5010 · Salaries and Wages	1,349,611.50	1,349,611.50
5030 · Overtime	182,882.24	182,882.24
5025 · District Board Compensation	7,100.00	7,100.00
5040 · Vacation Pay/Sick Pay	31,752.53	31,752.53
5060 · Volunteer & Reserve Pay	0.00	0.00
5110 · Employer Taxes	43,112.11	43,112.11
5120 · Workers Compensation	43,736.05	43,736.05
5210 · Health, Dental & Visions Ins	142,923.46	142,923.46
5220 · Other Employee Benefits	4,931.40	4,931.40
5230 · FPPA Expense	158,905.63	158,905.63
5240 · 457 Expense	25,662.89	25,662.89
5260 · Uniform Expense	5,172.59	5,172.59
5270 · Awards & Recognition	408.55	408.55
Total Personnel Costs	1,996,198.95	1,996,198.95
Buildings & Land		
6010 · Utilities	40,683.22	40,683.22
6020 · Station Supplies	3,118.89	3,118.89
6030 · Building Repairs & Maintenance	3,806.86	3,806.86
Total Buildings & Land	47,608.97	47,608.97
Vehicles & Equipment		
6110 · Firefighting Equipment	3,517.29	3,517.29
6120 · Fuel Expense	14,968.22	14,968.22
6130 · EMS Supplies	2,297.02	2,297.02
6140 · Vehicles Repairs & Maintenance	21,801.58	21,801.58
6150 · EMS & Firefighting Equip Maint	1,897.93	1,897.93
6170 · PPE	6,828.68	6,828.68

Wellington Fire Protection District

Profit & Loss

January through December 2023

	Jan - Dec 23	Jan - Dec 23
Total Vehicles & Equipment	51,310.72	51,310.72
Communication & IT		
6210 · I.T. Expenses	27,174.63	27,174.63
6220 · Radio Maintenance	1,261.43	1,261.43
6230 · Dispatch	8,024.46	8,024.46
Total Communication & IT	36,460.52	36,460.52
Travel & Training & Oper Supp		
6310 · Health & Safety	26,792.00	26,792.00
6330 · Training & Seminars	6,483.66	6,483.66
6350 · Firefighter Rehab	589.60	589.60
Travel & Training & Oper Supp - Other	46.63	46.63
Total Travel & Training & Oper Supp	33,911.89	33,911.89
Managerial Expenses		
7010 · Office Supplies	2,071.51	2,071.51
7020 · Accounting & Finance	75,462.50	75,462.50
7025 · Legal Expenses	4,688.80	4,688.80
7030 · Professional Fees	15,226.98	15,226.98
7050 · Dues and Subscriptions	20,346.80	20,346.80
7060 · Payroll Processing Fees	8,661.83	8,661.83
7070 · County Treasurer Fees	60,993.78	60,993.78
7080 · Bank Service Charges	963.91	963.91
7100 · Insurance Expenses	16,109.00	16,109.00
7110 · District Board Expenses	905.02	905.02
7120 · Elections Costs	10,726.60	10,726.60
7140 · Interest Expense	6,087.84	6,087.84
Total Managerial Expenses	222,244.57	222,244.57
Fire Prevention		
6401 · Public Education	39.72	39.72
6402 · Supplies-Enforcement	961.04	961.04
Total Fire Prevention	1,000.76	1,000.76
Contingencies		
8003 · Volunteer Pension Contribution	105,876.00	105,876.00
Total Contingencies	105,876.00	105,876.00
Total Expense	2,494,612.38	2,494,612.38
Net Ordinary Income	964,575.94	964,575.94
Net Income	964,575.94	964,575.94

Wellington Fire Protection District
 Cash Analysis
 For the Year Ending December 31, 2023

	Jan-24	Feb-24	Mar-24
Beginning Cash balance	933,939	491,150	263,738
Transfers from impact fees	-	-	-
Property taxes	⌘ -	-	-
Other expected income	⚡ 15,758	18,000	18,000
Interest	⚡ 4,000	4,000	4,000
Expected expenses	⌘ (215,000)	(215,000)	(215,000)
Loan payments		(23,539)	(62,939)
Expected cash available	<u>738,697</u>	<u>274,611</u>	<u>7,799</u>

- ⌘ This is based on avg monthly expenses for the year plus known payments coming up that are not monthly expenses
- ⚡ Specific ownership taxes based on average for the year
- ⚡ estimated
- ⌘ Calculated using amount collected to date vs the budgeted amount remaining.

Wellington Fire
Impact Fees and debt tracking

12/31/2023

IMPACT FEE Fund tracking

Cash balance per 2022 audited F/S	240,902
Repay due to general fund per audited F/S	(32,543)
SH 1 Debt payment	(69,500)
2023 impact fees collected	93,599
Interest income	324
Impact Fee balance 11.30.2023	<u>232,782</u>
Cash per F/S	230,519
Due to impact fee fund per balance sheet	<u>2,263</u>
Difference	<u>(0)</u>

	Balance	2023	Balance	Due in	Due in	Due in	# of
Debt Tracking	1.1.2023	payments		2023	2024	future	homes
SH 1	139,000	(69,500)	69,500	-	69,500	-	
Fire engine rehab	72,158	(35,468)	36,690	-	36,690	(0)	
Bunker gear	66,207	(21,443)	44,765	-	23,359	21,406	
Station Monitoring	70,159	(22,612)	47,547	-	24,987	22,560	
Tax Rebate	298,683	(14,269)	284,414	-	14,269	270,145	
Impact Fee rebates	227,920	(72,520)	155,400	-	-	155,400	105
Total	<u>874,128</u>	<u>(235,812)</u>	<u>638,315</u>	<u>-</u>	<u>168,805</u>	<u>469,510</u>	

Executive Recruitment



Full Recruitment – Sourcing & Screening – Sourcing Only



assure that your chosen candidate will not only be qualified, but they will also be a perfect “fit” within your organization.

We understand that every organization is unique, so we’re flexible!

Our 3 Recruitment Options

Full Recruitment

Sourcing & Screening

Sourcing Only

Each recruitment starts with a project overview, then we tailor each process to meet your organizations’ individual needs. We can work with you on: budget, ideal recruitment timeframe, and your desired level of assistance from our Prothman Team.

All of our recruitment options include: a position profile, a position announcement on our website and social media platforms, and a tailored outreach strategy.

1

Project Review

Our Team will work with you on details such as project schedule, geographic scope of the search (national or regional), compensation package, identifying key stakeholders, and overall design of the search process.

Full Recruitment - Sourcing & Screening - Sourcing

2

Gather Information & Research

Our goal is to thoroughly understand the preferred candidate qualifications, as well as the values and culture of your organization. We collect any materials and data relevant to the position, the area, and the organization.

Full Recruitment - Sourcing & Screening - Sourcing

3

Position Profile Development

4

Recruitment & Advertising Strategy

We design an effective advertising strategy to identify and reach the candidates who are best suited for the position. Sometimes the best candidates are not actively looking for a new position; these are the candidates we are successful in finding. To “cast the widest net possible” we utilize a variety of methods such as a targeted direct mail campaign, modern social media, and more.

Full Recruitment - Sourcing & Screening - Sourcing

5

Candidate Screening & Narrowing

We conduct a preliminary screening of the applicants to narrow the pool and find the most outstanding candidates for the position. Our search consultants work as an advisor and facilitator throughout the screening process and provide the decision maker with detailed notes to help them come to a consensus. *Full Recruitment candidates that selected to move forward will be asked to complete references and approve detailed background checks to be performed.

Full Recruitment - Sourcing & Screening

The final interview process allows you, staff, and key stakeholders to get to know the candidates better, and vice versa. The final interviews are a great way to observe the candidates through a variety of different settings to assess how each candidate might fit into your organization.

Full Recruitment

7

Facilitate Discussion & Evaluation Process

After the final interviews are completed, your consultant will facilitate a debrief with panel participants; this allows the decision makers to hear the panel's perceived strengths and concerns of each candidate. We will then facilitate the discussion and evaluation process with the decision makers, helping those involved come to consensus. We can also organize any additional candidate referencing, interviews, or research, if necessary.

Full Recruitment

8

Successful Hire

Once the top candidate has been selected, we can offer any assistance you may require in developing an offer letter and negotiating terms of the employment agreement. *For Full Recruitments: should a top candidate not be selected, we will repeat the recruitment at no additional fee.

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ESCI

Good morning, Mr. Saulsbery – thank you for reaching out to ESCI regarding your need for a firm to conduct a Fire Chief recruitment for the Wellington Fire Protection District. As you may know ESCI is the consulting arm of the International Association of Fire Chiefs and we appreciate the opportunity to offer our assistance to you. Below is a quick synopsis of our process for your consideration.

ESCI takes the following steps to conduct our recruitment/selection process for Fire Chief:

1. Meet with you and/or other relevant Wellington FPD stakeholders to discuss the position and what kind of person you are looking for to fill it
2. Assist you with revising and finalizing a new/updated job description for the position
3. Create a brochure to announce a job opening for the position, as necessary
4. Advertise the job opening in targeted locations such as ESCI's website, IAFC's website, other national and regional fire-rescue association websites, Indeed and other job boards, etc.
5. Evaluate all submitted applications and resumes against the desired qualifications
6. Narrow the field of applicants in consultation with you, as desired
7. Send and evaluate pre-onsite interview supplemental questionnaires to applicants, with questions developed in consultation with you and your team, to even further narrow the pool to only the most highly qualified applicants
8. Conduct a brief interview with each remaining candidate to evaluate verbal skills and interpersonal skills (key KSAs for executive positions) along with an online presence review to ensure there are no red flag issues about the candidates
9. Submit a recommended pool of names and summaries or actual resumes/interviews to you for potential interviewing
10. Work with you to develop valid interview questions and formats
11. Administer the interview to a final group of candidates (Wellington FPD would pay for candidate travel if you choose in-person interviews, to be discussed further)
12. Conduct a training for the evaluators who are rating the candidates, as necessary
13. Assist with the scoring and ranking of candidates
14. Consult as necessary on additional assessments of final pool (assessment center, additional interviewing, etc.), if desired
15. Conduct background investigations (the local PD can do this or ESCI's investigator can) once you are ready to offer the position
16. The general ballpark cost for ESCI's executive recruitment process is in the \$20,000 - \$25,000 range, depending on elements chosen. Travel for ESCI staff is not included in this price but we cap it at a negotiated price if necessary. That being said, many of our recruitments in the past few years have been successfully conducted virtually.

I hope this information is helpful. If you are interested in learning more about our process or discussing details further please let me know and I will put you in contact with the person who handles our recruitments.

Thank you,

Mike Roth | Operations Manager

Thank you Mike.

One question we have right now is how long does it typically take for this process to run its course?

My pleasure – there can be any number of extenuating circumstances, but I'd say its typically a 3-month process. One month of that is keeping the advertisement open. There is a little work on the front end that shouldn't take more than 2 weeks and then on the back of the advertisement is paring down the qualified candidates and developing/scheduling the interview. With the end-of-year holidays entering into the mix the scheduling of interviews could stretch the timeline.

Mike Roth | Operations Manager

CONTRACT FOR GRANT WRITING SERVICES

I. This Contract Agreement is made this 6th day of January 2024 between:

Organization Name ("Client"): Wellington Fire Protection District

Contact Name: David Cropp

Address: 8130 3rd St

City, State, Zip: Wellington, CO 80549

Phone: 970-568-3232

Email: dcropp@wfpd.org

And

Contractor Name ("Contractor"): Aubrie Radford, MPH, PMP

Address: 2621 Pasquinel Dr

City, State, Zip: Fort Collins, CO 80526

Phone: 815-592-3494

Email: aubrie.radford@gmail.com

- II. Scope of Services: Contractor agrees to provide the following services to Client:
1. Conduct prospect research to identify prospective funders.
 2. Compile research data and develop a grant writing plan.
 3. Review organization materials and research/review other background information as necessary in order to develop grant proposals and auxiliary documents.
 4. Write and edit proposals and auxiliary documents to prospective grantors.
 5. Attend meetings in person and/or virtually as necessary to accomplish the required work.
- III. Duties of Client:
1. Provide any documents, data, materials, and review necessary to complete the grant application.
 2. Provide prompt and frequent communication and information exchange to ensure no delay in completion of grant writing tasks.
 3. Assist with or complete application documents that require authorized persons signatures and/or extensive institutional knowledge to complete.
 4. Submit the grant application electronically using materials provided by Contractor.
- IV. Compensation: Client agrees to compensate Contractor at the rate of \$60 per hour. Contractor anticipates 15 hours required for identifying and selecting grants and 60 hours per grant application completed. Contractor must receive written notice (by email) from Client to pursue certain grants, and Contractor will notify and wait for written approval by Client to continue work if additional hours are required. Contractor will keep careful track of hours spent on Client's business and will submit a monthly itemized

invoice. Billable hours will include all activities mentioned in Section II, as well as telephone consultations and information exchanges via phone and email, communication with prospective funding agencies to clarify guidelines/instructions or to request information, and travel time to/from meetings. Time will be rounded to the nearest quarter hour. Amount shall be paid to Contractor within 15 days of receipt of invoice. A late fee of 1.5% per day will be assessed for any payment not received within 20 days of the submission of an invoice. In addition to the hourly fee, Client shall be responsible for providing or reimbursing the cost of copying and/or travel expenses incurred in the course of providing said services. Contractor shall be responsible for providing all simple office supplies and equipment for the purposes of fulfilling the terms of this agreement.

- V. Independent Contractor: Contractor acknowledges that the services rendered under this Agreement shall be solely as an independent contractor. Contractor is responsible for the payment of all federal, state and local income taxes.
- VI. Confidentiality: Both parties agree to adhere to strict confidentiality practices and to provide each other with their best efforts in the fulfillment of this contract.
- VII. Guarantees: Contractor shall use all resources at Contractor's disposal to perform duties as assigned and agreed to by both parties and shall submit the same in good faith. However, no guarantee of receipt of funding by Client is implied or promised by the Contractor. Payment is due even if Client chooses to not submit the grant proposal or if Client does not receive a grant. In addition, Contractor and Client recognize that performance of tasks in Section II necessitates communication and information exchange between the parties and with funders, and that delay in completing the tasks may occur if there are delays with information exchange. Client also recognizes that if grants are received, Client is responsible for any acknowledgments, execution of the grant work plan, and reports to funders.

This agreement shall constitute the entire agreement between the parties and shall remain in effect between January 5, 2024 and April 30, 2024, with extension or amendment by written agreement between both parties. This agreement may be terminated or renegotiated by either party with 14 (fourteen) days' written notice (by email) to the other party.

CONTRACTOR

Signature

Date

Name: Aubrie Radford, MPH, PMP

Title: Grant Writing Contractor

CLIENT

Signature

Date

Name: Interim Chief David Cropp

Title: Interim Chief of Wellington Fire
Protection District

WFPD Honor Guard

Annual Cost and Budget

Goal: 5-6 ready members, 4-5 events a year (including 9-11/July 4th)

Mission: Inspire, pay homage and perform Drill and Ceremonies for WFPD members and surrounding agencies of Service.

Vision: Support times of memory, celebration and heritage.

Tasks: Quarterly Award evaluations and presentations, Awards and decorations, Public Relations and presentations, Uniform expertise, New Hire and Promotion recognition

Annual cost \$2-4,000

New member: \$900 (Uniform \$430, Cap \$70, Shoes \$130, Alterations \$100, Gloves \$10, Badge \$150)

Honor Guard salary: \$3,000

- Hourly Pay \$18 (5 members, 4 hours per quarter, 4 quarters= \$1,440)
- Average Event \$360 (4 members, 5 hours) x4 =\$1,440
- Funeral \$626 (3 members, 9 hours, 140 miles)
- Equipment & upkeep \$300 & \$50

Current expense - \$1,100(3 member, 7 hours, 3 events)